



Dear ASTA Exhibitors,

Welcome to Seed Expo 2017! We are excited to bring you the latest updates to this time-honored tradition for the seed industry. As the business environment for the seed industry continues to evolve, so does our show, through your input and that of the Program Planning Committee and the ASTA Board of Directors. We look forward to fostering experiential learning and opportunities for connection at this year's event.

**As you prepare for this year's show, please make note of your exhibitor checklist:**

1. As soon as your booth is confirmed (which for most of you has already happened), a confirmation email is sent that provides your exhibitor password and login information. This is how you can immediately begin embellishing your company's online booth presence for the show, which is linked from the ASTA app and the convention website. Take a few minutes to make your online profile shine! There are also new upgrade opportunities to add exciting features like videos to make your company stand out even more – watch for an email on August 8 for information!
2. ASTA is collecting more demographic information from registrants this year – so lead retrieval (see the enclosed Expo Logic order form) is more recommended than ever, so you can end up with a valuable post-show report of visitors!
3. Review [ASTA sponsorship opportunities](#) and sign up for additional ways to make your company stand-out on-site!
4. Register your booth personnel by November 15.
5. THEN reserve your hotel rooms by November 15 (using your Badge ID numbers from your registrations in Step #3 above).
6. View the enclosed "Quick Facts" for Freeman ordering early-bird deadlines and shipping information.
7. Make a pre-show marketing game plan and request a list for your one-time pre-show email opportunity from [jcrouse@betterseed.org](mailto:jcrouse@betterseed.org) – be sure to get your promo email approved by ASTA ahead of time!
8. Make an on-site game plan to make sure your exhibitor personnel are fully engaging visitors and getting the best ROI for your booth!

Our **Exhibitor Meeting** will once again be held at 7:30 a.m. on Thursday, December 6 at the Hyatt Regency Chicago. This is the meeting where we collect your valuable exhibitor feedback on the show, and where you can instantly renew your booth for 2018. Don't miss it!

Additionally, ASTA leadership would like to schedule site-down appointments with exhibitors, one-on-one, at this year's show in order to get more in depth feedback from exhibitors. If you would like to participate, email Jennifer Crouse at [jcrouse@betterseed.org](mailto:jcrouse@betterseed.org).



We are looking forward to a great event in Chicago! Please do not hesitate to contact me at (703) 837-8140 or [jcrouse@betterseed.org](mailto:jcrouse@betterseed.org) should you have any questions or concerns.

Warmest regards,

Jennifer L. Crouse  
Director, Meetings & Services  
American Seed Trade Association

## Booth Personnel Registration

If you have not yet submitted your booth personnel registration information, or if you need to change what was previously submitted, you can do so by using this form.

For each 10' x 10' booth reserved, you are entitled to two free registrants (Columbus Hall exhibitors receive six total free registrants).

Additional registrants are then paid according to standard registration rates.

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

### Complimentary Registrant 1:

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Different address? \_\_\_\_\_

**NEW – REQUIRED DEMOGRAPHIC QUESTIONS** (your registration will not be processed until all fields are complete):

Please omit my email address from the attendee roster: \_\_\_\_\_ Yes \_\_\_\_\_ No

Please omit ALL of my contact information from the attendee roster: \_\_\_\_\_ Yes \_\_\_\_\_ No

Year you entered seed industry: \_\_\_\_\_ First-time attendee?: \_\_\_\_\_

Main seed type focus areas: ☐ Corn ☐ Soybean ☐ Sorghum ☐ Wheat ☐ Rice ☐ Vegetables ☐ Flowers  
☐ Other ☐ All

### Complimentary Registrant 2:

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Different address? \_\_\_\_\_

**NEW – REQUIRED DEMOGRAPHIC QUESTIONS** (your registration will not be processed until all fields are complete):

Please omit my email address from the attendee roster: \_\_\_\_\_ Yes \_\_\_\_\_ No

Please omit ALL of my contact information from the attendee roster: \_\_\_\_\_ Yes \_\_\_\_\_ No

Year you entered seed industry: \_\_\_\_\_ First-time attendee?: \_\_\_\_\_

Main seed type focus areas: ☐ Corn ☐ Soybean ☐ Sorghum ☐ Wheat ☐ Rice ☐ Vegetables ☐ Flowers  
☐ Other ☐ All

Please re-use the above form if your company has reserved more than one 10' x 10' booth, according to your total number of reserved booths .

For additional paid personnel, please use the enclosed attendee registration form.

Scan/email form to Jennifer Crouse at [jcrouse@betterseed.org](mailto:jcrouse@betterseed.org) (fax: 703-837-9365)

## Booth Personnel Registration: Additional Paid Registrant

Please use this form to register additional attendees from an exhibitor company. Please note that COMPLIMENTARY exhibitors will have full access to all convention events, including sessions. For PAID personnel/participants being registered below, you must select the "full delegate" option in order for those people to have the same access as the complimentary personnel. If your registrants below will ONLY need to access the expo areas, select the "Expo Pass" option when registering.

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

### **Additional Paid Personnel: Select Registration Type:**

\_\_\_\_\_ Expo Pass Only: \$100 \_\_\_\_\_ Full registration: \$375 member, \$750 non-member

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Different address? \_\_\_\_\_

**NEW – REQUIRED DEMOGRAPHIC QUESTIONS** (your registration will not be processed until all fields are complete):

Please omit my email address from the attendee roster: \_\_\_\_\_ Yes \_\_\_\_\_ No

Please omit ALL of my contact information from the attendee roster: \_\_\_\_\_ Yes \_\_\_\_\_ No

Year you entered seed industry: \_\_\_\_\_ First-time attendee?: \_\_\_\_\_

Main seed type focus areas: ☐ Corn ☐ Soybean ☐ Sorghum ☐ Wheat ☐ Rice ☐ Vegetables ☐ Flowers  
☐ Other ☐ All

### **Spouse Registration (\$50 member, \$75 non-member, prior to Nov. 15):**

Spouse Registration may not be used for a seed industry employee.

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Omit e-mail address from directory? \_\_\_\_\_

Title: \_\_\_\_\_ Different address? \_\_\_\_\_

### **PAYMENT INFORMATION:**

ASTA accepts Visa, Mastercard, and American Express.

Form of payment: Check: \_\_\_\_\_ Credit card: \_\_\_\_\_ Card #: \_\_\_\_\_  
Exp. \_\_\_\_\_ CVC Code: \_\_\_\_\_

If you have multiple additional personnel to register, you can send a chart, completing all fields shown above, to send a group of individuals at once.

Scan or email completed form to Jennifer Crouse at [jcrouse@betterseed.org](mailto:jcrouse@betterseed.org)

# COMPLIMENTARY CUSTOMER SEED EXPO PASSES

## Information and Rules

---

### HELP US GET YOUR CUSTOMERS TO THE SHOW!

---

Each Seed Expo 2017 exhibitor company will once again receive the right to distribute an UNLIMITED number of eligible complimentary customer day passes to your customers. This pass allows them to visit the show at any time from Tuesday, December 5 to Thursday, December 7 during the hours the show is open. Seed Expo Passes are otherwise sold to general attendees at \$100, or \$50 per day for one-day access only.

- **NOTE:** Day passes can be purchased by the exhibitor company at 50% OFF using the attached form if there is an ineligible guest for whom you would still like to host attendance to the show.

**To offer a free Seed Expo pass to one of your customers, please use the attached order form and EMAIL your list of customer invitees to Jennifer Crouse at [jcrouse@betterseed.org](mailto:jcrouse@betterseed.org).**

Please note the rules for day pass eligibility:

- Day Passes can now be used for exhibitor personnel if needed.
- ASTA reserves the right to refuse a complimentary invitation to an individual who is deemed, in ASTA's sole discretion, not to be a legitimate customer of a Seed Expo 2017 exhibitor.
- Eligibility requirements: Complimentary expo pass invitations may not be issued to those who are already ASTA members or already registrants of the conference, or have attended in the past two years.

If you have any questions or concerns about the Seed Expo Passes, please contact Jennifer Crouse at ASTA ([jcrouse@amseed.org](mailto:jcrouse@amseed.org)) or at (703) 837-8140.



# F R E E M A N

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

**SEED EXPO 2017**  
**December 5 - 7, 2017**  
**Hyatt Regency Chicago**  
**Chicago, Illinois**

**FREEMAN quick facts**

## SERVICE INFORMATION

### BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high black backwall drape, 3' high black side dividers, (1) 6' x 30" black draped table, (2) Limerick® chairs by Herman Miller and (1) wastebasket. Two additional Limerick® chairs by Herman Miller will be available at No Charge, upon request.

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

Each Exhibitor will receive a complimentary electrical quad box. If additional electrical service is required, please complete the electricity service order form along with the Freeman Method of Payment form. An electrical floorplan/grid indicating locations for power drops is required for all island booths and those booths requiring additional power.

The Hyatt Regency Chicago is proud to announce the addition of enhanced spot lighting in Riverside Center for 2017. Please contact Freeman's exhibitor service to order additional lighting for your booth.

### EXHIBIT HALL CARPET

The exhibit area is carpeted in a burgundy and tan pattern.

### DISCOUNT PRICE DEADLINE DATE

**In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by MONDAY, NOVEMBER 13, 2017.**

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to:

[Pre-Show FAQ.](#)

**\*ALL OVERSIZED EQUIPMENT Must be delivered on Monday, December 4, 2017 ONLY from 8:00 a.m. - 4:30 p.m.** Oversized equipment is defined as **LARGE** if it can be driven in, will not fit through a standard dock door or anything that cannot be easily moved through the aisles once the pipe and drape is in place. This includes oversized equipment, machinery, or mobile vehicles being displayed on the exhibit floor.

Standard freight delivery that can be unloaded with a regular forklift must be delivered on **Tuesday, December 5, 2017 from 8:00 a.m. - 12:00 p.m.**

Contact Patrick Bytnar with questions at 773-447-4167, Patrick.Bytnar@freeman.com.

**\*\*\*All drivers MUST check in with Freeman for unloading and reloading upon arrival.**

#### **Monday, December 4**

8:00 a.m. - 5:00 p.m.	Exhibitor Registration
8:00 a.m. - 4:30 p.m.	Exhibitor Move-In ( <b>Large Equipment ONLY</b> )*
8:00 a.m. - 4:30 p.m.	Columbus Hall Move-In

#### **Tuesday, December 5**

8:00 a.m. - 12:00 p.m.	Columbus Hall Move-In
8:00 a.m. - 5:00 p.m.	Exhibitor Registration
8:00 a.m. - 1:30 p.m.	Exhibitor Move-In ( <b>Small Exhibitors</b> )

**All exhibits must be fully installed by 1:30 p.m., Tuesday, December 5, 2017, prior to the final cleaning hour of the hall beginning at 1:30 p.m. in anticipation of the 2:30 p.m. opening of the Expo.**

12:00 p.m. - 6:00 p.m.	Columbus Hall Open (Evening Receptions to begin no earlier than 6:00 p.m.)
2:30 p.m. - 6:00 p.m.	Seed Expo 2017 (Riverside Center opens)

**Wednesday, December 6**

8:00 a.m. - 5:00 p.m.  
11:30 a.m. - 1:30 p.m.  
5:00 p.m. - 6:30 p.m.

Seed Expo 2017 (Riverside Center and Columbus Hall) open  
Lunch Concessions  
**Seed Expo Reception**

**Thursday, December 7**

7:30 a.m. - 8:30 a.m.  
  
8:00 a.m. - 2:00 p.m.  
11:45 a.m. - 1:30 p.m.

**Seed Expo Exhibitors/Associates Division Meeting  
(Grand Suite 3, Ballroom Level)**

Seed Expo 2017 (Riverside Center and Columbus Hall) open  
"Seed the Future" Student Poster Presentations and  
Lunch Reception (complimentary)

**EXHIBITOR MOVE-OUT**

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

**Thursday, December 7**

2:00 p.m. - 4:30 p.m.

Exhibitor Move-Out

**Friday, December 8**

8:00 a.m. - 12:00 p.m.  
1:45 p.m.  
8:00 a.m. - 12:00 p.m.

Exhibitor Move-Out  
Grand Prize Giveaway (\$500 Visa gift card)  
Exhibitor Move-Out - **Large equipment**

**PLEASE NOTE! SET-UP and TEAR-DOWN INSTRUCTIONS:**

Exhibit set-up for **LARGE or HEAVY EQUIPMENT\* ONLY** will be **Monday, December 4, 2017 from 8:00 a.m. - 4:30 p.m.**

On Tuesday, December 5, set-up for all other exhibitors will be from 8:00 a.m. - 12:00 p.m. Small booths **WILL NOT** be permitted to set up on Monday. **ALL MOVE-IN MUST BE COMPLETED BY 1:30 P.M.**

**Exhibit tear-down will be from 2:00 p.m. - 4:30 p.m. on Thursday, December 7, 2017 and from 8:00 a.m. - 12:00 p.m. on Friday, December 8, 2017. Large equipment must be scheduled for move-out / pick-up on Friday, December 8, 2017 between 8:00 a.m. - 10:00 a.m.**

**SERVICE CENTER HOURS**

We will have staff available at show site at the Exhibitor Services Center as follows:

Monday	December 4	8:00 a.m. - 4:00 p.m.
Tuesday	December 5	8:00 a.m. - 6:30 p.m.
Wednesday	December 6	7:30 a.m. - 6:00 p.m.
Thursday	December 7	7:30 a.m. - 4:30 p.m.
Friday	December 8	7:30 a.m. - 12:00 p.m.

**DISMANTLE AND MOVE-OUT INFORMATION**

- Freeman will begin returning empty crates starting at **2:00 p.m. on Thursday, December 7, 2017.**
- All exhibitor materials must be removed from the exhibit facility by **12:00 p.m. on Friday, December 8, 2017.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out deadline, please have all carriers check-in by **10:00 a.m. on Friday, December 8, 2017.**

**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.

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



## SERVICE CONTRACTOR CONTACTS / INFORMATION:

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

FREEMAN EXHIBIT TRANSPORTATION  
(800) 995-3579 Toll Free US & Canada  
Fax (469) 621-5810  
(817) 607-5100 Local & International

## FREEMAN ONLINE®

**Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by **MONDAY, NOVEMBER 13, 2017**.** Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during and after** your show. Additionally, you can now access FreemanOnline from any device — **desktop, laptop, tablet** or via our new **Freeman Online Mobile App**.

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

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

## SHIPPING INFORMATION

**Warehouse shipping address:**

**SEED EXPO 2017**  
**Exhibiting Company Name**  
**Booth # \_\_\_\_\_**  
**c/o FREEMAN**  
**2500 West 35th Street**  
**Chicago, IL 60632**

Freeman will accept crated, boxed or skidded materials beginning **Monday, November 6, 2017** at the above address. Materials arriving after **Friday, November 24, 2017** will be received at the warehouse with an additional after deadline charge.

**Warehouse receiving hours are 8:00 a.m. to 3:30 p.m. Monday through Friday.**

**PLEASE NOTE: THE WAREHOUSE WILL BE CLOSED THURSDAY, NOVEMBER 23, 2017 IN OBSERVANCE OF THE HOLIDAY.**

**Show Site shipping address:**

**SEED EXPO 2017**  
**Exhibiting Company Name**  
**Booth # \_\_\_\_\_**  
**c/o FREEMAN**  
**Hyatt Regency Chicago**  
**151 E. Wacker Drive**  
**Chicago, IL 60601**

**Do NOT ship advance freight** to the Hyatt Regency Chicago. The hotel has NO storage facilities and *the freight will be returned to the sender*. Freeman will accept **DIRECT** freight shipments at the hotel on **Monday, December 4, 2017 from 8:00 a.m. to 4:30 p.m. and Tuesday, December 5, 2017 from 8:00 a.m. to 12:00 p.m.**

## LABOR INFORMATION

**Booth Installation & Dismantle:** If utilizing Freeman labor, please refer to the Installation & Dismantle order form to place your order for Carpenter Labor or Decorator Labor. Straight Time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Service Desk.

## ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (773) 473-7080.

## FREEMAN GENERAL INFORMATION

### TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Chicago Exhibitor Services at (773) 473-7080 or Freeman's Customer Support Center at (888) 508-5054.

### HELPFUL HINTS

#### SAVE MONEY

**In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by MONDAY, NOVEMBER 13, 2017.**

#### AVOID DELAY

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

#### SAFETY TIPS

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

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

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

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

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

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 that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

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

#### EXHIBITOR ASSISTANCE

For more information and helpful hints on preshow procedures and move-in, please go to:

[Pre-Show FAQ.](#)

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

[Post-Show FAQ.](#)

Call Freeman's Exhibitor Services department at 773-473-7080 with any questions or needs you may have.



## REDUCING YOUR FOOTPRINT

Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.

### Green Tips for Exhibitors

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

#### Supplies and Ordering

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

#### Printing, Recycling and Waste Management

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

#### Shipping and Transportation

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

#### Personnel and Best Practices

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

These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact [goinggreen@freemanco.com](mailto:goinggreen@freemanco.com).



# FREEMAN

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

DISCOUNT PRICE  
DEADLINE DATE  
NOVEMBER 13, 2017

INCLUDE THIS FORM  
WITH YOUR ORDER  
PLEASE USE BLACK INK

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ BOOTH SIZE : \_\_\_\_\_ X

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EXT.: \_\_\_\_\_ FAX #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

CONTACT'S E-MAIL: \_\_\_\_\_

E-MAIL FOR INVOICE: \_\_\_\_\_ ☐ Check if you are a new Freeman customer

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

## METHOD OF PAYMENT

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

☐ COMPANY CHECK

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

Please reference (413397) 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

**We do not accept credit card information via email.**

ACCOUNT NO.: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

CARDHOLDER NAME (PRINT): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

CARDHOLDER BILLING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

## 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			GRAND TOTAL

- 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](http://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 Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for Exhibitor Sales.

# FREEMAN

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

## SEED EXPO 2017 / DECEMBER 5 - 7, 2017

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

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

- |   |   |
|---|---|
| <input type="checkbox"/> ALL FREEMAN SERVICES       | <input type="checkbox"/> FREEMAN EXHIBIT TRANSPORTATION |
| <input type="checkbox"/> I&D LABOR/SUPERVISION      | <input type="checkbox"/> RENTAL FURNITURE/CARPET/SIGNS  |
| <input type="checkbox"/> MATERIAL HANDLING/IN & OUT | <input type="checkbox"/> BOOTH CLEANING                 |
|   | <input type="checkbox"/> OTHER _____                    |

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

### THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

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

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

# PAYMENT & LABOR

## YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

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

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

## DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Freeman Exhibit, Freeman Transportation, Hoffend Xposition, Stage Rigging, Inc., Kerry Technical Services, TFC, Inc., Freeman Electrical Services, 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. 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 After Deadline charges as indicated on each order form. 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 include delivery, installation, and removal from EXHIBITOR'S 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. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, 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 estimate of charges and the actual charges incurred for material handling, labor time & materials, utility services or equipment usage, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

## ELECTRICAL

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.

## 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. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

## INDEMNIFICATION

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

## IMPORTANT

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



# MATERIAL HANDLING

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

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

**2. PACKAGING/CRATES AND STORAGE.** Freeman shall not be responsible for damage to loose or uncrated materials, 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 containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.**

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

**4. INBOUND/OUTBOUND SHIPMENTS.** There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. **FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT.** Freeman recommends the securing of security services from Facility or Show Management. All MHA's submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth at the time of pickup. Freeman is not responsible for any wait time or other charges including business center charges arising from delivery or pickup of Exhibitor's materials.

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

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

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

**8. CLAIM(S) FOR LOSS.** Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site and in any case not later than **thirty (30) business days** after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from Freeman's warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought 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. 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 \$50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is a less. For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

**c. LIMITATION OF LIABILITY.** IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

**9. DECLARED VALUE.** Declarations of Declared Value are between the Exhibitor and the selected Carrier ONLY, and are in no way an extension of Freeman's maximum liability stated herein. Freeman will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

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

**11. INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

**12. LIEN.** Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies 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 disclaimed liability pursuant to the provisions of this Contract.

