



Show Schedule

Wedding & Portrait Photographers Int'l • Mandalay Bay, Las Vegas • February 25-27

EXHIBITOR MOVE-IN

Sunday	February 23	8:00 am – 5:00 pm	Targeted move in only
Monday	February 24	8:00 am – 5:00 pm	Targeted move in only
Tuesday	February 25	8:00 am – 10:00 am	General Move-In

INSTALLATION OF BOOTHS

- All booths must be completely set by show opening on Tuesday, February 25.
- All booths must remain set until 3:00 pm on Thursday, February 27.

MOVE-OUT SCHEDULE

Thursday	February 27	3:01 pm – 10:00 pm
Friday	February 28	8:00 am - Noon

DISMANTLE OF BOOTHS

- Freeman will begin returning empty containers at the close of the show.
- All exhibitor materials must be removed from the exhibit facility by **Friday, February 28, 2020 at 12:00 p.m.** Any materials remaining in the facility will be re-routed via Freeman's choice or returned to the warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **Friday, February 28, 2020 at 9:00 a.m.**

SHOW HOURS

Tuesday	February 25	10:00 am – 4:00 pm	Expo Open
Wednesday	February 26	10:00 am – 4:00 pm	Expo Open
Thursday	February 27	10:00 am – 3:00 pm	Expo Open

REGISTRATION SCHEDULE

Sunday	February 23	10:00 am – 5:00 pm	Exhibitor/Attendee
Monday	February 24	7:30 am – 5:00 pm	Exhibitor/Attendee
Tuesday	February 25	7:00 am – 6:00 pm	Exhibitor/Attendee
Wednesday	February 26	7:00 am – 6:00 pm	Exhibitor/Attendee
Thursday	February 27	7:30 am – 3:00 pm	Exhibitor/Attendee



Critical Dates & Deadlines

Wedding & Portrait Photographers Int'l • Mandalay Bay, Las Vegas • February 25-27

Use this checklist as your guideline for important deadline dates for the show. Be sure to meet the discount deadlines as these can save you money over on-site prices.

DUE DATE / DISCOUNT DEADLINE		FORM NAME	SERVICE PROVIDER	<input checked="" type="checkbox"/>
SHOW MANAGEMENT INFORMATION				
ASAP	Hotel Reservations	Online link		<input type="checkbox"/>
February 3	Required Insurance Form	Online link		<input type="checkbox"/>
February 3	EAC Notification Form	Online link		<input type="checkbox"/>
February 3	Hanging Sign Approval Form	Online link		<input type="checkbox"/>
ASAP	Exhibitor Staff Badge Registration	Online link		<input type="checkbox"/>
SHIPPING INFORMATION				
January 24	Advance Shipments to the Warehouse May Arrive	Freeman		<input type="checkbox"/>
February 3	Material Handling Order Discount Deadline	Freeman		<input type="checkbox"/>
February 18	Last Day Advance Shipments to the Freeman Warehouse May Arrive	Freeman		<input type="checkbox"/>
February 23	Date when Direct Shipments to the Mandalay Bay Convention Center May Begin to Arrive	Freeman		<input type="checkbox"/>
FREEMAN INFORMATION & ORDER FORMS				
February 3	Furnishings Essentials & Select Furnishings Order Form	Freeman		<input type="checkbox"/>
February 3	Freeman Carpet & Accessories	Freeman		<input type="checkbox"/>
February 3	Freeman Rental, Exhibit & TotalFlex Packages	Freeman		<input type="checkbox"/>
February 3	Freeman Graphics & Signs	Freeman		<input type="checkbox"/>
February 3	Freeman Installation & Dismantle Labor Form	Freeman		<input type="checkbox"/>
February 3	Freeman Transportation	Freeman		<input type="checkbox"/>
February 3	Freeman Forklift & Rigging Labor	Freeman		<input type="checkbox"/>
OFFICIAL SERVICE PROVIDER ORDER FORMS				
January 8/23	Lead Retrieval Tiered Discount Deadlines	Experient		<input type="checkbox"/>
February 3	Audio Visual & Computer Rentals	Audio Visual		<input type="checkbox"/>
February 4	Electrical	Mandalay Bay CC		<input type="checkbox"/>
February 4	Booth Cleaning	Mandalay Bay CC		<input type="checkbox"/>
Prior to the show	Insurance for Purchase	Marsh/TotalEvent		<input type="checkbox"/>
Prior to the show	Models/Talent	Image		<input type="checkbox"/>
Prior to the show	Floral/Plants	Short Term Plant Rental		<input type="checkbox"/>



Exhibitor A-Z Information

Wedding & Portrait Photographers Int'l • Mandalay Bay, Las Vegas • February 25-27

Animals

No animals, except Seeing Eye dogs, are permitted in the Mandalay Bay Convention Center. Any request for an exception must be requested with Show Management.

Approved Vendors

Only those companies listed within the service manual are approved by Show Management to provide exhibitors with products and service for the show.

Balloons

Latex helium balloons are allowed on the show floor. Mylar balloons are not allowed at any time and should not be used in the design of the exhibit space or be distributed at the Expo.

Booth Abandonment

Exhibitors that leave excessive literature and/or display materials in their booth at the end of the published move-out times will be classified as "material abandonment." Any charges incurred on behalf of Show Management to remove abandoned materials will be directly billed to the exhibitor. Please refer to the Mandalay Bay Cleaning Order Form in this service manual for rates. Exhibitors should communicate this information to all EAC (Exhibitor Appointed Contractor) personnel.

Booth Carpet

Your booth does not come with carpet. Rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form within this manual.

Booth Catering Service

Outside food or beverages (including logo bottled water) is not permitted at the Mandalay Bay Convention Center. All food and beverages must be purchased from the Mandalay Bay's catering department. A corkage fee will be charged for any food or beverage not purchased from them. Refer to the online order form located under the Official Service Providers within this manual.

Booth Cleaning

The Mandalay Bay is the exclusive booth cleaning contractor for the Expo. Please note: your booth will NOT automatically be vacuumed the night before the show opens unless you order and pay for this service. Booth cleaning (vacuuming booth carpet) **is not included** in your booth space rental. Wastebaskets left at the front edge of your booth will be emptied during show days. Any booth structure, crates, carpet padding or booth equipment abandoned at the Expo after the published move-out deadline (Noon on Friday, February 28) will be deemed trash and disposed by Freeman at a cost to the exhibitor. Arrange for cleaning services by utilizing the online order forms within this manual.

Booth Construction

WPPI is a "Cubic Content" Show. Booths may be constructed as detailed in the Booth Construction & Display Guidelines located in the Show Rules & Regulations section of this service manual.

Booth Package

Each 10x10 booth will be set with 8' high white back drape, 3' high white side dividers and a 7" x 44" one-line identification sign.

Business Center

Business centers at the Mandalay Bay Convention Center are operated by the Fed Ex offices. They are located by the stairs outside of Bayside B.

Ceiling Height Restrictions

All booths must comply with the booth regulations described in the service manual for approved height regulations. Maximum height for islands is 20' including signage.

Children

Children under the age of 18 are not allowed on the show floor during move-in or move-out.



Exhibitor A-Z Information

Wedding & Portrait Photographers Int'l • Mandalay Bay, Las Vegas • February 25-27

Clean Floor Policy

All crates and skids must be tagged and removed from the exhibit floor no later than 5 pm on Monday, February 24, 2020. This will allow sufficient time to complete the laying of the aisle carpet and the overall cleaning of the Exhibit Hall as well as provide exhibitors the space to complete their booth set up by keeping aisles clear.

Crates without empty stickers will be tagged by Freeman and removed – whether full or empty. Exhibitors may request product to be returned to their booth at the exhibitor's expense. Depending on where the crates are located, it may not be possible to access the crates prior to move-out.

Concessions

Cash concessions will be available through food outlets in the Mandalay Bay Convention Center during the show.

Copyrights

Exhibitors shall obey copyrights and assume full and sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors must obtain all necessary licenses and approvals from copyright owners and pay all required royalties and fees.

Directions to the Mandalay Bay Convention Center

[Click here](#) to access driving directions to the Mandalay Bay Convention Center from your location.

Driver Check-In

Please be advised that certified weight tickets are required when checking into the Marshaling Yard. For your convenience, Freeman has available a full-size certified scale at the Marshaling Yard. If your driver has valid certified weight tickets, Freeman will accept these tickets and your driver will not have to scale at the Marshaling Yard. **All carriers will be assigned an unloading number according to driver check-in time.**

Electrical Service

The Mandalay Bay is the exclusive provider for electrical services and labor. Show Management **does not** include electrical services or labor as part of your booth space rental fee. Electrical service will be activated 30 minutes prior to show opening and deactivated 30 minutes after show closing each day.

Exhibit Hall Access

Exhibitors will be allowed access to their booth one hour prior to show opening and one hour after show closing. Attendees are allowed access to the show floor only during expo open hours.

Exhibitor Appointed Contractor (EAC)

If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the exhibitor must complete the [online Exhibitor Appointed Contractor form](#). Completion of this form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC. For more information on the regulations pertaining to EAC's, please refer to the Show Rules & Regulations section of this service manual.

Exhibitor Badge Registration

All exhibitors who are employees of the exhibiting company will be required to wear an exhibitor badge at all times within the exhibit area, including move-in and move-out. Badges will be issued only to those individuals staffing your booth. Please do not register your EAC (Exhibitor Appointed Contractor) as a staff member. EAC's will be issued daily wristbands for move-in and move-out only at the Security Desk. [Click here](#) to request your exhibitor badges.

Please note that badges will not be mailed and may be picked along with your badge holder onsite. Questions concerning exhibitor badges can be directed to Registration Customer Service at 877-699-5410 or WPPI@experientevent.com.

Exhibitor Unloading

Freeman will handle and control the unloading and loading of all vehicles at the Mandalay Bay Convention Center loading docks. For POV carload service, please refer to the form within the Freeman section of this manual.



Exhibitor A-Z Information

Wedding & Portrait Photographers Int'l • Mandalay Bay, Las Vegas • February 25-27

Facility Information

Exhibits will be located on Level 1, Bayside C in the Mandalay Bay Convention Center. The address is:

Mandalay Bay Convention Center
3950 S. Las Vegas Blvd.
Las Vegas, NV 89119
www.mandalaybay.com

- Freeman will be in control of the loading dock areas. NO parking and/or unloading is permitted in the loading and unloading areas.
- Exhibitor's booths do not come with carpeting. Carpeting may be obtained through Freeman.
- Electrical service will only be provided 30 minutes prior to show opening and 30 minutes after closing during open show days. Show Management **DOES NOT** provide 24-hour electrical service. To order utilities (electrical, telecommunication, etc.), complete the appropriate forms located under the Official Show Service Providers section of this manual.
- Please refer to the Guidelines and Requirements within this manual for information regarding booth height rules and regulations.

First Aid

A first aid station, staffed by licensed medical professionals, will be available on show days and move-in/out.

Freight Free Aisles

The floor of the Exhibit Hall will be marked to indicate all "Freight Free Aisles". If your booth borders one of these aisles, please keep your crates and materials out of these aisles so that they remain clear for the free movement of freight.

Freight Holds

WPPI and Freeman reserve the right to hold freight for ANY outstanding balance owed including; booth payment, electrical, freight, storage fees, etc. Freight will be released when the outstanding balance is paid.

General Service Contractor

Freeman is the General Service Contractor for WPPI. Freeman provides furniture rental, material handling, labor, signage, shipping etc. All orders for labor and teamster services are to be made through Freeman, including the number of personnel required and the hour at which they are to report. Orders can be made online or using the order forms in the Freeman Information & Order Forms section of this manual.

Hanging Signs

Exhibitors in island, split island, and peninsula that are 400 square feet or larger may have a hanging sign over their booth. You must [complete and submit the electronic form](#) to be considered and approved to have a hanging sign in your booth. For more information refer to the Common Considerations and Requirements page within this manual.

Hotel Arrangements

Book your hotels through the WPPI housing company, onPeak. Use the WPPI website and [book online](#). If you have questions phone 800-221-3531 or 212-532-1660.

Insurance

Show management requires each exhibiting company and exhibitor appointed contractors to carry general liability insurance, automotive liability insurance and workmen's compensation coverage. [Click here](#), log-in using the password received in your company's booth confirmation and electronically upload your insurance information. Refer to the "Insurance Requirements Policy" in the Show Rules & Regulations section of the manual for more specifics on insurance requirements.

Lead Retrieval

Lead Retrieval Units may be rented from Experient using the form provided in the Official Service Provider Order Forms section of the online service manual. Or, you may contact email ajay.vyas@experient-inc.com for more information.



Exhibitor A-Z Information

Wedding & Portrait Photographers Int'l • Mandalay Bay, Las Vegas • February 25-27

Marshaling Yard

All delivering carriers must check in at the Marshaling Yard, at 6555 West Serene Avenue, South, prior to delivering to the facility. Certified weight tickets are required when checking into the Marshaling Yard. Freeman has available a full-size certified scale at the yard. If your driver has valid certified weight tickets, Freeman will accept these tickets and your driver will not have to scale at the yard. All carriers will be assigned an unloading number according to driver check-in time.

Occupancy

Exhibit displays must be set by 10:00am on Tuesday, February 25. Should any space (for which a signed contract has been received and rental payment made) remain unoccupied after this time, show management reserves the right to rent or otherwise use such space and shall not be obligated to refund the space rental fee.

Exhibitor's displays must not be dismantled or packed in preparation for removal prior to 3:00pm on Thursday, February 27. Every exhibit must be fully staffed and operational during published Expo Open hours.

Dismantling of displays begins at 3:00pm on Thursday, February 27, and continues until Noon on Friday, February 28.

By 12:01pm on Friday, February 28, all exhibitor displays, or materials left in the exhibitor's space without instructions will be packed, shipped or discarded at the discretion of show management at the exhibitor's expense.

Paging/Announcements

There is no paging system in Exhibit Halls.

Photography & Filming

Exhibitors may only photograph/film their own exhibit at the Expo. In order to take a photograph or film another booth, you must receive permission from booth personnel in the booth prior to taking pictures or filming. Show Management and the Official Show Photographer are exempt from this rule. Members of the Press must first receive permission from the exhibitor to photograph or film the exhibitor's booth. Violation of the policy may result in confiscation and removal of camera images and expulsion from the show.

Security

Show Management provides adequate perimeter security on-site. However, it is the exhibitor's responsibility to ensure the security of their exhibit and products at all times. To order in-booth security services for your exhibit, use the Security Order Form found in the Official Service Provider Order Forms section of the online service manual.

Selling Policy

Order taking ONLY is the recommended policy during show hours for all three-show days. It is the sole responsibility of the exhibitor that sells off the show floor to report the appropriate amount of sales tax due. If you plan to sell anything from your booth or display, you will need a temporary business license. Contact Clark County Business License at (702) 455-0174 or visit their [website](#).

Shipping

Booth materials may be shipped in advance to the Freeman Advance Warehouse or shipped directly to the Mandalay Bay Convention Center. The specific shipping information, instructions, receiving dates and printable shipping labels are located in the Shipping Information of this manual. If you have questions, contact Freeman at (702) 579-1700 or FreemanLasVegasES@freeman.com.

Show Colors

Backwall: White
Siderail: White
Aisle Carpet: Gray

Show Directory

[Click here](#) to update your Company Profile listing for the WPPI 2020 Show Guide.

Show Office

An on-site Show Office will be in operation during move-in, show days and move-out.



Exhibitor A-Z Information

Wedding & Portrait Photographers Int'l • Mandalay Bay, Las Vegas • February 25-27

Smoking Policy

Smoking is strictly prohibited in the exhibit hall, lobbies and meeting rooms during move-in, move-out and all show days.

Standard Booth Equipment

All booths will be supplied with the following equipment.

Linear, Corner and Perimeter booths

- 8' high pipe and drape back wall.
- 3' high pipe and drape side rails.
- 7" x 44" booth identification sign with company name and booth number.

Peninsula and End-Cap booths

- 8' high pipe and drape back wall

Split Island booths

- 8' high pipe and drape back wall.

Island booths do not come with back drape. If it is desired, it may be ordered from Freeman. All other equipment and services are the responsibility of the exhibitor. Please refer to the Guidelines and Regulations within this manual.

Utilities

Mandalay Bay is the exclusive provider for electrical, gas, plumbing and compression air services. Online ordering for these services is in the Official Service Provider section of this manual.

Wi-Fi Service

Mandalay Bay provides internet and wireless products. Please refer the Official Service Provider section of this manual to obtain the online ordering form.



Staff Contact List

Wedding & Portrait Photographers Int'l • Mandalay Bay, Las Vegas • February 25-27

Sales

Joe Kowalsky
Phone: (646) 668-3694
joseph.kowalsky@emeraldexpo.com

Operations

Audrie Bieganowski
Operations Coordinator
Phone: (949) 226-5773
audrie.bieganowski@emeraldexpo.com

Neeta Lakhani
Operations Director
Phone: (949) 226-5726
neeta.lakhani@emeraldexpo.com

Booth Space Billing

Anne Hovas
Phone: (949) 226-5707
Fax: (949) 226-5652
anne.hovas@emeraldexpo.com

Customer Service – Registration

Experient
Phone: (877) 699-5410
wppi@experientevent.com



Official Service Providers

Wedding & Portrait Photographers Int'l • Mandalay Bay, Las Vegas • February 25-27

Attendee Lead Retrieval

Experient
Phone: (866) 297-5247
ann.cusimano@experient-inc.com

AV and Computer Rentals

Freeman
Phone: (702) 579-1700
Fax: (469) 621-5604
FreemanLasVegasES@freeman.com

Booth Cleaning

Mandalay Bay Convention Center
Phone: (855) 408-1349
www.mandalaybayexhibitorservices.com

Booth Furnishings

Freeman
Phone: (702) 579-1700
Fax: (469) 621-5604
FreemanLasVegasES@freeman.com

Customs Broker

Rogers Worldwide
Phone: (847) 806-9200
Fax: (847) 806-9204
www.rerogers.com

Electrical

Mandalay Bay Convention Center
Phone: (855) 408-1349
www.mandalaybayexhibitorservices.com

Floral/Plants

800 Plant It
Jane Woodsen
Phone: (562) 494-7777
Fax: (562) 498-3800
jane@800plantit.com

Ground Freight

Freeman Transportation
Phone: (702) 579-1700
Fax: (469) 621-5604
FreemanLasVegasES@freeman.com

General Services Contractor

Freeman
Phone: (702) 579-1700
Fax: (469) 621-5604
FreemanLasVegasES@freeman.com

Hanging Signs & Rigging

Freeman
Phone: (702) 579-1700
Fax: (469) 621-5604
FreemanLasVegasES@freeman.com

Housing

onPeak
Phone: (800) 221-3531
<https://wppiexpo.com/hotel-travel/hotel-accomodations/>

Insurance for Purchase

Marsh/Total Event Insurance
emeraldexhibitor@totaleventinsurance.com

Internet

Mandalay Bay Convention Center
Phone: (855) 408-1349
www.mandalaybayexhibitorservices.com

Material Handling

Freeman
Phone: (702) 579-1700
Fax: (469) 621-5604
FreemanLasVegasES@freeman.com

Models & Talent

Image
Phone: 800-778-2226
www.imagemta.com

Registration

Phone: (877) 699-5410
WPPI@experientevent.com

Telecommunications

Mandalay Bay Convention Center
Phone: (855) 408-1349
www.mandalaybayexhibitorservices.com



Rules & Regulations

Wedding & Portrait Photographers Int'l • Mandalay Bay, Las Vegas • February 25-27

In addition to the Terms & Conditions on page 2 of your Exhibit Space Agreement, the below Rules & Regulations for Exhibiting must also be followed by all exhibitors and their representatives. Please contact your Account Executive if you need a copy of the Exhibit Space Agreement Terms & Conditions.

1. Admission Policy

- Exhibit hall admittance is restricted only to exhibitor personnel and registered attendees displaying an official show management badge. All personnel representing the exhibitor, or its authorized agents must be properly identified with an official show management badge.
- Children under the age of 14, including infants, are not permitted in the conference seminars at any time. Children under the age of 14 will be permitted in the Expo Hall, during show hours, provided they have adult supervision at all times. No more than two children per adult. Strollers are permitted, but strongly discouraged. Show management reserves the right to request proof of age for any person and restrict minors from the exhibition floor at any time on any day for safety and liability reasons. No children are allowed on the floor during set-up and tear-down. There are no exceptions.
- Exhibitors are permitted access to the exhibit hall one (1) hour before and one (1) hour after posted official show hours. Additional access may be arranged solely at the discretion of show management.
- Only individuals registered and badged may attend conference events. Exhibitor staff or guests must register to attend conference sessions and to enter the exhibit hall.
- Once the Show has opened, all persons must enter and exit only through designated entrances where security is posted.
- Exhibitors are responsible for providing all assigned workers with proper badges. Temporary Floor Passes/Wrist Bands are available from Show Security and are valid on move-in and move-out days only.

2. Advertising

- Exhibitor shall not, without the written consent of show management, distribute or permit to be distributed, any advertising matter, literature, souvenir items or promotional materials in or about the exhibit areas except from its own allotted exhibit space and/or official promotional areas. Exhibitor shall not post or exhibit any signs, advertisements, show bills, lithograph posters or cards of any description on any part of the premises of the facility, except within the exhibitor's exhibit space and upon such space as is made available for such purposes by the facility. Mobile advertisements along the roads immediately surrounding the perimeter of the convention center and event hotels are prohibited during conference hours regardless of permits.
- Show management defines advertising as any advertisement, sign (print or electronic) or message that promotes an activity taking place in the city to event attendees. Any indoor/outdoor advertisement placement around the "key" areas of the city, to include but not limited to: airport signage, street signage/banners, convention center, event hotels, etc., must include the prominently-visible tagline: "Proud Supporter of WPPI".
- Exhibitors may not advertise in or on the sidewalks, ramps, entries, doors, corridors, passageways, vestibules, hallways, lobbies, stairways, elevators, escalators, aisles, or driveways of the facility without written permission from show management. These areas are considered private property.
- Exhibitors found to be in noncompliance with advertising guidelines will be subject to loss of priority points and show management fines.

3. Aisles

- Aisles must not be obstructed at any time. No portion of an exhibitor's display, product or demonstration may extend into any aisle.
- An exhibitor may not bridge an aisle, whether by a physical structure, carpeting, banners, etc., to connect their exhibit space with one across the aisle without permission from show management.
- All features, signs and/or walls that are facing the aisle need to be covered or finished.

4. Americans with Disabilities Act (ADA)

All exhibiting companies are required to follow the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities.

5. Animals

- Permission for any domesticated animal (cats, dogs, etc.) to appear must be approved by show management then by the facility. Non-domesticated animals will be considered on an individual basis.
- Under the Americans with Disabilities Act (ADA), show management must allow people with disabilities to bring their service animals into all areas of the facility where exhibitors and attendees are normally allowed to go. Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting persons having seizures, or performing other special tasks.



Rules & Regulations

Wedding & Portrait Photographers Int'l • Mandalay Bay, Las Vegas • February 25-27

6. Appearance of Exhibit Space and Care of Premises

- All open or unfinished sides of the exhibit which may appear unsightly must be covered or show management will have them covered at exhibitor's expense.
- Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering or graphics that would detract from the adjoining exhibit.
- Peninsula, split island and island exhibits must have a finished back wall and be finished on all sides.
- Plain drape or unfinished hard-walls are not permitted.
- Floor covering is required in all booths and can either be brought in or ordered from the General Service Contractor.
- No bolts, screws, hooks or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas.
- No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers.
- Decals or other adhesive materials shall not be applied or affixed to the walls, columns or floor of the exhibit/facility areas.
- No sign of any description may be installed, except within the confines of the exhibit space assigned.
- Fog, smoke and steam machines are not permitted.
- Exhibitors are prohibited from possessing, displaying or depicting any products or components in their booth which could be interpreted as being a promotion of another company.
- No exhibit will be permitted which interferes with the use of other exhibits or impedes access to them or impedes the free use of the aisles.
- Items located in the exhibit space must be in good taste or will be removed at the discretion of show management.
- Exhibitors with large equipment such as walk-in coolers must reserve sufficient space to ensure that equipment which exceeds 4 feet (1.12 meters) in height and which, by virtue of its size, cannot be confined to the rear half of the exhibit space, is no nearer than 10 linear feet from any adjoining exhibit space.

7. Behavior/Good Neighbor Policy

- Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits. Activities may not disturb neighboring booths. Demonstrations, booth giveaways and literature must directly relate to the exhibiting company product, business or mission and not be offensive in any manner.
- Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Show management reserves the right to deny access to the exhibition floor to exhibitors not conducting themselves in a professional, ethical and otherwise appropriate manner. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.
- Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be ejected from the event and the exhibitor additionally penalized by the loss of priority points at the discretion of show management.

8. Booth and/or Material Abandonment

Exhibitors that leave excessive literature and/or display materials in their booth at the end of the published move-out time will be deemed to be guilty of "material abandonment". Any charges incurred on behalf of show management to remove the abandoned materials to ensure that show management can comply with the published move-out schedule of the facility as stated in their license agreement for the event will be billed to the exhibitor directly. Show Management & the facility will NOT be responsible for the recovery of abandoned materials that are left in an exhibitor's booth past the move-out dates/times as published in the Exhibitor Manual.

9. Booth Construction Standards

- The Booth Construction & Display Guidelines are located in the Rules & Regulations section of this Exhibitor Manual for your reference and should be strictly adhered to.
- **PLEASE NOTE THAT WPPI IS A "CUBIC CONTENT" SHOW AND FOLLOWS THIS RULE FOR ALL BOOTHS.**

10. Building Regulations and Care of the Facility

- It is understood that exhibitors shall neither injure, nor in any manner deface the premises.
- Exhibitors will not be permitted to drive nails, hooks, tacks or screws into any part of the building, put up decorations or adhesives that would deface the premises.
- All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions.
- Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agents, contractors or representatives.



Rules & Regulations

Wedding & Portrait Photographers Int'l • Mandalay Bay, Las Vegas • February 25-27

11. Demonstrations

- As a matter of safety and courtesy to others, exhibitors shall conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentations, audio visual presentations, and demonstration areas to ensure compliance. No activities should be planned, or products displayed in a manner that would require an audience to gather in the aisles. Show management reserves the right to determine if a demonstration interferes with adjacent exhibit spaces and when it must be discontinued.
- Exhibitors must comply with local regulations regarding fire/safety and environment which must be adhered to. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3 feet (.91 meters) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.
- Attention-getting devices, gimmicks and tactics that do not reflect favorably on the educational or business purpose of the show are prohibited. Exhibitors are encouraged to receive approval from show management for any activities in question prior to the show.