**14. DRIVER LIABILITY WAIVER.** IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

# AIR CARGO

## AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper's behalf, it shall be deemed, conclusively, to have been prepared by the Shipper. The Shipper agrees that this shipment is subject to the TERMS stated herein All TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

**1. DEFINITIONS:** In this Contract, "Freeman" means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

**2. FINAL CONTRACT BETWEEN THE PARTIES:** In exchange for Shipper's payments and Freeman's services, which the parties have specified in this 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 obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

**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 loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, Freeman DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

**4. PACKAGING AND CRATES:** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

**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 Consignor or 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 provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.
- (c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.
- (d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.
- (e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

**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 (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF \$50.00 (USD) PER SHIPMENT OR \$.50 (USD) PER POUND (\$1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL FREEMAN'S LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

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

- (a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
  - (b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
  - (c) personal effects;
  - (d) and other inherently fragile or unique items, including prototypes, etc.
- Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of 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 possibility or even the probability of such damages. Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

### 7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

- (a) Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.
- (b) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.
- (c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this 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 e-mail at [exhibit.transportation@freeman.com](mailto: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 will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

**9. CHOICE OF FORUM:** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES [INCLUDING ADOPTED INTERNATIONAL CONVENTIONS] 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 NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

**10. MISCELLANEOUS:** Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; stop the shipment in transit, or divert or reschedule same, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.



# MOTOR CARGO

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

**1. DEFINITIONS.** In this Contract, "Freeman" means Freeman Expositions, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

**2. FINAL CONTRACT BETWEEN THE PARTIES.** In exchange for Shipper's payments and Freeman's services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

**3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED.** Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

**4. PACKAGING AND CRATES.** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

**5. PERISHABLE GOODS.** Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

**6. REFUSED SHIPMENTS.** If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of Freeman, 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 in these instructions to receive notice.

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

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

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

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. When Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

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

**8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES.** Shipper understands that even if shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. **FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE.**

**(THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value. (e) For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$100,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or 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 POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.**

### 9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of Freeman persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

**10. CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Sedgwick, PO Box 14151, Lexington, KY 40512-4151 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 5 business days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Notice of concealed damage must be confirmed in writing or via e-mail at [exhibit.transportation@freeman.com](mailto: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. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

**11. CHOICE OF FORUM / ARBITRATION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF CONTRACT, TORT, COMMON LAW OR RELATING TO THE 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 Agreement, or the breach thereof, shall be exclusively settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) 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; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

**13. SMALL PACKAGE PROGRAM.** If items shipped via Freeman's Small Packages program are lost, damaged or destroyed while in Freeman's possession, **FREEMAN'S MAXIMUM LIABILITY SHALL BE \$100 per package UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** If small packages are received by the Shipper and notice of loss or damage is not received by Freeman within 15 days of the delivery of the property, the parties agree that the presumption shall arise that the property was delivered in proper quantity and in good condition.

# FREEMAN

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

ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE

NOVEMBER 13, 2017

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: **X**

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>SEATING</b>						
<b>Naples Group - Black Leather</b>						
_____	810119*	Chair.....	424.95	467.45	594.95	_____
_____	830120*	Loveseat.....	570.85	627.95	799.20	_____
_____	830119*	Sofa.....	646.35	711.00	904.90	_____
<b>Heathrow Group -Black Leather</b>						
_____	810116*	Armless Chair.....	291.30	320.45	407.80	_____
_____	810117*	Corner Chair.....	341.95	376.15	478.75	_____
_____	830116*	Sofa.....	495.70	545.25	694.00	_____
<b>South Beach Group - Platinum Suede</b>						
_____	8301*	Sofa.....	850.95	936.05	1,191.35	_____
_____	8151*	Ottoman.....	371.90	409.10	520.65	_____
<b>Key Largo Group - Black Fabric</b>						
_____	830950*	Loveseat.....	385.15	423.65	539.20	_____
_____	830951*	Sofa.....	428.20	471.00	599.50	_____
_____	810950*	Chair.....	294.30	323.75	412.00	_____
<b>Allegro Group - Blue Fabric</b>						
_____	81019*	Chair.....	680.20	748.20	952.30	_____
_____	83015*	Sofa.....	1,085.55	1,194.10	1,519.75	_____
<b>Fairfax Group - White Vinyl</b>						
_____	810949*	Chair.....	248.25	273.10	347.55	_____
_____	830949*	Sofa.....	396.10	435.70	554.55	_____
<b>Hopi Group - Gray Linen</b>						
_____	810140*	Chair.....	168.50	185.35	235.90	_____
_____	830150*	Sofa.....	215.25	236.80	301.35	_____
<b>Tangiers Group - Beige Fabric</b>						
_____	810118*	Chair.....	340.15	374.15	476.20	_____
_____	830118*	Sofa.....	480.05	528.05	672.05	_____
<b>Roma Group - White Vinyl</b>						
_____	81020*	Chair.....	455.40	500.95	637.55	_____
_____	83016*	Sofa.....	705.15	775.65	987.20	_____

## CASUAL SEATING

<b>Ottomans</b>						
_____	815122*	Endless Square - White Leather.....	238.75	262.65	334.25	_____
_____	815123*	Endless Square - Black Leather.....	238.75	262.65	334.25	_____
_____	815953*	Endless Curved - White Leather.....	322.90	355.20	452.05	_____
_____	815952*	Endless Curved - Black Leather.....	322.90	355.20	452.05	_____
_____	815120*	Bench - White Leather.....	297.35	327.10	416.30	_____
_____	815121*	Bench - Black Leather.....	297.35	327.10	416.30	_____
_____	815119*	Half-Bench - White Vinyl.....	267.80	294.60	374.90	_____

**FREEMAN** furnishings

Take advantage of the Online price  
by ordering at [www.freeman.com](http://www.freeman.com)  
before NOVEMBER 13, 2017

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CASUAL SEATING</b>						
_____	81518*	Vibe - Blue Vinyl.....	191.05	210.15	267.45	_____
_____	81519*	Vibe - Red Vinyl.....	191.05	210.15	267.45	_____
_____	81525*	Vibe - Orange Vinyl.....	191.05	210.15	267.45	_____
_____	81520*	Vibe - Pink Vinyl.....	191.05	210.15	267.45	_____
_____	81517*	Vibe - Yellow Vinyl.....	191.05	210.15	267.45	_____
_____	81530*	Vibe - Black Vinyl.....	191.05	210.15	267.45	_____
_____	81531*	Vibe - White Vinyl.....	191.05	210.15	267.45	_____
_____	815151*	Marche Swivel Ottoman - Gray Fabric.....	166.15	182.75	232.60	_____
_____	815154*	Marche Swivel Ottoman - Red Fabric.....	166.15	182.75	232.60	_____
_____	815159*	Marche Swivel Ottoman - Blue Fabric.....	166.15	182.75	232.60	_____
_____	815152*	Marche Swivel Ottoman - Linen Fabric.....	166.15	182.75	232.60	_____
_____	815157*	Marche Swivel Ottoman - Meadow Green Fabric.....	166.15	182.75	232.60	_____
_____	815158*	Marche Swivel Ottoman - Pear Yellow Fabric.....	166.15	182.75	232.60	_____
_____	815156*	Marche Swivel Ottoman - Plum Fabric.....	166.15	182.75	232.60	_____
_____	815153*	Marche Swivel Ottoman - Raspberry Fabric.....	166.15	182.75	232.60	_____
_____	815155*	Marche Swivel Ottoman - Rose Quartz Fabric.....	166.15	182.75	232.60	_____
_____	815150*	Marche Swivel Ottoman - White Vinyl.....	166.15	182.75	232.60	_____
_____	81526*	Edge LED Cube - High Density Plastic.....	274.75	302.25	384.65	_____
<b>Banquettes</b>						
_____	8506*	Banquette, Center Cone w/Electrical Charging Outlet	475.85	523.45	666.20	_____
_____	8507*	Banquette, Quarter Curve Ottoman.....	314.55	346.00	440.35	_____
<b>Occasional Chairs</b>						
_____	71089	Black Diamond Side Chair.....	169.80	186.80	237.70	_____
_____	71090	Black Diamond Arm Chair.....	214.65	236.10	300.50	_____
_____	71091	Diva Chair.....	N/A	N/A	N/A	_____
_____	210108	Limerick® Chair by Herman Miller.....	121.00	133.10	169.40	_____
_____	8102*	Madrid Chair - Black Leather/Chrome.....	1,065.45	1,172.00	1,491.65	_____
_____	810816*	Madrid Chair - White Leather/Chrome.....	1,065.45	1,172.00	1,491.65	_____
_____	810948*	Meeting Chair - White Vinyl.....	382.05	420.25	534.85	_____
_____	810835*	Meeting Chair - Espresso Bonded Leather.....	347.60	382.35	486.65	_____
_____	810836*	Meeting Chair - Taupe Microfiber.....	382.05	420.25	534.85	_____
_____	8103*	Tub Chair - Black Fabric.....	532.70	585.95	745.80	_____
_____	810843*	Madden Chair - Light Gray Vinyl.....	340.15	374.15	476.20	_____
_____	810814*	ICE Side Chair - Transparent/Chrome.....	281.50	309.65	394.10	_____
_____	810131*	Malba Chair - Gray Molded Plastic.....	74.70	82.15	104.60	_____
_____	810130*	Malba Chair - Green Molded Plastic.....	71.85	79.05	100.60	_____
_____	810846*	Christopher Chair - White Vinyl/Chrome.....	167.60	184.35	234.65	_____
_____	810851*	Zenith Chair - White/Chrome.....	116.25	127.90	162.75	_____
_____	810841*	Rustique Chair with Arms.....	167.60	184.35	234.65	_____
_____	810837*	Razor Armless Chair - White High Density Plastic.....	77.05	84.75	107.85	_____
_____	810875*	Swanson Chair - White Vinyl.....	186.30	204.95	260.80	_____
_____	810811*	Berlin Stack Chair - White & Red Plastic/Chrome.....	147.40	162.15	206.35	_____
_____	810810*	Berlin Stack Chair - White & Black Plastic/Chrome.....	147.40	162.15	206.35	_____
_____	810847*	Wendy Chair - Clear Acrylic.....	95.30	104.85	133.40	_____

FREEMAN furnishings

Take advantage of the Online price  
by ordering at [www.freeman.com](http://www.freeman.com)  
before NOVEMBER 13, 2017

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Conference Chairs</b>						
_____	71046	Gray Gaslift Chair With Arms.....	330.70	363.75	463.00	_____
_____	71045	Gray Gaslift Chair Without Arms.....	311.45	342.60	436.05	_____
_____	810874*	Labrea Chair - Charcoal Gray Fabric.....	248.50	273.35	347.90	_____
_____	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	425.50	468.05	595.70	_____
_____	810807*	Luxor Executive Chair - Black Leather.....	562.85	619.15	788.00	_____
_____	810844*	Pro Executive High Back Chair - White Vinyl.....	381.90	420.10	534.65	_____
_____	810946*	Pro Executive High Back Chair - Black Vinyl.....	215.30	236.85	301.40	_____
_____	810945*	Pro Executive Mid Back Chair - White Vinyl.....	253.50	278.85	354.90	_____
_____	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	N/A	N/A	N/A	_____
_____	810947*	Pro Executive Guest Chair - Black Vinyl.....	262.90	289.20	368.05	_____

**Bars & Bar Stools**

_____	8501*	Martini Bar.....	1,715.35	1,886.90	2,401.50	_____
_____	71088	Black Diamond Stool.....	270.75	297.85	379.05	_____
_____	71048	Gray Gaslift Stool with Arms.....	455.00	500.50	637.00	_____
_____	71047	Gray Gaslift Stool without Arms.....	399.80	439.80	559.70	_____
_____	71092	Diva Counter Stool.....	N/A	N/A	N/A	_____
_____	210109	Limerick® Stool by Herman Miller.....	170.05	187.05	238.05	_____
_____	810872*	Lift Hydraulic Barstool - Gray Vinyl/Chrome.....	130.30	143.35	182.40	_____
_____	810873*	Lift Hydraulic Barstool - Red Vinyl/Chrome.....	130.30	143.35	182.40	_____
_____	810871*	Lift Hydraulic Barstool - Black Vinyl/Chrome.....	130.30	143.35	182.40	_____
_____	810870*	Lift Hydraulic Barstool - White Vinyl/Chrome.....	130.30	143.35	182.40	_____
_____	33010*	Apex Barstool - Black Vinyl.....	166.70	183.35	233.40	_____
_____	3309*	Apex Barstool - Blue Ultra Suede.....	166.70	183.35	233.40	_____
_____	33042*	Apex Barstool - Red Vinyl.....	166.70	183.35	233.40	_____
_____	33043*	Apex Barstool - White Vinyl.....	166.70	183.35	233.40	_____
_____	810103*	Banana Barstool - White Vinyl/Chrome.....	254.70	280.15	356.60	_____
_____	810104*	Banana Barstool - Black Vinyl/Chrome.....	254.70	280.15	356.60	_____
_____	810850*	Zenith Barstool - White/Chrome.....	116.25	127.90	162.75	_____
_____	810840*	Zoey Barstool - White Vinyl/Chrome.....	415.50	457.05	581.70	_____
_____	810834*	Zoey Barstool - Black Vinyl/Chrome.....	415.50	457.05	581.70	_____
_____	810848*	Christopher Barstool - White.....	209.85	230.85	293.80	_____
_____	810815*	ICE Barstool - Transparent/Chrome.....	301.50	331.65	422.10	_____
_____	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	455.70	501.25	638.00	_____
_____	810839*	Rustique Barstool - Gunmetal.....	167.60	184.35	234.65	_____
_____	810505*	Gin Barstool - Maple Wood/Chrome.....	224.55	247.00	314.35	_____
_____	810200*	Oslo Barstool - Blue Plastic/Chrome.....	318.30	350.15	445.60	_____
_____	810201*	Oslo Barstool - White Plastic/Chrome.....	318.30	350.15	445.60	_____

**FREEMAN** furnishings

Take advantage of the Online price  
by ordering at [www.freeman.com](http://www.freeman.com)  
before NOVEMBER 13, 2017

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
-----	--------	-------------	--------------	----------------	----------------	-------

**Draped Tables & Counters****Draped Tables - Tables are 24" wide**
☐ Black ☐ Blue ☐ Brown ☐ Green ☐ Flax  
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

_____	124330	Draped Table 3'L x 30"H.....	122.15	134.35	171.00	_____
_____	124430	Draped Table 4'L x 30"H.....	156.90	172.60	219.65	_____
_____	124630	Draped Table 6'L x 30"H.....	201.45	221.60	282.05	_____
_____	124830	Draped Table 8'L x 30"H.....	243.90	268.30	341.45	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	50.05	55.05	70.05	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	50.05	55.05	70.05	_____
_____	124342	Draped Counter 3'L x 42"H.....	165.80	182.40	232.10	_____
_____	124442	Draped Counter 4'L x 42"H.....	196.05	215.65	274.45	_____
_____	124642	Draped Counter 6'L x 42"H.....	242.30	266.55	339.20	_____
_____	124842	Draped Counter 8'L x 42"H.....	280.75	308.85	393.05	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	66.40	73.05	92.95	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	66.40	73.05	92.95	_____

**Undraped Tables & Counters****Undraped Tables - Tables are 24" wide**

_____	125330	Undraped Table 3'L x 30"H.....	45.60	50.15	63.85	_____
_____	125430	Undraped Table 4'L x 30"H.....	52.80	58.10	73.90	_____
_____	125630	Undraped Table 6'L x 30"H.....	70.15	77.15	98.20	_____
_____	125830	Undraped Table 8'L x 30"H.....	83.20	91.50	116.50	_____
_____	125342	Undraped Counter 3'L x 42"H.....	83.20	91.50	116.50	_____
_____	125442	Undraped Counter 4'L x 42"H.....	89.65	98.60	125.50	_____
_____	125642	Undraped Counter 6'L x 42"H.....	105.80	116.40	148.10	_____
_____	125842	Undraped Counter 8'L x 42"H.....	119.95	131.95	167.95	_____

**Table Top Risers - Risers are 8" wide**

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	37.35	41.10	52.30	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	37.35	41.10	52.30	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	43.75	48.15	61.25	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	43.75	48.15	61.25	_____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	50.50	55.55	70.70	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	50.50	55.55	70.70	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	57.10	62.80	79.95	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	57.10	62.80	79.95	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	69.90	76.90	97.85	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	69.90	76.90	97.85	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	82.65	90.90	115.70	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	82.65	90.90	115.70	_____

**Pedestal Tables - SoHo Series**

_____	72069	Black Top Cafe - 30"H x 24"W.....	249.15	274.05	348.80	_____
_____	72067	Black Top Cafe - 30"H x 36"W.....	256.30	281.95	358.80	_____
_____	72066	Black Top Mini - 18"H x 18"W.....	136.45	150.10	191.05	_____
_____	72070	Black Top Bistro - 42"H x 24"W.....	272.10	299.30	380.95	_____
_____	72068	Black Top Bistro - 42"H x 36"W.....	279.65	307.60	391.50	_____

Take advantage of the Online price  
by ordering at [www.freeman.com](http://www.freeman.com)  
before NOVEMBER 13, 2017

**FREEMAN** furnishings



NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**

COMPANY NAME:	BOOTH #:	BOOTH SIZE:	X
CONTACT NAME :	PHONE #:		

E-MAIL ADDRESS :

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

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Pedestal Tables - Chelsea Series - Butcher Block Top</b>						
	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	256.30	281.95	358.80	
	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	256.30	281.95	358.80	
	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	279.65	307.60	391.50	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	279.65	307.60	391.50	
<b>Pedestal Tables</b>						
	820232*	Standard Base Cafe Table - Liquid White.....	219.35	241.30	307.10	
	8201203*	Standard Base Cafe Table - Blue Steel.....	179.35	197.30	251.10	
	820231*	Standard Base Bar Table - Liquid White.....	203.25	223.60	284.55	
	8201204*	Standard Base Bar Table - Blue Steel.....	227.55	250.30	318.55	
	820224*	Hydraulic Base Cafe Table - Liquid White.....	304.90	335.40	426.85	
	820230*	Hydraulic Base Bar Table - Liquid White.....	304.90	335.40	426.85	
	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.	242.25	266.50	339.15	
	820240*	Madison Hydraulic Base Bar Table - Gray Acajou...	242.25	266.50	339.15	
	820265*	Madison Cafe Table - Gray Acajou.....	181.85	200.05	254.60	
	820264*	Madison Bar Table - Gray Acajou.....	199.10	219.00	278.75	
<b>Occasional End &amp; Cocktail Tables</b>						
	115104	Studio Black End Table.....	N/A	N/A	N/A	
	115103	Studio Black Cocktail Table.....	N/A	N/A	N/A	
	82015*	Silverado End Table - Tempered Glass/Painted Steel	341.70	375.85	478.40	
	82014*	Silverado Table - Tempered Glass/Painted Steel....	361.95	398.15	506.75	
	820252*	Alondra End Table - Glass/Chrome.....	168.50	185.35	235.90	
	820250*	Alondra Cocktail Table - Glass/Chrome.....	233.80	257.20	327.30	
	820253*	Alondra End Table - Wood/Chrome.....	168.50	185.35	235.90	
	820251*	Alondra Cocktail Table - Wood/Chrome.....	233.80	257.20	327.30	
	82028*	Geo End Table - Wood/Black Steel.....	199.60	219.55	279.45	
	82027*	Geo Cocktail Table - Wood/Black Steel.....	203.75	224.15	285.25	
	82035*	Geo End Table - Glass/Chrome.....	264.75	291.25	370.65	
	82034*	Geo Cocktail Table - Glass/Chrome.....	294.90	324.40	412.85	
	82054*	Sydney End Table - Black Laminate/Brushed Steel..	318.30	350.15	445.60	
	82055*	Sydney End Table - White Laminate/Brushed Steel..	318.30	350.15	445.60	
	82052*	Sydney Table - Black Laminate/Brushed Steel.....	385.35	423.90	539.50	
	82053*	Sydney Table - White Laminate/Brushed Steel.....	385.35	423.90	539.50	
	82088*	Oliver End Table - Walnut Finish.....	177.80	195.60	248.90	
	82087*	Oliver Table - Walnut Finish.....	199.95	219.95	279.95	
	82075*	Regis End Table - Brushed Metal.....	172.15	189.35	241.00	
	82074*	Regis Bench Table - Brushed Metal.....	243.45	267.80	340.85	
	820844*	Aura Round Table - White Metal.....	178.55	196.40	249.95	
	82057*	Edge LED Lighted Table-White Plastic/Clear Acrylic	274.75	302.25	384.65	
	82043*	Geo Square-Round Table - Glass/Black Steel.....	238.90	262.80	334.45	
	82044*	Geo Square-Round Table - Glass/Chrome.....	238.90	262.80	334.45	
<b>Conference Tables</b>						
	82041*	Geo Conference Table - Glass/Black Steel.....	502.55	552.80	703.55	
	82051*	Geo Conference Table - Glass/Chrome.....	522.75	575.05	731.85	
	820260*	Madison Conference Table - Gray Acajou.....	311.40	342.55	435.95	