12. Environmental Laws/OSHA Regulations

All exhibitors must be following environmental laws and OSHA regulations. To facilitate this compliance, the Organizer strongly urges all exhibitors who give samples of any chemicals, cleaners, or inks to include a Material Safety Data Sheet (MSDS) with each sample given.

13. Excessive Trash

Any exhibitors promoting giveaways from their booths which generate additional trash are required to order porter service for their booth. Exhibitors who require porter service for their booths, but do not order it, will automatically be billed for this service. Any wooden crates or large containers left on the show floor (not labeled as empty storage) will be subject to an additional fee for dismantling and disposal.

14. Forklifts

Forklifts with operators are available at the prevailing rates. Arrangements must be made with the general service contractor at least 14 days prior to setup for special requests, such as cranes or forklifts with over 5,000-pound lift capacity for special handling of large equipment or machinery.

15. Exhibit Design

- All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.
- Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.
- All Multi-Level and Covered exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to show management and the facility at least 60 days in advance.
- Helium balloons are allowed on the show floor. Mylar balloons are not allowed at any time and should not be used in the design of the exhibit space or be distributed.

16. Exhibitor Appointed Contractor (EAC)

- If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the following rules and regulations must be adhered to by the exhibitor and the EAC. THESE RULES WILL BE STRICTLY ENFORCED. The exhibitor must complete the online exhibitor appointed contractor form. Completion of this form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC.
- The EAC shall refrain from placing an undue burden on the official service contractors by interfering, in any way, with the official contractor's work.
- The EAC will not solicit business at the event.
- The EAC is responsible for adhering to all rules and regulations requiring badging. EAC must wear badges at all times.
- If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors, or impairs the smooth installation and dismantling of the event, the EAC will immediately cease such disruption or be removed from the event site. Show management will have the final decision in such instances.
- The EAC who provides installation and dismantling services will be sent the proper information from show management upon receipt of request by the authorizing exhibitor.
- Show management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of:



Rules & Regulations

Wedding & Portrait Photographers Int'l • Mandalay Bay, Las Vegas • February 25-27

- Certificate of insurance for workers' compensation and employers' liability, comprehensive general liability and automobile liability insurance.
- The workers' compensation and employers' liability insurance must provide a minimum limit of (recommended \$500,000 USD) and meet the requirements established by the state in which the event is being held.
- Comprehensive general liability coverage must provide at least (recommended \$1 million USD per occurrence /\$2 million USD general aggregate) in coverage and shall name show management, the sponsoring associations, the event owners, the official contractor and the facility as additional insured.
- Automobile liability should include all owned, non-owned and hired vehicles with limits of (recommended \$500,000 USD) bodily injury and (recommended \$500,000 USD) property damage liability.
- Show management must receive the certificate of insurance no later than 30 days prior to the commencement of installation.
- In performing work for their clients, the EAC shall cooperate fully with the official contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by show management in any contracts with the official contractors.
- Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the event site.
- Services ordered on behalf of exhibitors by EAC's or other third parties must be so authorized in writing by the exhibitor. Payment for all services will be the responsibility of the exhibitor.

17. Exhibitor Registration & Badges

- Official show badges must be worn at all times by exhibitor personnel while in the exhibit hall during move in, move out and official show hours.
- Each exhibiting firm receives ten (10) booth staff badges per 100 square foot space occupied. Additional exhibitor registrations are available for a fee. Badges are the property of show management and are non-transferable. The lending/sharing of badges is prohibited and will result in confiscation.

18. Fire Protection/Fire Marshal Requirements

All exhibit spaces must be in full compliance with all facility, fire marshal, show management, and exhibit guidelines including all local, state and federal laws.

• Fire and Safety

- The travel distance within the exhibit to an exit access aisle shall not exceed 50 feet (15.25 meters).
- Cardboard, crepe paper, corrugated paper or other combustible materials are prohibited.
- Exhibitors that have fire alarms, fire extinguishers, fire strobe lights or fire hose cabinets within the exhibit space must have them visible with an unobstructed path from the aisle to the fire device location.
- Spray painting is prohibited.
- Welding is allowed with written permission of show management, and provided exhibitor procures all necessary permits and licenses and provides evidence of the requisite permits to the facility prior to the event.
- Helium and gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI) approved safety stands with the regulators and gauges protected from damage. Overnight storage of cylinders in the building is prohibited.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency (EPA) and the facility.

• Flammable and Toxic Materials

- All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame retardant.
- Samples should also be available for testing.
- Materials that cannot be treated to meet the requirements should not be used.
- A flame-proofing certificate should be available for inspection.
- Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

19. Floor Covering/Carpet Requirements

Exhibitor's booths do not come with carpeting. Carpeting may be rented through the General Service Contractor.



Rules & Regulations

Wedding & Portrait Photographers Int'l • Mandalay Bay, Las Vegas • February 25-27

20. Food & Beverage Sampling

- The facility's exclusive food and beverage vendor has a responsibility to strictly regulate any food and beverage activity. All food must be prepared and served from within the regulations of the city and county.
- Any exhibitor sampling products may need to submit a sampling form to the facility's exclusive vendor for review and to show management for acceptance or rejection.
- Distribution of food and beverages: All business activities of the exhibitor at the event must be within the exhibitor's allotted space.
- Pre-packaged, single unit samples will be allowed to be distributed from an exhibitor's booth. Alcoholic sampling is also allowed. However, sampling sizes will be strictly enforced.

21. Freight Holds

Show management and the general service contractor reserve the right to hold freight for ANY outstanding balance owed including, but not limited to: booth, electrical, freight, storage fees, etc. Freight will be released when the outstanding balance is paid.

22. Hanging Signs & Graphics

- Hanging signs and graphics are permitted in all standard peninsulas, split island and island booths to a maximum height of 20 feet (6.096 meters) from the top of the sign to the floor. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, signs should comply with all ordinary use-of-space requirements.
- Signs may be hung at any height however the sign itself cannot be taller than eight feet (2.44 meters) and must be finished on all sides.
- Hanging signs and graphics should be set back 5 feet (1.52 meters) from adjacent booths and aisles and be directly over contracted space only.
- Show management must approve all hanging signs. The exhibitor must complete the online hanging sign form and submit drawings for approval.
- Signs, banners or any other exhibit material may not be suspended, taped, nailed, screwed or in any way attached to the ceilings, walls, columns, drapes, floor or on any other facility surface.
- The facility will hang all hanging signs unless otherwise noted.
- Linear and end-cap booths do not qualify for hanging signs and graphics.

23. Hospitality & Networking Events by Exhibitors

- No exhibitor, or any affiliate thereof, shall conduct any off-site activity during official event hours that would encourage attendees to leave the officially scheduled event activities. Hospitality suites shall not be open during event hours.
- Meeting and hospitality rooms – only exhibiting companies will be permitted to have meeting rooms or hospitality/business suites at any of the official hotels or exhibit facilities. Exhibitors must inform show management of any hospitality suites, functions, classes, seminars or exhibits being held at venues other than the exhibition floor and must receive express written consent from show management for said activities prior to the show. Such activity must be for internal business or staff meetings. Exhibitors who are found to be in violation of outside activities rules and regulations will be subject to the loss of priority points.
- Show management strictly prohibits solicitation of business in any public areas occupied by the event, including public areas in conference hotels. Such solicitations are limited to badged individuals within registered booths in the exhibit hall only.
- Companies who wish to host hospitality suites must apply in writing to show management using the form included in the Exhibitor Manual for permission and must agree that the suites not be open during any scheduled event. In addition, no exhibitor may hold any revenue-producing event, fundraising event, or event of any type targeted to the event attendees at any time during event without the advance written approval of show management. If an activity is held without approval, show management reserves the right to exclude the exhibitor from future events.

24. Install/Dismantle

• Installation and Dismantlement

- Materials for an exhibit display may not be delivered to the exhibition facility before the official move-in period.
- Under no circumstances will the delivery or removal of any exhibit or portion thereof be permitted during the exhibition without permission first being secured from show management.
- No displays may be dismantled prior to the official closing of the exhibition. Such activity will be considered a violation of these rules and regulations.
- All materials must be removed from the facility by the end of the official move-out period. (Official move-in, move-out, and exhibition dates and times may be subject to change. Show management will notify exhibitor of official dates, times and any changes.)



Rules & Regulations

Wedding & Portrait Photographers Int'l • Mandalay Bay, Las Vegas • February 25-27

- Show management reserves the right to assign specific days to exhibitor for delivery of equipment and/or display items. Failure by exhibitor to abide by such delivery schedule shall obligate that exhibitor to pay all charges incurred for labor as a result of the disruption of the delivery schedule.

• Labor

- Labor jurisdiction and union rules are determined by the facility, state and municipality in which the exhibition is held. Where union contracts exist with service contractors, exhibitor must acknowledge union jurisdictions and conform to those contracts and use of the union personnel involved.
- Skilled and unskilled labor as needed or required can be arranged through the official service contractor at established rates.
- Arrangements should be made in advance.
- Exhibitors who are eligible to set up their own display according to union guidelines must typically utilize full-time employees of the company and proof of employment may be requested.
- Review the exhibitor manual for specifics on union guidelines and restrictions.

25. Insurance

Show management requires each exhibiting company and exhibitor appointed non-official contractor to carry general liability insurance, automotive liability insurance and workmen's compensation coverage. Please refer to the "Insurance Requirements Policy" in the Exhibitor Manual for specifics on insurance requirements.

26. Lighting

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to show management for approval.
- Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved by show management.
- Lighting that spins, rotates or pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the exhibition.
- Currently, some facilities do not allow quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with show management for rules specific to the event facility.
- Reduced lighting for theater areas should be approved by the event facility.
- Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.
- Use of halogen rules vary by facility and should be verified prior to booth construction. To ensure safety, halogen lamps are limited to 75-watts and must be of the sealed variety which prevents direct handling of the bulb. The use of any stem mounted halogen or other fixtures employing either a linear quartz bulb or a non-shielded halogen bulb is strictly prohibited. Clip lights must be installed by Mandalay Bay Convention Center.

27. Literature Distribution/Giveaways

- Circulars, catalogs, magazines, folders, promotional, educational or other giveaway matter may be distributed only at the exhibitor's display and must be related strictly to the products and/or services on display or eligible for display and for products which are directly available from the exhibitor. Distribution from booth to booth or in the aisles is forbidden and exhibitors must confine their exhibit activities to the space for which they have contracted.
- No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle buses, parking garages, etc., without written prior approval of show management.
- Only literature published or approved by show management may be distributed in the registration area, meeting rooms, exhibit hall (outside the individual displays) or on transportation provided by show management. Canvassing on any part of the facility property is strictly prohibited and any person doing so will be requested to leave the premises and their material will be removed at the same time. The only exception to this rule is for authorized survey organizations that have obtained show management approval.

28. Material Handling & Storage

- The official material handling contractor will handle and provide storage space for crates, boxes, skids, etc., during the exhibition and return properly marked materials at the completion of the meeting. Materials not in accordance with these regulations will be discarded.
- Fire regulations prohibit storing product, literature, empty packing containers or packing materials behind back drapes or under draped tables. However, exhibitors may store a daily supply of literature or product appropriately within the exhibit space area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly. Any excess samples beyond a daily supply can be stored during the show through the general service contractor.



Rules & Regulations

Wedding & Portrait Photographers Int'l • Mandalay Bay, Las Vegas • February 25-27

- Empty crates, cartons and boxes must be removed from the exhibitor's booth. Empty containers will be picked up by the general service contractor and returned at the conclusion of the show.
- Exhibitors may obtain labels marked "EMPTY STORAGE" at the Exhibitor Service Desk and should affix them to each empty crate, carton and box. Please be certain to mark your exhibit booth number on each label.
- Exhibitors are cautioned not to leave any merchandise in boxes being stored with "EMPTY STORAGE" labels.

29. Paging & Announcements

Show management will restrict announcements to general show information. Announcements will not be made for exhibitor drawings, lost persons or articles, etc.

30. Photography/Video Recording

- Exhibitors are permitted to photograph or produce audio/video of their own booth displays and/or products.
- Exhibitors are prohibited from photographing or producing audio/video of other displays, products or materials without prior written permission from show management and the owner of the subject.
- Security and labor arrangements required for any approved photography, video recordings or live feeds must be made in advance, at exhibitor's expense.
- Only official photographers and audio/video producers appointed by show management are permitted to photograph or record audio/video of the entire event.
- Exhibitors wishing to use an outside photographer must receive written permission in advance from show management.
- Conference sessions may not be photographed, or video/audio recorded.

31. Raffles, Drawings and Contests

Raffles, drawings and contests, if permitted by law, are allowed in an exhibitor's booth but will be regulated by show management. Show management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere. These activities include and are not limited to, handouts, contests, lotteries, promotional activities, entertainment, raffles and drawings.

32. Sales from Exhibitors' Booths

Order taking ONLY is the recommended policy during show hours for all three-show days. It is the sole responsibility of the exhibitor that sells off the show floor to report the appropriate amount of sales tax due. If you plan to sell anything from your booth or display, you will need a temporary business license. Contact Clark County Business License at (702) 455-0174 or visit their [website](#).

33. Security

- Exhibitors are solely responsible for the care, custody and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.
- Twenty-four-hour access control will be provided from the start of move-in to the end of move-out. Show management shall not be held responsible for the loss of any material by any cause and urges the exhibitor to exercise normal precautions to discourage loss due to theft or any other cause. Show management assumes no responsibility for goods delivered to the exhibit areas, or for materials left in the exhibit areas at any time. Exhibitors are encouraged to insure exhibit property against loss or theft.
- Small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended.
- In cases where valuable equipment may not be removed to storage on a daily basis, the services of a private booth guard is available.
- When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship laptops, tablets and other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.
- At the close of the show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.

34. Show Directory

Exhibitor information will be published as part of the official show directory, if directory information is submitted by the deadline date. Only exhibitors with valid exhibit contracts will be listed in the event directory. The exhibitor waives and indemnifies show management and its agents from and against any and all claims against show management with respect to errors and omissions in the directory. The exhibitor shall be responsible for the content of its entries.

35. Sound/Music/Noise

- In general, exhibitors may use sound equipment in their booths so long as the noise level does not, in the exclusive judgment of show management, disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle.
- Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth.



Rules & Regulations

Wedding & Portrait Photographers Int'l • Mandalay Bay, Las Vegas • February 25-27

- Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Show management does not have a license with any licensing agencies; therefore, exhibitor is responsible for obtaining licensing directly. Adherence to these federally mandated copyright licensing laws is of critical importance.

36. Staffing of Booth

- The exhibitor will not dismantle their display prior to the stated closing of the show. No exhibit or any part thereof may be removed during the period of such exhibition without the approval of show management. Exhibitors should make travel and staffing arrangements accordingly.
- Exhibition space must be fully operational and staffed during published exhibition hours.
- Unless arrangements are made prior to the event, any space not claimed and occupied by 10:00am on Tuesday, February 25 may be resold or reassigned by show management, without obligation on the part of show management for any refund to the exhibitor whatsoever.
- Any exhibitor that fails to occupy its assigned exhibit space by the end of published set-up hours, leaves its exhibit space unattended during event hours, or begins dismantling of exhibit space prior to the close of the event, may forfeit its right to the exhibit space and its eligibility to exhibit at future events.
- Exhibit personnel shall wear professional attire consistent with the event decorum.
- Attendants, models and other employees must confine their activities to the contracted exhibit space. Exhibitor's personnel and representatives may not enter the exhibit space of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Neither the exhibit area nor other areas of the facility shall be used for any improper, immoral, illegal or objectionable purpose. All personnel of exhibitor, including personnel retained by exhibitor to be in or around its booth, must wear appropriate apparel at all times. Show management reserves the right to make determinations on appropriate apparel and entertainment activities conducted by exhibitors. Violators may be escorted from the event and exhibitor may be subject to a loss of priority points.

37. Strolling Entertainment

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations and loss of priority points.

38. Suitcasing

- Suitcasing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or event without the proper authorization by show management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund and additional penalties.
- The selling or solicitation of product or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by show management. Companies conducting business outside the confines of the exhibit hall, booth location or in unauthorized properties within [state restriction—include metrics if needed] of the exhibit facility without the permission of show management are in violation of this clause.

39. Vehicles on Display

- All vehicles on display will require spotting service from the general service contractor, at the exhibitor's expense.
- Display vehicles must have battery cables disconnected and taped, alarm systems deactivated, fuel tanks no more than 1/8-tank full or five gallons (include metric), whichever is less, and fuel tank tapped.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Display vehicles are permitted to occupy no more than 80 percent of the contracted exhibit space and must conform to line-of-sight rules.
- Tractor/Trailer/Rigs/RVs/Trailers and oversize vehicles are not permitted as exhibits in the exhibit hall unless on the perimeter of the exhibit hall exhibition floor and must be approved by show management.
- Booth vehicles must be set back 10 inches (.26 meters) from the aisle to prevent damage from aisle carpet installation.
- The flooring underneath the vehicle must be completely covered and protected.
- Once placed, display vehicles cannot be started or moved without the approval of show management and the direction of the general service contractor.
- All vehicles on display require a permit from the Clark County Fire Department.



Linear, Corner & End-Cap Guidelines

Wedding & Portrait Photographers Int'l • Mandalay Bay, Las Vegas • February 25-27

Linear, Corner, Perimeter & End-Cap Booths

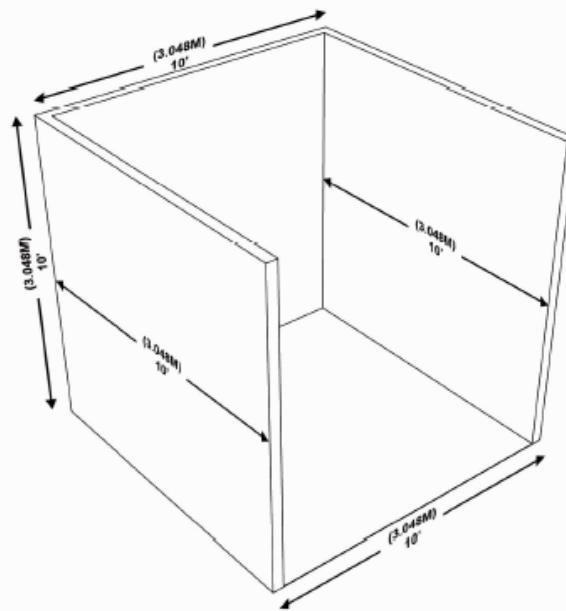
- Linear booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.
- Corner booths must adhere to the same guidelines as linear booths with the exception that two sides will be exposed to the aisle.
- Perimeter booths are linear booths that back up against a wall of the facility, not to another line of exhibits.
- End-Cap booths are exposed to aisles on three sides to aisles and comprised of two booths.

Dimensions:

- Linear & Perimeter booths are commonly ten feet (10') wide and ten feet (10') deep, i.e., 10' x 10'. Corner and End-Cap booths are commonly a minimum of twenty feet (20') wide and ten feet (10') deep, i.e., 10' x 20'.
- The maximum back wall height limitation is ten feet (10') for Linear, Corner and End-Cap booths and twelve feet (12') for Perimeter booths.

Use of Space - Cubic Content Rule:

- Exhibitors may build their entire exhibit as a “cube” at 10' high against the show drape sidewalls and back wall. In simple terms, the entire booth may be filled as a “cube” at 10' high, 10' wide and 10' deep.
- Cubic content is permitted in ALL linear, perimeter and corner booths for a maximum height of 10'.
- All exhibit components along with the 3' sidewalls and 8' back wall extending above pipe and drape must be completely finished, painted, and with no exposed wires or framing visible. Show management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.
- Structures with double-sided signs, including signs that are backlit, are NOT permitted in a cubic content configuration under the Cubic Content Guidelines. If an exhibitor has such a booth, the exhibitor is responsible for covering the back of the exhibit components. Backlit signage must be covered with a black-out material.





Inline Configuration & Exhibit Display Restrictions

Wedding & Portrait Photographers Int'l • Mandalay Bay, Las Vegas • February 25-27

Signage Regulations

No banners and/or signage will be hung above a booth unless it has been approved by Show Management.

Size and Height Restrictions

Banners are not permitted for Inline and Linear Booths.

Exhibit Displays

Display areas should be arranged in a manner so as not to obstruct sight lines of neighboring exhibitors. They also must be organized within the exhibitor's space so as not to interfere with any traffic down the aisle. Should attendees interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, Show Management will require that the display be moved further into the booth space or removed entirely.

Intent

The aisles are the property of the entire show and each exhibitor has the responsibility to assure proper flow of traffic. When large crowds gather and interfere with the flow of traffic down the aisles or crowd in neighboring booths, it is an infringement on the rights of other exhibitors. Aisles must not be obstructed at any time.

Storage

Fire regulations prohibit storing product, literature, empty packing containers, or packing materials behind back drapes/hard walls or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

Fire Code Regulations

All exhibit materials (including chairs) must be kept out of the aisles. Booth materials must be flame retardant to the satisfaction of the Fire Marshal by a flame-retardant certification or ability to pass on-site flame test. See the Fire Regulations section within this manual for more information.



Peninsula, Split & Island Guidelines

Wedding & Portrait Photographers Int'l • Mandalay Bay, Las Vegas • February 25-27

Peninsula, Split Island & Island Booths

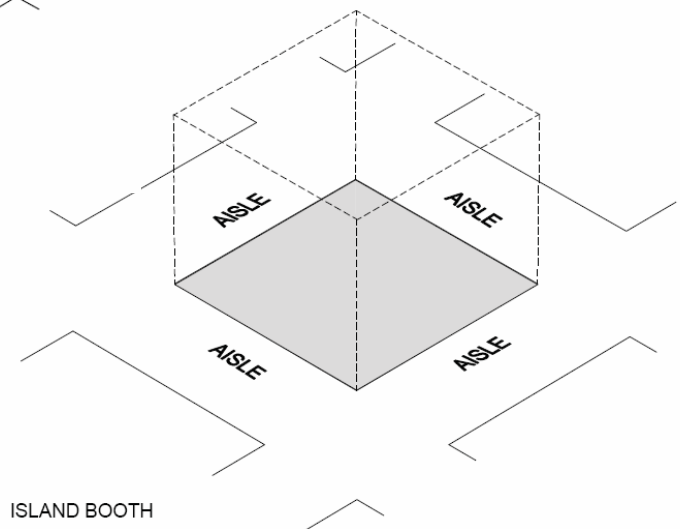
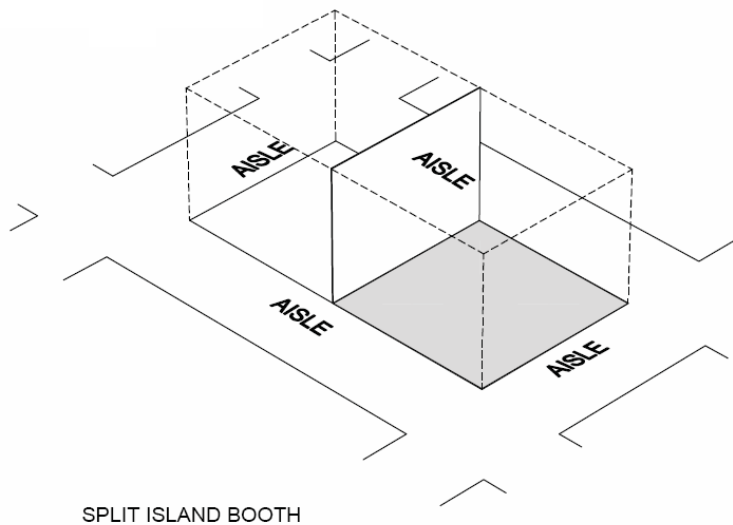
- Peninsula booths are exposed to aisles on three sides and comprised of a minimum of four booths.
 - There are two types of Peninsula booths:
 - One which backs to Linear booths.
 - One which backs up to another Peninsula booth and is referred to as a "Split Island booth."
- Split Island booths are Peninsula booths which share a common backwall with another Peninsula booth.
- Island booths are any size booth exposed to aisles on all four sides.

Dimensions:

- A Peninsula booth is usually twenty feet (20') by twenty feet (20') or larger.
- Split Island and Island booths are typically twenty feet (20') by twenty feet (20') or larger, although it may be configured differently.

Use of Space - Cubic Content Rule:

- The entire cubic content of Peninsula and Split Island may be used up to the maximum allowable height of 20' (including signage).
- Double-sided signs, logos and graphics shall be set back 5' from adjacent booths.
- Island booths may be used up to the maximum allowable height of 20' (including signage).





Common Considerations & Requirements

Wedding & Portrait Photographers Int'l • Mandalay Bay, Las Vegas • February 25-27

Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products).

The bottom of the canopy should not be lower than 8 feet (2.44 meters) from the floor within 5 feet (1.52 meters) of any aisle. Canopy supports should be no wider than three inches (.08 meters). Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings, and other similar coverings. Please contact Emerald Expositions if your exhibit is composed of any ceiling treatment.

Hanging Signs and Graphics

Hanging signs and graphics are permitted in all Island, Split Island and Peninsula booths, to a maximum height of twenty feet (20') from the floor to the top of signage and/or graphics. End-cap and linear booths do not qualify for hanging signs and graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Hanging signs and graphics in Split Islands and Peninsula booths should be set back five feet (5') from adjacent booths and aisles and be directly over contracted space only.

If your booth structure is below the vertical height of 20ft' for **Split Island and Island** and you have a larger banner, please submit banner and booth structure for approval.

Drawings should be submitted with the approval request and available on-site for inspection.

Size Regulations on Signs & Banners

The length and width of sign or banner is not to exceed 50% of corresponding dimension of booth (i.e., a 20'X40' peninsula cannot have a sign or banner that is larger than 10' X 20'). The bottom of the sign or banner must not be lower than 14-feet from the ground. There is an additional facility charge for labor and equipment on all hanging signs.

Structural Integrity

All hanging signs must have drawings available for inspection by Show Management at all times. Drawings must include a signature or stamp of a structural engineer indicating reviewing that stress points for hanging the sign have been properly engineered. The signature of an authorized official of the exhibit building company is also required, indicating that the structure is built in compliance with the details and the specifications set forth on the drawings.

(NOTE: Exhibitors are encouraged to use lightweight materials in the construction of a hanging sign to eliminate excessive stress to the facility ceiling structure.)

Multi-Level Exhibits

A Multi-story exhibit is a booth where the display fixture includes two or more levels. A multi-storied exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a "structure" for building purposes. All Multi-Level and Covered exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to show management and the facility at least 60 days in advance.