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
_____	820261*	Madison 5' Conference Table - Gray Acajou.....	377.25	415.00	528.15	_____
_____	820262*	Madison 8' Conference Table - Gray Acajou.....	753.45	828.80	1,054.85	_____
_____	820263*	Madison 10' Conference Table - Gray Acajou.....	753.45	828.80	1,054.85	_____
_____	82058*	Communal Table 30"H (Maple with Grommets).....	686.80	755.50	961.50	_____
_____	82059*	Communal Table 42"H (Maple with Grommets).....	961.60	1,057.75	1,346.25	_____
_____	82067*	Communal Table 30"H Maple.....	686.80	755.50	961.50	_____
_____	82068*	Communal Table 42"H Maple.....	961.60	1,057.75	1,346.25	_____
_____	82063*	Communal Table 30"H White.....	686.80	755.50	961.50	_____
_____	82066*	Communal Table 42"H White.....	961.60	1,057.75	1,346.25	_____
_____	820708*	42" Round Conference Table - White Laminate.....	308.80	339.70	432.30	_____
_____	820203*	6' Oval Conference Table - Graphite Nebula.....	422.05	464.25	590.85	_____
_____	820115*	8' Rectangular Conference Table - Granite.....	503.50	553.85	704.90	_____

**Computer Desk/Tables**

_____	84075*	Madison Desk - Gray Acajou.....	455.05	500.55	637.05	_____
_____	84077*	Madison Credenza - Gray Acajou.....	379.55	417.50	531.35	_____
_____	84078*	Madison Bookcase - Gray Acajou.....	324.80	357.30	454.70	_____
_____	820706*	Work Desk - White Laminate.....	265.95	292.55	372.35	_____
_____	820707*	Merlin Table - Gray Laminate.....	276.20	303.80	386.70	_____

**POWERED****Powered Seating**

_____	810120*	Naples Chair, Powered - Black Vinyl.....	501.60	551.75	702.25	_____
_____	830122*	Naples Loveseat, Powered - Black Vinyl.....	673.75	741.15	943.25	_____
_____	830121*	Naples Sofa, Powered - Black Vinyl.....	775.50	853.05	1,085.70	_____
_____	81021*	Roma Chair, Powered - White Vinyl.....	501.60	551.75	702.25	_____
_____	83017*	Roma Sofa, Powered - White Vinyl.....	775.50	853.05	1,085.70	_____

**Powered Tables**

_____	82070*	G30 Cocktail Table 18" H, Powered - White Top.....	329.55	362.50	461.35	_____
_____	82071*	G30 Cafe Table 30" H, Powered - White Top.....	457.20	502.90	640.10	_____
_____	82072*	G30 Bar Table 42" H, Powered - White Top.....	596.00	655.60	834.40	_____
_____	84083*	Tech Desk w/3 Drawer File Cabinet, Powered - Black Metal.....	447.05	491.75	625.85	_____
_____	84084*	Tech Desk, Powered - Black Metal.....	392.00	431.20	548.80	_____
_____	82076*	Sydney Cocktail Table, Powered Black.....	445.35	489.90	623.50	_____
_____	82073*	Sydney Cocktail Table, Powered White.....	445.35	489.90	623.50	_____

**Powered Products Pedestals**

_____	85060*	Powered Locking Pedestal 36" H, Black.....	364.60	401.05	510.45	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	364.60	401.05	510.45	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	436.90	480.60	611.65	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	436.90	480.60	611.65	_____

**Adapters**

_____	850800*	4-Way Charging Adapter - Black.....	20.40	22.45	28.55	_____
_____	850801*	4-Way Charging Adapter - White.....	20.40	22.45	28.55	_____

**DISPLAY & ACCESSORIES****Product Storage**

_____	84080*	3 Door File Cabinet on Castors - Black .....	136.50	150.15	191.10	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size...	188.40	207.25	263.75	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	294.00	323.40	411.60	_____

**FREEMAN** furnishingsTake advantage of the Online price  
by ordering at [www.freeman.com](http://www.freeman.com)  
before **NOVEMBER 13, 2017**

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
-----	--------	-------------	--------------	----------------	----------------	-------

**Refrigerator**

_____	75057	Small Refrigerator.....	489.15	538.05	684.80	_____
_____	8503001*	Refrigerator - White.....	1,055.40	1,160.95	1,477.55	_____

**Lighting**

_____	850707*	Mason Table Lamp - White/Brushed Silver.....	120.40	132.45	168.55	_____
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	314.95	346.45	440.95	_____

**Display**

_____	75020	Display Cylinder - Black - Low.....	317.95	349.75	445.15	_____
_____	75021	Display Cylinder - Black - Medium.....	317.95	349.75	445.15	_____
_____	75022	Display Cylinder - Black - High.....	317.95	349.75	445.15	_____
_____	75030	Display Cube - Black - 12" Small.....	313.50	344.85	438.90	_____
_____	75031	Display Cube - Black - 18" Medium.....	335.65	369.20	469.90	_____
_____	75032	Display Cube - Black - 24" Large.....	380.20	418.20	532.30	_____
_____	75079	Orion Computer Kiosk.....	617.05	678.75	863.85	_____
_____	72056	Display Counter - Black.....	309.45	340.40	433.25	_____

**Tablet Stand**

_____	850714*	Mobile Tablet Stand - White.....	408.70	449.55	572.20	_____
_____	850715*	Mobile Tablet Stand - Black.....	408.70	449.55	572.20	_____

**Tablet Stand Accessories**

_____	850711*	Brochure Holder - Black.....	40.25	44.30	56.35	_____
_____	850712*	Wireless Printer Holder - Black.....	40.25	44.30	56.35	_____
_____	850713*	Charging Shelf - Black.....	40.25	44.30	56.35	_____

**Accessories**

_____	220121	Chrome Stanchion w/8' Retractable Belt.....	108.75	119.65	152.25	_____
_____	220118	Chrome Sign Holder.....	138.55	152.40	193.95	_____
_____	750135	Round Literature Rack.....	291.05	320.15	407.45	_____
_____	750136	Flat Literature Rack.....	257.45	283.20	360.45	_____
_____	220109	Chrome Coat Tree.....	51.60	56.75	72.25	_____
_____	220134	Aluminum Easel.....	55.95	61.55	78.35	_____
_____	220110	Chrome Bag Rack.....	138.55	152.40	193.95	_____
_____	10201484	Floor Standing Bulletin Board.....	302.45	332.70	423.45	_____
_____	220106	Corrugated Wastebasket.....	16.35	18.00	22.90	_____
_____	220107	Wastebasket.....	24.55	27.00	34.35	_____

**Special Drape**

<b>Special Drape</b>					
<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Brown	<input type="checkbox"/> Green	<input type="checkbox"/> Flax	
<input type="checkbox"/> Gold	<input type="checkbox"/> Gray	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> White	

_____	12103	Special Drape 3'H (per ft.).....	25.45	28.00	35.65	_____
_____	12108	Special Drape 8'H (per ft.).....	34.60	38.05	48.45	_____

**TOTAL COST**

_____	+	_____	=	_____
Sub-Total		9% Tax		Total Cost

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

\*Asterisk indicates item is a Freeman Select furnishing



# FREEMAN

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

ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
NOVEMBER 13, 2017

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

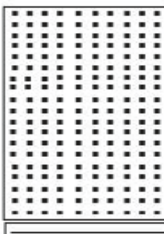
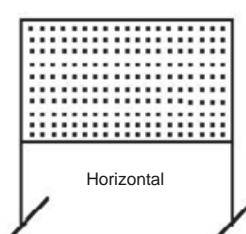
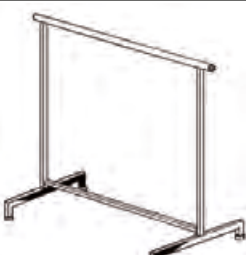



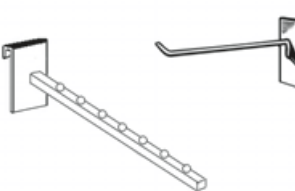




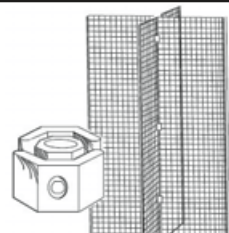
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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

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

## ACCESSORIES

 <p>Vertical</p> <p>PERFBOARD SINGLE SIDED</p>	 <p>Horizontal</p> <p>PERFBOARD SINGLE SIDED</p>	 <p>CHROME GARMENT RACK</p>	 <p>COLLAPSIBLE SECURITY CONTAINER</p>
 <p>2 WAY STRAIGHT ARM</p>	 <p>4 WAY SLANT ARM</p>	 <p>GRID ACCESSORIES</p>	 <p>GRID LEGS</p>
 <p>PERFBOARD HOOKS AND ACCESSORIES</p>	 <p>TICKET TUMBLER</p>	 <p>2' x 8' GRID PANELS</p>	 <p>4 WAY CONNECTORS</p>

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>PERFBOARDS / BULLETIN BOARDS</b>						
___	10201178	1M x 8'H Single Side-Vert (White)...	297.45	327.20	416.45	
___	10201179	1M x 8'H Single Side-Vert (Gray)...	N/A	N/A	N/A	
___	10201182	1/2 M x 8'H Single Side-Vert.....	223.95	246.35	313.55	
___	10201480	4' x 8' Single Side-Horz.....	297.45	327.20	416.45	
___	102040	4" Single Hook.....	3.95	4.35	5.55	
___	102060	6" Single Hook.....	3.95	4.35	5.55	
___	102080	8" Single Hook.....	3.95	4.35	5.55	
___	10205	12" Shelf Bracket.....	24.70	27.15	34.60	
___	10207	7-Ball Waterfall Arm.....	46.00	50.60	64.40	

<b>GRIDS</b>						
___	103028	Chrome Grid.....	133.65	147.00	187.10	
___	103010	Black Grid.....	133.65	147.00	187.10	
___	103011	White Grid.....	N/A	N/A	N/A	
___	103040	Grid Legs (Chrome).....	51.35	56.50	71.90	
___	103041	Grid Legs (Black).....	51.35	56.50	71.90	
___	103042	Grid Legs (White).....	N/A	N/A	N/A	
___	103030	Grid Connectors.....	16.75	18.45	23.45	

<b>GRIDS (continued)</b>						
___	10303	3-Ball Waterfall Arm.....	38.60	42.45	54.05	
___	10305	5-Ball Waterfall Arm.....	41.25	45.40	57.75	
___	10307	7-Ball Waterfall Arm.....	46.00	50.60	64.40	
___	10309	Cleaver Clip.....	N/A	N/A	N/A	
___	103044	4" Single Hook.....	3.95	4.35	5.55	
___	103046	6" Single Hook.....	3.95	4.35	5.55	
___	103048	8" Single Hook.....	3.95	4.35	5.55	

<b>ACCESSORIES</b>						
___	151010	Collapsible Security Container.....	N/A	N/A	N/A	
___	15905	Fish Bowl.....	43.45	47.80	60.85	
___	159011	Ticket Tumbler - Small.....	164.05	180.45	229.65	
___	10405	Garment Rack.....	178.75	196.65	250.25	
___	10404	4-way Slant Arm.....	223.95	246.35	313.55	
___	10403	2-way Straight Arm.....	178.05	195.85	249.25	

TOTAL COST			
Sub-Total	+	9 % Tax	= Total Cost

Freeman accessories

Take advantage of the Online price  
by ordering at [www.freemanco.com/store](http://www.freemanco.com/store)  
before NOVEMBER 13, 2017

# FREEMAN

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

ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
NOVEMBER 13, 2017

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

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

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

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

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

## 10' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
	10' x 10' Classic Carpet .....	\$ 425.25	\$ 467.80	\$ 595.35	
	10' x 20' Classic Carpet .....	\$ 850.50	\$ 935.55	\$ 1,190.70	
	10' x 30' Classic Carpet .....	\$ 1,275.75	\$ 1,403.35	\$ 1,786.05	
	10' x 40' Classic Carpet .....	\$ 1,701.00	\$ 1,871.10	\$ 2,381.40	
	10' x 10' Carpet Padding - Single Layer.....	\$ 135.00	\$ 148.50	\$ 189.00	
	10' x 20' Carpet Padding - Single Layer.....	\$ 270.00	\$ 297.00	\$ 378.00	
	10' x 30' Carpet Padding - Single Layer.....	\$ 405.00	\$ 445.50	\$ 567.00	
	10' x 40' Carpet Padding - Single Layer.....	\$ 540.00	\$ 594.00	\$ 756.00	
	10' x 10' Carpet Padding - Double Layer.....	\$ 270.00	\$ 297.00	\$ 378.00	
	10' x 20' Carpet Padding - Double Layer.....	\$ 540.00	\$ 594.00	\$ 756.00	
	10' x 30' Carpet Padding - Double Layer.....	\$ 810.00	\$ 891.00	\$ 1,134.00	
	10' x 40' Carpet Padding - Double Layer.....	\$ 1,080.00	\$ 1,188.00	\$ 1,512.00	
	Plastic Covering (price per sq. ft.).....	\$ .65	\$ .70	\$ .90	

## 9' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
	9' x 10' Classic Carpet .....	\$ 273.65	\$ 301.00	\$ 383.10	
	9' x 20' Classic Carpet .....	\$ 546.95	\$ 601.65	\$ 765.75	
	9' x 30' Classic Carpet .....	\$ 820.65	\$ 902.70	\$ 1,148.90	
	9' x 40' Classic Carpet .....	\$ 1,094.00	\$ 1,203.40	\$ 1,531.60	
	9' x 10' Carpet Padding - Single Layer.....	\$ 121.50	\$ 133.65	\$ 170.10	
	9' x 20' Carpet Padding - Single Layer.....	\$ 243.00	\$ 267.30	\$ 340.20	
	9' x 30' Carpet Padding - Single Layer.....	\$ 364.50	\$ 400.95	\$ 510.30	
	9' x 40' Carpet Padding - Single Layer.....	\$ 486.00	\$ 534.60	\$ 680.40	
	9' x 10' Carpet Padding - Double Layer.....	\$ 243.00	\$ 267.30	\$ 340.20	
	9' x 20' Carpet Padding - Double Layer.....	\$ 486.00	\$ 534.60	\$ 680.40	
	9' x 30' Carpet Padding - Double Layer.....	\$ 729.00	\$ 801.90	\$ 1,020.60	
	9' x 40' Carpet Padding - Double Layer.....	\$ 972.00	\$ 1,069.20	\$ 1,360.80	
	Plastic Covering (price per sq. ft.).....	\$ .65	\$ .70	\$ .90	

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

TOTAL COST			
Sub- Total	+	9% Tax	= Total Cost

standard size carpet

FREEMAN

Take advantage of the Online price  
by ordering at [www.freeman.com](http://www.freeman.com)  
before NOVEMBER 13, 2017

# FREEMAN

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

ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
NOVEMBER 13, 2017

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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

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

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

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

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 4.40

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

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

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

Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
		\$ 4.40	\$ 4.85	\$ 6.15	

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

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

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

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ 5.85	\$ 6.45	\$ 8.20	
Over 700 sq. ft.		\$ 5.00	\$ 5.50	\$ 7.00	

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

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ 6.90	\$ 7.60	\$ 9.65	
Over 700 sq. ft.		\$ 6.20	\$ 6.80	\$ 8.70	

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 1.35

Qty	Description	Price per sq. ft. (90 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ 1.35	\$ 1.50	\$ 1.90	
	Carpet Padding-1/2" (Over 700 sq. ft.)		\$ 1.10	\$ 1.20	\$ 1.55	
	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ 2.70	\$ 3.00	\$ 3.80	
	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ 2.20	\$ 2.40	\$ 3.10	

### TOTAL COST

Sub- Total	+	9% Tax	=	Total Cost
------------	---	--------	---	------------

# FREEMAN

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

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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

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

## CLEANING SERVICES

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time .....	.60	.85	_____
_____	610200	Booth Vacuuming - 2 Days .....	1.00	1.40	_____
_____	610300	Booth Vacuuming - 3 Days .....	1.35	1.90	_____
_____	610400	Booth Vacuuming - 4 Days .....	N/A	N/A	_____

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time .....	.90	1.25	_____
_____	630200	Shampoo Carpet - 2 Days .....	N/A	N/A	_____
_____	630300	Shampoo Carpet - 3 Days .....	N/A	N/A	_____

### PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq.ft. ....	63.55	88.95	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft. ....	83.40	116.75	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft. ....	105.25	147.35	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

### TOTAL COST

_____	+	_____	=	_____
Sub-Total		N/A %Tax		Total Cost

FREEMAN cleaning

# FREEMAN

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

DISCOUNT PRICE  
DEADLINE DATE  
NOVEMBER 13, 2017

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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

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

## SMARTFABRIC EXHIBIT

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



### SmartFabric Rental Exhibit Includes:

- 116.5" X 92.5" Custom Fabric Graphic (Purchased item to keep)
- Carrying Case for Graphic (To carry the purchased fabric graphic)
- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 2-Arm Lights (per 10 ft.)
- 2 Shelves (36" x 12", supports up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)



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

Qty	Description	Discount	Standard	Total
_____	10' x 10' SmartFabric Exhibit.....	\$ 1,895.00	\$ 2,653.00	_____
_____	10' x 20' SmartFabric Exhibit.....	\$ 3,695.00	\$ 5,173.00	_____

## CUSTOM GRAPHICS

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

## FRAME ONLY UNIT

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



### Frame Only Unit Includes:

- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 2-Arm Lights (per 10 ft.)
- 2 Shelves (36" x 12", supports up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)



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

Qty	Description	Discount	Standard	Total
_____	10' x 10' Frame Only Unit.....	\$ 1,195.00	\$ 1,673.00	_____
_____	10' x 20' Frame Only Unit.....	\$ 1,995.00	\$ 2,793.00	_____

## ACCESSORIES

Qty	Description	Discount	Standard	Total
_____	SmartFabric Arm Light .....	\$ 65.00	\$ 91.00	_____
_____	SmartFabric Acrylic Shelf (supports up to 15 lbs).....	\$ 150.00	\$ 210.00	_____
_____	SmartFabric Carrying Case (purchase).....	\$ 20.00	\$ 28.00	_____

## QUICK TIPS

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



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

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

### TOTAL COST

Sub-Total	+	9 % Tax	=	Total Cost
-----------	---	---------	---	------------



# FREEMAN

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

DISCOUNT PRICE  
DEADLINE DATE  
NOVEMBER 13, 2017

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

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

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

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

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

## RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price
Package 1	<input type="checkbox"/> 10' x 10'	3,701.25	5,181.75	<input type="checkbox"/> 10' x 20'	7,248.50	10,147.90
Package 2	<input type="checkbox"/> 10' x 10'	2,203.10	3,084.35	<input type="checkbox"/> 10' x 20'	4,252.00	5,952.80
Package 3	<input type="checkbox"/> 10' x 10'	3,128.00	4,379.20	<input type="checkbox"/> 10' x 20'	6,101.85	8,542.60
Package 4	<input type="checkbox"/> 10' x 10'	3,136.35	4,390.90	<input type="checkbox"/> 10' x 20'	6,103.45	8,544.85
Package 5	<input type="checkbox"/> 10' x 10'	3,294.70	4,612.60	<input type="checkbox"/> 10' x 20'	6,458.45	9,041.85
Package 6	<input type="checkbox"/> 10' x 10'	3,434.60	4,808.45	<input type="checkbox"/> 10' x 20'	6,790.15	9,506.20

## CHOOSE YOUR PANEL

☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White Hardwall ☐ White Perfboard



## CARPET

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

Check color choice

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

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

## LIGHTING

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

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

Additional power must be ordered separately.