Platforms

Equipment and viewing platforms are not limited in height, but the platform may not exceed the height of the equipment.



Common Considerations & Requirements

Wedding & Portrait Photographers Int'l • Mandalay Bay, Las Vegas • February 25-27

Towers

A tower is considered a freestanding exhibit component separate from the main exhibit fixture that is used for identification and display purposes only.

Towers will be permitted to a height and depth that correspond to the height regulations for the appropriate exhibit configuration of which they are a part. For example, towers that are part of a peninsula exhibit will not exceed 20 feet.

All towers in excess of 20 feet must have drawings available for inspection by show management and the official services contractor during the time the tower is being erected, exhibited and dismantled at the exhibition site. The plans must include a signature or stamp of a reviewing structural engineer indicating that the structure designed is properly engineered for its proposed use. A signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings must also be included.

Americans with Disabilities Act (ADA)

Exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive and as accommodating as possible. For additional information, go to: www.usdoj.gov/crt/ada/infoline.htm.

Fire and Safety Regulations

All construction materials used in your booth design must be made from certified fire-retardant materials. Each exhibitor is asked to have available on-site both samples for testing and flame proofing certificates for inspection.

Electrical

Outlined within your Exhibitor Manual are the specific facility electrical requirements. Please read these requirements carefully and contact the facility-engineering department with special needs or considerations.

Common considerations include:

- * All 110-volt wiring should be grounded three wires.
- * All wiring that touches the floor must be a minimum of 14-gauge/three wire flat cord insulated to qualify for "extra hard usage".
- * All power strips must be UL approved, with built-in overload protectors.

Additional Information:

Any unfinished and/or exposed portion of an exhibit must be made presentable prior to show opening at the expense of the exhibitor.

The following items require written approval from the Emerald Operations Department before they can be included in your exhibit. Your request must be submitted no less than 30 days in advance of the first day of the event move-in.

Motor Vehicles

Motor Vehicles for display are permitted subject to the following criteria: No more than 1/8th of a gallon of fuel is permitted per vehicle. Tanks cannot be refueled or emptied inside the Center. Fuel tanks must be equipped with a locking gas cap and taped. Batteries must be completely removed. During non-show hours, vehicles must be locked. No repairs or alterations may be made on vehicles. Fire extinguishers, in appropriate numbers and classifications, must be provided by exhibitors. Vehicles must have floor covering installed beneath the vehicle. All vehicles on display require a Clark County Fire Department permit.

Portable Electric Generators

These devices are **not** permitted in the Mandalay Bay Convention Center.

Air Compressors

Air compressors with an operating pressure of 100 psi or greater are **not** permitted unless approved by the Mandalay Bay Convention Center Facilities Division.



Common Considerations & Requirements

Wedding & Portrait Photographers Int'l • Mandalay Bay, Las Vegas • February 25-27

MANDALAY BAY CONVENTION CENTER FIRE PREVENTION EXHIBIT GUIDELINES

Exhibit booth construction shall meet all building requirements.

- All means of entrance and exit must be clear and free from obstruction at all times.
- No storage of any kind is allowed behind booths or near electrical service. A one-day supply of product is permitted within but cannot be stored behind the booth.
- Fire extinguishers and emergency exits must be visible and accessible at all times. Should this equipment be within a booth or exhibit due to the layout of floor space, additional signage indicating fire equipment location(s) (extinguisher, - etc.) will be necessary, along with accessibility being maintained at all times.
- Compressed gas cylinders, including LPG, and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the Convention Services Manager and the Fire Prevention Office.
- Outdoor use of LPG (Propane) must be preapproved by the Mandalay Bay Convention Center Fire Prevention Department and the Convention Services Manager.
- Only the Official Service Contractor has authorization for use of motorized equipment (forklifts, man lifts, boom lifts, etc.) in support of the show.
- All booths greater than 1000 square feet must submit a booth plan to audrie.bieganowski@emeraldexpo.com.
- The travel distance within a booth, to an exit access aisle shall not exceed 50 feet.
- Exhibitors who plan to demonstrate fuel-burning appliances in the Mandalay Bay Convention Center must have approval from the Convention Services Manager 60 days prior to the event.
- Enclosed fireplaces must be approved for burning by the Mandalay Bay Convention Center Fire Prevention Department.
- Exhibit design directly around the fireplace and installation of the fireplace must meet the requirement/code for permanent fireplace installation.
- Firefighting and emergency equipment must not be blocked or impeded. This includes fire alarm boxes, fire extinguisher cabinets stand pipe valves, and any like areas or equipment and may be positioned on columns within the exhibit hall.
- No banner, display, or sign shall be erected in a manner that may interfere with the operation of the sprinkler system.
- All display material (canopies, drapes, foam core, tablecloths, burlap, scrim or similar materials) must be flame-proofed by a person certified by the Las Vegas Fire Department. A Flameproof certificate is valid for one year and must be available on site for inspection. Items may be subject to a field flame test. If the results are unfavorable, a violation order for forthwith removal may be written. For items flame-proofed by the manufacturer, the tag must be affixed to the item.

Advance Permission Requests are for the Following:

**Bridging Aisles
Catwalks or Raised Walkways
Hanging Signs
Heavy or Unusual Structures
Lighting Trusses or Hanging Lighting
Motor Vehicle Displays**

**Multi-Level or Covered Exhibit Areas
Open Flame and/or Propane
Photography & Video Recording
Sound or Music
Special Lighting (such as Lasers or Ultraviolet)
Stand Alone Towers**

Note: Halogen lighting in some states such as Nevada and Illinois are not permitted. If your exhibit includes halogen lighting, please contact the Emerald Expositions Operations Department @ 949-226-5786.



Retail Sales Requirements

Wedding & Portrait Photographers Int'l • Mandalay Bay, Las Vegas • February 25-27

RETAIL SALES REQUIREMENTS

For retail sales, you are required to have a copy of Business Tax License and Reseller's Permit available in your booth. This arrangement will provide necessary documents for any transaction between buyers and exhibitors.

THE NEVADA STATE TAX AUTHORITY HAS ADVISED US OF THE FOLLOWING:

NO WARNINGS WILL BE ISSUED, AND FINES/PENALTIES WILL OCCUR (including closure of your booth) if you do not adhere to these rules.

All participating exhibitors will be allowed to sell retail or wholesale to trade show attendees. However, if the purchase is not for resale, the exhibitor must:

- Charge the correct sales tax (8.375%)
- Issue a receipt
- Report all taxable sales to the vendor (Foremost Exhibits, Inc.)

EMERALD EXPOSITIONS WILL TURN OVER ALL SALES TAX COLLECTED TO THE NEVADA STATE TAX AUTHORITY.

RULES GOVERNING RETAIL SALES

WPPI is organized by Emerald Expositions.

The following arrangements have been made with the Nevada tax and business authorities for WPPI.

Under this arrangement, all participating exhibitors will be allowed to sell retail to trade show attendees. However, each exhibitor conducting retail sales must charge the correct sales tax and report all taxable sales to the vendor (Emerald Expositions.), who will turn over all sales taxes collected to the State Tax Department. The vendor will retain the right to suspend any exhibitor if these rules are violated.

We believe these arrangements will eliminate many of the difficulties encountered in the past.

WE AGREE TO ABIDE BY ALL RULES & REGULATIONS PERAINING TO NEVADA STATE SALES TAX

YOUR IMMEDIATE ATTENTION IS REQUIRED.

Company Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (_____) _____

Tax ID # or Social Security Number: _____

Print Your Name Clearly: _____

Signature: _____

FAX FORM TO: (949) 315-3205



EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION

Show Management has selected Freeman to be the Official Services Contractor for your upcoming show. As the Official Services Contractor, Freeman has the responsibility for material handling and all suspended rigging services not exclusive to Mandalay Bay through Edlen and Encore. We hope this document will assist you in planning for your upcoming event.

To help you understand the Official Services Contractor responsibilities, we ask that you read and observe the following to aid in a smooth and efficient move-in and move-out of the trade show.

Freeman requests that exhibitors do not tip its employees by giving money, merchandise or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of Freeman. Freeman employees are paid an excellent wage and tipping is not an accepted company policy.

Freeman craftsmen at all levels are instructed to refrain from expressing any disputes or directly challenging the practices of any exhibitor. All questions arising with regard to the jurisdiction or practices must be directed to a FREEMAN management representative.

PER SHOW MANAGEMENT

<u>TASK</u>	<u>EXHIBITORS MAY</u>	<u>FREEMAN RESPONSIBILITIES</u>
Material Handling	<ul style="list-style-type: none"> As an exhibitor you may “hand carry” material. Hand carry is defined as small items such as cartons and packages that an exhibitor is able to carry. Any mechanical assistance is limited to a small dolly. The assistance of any motorized device or pallet jack is not permitted. When exhibitors choose to “hand carry” they may not access designated material handling areas. Must use specified exhibitor hand carry areas or main entrance of the facility. In all other circumstances items should be considered material handling. <p>In no circumstance is any exhibitor authorized to use Freeman material handling equipment for any purpose.</p>	<ul style="list-style-type: none"> Freeman has been contracted to be the exclusive provider for material handling contract services as ordered by the exhibitor. Freeman has the responsibility to manage all freight docks and to schedule all vehicles into and out of all designated material handling areas for the show. This will assure the smooth, orderly and efficient move in and move out of the tradeshow. Freeman has the sole responsibility for loading and unloading all trucks, trailers, common and contract carriers at its facilities or designated material handling areas. Freeman is not responsible for any material it does not handle. For the convenience of all exhibitors on the show, order forms for material handling services are included in this service manual and are available on Freeman's website at www.freeman.com.
Non-Electrical Hanging Signs	<ul style="list-style-type: none"> Install and dismantle a non-electric sign attached to a booth by the exhibitor's full-time employee or approved EAC. 	<ul style="list-style-type: none"> Assembly and disassembly of hanging signs under 200 lbs. Hanging of non-electrical signs and decorative materials from the ceiling (under 200 lbs).
Rigging and Truss	<ul style="list-style-type: none"> Exhibitors <u>MAY NOT</u> install or assemble electrical hanging signs and truss. Exhibitors <u>MAY NOT</u> use any type of motorized lift for rigging or focusing. 	<ul style="list-style-type: none"> Mandalay Bay is the exclusive provider of all rigging equipment and services for all items 200 lbs. or more suspended over the exhibit space. This includes: labor, electrical signs, trussing, chain motors, cables, span sets and all other rigging related equipment. Freeman (unless ordered through Mandalay Bay) will assemble, hang and dismantle any items suspended from the suspended truss (i.e. programmable/dimmable lighting fixtures, audio, projection, non-electrical signs, graphics, fabric solutions, etc.) or anything under 200 lbs. suspended from the ceiling.

EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION *(continued)*

<u>TASK</u>	<u>EXHIBITORS MAY</u>	<u>FREEMAN RESPONSIBILITIES</u>
<p>Booth Installation and Dismantle</p>	<ul style="list-style-type: none"> • As an Exhibitor you may choose to utilize your own personnel to set up and dismantle your exhibit. • If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub. • You may hire Freeman to act as your Exhibitor Appointed Contractor (EAC) to perform this work. • You may hire an Exhibitor Appointed Contractor (EAC) to perform this work. • All EAC's must have the appropriate credentials submitted to Show Management and the facility. 	<ul style="list-style-type: none"> • When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 years of experience, our group of specialists are ready to assist you with all of your exhibit requests from beginning to end. Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible. • To secure Freeman labor, please utilize the labor forms enclosed. Skilled Freeman Labor is available to act as your EAC.

For information on services provided exclusively through the Mandalay Bay Convention Center (electrical, cleaning, telecommunications, etc.), please contact their Exhibitor Services Department at 855-408-1349.



Insurance Requirements

Wedding & Portrait Photographers Int'l • Mandalay Bay, Las Vegas • February 25-27

WPPI does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies. Exhibitors must maintain insurance that meets the requirements below and provide proof to WPPI prior to the show. [Click here](#) to electronically upload your insurance documents.

To protect your property and staff we suggest taking the following steps:

Property Insurance

Contact your insurance broker or carrier to obtain a policy to cover the value of your booth, equipment, product and supplies. If you already have property insurance, confirm that it will extend to your property during shipping and at the show. Many insurance policies only cover property at a listed location or within 1,000 feet of that location. If you use an independent contractor for installation or dismantling, review the agreement carefully to determine what insurance may be available if damage occurs as a result of their negligence.

Insurance Requirements

As stated in your Exhibit Space Agreement, an exhibitor shall, at their own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of the exhibitor and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with exhibitor's obligations under this paragraph. The following three types of insurance are required:

- Workers' Compensation insurance, unless you are the sole proprietor. Sole proprietor is a [business entity](#) that is owned and run by one individual. If you have even one other person in the booth working with you, you will need worker's compensation coverage.
- Comprehensive General Liability insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable);
- Automobile Liability insurance (if applicable) with limits not less than \$500,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators. Auto coverage is only required if there is a vehicle in your booth or if you are using a designated loading/unloading area i.e. POV area.

Comprehensive general liability and automobile liability insurance policies shall name as additional insured Emerald Expositions and each of its subsidiaries. These dates cover move-in, show days and move-out. If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies satisfactory to Emerald Expositions, shall be furnished to Emerald Expositions sixty (60) days before the first day of the Event. Certified copies of the Certificates of Insurance or policies shall provide that they may not be cancelled without 30 days advance written notice to Emerald Expositions.

The following information MUST be contained on the certificate:

- **"Producer"** - Name, address and phone number of insurance carrier
- **"Insured"** - Company Name, Address, Phone number and Booth Number of Company Insured
- **"Coverage"** - Coverage must be provided for Comprehensive General Liability, Automotive Liability, and Workmen's Compensation, complete with policy numbers, effective dates of coverage and limits of coverage.
 1. **Comprehensive General Liability Insurance** - Confirm that you have adequate coverage to protect your interests from potential claims arising from the injury to a person other than an employee at your booth.
 2. **Automobile Liability Insurance (if applicable)** - Confirm that an automobile liability policy is in place for any company owned vehicles used in connection with the show and that insurance is provided for any non-owned and/or hired vehicles used in connection with the show, including utility vehicles for loading and unloading.
 3. **Workers Compensation Insurance** - Exhibiting companies must have a Workers Compensation policy as required by law to insure your employees in the event of a work-related injury.
- **"Description of Special Items"** - Emerald Expositions-WPPI 2020, Freeman and the Mandalay Bay Convention Center must be listed as additional insured for the dates February 25-27, 2020.
- **"Certificate Holder"** - Information should be listed as:
 - Emerald Expositions – WPPI 2020
 - 31910 Del Obispo #200, San Juan Capistrano, CA 92675
 - Attn: Audrie Bieganowski ~ **For more information e-mail:** audrie.bieganowski@emeraldexpo.com

<insert MARSH INSURANCE FORM>



Exhibitor Insurance Program

EXHIBITOR GENERAL LIABILITY INSURANCE (REQUIRED)

Emerald Expositions requires that all exhibitors carry Commercial General Liability with minimum limits of **\$1,000,000 per occurrence, \$2,000,000 aggregate**. Emerald Expositions and the Venue shall be named as Additional Insured.

The insurance will be in force during the lease dates of the event/show.

- Provides exhibitors who do not have Commercial General Liability Insurance or who do not want to use corporate insurance.
- Protects foreign exhibitors whose insurance will not pay claims brought in the U.S. Courts
- Cost is \$65.00 USD per exhibiting company – regardless of booth size.

Apply for insurance coverage online

[Click here](#) to purchase General Liability insurance for WPPI 2020
Visa, Mastercard, AMEX are accepted
Coverage must be purchased prior to the event/show

QUESTIONS?

Total Event Insurance

emeraldexhibitor@totaleventinsurance.com

ACORD 1.		CERTIFICATE OF LIABILITY INSURANCE			DATE
PRODUCER Insurance Company Name Fax: (212) 555-6100 Insurance Company Address 1 Insurance Company Address 2 Attn: Agent Name (212) 555-6102 ext. 1234		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED 2. Exhibiting Company Name Exhibiting Company Address 1 Exhibiting Company Address 2 Attn: Exhibiting Company Contact Name Phone: (212) 555-5349 Fax: (212) 555-9819		INSUREERS AFFORDING COVERAGE			
		INSURER A: Hartford Insurance Company of Illinois		INSURER B: Aetna Casualty & Surety Company	
		INSURER C: Travelers Insurance Company		INSURER D: Royal Insurance Company	
		INSURER E:			
COVERAGES					
3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/20	01/01/21	EACH OCCURENCE \$1,000,000 FIRE DAMAGE (Any one fire) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGRREGATE \$2,000,000 PRODUCTS-COMP/OP AGG \$2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/20	01/01/21	COMBINED SINGLE LIMIT \$1,000,000 (Ea accident) BODILY INJURY \$ (Per person) BODILY INJURY \$ (Per accident) PROPERTY DAMAGE \$ (Per accident) AUTO ONLY-EA ACCIDENT OTHER THAN \$ \$ AUTO ONLY: \$ \$
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/20	01/01/21	EACH OCCURENCE \$1,000,000 AGGREGATE \$1,000,000 _____ \$ _____ \$ _____ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/20	01/01/21	<input checked="" type="checkbox"/> WC STATU- ORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE -POLICY LIMIT \$1,000,000
D	OTHER				Each Occurrence & Aggregate
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS					
5. Emerald Expositions (Show Management), Freeman (Official Service Provider), Mandalay Bay (Facility), and WPPI (Show) are hereby named as additional insured, except for Workers' Compensation. Emerald Expositions and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Emerald Expositions, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Emerald Expositions shall be excess and non-contributory. Show date(s) are: February 25-27, 2020 in Las Vegas, NV.					
CERTIFICATE HOLDER		<input checked="" type="checkbox"/>	ADDITIONAL INSURED; INSURER LETTER: <input checked="" type="checkbox"/>		CANCELLATION
6. Emerald Expositions / WPPI Audrie Bieganowski 31910 Del Obispo #200 San Juan Capistrano, CA 92675				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS	
				AUTHORIZED REPRESENTATIVE 10.	

- PRODUCER: Name, address and phone number of insurance carrier.
- INSURED: Company name, address, phone number and booth number of company insured.
- COVERAGES: Coverage must be provided for Comprehensive General Liability, Automotive Liability (if applicable), and Workmen's Compensation, complete with policy numbers, effective dates of Coverage and limits of coverage.
- FORM OF COVERAGE: Must be "occurrence" form of coverage.
- NAME OF ADDITIONAL INSUREDS: Emerald Expositions (Show Management), Freeman (Official Service Provider), WPPI (Show) and Mandalay Bay (Facility) as additional insureds on a primary and non-

- contributory basis. Show dates are February 25-27, 2020.
- CERTIFICATE HOLDER: Emerald Expositions – WPPI, 31910 Del Obispo #200, San Juan Capistrano, CA 92675, Attn: Audrie Bieganowski
- POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
- POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
- LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Insurance Requirements.
- AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.



EAC/I&D Contractor Form

Wedding & Portrait Photographers Int'l • Mandalay Bay, Las Vegas • February 25-27

Exhibitors must complete and submit the EAC/I&D form to WPPI online. [Click here](#) to access the form. Please fill out the form completely.

COMPLETE THIS FORM ONLY IF YOU ARE USING THE SERVICES OF AN OUTSIDE CONTRACTOR TO INSTALL OR DISMANTLE YOUR DISPLAY

Exhibitors using an installation and dismantling contractor (I&D), and/or an exhibitor appointed contractor (EAC) other than Freeman to set-up or teardown their exhibit must complete and return this form on behalf of their contractors by February 3. It is the exhibitor's responsibility to make sure that all independent contractors are properly badged prior to arrival. Exhibitors must also turn in original certificates of insurance to WPPI and Freeman prior to the show. The Mandalay Bay Convention Center and Freeman must be named as additionally insured by all contractors working in the hall. For additional insurance requirements please see the Required Insurance page within this manual and Freeman Official Contractors and Exhibitor Appointed Contractors Form within the Freeman decorator forms.

The EAC/contractor must be licensed, insured and authorized to work in the Mandalay Bay Convention Center. Contractors must adhere to all rules and regulations of WPPI, the Mandalay Bay Convention Center and the local unions. This includes keeping "no freight aisles" clear, clearing empty crates off the show floor, and being properly badged. The clean floor policy will be strictly enforced, and fees may apply.

All contracted personnel must check in at Exhibitor Registration prior to admission to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D

LAS VEGAS FIRE REGULATIONS

Please find below general guidelines for fire safety. Please refer to the Clark County's Fire Prevention website for Requirements and Permit Guidelines, Application Forms, Permit Fees, etc.

Clark County Fire Prevention Department:

<http://www.clarkcountynv.gov/building/fire-prevention/Pages/SpecialEvents.aspx>

Clark County Temporary Operational Fire Permit:

<http://www.clarkcountynv.gov/building/Forms/TemporaryOperationalFirePermit.pdf>

Clark County Fire Permit by Inspection - Application:

<http://www.clarkcountynv.gov/building/Forms/PermitByInspectionApplication.pdf>

The following items are required to have a permit from the Clark County Fire Department:

- Display Vehicles
- Fire Systems for Covered Booths
 - (if they contain vehicles, open flame, hot works, or if they are over 1,000 sq. ft. that will be in place for more than seven show days)
- Tents and/or Canopies
- Temporary Membrane Structures
- Candles and Open Flames
- Flame Effects
- Temporary Outdoor Structures
- Compressed Gases, Cryogenic Fluids, Hot Works (welding operations)

For information specific to the Las Vegas Convention Center, please contact the LVCVA Convention Services Department at (702) 892-2915.

For information specific to the Mandalay Bay Convention Center, please contact their Exhibitor Services Department at (855) 408-1349.

For information specific to the Sands Expo Center, please contact Sands Customer Service at (702) 733-5070.

PLEASE NOTE: Failure to notify show management and/or apply for permit no later than three weeks prior to the move-in of an event could result in higher permit fees or non-admission of the item/service to the exhibit floor.

1. **In accordance with the Nevada Clean Indoor Air Act, smoking is prohibited in exhibit areas.**
2. **All materials used in construction and decoration of an exhibit must be flame retardant.** Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used. NFPA 701 is the accepted standard.
3. **All exits and exit aisles must be kept clear and unobstructed.** No furniture, signs, easels, chairs or displays may protrude into aisles unless shown on the Fire Marshal approved floor plan.
4. **Designated "No Freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
5. **All empty cartons or crates must be labeled and removed for storage or they will be removed as trash.** Crates are not to be used as exhibit supports.
6. **All fire hose racks, fire extinguishers, strobe lights and emergency exits must be visible and accessible (3' clearance for hoses and extinguishers) at all times.** This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.
7. **Exhibitors who intend to display a vehicle within the confines of their exhibit booth must obtain a vehicle display permit from the Clark County Fire Marshal.** Vehicles on display must have fuel filler caps locked or sealed to prevent escape of vapors and to avoid tampering. Vehicles shall not be fueled or defueled within the building. Fuel in the tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. No leaks underneath vehicles. At least 36" clear access or aisles must be maintained around the vehicle. Vehicles must be a minimum of 20 feet from exit of door or exit pathway. External chargers are recommended for demonstration purposes.

Exception: Permits are not required at the Las Vegas Convention Center; however, vehicles that use compressed gas are prohibited. At least one battery cable shall be removed from the batteries used to start the vehicle engine. Batteries used to power auxiliary equipment shall be permitted with prior approval from the LVCVA Safety Office.
8. **Combustible materials must not be stored beneath display vehicles.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.
9. **Vehicles in building for unloading must not be left with engine idling.** Exhaust gases present extreme hazards to workers on catwalks. If engine cannot be shut down, vehicle must be removed from the building as quickly as possible.
10. **No storage of any kind is allowed behind booths or near electrical service.** Materials for hand-outs must be limited to one day supply and stored neatly within the booth. Violators will be notified and if not removed by show opening, Official Service Contractor will remove and store at **EXHIBITOR'S EXPENSE.**

LAS VEGAS FIRE REGULATIONS (continued)

11. **All 110 volt extension cords shall be three-wire (grounded), #14 or larger AWG, copper wire. All connections must be supported and secure.** Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved.
12. **Cube tap adapters are prohibited (Uniform Fire Code 85.107). Multi-plug connectors must be UL approved with built-in overload protection.** Connectors must not be used to exceed their listed ampere rating.
13. **Electrical work under carpets or flooring must be installed by the official electrical service provider.** All cords must be flat, three conductor, #14 AWG or larger.
14. **All temporary wiring must be accessible and free from debris and storage materials.** Hard backed booths must have power supplies dropped within the booth.
15. **Flammable or combustible liquids are prohibited inside of buildings except as approved by the Office of Fire Protection and Safety.** Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.
16. **Compressed gas cylinders, including LPG, are prohibited unless approved by the Office of Fire Protection and Safety.** Flammable gases, i.e.: butane, propane, natural gas, et al; are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

Exception: Please contact the Las Vegas Convention Center for their specific guidelines.

17. **Certain halogen lamps have been banned at the Las Vegas Convention Center, Mandalay Bay Convention Center, Sands Expo Center, and Cashman Center.**

Halogen lamps at the Las Vegas Convention Center, Sands Expo Center and Cashman Center are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb.

Halogen lighting policy at Mandalay Bay Convention Center covers restrictions on stem mounted halogen lighting provided by display contractors and exhibitors for the temporary lighting of exhibit booths. The use of any stem mounted halogen or other fixtures employing a non-shielded halogen bulb is not allowed. In addition, conventional track lighting systems that use any of the approved types of halogen bulbs and that are securely mounted to stable exhibit structures will continue to be allowed. Approved halogen bulbs include: MR 11/16 Covered - Low Wattage, MR 16 Covered - Line Voltage and PAR 14, 16, 20, 30 and 48.

18. **Single-level covered exhibits require automatic fire sprinklers underneath covered areas greater than 1,000 square feet that will be in place for 7 or more show days (not including move-in and move-out days).** Sprinklers are also required when there will be vehicles, open flame, or hot works underneath any covered areas. The permit that is required is only for the installation of fire sprinklers, not for structural review of exhibits.

Exception: Where the booth is used in an event with duration less than 7 calendar days and does not contain vehicles, open flame or hot works, automatic fire sprinklers are not required, provided the aggregate area of unsprinklered booths within the room does not exceed 30% of the room size.

Exception: Please contact the Las Vegas Convention Center, Sands Expo Center or Cashman Center for their specific guidelines.

19. **Please note: These are Clark County Fire Department guidelines. Please contact the the event facility for specific guidelines.**

Multi-level covered exhibits require automatic fire sprinklers underneath all covered areas on each level when the walking surface of the upper level(s) is over 1,000 square feet that will be in place for 7 or more show days (not including move-in and move-out days). Upper level areas of multi-level exhibit booths exceeding 300 square feet shall not have less than two remote means of egress. Sprinklers are also required when there will be vehicles, open flame, or hot works underneath any covered areas. The permit that is required is only for the installation of fire sprinklers, not for structural review of exhibits. Any exhibit with an upper deck area to be occupied must be evaluated and stamped by a licensed engineer. Stamped plans should be present within the exhibit for potential verification by the Fire Marshal upon request.

Exception: Where the booth is used in an event with duration less than 7 calendar days and does not contain vehicles, open flame or hot works, automatic fire sprinklers are not required, provided the aggregate area of unsprinklered booths within the room does not exceed 30% of the room size.

20. **Tents in excess of 400 square feet, canopies in excess of 700 square feet, and temporary membrane structures must be approved by the Clark County Fire Marshal.**

Exception: Please contact the Las Vegas Convention Center for their Tents/Canopies guidelines.

21. **Demonstration cooking and food warming in exhibition spaces shall comply with the Clark County Fire Code and facility regulations.**

Exception: Please contact the Las Vegas Convention Center for their specific guidelines.

22. **The use of candles and other open flame decorative devices must be approved by the Clark County Fire Marshal.**

Exception: Please contact the Las Vegas Convention Center for their specific guidelines.



TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

The Freeman Exhibit Transportation promise:

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

Benefits:

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

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

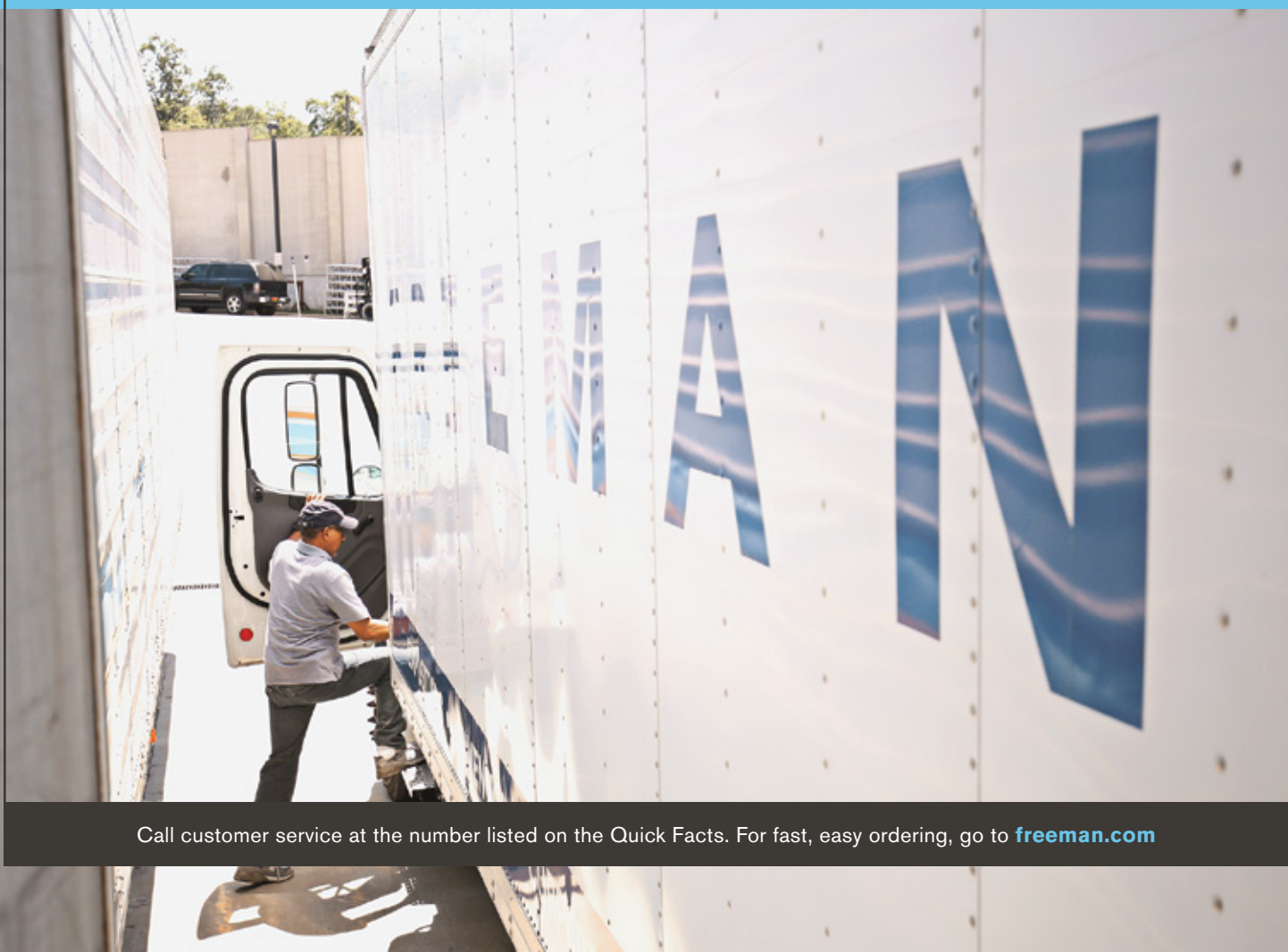


To take advantage, call **1-800-995-3579** or email **exhibit.transportation@freeman.com** for a quote.

RESULTS, DELIVERED

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

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



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

EXHIBIT TRANSPORTATION SERVICES

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

Freeman Exhibit Transportation promise:

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

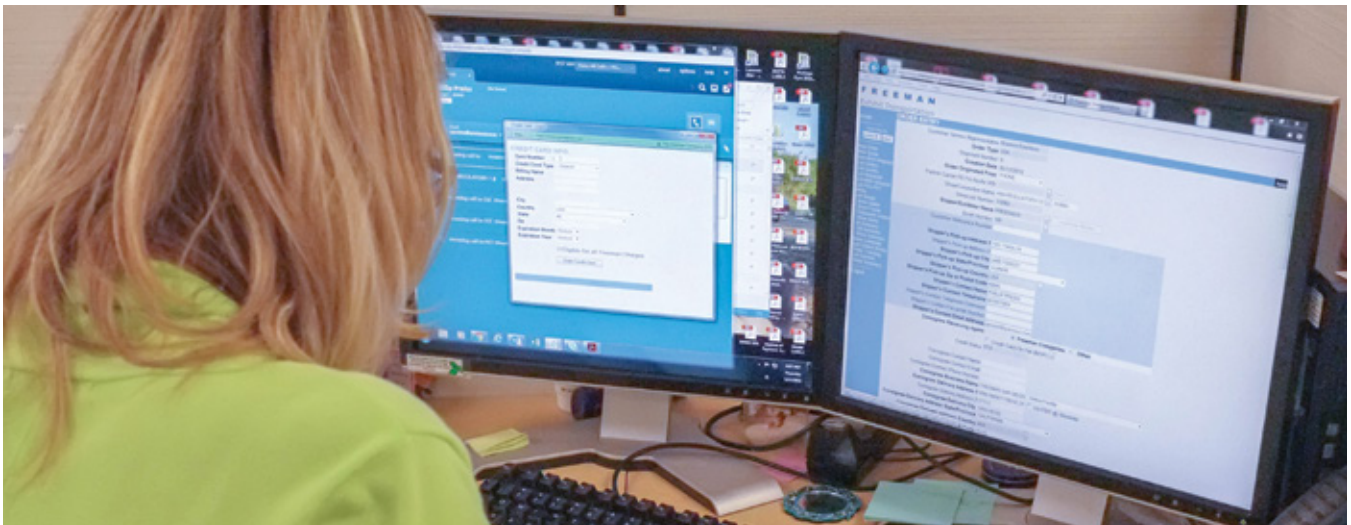
Questions?

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

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

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

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





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

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WPPI 2020 / February 25-27, 2020**

COMPANY NAME: _____ BOOTH #: _____

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

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 or
 (817) 607-5183 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
 Hold for: **WPPI 2020 - Booth #** _____
 6675 W Sunset Rd
 Las Vegas, NV 89118

MUST BE DELIVERED BY FEBRUARY 18, 2020

- I will be shipping to **SHOW SITE**
FREEMAN/Exhibiting Company Name
WPPI 2020 - Booth # _____
 c/o FREEMAN
 Mandalay Bay Convention Resort
 3970 Las Vegas Blvd S
 Las Vegas, NV 89119

CANNOT BE DELIVERED BEFORE FEBRUARY 23, 2020

TYPE OF SERVICE - Choose One

- 1 Day: Delivery next business day (before 5:00 p.m.)
- 2 Day: Delivery by 5:00 p.m. second business day
- Deferred: Delivery within 3-4 business days
- Declared Value (\$20,000 maximum) \$ _____

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 or truckload

SHIPPING INFORMATION

Items to be shipped

Number of Pieces	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 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: _____

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

**A TRANSPORTATION EXPERT
 WILL CONTACT YOU TO CONFIRM
 RECEIPT OF YOUR ORDER AND
 FINALIZE DETAILS**

SHOW # _____ 465192

FREEMAN exhibit transportation



International Freight Forwarding & Customs

*"You Travel the world with your Business.
We make sure your Exhibit does too."*

import@rerogers.com
www.rerogers.com



February 25-27, 2020
Mandalay Bay Convention Center
Las Vegas, NV

ROGERS WORLDWIDE can provide customs brokerage and international freight forwarding services for **Wedding & Portrait Photography Conference & Expo 2020**. We will supervise the entire shipping process, to include pick up of cargo at its origin, U.S. Customs clearance and re-export formalities after the show.

Quick Links:

- [Get a Quote](#)
- [Find Shipping Instructions](#)
- [Download a Commercial Invoice/Packing List Form](#)
- [Read FAQ About Shipping to Tradeshows in the U.S.](#)

CONTACT US

[Rogers Worldwide Offices & Partners list](#)

Rogers Worldwide has offices and service partners throughout the world available to assist you. Click the above link to find contact information for your country.

Rogers Worldwide USA Main Office

Tel: 1-702-272-1596

Fax: 1-702-648-6968

import@rerogers.com

www.rerogers.com

CARGO ARRIVAL DEADLINES

Advance Ocean Freight is to arrive by: **January 30, 2020** at the **Las Vegas CFS**

Advance Air freight is to arrive by: **February 5, 2020** at the **McCarran Int'l Airport (LAS)**

Deadline for Ocean Freight arrival at show site is **February 10, 2020**

Deadline for Air freight arrival at Show Site is **February 13, 2020**

Your shipment should be consigned to:

Mandalay Bay Convention Center

3950 S. Las Vegas Blvd

Las Vegas, NV 89119

Show Name: WPPI 2020

Exhibitor name: _____ Booth#: _____

Notify on arrival: Rogers Worldwide - Tel (702) 272-1596 • Fax (702) 648 6968

DOCUMENTATION

For all shipments, we require three (3) copies of a [Commercial Invoice/Packing List](#) in **ENGLISH**.

Special requirements

- Specify the **Harmonized tariff code** for each item listed on your invoice. A complete list of these codes can be found at <http://www.usitc.gov/tata/hts/bychapter/index.htm> on the U.S. International Trade Commission website.
- **All solid wood packing material MUST comply with current U.S. Department of Agriculture/APHIS rules to enter the USA.** Please review these requirements at http://www.aphis.usda.gov/import_export/plants/plant_imports/wood_packaging_materials.shtml. WPM not in compliance will be returned to origin and fines may be assessed to the exhibitor.
- **Devices that emit radio frequency and/or radiation emissions** (such as televisions, personal computers, laser printers, monitors, CD & DVD players) require clearance through the Federal Communications Commission (FCC) and/or the U.S. Food & Drug Administration (FDA). For further information & to download the required forms, see the following websites: http://www.fda.gov/cdrh/radhth/eprc_imports_and_exports.html and <http://www.fcc.gov/>.

CASE MARKING

Each case/crate must be clearly marked as follows:

Exhibitor Name: _____

c/o **WPPI 2020**

Hall _____, Stand # _____

Las Vegas, NV USA

Case # ___ of ___ (example: 1 of 10, 2 of 10, etc.)

Made in _____ (country of origin)

TERMS & CONDITIONS

Rogers Worldwide offers our services subject to our terms, conditions and limits of liability as indicated in our shipping instructions and written statement of terms and conditions which are available upon request.

We hope your participation in this event is a great success and we look forward to being of service to you.



ROGERS WORLDWIDE (USA)

WAPI

*"You Travel the world with your **Business**,
we make sure your **Exhibit** does too."*

February 25-27, 2020
Mandalay Bay Convention Center
Las Vegas, NV

FAQ - Shipping to U.S. Tradeshows

Q: Should I ship to the U.S. via air freight or ocean freight?

A: Shipping via ocean freight is generally less expensive than shipping via airfreight. However, the transit time is much longer. Shipments from most foreign points of origin outside North America require 30-45 days of transit time via ocean freight. Foreign shipments to the U.S. via air freight require 1-7 days of transit time. Some shipments, such as large machinery, can only be sent via ocean freight.

Q: How long does it take to clear U.S. Customs and Border Protection?

A: Currently it takes from 1-3 business days to clear air freight shipments and 3-5 days to clear ocean freight shipments through U.S. Customs and Border Protection. If the shipments are chosen for intensive exam, the goods must be transported to an examination station and an additional 5-10 days will be added to the clearance time.

Q: What is a Trade Fair Entry?

A: Applies to tradeshows certified under the Trade Fair Act of 1959. A trade fair entry allows shipments to be entered into the U.S. on a temporary basis without penalty if the goods are not re-exported. In lieu of duty, Rogers Worldwide will post a bond on the exhibitor's behalf. Goods may only remain in the U.S. as temporary imports for ninety days from the commencement date of the show. However, this is often ample time for the exhibitors and their buyers to work out payment and delivery arrangements.

In the absence of the duty exempt status, exhibitors have only three other options. They may import goods on a temporary basis (without the use of a trade fair entry), however, the ability to change this entry to a permanent entry is at the discretion of local Customs authorities and is often accompanied by a penalty in addition to the duty. Some Customs ports do not allow this change in status under any circumstances. Another option for the exhibitors is permanent entry and the payment of duties immediately upon importation. The duty is not refundable even if the goods are re-exported. A third option would be use of an ATA Carnet, which requires mandatory re-exportation to the country of origin.

Some items are excluded from use of the trade fair entry such as explosives, fireworks and other materials, which might be dangerous, injurious or unhealthy. Exhibitors with low value items may find it less expensive to pay duties and file a consumption entry instead of a trade fair entry. The trade fair entry may also be inappropriate for other items such as livestock, foodstuffs, plants or beverages.

Q: What happens if I miss the deadline for arrival in the U.S.?

A: Adhering to the posted deadlines for arrival (as given in the shipping instructions) is extremely important. Deadlines often take into consideration congestion in the ports and other situations that are being temporarily experienced. Goods arriving after the deadline date may incur additional costs for overtime clearances, special delivery or shipment directly to show site and run the risk of not arriving to the exhibition on time.

Q: What documents are required to clear shipments through U.S. Customs and Border Protection?

A: Include five (5) copies of a proforma invoice/packing list in **ENGLISH**. The invoices must show the name and address of the shipper, the name of the show, the name of the exhibitor, the correct booth or stand number, identifying marks, quantity and description for each item, harmonized tariff number of each item, weights/dimensions of each package, the country of origin and the F.O.B. value of each item in U.S. dollars.

Q: How should goods be packed for international transport?

A: Pack giveaway items in cardboard boxes sturdy enough to withstand a high degree of handling. If boxes are exposed to weather, pack contents using waterproof lining. Items that are imported for temporary import and likely to be re-exported, should be crated using a waterproof lining and attached to a skid or pallet for easy lifting. Use wing nuts instead of nails to facilitate re-crating. Make sure that all boxes are individually labeled and, if appropriate, ensure that any special instructions (“this side up,” “fragile,” “hazardous materials”) are indelibly marked on the outside of the crates.

Q: How has 9/11 changed international exhibition logistics?

A: International exhibition logistics has changed in a number of ways over the past few years. Most prominently are the **post 9/11 regulations** that have increased the degree of difficulty and decreased the speed with which shipments can be cleared through Customs and Border Protection. One of the most significant changes involves restrictions on foreign shippers. In compliance with TSA (Transportation Security Administration) regulations, all foreign exhibitor cargo coming out of US events is considered “unknown shipper” cargo. Unknown shipper cargo is limited to transport on cargo-only aircraft or ocean freighters.

To address these changes, Rogers has added licensed customhouse brokers to the staff as well as additional personnel knowledgeable of the bio-terrorism and Homeland Security regulations and operational procedures.

Q: How do the U.S. regulations regarding Wood Packaging Materials (WPM) affect shipments to the U.S.?

A: All Wood packaging material (including wood used for dunnage, i.e. pallets or lumber) **MUST** be with fumigated or treated if entering the U.S. after September 15, 2005. All WPM must have an insignia marked on each crate/pallet evidencing proper fumigation. Fumigation certificates only will not be accepted. Plywood and any wood product less than 6mm in thickness are exempt as are imports from Canada. Once a wood product is fumigated and properly marked, it never needs to be treated again. Any freight not complying will immediately be sent back to its origin and the forwarder and/or exhibitor will be assessed a fine.

For further details about this regulation, please visit the U.S. Department of Agriculture/APHIS website:
<http://www.aphis.usda.gov/ppq/wpm/import.html>.

Q: How will the CBP’s ISF (Importer Security Filing) requirement or 10+2 Initiative affect the importation of international exhibition shipments to U.S. shows?

A: Customs has initiated an “Importer Security Filing and Additional Carrier Requirements” rule, also known as the *10+2 Initiative* to require that importers provide ten data elements (see below) and the carrier provide two data elements; vessel stow plan and container status message before clearance in the U.S. The information is required before or immediately after (within 24 hours) the shipment’s departure via ocean freight from the port of exportation.

Ten data elements are required from importer:

1. Manufacturer (or seller) name and address
2. Seller name and address
3. Buyer name and address
4. Ship-to name and address
5. Container stuffing location
6. Consolidator (stuffer) name/address
7. Importer identification number
8. Consignee identification number

9. Country of origin
10. U.S. harmonized tariff number

There are a number of implications for international exhibitors. Some of the information being requested is new. Even if exhibitors imported the same merchandise for the exhibition last year, new requirements are now in place. The 10+2 requirements make it extremely difficult to clear shipments that arrive past the shipping deadline dates unless the importer of record is notified in advance. Beginning in January of 2010, penalties will be assessed to importers that do not comply with the ISF (Importer Security Filing) or 10+2 regulations.

First time exhibitors and those that have not established buyer networks in the U.S. are at a disadvantage because they have no official importer of record to designate unless their customs broker will act in this capacity (as Rogers Worldwide does). The importer is liable for all duties (secured by a surety bond) and compliance with all statutory and regulatory requirements resulting from importation of the goods for the show. It is necessary for these companies to designate a U.S. representative or a licensed customs broker for this purpose.

Rogers Worldwide, in its capacity as the importer, represents the interests of the exhibitor and takes responsibility for meeting all customs requirements.

Q: How does the Lacey Act affect international show importations?

A: In the *Food, Conservation and Energy Act of 2008*, amendments to the hundred-year-old Lacey Act became law, making it unlawful to import, export, transport or possess any goods in violation of plant protection laws of the U.S., Indian Tribes or any foreign country. In order to enforce the law, importers are required to document the scientific name of the plant (genus and species), quantity of the plant and name of the country from which the plant was harvested. Under the amended Lacey Act, "plant" is defined as "any wild member of the plant kingdom including roots, seeds, parts or product thereof, and including trees from either natural or planted forest stands."

While there are some exemptions to the reporting requirements such as packaging (when included with the product), "common cultivars and common food crops," scientific specimens for lab testing and plants that are to remain planted or to be planted or replanted, nearly every category of product (85 of the 97 chapters of the U.S. Harmonized Tariff Schedule) is affected. **This includes anything containing a plant product from a wood button on a sweater to pharmaceuticals, cars, textiles, food products, furniture and paper. It also includes products that are accompanied by instruction manuals (including electronics and appliances) or that have paper or fabric hangtags or content labels.**

Imported display properties are subject to compliance and it is possible that last minute shipments from unknown or unverifiable suppliers will be unable to clear customs. Violations of the Lacey Act provisions can result in civil and/or criminal penalties for importers such as fines and imprisonment as well as forfeiture of the merchandise. Legal experts have estimated potential fines from \$20,000 to \$250,000 and prison terms from one to five years per violation.

As a licensed customs broker, Rogers Worldwide facilitates exhibitor compliance with regulations and streamlines clearance procedures.

Rogers Worldwide
Customs Brokerage/International Freight Forwarding
1-702-272-1596 or import@rerogers.com
www.rerogers.com



Rogers Worldwide has been the choice of exhibition organizers and exhibit managers who understand the ever-changing complexities of international transportation and customs procedures.

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.

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

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 • Fax: (469) 621-5604



INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WPPI 2020 / February 25-27, 2020**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

Let FreemanOnline® estimate your material handling charges for you. Log on to www.freeman.com, select your show and click on "Estimate My Material Handling Costs". From FreemanOnline 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.
- 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 5:00 P.M. Monday through Friday
- OVERTIME:** 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)
- WAREHOUSE HOURS:** 7:00 A.M. to 2:30 P.M. Monday through Friday, Holidays excluded.

Description	Price Per CWT	Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 81.25	162.50
Special Handling Shipment.....	\$ 105.75	211.50
Carpet and/or Pad Only Shipment.....	\$ 122.00	244.00
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 75.50	151.00
Special Handling Shipment.....	\$ 98.25	196.50
Uncrated or Pad Wrapped Shipment.....	\$ 113.25	226.50
Carpet and/or Pad Only Shipment.....	\$ 113.25	226.50
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment.....	\$ 30.00	

*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 FEBRUARY 18, 2020.....	\$ 20.50	41.00
Show Site Shipment after FEBRUARY 25, 2020.....	\$ 19.00	38.00
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 19.00	38.00
Special Handling Shipment.....	\$ 24.75	49.50
Uncrated or Pad Wrapped Shipment.....	\$ 28.50	57.00
Carpet and/or Pad Only Shipment.....	\$ 28.50	57.00
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 19.00	38.00
Special Handling Shipment.....	\$ 24.75	49.50
Uncrated or Pad Wrapped Shipment.....	\$ 28.50	57.00
Carpet and/or Pad Only Shipment.....	\$ 28.50	57.00

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
Surcharges	÷ 100 =			
			8.375% Tax	N/A
			Total	

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.freeman.com

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 dock level, etc.

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

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

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

What is the difference between Crated and Uncrated Shipments?

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

What about carpet only shipments?

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

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 • Fax: (469) 621-5604



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

NAME OF SHOW: **WPPI 2020 / February 25-27, 2020**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

MOBILE EQUIPMENT SPOTTING

Exhibitors or agents with mobile or motorized equipment will require guidance to their respective booths. This fee is for the guidance to ensure the safe movement of equipment or vehicles to and from the exhibitor's booth space.

Mobile Equipment Spotting (each way) per Vehicle \$90.75

Additional charges will apply:

- if a forklift is needed to move equipment or vehicles *
- if towing is required
- if overtime is required **

* Please reference: Forklift & Rigging Labor Order Form

** Please note: A 25% overtime charge will be in effect on all spotting (moving equipment/ vehicles into or out of booths) required prior to 8:00 am or after 5:00 pm, Monday through Friday, or anytime on Saturday, Sunday or Holidays.

Comments/Special Handling Requirements: _____

Description	Price per Vehicle	Number of Vehicles	Date Service Required	Estimated Time of Service	Total
Spotting Fee - Inbound	\$90.75				\$
Spotting Fee - Outbound	\$90.75				\$

FREEMAN mobile equipment spotting

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 • Fax: (469) 621-5604



ORDER FORM
DEADLINE DATE
FEBRUARY 3, 2020

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

NAME OF SHOW: **WPPI 2020 / February 25-27, 2020**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

CART SERVICE

FREEMAN will provide Cart Service for your event. **CART SERVICE** is a feature for Privately Owned Vehicles (POVs) that meet the requirements below.

DEFINITION OF PRIVATELY OWNED VEHICLE:

Privately Owned Vehicles are defined as cars, pick-up trucks, vans and other trucks primarily designed for passenger use, not cargo or freight. Vehicles that do not qualify for this service, or that have material that requires mechanical assistance to unload, will be directed to the Freeman Marshalling Yard.

Workers equipped with a flat cart will assist Exhibitors with unloading. Each cart will handle a load approximately 3' wide x 4' long x 3' high. For safety reasons, it will be the judgment of the Freight supervisor if the load can go higher than 3 feet. POV/Cart Service includes storage of cardboard/product boxes at no additional charge. Empty stickers for your cartons and cases will be provided for this service.

RATES:

This service is available at a rate of \$80.75 per trip (from the dock to the booth or from the booth to the dock).

DIRECTIONS:

- To receive this service, proceed directly to the Mandalay Bay Convention Resort and check in at the designated POV Check-In area (see map). There will be signage posted to direct you.
- Two people must be with the vehicle - one to accompany the product to the booth and one to remove the vehicle from the area.
- The determination of Cart Service versus Material Handling will be made at the discretion of Freeman management. Any disputes will be handled at the time of unloading.

AVAILABILITY:

Please proceed to the POV Check-In area (see map) for staging, checking in, processing paperwork and determining if vehicles are qualified for Cart Service. **Please note:** We anticipate that during peak periods, wait time can exceed 2-3 hours. Cart Service will be available on the following dates and times:

Move-In

Monday February 24, 2020 8:00 a.m. - 5:00 p.m.
Tuesday February 25, 2020 8:00 a.m. - 10:00 a.m.

MoveOut

Thursday February 27, 2020 1:00 p.m. - 6:00 p.m. *

* Please visit the Freeman Service Desk to complete and/or submit an Outbound Material Handling Agreement.