## HEADER IDENTIFICATION SIGN

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

☐ Black ☐ Blue ☐ Brown ☐ Burgundy ☐ PMS Color \_\_\_\_\_  
☐ Red ☐ Teal ☐ White ☐ Green ☐ Font Type \_\_\_\_\_

Indicate exactly how you want your company name to appear:

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

## ENHANCE YOUR EXHIBIT

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

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



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

## TOTAL COST

Sub-Total	+	9 % Tax	=	Total Cost
-----------	---	---------	---	------------

# FREEMAN

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

DISCOUNT PRICE  
DEADLINE DATE  
NOVEMBER 13, 2017

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X



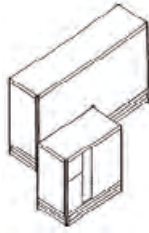



CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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

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

## ACCESSORIES FOR RENTAL UNITS

<b>LIGHTS (use only on rentals)</b> 	<b>SHELVES (use only on rentals)</b> 	<b>CABINETS</b> 
<b>GONDOLAS</b> 	<b>RADIUS CABINET (does not have doors)</b> 	<b>LITERATURE POCKETS</b> 

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
(electrical service & labor to install lights not included)					
___	172512	Arm Light .....	140.35	196.50	_____
___	172514	4' Tracklight (3 lights)	426.85	597.60	_____
___	17252	Halogen Light .....	N/A	N/A	_____

<b>CABINETS &amp; LOCKS</b>					
<b>Cabinets</b>					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 1/2M x 36" High.....	737.35	1,032.30	_____
___	17306	1M x 1/2M x 42" High.....	825.60	1,155.85	_____
___	17308	2M x 1/2M x 36" High.....	928.55	1,299.95	_____
___	17309	2M x 1/2M x 42" High.....	972.30	1,361.20	_____
___	173010	1M Radius x 1/2M x 36" High.	690.40	966.55	_____
___	173011	1M Radius x 1/2M x 42" High..	807.60	1,130.65	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock .....	29.95	41.95	_____
Inside Shelves Available ..... Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
<b>Gondolas</b>					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfbord <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	500.85	701.20	_____
___	174542	Double Sided 1M x 4' High..	626.05	876.45	_____
___	174581	Single Sided 1M x 8' High...	693.40	970.75	_____
___	174582	Double Sided 1M x 8' High..	866.95	1,213.75	_____

<b>SHELVES</b>					
___	17201	1M Straight (37" x 12") .....	128.05	179.25	_____
___	17206	1M Angled (37" x 12") .....	128.05	179.25	_____

<b>LITERATURE POCKETS</b>					
___	174015	For 8 1/2 x 11 Literature .....	44.35	62.10	_____

<b>TOTAL COST</b>					
Sub-Total	+	9% Tax	=	Total Cost	

Don't see what you need?  
Please call Exhibitor Sales at (773) 473-7080.

# FREEMAN

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

DISCOUNT PRICE  
DEADLINE DATE  
NOVEMBER 13, 2017

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

totalflex  
FREEMAN

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

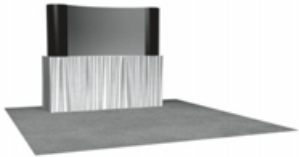
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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

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

## TABLETOP UNIT



### RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	1,363.60	1,909.05	_____	_____
40"H x 8"W	1,590.80	2,227.10	_____	_____

### PURCHASE\*

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	1,706.00	2,388.40	_____	_____
40"H x 8"W	1,931.75	2,704.45	_____	_____

\*Shipping Not Included

### Rental Units Include:

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

### Purchase Units Include:

1-Case  
One Time Installation & Dismantle

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

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

### Additional Fabric Panel Colors for Purchase Units Only:

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

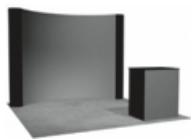
### \*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray  
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

### Table Drape:

☐ Black ☐ Blue ☐ Brown ☐ Green ☐ Flax  
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

## FLOOR UNIT



### RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	2,275.65	3,185.90	_____	_____
8'H x 10'W	2,721.10	3,809.55	_____	_____

### PURCHASE\*

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	3,867.90	5,415.05	_____	_____
8'H x 10'W	4,540.60	6,356.85	_____	_____

\*Shipping Not Included

### Rental Units Include:

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

### Purchase Units Include:

2-Cases  
One Time Installation & Dismantle  
1-Podium - 8'H X 10'W unit only

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

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

### Additional Fabric Panel Colors for Purchase Units Only:

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

### \*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray  
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

• All Classic carpet contain recycled content and are recyclable.

## CUSTOM GRAPHIC / PHOTO PANELS

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

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

### OPTIONAL ACCESSORIES

### RENTAL

### PURCHASE

Part #	Description	Qty	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	235.00	329.00	_____	_____	333.90	467.45	_____
1715801	1-200 Watt Halogen Light Kit	_____	123.70	173.20	_____	_____	243.25	340.55	_____
1715802	Straight Shelf	_____	94.75	132.65	_____	_____	186.30	260.80	_____
1715803	Angled Shelf	_____	94.75	132.65	_____	_____	186.30	260.80	_____

## QUICK TIPS

\* If shipping literature or products, material handling rates will apply.

\* Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will be charged the Standard Price.**

### PURCHASE UNITS TOTAL COST

Sub-Total + 10.25% Tax = Total Cost

### RENTAL UNITS TOTAL COST

Sub-Total + 9% Tax = Total Cost



# F R E E M A N

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

DISCOUNT PRICE  
DEADLINE DATE  
**NOVEMBER 6, 2017**

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

**FREEMAN fabric solutions**

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

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

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

## STANDARD PURCHASE -- Standard Framing, Sizes, and Fabric

- Single-sided graphics, frame hardware and harness included.
- Complete the "Hanging Sign" order form. (Labor and hardware to hang sign are NOT included.)
- Orders received after the deadline date are subject to availability and will be charged standard prices.

**An Exhibitor Sales Specialist will contact you for details.**

### ☐ Square Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 10'	3'	40'	\$ 8,722.25	\$13,083.40	_____
_____	10' x 10'	4'	40'	\$10,362.35	\$15,543.55	_____
_____	15' x 15'	3'	60'	\$12,344.45	\$18,516.70	_____
_____	15' x 15'	4'	60'	\$14,568.30	\$21,852.45	_____

### ☐ Rectangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 15'	3'	50'	\$ 10,992.35	\$16,488.55	_____
_____	10' x 15'	4'	40'	\$ 12,759.70	\$19,139.55	_____

### ☐ Circle Signs

Quantity	Diameter	Height	Circumference (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	31.42'	\$ 7,705.70	\$11,558.55	_____
_____	10'	4'	31.42'	\$ 8,903.65	\$13,355.50	_____
_____	15'	3'	47.12'	\$10,863.40	\$16,295.10	_____
_____	15'	4'	47.12'	\$ 12,578.35	\$18,867.55	_____

### ☐ Triangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 10'	3'	30'	\$ 6,709.90	\$10,064.85	_____
_____	10' x 10'	4'	30'	\$ 7,825.05	\$11,737.60	_____
_____	15' x 15'	3'	45'	\$10,376.65	\$15,565.00	_____
_____	15' x 15'	4'	45'	\$14,791.05	\$22,186.60	_____

### ☐ Serpentine Signs

Quantity	Length	Height	Double Sided (Linear Ft.)	Discount Price	Standard Price	Total
_____	15'	3'	30'	\$ 5,644.15	\$ 8,466.25	_____
_____	15'	4'	30'	\$ 7,085.35	\$10,628.05	_____
_____	20'	3'	40'	\$ 8,496.45	\$12,744.70	_____
_____	20'	4'	40'	\$ 9,988.45	\$14,982.70	_____
_____	30'	3'	60'	\$11,125.95	\$16,688.95	_____
_____	30'	4'	60'	\$13,461.15	\$20,191.75	_____

**Total:** \_\_\_\_\_ x 10.25%(Tax) \_\_\_\_\_ = \_\_\_\_\_

## CUSTOM PURCHASE -- Custom Framing, Various Custom Sizes, and Fabrics

- ☐ Please check the box to have an Exhibitor Sales Specialist contact you regarding FREE Samples of materials and/or quotes.

# FREEMAN

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

**ONLINE PRICE**  
**DISCOUNT PRICE DEADLINE DATE**  
**NOVEMBER 13, 2017**

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

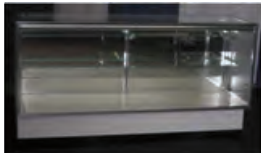
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

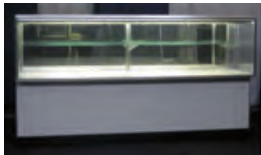
For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

## SHOWCASES



**FULL VISION CASE**



**HALF VISION CASE**



**TOWER CASE**



**QUARTER VISION CASE**



**CORNER VISION CASE**



**WALLCASE**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>FULL VISION CASE</b>						
1-8" & 1-10" Glass Shelf with Adjustable Brackets						
26" High Front Glass Display Section						
Case is 20" Deep						
Available in 4', 5' and 6' lengths						
_____	101043	4'.....	\$751.65	\$826.80	\$1052.30	\$ _____
_____	101051	5'.....	\$751.65	\$826.80	\$1052.30	\$ _____
_____	101061	6'.....	\$751.65	\$826.80	\$1052.30	\$ _____

<b>HALF VISION CASE</b>						
1-10" Glass Shelf with Adjustable Brackets						
18" High Front Glass Display Section						
Case is 20" Deep						
Available in 4', 5' and 6' lengths						
_____	101042	4'.....	\$751.65	\$826.80	\$1052.30	\$ _____
_____	101050	5'.....	\$751.65	\$826.80	\$1052.30	\$ _____
_____	101060	6'.....	\$751.65	\$826.80	\$1052.30	\$ _____

<b>TOWER CASE</b>						
Dimensions are 20"L x 20"D x 80"H						
3 Glass Shelves						
Lights						
Locks						
Available in 20 x 20 Square Only						
_____	1010200	20 x 20.....	\$985.50	\$1084.05	\$1379.70	\$ _____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>QUARTER VISION CASE</b>						
12" High Front Glass Display Section						
Case is 20" Deep						
Available in 4', 5' and 6' lengths						
_____	101044	4'.....	\$751.65	\$826.80	\$1052.30	\$ _____
_____	101052	5'.....	\$751.65	\$826.80	\$1052.30	\$ _____
_____	101062	6'.....	\$751.65	\$826.80	\$1052.30	\$ _____

<b>CORNER VISION CASE</b>						
Includes Rear Access and Glass Shelves						
Case is 20" Deep						
Available in Full, Half, and Quarter Sizes						
*Cases on the sides in picture above are not included						
_____	101091	Full.....	\$918.75	\$1010.65	\$1286.25	\$ _____
_____	101090	Half.....	\$918.75	\$1010.65	\$1286.25	\$ _____
_____	101092	Quarter.....	\$918.75	\$1010.65	\$1286.25	\$ _____

<b>WALLCASE</b>						
Dimensions are 48"L x 20"D x 72" H						
(4) 12" Glass Shelves						
Adjustable Brackets						
Lights						
Locks						
60" High Sliding Glass Doors						
Available in See-Thru (pictured above) and Solid						
_____	1010203	Solid.....	\$952.05	\$1047.25	\$1332.85	\$ _____
_____	1010204	See-Thru.....	\$952.05	\$1047.25	\$1332.85	\$ _____

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

### TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (9%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

# FREEMAN

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

DISCOUNT PRICE  
DEADLINE DATE  
NOVEMBER 13, 2017

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

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

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

## GRAPHICS

To order your graphics, complete this order form and attach your sign copy or electronic file.

Please see artwork guidelines for electronic files on page 2 of this form.

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

### DIGITAL GRAPHICS

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

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq.ft.  
\$ 21.75 per sq. ft. discount price  
sq. ft. \_\_\_\_\_ x or \_\_\_\_\_ = \$ \_\_\_\_\_  
\$ 32.65 per sq. ft. standard price

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

### LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name \_\_\_\_\_

Application \_\_\_\_\_

PMS Colors \_\_\_\_\_

### Backing Material:

- |   |  |
|---|--|
| <input type="checkbox"/> Freeman Foam (Foamcore)        | <input type="checkbox"/> Masonite                      |
| <input type="checkbox"/> Freeman PVC (PVC)              | <input type="checkbox"/> Plexi                         |
| <input type="checkbox"/> Freeman HD Foam (Gatorfoam)    | <input type="checkbox"/> Freeman Honeycomb (Eco-Board) |
| <input type="checkbox"/> Freeman Polyfoam (Ultra Board) | <input type="checkbox"/> Other                         |

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

Vertical \_\_\_\_\_ Horizontal \_\_\_\_\_ Use Your Judgment For Sign Layout

### Special Instructions

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	@ 40.20	60.30 =	_____
7" x 22"	@ 40.20	60.30 =	_____
7" x 44"	@ 56.55	84.85 =	_____
9" x 44"	@ 73.05	109.60 =	_____
11" x 14"	@ 40.20	60.30 =	_____
14" x 22"	@ 56.55	84.85 =	_____
14" x 44"	@ 113.00	169.50 =	_____
22" x 28"	@ 113.00	169.50 =	_____
28" x 44"	@ 228.10	342.15 =	_____
20" x 60"	@ 228.10	342.15 =	_____

(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.

Vertical

Horizontal

Use Your Judgment For Sign Layout

Background Color: \_\_\_\_\_

Lettering Color: \_\_\_\_\_

### TOTAL COST

Sub-Total	+	10.25 % Tax	=	Total Cost
-----------	---	-------------	---	------------

FREEMAN graphics

## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

**RASTER ART** (photos, logos containing any continuous tone images):

- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

**VECTOR ART:**

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

**FONTS and LINKS**

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

**COLOR**

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

**ARTWORK IN THE STRUCTURE**

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

### ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop

Always provide the following:

- Native files with fonts and links (zipped)
- High-res PDF-X/4 exports of the files

### ACCEPTABLE FILE TYPES and SUPPORT FILES

**NATIVE FILES:**

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

**PRINT FILES:**

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

**RASTER OR BITMAP ART:**

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

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

### WAYS TO SEND ARTWORK

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

# CHICAGO AREA UNION JURISDICTIONS

All exhibit and display work in the Chicago area must be done by union personnel.

There are six major unions that have jurisdiction over tradeshow. The following guidelines will help you in preparing your exhibit to conform to union jurisdiction and adherence to them can save you a substantial amount of money.

## **TEAMSTER UNION**

Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles, deliver the material to your booth and remove and reload material at the close of the show. The only exceptions to this are, machinery, which is handled by the Riggers and Machinery Movers Union, and small items which can be easily carried by one person, in one trip, without the aid of flat trucks, dollies, etc.

Exhibitor may carry in small packages including pop-up booths provided they can be hand-carried.

## **MACHINERY MOVERS & RIGGERS**

(1) Riggers, as members of the union are usually referred to, handle all machines. This includes unloading machines from trucks, moving the materials to your booth and uncrating them if necessary. Riggers also remove skids and reskid machines and spot the machines in your booth.

(2) An exhibitor and exhibitor employees are permitted in a booth of any size to skid, position, and re-skid all exhibitor material, machinery and equipment.

(3) Consistent with safety and the skills and training necessary to perform the task, an exhibitor and exhibitor employees ("Exhibitor employee" means any person who has been employed by the exhibitor as a full-time employee for a minimum of 6 months before the show's opening date) are permitted in a booth of any size with the use of the exhibitor's ladders and hand tools to assemble and disassemble machinery or equipment.

(4) Please note: An exhibitor and exhibitor employees are prohibited at any time from using scooters, forklifts, pallet jacks, condors, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment.

## **CARPENTERS UNION**

Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work with the exception of machinery, signs or lighted headers, unless the sign or header is a permanently attached part of the display. Carpenters also recreate machines for outbound loading.

Exhibitors may set up and dismantle pop-up displays in booths of 10' x 10' or less. A pop-up display shall be defined as a display system of ten feet or less, that can be set up by one person in 1/2 hour or less, without the use of tools. Pop-up displays larger than 10 feet will require union labor.

# CHICAGO AREA UNION JURISDICTIONS

## DECORATORS UNION

Decorators handle installation of signs, drape background, table skirting, and other items of a decorative nature that must be done after a display background is erected, such as photos, and framed and unframed pictures.

Exhibitors may hang their own corporate logos, small pictures and graphics when such items are designed to be attached by pre-set velcro strips, permanently mounted hooks or snaps.

Exhibitors may set up and take down 10' x 10' displays ("pop-ups") if one person can accomplish the task in 1/2 hour or less without the use of tools.

Exhibitors may skirt table(s) provided they do it with their own custom fit skirts, without the use of staples, snaps or velcro.

Exhibitors may blow up balloons provided they are not used in the display.

## ELECTRICAL UNION

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to the proper outlets, and installing any signs or headers that are lighted, unless they are permanently attached to the exhibit backwall.

## GENERAL PROVISIONS

In each case where these rules indicate that an "exhibitor may" do something, this is interpreted to mean a full-time employee of the exhibiting company (full time throughout the year. Verifiable documentation must be provided upon request).

Reasonable judgement must be used in determining when a task is so large or so time consuming as to require professional union labor.

## WHAT YOU CAN DO WITHOUT UNIONS IN THE CHICAGO AREA

Contrary to popular belief, exhibitors are allowed to do a few jobs in the comfort and privacy of their own booth. Hopefully this guideline will help.

Exhibitors are allowed to unpack and repack their own product. This does not mean that because your product is a 10 ton assembly line, and is shipped in pieces, that you can assemble it; it means that if you are displaying some type of merchandise that comes in boxes, you can unpack and set out for display providing no tools are required to open boxes. Exhibitors are allowed to do the technical work on their machines, example: fine line balancing, programming, additional electrical work, in most cases, and cleaning of the machines.



Please return form to:

AM SEED TRADE ASSOCIATION  
1701 DUKE STREET., SUITE 275  
ALEXANDRIA, VA 22314-3415  
Attn: JENNIFER CROUSE  
Phone: 703-837-8140 Fax: 703-837-9365  
Email: jcrouse@betterseed.org

**DEADLINE DATE**  
**NOVEMBER 6, 2017**

NOTIFICATION OF INTENT TO USE eac

NAME OF SHOW:

**SEED EXPO 2017 / DECEMBER 5 - 7, 2017**

EXHIBITING COMPANY NAME:

BOOTH #:

PRINT NAME:

BOOTH SIZE: X

SIGNATURE:

DATE:

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

Company Name: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Contact at Show: \_\_\_\_\_

Exhibitor Appointed Contractor: \_\_\_\_\_

Address of Contractor: \_\_\_\_\_

Type of Service to be Performed: \_\_\_\_\_

*Inform your **Exhibitor Appointed Contractor** that they **MUST** send a copy of their General Liability Insurance Certificate no later than **30 days** prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit.*

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

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

# F R E E M A N

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

**DISCOUNT PRICE  
DEADLINE DATE  
NOVEMBER 13, 2017**

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

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_

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

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

## CARPENTER LABOR (One Hour Minimum per Worker)

Description	Advance Price Per Hour	Standard Price Per Hour
<b>Straight Time</b> - 8:00 a.m. to 4:30 p.m. Monday through Friday .....	\$ 161.00	\$ 225.40
<b>Overtime</b> - 4:30 p.m. to 8:30 p.m. Monday through Friday; 6:00 a.m. - 6:30 p.m. Saturday .....	\$ 241.50	\$ 338.10

\*\*If a Display Laborer has not worked eight (8) straight time hours on that day between 8:00 a.m. and 4:30 p.m., Monday through Friday (Holidays excluded), Double Time rates will apply for that day during the hours of 6:30 p.m. to 8:30 p.m., Monday through Friday.\*\*

**Double Time** - 8:30 PM - 8:00 AM Monday through Friday (unless noted above);  
Before 6:00 a.m. and after 6:30 p.m. Saturday; ALL DAY Sunday and Holidays. .... \$ 322.00 \$ 450.80

**NOTE: On the break of a show** occurring on Monday through Friday, work performed from:  
4:30 P.M. to 8:30 P.M. shall be charged in Straight Time; from 8:30 P.M. to Midnight shall be charged at Overtime (time and a half).