VEHICLES THAT QUALIFY:



Sedan



SUV



Pickup



Van

VEHICLES THAT DO NOT QUALIFY:



Trailer



Rentals



Bobtail



Stakebed

Description	Price per Trip	Number of Trips	Total
Cart Service (per trip)	\$80.75		\$

FREEMAN

Mandalay Bay Convention Resort

POV / Cart Service Map & Directions

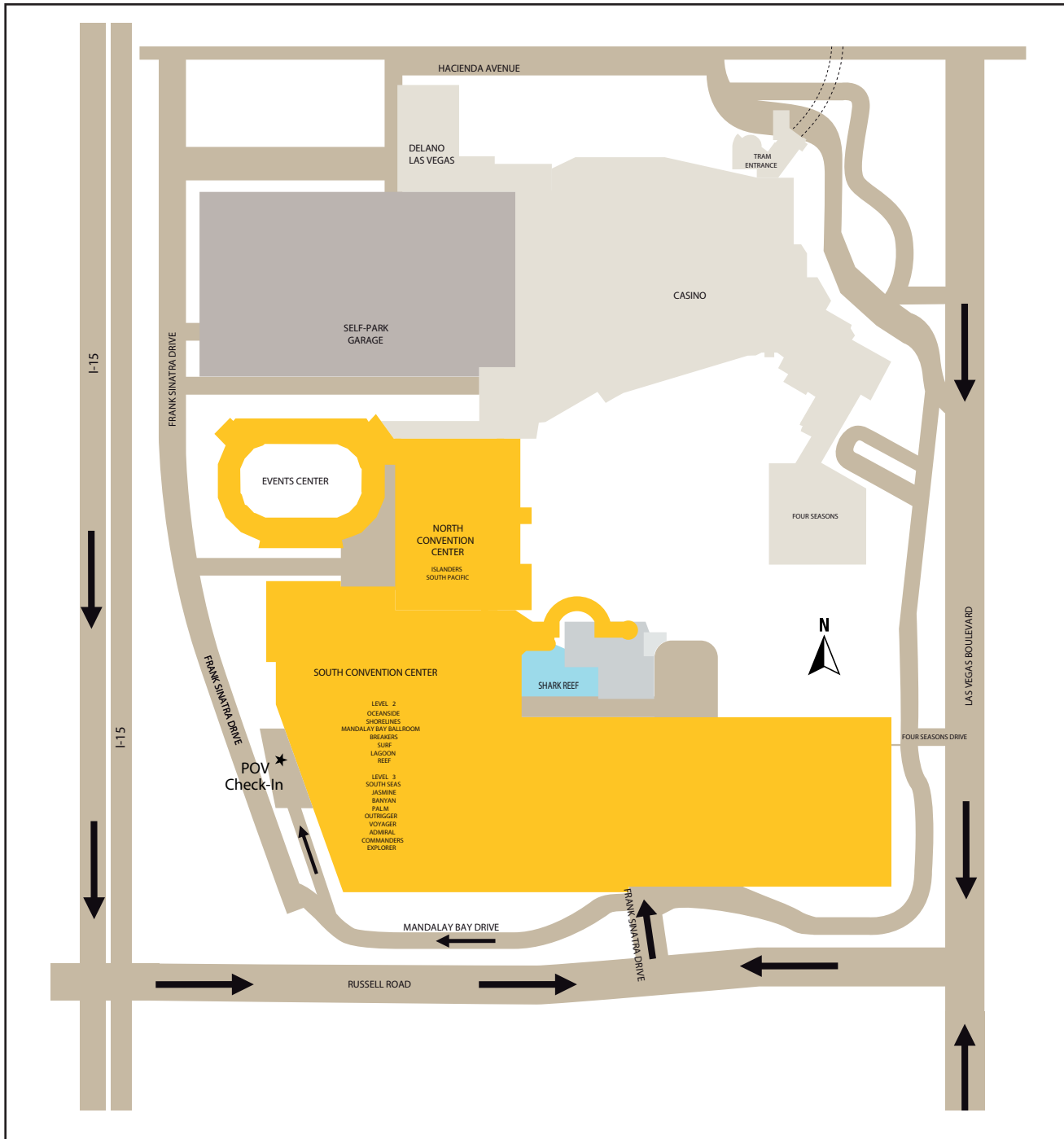
Directions:

From I-15 & Tropicana

Exit Tropicana Avenue East
Turn right onto Las Vegas Boulevard
Turn right onto Four Seasons Drive
Turn left onto Mandalay Bay Drive

From I-15 & Russell

Exit Russel Road East
Turn left on Frank Sinatra Drive
Turn left on Mandalay Bay Drive



ADVANCE WAREHOUSE
6675 West Sunset Road
Las Vegas, NV 89118

Hours of Operation:

Warehouse hours are Monday through Friday from 7:00 a.m. to 2:30 p.m., Holidays excluded.

Directions:

From I-15 Northbound or Southbound

Exit 1-215 West
Exit Jones Boulevard (stay in center lanes)
Cross over Jones Blvd staying to the right
Continue on Raphael Rivera Way
Freeman will be on right

From US-93 / I-515 Northbound

Exit I-215 West
Exit Jones Boulevard (stay in center lanes)
Cross over Jones Blvd staying to the right
Continue on Raphael Rivera Way
Freeman will be on right



MARSHALLING YARD
6555 West Serene Avenue
Las Vegas, NV 89139

This location does not accept deliveries.
This location is only for the staging of trucks delivering to and picking up from show site facilities.

Please note:

- All carriers delivering to or picking up from the facility must check in at the Marshalling Yard.
- Drivers will be assigned a number according to check-in time and will be dispatched once dock space is available.
- Please be advised that certified weight tickets are required when checking into the Marshalling Yard. For your convenience, Freeman has available a full-size certified scale at the Marshalling Yard. If your driver has valid certified weight tickets, Freeman will accept these tickets and your driver will not have to scale at the Freeman Marshalling Yard.

Directions:

From I-15 Northbound

Exit NV160 W/Blue Diamond Rd
Left onto Blue Diamond Rd
West on Blue Diamond Rd
(approximately 4 miles)
Left on S Torrey Pines Dr
From stop sign at Serene, go straight
Marshalling Yard is directly ahead

From I-15 Southbound

Exit NV160 W/Blue Diamond Rd
West on Blue Diamond Rd
(approximately 4 miles)
Left on S Torrey Pines Dr
From stop sign at Serene, go straight
Marshalling Yard is directly ahead

From US-93 / I-515 Northbound

Exit I-215 West
Exit I-15 South
Merge on NV160 W/Blue Diamond
West on Blue Diamond Rd
(approximately 4 miles)
Left on S Torrey Pines Dr
From stop sign at Serene, go straight
Marshalling Yard is directly ahead



FREEMAN

6555 West Sunset Road
 Las Vegas, NV 89118
 (702) 579-1802 • Fax: (702) 579-0458
 ATTN: FREIGHT DEPARTMENT

PLEASE NOTE: This service is for freight received prior to the published date that advanced warehouse receiving will begin or if the freight will be held for another event after the close of your current show.



INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

OWNER OF MATERIALS		
COMPANY NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
CONTACT NAME:	PHONE #:	
E-MAIL ADDRESS:	FAX #:	

HOLD FOR		
SHOW:	FACILITY:	
COMPANY NAME:	BOOTH #:	
ADDRESS:		
CITY:	STATE:	ZIP:
COMMENTS:		

INVOICE TO		
COMPANY NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
CONTACT NAME:	PHONE #:	
E-MAIL ADDRESS:	FAX #:	

DESCRIPTION OF MATERIALS TO BE STORED			
NUMBER OF PIECES	DESCRIPTION OF MATERIALS TO BE STORED	WEIGHT	CUBIC FOOTAGE
	CRATES (WOODEN)		
	CARTONS (CARDBOARD)		
	TRUNKS, CASES (FIBER) COLOR: _____		
	SKIDS / PALLETS		
	CARPETS / PADS		
	TOTALS		

RATES AND CHARGES			
DESCRIPTION OF CHARGE	RATE (FORMULA)	MINIMUM CHARGE	TOTAL
Short Term Storage (90 days or less)	\$9.00 per cwt (____cwt @ 9.00 per cwt)	\$90.00 per month	\$
Long Term Storage - Stackable (over 90 days)	\$0.31 per cu ft (____cu ft @ 0.31 per cu ft)	\$77.50 per month	\$
Long Term Storage - Non-Stackable (over 90 days)	\$0.36 per cu ft (____cu ft @ 0.36 per cu ft)	\$90.00 per month	\$
Handling Rate (in or out)	\$7.75 per cwt (____cwt @ 7.75 per cwt)	\$77.50 each way	\$
Returned Shipments	\$18.75 per cwt (____cwt @ 18.75 per cwt)	\$187.50	\$
Transportation Charges (2 hour minimum)	\$212.00 per hr ST (____hrs @ 212.00 per hr ST)	\$424.00	\$
TOTAL			\$

PLEASE COMPLETE THE ACCEPTANCE OF TERMS ON THE REVERSE SIDE.

FREEMAN storage agreement

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

PAYMENT TERMS: All accounts must have a valid credit card on file. Storage will be billed on a monthly basis and charges will be placed in full on such credit card at the time of invoicing. Prior arrangements must be made in writing to have invoices billed with a (30) day net and if such payment is not received within (30) days from the invoice date, the full payment will be applied to the credit card on file. Rates are subject to change with (30) days notice to Client. All charges due Freeman for all services must be paid in full prior to the release of materials from storage. 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%. 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 Client's account remains in default for (60) days after the date of the invoice, goods may be subject to sale as outlined in this Agreement. In the event of any dispute between the Client and Freeman relative to any loss, damage, or claim, Client 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 claim against Freeman shall be considered a separate transaction, and shall be resolved on its own merits.

TERMS AND CONDITIONS: All goods scheduled in this Agreement are received and accepted by Freeman on Client's express representation that it is lawfully authorized to store the goods. **FREEMAN WILL NOT ACCEPT FOR STORAGE, NOR BE LIABLE FOR, ANY OF THE FOLLOWING: DOCUMENTS, CURRENCY, MONEY, JEWELRY, WATCHES, PRECIOUS STONES, ART WORK, ANTIQUES, FURS, OR OTHER ARTICLES OF EXTRAORDINARY VALUE; NOR WILL WE ACCEPT ANY PERISHABLE ITEMS, LIQUID, ILLEGAL SUBSTANCES, OR ANY HAZARDOUS MATERIALS OR WASTE AS DEFINED BY 49 CFR 173.** Client agrees to defend and indemnify Freeman from and against any and all claims, demands, judgments, and costs (including reasonable attorneys' fees) arising out of or relating to the ownership or title to goods stored, or arising from the storage of any of the above prohibited items in violation of this Agreement. Freeman is expressly given an additional lien on the goods stored by Client for all such costs, expenses, and attorney fees. Freeman shall have a lien on any and all property deposited with it at any time. All goods deposited on which storage or other charges including handling charges are not paid when due may be sold at public or private sale to pay such accrued charges, together with expenses of the sale, after notice to Client or other interested persons of the manner, time, and place of the sale and the amount of the accrued charges as may be required by law. Freeman shall only be liable for any loss or injury to the goods caused by its failure to exercise such care as a reasonable, careful owner of similar goods would exercise, subject to the limitation on damages. Freeman does not represent or warrant that its buildings or the contents of such buildings cannot be destroyed by fire. Freeman shall not be required to maintain a sprinkler or alarm system, security guard or other preventative / security devices, and its failure to do so shall not constitute negligence. **FREEMAN IS NOT RESPONSIBLE TO CLIENT, ITS PRINCIPAL OR INSURER FOR, AND CLIENT RELEASES FREEMAN FROM, ANY LOSS OR DAMAGE TO GOODS CAUSED BY FIRE, INSECTS, RODENTS, RUST, NORMAL WEAR AND TEAR, LEAKAGE, MOISTURE, CHANGES IN TEMPERATURE, STRIKES, ACT OF GOD, DETERIORATION BY TIME, OR MARRING AND/OR SCRATCHING (INCLUDING WITHOUT LIMITATION ANY SUCH DAMAGE CAUSED BY FREEMAN'S NEGLIGENCE); FOR ANY LOSS OR DAMAGE TO FRAGILE ARTICLES (INCLUDING WITHOUT LIMITATION ANY SUCH DAMAGE CAUSED BY FREEMAN'S NEGLIGENCE); FOR ANY LOSS OR DAMAGE TO THE CONTENTS OF ANY CONTAINER (INCLUDING WITHOUT LIMITATION ANY SUCH DAMAGE CAUSED BY FREEMAN'S NEGLIGENCE) UNLESS ITS CONTENTS ARE MADE KNOWN TO FREEMAN AND SPECIFICALLY ITEMIZED IN A RIDER ATTACHED TO THIS AGREEMENT; OR FOR ANY LOSS OR DAMAGE FROM CAUSES BEYOND FREEMAN'S CONTROL. FREEMAN SHALL NOT BE RESPONSIBLE FOR THE MECHANICAL FUNCTIONS OF INSTRUMENTS, APPLIANCES OR MACHINERY. FREEMAN'S FAILURE TO DELIVER GOODS TO ANY PERSON ENTITLED TO THEM SHALL NOT CONSTITUTE CONVERSION OF GOODS OR SUBJECT FREEMAN TO ANY LIABILITY WHATSOEVER WHEN THE NON-DELIVERY RESULTS FROM CAUSES ARISING FROM STRIKES, LOCKOUTS, WORK STOPPAGES OR RESTRAINTS OF LABOR.** It is the responsibility of the client to obtain the appropriate insurance coverage. Goods are not insured by Freeman nor do storage rates include insurance. All terms of this Agreement, including without limitation, monthly rental, conditions of occupancy and charges are subject to change upon thirty (30) days prior written notice. If changed, the Client may terminate this agreement on the effective date of the change by giving Freeman ten (10) days prior written notice to terminate. If the client does not give such notice, the change shall become effective and apply to the Client's occupancy. Either party reserves the right to terminate the storage of the goods at any time by giving to the other party thirty (30) days written notice of its intention to do so. Unless Client removes such goods within that period, Freeman shall have the right to deliver such goods to Client at the address on file at Client's expense. It shall be the duty of the Client to furnish to Freeman notification, in writing, to Client's address provided herein of any change of address or phone number. This Agreement and any action arising between the parties shall be construed under and in accordance with the laws of Nevada.

ACCEPTANCE: I have read, understood and agree to be bound by the Terms and Conditions on both sides of this document, and further, that I have the authority to sign this on behalf of the owner of the goods/materials being stored.

SIGNATURE OF DEPOSITOR: _____

SIGNATURE OF FREEMAN REPRESENTATIVE: _____

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 • Fax: (469) 621-5604



OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **WPPI 2020 / February 25-27, 2020**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE/PROVIDENCE: _____ ZIP/POSTAL CODE: _____

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: SAME AS SHIP TO

COMPANY NAME: _____

BILLING ADDRESS: _____

CITY: _____ STATE/PROVIDENCE: _____ ZIP/POSTAL CODE: _____

METHOD OF SHIPMENT

Select a Carrier:

Freeman Exhibit Transportation

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

Other Carrier

Carrier Name: _____
Carrier Phone: _____

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

Select a Level of Service:

- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 pm second business day
- Deferred: Delivery within 3-5 business days
- Standard Ground
- Specialized: Pad wrapped, uncrated, or truckload

Select Shipment Options (if applicable):

- Have loading dock
- Inside delivery
- Pad wrap required
- Do not stack
- Lift gate required
- Air ride required
- Residential

Select Desired Number of Labels: _____

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

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: JANUARY 24, 2020

DEADLINE DATE IS: FEBRUARY 18, 2020

TO: _____
EXHIBITOR NAME

C/O FREEMAN
6675 W SUNSET RD
LAS VEGAS, NV 89118

WAREHOUSE

EVENT: _____ *WPPI 2020*

BOOTH NO. _____ NO. OF PIECES _____

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: JANUARY 24, 2020

DEADLINE DATE IS: FEBRUARY 18, 2020

TO: _____
EXHIBITOR NAME

C/O FREEMAN
6675 W SUNSET RD
LAS VEGAS, NV 89118

WAREHOUSE

EVENT: _____ *WPPI 2020*

BOOTH NO. _____ NO. OF PIECES _____

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE: FEBRUARY 23, 2020

TO: _____
EXHIBITOR NAME

C/O FREEMAN
MANDALAY BAY CONVENTION
RESORT
3970 LAS VEGAS BLVD S
LAS VEGAS, NV 89119

SHOWSITE

EVENT: _____ *WPPI 2020*

BOOTH NO. _____ NO. OF PIECES _____

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE: FEBRUARY 23, 2020

TO: _____
EXHIBITOR NAME

C/O FREEMAN
MANDALAY BAY CONVENTION
RESORT
3970 LAS VEGAS BLVD S
LAS VEGAS, NV 89119

SHOWSITE

EVENT: _____ *WPPI 2020*

BOOTH NO. _____ NO. OF PIECES _____

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: JANUARY 24, 2020

DEADLINE DATE IS: FEBRUARY 18, 2020

TO: _____
EXHIBITOR NAME

C/O FREEMAN
6675 W SUNSET RD
LAS VEGAS, NV 89118

**WAREHOUSE
HANGING SIGN**

EVENT: _____ *WPPI 2020*

BOOTH NO. _____ NO. OF PIECES _____

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: JANUARY 24, 2020

DEADLINE DATE IS: FEBRUARY 18, 2020

TO: _____
EXHIBITOR NAME

C/O FREEMAN
6675 W SUNSET RD
LAS VEGAS, NV 89118

**WAREHOUSE
HANGING SIGN**

EVENT: _____ *WPPI 2020*

BOOTH NO. _____ NO. OF PIECES _____



EASY IS NICE, ON ANY DEVICE

FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event.

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move-out process
- Access invoices after the show

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high white back drape and 3' high white side dividers. Booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive a 7" x 44" one-line identification sign upon request.

Reminder: No furnishings are included with your booth. You may bring your own or order furniture from Freeman.

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted. The aisles will be carpeted in gray. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form in this service manual.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates. Place your order by **FEBRUARY 3, 2020.**

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to [Pre-Show FAQ](#).

All exhibitors for WPPI 2020 will be assigned a "targeted" move-in with specific date and time. Please refer to the Target Move-In Floor Plan for your assigned date and time.

Sunday	February 23, 2020	8:00 a.m. - 5:00 p.m.	Targeted Move-In
Monday	February 24, 2020	8:00 a.m. - 5:00 p.m.	Targeted Move-In
Tuesday	February 25, 2020	8:00 a.m. - 10:00 a.m.	General Move-In

EXHIBIT HOURS

Tuesday	February 25, 2020	10:00 a.m. - 4:00 p.m.
Wednesday	February 26, 2020	10:00 a.m. - 4:00 p.m.
Thursday	February 27, 2020	10:00 a.m. - 3:00 p.m.

EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to [Post-Show FAQ](#).

Thursday	February 27, 2020	3:00 p.m. - 10:00 p.m.
Friday	February 28, 2020	8:00 a.m. - 12:00 p.m.

PLEASE NOTE: Overtime charges for labor will apply Monday through Friday from 5:00 p.m. to 8:00 a.m. and all day on Saturday, Sunday and Holidays. Please refer to the appropriate order form(s) for rates.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.
- All exhibitor materials must be removed from the exhibit facility by **Friday, February 28, 2020 at 12:00 p.m.** Any materials remaining in the facility will be re-routed via Freeman’s choice or returned to warehouse to await disposition at exhibitor’s expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **Friday, February 28, 2020 at 9:00 a.m.**

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Material Handling section on the order 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 pick-up of your exhibit at the close of the show.

EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and a disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift & Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (702) 579-1700 for a quote.

SHIPPING INFORMATION

Warehouse shipping address:

Exhibiting Company Name / Booth # _____
WPPI 2020
 C/O FREEMAN
 6675 W Sunset Rd
 Las Vegas, NV 89118

FREEMAN will accept crated, boxed or skidded materials beginning **JANUARY 24, 2020** at the above address. Materials arriving after **FEBRUARY 18, 2020** will be received at the warehouse with an additional after deadline charge. Warehouse freight will be delivered prior to exhibitor set up. Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigeration or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W. Warehouse receiving hours are Monday through Friday between the hours of 7:00 a.m. and 2:30 p.m. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (702) 579-1700.

Showsite shipping address:

Please refer to the Target Move-In Floor Plan for your assigned date and time.

Exhibiting Company Name / Booth # _____
WPPI 2020
 C/O FREEMAN
 Mandalay Bay Convention Resort
 3970 Las Vegas Blvd S
 Las Vegas, NV 89119

FREEMAN will receive shipments at the exhibit facility beginning **FEBRUARY 23, 2020**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (702) 579-1700.

This show will be marshalled. Please see marshalling yard map in this service manual.

Please note: Any materials received by Freeman are subject to material handling charges and are the responsibility of the exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the Material Handling Order Form for rates.

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.

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN

6555 West Sunset Road
Las Vegas, Nevada 89118
Ph: (702) 579-1700 Fax: (469) 621-5604
FreemanLasVegasES@freeman.com

FREEMAN AUDIO VISUAL SOLUTIONS, INC.

3325 West Sunset Road, Suite A
Las Vegas, Nevada 89118
Ph: (702) 263-1484 Fax: (469) 621-5604

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada
+1 (512) 982-4187 Outside the US
+1 (817) 607-5183 International Shipping Services
(469) 621-5810 Fax
exhibit.transportation@freeman.com

FREEMANONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by FEBRUARY 3, 2020. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - **before, during and after** your show.

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

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

SERVICE CENTER HOURS

We will have staff available at the Freeman Services Center as follows:

Sunday	February 23, 2020	8:00 a.m.	-	5:00 p.m.
Monday	February 24, 2020	8:00 a.m.	-	5:00 p.m.
Tuesday	February 25, 2020	8:00 a.m.	-	5:00 p.m.
Wednesday	February 26, 2020	8:00 a.m.	-	5:00 p.m.
Thursday	February 27, 2020	8:00 a.m.	-	8:00 p.m.
Friday	February 28, 2020	8:00 a.m.	-	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 display 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 Freeman Service Desk.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (702) 579-1700.

WE APPRECIATE YOUR BUSINESS.

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Las Vegas Exhibitor Services at (702) 579-1700 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1(512) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates. Place your order by **FEBRUARY 3, 2020**.

AVOID DELAY

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

SAFETY TIPS

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

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

Children under the age of 16 are not allowed on the show floor at any time during installation and/or dismantle.

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 (702) 579-1700 with any questions or needs you may have.

GREEN & GROWING

The Freeman Sustainability Initiative

Every Day, Freeman's Getting Greener

Sustainability is everyone's responsibility. That's why we engage our employees, clients, suppliers and our communities to protect our environment and conserve resources. Below is just a sampling of how our innovative thinking applies to conservation within Freeman.

Industry Leadership

For several years, Freeman has been a dedicated and proud Platinum partner of the Green Meeting Industry Council (GMIC), an association that establishes and shares sustainability best practices for our industry. Currently, Jeff Chase, our Vice President of Sustainability, sits on the global board for GMIC.

Freeman is also an active member of the Convention Industry Council (CIC). This forum exchanges knowledge on global trends, spreads excellence in best practices and guidelines, and collaborates on various industry issues. As a part of this forum, our staff helped in the review and editing of the APEX/ASTM event industry green standards for general service contractors and exhibits. There are nine standards, and each standard has eight areas that are tracked and measured. Freeman is actively working to help clients meet the standards.

Green Client Advisory Council

To better serve all our clients, we asked a group of environmentally focused event professionals to help us to identify and build the best practices for our industry. This annual focus group helps us to set goals and identify future trends that will improve Freeman services. With this valuable input, Freeman tailors our products and services to support the environmental needs of all industry events.

Eco-Friendly Products and Services

Since our beginnings, we've always looked for a better solution. So we are pleased to offer our clients environmentally responsible material alternatives that also meet their needs.

Award-Winning Initiatives

Sustainability Efforts, Large Exhibit

Category — Freeman was awarded the Zero Waste Challenge Award by the Exhibit Designers + Producers Association for our efforts in examining the life cycle of materials and making recycled content and recyclability key criteria for the materials used in our custom rental systems. (2014)

Most Innovative Green Initiative by a Service Provider

— *Trade Show Executive* magazine selected Freeman for this award in recognition of our dedication to a wide-ranging program to lessen the environmental impact of trade shows and events; for diverting 95 percent of all waste from its [Las Vegas] branch away from landfills; and for experimenting with plastics for exhibit shelving made from cigarette butts. (2013)

Carpet Recycling Efforts

— Freeman was awarded *Trade Show Executive* magazine's Innovation Award for the significant impact in waste reduction at events that resulted from our carpet recycling efforts. (2008)

Recycled Carpet and Padding

Freeman offers aisle carpet that contains 25% recycled materials and is used at least four times. Once our carpet does not meet the Freeman quality standard, we divert the carpet from the landfill by utilizing one of four methods: selling it to construction contractors to install it in commercial buildings, selling it to pet products manufacturers to cover scratch poles, selling it to recyclers that melt it down and make it into drainage pipe or other products, and open selling to individuals weekly at the main distribution warehouse.

Our carpet padding is made from 100% recycled foam material and is reused until it no longer meets the Freeman quality standard. In some markets we are testing soy-based padding, which is made from a renewable source and is recyclable.

Graphics Production

Freeman is setting new standards for graphic production in our industry. We offer a new eco-friendly 100% recyclable substrate material called Freeman Honeycomb and have implemented a three-year program to reduce the use of foamcore and Gatorfoam®.

We have invested in 11 flatbed "direct-print" printers that help reduce the volume of substrates sent to the landfill.

Rental Exhibits

We offer recyclable and reusable rental exhibits. The panels are 100% recyclable, while the metal is reusable and 100% recyclable. The carpet contains 25% recycled material and is reused. We also use LED lighting.

Paperless Order Entry

Freeman has significantly reduced paper consumption by implementing a digital entry system for exhibitor orders. We estimate a savings of more than a million sheets of paper each year.

Transportation

For more than six years, Freeman's exhibit transportation service has been recognized as a certified member of the EPA's SmartWay® Transport Partner program. This recognizes partners for setting and achieving greenhouse gas (GHG) reduction goals in freight transportation.

Vehicle Emissions

When the facilities allow it, Freeman uses LP natural gas (propane) fuel for forklifts and other on-site vehicles, which improves the air quality. We have a "no idling" program for our trucks in place at every show.

Green Event Plan

We have established a Green Event Plan that is scalable for most events of any size and any industry. The plan includes information on the Freeman Environmental Responsibility Policy, the online exhibitor service kit, green leader and on-site coordination with labor, show site materials and equipment, and donation programs.

Environmental Performance Report

At our clients' request, we provide a post-event report that tracks the environmental footprint for Freeman services provided. The report targets freight trucks and fuel usage, graphic production, carpet use and waste, one-time use of expendable materials, and Freeman staff air miles.