- **Show Site prices will apply to all labor orders placed at show site.**
- Price is per person/per hour
- Start time guaranteed only when labor is requested for the start of the working day (8:00 a.m.), unless the official set up time begins later in the day.
- One hour minimum per man--labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pick up laborers. Upon completion of work, supervisor must return to Service Desk to release laborers.
- Labor must be cancelled 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 supervising 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 and inbound shipping information with this order.**

## INSTALLATION LABOR

☐ **SUPERVISION BY FREEMAN I & D Please complete the information on the reverse side**

- Exhibits are set up prior to exhibitor's arrival under the direction of Freeman I & D Supervisors.
- The charge for this service is **30%** of the total installation labor bill, with a minimum of **\$45.00**.

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

☐ **SUPERVISION BY EXHIBITOR PERSONNEL**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
Total Installation						= \$ _____

## DISMANTLE LABOR

☐ **SUPERVISION BY FREEMAN I & D Please complete the information on the reverse side**

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is **30%** of the total dismantle labor bill, with a minimum of **\$45.00**.

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

☐ **SUPERVISION BY EXHIBITOR PERSONNEL**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
Total Dismantle						= \$ _____



# F R E E M A N

## FREEMAN carpenter installation & dismantle labor

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: **X**

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

### FREEMAN SUPERVISED LABOR

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

### INBOUND SHIPPING INFORMATION AND SET-UP INFORMATION:

Freight will be shipped to: Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date \_\_\_\_\_

Total No. of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_

Other (Specify) \_\_\_\_\_

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

Carpet: With Exhibit \_\_\_\_\_ Rented From Freeman \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION:

Ship To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### METHOD OF SHIPMENT

#### ☐ FREEMAN EXHIBIT TRANSPORTATION

- ☐ Common Carrier
- ☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred

#### ☐ OTHER CARRIER: (Please indicate the carrier's name)

- ☐ Other Common Carrier: \_\_\_\_\_
- ☐ Other Air Freight: \_\_\_\_\_
- ☐ Van Line: \_\_\_\_\_

### FREIGHT CHARGES

- ☐ Prepaid ☐ Collect
- Bill To: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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

- ☐ Reroute via Freeman's choice
- ☐ Delivery back to warehouse at Exhibitor's Expense.

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

# F R E E M A N

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

DISCOUNT PRICE  
DEADLINE DATE  
**NOVEMBER 13, 2017**

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

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

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

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

## DECORATOR LABOR (One Hour Minimum per Worker)

Description	Advance Price Per Hour	Standard Price Per Hour
<b>Straight Time</b> - 8:00 A.M. to 4:30 P.M. Monday through Friday .....	\$ 161.00	\$ 225.40
<b>Overtime</b> - 4:30 P.M. to 8:30 P.M. Monday through Friday and 8:00 A.M. to 4:30 P.M. Saturday ....	\$ 241.50	\$ 338.10
<b>Double Time</b> - 8:30 PM - 8:00 AM Monday through Friday, 4:30 P.M. - 12:00 Midnight Saturday, ALL DAY Sunday and Holidays.....	\$ 322.00	\$ 450.80

**NOTE: On the break of a show** occurring on Monday through Friday, work performed from:

4:30 P.M. to 8:30 P.M. shall be charged in Straight Time; from 8:30 P.M. to Midnight shall be charged at Overtime (time and a half).

**Show Site prices will apply to all labor orders placed at show site.**

- Price is per person/per hour
- Start time guaranteed only when labor is requested for the start of the working day (8:00 a.m.), unless the official set up time begins later in the day.
- One hour minimum per man--labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pick up laborers. Upon completion of work, supervisor must return to Service Desk to release laborers.
- Labor must be cancelled 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 supervising 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 and inbound shipping information with this order.

## INSTALLATION LABOR

☐ **SUPERVISION BY FREEMAN I & D Please complete the information on the reverse side**

- Exhibits are set up prior to exhibitor's arrival under the direction of Freeman I & D Supervisors.
- The charge for this service is **30%** of the total installation labor bill, with a minimum of **\$45.00**.

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

☐ **SUPERVISION BY EXHIBITOR PERSONNEL**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
Total Installation						= \$ _____

## DISMANTLE LABOR

☐ **SUPERVISION BY FREEMAN I & D Please complete the information on the reverse side**

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is **30%** of the total dismantle labor bill, with a minimum of **\$45.00**.

Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

☐ **SUPERVISION BY EXHIBITOR PERSONNEL**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
_____	_____	_____	x _____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/\$45.00)						= \$ _____
Total Dismantle						= \$ _____

Freeman decorator installation & dismantle labor

# FREEMAN

(800) 995-3579 Toll Free US & Canada  
(817) 607-5100 Local & International

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

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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

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

## EXHIBIT TRANSPORTATION

### 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 U.S. must be cleared through customs. Please call for additional information:  
(800) 995-3579 Toll Free US & Canada  
(817) 607-5100 Local & International

COMPLETE THE FOLLOWING ITEMS  
ON THIS FORM:

### PICK UP INFORMATION

Requested Pick Up Date: \_\_\_\_\_

SHIPPER NAME \_\_\_\_\_

SHIPPER ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip)

### DESTINATION

- ☐ I will be shipping to the **WAREHOUSE**

**FREEMAN / Exhibiting Company Name / Booth #**

**SEED EXPO 2017**

C/O: FREEMAN  
2500 WEST 35TH ST  
CHICAGO, IL 60632

MUST BE DELIVERED BY NOVEMBER 24, 2017

- ☐ I will be shipping to **SHOW SITE**

**FREEMAN / Exhibiting Company Name / Booth #**

**SEED EXPO 2017**

C/O: FREEMAN  
HYATT REGENCY CHICAGO  
151 E WACKER DR  
CHICAGO, IL 606013794

CANNOT BE DELIVERED BEFORE DECEMBER 04, 2017

### TYPE OF SERVICE

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

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

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

### 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](mailto:exhibit.transportation@freeman.com)

or

Fax: (469) 621-5810

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

SHOW # (413397) \_\_\_\_\_

**FREEMAN** exhibit transportation

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***RECEIVING DATE BEGINS: NOVEMBER 06, 2017***

***DEADLINE DATE IS: NOVEMBER 24, 2017***

**TO:** \_\_\_\_\_

***EXHIBITOR NAME***

**C/O: FREEMAN**  
**2500 WEST 35TH ST**

**CHICAGO, IL 60632**

**WAREHOUSE**

**EVENT:** ***SEED EXPO 2017*** \_\_\_\_\_

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***RECEIVING DATE BEGINS: NOVEMBER 06, 2017***

***DEADLINE DATE IS: NOVEMBER 24, 2017***

**TO:** \_\_\_\_\_

***EXHIBITOR NAME***

**C/O: FREEMAN**  
**2500 WEST 35TH ST**

**CHICAGO, IL 60632**

**WAREHOUSE**

**EVENT:** ***SEED EXPO 2017*** \_\_\_\_\_

**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.

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***CANNOT DELIVER BEFORE DECEMBER 04, 2017***

**TO:**

*EXHIBITOR NAME*

**C/O: FREEMAN**

**HYATT REGENCY CHICAGO  
151 E WACKER DR**

**CHICAGO, IL 606013794**

**SHOW SITE**

**EVENT:** *SEED EXPO 2017*

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***CANNOT DELIVER BEFORE DECEMBER 04, 2017***

**TO:**

*EXHIBITOR NAME*

**C/O: FREEMAN**

**HYATT REGENCY CHICAGO  
151 E WACKER DR**

**CHICAGO, IL 606013794**

**SHOW SITE**

**EVENT:** *SEED EXPO 2017*

**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.

# 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.



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

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

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

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

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

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

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

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

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

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

## WHERE DO I GET A FORKLIFT?

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

## DO I NEED INSURANCE?

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

# F R E E M A N

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

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

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

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

## MATERIAL HANDLING SERVICES

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

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

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

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

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

Description	Price per CWT	200 lbs. Minimum
-------------	------------------	---------------------

### RATE CLASSIFICATIONS:

#### Warehouse Shipment (200 lb. minimum)

Crated or Skidded Shipment .....	\$ 153.75	\$ 307.50
Special Handling Shipment .....	\$ 200.00	\$ 400.00
Carpet and/or Pad Only Shipment .....	\$ 230.75	\$ 461.50

#### Showsite Shipment (200 lb. minimum)

Crated or Skidded Shipment .....	\$ 160.75	\$ 321.50
Special Handling Shipment .....	\$ 209.00	\$ 418.00
Uncrated or Pad Wrapped Shipment .....	\$ 241.25	\$ 482.50
Carpet and/or Pad Only Shipment .....	\$ 241.25	\$ 482.50

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

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

### ADDITIONAL SURCHARGES:

#### Shipment Delivered after Deadline Date (in addition to above rates)

Warehouse Shipment after <b>NOVEMBER 24, 2017</b> .....	\$ 38.50	\$ 77.00
Showsite Shipment after <b>DECEMBER 5, 2017</b> .....	\$ 40.25	\$ 80.50

#### Overtime Charge - Inbound/Outbound Monday-Friday & Saturday (in addition to above rates)

Crated or Skidded Shipment .....	\$ 40.25	\$ 80.50
Special Handling Shipment .....	\$ 52.25	\$ 104.50
Uncrated or Pad Wrapped Shipment .....	\$ 60.50	\$ 121.00
Carpet and/or Pad Only Shipment .....	\$ 60.50	\$ 121.00

#### Double Time Charge - Inbound/Outbound Sunday, & Holidays (in addition to above rates)

Crated or Skidded Shipment .....	\$ 80.50	\$ 161.00
Special Handling Shipment .....	\$ 104.50	\$ 209.00
Uncrated or Pad Wrapped Shipment .....	\$ 120.75	\$ 241.50
Carpet and/or Pad Only Shipment .....	\$ 120.75	\$ 241.50

Description	Weight CWT	Price per CWT	Estimated Total Cost
	÷ 100 =		
<b>Surcharges</b>	÷ 100 =		
		<b>Sub-Total</b>	
		<b>TOTAL</b>	

## SPECIAL HANDLING DEFINITIONS

For frequently asked questions and material handling estimator tools, go to [www.myfreemanco.com/store](http://www.myfreemanco.com/store)

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

### **What is Ground Loading/Unloading?**

Vehicles that are not dock height, preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not at dock level, etc.

### **What is Constricted Space Loading/Unloading?**

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer--top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be by-passed to reach target freight.

### **What is Designated Piece Loading/Unloading?**

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

### **What are Stacked Shipments?**

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

### **What is Shipment Integrity?**

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

### **What is Alternate Delivery Location?**

Alternate Delivery Location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building or to other buildings in the same facility.

### **What are Mixed Shipments?**

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

### **What does it mean if I have "No Documentation"?**

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS, & DHL) without an individual Bill of Lading, requiring additional time, labor, and equipment to process.

### **What is the difference between Crated and Uncrated Shipments?**

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

### **What about carpet only shipments?**

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

# F R E E M A N

8201 West 47th Street  
McCook, IL 60525-3481  
(773) 473-7080 • Fax (469) 621-5603  
Email: FreemanChicagoES@freeman.com

PLEASE INCLUDE THE FREEMAN  
METHOD OF PAYMENT FORM  
WITH YOUR ORDER

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**

EXHIBITING COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL: DATE:

## MACHINERY HANDLING SERVICES

### ATTENTION EXHIBITORS SPECIAL MACHINERY HANDLING RATES

#### MACHINERY HANDLING INFORMATION

- Rates include all labor and equipment required to unload machinery at show site, deliver to booth, handle any empty containers to and from storage and remove from booth for reloading onto outbound carriers.
- Applies to machinery with proper lifting bars, points, hooks or skids, large refuse containers, compactors, balers and similar waste handling equipment which may be moved on or off the loading dock, vehicle, or show floor by forklift with no special handling.
- Each shipment received is considered separately. No cumulative weights will be allowed on minimums.
- Overtime and/or after deadline shipments will be additional charges

#### RATES ARE ROUND TRIP\*

<u>MACHINERY RATES - SHOW SITE SHIPMENTS ONLY</u>		<u>Price CWT</u>	<u>MIN</u>
Machinery	(1-5,000 lbs.).....	\$ 82.40	\$164.80
Machinery	(5,001 - 10,000 lbs).....	\$ 72.35	\$3,689.85
Machinery	(10,001-20,000 lbs).....	\$ 64.30	\$6,494.30

The above quoted machinery rates are straight time.

**Straight Time -** 8:00 A.M. to 4:30 P.M. Monday through Friday  
**Overtime -** 4:30 P.M. to 8:00 A.M. Monday through Friday; ALL DAY Saturday  
**Double Time-** ALL DAY Sunday and Holidays

(Overtime/Double Time will be applied to all freight received at show site that must be moved into or out of booth during above listed times.)

NOTE: Overtime and/or after deadline shipments will be charged 25% in addition to the above rates.

LBS SHIPPED	RATE	TOTAL COST
I will ship _____ lbs. of heavy machinery @ \$ _____		= \$ _____

**FOR ALL MACHINERY SHIPMENTS, PLEASE BE SURE THAT ALL SHIPPING DOCUMENTS INDICATE "MACHINERY" IN THE DESCRIPTION.**

**NOTE: "MACHINERY WILL NOT BE ACCEPTED AT THE WAREHOUSE"**

**"ALL MACHINERY MUST BE SHIPPED DIRECT TO SHOW SITE"**

# F R E E M A N

8201 West 47th Street  
McCook, Illinois 60525  
(773) 473-7080 • Fax (773) 379-9879  
Email: FreemanChicagoES@freeman.com

**DEADLINE DATE**  
**NOVEMBER 13, 2017**

**METHOD OF PAYMENT MUST  
ACCOMPANY YOUR ORDER**

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**

COMPANY NAME:	BOOTH #:	BOOTH SIZE:	X
PHONE #:	EXT.:	FAX# :	EMAIL:
ORDERED BY:	PRINT NAME:	DATE:	

## **VEHICLE HANDLING SERVICE**

Rates include labor required to deliver vehicle from dock to the booth during in-bound and set-up of show, and from booth to the dock during out-bound and dismantle of show.

**NOTE:** \*ALL OVERSIZED EQUIPMENT Must be delivered on **MONDAY, DECEMBER 4, 2017 ONLY from 8:00 a.m. - 4:30 p.m.** Oversized equipment is defined as **LARGE** if it can be driven in or will not fit through a standard dock door.

Standard freight delivery that can be unloaded with a regular forklift must be delivered on **TUESDAY, DECEMBER 5, 2017 from 8:00 a.m. - 12:00 p.m.**

Contact Chris McCarthy with questions at 312-239-4408.

**\*\*\*All drivers MUST check in with Freeman for unloading and reloading upon arrival**

**It is the Exhibiting Company's responsibility to protect the exhibit hall carpet in and around their booth from damage and soil during move-in and move-out.**

## **VEHICLE HANDLING RATES**

**STRAIGHT TIME-- ROUND TRIP .....\$450.00 Per Vehicle**

Number of Vehicles \_\_\_\_\_ x \$450.00 (per vehicle) = \$ \_\_\_\_\_

## **EXHIBIT HALL GUIDELINES**

**THE FOLLOWING GUIDELINES APPLY TO ALL VEHICLES ON DISPLAY:**

- Locking fuel caps are required.
- No more than 1/8 tank of fuel is allowed.
- Battery cables of vehicle must be disconnected.
- Vehicle cannot be driven in building during show hours.
- Refueling must be done outside of the exhibit building.

## **QUICK TIPS FOR EASY EXHIBITING**

- If you have questions or need assistance in completing your order, please call and ask for your Exhibitor Sales Representative at 773-473-7080.

# F R E E M A N

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

DISCOUNT PRICE  
DEADLINE DATE  
NOVEMBER 13, 2017

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

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

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

## STRAIGHT TIME HOURS

8:00 a.m. to 4:30 p.m., Monday through Friday

**Day the Show Closes** - 4:30 p.m. to 8:30 p.m., Monday through Friday

**\*Flexible Start Times** - 10:00 a.m. to 6:30 p.m. and 12:30 p.m. to 8:30 p.m. Monday through Friday

- Must be ordered 24 hours in advance
- Four (4) hour minimum charge
- Rigger availability not guaranteed
- After 4:30 p.m. the prorated share of stewards costs may be an additional charge
- Six (6) hour minimum applies after four (4) hours

## OVERTIME HOURS

**Monday through Friday**

4:30 p.m. to 6:30 p.m.

**\*Flexible Start Times**

6:30 p.m. to 8:30 p.m. with 10:00 a.m. start

8:30 p.m. to 10:30 p.m. with 12:30 p.m. start

**Day the Show Closes** - 8:30 p.m. to 12:30 a.m.

**Saturday** - All Day

## DOUBLE TIME HOURS

**Monday through Friday**

After 6:30 p.m.

**\*Flexible Start Times**

After 8:30 p.m. with 10:00 a.m. start

After 10:30 p.m. with 12:30 p.m. start

**Day the Show Closes** - 12:30 a.m. to 8:00 a.m.

**Sunday and Holidays** - All Day

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

Part #	Description	Advance Price per Hour	Standard
<b>Forklift Labor</b>			
<b>Prices do not include crew.</b>			
<b>(One hour minimum per forklift)</b>			
3090600	Man Cage for Forklift.....	\$ 79.25	\$ 110.95
3090700	Boom for Forklift.....	\$105.50	\$147.70
30405	Sm.Forklift - up to 5,000 lbs .....	\$133.50	\$186.90
304015	Lg.Forklift - up to 15,000 lbs.....	\$175.50	\$245.70
30404	4- Stage Forklift .....	\$ Quoted on Request	

## **Two Man Rigging Crew**

**(Can be used with up to 15,000 lbs forklifts, depending on type of work to be done.)**

3020400	Rigging Crew - ST.....	\$351.00	\$491.40
3020401	Rigging Crew - OT .....	\$526.75	\$737.45
3020402	Rigging Crew - DT.....	\$702.00	\$982.80

**\*Add one rigger to two man rigging crew when working a forklift over 15,000 lbs and all crane work plus display headers exceeding 16 ft. or 200 lbs.**

## **Additional Rigging Labor (One hour minimum per person)**

3020200	Rigger Foreman - ST .....	\$185.25	\$259.35
3020201	Rigger Foreman - OT .....	\$278.00	\$389.20
3020202	Rigger Foreman - DT .....	\$370.50	\$518.70
3020100	Rigger - ST.....	\$165.75	\$232.05
3020101	Rigger - OT .....	\$248.75	\$348.25
3020102	Rigger - DT.....	\$331.50	\$464.10

**Please complete and return Page 2 with your  
Method of Payment Form**

**FREEMAN forklift / rigging labor**



# F R E E M A N

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

DISCOUNT PRICE  
DEADLINE DATE  
NOVEMBER 13, 2017

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

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

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

Please complete the forms below and return with your completed Method of Payment Form.

## INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax	N/A
							<b>Total</b>	

## DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax	N/A
							<b>Total</b>	

FREEMAN forklift / rigging labor

# DIRECTIONS TO THE HYATT REGENCY CHICAGO



## PUBLIC TRANSPORTATION

**TO O'HARE AIRPORT:** Exit Stetson Street Entrance and turn left. Go ONE block South to Lake Street and turn right. Go 5 blocks West to the State of Illinois Building at Lake and Clark Streets and board the Blue Line to O'Hare.

**TO MIDWAY AIRPORT:** Exit Stetson Street Entrance and turn left. Go ONE block South to Lake Street and turn right. Go 3 blocks West to State and Lake Streets, go up the stairs and board the Orange Line to Midway Airport.

## DRIVING DIRECTIONS

**TO O'HARE AIRPORT:** Left on Wacker Drive, 4 blocks to Dearborn, turn Right. Dearborn to Ontario, turn Left. Follow Ontario Street to the Kennedy Expressway (I-90/94). Follow I-90 to O'Hare Airport.

**TO MIDWAY AIRPORT:** Turn Right on to Wacker Drive, at first Light do down ramp to Lake Shore Drive. Go South on Lake Shore Drive to the Stevenson Expressway (I-55) South to the Cicero Avenue Exit and turn Left. Go about 1 Mile South to Midway Airport.

## EXHIBITORS' TRUCK ROUTES:

**FROM THE KENNEDY EXPRESSWAY (90/94):** Exit to your right onto Ohio Street. Continue East past Michigan Avenue to Fairbanks/Columbus Drive. Turn right, proceed over the Chicago River to 2nd stop light, South Water Street. Turn right at bottom ramp. The Hyatt's exposition docks will be on your right almost immediately.

**FROM THE EISENHOWER EXPRESSWAY (290):** Take the Eisenhower to the Kennedy. Go North, exit at Ohio Street and follow above directions.

**FROM THE DAN RYAN EXPRESSWAY (290):** Turn right onto Ohio Street and follow the directions from the Kennedy Expressway and follow the above directions.

## PARKING FOR SEMI TRAILER TRUCKS:

Upon leaving the Hyatt Docks, go up one level to South Water Street ramp and turn Left onto Columbus Drive. Cross the Chicago River and continue on Columbus Drive to Ontario Street. Turn Left onto Ontario Street. Drive approximately 1 Mile to East 90/94 Indiana Exit. Take 90/94 to I-55 (Stevenson Expressway) North to Lake Shore Drive (41) South. Exit south and continue to 31st Street West. Enter the well marked Marshalling Area.

You may pay the attendant in advance or by the day.

**FREEMAN**

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

<b>OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS</b>
---

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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

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

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

### SHIPPING INFORMATION

**SHIP TO:** COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

PHONE#: \_\_\_\_\_ ATTN: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

**BILL TO:** ☐ Same as Ship to:

COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

### METHOD OF SHIPMENT

**Select a Carrier:**

☐ **Freeman Exhibit Transportation**

☐ **Other Carrier**

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

Carrier Name: \_\_\_\_\_

Carrier Phone: \_\_\_\_\_

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

**Select a Level of Service:**

☐ 1 Day: Delivery next business day

☐ Standard Ground

☐ 2 Day: Delivery by 5:00 P.M. second business day

☐ Specialized: Pad wrapped, uncrated, or truckload

☐ Deferred: Delivery within 3-5 business days

**Select Shipment Options (if applicable)**

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

**Select Desired Number of Labels:** \_\_\_\_\_

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



## **WELCOME TO THE HYATT REGENCY CHICAGO**

*In compliance with the directives of the Chicago Fire Prevention Bureau, we ask that **ALL EXHIBITORS** read and strictly adhere to the following:*

***Exhibitors may not, under any circumstances, store empty cases, equipment, products, or materials of any kind behind any drape or behind a booth display at any time during the show.*** You may keep one day's supply of your product or materials on display in your booth space and/or under your table. Any items stored behind a booth display or drape will be subject to removal and will be placed in an off-site storage facility. "Empty" labels are provided for your convenience and are available at the Exhibitor Service Desk. Please affix these to your empty containers and place them in the aisle for pick up. They will be returned to your booth at the break of show.

***The Chicago Fire Marshal reserves the right to close down any Exhibitor that does not comply with the above Rules and Regulations. The Exhibitor will be held responsible for payment of any services rendered.***

**WE APPRECIATE YOUR COOPERATION.**



## CHICAGO FIRE DEPARTMENT REGULATIONS

### STATEMENT OF PURPOSE:

General fire safety policies and procedures have been established to ensure the Hyatt Regency Chicago, its guests, clients, personnel and related service industries are working in a safe environment, and in compliance with City of Chicago statutes governing fire prevention. These policies and procedures should serve as a guideline for all concerned and will be enforced by Hyatt Regency Chicago Management. Any requests for variations or exceptions should be directed to Hotel Exposition Services.

1. All material including scenery, drapes, signs, etc., used in construction of an exhibit booth must be flame retardant. Polyurethane foam must pass the "standard flame test". Only fire retardant cardboard and paper may be used. Affix certification of flame proofing to the booth.
2. No storage of any kind is allowed behind the back drapes or behind booth displays. A maximum of one-day's supply of materials may be kept in your booth space and/or under your table.
3. No hazardous demonstrations, such as welding, cooking with natural gas, heater demonstrations, etc. will be permitted without the written approval of the Chicago Fire Prevention Bureau. A copy of all paperwork regarding the request and the approval of the procedure from the Fire Department should be forwarded to the Hotel Exposition Services.
4. No hazardous material will be permitted in an exhibit. Hazardous materials include: open flames, hot coals, propane, gasoline, kerosene, radioactive material, oxygen, etc.
5. Vehicles or apparatus with fuel tanks for display must tape fuel cap and contain no more than 1/8 tank of fuel. Battery cable must be disconnected.
6. Exhibits with enclosed ceilings are not permitted. All exhibit should remain 18" below the ceiling/sprinkler system.
7. All fire hose cabinets, pull stations, and emergency exits must be visible and accessible at all times.
8. All main and cross aisles, corridors, stairways, and other exit areas must maintain the required minimum width of 8 feet. No protrusions into the aisles are permitted.
9. Smoking is not permitted at any time.
10. Report emergencies immediately by dialing 55 on any house phone.

### QUESTIONS AND CLARIFICATIONS SHOULD BE DIRECTED TO:

HYATT REGENCY CHICAGO  
151 East Wacker Drive  
Chicago, IL 60601  
Phone: (312) 239-4408  
Fax: (312) 239-4409

# F R E E M A N

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

DISCOUNT PRICE  
DEADLINE DATE  
**NOVEMBER 13, 2017**

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

**FREEMAN electrical labor**

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

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

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

*By signing and delivering this form to Freeman, customer agrees to all terms and conditions printed on this form and on the Electrical Service Order Form.*

## **Electrical Labor Rates:**

Straight Time: Monday-Friday 7:00 a.m. - 3:00 p.m. ....\$132.50

Over Time: Monday-Friday 3:00 p.m. - 7:00 a.m.;

All Day Saturday, Sunday and Holidays .....\$ 227.90

**PLEASE SUBMIT A FLOOR PLAN OF ALL BOOTHS 20' X 20' OR LARGER INDICATING PLACEMENT OF ELECTRICAL SERVICE.**

## **INSTALLATION**

Description	Date	Start Time	# of persons	Approx Hrs per person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____						Sub-Total	
_____						Tax	N/A
						<b>Total</b>	

## **DISMANTLE**

Description	Date	Start Time	# of persons	Approx Hrs per person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____						Sub-Total	
_____						Tax	N/A
						<b>Total</b>	

**THERE WILL BE A ONE TIME LABOR CHARGE TO INSTALL/DISMANTLE ALL AUDIO VISUAL EQUIPMENT**  
Freeman requires 100% of amount owed, including applicable tax, to be paid either in advance or at showsite. Payments must be made in U.S funds. Invoices can be paid by company check, Visa, MasterCard, American Express, Diners Club, or Discover. Payment for all labor and services ordered by the exhibitor, his display house, or third parties is the responsibility of the exhibitor. Your showsite representative should be made aware of this policy and have means of payment. Otherwise, service will be denied. Mail the advance payments with order forms to the address above. Payments should be made payable to Freeman. Show name and booth number should be noted on all advance payments so they will be properly credited. Please indicate method of payment. This section must be completed before your orders can be processed. A credit card authorization is required as a deposit against additional rentals and/or labor. Payment of any balances may also be made by company check, but a credit card authorization must be on file. Any balances outstanding at move-out will be charged to your credit card. Prices subject to change without notice.

**METHOD OF PAYMENT FORM  
MUST BE INCLUDED WITH  
YOUR ORDER**



# F R E E M A N

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

**DISCOUNT PRICE  
DEADLINE DATE  
NOVEMBER 13, 2017**

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

FREEMAN electrical service

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Electrical Assistance, please contact Doug Castle at 312-239-4678 or e-mail at doug.castle@hyatt.com.

To order Electrical Service contact Freeman at 773-473-7080 or e-mail at FreemanChicagoES@freeman.com

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

## ELECTRICAL OUTLETS (Single Phase)

## PLEASE NOTE

Part #	Description	QTY	Discount Price	Standard Price	TOTAL
40715	1500 Watts (120 volts) (Standard Service Quad Box)	_____	173.60	225.00	= \$ _____
40915	15 Amps (208 volts) (1 HP)	_____ Quoted on	Request		= \$ _____
40930	30 Amps (208 volts) (5 HP)	_____ Quoted on	Request		= \$ _____

List AV Equipment:

## ELECTRICAL OUTLETS (Three Phase)

Part #	Description	QTY	Discount Price	Standard Price	TOTAL
401015	15 Amps (208 volts) (Heavy Duty Service Unit)	_____ Quoted on	Request		= \$ _____
401030	30 Amps (208 volts) (Heavy Duty Service Unit)	_____ Quoted on	Request		= \$ _____

Above 30 Amps or 208 Volts Call for Quote.

Special Instructions:

## ELECTRICAL EQUIPMENT

Part #	Description	QTY	Discount Price	Standard Price	TOTAL
403010	Extension Cord	_____	19.30	32.05	= \$ _____
	LED Track Heads	_____	141.40	180.00	= \$ _____
	1/2 hr. Labor Install (Up to 3 track heads)				
	1/2 hr. Labor Dismantle (Up to 3 track heads)				
40305	Power Strip - #40-30-5 (5 HP)	_____	26.25	34.45	= \$ _____

## TOTAL COST

Outlet(s)	\$ _____
Equipment	\$ _____
Tax 9% (Rental)	\$ _____
GRAND TOTAL	\$ _____

• Outlet prices for 120 Volt power include delivery of the service to one location at the rear of the booth in peninsula and in-line booths. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements please see the Electrical Labor order form for rates and instructions.

• **A scaled floor plan is required for orders with multiple outlet locations and/or island booths.** Submit a scaled floor plan indicating a main power drop, exact outlet locations (with wattage or amperage) complete with dimensions and booth orientation indicating surrounding aisle or booth numbers. See example on reverse. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

• Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details.

### Labor Is Required For:

- Floorwork** - Distribution of electrical under carpet and flooring.
- Boothwork** - Distribution of electrical overhead (more than one drop location in your booth) and/or through booth structure.
- Hook Up** - Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment.
- Lighting** -
  - Assembly and installation of all lighting to exhibit structure.
  - Assembly, installation and dismantle of electrical headers and/or light boxes.
- Cabling** - Coaxial and/or communication cable distribution within booth. (Exhibitor must supply cable).
- Mounting** of single monitors over 6' (to include plasma AV screens, LCD & CRT) and installation of hanging brackets.
- Please also submit the Freeman Method of Payment Form with credit card information.** Floorwork can only be completed in advance with a credit card on file and upon receipt of an acceptable floor plan and authorization to proceed. It is highly recommended to choose this option so that work is completed prior to your arrival and booth set up can begin immediately.

Attn: Doug Castle, Chief Electrician  
c/o Hyatt Regency Chicago

## ELECTRICAL SERVICES

- 1. Location of the main power drop.** (Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight.) Please provide specific dimensions.
- 2. Location and load to all outlets.** Please provide specific dimensions and wattages/amperages. *Please do not simply place an X where your power is required.*
- 3. Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

Show Name: \_\_\_\_\_ Dates: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Adjacent Aisle or Booth # \_\_\_\_\_

[illegible]

Adjacent Aisle or Booth #

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

SCALE: 1 SQUARE =                  FOOT/FEET or                  INCHES

## **ELECTRICAL SERVICES Conditions and Regulations**

1. Deadline Date: Your order must be received not later than 22 days before opening day to insure installation in time for the opening of the show. A 30% penalty on basic charges will apply on all orders received after the deadline date. Saturdays, Sundays, and Holidays are included in this 22 day period.
2. Wall, column, and permanent utility outlets are not to be used by the exhibitor and are not part of the booth space.
3. All lighting displays, electrical appliances, motors, and other types of electrical equipment, must be wired to meet the City of Chicago Electrical Code.
4. All motors must be equipped with a safety switch as a point of disconnect and overload protection.
5. All equipment and material must use 3-wire grounded type cord. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Use of open clip sockets, latex or lamp cord wire duplex or triplex attachment plugs in exhibits are prohibited.
7. Claims will not be considered unless filed in writing by the exhibitor by the close of the exhibition.
8. Under no circumstances shall anyone other than the show electrician make electrical connections.
9. Rates are based on prevailing union contracts and are subject to change without notice.
10. Installing of ball lights, hanging of electrical headers, or any other type of electrical fixtures, special wiring etc. must be done by show electrician on a time and material basis.
11. Electrical power for show lights and displays will be turned on one hour prior to show opening time, and turned off at show closing time daily. If power is required before or after, special arrangements must be made at least 24 hours in advance. Minimum labor charges is 1 hour.
12. The chief Electrician has the power to refuse connection where wiring constitutes a fire hazard.
13. All material and equipment furnished by the contractor on this service order shall remain its property and shall be removed by the contractor after the close of the show. All equipment on a rental basis only.
14. Rates quoted for all connections cover the bringing of service (unless otherwise noted) to the booth in the most convenient manner and do not include connecting equipment or special wiring.
15. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, and/or wattage.
16. Exhibitors must check in at the electrical service desk before assembling their exhibits requiring electrical power or labor.

### **Electrical Labor**

All work Done after 4:00 p.m. Monday thru Friday, and all day Saturday, Sunday, and holidays is at Double Time Rates. Labor will be charged in one half hour increments.

Full payment of rental charges must accompany your order to qualify for discount rates. All others received at service desk will be charged at standard prices. Service charge of 1-1/2% per month on unpaid balance will be made starting 30 days after date of invoice. American Express, VISA, and MasterCard welcome. All prices applicable to 6% transaction tax.

### **50% Charge for cancellations.**

## **Electrical Regulations for Temporary Wiring of Booths and Exhibits**

In addition to the provisions of Section 88-750 of the Chicago Electrical Code the following regulations shall be enforced by the electrical inspectors or the Electrical Inspection Section on all booths or temporary exhibits in all locations in the City of Chicago where such exhibits, shows, or meetings are held.

1. No exhibitor shall make any electrical installation, nor shall he make any electrical connection of any appliance or equipment to the building electrical system.
2. All electrical connections to the building electrical system or extension thereto shall be made by the building electrician.
3. If outside electrical contractor is to be used, (a) Licensed by the City, and (b) before any work is started, an electrical permit must be secured from the Electrical Inspection Section.
4. Extensions to the building electrical system shall be made by three wire flexible cord, Type SO, or equal, in lengths so arranged that there will be more than one coil, 2 feet in diameter, of excess cord.
5. No cord shall be run across any space where subject to traffic unless the cord is encased in a substantial enclosure, specially approved for the purpose.
6. Termination of extensions to the building electrical system shall be in assemblies specifically approved for the purpose by the Electrical Inspection Section.
7. All electrical equipment or appliances connected to the building electrical system or extensions thereto in booths or displays shall be (a) listed and labeled by a nationally recognized standard testing laboratory, or (b) specifically approved by the Electrical Inspection Section.
8. No electrical equipment shall be attached to or supported from booth dividers.
9. Permanently installed wiring on all booths or displays shall be encased in an approved metal raceway, where flexibility is necessary, such as between booth sections and at connection points to the building electrical system or supply points. Type SO cord or equal in lengths not to exceed six feet, equipped approved attachment plugs may be utilized.
10. All splices and terminations shall be made in an approved metal enclosure.
11. There shall be no exposed live metal parts.
12. All flexible cords shall be three wire, Type SO or equal, unless such cord is a component part of an assembly which specifically approved. No two wire extension cords are allowed.
13. All exposed, non-current carrying metal parts of the electrical installation shall be effectively grounded.
14. No electrical equipment or appliances which under normal operating conditions attain a surface temperature in excess of 90 degrees C or 194 degrees F shall be mounted on or supported from any combustible material, unless separated therefrom by a substantial non-combustible material.
15. Lighting fixtures or other appliances or equipment equipped with other than Type SO cord or its equal will be accepted provided the complete assembly including the cord is listed and labeled by a nationally recognized standard testing laboratory.
16. No clamp-on fixtures of any type will be allowed.
17. The exhibitor is responsible for all electrical equipment and is totally responsible for any liability involving same.
18. All exhibits using electrical equipment and wiring are subject to final inspection by the Electrical Inspection Section.

**Freeman offers rental of extension cords and plug molds which provide safety approved multiple plug-in capacity.**

# F R E E M A N

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

DISCOUNT PRICE  
DEADLINE DATE  
**NOVEMBER 13, 2017**

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

**FREEMAN telephone service**

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

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

**Standard telephone service consists of one (1) house line through the hotel's NEAX 2400 System.**

- **Payment in full for installation must accompany orders.**
- **Exhibiting firm is responsible for all local and long distance telephone charges.**
  - **A credit card is required to process order.**
- **An invoice listing individual bills will be available upon conclusion of show.**

Freeman requires 100% of amount owed, including applicable tax, to be paid in advance or at showsite. Payment must be made in U.S. funds. Invoices can be paid by company check, VISA, MasterCard, American Express, Diners Club, or Discover. Payment for all labor and services ordered by the exhibitor, his display house, or other third parties, is the responsibility of the exhibitor. Your showsite representative should be made aware of this policy and have means of payment, otherwise, service will be denied. To qualify for discount prices, orders and full payment must be received by **NOVEMBER 13, 2017**. Mail the advance payments with order forms to the above address. Payments for line and equipment should be made to Freeman. Show name and booth number should be noted on all advance payments so that they will be properly credited. The Freeman credit card authorization is a deposit against additional charges incurred and/or labor. Payment of any balances may also be made by company check while at the show, but a credit card authorization must be on file. Any balances outstanding as of move-out will be charged to your credit card. 50% charge for cancellations. Prices subject to change without notice.

**Local Access, Internet Access & 800 Calls will be billed at:**

- **Per call access fee: \$1.25 per call**
- **\$.27 per minute plus AT&T charges for long distance calls**
- **\$.12 / minute for all calls over 20 minutes in length**

**PLEASE PROVIDE COMPLETE INFORMATION BELOW:**

**Service Information:**

Installation \_\_\_\_\_ Removal \_\_\_\_\_  
Date \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_

**Type of Service:**

Telephone Line \_\_\_\_\_ Computer \_\_\_\_\_ Fax \_\_\_\_\_ Location in Booth (Specify or attach drawing) \_\_\_\_\_

**Indicate Service Required:**

Quantity	Discount	Standard	Total
_____ Telephone Line Installation Charge	\$132.30 per line	\$198.45	_____
_____ Telephone	\$ 55.15	\$ 82.70	_____
_____ Daily Phone Service per line per day	\$ 82.70 per day		_____

**Subtotal** \_\_\_\_\_ **+ Tax (15.75%)** \_\_\_\_\_ **=TOTAL COST** \_\_\_\_\_

**NOTE: Freeman requires a METHOD OF PAYMENT on file for above services and cannot be invoiced at a later date.**

**THE ENCLOSED HYATT CREDIT CARD AUTHORIZATION FORM MUST BE ON FILE  
WITH THE HYATT REGENCY FOR PHONE SERVICE TO BE PROVIDED.**

**Final Telephone call charges will be billed to this card by the Hyatt and cannot be invoiced at a later date.**

**THE FREEMAN METHOD OF PAYMENT FORM  
MUST BE INCLUDED WITH YOUR ORDER**

**THE HYATT CREDIT CARD AUTHORIZATION FORM  
MUST BE INCLUDED WITH YOUR ORDER**

HYATT REGENCY CHICAGO  
151 EAST WACKER DRIVE  
CHICAGO, IL 60601  
Telephone: (312) 239-4408  
**Submit THIS form to: Fax: (312) 239-4409**

## CREDIT CARD AUTHORIZATION

I authorize the Hyatt Regency Chicago to charge my credit card for (Check Appropriate):

\_\_\_\_\_ Telephone Call Charges

Local Access, Internet Access & 800 Calls will be billed at:

- Per call access fee: \$1.25 per call
- \$.27 per minute plus AT&T charges for long distance calls
- \$.12 per minute for all calls over 20 minutes in length\

**NOTE:** A photo copy of your credit card (front and back) is required to be attached for verification.

**IMPORTANT:** The telephone service order form must be completed & submitted to the fax number listed on that form.

=====

Name of Show: \_\_\_\_\_ Date of Show: \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Exhibitor Address: \_\_\_\_\_

Exhibitor Phone: \_\_\_\_\_

=====

Type of Card (Check One)

American Express \_\_\_\_\_

Visa \_\_\_\_\_

MasterCard \_\_\_\_\_

Diners Club \_\_\_\_\_

Discover \_\_\_\_\_

The hotel may place a charge on my credit card for the estimated amount (14) days prior to my function.