Freeman: The Nature of a Successful Show

For more information about Freeman's Sustainability Initiative, send an email to:

GoingGreen@freemanco.com



LEGEND

Sunday, February 23rd 8am

Sunday, February 23rd 1pm

Monday, February 24th 8am

Monday, February 24th 10am

★ = LAST IN / FIRST OUT
 □ = NO FREIGHT AISLES



FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 • Fax: (469) 621-5604

DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 3, 2020

INCLUDE THIS FORM
WITH YOUR ORDER
PLEASE USE BLACK INK

NAME OF SHOW: **WPPI 2020 / February 25-27, 2020**

COMPANY NAME:

BOOTH#:

ADDRESS:

BOOTH SIZE

X

CITY/STATE/ZIP:

CONTACT NAME:

PHONE #:

CONTACT E-MAIL:

PAYMENT INFORMATION

Freeman only accepts payment information electronically. Place your order on [FreemanOnline](#) or follow the steps below to provide your payment information electronically and submit your order forms.

Freeman will no longer accept cash payments for any Freeman services.

1. Submit your payment information

Proceed to our electronic Freeman Pay site to securely submit your payment information
<https://www.freemanpay.com/465192>

2. Submit your order

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

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

PAYMENT & LABOR

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

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

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

DEFINITIONS

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

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR'S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and the credit card transaction is declined, EXHIBITOR hereby authorizes Freeman to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. If any labor secured through Freeman is conducting overhead work, the Exhibitor is responsible for ensuring that everyone in the area of overhead work is wearing a hard hat. If the Exhibitor does not have its own hard hats, Freeman can assist with obtaining them. It is the responsibility of EXHIBITOR to check in 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 less. All shipment weights are subject to correction and final charges determined by the actual or re-weighted 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 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 JURISDICITON 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 repeatedly 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, padded 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.

- 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.
- 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.
- 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.
- 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.
- 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):

- artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
 - clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
 - personal effects;
 - 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:
- whenever or wherever the claimed loss or damage may occur;
 - even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
 - even though Freeman may have been advised or be on notice of the 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:

- 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.
- 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.
- 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 email at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest 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 claim 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 either unmarked, unlabeled, or 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 email at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. 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®

furnishings 2019





EMPOWERING YOUR BUSINESS FROM THE GROUND UP

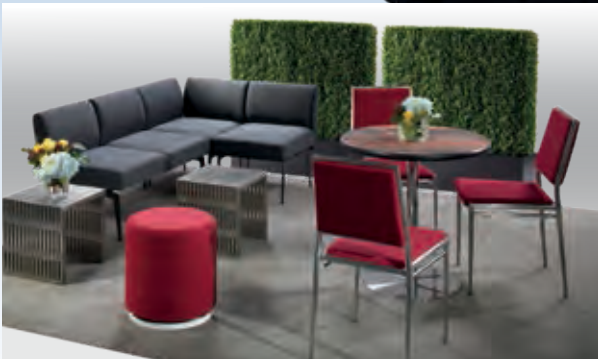
Meaningful engagement doesn't have to be complicated. You just need the right elements. Whether you're a global brand testing a new product, a startup seeking exposure, or an organization needing flexibility, the furnishings to create a dynamic brand experience start here. **To learn more about our exhibit solutions, go to freeman.com/exhibit-design**

**It's not about building a booth.
It's about designing a**

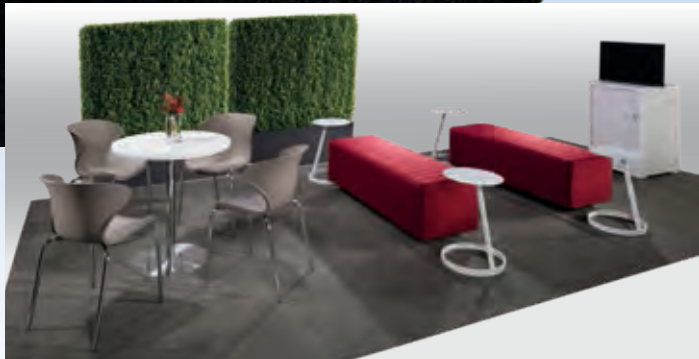
beacon

Fairfax Sofa & La Brea Chairs

10'x10' Booth



10'x10' Munich Sectional Booth




10'x20' Malba Café & Bench Theater Booth


Power Up In Style.

Denotes Powered Products



ROMA 
81021 Chair, Powered
(white vinyl) 37" L 31" D 33" H

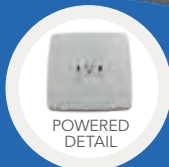


ROMA 
83017 Sofa, Powered
(white vinyl) 78" L 31" D 33" H

HEDGE
85035
4' Boxwood Hedge
46" L 9" D 47" H



 **WIRELESS
CHARGING TABLE,
POWERED**
820710
(white, ac plug-in)
20" L 20" D 18" H



Powered Seating

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

Powered Seating



A) 810120
Naples Chair, Powered
 (black vinyl)
 36" L 30" D 33.25" H

B) 830121
Naples Sofa, Powered
 (black vinyl)
 87" L 30" D 33.25" H

C) 830122
Naples Loveseat, Powered
 (black vinyl)
 62" L 30" D 33.25" H

Powered Tables



Ventura Powered Bar Tables
 72.25" L 26.25" D 42" H
 (silver frame)
A) 820955 (white top)
B) 820950 (black top)

Ventura Powered Café Tables
 72.25" L 26.25" D 30" H
 (silver frame)
C) 820964 (black top)
D) 820965 (white top)



Sydney Powered Cocktail Tables
 48" L 26" D 18" H
 (brushed steel)
E) 82073 (white)
F) 82076 (black)

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Powered Banquettes.

Denotes Powered Products



Modular System

Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free-standing charging station.



POWERED
DETAIL

Detail of Electrical
Charging Outlet



Full Banquette
w/ Electrical Charging Outlet
(white vinyl)
72"RND 51"H



8506 Center Cone
w/ Electrical Charging Outlet
(white vinyl)
38"RND 51"H



8507 Quarter Curve Ottoman
(white vinyl)
53"L 22"D 18"H




Ottoman Ring
(4 curve ottoman seats)
(white vinyl)
72"RND 18"H



815119 Half Bench Ottoman
(white vinyl)
39"L 22"D 18"H

Powered Pedestals

Denotes AC and USB charging outlets 



(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface.)

(Mobile devices must be compatible with Qi wireless charging pad.)

- Powered Locking Pedestal**
(white)
A) 85061 24"L 24"D 36"H
B) 85063 24"L 24"D 42"H
(black)
C) 85060 24"L 24"D 36"H
D) 85062 24"L 24"D 42"H

- Wireless Charging Table, Powered**
E) 820710
(white, AC plug-In)
 20"L 20"D 18"H

Please Note: Customer is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Powered Tech Desk



- A) 84083 Tech Desk, Powered w/3 Drawer File Cabinet**
(black metal, laminate)
 60"L 30"D 30"H
- B) 84084 Tech Desk, Powered**
(black metal, laminate)
 60"L 30"D 30"H
- C) 84080 3 Drawer File Cabinet on Castors**
(black metal, laminate)
 16"L 20"D 28"H

Soft Seating

Create Engaging Booth Environments

HOPI

(gray linen)

810140, Chair

21"L 25"D 34"H

830150, Loveseat

48"L 25"D 34"H

HEDGE

85030

7' Boxwood Hedge

36.5"L 12"D 84"H

PEDESTAL

85063

Powered Locking

(white)

24"L 24"D 42"H

CAFÉ TABLE

8201223

Hydraulic Chrome Base

(laminated white top)

30" Round 29"H

REGIS

82075 End Table

(brushed metal)

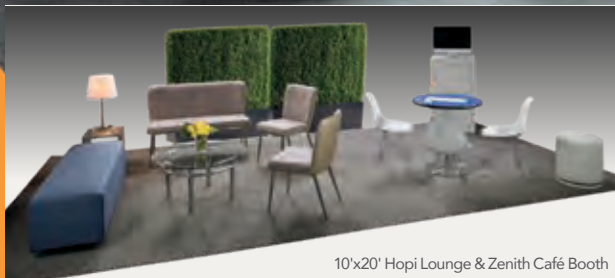
16"L 15.5"D 16.5"H

MARCHE

815159 Swivel Ottoman

(blue fabric)

17" RND 18"H



10'x20' Hopi Lounge & Zenith Café Booth

Soft Seating Collections

Available in Power 

A.



B.



C.



BAJA

A) 81050 Chair
(white vinyl)
36"L 30.5"D 28"H

B) 83019 Sofa
(white vinyl)
86"L 28"D 30"H

C) 83020 Loveseat
(white vinyl)
61"L 30.5"D 28"H

A.



B.



FAIRFAX

A) 830949 Sofa
(white vinyl, brushed metal)
62"L 26"D 30"H

B) 810949 Chair
(white vinyl, brushed metal)
27"L 26"D 30"H

A.



B.



C.



NAPLES

A) 810119 Chair
(black vinyl)
36"L 30"D 33.25"H
810120 (Powered)

B) 830119 Sofa
(black vinyl)
87"L 30"D 33.25"H
830121 (Powered)

C) 830120 Loveseat
(black vinyl)
62"L 30"D 33.25"H
830122 (Powered)



Munich Collection

Denotes Powered Products



Modular Seating to Design Custom Exhibits

MUNICH

830201 Sectional 3pc.
(gray fabric)
93.5"L 27"D 28.5"H

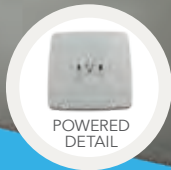
HEDGE

85035
4' Boxwood Hedge
46"L 9"D 47"H



 **WIRELESS CHARGING TABLE, POWERED**

820710
(white, ac plug-in)
20"L 20"D 18"H



830200 Munich Armless Loveseat
(gray fabric)
45"L 27"D 28.5"H



810150 Munich Corner Chair
(gray fabric)
26"L 27"D 28.5"H



810151 Munich Armless Chair
(gray fabric)
22.5"L 27"D 28.5"H

Soft Seating Collections



A.



B.



A.



B.



C.



A.



B.



C.



A.



B.

ALLEGRO

- A) 81019 Chair**
(blue fabric)
36"L 34.5"D 30"H
- B) 83015 Sofa**
(blue fabric)
73"L 34.5"D 30"H

TANGIERS

- A) 830118 Sofa**
(beige textured)
78"L 37"D 36"H
- B) 810118 Chair**
(beige textured)
34"L 37"D 36"H
- C) 830220 Loveseat**
(beige textured)
57.5"L 37"D 37"H

KEY LARGO

- A) 810950 Chair**
(black fabric)
35"L 35"D 34"H
- B) 830950 Loveseat**
(black fabric)
57"L 35"D 34"H
- C) 830951 Sofa**
(black fabric)
79"L 35"D 34"H

SOUTH BEACH

- (platinum suede)
- A) 8301 Sofa**
69"L 29"D 33"H
- B) 8151 Ottoman**
25"L 31"D 18"H

Accent Chairs



SWANSON

810875 Swivel Chair
(white vinyl)
28"L 25"D 30"H

KEY WEST

8103 Chair
(black)
31"L 31"D 31"H



LA BREA

810874 Chair
(charcoal gray, fabric)
35"L 27"D 40"H



WENTWORTH

810145 Chair
(brown vinyl)
32.1"L 26"D 31.5"H



AURA

820844 Round Table
(white metal)
15" Round 22"H



Accent Chair Styles



A.



B.



C.



D.



E.



F.

Madrid Chair A) 81816

(white vinyl)
30"L 30"D 31"H

B) 8102

(black vinyl)
30"L 30"D 31"H

C) 810949 Fairfax Chair

(white vinyl, brushed metal)
27"L 26"D 30"H

D) 810151 Munich Armless Chair

(gray fabric)
22.5"L 27"D 28.5"H

E) 810140 Hopi Chair

(gray linen)
21"L 25"D 34"H

F) 810947 Pro Executive Guest Chair

(black vinyl)
24"L 22"D 36"H

Meeting & Stage Chairs



A.



B.



C.



D.



E.



F.

Marina Chair

17.5"L 19.5"D 35"H
A) 810160 (black vinyl)
B) 810161 (brown fabric)
C) 810164 (white vinyl)

Meeting Chair

25.5"L 23.5"D 34"H
D) 810835 (espresso vinyl)
E) 810836 (taupe fabric)
F) 810948 (white vinyl)

Group Seating

ZENITH

A) 810851 Chair
(white, chrome)
18.25"L 22"D 32"H

**B) 820241
Madison Hydraulic
Café Table**
(chrome base, gray
acajou top)
30"RND 29"H



LAGUNA

C) 810861 Chair
(maple, chrome)
18"L 19"D 34"H

**D) 8201223
Round Café Table**
(white laminate top,
chrome hydraulic base)
30" Round 29"H



MALBA

20"L 20"D 32"H
A) 810131 Chair (gray)
B) 810130 Chair (green)

MARINA

17.5"L 19.5"D 35"H
A) 810164 (white vinyl)
B) 810160 (black vinyl)
C) 810161 (brown fabric)
D) 810162 (ocean blue fabric)
E) 810163 (red fabric)



Styles & Shapes



**A) 810810
Berlin Chair**
(black, white)
18"L 22"D 32"H

**B) 810846
Christopher Chair**
(white vinyl, chrome)
17"L 19"D 35"H

**C) 810841
Rustique Chair w/arms**
(gunmetal)
20"L 18"D 31"H



**D) 81063
Altura Guest Chair**
(black crepe)
25"L 20"D 34"H

**E) 71089
Diamond Side Chair**
(black)
21"W X 23" L X 32"H

**F) 71090
Diamond Arm Chair**
(black)
20"W X 21"L X 33"H



**G) 810837
Razor Armless Chair**
(white)
15.38"L 15.5"D 30.5"H

**H) 81083
Blade Chair**
(sky blue)
20.5"L 19"D 30.5"H

**I) 81082
Blade Chair**
(red)
20.5"L 19"D 30.5"H

Mix & Match

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

J) 210108 LIMERICK® Chair BY HERMAN MILLER™
(gray) 18"W X 17.75"L X 33"H

K) 81093 Lucent Chair (frosted, acrylic) 19.5"L 19.75"D 32.5"H



Ottomans

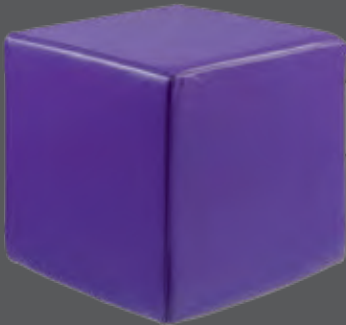
Vibe Cube

18"L 18"D 18"H

- A) 81531 (white vinyl)
- B) 81530 (black vinyl)
- C) 81532 (steel blue vinyl)
- D) 81534 (purple vinyl)
- E) 81533 (silver vinyl)
- F) 81519 (red vinyl)
- G) 81517 (yellow vinyl)
- H) 81520 (pink vinyl)
- I) 81518 (blue vinyl)
- J) 81525 (orange vinyl)



D.



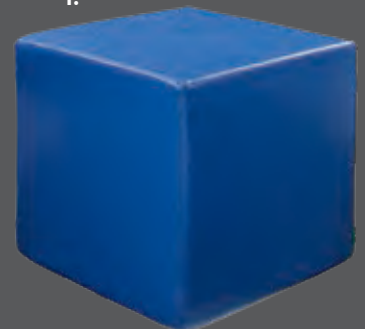
E.



G.



I.



F.



H.



J.



Styles & Shapes



Beverly Bench
60"L 20"D 18"H
A) 81556 (white vinyl)
B) 81550 (black vinyl)
C) 81552 (gray fabric)
D) 81555 (red fabric)
E) 81554 (ocean blue fabric)
F) 81553 (linen fabric)
G) 81551 (brown fabric)

H) 815119 Half Bench
(white vinyl)
39"L 22"D 18"H

ENDLESS Square
34"L 34"D 15"H
I) 815123 (black)
J) 815122 (white)
ENDLESS Curved
60.5"L 37.5"D 15"H
K) 815952 (black)
L) 815953 (white)

M) 8507 Quarter Curve
(white vinyl)
53"L 22"D 18"H
Ring (4 ottoman seats)
(white vinyl)
72"RND 18"H

N) 81526 Edge LED Cube
(white plastic)
19"L 19"D 19"H
A/C power only

O) 82074 Regis Bench
(brushed metal)
47"L 15.5"D 16"H

Marche Swivel



Marche Swivel Ottomans
17"RND 18"H
A) 815150 (white vinyl)
B) 815154 (red fabric)
C) 815158
(pear yellow fabric)
D) 815156 (plum fabric)
E) 815159 (blue fabric)
F) 815151 (gray fabric)
G) 815155
(rose quartz fabric)
H) 815152 (linen fabric)
I) 815153
(raspberry fabric)
J) 815157
(meadow green fabric)
K) 815160
(orange fabric)

Accent Tables

ALONDRA

Cocktail Table
47"L 24"D 16"H

- A) 820250 (glass, chrome)
- B) 820251 (wood, chrome)



C.



D.



ALONDRA

End Table

20"L 20"D 20"H

- C) 820252 (glass, chrome)
- D) 820253 (wood, chrome)

GEO

Cocktail Table
50"L 22"D 16"H

- A) 82034 (glass, chrome)
- B) 82027 (wood, black)



C.



D.




GEO

End Table

26"L 26"D 20"H

- C) 82035 (glass, chrome)
- D) 82028 (wood, black)

Styles & Shapes

Available in Power 

Sydney Cocktail Tables

(brushed steel)
48"L 26"D 18"H

- A) 82053 (white)
- 82073 (Powered)
- B) 82052 (black)
- 82076 (Powered)
- C) 82077 (blue)
- D) 82078 (wood)

Sydney End Tables

27"L 23"D 22"H

- E) 82055 (white)
- F) 82054 (black)
- G) 82079 (blue)
- H) 82080 (wood)

Regis Tables

(brushed metal)

I) 82074 Bench Table

47"L 15.5"D 16"H

J) 82075 End Table

16"L 15.5"D 16.5"H

Silverado Tables

(glass, chrome)

K) 82015 End Table

24" Round 22"H

L) 82014 Cocktail Table

36" Round 17"H

Oliver Tables

(walnut finish)

M) 82088 End Table

22" Round 22"H

N) 82087 Cocktail Table

47"L 27"D 19"H

Aura Round Table

O) 82084

(white metal)

15" Round 22"H

Edge LED Cube Table

P) 82057

(plexi top, white plastic)

20"L 20"D 20"H

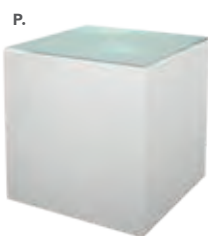
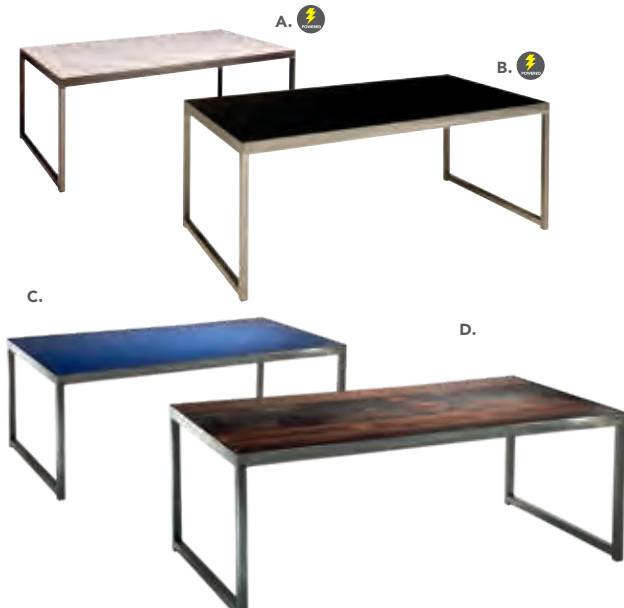
A/C power only

Wireless Charging Table, Powered

Q) 820710

(white, AC plug-In)

20"L 20"D 18"H



Café Tables

**A) 820940 Blue Hydraulic
Café Table**
(chrome base, blue top)
30" RND 29"H

B) 810131 Malba Chair
(gray)
20"L 20"D 32"H



85030
7' Boxwood Hedge
36.5"L 12"D 84"H



30" Round Café Table
A) 820941
Standard Black Base
(blue top) 30" RND 29"H

B) 81093 Lucent Chair
(frosted, acrylic)
19.5"L 19.75"D 32.5"H



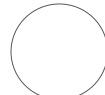
**A) 820241 Madison
Hydraulic Café Table**
(chrome base, gray acajou top)
30" RND 29"H

B) 810130 Malba Chair
(green)
20"L 20"D 32"H



Customize and Create

Choose your base, black or chrome, then pick a color that suits your design.



WHITE LAMINATE



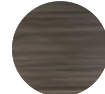
GRAPHITE NEBULA



BLUE LAMINATE



MAPLE



MADISON/GRAY ACAJOU



RED



SILVER TEXTURED



WOOD LAMINATE

Café Tables

Standard Black Base
30" RND 29"H

- A) 8201220** (white)
also available
- 820265** (Madison/gray acajou)
- 820941** (blue)
- 820943** (wood)

Café Tables

Hydraulic Chrome Base
30" RND 29"H

- B) 820923** (graphite nebula)
also available
- 8201208** (maple)
- 820921** (red)
- 820940** (blue)
- 820942** (wood)
- 820925** (silver)
- 8201223** (white)

- 36" RND 29"H
- 820126** (white)
- 8201209** (graphite nebula)
- 8201206** (maple)

Mix & Match

Create your look. Choose from a wide variety of tables and seating options.



C) 72063 Chelsea Butcher Block-Top Café Table
(oak) 30"RND 30"H
also available
72064 36"RND 30"H

D) 810164 Marina Chair
(white vinyl) 17.5"L 19.5"D 35"H

E) 72069 Soho Black-Top Café Table
(black) 24"RND 30"H
also available
72067 36"RND 30"H | **72066** 18"RND 18"H

F) 81082 Blade Chair
(red) 20.5"L 19"D 30.5"H



Bar Tables

A) 8201222
30" Round Bar Table
(white top, chrome
hydraulic base)
30"RND 45"H

B) 810952
Apex Barstool
(blue ultra suede)
21"L 21"D 33"H



C) 8201226
Rustique Square Metal Bar Table
(gunmetal)
23.75"L 23.75"D 41.25"H

D) 810839
Rustique Barstool
(gunmetal)
13"L 13"D 30"H



E) 820930
30" Round Bar Table
(blue top, chrome
hydraulic base)
30"RND 45"H

F) 810860
Laguna Barstool
(maple, chrome)
18"L 20"D 47"H



G) 820240 30"
Round Bar Table
w/ Hydraulic Chrome Base
(Madison/gray acajou)
30" RND 45"H

H) 810850
Zenith Barstool
(white, chrome)
19"L 20"D 44"H



Customize and Create

Choose your base, black or chrome, then pick a color that suits your design.



Bar Tables Standard Black Base

- 30" RND 42"H
- A) 8201221 (white)
also available
 - 820264 (Madison/gray acajou)
 - 820931 (blue)
 - 820933 (wood)

Bar Tables Hydraulic Chrome Base

- 30" RND 45"H
- E) 820922 (graphite nebula)
also available
 - 8201207 (maple)
 - 820920 (red)
 - 820930 (blue)
 - 820932 (wood)
 - 802924 (silver)

- 36" RND 45"H
- 820125 (white)
 - 8201211 (graphite nebula)
 - 8201205 (maple)

Style & Design

Choose from a variety of table top colors and styles for the perfect look.



C) 720163 Chelsea Butcher Block-Top Bistro Table
(oak) 30"RND 42"H
also available
720164 36"RND 42"H

D) 81092 Lucent Barstool
(frosted, acrylic) 22"L 22.5"D 45.5"H

E) 72070 Soho Black-Top Bistro Table
(black) 24"RND 42"H
also available
72068 36"RND 42"H

F) 810953 Apex Barstool
(red vinyl) 21"L 21"D 33"H



Barstools



LIFT Barstools

15" Round 23–33.5"H

A) 810870 (white vinyl)

B) 810873 (red vinyl)

C) 810871 (black vinyl)

D) 810872 (gray vinyl)

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



O.



P.



Q.



R.



S.



T.



U.



Mix & Match

- T) 720163 Butcher Block-Top Bistro (oak) 30" L RND 42" H
also available 720164 36" RND 42" H
- U) 210109 LIMERICK® Stool BY HERMAN MILLER™ (white) 18" X 17.75" L X 44" H

- Apex Barstools**
21" L 21" D 33" H
A) 810951 (black vinyl)
B) 810953 (red vinyl)
C) 810954 (white vinyl)
D) 810952 (blue ultra suede)
- Zoey Barstools**
15" L 16" D 30-34.75" H
E) 810840 (white, chrome)
F) 810834 (black, chrome)
- Banana Barstools**
21" L 22" D 41.75" H
G) 810104 (black, chrome)
H) 810103 (white, chrome)
- I) 810201 Oslo Barstool (white)
17" L 20" D 45" H
- J) 810848 Christopher Barstool (white vinyl, chrome)
19" L 15" D 41" H
- K) 810202 Shark Barstool (white, chrome)
22" L 19" D 34-44" H
- L) 810850 Zenith Barstool (white, chrome)
19" L 20" D 44" H
- M) 81092 Lucent Barstool (frosted, acrylic)
22" L 22.5" D 45.5" H
- N) 810860 Laguna Barstool (maple, chrome)
18" L 20" D 47" H
- Blade Barstool
20.5" L 20.125" D 40.5" H
O) 81080 (red)
P) 81081 (sky blue)
- Q) 71088 Black Diamond Stool (black) 22" W X 18" L X 46" H
- R) Gas Lift Stool w/ arms 24" W X 20" L X 46" H
71048 (gray, adjustable) also available
71047 w/o arms
- S) 810839 Rustique Barstool (gunmetal) 13" L 13" D 30" H

Conference Tables

A.



B.



42" Round Conference Table
42" RND 29"H
A) 820708 (white laminate)
B) 820260 (Madison/gray acajou)

D.



C.



MADISON

(Madison/gray acajou)

C) 820261 5' Table

60"L 48"D 29"H

D) 820262 8' Table

96"L 60"D 29"H

E) 820263 10' Table

120"L 48"D 29"H

E.



Styles & Shapes

A. | B.



C.



D.



E.



F.



I.



G.



H.