Name On Card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Total Estimated Charges: \$ \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# F R E E M A N

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

DISCOUNT PRICE  
DEADLINE DATE  
**NOVEMBER 13, 2017**

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

FREEMAN compressed air - water - drain

NAME OF SHOW: **SEED EXPO 2017 / DECEMBER 5 - 7, 2017**  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

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

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

Hot and Cold Water and Drainage are strategically located at five positions in Wacker Hall, each capable of serving up to 20 booths. All prices include single hook-up. Please include a sketch or blue print showing service location in booth. All prices subject to a 8% rental tax. 50% charge for cancellations.

## ALL ORDERS SUBJECT TO GENERAL INFORMATION AS SET FORTH ON REVERSE SIDE

Freeman requires 100% of amount owed, including applicable tax, be paid in advance. Invoices can be paid by company check, VISA, MasterCard, American Express, Diners Club or Discover. Payment for all labor and services ordered by the exhibitor, his display house, or other third parties, is the responsibility of the exhibitor. **Your showsite representative should be made aware of this policy and have means of payment, otherwise, service will be denied. To qualify for discount prices, orders - accompanied by full payment must be received by NOVEMBER 13, 2017.** Mail the advance payments with order forms to the above address. Payments should be payable to Freeman. Show name and booth number should be noted on all advance payments so that they will be properly credited. Please indicate method of payment. **The Method of Payment and the Order Form must be completed before your orders can be processed. A credit card authorization is a deposit against additional charges incurred and/or labor.** Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization should be on file. Any balances outstanding as of move-out will be charged to your credit card. Prices subject to change without notice.

## Installation Labor Rates per hour

Monday thru Friday  
8:00 a.m. to 4:30 p.m. ....\$ 77.20  
After 4:30 p.m. Weekdays,  
and all day Weekends .....\$ 154.35

Please indicate services desired:

### AIR One time charge

90 psi delivered in 3/8" ID hose

Indicate pipe end of equipment

Discount Price/Standard Price

☐ Air at \$275.65 / \$441.00 each \$ \_\_\_\_\_  
*please provide your own regulator*

☐ CFM

### WATER One time charge

80 psi delivered hose will have

3/4" garden hose connection

Indicate pipe end of equipment

Discount Price/Standard Price

☐ Hot at \$275.65 / \$441.00 each \$ \_\_\_\_\_

☐ Cold at \$275.65 / \$441.00 each \$ \_\_\_\_\_

### DRAIN One time charge

Water hose 1-1/2" ID

Discount Price/Standard Price

☐ Drain at \$275.65 / \$441.00 each \$ \_\_\_\_\_

## SUBTOTAL:

**AIR/WATER/DRAIN \$ \_\_\_\_\_**

### CABLE HOOK-UP

Discount Price/Standard Price

☐ Hook-up at \$200.00 / \$250.00 each \$ \_\_\_\_\_

## Special Instructions:

Add 9% rental tax

---

---

---

---



The plumbing service rates listed on the reverse side of this form cover only the plumbing service where specified and in the most convenient manner plus the removal of those lines at the close of the exposition. If location of outlet is not specified, valves will be placed at the rear of the booth. Changes, special service or equipment will be charged at the prevailing rates for labor and material. Because of responsibility Facility Service Center must make all connections to and from the service lines brought to the booth.

Service rates are effective only when orders are received and exhibit material placed so that work can be completed on straight time. Orders for plumbing services should be sent in as promptly as possible since orders received within three (3) days prior to the opening of the exposition will be subject to 50% increase in the published rates. To avoid delay in installation, all equipment should be properly tagged and labeled with full information as to kind of service, size of line, etc. ready to connection.

Freeman nor Facility Service Center will not be responsible for moisture or water in the air lines. Exhibitor should supply their own filter or other equipment to handle moisture or water. FSC must have (15) days notice if they are to supply special regulators, strainers, traps, etc. Pressure for service listed may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitor should arrange to have pressure regulator valve installed.

All material and equipment furnished for the service and connection to equipment is on a rental basis and is to remain the property of FSC; such material and equipment will be removed by FSC after close of the exposition.

Changes to order after installation and connections and disconnects to equipment form service valve will be additionally charged at labor and material rates quoted herein.

**A completed METHOD OF PAYMENT form must accompany this order.**

*For technical questions please contact:*

**Doug Castle, Chief Electrician  
Hyatt Regency Chicago  
151 East Wacker Drive  
Chicago, IL 60601  
(312) 616-6881**



**EXPO LOGIC**  
553 Foundry Rd, East Norriton, PA 19403  
P: 484-751-5131 | F: 888-288-6093

Lead Retrieval Order Form  
**ASTA CSS 2017 & Seed Expo**  
Chicago, IL | Dec 04 - Dec 04, 2017

To order online, go to [myexpoleads.expologic.com](http://myexpoleads.expologic.com) and use show code: **SEDEXPO2017**

If you would like to fax or mail your order to us there will be a \$7.95 processing fee.

## LeadKey®

Battery-powered, hand-held Badge Reader for mobile, data collection/management with online access to scanned sales lead data, via Exhibitor's password protected Internet portal. Sales leads will be uploaded after the show closes.



## LeadPod™ License Only

This license will allow you to use the LeadPod™ app (available in the App Store/Google Play Store) to capture leads at your event.



### Device Selection

	Initial Price	Starting 10/19/17	Starting 12/3/17	QTY	TOTAL
<b>LeadKey®</b> The easiest device you'll ever use!	\$295/1st Unit \$195/Addl.	\$345/1st Unit \$245/Addl.	\$395/1st Unit \$295/Addl.	_____ _____	\$_____ \$_____
<b>LeadPod™ License Only</b> Use your own iOS or Android Device!	\$225/1st Unit \$75/Addl.			_____ _____	\$_____ \$_____

### Additional Services

Insurance quantities must equal device quantities.	<b>COST</b>	<b>QTY</b>	<b>TOTAL</b>
Custom Qualifiers	\$95	_____	\$_____
Delivery	\$50	_____	\$_____

**PROCESSING FEE \$ 7.95**  
(for mail or fax)

**GRAND TOTAL \$\_\_\_\_\_**



## Your Contact and Payment Information

Company		Billing Contact	
<input type="text"/>		<input type="text"/>	
Billing Street Address			
<input type="text"/>			
City	State	Zip	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Phone	Fax		
<input type="text"/>	<input type="text"/>		
Email Address			
<input type="text"/>			
Cell Phone Number (for on-site contact)		Booth Number	
<input type="text"/>		<input type="text"/>	
Email Address (for on-site contact)			
<input type="text"/>			
First Name (for on-site contact)		Last Name (for on-site contact)	
<input type="text"/>		<input type="text"/>	

Credit Card (circle one if paying by credit card)		Check Number	Total Amount Due
<input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover		<input type="text"/>	<input type="text"/>
Credit Card Number		CVV	Expires
<input type="text"/>		<input type="text"/>	<input type="text"/>
Name as it appears on card		Signature	
<input type="text"/>		<input type="text"/>	

**TERMS & CONDITIONS:** It is understood the above named Company is responsible for the pick-up, proper use, safeguarding, and prompt return of the Badge Reader(s) in his/her possession and is also liable for any loss or damage. Expo Logic reserves the right to terminate services if the rented equipment is found to be improperly used. Replacement fee for lost, stolen, damaged LeadKey is \$495.00/device. A credit card deposit will be required on-site if rental payment is made by check or cash. Badge readers must be picked up at our on-site service counter if you did not order "Delivery" services. All equipment must be returned within 30 minutes after the close of the Show in its original packaging. Refunds will not be made for unclaimed equipment or if above Company decides not to use the ordered service. A \$7.95 processing fee will be added to faxed or mailed orders. It is against Expo Logic's security policy to accept credit card information via email.

**CANCELLATION POLICY:** You may cancel your order up to 2 weeks before the event's opening date. A \$50.00/Order Cancellation Fee will apply. No refunds will be given for orders cancelled less than 2 weeks prior to the event's opening date.

\*LeadPod users will have instant access to their leads, as long as the device has an active internet connection (WiFi, LTE/4G, 3G).

## Networking Request Form

### Exhibit Rentals and Exhibit Networking Guide

NOTE: ALL SECTIONS MUST BE COMPLETED

#### Client/Exhibitor Information

Group/Organization: \_\_\_\_\_ Event: \_\_\_\_\_  
 On-Site Contact \_\_\_\_\_ Requested by \_\_\_\_\_  
 On-Site Cell # \_\_\_\_\_ Phone # \_\_\_\_\_  
 Fax # \_\_\_\_\_ Fax # \_\_\_\_\_  
 E-mail Address \_\_\_\_\_ E-mail Address \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

#### Service Request

BOOTH NAME/NUMBER: \_\_\_\_\_

DATES:					
Start Time:					
End Time:					

Note: All computers are required to receive a DHCP assigned IP address passing through NAT from the Hyatt/Encore network unless other arrangements have been discussed and agreed upon with Encore Event Technologies.

#### Cost Worksheet

	DAILY RATE	QUANTITY	DAYS	TOTAL
Wired Internet Access	\$200.00 first device/day \$100.00 additional device/day			
<p>Wireless internet access can be purchased on site via the Hyatt Conference Web Portal by using a credit card or by charging to a guest room at the hotel.</p> <p><i>Note: Custom installations or dedicated Internet service beyond the scope of existing facilities will be individually quoted upon request. An additional 23% service charge will be added to all transactions. The service charge is calculated from the full price of the items. Illinois state sales tax will be assessed on the service charge.</i></p> <p>Customer provided wireless access points or other network infrastructure devices are prohibited to ensure uninterrupted operation of existing hotel wireless infrastructure. Customer provided routers, switches and other networking infrastructure devices are prohibited as to ensure uninterrupted and unimpaired operation of existing hotel network services. Please contact your sales manager for available options.</p> <p><i>Note: Custom installations or dedicated Internet service beyond the scope of existing facilities will be individually quoted upon request. An additional 23% service charge will be added to all transactions. The service charge is calculated from the full price of the items. Illinois state sales tax will be assessed on the service charge.</i></p>				

SUBTOTAL: \_\_\_\_\_

Service Charge=23% of Subtotal: \_\_\_\_\_

City tax=9% of Service: \_\_\_\_\_

Calculated by Encore

GRAND TOTAL: \_\_\_\_\_

## F.A.Q. Riverside Exhibition Hall

### Exhibit Rentals and Exhibit Networking Guide

Thank you for choosing Encore Event Technologies as your Internet and audio visual equipment provider. Encore is the premier provider of event technologies for the Hyatt Regency Chicago. We look forward to assisting you with all of your audio visual needs during your show appearance.

The following information will help answer frequently asked questions before, during and after your event. Specific questions not addressed here should be directed in e-mail form to the following address: [hrcexhibits@encore-us.com](mailto:hrcexhibits@encore-us.com). Please include your show dates, name of your company, and your contact information.

**Q. What are the deadlines and/or cut-off dates?**

A. The deadline to complete and fax all forms will be 72 hours prior to the set-up day of your show. All orders received after the 72 hour cut-off date will be considered onsite orders and are SUBJECT TO EQUIPMENT AVAILABILITY & A 25% ADDITIONAL ONSITE EXPEDITE FEE. If you are only ordering wireless Internet, no request form is needed. Wireless Internet can be ordered once you arrive onsite by using the web portal. You can use a credit card to book or place your charge to your room.

**Q. When will my credit card be charged?**

A. All credit cards will be charged for the entire amount of the order 24 hours in advance of the set-up of the show. All credit card orders must include the entire number, the expiration date, the billing address, billing zip code and the CID number located on the back of the card. Orders will be considered incomplete without inclusion of the requested information and therefore will be subject to equipment availability on the day of the show and escalated rush fees.

**Q. How do I get a receipt?**

A. Receipts for completed orders will be issued upon email request at the conclusion of the show. Please forward all requests to [hrcexhibits@encore-us.com](mailto:hrcexhibits@encore-us.com). Please include your contact information. The name of the show and the show dates will also be helpful. If you are a 3rd party exhibitor requesting a receipt, include your company name in the request.

**Q. Can I pay with a company check?**

A. Credit card payments are strongly encouraged; however, company checks are a valid form of payment. Checks should be made payable to Encore Event Technologies at the address listed below. When paying by check please include a copy of your order as generated by Encore, therefore providing verification of the correct amount and the valid order for which it will be applied to. All checks must be received 72 hours prior to the set-up date of the show that you are attending.

**Q. Why is union labor a separate charge?**

A. On-location set-up and take down by required union labor is not included in the rental price. This fee will be charged by Freeman Exhibitor Services. If there are any questions with regards to this charge contact Freeman Exhibitor Services at 312-938-0320.

**Q. Are wire transfers an acceptable form of payment?**

A. FOR INTERNATIONAL ORDERS ONLY. Wire transfers are an acceptable form of payment. An additional processing fee of \$30.00 will be assessed. Contact [hrcexhibits@encore-us.com](mailto:hrcexhibits@encore-us.com) for written instructions.

**Q. Where is my equipment?**

A. Hyatt Regency Chicago is a union hotel. Therefore, on set-up day, the equipment you have ordered will be delivered to the exhibit floor. At that point, responsibility for all equipment will transfer from Encore to Local Union 134. A union electrician will be responsible for the delivery and set-up of the equipment ordered. Encore does not control this schedule.

**Q. Can I bring my own networking equipment?**

A. Encore Event Technologies is the unified network provider at the Hyatt Regency Chicago and maintains a full time onsite IT team. Advanced networking services for custom requirements are available for purchase. These may include high density wireless solutions, routable Static Public IP Addresses, VLAN Setup, custom Wi-Fi Networks, QOS Configuration, or Dedicated Bandwidth. Please contact us at [hrcexhibits@encore-us.com](mailto:hrcexhibits@encore-us.com) for more information.

**Q. Who do I contact if I have problems with equipment during the show?**

A. For Encore equipment, wired and wireless internet connections, login information and passwords; contact Encore directly at 312-735-6622. For union related issues, contact Freeman Exhibitor Services at 312-938-0320.

**Q. Does Encore require a diagram of my booth?**

A. Diagrams are extremely helpful when setting equipment. If available, send your diagram in with your completed forms.

**Q. How will I know my order was received?**

A. Once your completed forms have been faxed to Encore, Encore will process them and will send you a final order within 48 hours of receipt. IF YOU CLAIM SALES TAX EXEMPTION IN THE STATE OF ILLINOIS OR THE CITY OF CHICAGO, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.

## Exhibit Rental Contract

### Exhibit Rentals and Exhibit Networking Guide

Exhibitor is responsible for equipment until it is picked up by an Encore Event Technologies representative. Pick up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

#### Payment Information

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.

Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization should be on file. Any balances outstanding as of move-out will be charged to your account. Please do not ask us to bill you.

Please complete forms and submit via fax to Encore Event Technologies at 312-239-4664. You will receive a confirmation via email within 48 hours. If you do not receive a confirmation email, please contact [hrcexhibits@encore-us.com](mailto:hrcexhibits@encore-us.com).

Master Account #:		Authorized Signer's Name:	
Credit Card #:	CCID:	Type:	Exp:
Billing Address:		Billing Zip Code:	
Customer Signature Print Name (as it appears on credit card)		Date:	

#### Terms and Conditions

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.

By executing this order form, Lessee agrees as follows:

1. All company checks must be received 72 hours prior to event.
2. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to up to 50% of rental plus any handling charges, service charge, and labor fees.
3. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment that is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.
4. Rentals in the City of Chicago are subject to city tax of 9%.
5. Insurance for the subject equipment is Lessee's responsibility.

I understand the above condition:

Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

7. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
8. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order on show site. Absolutely no credits will be issued after show closing.
9. Encore Event Technologies must supply all Switches and Hubs for the high-speed internet service.

I understand the above condition:

Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_



## Wireless Self Service Instructions

Thank You for using Encore for your wireless internet needs. Please follow the below instructions for use of the self-service portal.

1. From your Wi-Fi Selection Dialogue select the “Hyatt Conference” Wifi Code.

After connecting to the network, wait a moment. If a page does not pop up, open your browser (ie, safari, chrome, etc.) and attempt to go to any website. You will be redirected to the following login screen.

2. Click on “Connect Using A Credit Card”
3. Fill out your credit card information.
4. Click “Purchase”

A receipt will be emailed to you with a record of your personalized access code.

For Technical Assistance Please Call  
312-239-4799

The image displays four sequential screenshots of the Encore Event Technologies mobile application interface, illustrating the steps for connecting to a Wi-Fi network and purchasing access.

- Step 1:** The 'Settings' screen shows the 'Wi-Fi' toggle turned on. Under 'CHOOSE A NETWORK...', the 'Hyatt Conference' network is selected and highlighted with a red box. Other visible networks include EncoreNET, Growth Summit, Hyatt-Admin, and Microsoft.
- Step 2:** The 'ENCORE EVENT TECHNOLOGIES' login screen. It features an 'Access Code' input field and a 'GO' button. A red box highlights the 'Connect Using A Credit Card' button. Below this, there is a disclaimer about terms of service and a support phone number (312-239-4799).
- Step 3:** The same login screen as Step 2, but with the 'Please Select A Rate' dropdown menu highlighted by a red box. Below it are input fields for 'Name On Card', 'Card Type', and 'Card Number'.
- Step 4:** The final screen showing the 'PURCHASE' button highlighted with a red box. It also includes an 'Email Address For Receipt' field and a 'BACK' button. The same disclaimer and support information are at the bottom.

## Exhibit Request Form

### Exhibit Rentals and Exhibit Networking Guide

**ADVANCE PAYMENT IS REQUIRED AND RENTAL CONTRACT MUST BE EXECUTED TO RESERVE EQUIPMENT.**

VIDEO EQUIPMENT	SHOW RATE	QUANTITY	TOTAL
90" HD Monitor (Includes Stand)	\$5,250.00		
80" HD Monitor (Includes Stand)	\$3,500.00		
70" HD Monitor (Includes Stand)	\$2,750.00		
60" HD Monitor (Includes Stand)	\$2,400.00		
55" HD Touch Screen Monitor (Includes Stand)	\$3,500.00		
55" HD Monitor (Includes Stand)	\$2,000.00		
46" HD Monitor (Includes Stand)	\$1,250.00		
32" HD Monitor (Includes Stand)	\$750.00		
24" HD Monitor (Includes Stand)	\$500.00		
7" Executive LCD and Screen Package	\$2,750.00		
DVD Player	\$350.00		

All monitors are sold on desktop or floor stands. If you have a need for a custom install, please contact Encore Event Technologies for a quote on this service. Additional labor and equipment is required.

MISCELLANEOUS RENTAL ITEMS AND SUPPORT	SHOW RATE	QUANTITY	TOTAL
PC Laptop	\$750.00		
Apple Mac Laptop	\$1,250.00		
Apple iPad	\$500.00		
Apple iPad Mini	\$425.00		
Android Tablets	Please Call		
Windows Tablets	Please Call		
Booth Size PA System with Wireless Mic	\$650.00		
Media Player	\$325.00		
Apple TV Media Player	Please Call		
Social Media Walls	Please Call		
Charging Stations	Please Call		
Battery Powered Wireless LED Uplights	Please Call		

SUBTOTAL: \_\_\_\_\_

Rental tax=10.25% of Subtotal: \_\_\_\_\_

Service Charge=23% of Subtotal: \_\_\_\_\_

City tax=9% of Service: \_\_\_\_\_

Calculated by Encore

GRAND TOTAL: \_\_\_\_\_

## Exhibit Rental Contract

### Exhibit Rentals and Exhibit Networking Guide

Exhibitor is responsible for equipment until it is picked up by an Encore Event Technologies representative. Pick up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

#### Payment Information

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.

Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization should be on file. Any balances outstanding as of move-out will be charged to your account. Please do not ask us to bill you.

Please complete forms and submit via fax to Encore Event Technologies at 312-239-4664. You will receive a confirmation via email within 48 hours. If you do not receive a confirmation email, please contact [hrcexhibits@encore-us.com](mailto:hrcexhibits@encore-us.com).

Master Account #:		Authorized Signer's Name:	
Credit Card #:	CCID:	Type:	Exp:
Billing Address:		Billing Zip Code:	
Customer Signature Print Name (as it appears on credit card)		Date:	

#### Terms and Conditions

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.

By executing this order form, Lessee agrees as follows:

1. All company checks must be received 72 hours prior to event.
2. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to up to 50% of rental plus any handling charges, service charge, and labor fees.
3. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment that is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.
4. Rentals in the City of Chicago are subject to city tax of 9%.
5. Insurance for the subject equipment is Lessee's responsibility.
6. On location set-up and take-down by required union labor is not included in the equipment rental price. This fee will be charged by Freeman Exhibitor Services. If there are any questions with regards to this charge contact Freeman Exhibitor Services at 312-938-0320.

I understand the above condition:

**Authorized Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

7. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.

8. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order on show site. Absolutely no credits will be issued after show closing.

9. Encore Event Technologies must supply all Switches and Hubs for the high-speed internet service.

I understand the above condition:

**Authorized Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Networking Request Form

### Exhibit Rentals and Exhibit Networking Guide

NOTE: ALL SECTIONS MUST BE COMPLETED

#### Client/Exhibitor Information

Group/Organization: \_\_\_\_\_ Event: \_\_\_\_\_  
 On-Site Contact \_\_\_\_\_ Requested by \_\_\_\_\_  
 On-Site Cell # \_\_\_\_\_ Phone # \_\_\_\_\_  
 Fax # \_\_\_\_\_ Fax # \_\_\_\_\_  
 E-mail Address \_\_\_\_\_ E-mail Address \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

#### Service Request

BOOTH NAME/NUMBER: \_\_\_\_\_

DATES:					
Start Time:					
End Time:					

Note: All computers are required to receive a DHCP assigned IP address passing through NAT from the Hyatt/Encore network unless other arrangements have been discussed and agreed upon with Encore Event Technologies.

#### Cost Worksheet

	DAILY RATE	QUANTITY	DAYS	TOTAL
Wired Internet Access	\$200.00 first device/day \$100.00 additional device/day			
<p>Wireless Internet access can be purchased on site via the Hyatt Conference Web Portal by using a credit card or charging to a guest room.</p> <p>Encore Event Technologies is the unified network provider at the Hyatt Regency Chicago and maintains a full time onsite IT team. For all advanced networking services such as: high density wireless solutions, Static IP Addresses, VLAN Setup, custom Wi-Fi Networks, QOS Configuration, or Dedicated Bandwidth, please contact us at <a href="mailto:hrcexhibits@encore-us.com">hrcexhibits@encore-us.com</a>.</p> <p><i>Note: Custom installations or dedicated Internet service beyond the scope of existing facilities will be individually quoted upon request. An additional 23% service charge will be added to all transactions. The service charge is calculated from the full price of the items. Illinois state sales tax will be assessed on the service charge.</i></p>				

SUBTOTAL: \_\_\_\_\_

Service Charge=23% of Subtotal: \_\_\_\_\_

City tax=9% of Service: \_\_\_\_\_

Calculated by Encore

GRAND TOTAL: \_\_\_\_\_

## F.A.Q. Riverside Exhibition Hall

### Exhibit Rentals and Exhibit Networking Guide

Thank you for choosing Encore Event Technologies as your Internet and audio visual equipment provider. Encore is the premier provider of event technologies for the Hyatt Regency Chicago. We look forward to assisting you with all of your audio visual needs during your show appearance.

The following information will help answer frequently asked questions before, during and after your event. Specific questions not addressed here should be directed in e-mail form to the following address: [hrcexhibits@encore-us.com](mailto:hrcexhibits@encore-us.com). Please include your show dates, name of your company, and your contact information.

**Q. What are the deadlines and/or cut-off dates?**

A. The deadline to complete and fax all forms will be 72 hours prior to the set-up day of your show. All orders received after the 72 hour cut-off date will be considered onsite orders and are SUBJECT TO EQUIPMENT AVAILABILITY & A 25% ADDITIONAL ONSITE EXPEDITE FEE. If you are only ordering wireless Internet, no request form is needed. Wireless Internet can be ordered once you arrive onsite by using the web portal. You can use a credit card to book or place your charge to your room.

**Q. When will my credit card be charged?**

A. All credit cards will be charged for the entire amount of the order 24 hours in advance of the set-up of the show. All credit card orders must include the entire number, the expiration date, the billing address, billing zip code and the CID number located on the back of the card. Orders will be considered incomplete without inclusion of the requested information and therefore will be subject to equipment availability on the day of the show and escalated rush fees.

**Q. How do I get a receipt?**

A. Receipts for completed orders will be issued upon email request at the conclusion of the show. Please forward all requests to [hrcexhibits@encore-us.com](mailto:hrcexhibits@encore-us.com). Please include your contact information. The name of the show and the show dates will also be helpful. If you are a 3rd party exhibitor requesting a receipt, include your company name in the request.

**Q. Can I pay with a company check?**

A. Credit card payments are strongly encouraged; however, company checks are a valid form of payment. Checks should be made payable to Encore Event Technologies at the address listed below. When paying by check please include a copy of your order as generated by Encore, therefore providing verification of the correct amount and the valid order for which it will be applied to. All checks must be received 72 hours prior to the set-up date of the show that you are attending.

**Q. Why is union labor a separate charge?**

A. On-location set-up and take down by required union labor is not included in the rental price. This fee will be charged by Freeman Exhibitor Services. If there are any questions with regards to this charge contact Freeman Exhibitor Services at 312-938-0320.

**Q. Are wire transfers an acceptable form of payment?**

A. FOR INTERNATIONAL ORDERS ONLY. Wire transfers are an acceptable form of payment. An additional processing fee of \$30.00 will be assessed. Contact [hrcexhibits@encore-us.com](mailto:hrcexhibits@encore-us.com) for written instructions.

**Q. Where is my equipment?**

A. Hyatt Regency Chicago is a union hotel. Therefore, on set-up day, the equipment you have ordered will be delivered to the exhibit floor. At that point, responsibility for all equipment will transfer from Encore to Local Union 134. A union electrician will be responsible for the delivery and set-up of the equipment ordered. Encore does not control this schedule.

**Q. Can I bring my own networking equipment?**

A. Encore Event Technologies is the unified network provider at the Hyatt Regency Chicago and maintains a full time onsite IT team. Advanced networking services for custom requirements are available for purchase. These may include high density wireless solutions, routable Static Public IP Addresses, VLAN Setup, custom Wi-Fi Networks, QOS Configuration, or Dedicated Bandwidth. Please contact us at [hrcexhibits@encore-us.com](mailto:hrcexhibits@encore-us.com) for more information.

**Q. Who do I contact if I have problems with equipment during the show?**

A. For Encore equipment, wired and wireless internet connections, login information and passwords; contact Encore directly at 312-239-4660. For union related issues, contact Freeman Exhibitor Services at 312-938-0320.

**Q. Does Encore require a diagram of my booth?**

A. Diagrams are extremely helpful when setting equipment. If available, send your diagram in with your completed forms.

**Q. How will I know my order was received?**

A. Once your completed forms have been faxed to Encore, Encore will process them and will send you a final order within 48 hours of receipt. IF YOU CLAIM SALES TAX EXEMPTION IN THE STATE OF ILLINOIS OR THE CITY OF CHICAGO, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.

## ASTA 2017 - EXHIBIT BOOTH ORDER FORM

**IMPORTANT INFORMATION:** The Hyatt Regency Chicago does not allow food and/or beverages to be brought into the hotel. **All pricing is subject to a 24% service charge and applicable sales tax.** To place an order for your exhibit booth, please complete one form for each food function using the selections below as a guide. Each day's event must have its own form with the appropriate contact information filled in. Your Event Sales Manager will follow-up with a contract based on this order and include an estimate of charges & payment options. **Your order will not be processed until the contract is signed & returned, and appropriate payment arrangements have been made.** All requests must be received at least 2 weeks prior to your event start date. Final guarantees will be due by 11am CST, (3) business days in advance of the event. Any cancellation or reduction after that time will be charged in full for the original order.

**RETURN TO:** **Emily Newman** **EMAIL: Emily.newman@hyatt.com**  
**(Fax) 312.239.4701** **(Phone) 312.565.1234 x6052**

**Date of Event:** \_\_\_\_\_ **# of Guest:** \_\_\_\_\_ **Start/End Time of Event:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### QTY SNACKS / BREAK ITEMS

- \_\_\_\_\_ Pretzels @ \$30.00/bowl
- \_\_\_\_\_ Goldfish Crackers @ \$30.00/bowl
- \_\_\_\_\_ Mixed Nuts @ \$30.00/bowl
- \_\_\_\_\_ Potato Chips w/Onion Dip @ \$4.00 /guest
- \_\_\_\_\_ Tortilla Chips w/Salsa & Guacamole @ \$4.00/guest
- \_\_\_\_\_ Assorted Candy Bars @ \$48.00/dozen
- \_\_\_\_\_ Whole Fresh Fruit @ \$36.00/dozen
- \_\_\_\_\_ Croissants/Danish/Muffins @ \$64.00/dozen
- \_\_\_\_\_ Bagels w/Cream Cheese @ \$62.00/dozen
- \_\_\_\_\_ Assorted Miniature Cupcakes @ \$52.00/dozen
- \_\_\_\_\_ Raspberry/White Chocolate Mousse Bars @ \$62.00/dozen
- \_\_\_\_\_ Freshly Baked Cookies @ \$68.00/dozen
- \_\_\_\_\_ Chocolate Brownies @ \$66.00/dozen
- \_\_\_\_\_ Jumbo Soft Pretzels @ \$62.00/dozen
- \_\_\_\_\_ Miniature Fresh Fruit Tarts @ \$62.00/dozen

### QTY PRESENTATION STATIONS (25 Person/Piece Minimum)

- \_\_\_\_\_ Seasonal Crudit  Display @ \$15.00 /guest
- \_\_\_\_\_ Cheese Block @ \$18.00 /guest
- \_\_\_\_\_ Sliced Fresh Fruit and Berries @ \$13.00/guest
- \_\_\_\_\_ Antipasto & Grilled Vegetables @ \$18.00/guest

### QTY SPECIALTY STATIONS (50 Person Minimum)

- \_\_\_\_\_ Pre-Made Pasta Station @ \$20.00/guest
- \_\_\_\_\_ Bruschetta Station @ \$25.00/guest
- \_\_\_\_\_ Sushi Station @ \$8.50/piece (100 piece min)

\*-\$25.00 /guest if any station ordered independently-

### QTY COLD/HOT HORS D'OEUVRES \$6.75 each (25 Piece Minimum Per Item)

- \_\_\_\_\_ Tiny Tomato Caprese
- \_\_\_\_\_ Smoked Salmon and Fresh Dill
- \_\_\_\_\_ Ambrosia Chicken Salad in an Endive Leaf
- \_\_\_\_\_ Thai Spring Purse, Shoyu Sauce
- \_\_\_\_\_ Blackened Ahi Tuna with Wasabi Aioli & Micro Cilantro
- \_\_\_\_\_ Sliced Tenderloin on Ficelle with Wasabi Mayo
- \_\_\_\_\_ Bay Scallop Ceviche, Jalapeno Lime Citrus and Cilantro
- \_\_\_\_\_ Shrimp BLT
- \_\_\_\_\_ Chicken Brochette with Red Chili Chimichurri
- \_\_\_\_\_ Coconut Shrimp, Apricot Sauce
- \_\_\_\_\_ Truffle Mac n' Cheese Bites
- \_\_\_\_\_ Peking Duck Pancakes
- \_\_\_\_\_ Lump Crab Cakes with Lobster Mayo
- \_\_\_\_\_ Southwest Chicken Spring Roll with Green Salsa
- \_\_\_\_\_ Beef Souvlaki with Tatziki Sauce
- \_\_\_\_\_ Moroccan Cigar (Lamb/Beef), Spicy Plum Chutney
- \_\_\_\_\_ Bacon Wrapped Scallop
- \_\_\_\_\_ Corn, Zucchini & Cheese Quesadilla
- \_\_\_\_\_ Honey Sriracha Chicken Meat Balls
- \_\_\_\_\_ Vegetable Samosa with Mint Yogurt Sauce

### QTY CARVING STATIONS (25 Person Minimum)

- \_\_\_\_\_ Herb Roasted Breast of Turkey @ \$18.00/guest
- \_\_\_\_\_ Beef Tenderloin @ \$26.00/guest
- \_\_\_\_\_ Eye of the Round @ \$21.00/guest
- \_\_\_\_\_ Smoked BBQ'd Brisket @ \$20.00/guest
- \_\_\_\_\_ Smoked Virginia Ham @ \$17.00/guest

\* Carver Fee @ \$175.00/each plus tax (up to 3 hours)

\*\*Includes (2) Sides and Sauce



# ASTA 2017 - EXHIBIT BOOTH ORDER FORM

**IMPORTANT INFORMATION:** The Hyatt Regency Chicago does not allow food and/or beverages to be brought into the hotel. **All pricing is subject to a 24% service charge and applicable sales tax.** To place an order for your exhibit booth, please complete one form for each food function using the selections below as a guide. Each day's event must have its own form with the appropriate contact information filled in. Your Event Sales Manager will follow-up with a contract based on this order and include an estimate of charges & payment options. **Your order will not be processed until the contract is signed & returned, and appropriate payment arrangements have been made.** All requests must be received at least 2 weeks prior to your event start date. Final guarantees will be due by 11am CST, (3) business days in advance of the event. Any cancellation or reduction after that time will be charged in full for the original order.

**RETURN TO:**    **Emily Newman**                      **EMAIL: Emily.newman@hyatt.com**  
                      **(Fax) 312.239.4701**                      **(Phone) 312.565.1234 x6052**

**Date of Event:**\_\_\_\_\_ **# of Guest:**\_\_\_\_\_ **Start/End Time of Event:**\_\_\_\_\_ **Booth Number:**\_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:**\_\_\_\_\_ **State:**\_\_\_\_\_ **Zip Code:**\_\_\_\_\_

**Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**QTY COFFEE BREAK SOLUTIONS**

\_\_\_\_\_ Regular, Decaf and/or Herbal Tea @ \$140.00/gallon  
 \_\_\_\_\_ Individual Bottled Soft Drinks @ \$6.25 each  
 \_\_\_\_\_ Still & Sparkling Waters @ \$6.25 each  
 \_\_\_\_\_ Bottled Juices @ \$7.00 each  
 \_\_\_\_\_ Specialty Beverages (Choose 3- G2 Thirst Quencher,  
 Tazo Iced Teas Lemonade, Starbucks Frappuccino,  
 Red Bull) @ \$8.00each

## OTHER REQUESTS

[illegible]

**QTY BEER**

Domestic Beer @ \$204.00/Case  
Imported / Premium Beer @ \$228.00/Case

## QTY WINE &amp; SPIRITS

\_\_\_\_\_ Canvas by Michael Mondavi, Pinot Grigio @ \$49.00/bottle  
 \_\_\_\_\_ Canvas by Michael Mondavi, Chardonnay @ \$49.00/bottle  
 \_\_\_\_\_ Canvas by Michael Mondavi, Merlot @ \$49.00/bottle  
 \_\_\_\_\_ Canvas by Michael Mondavi, Pinot Noir @ \$49.00/bottle  
 \_\_\_\_\_ Canvas by Michael Mondavi, Cabernet Sauvignon @ \$49.00/bottle

**\* Additional Wine List Available Upon Request**

## HOSTED BAR

## Pricing Upon Request



# NORTHERN GREENHOUSES

1800 W. LAKE ST. - CHICAGO, IL 60612  
PHONE (312) 666-9177 FAX (312) 666-8978  
EMAIL: Northerngreenhouses@hotmail.com  
**PREPAYMENT REQUIRED**

Name of Show \_\_\_\_\_

Location \_\_\_\_\_ Show Dates \_\_\_\_\_

Exhibitor: \_\_\_\_\_ Booth # \_\_\_\_\_ Order Date: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Company Representative: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Credit Card (circle): VISA MC AMEX DISCOVER CVV Code: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Credit Card # \_\_\_\_\_ Signature \_\_\_\_\_

- Foliage plants and architectural containers are property of Northern Greenhouses
  - Blooming plants and fresh cut flowers are purchased
- Price includes: Installation, service throughout show, removal and rental of architectural containers

CONTAINERS: (**Please specify**) [ ] WHITE [ ] BLACK [ ] BASKET (If you do not specify, BLACK will be provided)

QUANTITY (Please specify quantity, height, and variety of plants)

	Price Ea.	Ext. Price
_____ 3 Ft. Plants _____	\$ 41.00	_____
_____ 4 Ft. Plants _____	\$ 51.00	_____
_____ 5 Ft. Plants _____	\$ 61.00	_____
_____ 6-7 Ft. Plants _____	\$ 71.00	_____
_____ 8 - 9 Ft. Plants _____	\$ 120.00	_____
_____ POTTED FERNS: _____ SMALL (\$28 each) _____ LARGE (\$33 each)		_____
_____ Custom: _____	\$ _____ each	_____

*\*\* Taller plants and custom decor available - please inquire for pricing \*\**

_____ POTTED MUMS (YELLOW, WHITE, LAVENDER, BRONZE subject to availability)	\$ 30.00	_____
_____ POTTED AZALEA (RED, PINK & WHITE) OR BROMELIADS	\$ 40.00	_____
_____ Floral Arrangements: _____	\$ 50 & up	_____
Small (\$50) Medium (\$75) Large (\$100- up)		

**SUBTOTAL:** \_\_\_\_\_

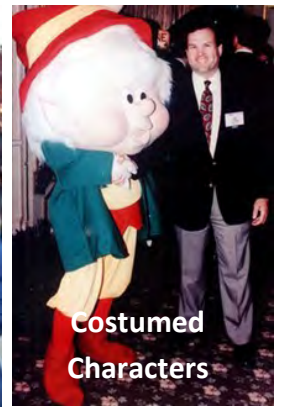
**10.25% Sales Tax:** \_\_\_\_\_

**GRAND TOTAL (Add Subtotal + Tax)** \_\_\_\_\_

*Any discrepancies with order must be addressed on first day of show. No refunds issued after show open.*



Let us help your booth stand out from the rest!



Creative Impact Group's NATIONWIDE production services will attract potential customers to your booth, deliver your product message, generate leads, and help you achieve your tradeshow goals!

## Make an IMPACT at your tradeshow with an interactive booth attraction!

For your tradeshow booth we can provide:

- |  |   |
|--|---|
| <input type="checkbox"/> Hostess / Crowd Gatherer / Brand Ambassador | <input type="checkbox"/> Demonstrators                      |
| <input type="checkbox"/> Narrators / Presenters                      | <input type="checkbox"/> Interpreters                       |
| <input type="checkbox"/> Lead Generating Games                       | <input type="checkbox"/> Sports Celebrities                 |
| <input type="checkbox"/> Magicians / Other Specialty Talent          | <input type="checkbox"/> Look A-likes / Costumed Characters |

**HOST an off-site hospitality reception!** We also offer entertainment for small and large **CUSTOMER EVENTS** – disc jockeys, bands, magicians, look a-likes, comedians, singers and celebrities. We will create the best possible sales environment to make your event memorable.

---

For more information call us at **800.445.2171**

*Please check the above boxes that apply and email your form to:*

**info@creativeimpactgroup.com | creativeimpactgroup.com**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

*Since 1976, your live production resource for tradeshows, meetings and events!*