Atomic Round Tables

(glass, chrome)
A) 8201225 42"RND 30"H
B) 8201224 36"RND 30"H

Geo Rounded Square Tables

42"L 42"D 29"H
C) 82044 (glass, chrome)
D) 82043 (glass, black)

Geo Rectangular Tables

60"L 36"D 29"H
E) 82041 (glass, black)
F) 82051 (glass, chrome)

G) 820707 Merlin Multi Use Table

(gray laminate, black)
 46"L 29"D 30"H

H) 820706 Work Table

(white laminate, white)
 48"L 24"D 30"H

I) 820203

6' Conference Tables
 (graphite nebula)
 72"L 42"D 29"H

Mix & Match

J) 810946 Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable
K) 810945 Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable



Executive Seating

Task Stool

810135
 (black fabric)
 27.5"L 27.5"D 32.75"-40.25"H
 Adjustable height



Pro Executive High Back Chair

25"L 24"D 48"H
A) 810844 (white vinyl)
B) 810946 (black vinyl)
 Adjustable height



Pro Executive Guest Chair

24"L 22"D 36"H
810947 (black vinyl)



Gas Lift Chair

26" X 20"L X 38"H
A) 71045 (gray, adjustable)
71046 w/ arms

Gas Lift Stool

24"W X 20"L X 46"H
B) 71048 (gray, adjustable)
71047 w/o arms




Pro Executive Mid Back Chair

24"L 22"D 40"H
A) 810945 (white vinyl)
B) 810944 (black vinyl)
 Adjustable height



Communal and Powered Tables

Choose from a variety of Powered, Solid or Grommet Hole Table Tops.

Denotes AC and USB charging outlets 



POWERED
DETAIL



BLACK WHITE MAPLE

Table Top Options

Colors not available in all table options. Please check options listed to the right.

Bar Tables



A. 

810860
Laguna Barstool
(maple, chrome)
18"L 20"D 47"H



B.



C.

Ventura Powered Bar Tables

(silver frame)
72.25"L 26.25"D 42"H

A) 820950 (black top)
820955 (white top)

Ventura Communal Bar Tables

(silver frame)
72.25"L 26.25"D 42"H

Maple Top
B) 820954 (solid)
820951 (grommets)

White Top
C) 820953 (grommets)
820956 (solid)

Black Top
820952 (solid)

Café Tables



A. 



C.



D.



B.



E.

Ventura Powered Café Tables

(silver frame)
72.25"L 26.25"D 30"H

A) 820964 (black top)
B) 820965 (white top)

Ventura Communal Café Tables

(silver frame)
72.25"L 26.25"D 30"H

Maple Top
C) 820963 (solid)
820960 (grommets)

White Top
D) 820961 (grommets)
820966 (solid)

Black Top
E) 820962 (solid)

Office Essentials

MADISON

A) 84075 Madison Executive Desk

(gray acajou) 60"L 30"D 29"H

B) 84077 Madison Credenza

(gray acajou) 60"L 20"D 29"H

C) 810135 Task Stool

(black fabric)

27.5"L 27.5"D 32.75"-40.25"H Adjustable

D) 810844 Pro Executive

High Back Chair

(white classic vinyl)

25"L 24"D 48"H Adjustable



Tech Powered Desk




A. 



C.

B. 



Denotes AC and USB charging outlets 

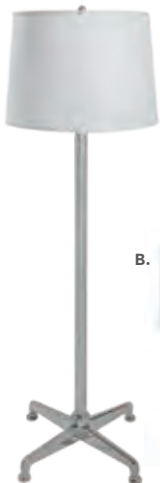
A) 84083 Tech Desk, Powered, w/3 Drawer File Cabinet
(black metal, laminate)
60"L 30"D 30"H

B) 84084 Tech Desk, Powered
(black metal, laminate)
60"L 30"D 30"H

C) 84080 3 Drawer File Cabinet on Castors
(black metal, laminate)
16"L 20"D 28"H

Lighting & Shelving

A.



B.



C.



D.




ACCENT LAMPS

Mason Lamps
(brushed silver)
A) 850708 Floor Lamp
18" RND 55"H
B) 850707 Table Lamp
16" RND 26"H

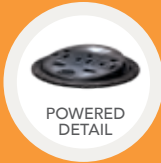
SHELVING

C) 85020 Posh Shelving
(chrome, acrylic)
36"L 18"D 72"H
D) 84078 Madison Bookcase
(gray acajou)
36"L 12"D 72"H

Show Essentials

Denotes AC and USB charging outlets 

85030
7' Boxwood Hedge
36.5"L 12"D 84"H



Midtown Powered Counter

Metallic pewter gray curved counter with taupe-colored glass top features two AC & three USB charging outlets, locking storage cabinet and two shelves.



Midtown Powered Counter

60"L 18"D 42"H (pewter/glass)

850103 (unlighted)

850102 (lighted with plug-in)



810860
Laguna Barstool
(maple, chrome)
18"L 20"D 47"H

Display Counter

A) 72056

Display Counter

(black)

24"W X 49"L X 42"H

B) 210109

limerick Stool

BY HERMAN MILLER™

(white)

18" X 17.75" L X 44" H



Midtown Bar

Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.



Midtown Bar

60"L 18"D 42"H

(pewter)

A) 850101

(unlighted)

B) 850100

(lighted with plug-in)

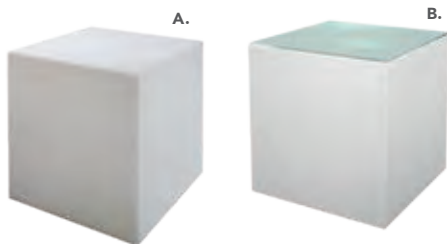
Apex Barstool

C) 810952

(blue ultra suede)

21"L 21"D 33"H

Lighted & Greenery Products



LED light available in white, red, green, blue and rolling color.



A) 81526 Edge

LED Cube Ottoman

(white plastic)

20"L 20"D 20"H

A/C power only

B) 82057 Edge LED

Cube Table

(plexi top, white plastic)

20"L 20"D 20"H

A/C power only

C) 85030

7' Boxwood Hedge

36.5"L 12"D 84"H

D) 85035

4' Boxwood Hedge

46"L 9"D 47"H

Draped or Undraped Tables & Counters

Table-Drape Colors



Special Draping: Special drape is available in a variety of colors. Refer to the order form for details. Table-top risers are available in a variety of sizes. See order form for details.

Visit us at freeman.com for ordering and full product line



Sizing Chart*

*Table and counter widths are available in select cities

24"D X 30"H | Tables Draped

124330	Tables Draped	3'L x 24"D x 30"H
124430	Tables Draped	4'L x 24"D x 30"H
124630	Tables Draped	6'L x 24"D x 30"H
124830	Tables Draped	8'L x 24"D x 30"H

24"D X 30"H | Tables Undraped

125330	Tables Undraped	3'L x 24"D x 30"H
125430	Tables Undraped	4'L x 24"D x 30"H
125630	Tables Undraped	6'L x 24"D x 30"H
125830	Tables Undraped	8'L x 24"D x 30"H

30"D X 30"H | Tables Draped

130330	Tables Draped	3'L x 30"D x 30"H
130430	Tables Draped	4'L x 30"D x 30"H
130630	Tables Draped	6'L x 30"D x 30"H
130830	Tables Draped	8'L x 30"D x 30"H

30"D X 30"H | Tables Undraped

131330	Tables Undraped	3'L x 30"D x 30"H
131430	Tables Undraped	4'L x 30"D x 30"H
131630	Tables Undraped	6'L x 30"D x 30"H
131830	Tables Undraped	8'L x 30"D x 30"H

4th Side | Table Draped 30"

12404630	Drape Table 4th Side	6' X 30"
12404830	Drape Table 4th Side	8' X 30"

24"D X 42"H | Counter Draped

124342	Counter Draped	3'L x 24"D x 42"H
124442	Counter Draped	4'L x 24"D x 42"H
124642	Counter Draped	6'L x 24"D x 42"H
124842	Counter Draped	8'L x 24"D x 42"H

24"D X 42"H | Counter Undraped

125342	Counter Undraped	3'L x 24"D x 42"H
125442	Counter Undraped	4'L x 24"D x 42"H
125642	Counter Undraped	6'L x 24"D x 42"H
125842	Counter Undraped	8'L x 24"D x 42"H

30"D X 42"H | Counter Draped

130342	Counter Draped	3'L x 30"D x 42"H
130442	Counter Draped	4'L x 30"D x 42"H
130642	Counter Draped	6'L x 30"D x 42"H
130842	Counter Draped	8'L x 30"D x 42"H

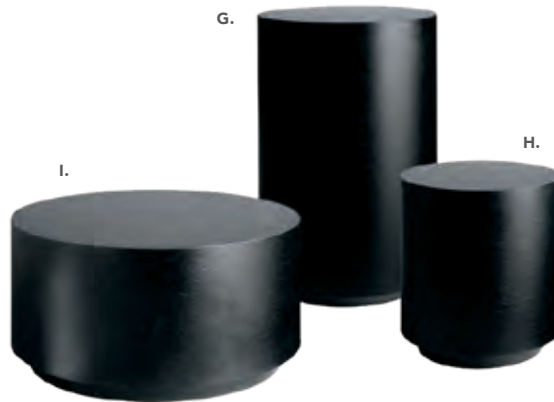
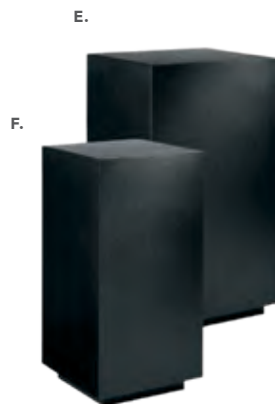
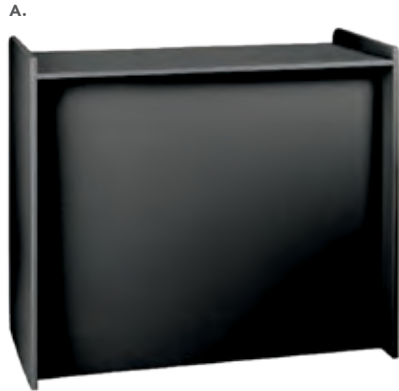
30"D X 42"H | Counter Undraped

131342	Counter Undraped	3'L x 30"D x 42"H
131442	Counter Undraped	4'L x 30"D x 42"H
131642	Counter Undraped	6'L x 30"D x 42"H
131842	Counter Undraped	8'L x 30"D x 42"H

4th Side | Table Draped 42"

12404642	Drape Table 4th Side	6' X 42"
12404842	Drape Table 4th Side	8' X 42"

Product Display



A) 72056
Display Counter
(black)
24"W X 49"L X 42"H

B) 75079
Orion Computer Kiosk
(black)
28"L X 28"D X 40.5"H
(computer not included)

C) 810840
Zoey Barstools
(white, chrome)
15"L 16"D 30-34.75"H

D) 75032
Diplay Cube - Large
(black)
24"W X 24"L X 42"H

E) 75031
Diplay Cube - Medium
(black)
18"W X 18"L X 36"H

F) 75030
Diplay Cube - Small
(black)
12"W X 12"L X 42"H

G) 75022
Diplay Cylinder - High
(black)
24"W X 24"L X 36"H

H) 75021
Diplay Cylinder - Medium
(black)
18"W X 18"L X 20"H

I) 75020
Diplay Cylinder - Low
(black)
30"W X 12"L X 15"H
available in rectangle sizes

J) 810947
Pro Executive Guest Chair
(black vinyl)
24"L 22"D 36"H

Product Storage



RACKS

A) 750135
Round Literature Rack
 (black)
 17"W X 17"L X 57"H

B) 750136
Flat Literature Rack
 (black)
 10"W X 55"H

CABINETS

C) 84080
3 Drawer File Cabinet
on Castors
 (black metal, laminate)
 16"L 20"D 28"H

D) 74082
2 Drawer File Cabinet
w/Lock
 (tan metal)
 15"W X 29"L X 28"H

E) 74081
4 Drawer File Cabinet
w/Lock
 (tan metal)
 15"W X 29"L X 50"H



REFRIGERATORS

F) 8503001
Large Refrigerator
 (white) 14.0 cubic feet
 28"W X 28"L X 64"H

G) 75057
Small Refrigerator
 4.0 cu feet
 20"W X 22"L X 33"H

Show & Office Accessories



A) 10201484
Floor Standing
Bulletin Board
 (black)
 48"W X 96"L X 78"H

B) 71048
Gas Lift Stool w/ arms
 (gray, adjustable)
 24"W X 20"L X 46"H
 also available
71047 w/o arms



C) 220121
Chrome Stanchion
w/ 8' Retractable Belt
 (black, belt) 42"H



D) 220110
Chrome Bag Rack
 (3" at center)
 1"W X 41"H X 26"W



E) 220109
Chrome Coat Tree
 (21" w at the base)
 8 1/4"W X 69 1/2"H



F) 220118
Chrome Sign Holder
 (sign holds)
 22"W X 28"H



G) 220143
Brushed Aluminum Easel
 (open 5 1/4" W X 64 1/4" H)
 26"W X 62"H



H) 220106
Corrugated Wastebasket
 (black)



Your *favorites*





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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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SOFT SEATING

Naples Group - Black Vinyl

_____	810119 *	Chair	\$595.95	\$655.55	\$834.35	\$ _____
_____	830120 *	Loveseat	\$801.20	\$881.30	\$1,121.70	\$ _____
_____	830119 *	Sofa	\$886.80	\$975.50	\$1,241.50	\$ _____

Munich Group - Gray Fabric

_____	810150 *	Corner Chair	\$684.70	\$753.15	\$958.60	\$ _____
_____	810151 *	Armless Chair	\$599.90	\$659.90	\$839.85	\$ _____
_____	830200 *	Armless Loveseat	\$1,004.20	\$1,104.60	\$1,405.90	\$ _____
_____	830201 *	Sectional - 3 Piece	\$2,286.35	\$2,515.00	\$3,200.90	\$ _____

Baja Group - White Vinyl

_____	81050 *	Chair	\$643.65	\$708.00	\$901.10	\$ _____
_____	83020 *	Loveseat	\$708.05	\$778.85	\$991.25	\$ _____
_____	83019 *	Sofa	\$960.65	\$1,056.70	\$1,344.90	\$ _____

South Beach Group - Platinum Suede

_____	8301 *	Sofa	\$738.05	\$811.85	\$1,033.25	\$ _____
_____	8151 *	Ottoman	\$322.45	\$354.70	\$451.45	\$ _____

Key Largo Group - Black Fabric

_____	830950 *	Loveseat	\$636.60	\$700.25	\$891.25	\$ _____
_____	830951 *	Sofa	\$702.80	\$773.10	\$983.90	\$ _____
_____	810950 *	Chair	\$501.40	\$551.55	\$701.95	\$ _____

Allegro Group - Blue Fabric

_____	81019 *	Chair	\$646.80	\$711.50	\$905.50	\$ _____
_____	83015 *	Sofa	\$1,032.30	\$1,135.55	\$1,445.20	\$ _____

Fairfax Group - White Vinyl

_____	810949 *	Chair	\$422.85	\$465.15	\$592.00	\$ _____
_____	830949 *	Sofa	\$675.60	\$743.15	\$945.85	\$ _____

Hopi Group - Gray Linen

_____	810140 *	Chair	\$257.55	\$283.30	\$360.55	\$ _____
_____	830150 *	Loveseat	\$329.85	\$362.85	\$461.80	\$ _____

Tangiers Group - Beige Fabric

_____	810118 *	Chair	\$529.60	\$582.55	\$741.45	\$ _____
_____	830220 *	Loveseat	\$844.75	\$929.25	\$1,182.65	\$ _____
_____	830118 *	Sofa	\$739.20	\$813.10	\$1,034.90	\$ _____

CASUAL SEATING

Ottomans

_____	815122 *	Endless Square - White Vinyl	\$382.60	\$420.85	\$535.65	\$ _____
_____	815123 *	Endless Square - Black Vinyl	\$382.60	\$420.85	\$535.65	\$ _____
_____	815953 *	Endless Curve - White Vinyl	\$523.85	\$576.25	\$733.40	\$ _____
_____	815952 *	Endless Curve - Black Vinyl	\$523.85	\$576.25	\$733.40	\$ _____
_____	815119 *	Half Bench - White Vinyl	\$409.20	\$450.10	\$572.90	\$ _____

FREEMAN furnishings

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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CASUAL SEATING

Ottomans (continued)

_____	81518 *	Vibe Cube - Blue Vinyl.....	\$183.95	\$202.35	\$257.55	\$ _____
_____	81519 *	Vibe Cube - Red Vinyl.....	\$183.95	\$202.35	\$257.55	\$ _____
_____	81525 *	Vibe Cube - Orange Vinyl.....	\$183.95	\$202.35	\$257.55	\$ _____
_____	81520 *	Vibe Cube - Pink Vinyl.....	\$183.95	\$202.35	\$257.55	\$ _____
_____	81517 *	Vibe Cube - Yellow Vinyl.....	\$183.95	\$202.35	\$257.55	\$ _____
_____	81530 *	Vibe Cube - Black Vinyl.....	\$183.95	\$202.35	\$257.55	\$ _____
_____	81531 *	Vibe Cube - White Vinyl.....	\$183.95	\$202.35	\$257.55	\$ _____
_____	81532 *	Vibe Cube - Steel Blue Vinyl.....	\$183.95	\$202.35	\$257.55	\$ _____
_____	81533 *	Vibe Cube - Silver Vinyl.....	\$183.95	\$202.35	\$257.55	\$ _____
_____	81534 *	Vibe Cube - Purple Vinyl.....	\$183.95	\$202.35	\$257.55	\$ _____
_____	815151 *	Marche Swivel - Gray Fabric.....	\$254.85	\$280.35	\$356.80	\$ _____
_____	815154 *	Marche Swivel - Red Fabric.....	\$254.85	\$280.35	\$356.80	\$ _____
_____	815159 *	Marche Swivel - Blue Fabric.....	\$254.85	\$280.35	\$356.80	\$ _____
_____	815152 *	Marche Swivel - Linen Fabric.....	\$254.85	\$280.35	\$356.80	\$ _____
_____	815157 *	Marche Swivel - Meadow Green Fabric.....	\$254.85	\$280.35	\$356.80	\$ _____
_____	815158 *	Marche Swivel - Pear Yellow Fabric.....	\$254.85	\$280.35	\$356.80	\$ _____
_____	815156 *	Marche Swivel - Plum Fabric.....	\$254.85	\$280.35	\$356.80	\$ _____
_____	815153 *	Marche Swivel - Raspberry Fabric.....	\$254.85	\$280.35	\$356.80	\$ _____
_____	815155 *	Marche Swivel - Rose Quartz Fabric.....	\$254.85	\$280.35	\$356.80	\$ _____
_____	815150 *	Marche Swivel - White Vinyl.....	\$254.85	\$280.35	\$356.80	\$ _____
_____	815160 *	Marche Swivel - Orange Fabric.....	\$254.85	\$280.35	\$356.80	\$ _____
_____	81526 *	Edge LED Cube - High Density White Plastic.....	\$248.75	\$273.65	\$348.25	\$ _____

Banquettes

_____	8506 *	Center Cone with Electrical Charging Outlet.....	\$727.60	\$800.35	\$1,018.65	\$ _____
_____	8507 *	Quarter Curve Ottoman.....	\$480.75	\$528.85	\$673.05	\$ _____

Beverly Bench Ottomans

_____	81550 *	Black Vinyl.....	\$510.00	\$561.00	\$714.00	\$ _____
_____	81551 *	Brown Fabric.....	\$510.00	\$561.00	\$714.00	\$ _____
_____	81552 *	Gray Fabric.....	\$510.00	\$561.00	\$714.00	\$ _____
_____	81553 *	Linen Fabric.....	\$510.00	\$561.00	\$714.00	\$ _____
_____	81554 *	Ocean Blue Fabric.....	\$510.00	\$561.00	\$714.00	\$ _____
_____	81555 *	Red Fabric.....	\$510.00	\$561.00	\$714.00	\$ _____
_____	81556 *	White Vinyl.....	\$510.00	\$561.00	\$714.00	\$ _____

Accent Chairs

_____	71089	Black Diamond Side Chair.....	\$135.95	\$149.55	\$190.35	\$ _____
_____	71090	Black Diamond Armchair.....	\$111.80	\$123.00	\$156.50	\$ _____
_____	810861*	Laguna Chair - Maple/Chrome.....	\$157.05	\$172.75	\$219.85	\$ _____
_____	210108	Limerick® Chair by Herman Miller.....	\$58.50	\$64.35	\$81.90	\$ _____
_____	8102 *	Madrid Chair - Black Vinyl/Chrome.....	\$922.65	\$1,014.90	\$1,291.70	\$ _____
_____	810816 *	Madrid Chair - White Vinyl/Chrome.....	\$922.65	\$1,014.90	\$1,291.70	\$ _____
_____	810948 *	Meeting Chair - White Vinyl.....	\$347.25	\$382.00	\$486.15	\$ _____
_____	810835 *	Meeting Chair - Espresso Vinyl.....	\$262.70	\$288.95	\$367.80	\$ _____
_____	810836 *	Meeting Chair - Taupe Microfiber.....	\$344.45	\$378.90	\$482.25	\$ _____
_____	8103 *	Key West Chair - Black Fabric.....	\$462.15	\$508.35	\$647.00	\$ _____
_____	810164 *	Marina Chair - White Vinyl.....	\$167.60	\$184.35	\$234.65	\$ _____
_____	810160 *	Marina Chair - Black Vinyl.....	\$167.60	\$184.35	\$234.65	\$ _____
_____	810161 *	Marina Chair - Brown Fabric.....	\$167.60	\$184.35	\$234.65	\$ _____
_____	810162 *	Marina Chair - Ocean Blue Fabric.....	\$167.60	\$184.35	\$234.65	\$ _____
_____	810163 *	Marina Chair - Red Fabric.....	\$167.60	\$184.35	\$234.65	\$ _____
_____	810131 *	Malba Chair - Gray Molded Plastic.....	\$113.30	\$124.65	\$158.60	\$ _____
_____	810130 *	Malba Chair - Green Molded Plastic.....	\$110.85	\$121.95	\$155.20	\$ _____
_____	810846 *	Christopher Chair - White Vinyl/Chrome.....	\$152.60	\$167.85	\$213.65	\$ _____
_____	810851 *	Zenith Chair - White/Chrome.....	\$177.70	\$195.45	\$248.80	\$ _____
_____	810841 *	Rustique Chair - Gunmetal.....	\$152.60	\$167.85	\$213.65	\$ _____
_____	810837 *	Razor Armless Chair - White High Density Plastic.....	\$70.65	\$77.70	\$98.90	\$ _____
_____	810875 *	Swanson Swivel Chair - White Vinyl.....	\$324.35	\$356.80	\$454.10	\$ _____
_____	81083 *	Blade Chair - Sky Blue.....	\$92.50	\$101.75	\$129.50	\$ _____
_____	81082 *	Blade Chair - Red.....	\$92.50	\$101.75	\$129.50	\$ _____
_____	810810 *	Berlin Stack Chair - White & Black Plastic/Chrome.....	\$125.00	\$137.50	\$175.00	\$ _____
_____	81093 *	Lucent Chair - Frosted Acrylic.....	\$232.75	\$256.05	\$325.85	\$ _____
_____	810145 *	Wentworth Chair - Brown Vinyl.....	\$297.65	\$327.40	\$416.70	\$ _____

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CASUAL SEATING

Executive Seating

_____	71046	Gray Gaslift Chair With Arms.....	\$272.65	\$299.90	\$381.70	\$ _____
_____	71045	Gray Gaslift Chair Without Arms.....	\$229.25	\$252.20	\$320.95	\$ _____
_____	810874 *	La Brea Swivel Chair - Charcoal Gray Fabric.....	\$382.60	\$420.85	\$535.65	\$ _____
_____	81063 *	Altura Guest Chair - Black Fabric/Black Steel.....	\$369.00	\$405.90	\$516.60	\$ _____
_____	810844 *	Pro Executive High Back Chair - White Vinyl.....	\$344.45	\$378.90	\$482.25	\$ _____
_____	810946 *	Pro Executive High Back Chair - Black Vinyl.....	\$347.25	\$382.00	\$486.15	\$ _____
_____	810945 *	Pro Executive Mid Back Chair - White Vinyl.....	\$431.15	\$474.25	\$603.60	\$ _____
_____	810944 *	Pro Executive Mid Back Chair - Black Vinyl.....	\$418.10	\$459.90	\$585.35	\$ _____
_____	810947 *	Pro Executive Guest Chair - Black Vinyl.....	\$451.25	\$496.40	\$631.75	\$ _____

Barstools

_____	71088	Black Diamond Stool.....	\$203.30	\$223.65	\$284.60	\$ _____
_____	71048	Gray Gaslift Stool With Arms.....	\$284.95	\$313.45	\$398.95	\$ _____
_____	71047	Gray Gaslift Stool Without Arms.....	\$264.35	\$290.80	\$370.10	\$ _____
_____	810860 *	Laguna Barstool - Maple/Chrome.....	\$198.10	\$217.90	\$277.35	\$ _____
_____	210109	Limerick® Stool by Herman Miller.....	\$135.95	\$149.55	\$190.35	\$ _____
_____	810872 *	Lift Barstool - Gray Vinyl/Chrome.....	\$196.60	\$216.25	\$275.25	\$ _____
_____	810873 *	Lift Barstool - Red Vinyl/Chrome.....	\$196.60	\$216.25	\$275.25	\$ _____
_____	810871 *	Lift Barstool - Black Vinyl/Chrome.....	\$196.60	\$216.25	\$275.25	\$ _____
_____	810870 *	Lift Barstool - White Vinyl/Chrome.....	\$196.60	\$216.25	\$275.25	\$ _____
_____	810951 *	Apex Barstool - Black Vinyl.....	\$251.90	\$277.10	\$352.65	\$ _____
_____	810952 *	Apex Barstool - Blue Ultra Suede.....	\$251.90	\$277.10	\$352.65	\$ _____
_____	810953 *	Apex Barstool - Red Vinyl.....	\$251.90	\$277.10	\$352.65	\$ _____
_____	810954 *	Apex Barstool - White Vinyl.....	\$251.90	\$277.10	\$352.65	\$ _____
_____	810103 *	Banana Barstool - White Vinyl/Chrome.....	\$220.35	\$242.40	\$308.50	\$ _____
_____	810104 *	Banana Barstool - Black Vinyl/Chrome.....	\$220.35	\$242.40	\$308.50	\$ _____
_____	810850 *	Zenith Barstool - White/Chrome.....	\$177.70	\$195.45	\$248.80	\$ _____
_____	810840 *	Zoey Barstool - White Vinyl/Chrome.....	\$375.70	\$413.25	\$526.00	\$ _____
_____	810834 *	Zoey Barstool - Black Vinyl/Chrome.....	\$375.70	\$413.25	\$526.00	\$ _____
_____	810848 *	Christopher Barstool - White.....	\$257.80	\$283.60	\$360.90	\$ _____
_____	810202 *	Shark Barstool - White Plastic/Chrome.....	\$433.50	\$476.85	\$606.90	\$ _____
_____	810839 *	Rustique Barstool - Gunmetal.....	\$152.60	\$167.85	\$213.65	\$ _____
_____	810201 *	Oslo Barstool - White Plastic/Chrome.....	\$277.60	\$305.35	\$388.65	\$ _____
_____	81080 *	Blade Barstool - Red.....	\$185.05	\$203.55	\$259.05	\$ _____
_____	81081 *	Blade Barstool - Sky Blue.....	\$185.05	\$203.55	\$259.05	\$ _____
_____	81092 *	Lucent Barstool - Frosted Acrylic.....	\$247.60	\$272.35	\$346.65	\$ _____
_____	810135 *	Task Stool - Black Fabric.....	\$205.10	\$225.60	\$287.15	\$ _____

TABLES

Draped & Undraped Tables & Counters

Black Blue Brown Flax Gold Gray Green Plum Red White

Draped Tables & Counters - Tables are 24" wide

_____	124330	Draped Table 3'L x 30"H.....	\$126.65	\$139.30	\$177.30	\$ _____
_____	124430	Draped Table 4'L x 30"H.....	\$150.00	\$165.00	\$210.00	\$ _____
_____	124630	Draped Table 6'L x 30"H.....	\$179.25	\$197.20	\$250.95	\$ _____
_____	124830	Draped Table 8'L x 30"H.....	\$204.30	\$224.75	\$286.00	\$ _____
_____	12404630	4th Side Drape 6'L x 30"H.....	\$52.95	\$58.25	\$74.15	\$ _____
_____	12404830	4th Side Drape 8'L x 30"H.....	\$52.95	\$58.25	\$74.15	\$ _____
_____	124342	Draped Counter 3'L x 42"H.....	\$171.20	\$188.30	\$239.70	\$ _____
_____	124442	Draped Counter 4'L x 42"H.....	\$196.05	\$215.65	\$274.45	\$ _____
_____	124642	Draped Counter 6'L x 42"H.....	\$220.95	\$243.05	\$309.35	\$ _____
_____	124842	Draped Counter 8'L x 42"H.....	\$247.20	\$271.90	\$346.10	\$ _____
_____	12404642	4th Side Drape 6'L x 42"H.....	\$61.05	\$67.15	\$85.45	\$ _____
_____	12404842	4th Side Drape 8'L x 42"H.....	\$61.05	\$67.15	\$85.45	\$ _____

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TABLES

Undraped Tables & Counters - Tables are 24" wide

_____	125330	Undraped Table 3'L x 30"H.....	\$50.00	\$55.00	\$70.00	\$ _____
_____	125430	Undraped Table 4'L x 30"H.....	\$61.10	\$67.20	\$85.55	\$ _____
_____	125630	Undraped Table 6'L x 30"H.....	\$70.85	\$77.95	\$99.20	\$ _____
_____	125830	Undraped Table 8'L x 30"H.....	\$80.25	\$88.30	\$112.35	\$ _____
_____	125342	Undraped Counter 3'L x 42"H.....	\$85.95	\$94.55	\$120.35	\$ _____
_____	125442	Undraped Counter 4'L x 42"H.....	\$98.15	\$107.95	\$137.40	\$ _____
_____	125642	Undraped Counter 6'L x 42"H.....	\$109.50	\$120.45	\$153.30	\$ _____
_____	125842	Undraped Counter 8'L x 42"H.....	\$118.50	\$130.35	\$165.90	\$ _____

Table Top Risers - Risers are 8" wide

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	\$30.25	\$33.30	\$42.35	\$ _____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	\$30.25	\$33.30	\$42.35	\$ _____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	\$35.25	\$38.80	\$49.35	\$ _____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	\$35.25	\$38.80	\$49.35	\$ _____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	\$40.75	\$44.85	\$57.05	\$ _____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	\$40.75	\$44.85	\$57.05	\$ _____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	\$46.00	\$50.60	\$64.40	\$ _____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	\$46.00	\$50.60	\$64.40	\$ _____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	\$56.50	\$62.15	\$79.10	\$ _____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	\$56.50	\$62.15	\$79.10	\$ _____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	\$66.75	\$73.45	\$93.45	\$ _____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	\$66.75	\$73.45	\$93.45	\$ _____

Pedestal Tables - Soho Series

_____	72069	Black-Top Cafe Table - 30"H x 24"W.....	\$191.30	\$210.45	\$267.80	\$ _____
_____	72067	Black-Top Cafe Table - 30"H x 36"W.....	\$220.95	\$243.05	\$309.35	\$ _____
_____	72066	Black-Top Mini Table - 18"H x 18"W.....	\$163.80	\$180.20	\$229.30	\$ _____
_____	72070	Black-Top Bistro Table - 42"H x 24"W.....	\$253.40	\$278.75	\$354.75	\$ _____
_____	72068	Black-Top Bistro Table - 42"H x 36"W.....	\$276.05	\$303.65	\$386.45	\$ _____

Pedestal Tables - Chelsea Series

_____	72063	Butcher Block-Top Cafe Table - 30"H x 30"W.....	\$208.00	\$228.80	\$291.20	\$ _____
_____	72064	Butcher Block-Top Cafe Table - 30"H x 36"W.....	\$218.70	\$240.55	\$306.20	\$ _____
_____	720163	Butcher Block-Top Bistro Table - 42"H x 30"W.....	\$279.05	\$306.95	\$390.65	\$ _____
_____	720164	Butcher Block-Top Bistro Table - 42"H x 36"W.....	\$305.10	\$335.60	\$427.15	\$ _____

Pedestal Tables

_____	8201208 *	Hydraulic Base Cafe Table - Maple.....	\$396.15	\$435.75	\$554.60	\$ _____
_____	8201207 *	Hydraulic Base Bar Table - Maple.....	\$411.90	\$453.10	\$576.65	\$ _____
_____	8201209 *	Hydraulic Base Cafe Table - Graphite.....	\$440.70	\$484.75	\$617.00	\$ _____
_____	8201211 *	Hydraulic Base Bar Table - Graphite.....	\$453.15	\$498.45	\$634.40	\$ _____
_____	8201206 *	Hydraulic Base Cafe Table - Maple.....	\$450.45	\$495.50	\$630.65	\$ _____
_____	8201205 *	Hydraulic Base Bar Table - Maple.....	\$447.75	\$492.55	\$626.85	\$ _____
_____	820126 *	Hydraulic Base Cafe Table - White Laminate.....	\$450.45	\$495.50	\$630.65	\$ _____
_____	820125 *	Hydraulic Base Bar Table - White Laminate.....	\$471.10	\$518.20	\$659.55	\$ _____
_____	820241 *	Madison Hydraulic Base Cafe Table - Gray Acajou.....	\$352.70	\$387.95	\$493.80	\$ _____
_____	820240 *	Madison Hydraulic Base Bar Table - Gray Acajou.....	\$352.70	\$387.95	\$493.80	\$ _____
_____	820265 *	Madison Cafe Table - Gray Acajou.....	\$278.25	\$306.10	\$389.55	\$ _____
_____	820264 *	Madison Bar Table - Gray Acajou.....	\$303.80	\$334.20	\$425.30	\$ _____
_____	8201220 *	30" Cafe Table Black Base - White Laminate.....	\$296.15	\$325.75	\$414.60	\$ _____
_____	8201221 *	30" Bar Table Black Base - White Laminate.....	\$316.80	\$348.50	\$443.50	\$ _____
_____	8201222 *	30" Bar Table Chrome Base - White Laminate.....	\$455.60	\$501.15	\$637.85	\$ _____
_____	8201223 *	30" Cafe Table Chrome Base - White Laminate.....	\$455.60	\$501.15	\$637.85	\$ _____
_____	820920 *	30" Bar Table Chrome Hydraulic Base - Red.....	\$352.70	\$387.95	\$493.80	\$ _____
_____	820921 *	30" Cafe Table Chrome Hydraulic Base - Red.....	\$352.70	\$387.95	\$493.80	\$ _____
_____	820922 *	30" Bar Table Chrome Hydraulic Base - Gray.....	\$352.70	\$387.95	\$493.80	\$ _____
_____	820923 *	30" Cafe Table Chrome Hydraulic Base - Gray.....	\$352.70	\$387.95	\$493.80	\$ _____

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TABLES

Pedestal Tables (continued)

_____	820924 *	30" Bar Table Chrome Hydraulic Base - Silver	\$429.80	\$472.80	\$601.70	\$ _____
_____	820925 *	30" Cafe Table Chrome Hydraulic Base - Silver	\$429.80	\$472.80	\$601.70	\$ _____
_____	820930 *	30" Bar Table with Hydraulic Base - Blue	\$342.70	\$376.95	\$479.80	\$ _____
_____	820931 *	30" Bar Table with Black Base - Blue	\$272.60	\$299.85	\$381.65	\$ _____
_____	820932 *	30" Bar Table with Hydraulic Base - Wood	\$417.80	\$459.60	\$584.90	\$ _____
_____	820933 *	30" Bar Table with Black Base - Wood	\$290.35	\$319.40	\$406.50	\$ _____
_____	820940 *	30" Cafe Table with Hydraulic Base - Blue	\$342.70	\$376.95	\$479.80	\$ _____
_____	820941 *	30" Cafe Table with Black Base - Blue	\$245.25	\$269.80	\$343.35	\$ _____
_____	820942 *	30" Cafe Table with Hydraulic Base - Wood	\$417.80	\$459.60	\$584.90	\$ _____
_____	820943 *	30" Cafe Table with Black Base - Wood	\$265.30	\$291.85	\$371.40	\$ _____

Accent Tables

_____	82015 *	Silverado End Table - Tempered Glass/Painted Steel.....	\$295.50	\$325.05	\$413.70	\$ _____
_____	82014 *	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	\$313.50	\$344.85	\$438.90	\$ _____
_____	820252 *	Alondra End Table - Glass/Chrome	\$257.55	\$283.30	\$360.55	\$ _____
_____	820250 *	Alondra Cocktail Table - Glass/Chrome.....	\$357.60	\$393.35	\$500.65	\$ _____
_____	820253 *	Alondra End Table - Wood/Chrome	\$257.55	\$283.30	\$360.55	\$ _____
_____	820251 *	Alondra Cocktail Table - Wood/Chrome.....	\$357.60	\$393.35	\$500.65	\$ _____
_____	8201224 *	Atomic 36" Round Table - Glass/Chrome	\$396.65	\$436.30	\$555.30	\$ _____
_____	8201225 *	Atomic 42" Round Table - Glass/Chrome	\$396.65	\$436.30	\$555.30	\$ _____
_____	82028 *	Geo End Table - Wood/Black Steel	\$303.80	\$334.20	\$425.30	\$ _____
_____	82027 *	Geo Cocktail Table - Wood/Black Steel	\$311.90	\$343.10	\$436.65	\$ _____
_____	82035 *	Geo End Table - Glass/Chrome.....	\$267.00	\$293.70	\$373.80	\$ _____
_____	82034 *	Geo Cocktail Table - Glass/Chrome	\$295.50	\$325.05	\$413.70	\$ _____
_____	82054 *	Sydney End Table - Black Laminate/Brushed Steel	\$275.15	\$302.65	\$385.20	\$ _____
_____	82055 *	Sydney End Table - White Laminate/Brushed Steel	\$275.15	\$302.65	\$385.20	\$ _____
_____	82052 *	Sydney Cocktail Table - Black Laminate/Brushed Steel	\$332.60	\$365.85	\$465.65	\$ _____
_____	82053 *	Sydney Cocktail Table - White Laminate/Brushed Steel.....	\$332.60	\$365.85	\$465.65	\$ _____
_____	82079 *	Sydney End Table - Blue Laminate/Brushed Steel.....	\$267.65	\$294.40	\$374.70	\$ _____
_____	82080 *	Sydney End Table - Wood Laminate/Brushed Steel.....	\$267.65	\$294.40	\$374.70	\$ _____
_____	82077 *	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	\$322.65	\$354.90	\$451.70	\$ _____
_____	82078 *	Sydney Cocktail Table - Wood Laminate/Brushed Steel	\$322.65	\$354.90	\$451.70	\$ _____
_____	82075 *	Regis End Table - Brushed Metal	\$293.85	\$323.25	\$411.40	\$ _____
_____	82074 *	Regis Bench/Table - Brushed Metal	\$414.00	\$455.40	\$579.60	\$ _____
_____	820844 *	Aura Round Table - White Metal.....	\$161.15	\$177.25	\$225.60	\$ _____
_____	82057 *	Edge LED Cube Table - White Plastic/Clear Acrylic.....	\$248.75	\$273.65	\$348.25	\$ _____
_____	82043 *	Geo Square-Round Table - Glass/Black Steel.....	\$380.30	\$418.35	\$532.40	\$ _____
_____	82044 *	Geo Square-Round Table - Glass/Chrome.....	\$380.30	\$418.35	\$532.40	\$ _____
_____	82088 *	Oliver End Table - Walnut Finish	\$285.25	\$313.80	\$399.35	\$ _____
_____	82087 *	Oliver Table - Walnut Finish.....	\$320.65	\$352.70	\$448.90	\$ _____
_____	8201226 *	Rustique Square Metal Bar Table - Gray.....	\$350.25	\$385.30	\$490.35	\$ _____

Conference Tables

_____	82041 *	Geo Conference Table - Glass/Black Steel	\$497.95	\$547.75	\$697.15	\$ _____
_____	82051 *	Geo Conference Table - Glass/Chrome.....	\$497.95	\$547.75	\$697.15	\$ _____
_____	820260 *	Madison Conference Table - Gray Acajou.....	\$476.60	\$524.25	\$667.25	\$ _____
_____	820708 *	42" Round White Conference Table - White Laminate	\$496.05	\$545.65	\$694.45	\$ _____
_____	820203 *	6' Oval Conference Table - Granite Nebula	\$673.30	\$740.65	\$942.60	\$ _____
_____	820261 *	Madison 5' Conference Table - Gray Acajou	\$576.05	\$633.65	\$806.45	\$ _____
_____	820262 *	Madison 8' Conference Table - Gray Acajou	\$1,150.90	\$1,266.00	\$1,611.25	\$ _____
_____	820263 *	Madison 10' Conference Table - Gray Acajou	\$1,150.90	\$1,266.00	\$1,611.25	\$ _____
_____	820951 *	Ventura Bar Table - Maple with Grommets.....	\$818.90	\$900.80	\$1,146.45	\$ _____
_____	820952 *	Ventura Communal Bar Table - Black.....	\$844.75	\$929.25	\$1,182.65	\$ _____
_____	820953 *	Ventura Bar Table - White with Grommets	\$818.90	\$900.80	\$1,146.45	\$ _____
_____	820954 *	Ventura Communal Bar Table - Maple.....	\$818.90	\$900.80	\$1,146.45	\$ _____
_____	820956 *	Ventura Communal Bar Table - White	\$818.90	\$900.80	\$1,146.45	\$ _____
_____	820963 *	Ventura Communal Cafe Table - Maple.....	\$567.90	\$624.70	\$795.05	\$ _____
_____	820960 *	Ventura Cafe Table - Maple with Grommets.....	\$795.70	\$875.25	\$1,114.00	\$ _____
_____	820961 *	Ventura Cafe Table - White with Grommets	\$795.70	\$875.25	\$1,114.00	\$ _____
_____	820966 *	Ventura Communal Cafe Table - White	\$567.90	\$624.70	\$795.05	\$ _____
_____	820962 *	Ventura Communal Cafe Table - Black.....	\$567.90	\$624.70	\$795.05	\$ _____

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TABLES

Office

_____	84075 *	Madison Desk - Gray Acajou	\$725.20	\$797.70	\$1,015.30	\$ _____
_____	84077 *	Madison Credenza - Gray Acajou.....	\$605.90	\$666.50	\$848.25	\$ _____
_____	84078 *	Madison Bookcase - Gray Acajou.....	\$516.20	\$567.80	\$722.70	\$ _____

Computer Desk/Table

_____	820706 *	Work Desk - White Laminate	\$426.65	\$469.30	\$597.30	\$ _____
_____	820707 *	Merlin Table - Gray Laminate.....	\$446.45	\$491.10	\$625.05	\$ _____

POWERED

Powered Seating

_____	810120 *	Naples Chair, Powered - Black Vinyl	\$821.00	\$903.10	\$1,149.40	\$ _____
_____	830122 *	Naples Loveseat, Powered - Black Vinyl	\$1,103.80	\$1,214.20	\$1,545.30	\$ _____
_____	830121 *	Naples Sofa, Powered - Black Vinyl.....	\$1,269.90	\$1,396.90	\$1,777.85	\$ _____
_____	81021 *	Roma Chair, Powered - White Vinyl.....	\$821.00	\$903.10	\$1,149.40	\$ _____
_____	83017 *	Roma Sofa, Powered - White Vinyl.....	\$1,269.90	\$1,396.90	\$1,777.85	\$ _____

Powered Tables

_____	820950 *	Ventura Communal Bar Table, Powered - Black	\$1,045.20	\$1,149.70	\$1,463.30	\$ _____
_____	820955 *	Ventura Communal Bar Table, Powered - White	\$950.15	\$1,045.15	\$1,330.20	\$ _____
_____	820964 *	Ventura Communal Cafe Table, Powered - Black.....	\$705.50	\$776.05	\$987.70	\$ _____
_____	820965 *	Ventura Communal Cafe Table, Powered - White.....	\$705.50	\$776.05	\$987.70	\$ _____
_____	84083 *	Tech Desk with 3 Drawer File Cabinet, Powered - Black Metal..	\$761.85	\$838.05	\$1,066.60	\$ _____
_____	84084 *	Tech Desk, Powered - Black Metal.....	\$670.90	\$738.00	\$939.25	\$ _____
_____	82076 *	Sydney Cocktail Table, Powered - Black	\$518.55	\$570.40	\$725.95	\$ _____
_____	82073 *	Sydney Cocktail Table, Powered - White.....	\$518.55	\$570.40	\$725.95	\$ _____

Powered Product Pedestals

_____	85060 *	Powered Locking Pedestal 36"H - Black.....	\$600.25	\$660.30	\$840.35	\$ _____
_____	85061 *	Powered Locking Pedestal 36"H - White	\$600.25	\$660.30	\$840.35	\$ _____
_____	85062 *	Powered Locking Pedestal 42"H - Black.....	\$715.60	\$787.15	\$1,001.85	\$ _____
_____	85063 *	Powered Locking Pedestal 42"H - White	\$715.60	\$787.15	\$1,001.85	\$ _____
_____	820710 *	Wireless Charging Table, Powered	\$562.95	\$619.25	\$788.15	\$ _____

Midtown Counters & Bars

_____	850103 *	Midtown Powered Counter Unlighted - Pewter	\$1,801.45	\$1,981.60	\$2,522.05	\$ _____
_____	850102 *	Midtown Powered Counter Lighted with Plug-In - Pewter.....	\$2,096.75	\$2,306.45	\$2,935.45	\$ _____
_____	850101 *	Midtown Bar Unlighted - Pewter.....	\$1,613.80	\$1,775.20	\$2,259.30	\$ _____
_____	850100 *	Midtown Bar Lighted with Plug-In - Pewter	\$1,916.65	\$2,108.30	\$2,683.30	\$ _____

DISPLAY & ACCESSORIES

Product Storage

_____	84080 *	3 Drawer File Cabinet on Castors - Black.....	\$232.35	\$255.60	\$325.30	\$ _____
_____	74082	File Cabinet with Lock - Two Drawer - Standard Size.....	\$273.50	\$300.85	\$382.90	\$ _____
_____	74081	File Cabinet with Lock - Four Drawer - Standard Size	\$376.30	\$413.95	\$526.80	\$ _____
_____	85020 *	Posh Shelving with Chrome Frame - White	\$635.75	\$699.35	\$890.05	\$ _____

Refrigerator

_____	75057	Small Refrigerator	\$440.55	\$484.60	\$616.75	\$ _____
_____	8503001 *	Refrigerator - White - 14.0 Cubic Feet	\$913.65	\$1,005.00	\$1,279.10	\$ _____

Lighting

_____	850707 *	Mason Table Lamp - White/Brushed Silver.....	\$201.80	\$222.00	\$282.50	\$ _____
_____	850708 *	Mason Floor Lamp - White/Brushed Silver	\$299.75	\$329.75	\$419.65	\$ _____

FREEMAN furnishings

Take advantage of the Online price by ordering at www.freeman.com before FEBRUARY 3, 2020.

NAME OF SHOW: **WPPI 2020 / February 25-27, 2020**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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DISPLAY & ACCESSORIES

Display

_____	75020	Display Cylinder - Black - Low	\$228.45	\$251.30	\$319.85	\$ _____
_____	75021	Display Cylinder - Black - Medium	\$243.55	\$267.90	\$340.95	\$ _____
_____	75022	Display Cylinder - Black - High	\$276.10	\$303.70	\$386.55	\$ _____
_____	75030	Display Cube - Black - 12" Small	\$258.50	\$284.35	\$361.90	\$ _____
_____	75031	Display Cube - Black - 18" Medium	\$258.50	\$284.35	\$361.90	\$ _____
_____	75032	Display Cube - Black - 24" Large	\$258.50	\$284.35	\$361.90	\$ _____
_____	75079	Orion Computer Kiosk - Black	\$464.70	\$511.15	\$650.60	\$ _____
_____	72056	Display Counter - Black	\$465.15	\$511.65	\$651.20	\$ _____

Boxwood Hedges

_____	85030 *	7' Boxwood Hedge	\$800.65	\$880.70	\$1,120.90	\$ _____
_____	85035 *	4' Boxwood Hedge	\$437.85	\$481.65	\$613.00	\$ _____

Accessories

_____	220121	Chrome Stanchion with 8' Retractable Belt	\$91.50	\$100.65	\$128.10	\$ _____
_____	220118	Chrome Sign Holder	\$93.15	\$102.45	\$130.40	\$ _____
_____	750135	Round Literature Rack	\$376.30	\$413.95	\$526.80	\$ _____
_____	750136	Flat Literature Rack	\$325.70	\$358.25	\$456.00	\$ _____
_____	220109	Chrome Coat Tree	\$64.15	\$70.55	\$89.80	\$ _____
_____	220134	Aluminum Easel	\$68.25	\$75.10	\$95.55	\$ _____
_____	220110	Chrome Bag Rack	\$139.05	\$152.95	\$194.65	\$ _____
_____	10201484	Floor-Standing Bulletin Board	\$239.40	\$263.35	\$335.15	\$ _____
_____	220106	Corrugated Wastebasket	\$20.55	\$22.60	\$28.75	\$ _____

Special Drape

Black
 Blue
 Brown
 Flax
 Gold
 Gray
 Green
 Plum
 Red
 White

_____	12103	Special Drape - 3'H (per ft.)	\$19.65	\$21.60	\$27.50	\$ _____
_____	12108	Special Drape - 8'H (per ft.)	\$25.05	\$27.55	\$35.05	\$ _____

TOTAL COST

Sub-Total _____ **+ Tax (8.375%)** _____ **= TOTAL** _____

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

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 • Fax: (469) 621-5604



ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 3, 2020

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WPPI 2020 / February 25-27, 2020**

COMPANY NAME: _____ BOOTH #: _____

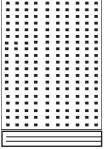
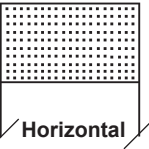
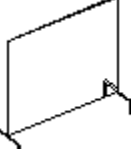
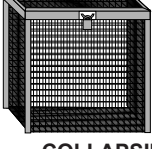

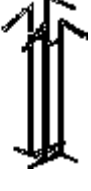
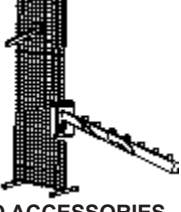
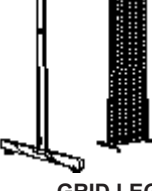


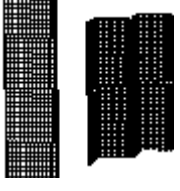

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ACCESSORIES

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
PERFBOARD / BULLETIN BOARDS						
_____	10201178	1M x 8'H Single Side-Vert.....	251.40	276.55	351.95	_____
_____	10201182	1/2M x 8'H Single Side-Vert.....	189.20	208.10	264.90	_____
_____	10201480	4' x 8' Single Side-Horz.....	251.40	276.55	351.95	_____
_____	102040	4" Single Hook.....	3.35	3.70	4.70	_____
_____	102060	6" Single Hook.....	3.35	3.70	4.70	_____
_____	102080	8" Single Hook.....	3.35	3.70	4.70	_____
_____	10205	12" Shelf Bracket.....	20.75	22.85	29.05	_____
_____	10207	7-Ball Waterfall.....	38.80	42.70	54.30	_____

GRIDS						
_____	103028	Chrome Grid.....	107.80	118.60	150.90	_____
_____	103010	Black Grid.....	107.80	118.60	150.90	_____
_____	103011	White Grid.....	107.80	118.60	150.90	_____
_____	103040	Grid Legs - Chrome.....	31.65	34.80	44.30	_____
_____	103041	Grid Legs - Black.....	31.65	34.80	44.30	_____
_____	103042	Grid Legs - White.....	31.65	34.80	44.30	_____
_____	103030	Grid Connectors.....	38.80	42.70	54.30	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
GRIDS (continued)						
_____	10303	3-Ball Waterfall.....	32.55	35.80	45.55	_____
_____	10305	5-Ball Waterfall.....	34.75	38.25	48.65	_____
_____	10307	7-Ball Waterfall.....	38.80	42.70	54.30	_____
_____	10309	Cleaver Clip.....	6.35	7.00	8.90	_____
_____	103044	4" Single Hook.....	3.35	3.70	4.70	_____
_____	103046	6" Single Hook.....	3.35	3.70	4.70	_____
_____	103048	8" Single Hook.....	3.35	3.70	4.70	_____

ACCESSORIES						
_____	151010	Collapsible Security Contr.	377.45	415.20	528.45	_____
_____	15905	Fish Bowl.....	36.75	40.45	51.45	_____
_____	159011	Ticket Tumbler - Small.....	138.45	152.30	193.85	_____
_____	10405	Garment Rack.....	151.10	166.20	211.55	_____
_____	10404	4-way Slant Arm.....	189.20	208.10	264.90	_____
_____	10403	2-way Straight Arm.....	150.45	165.50	210.65	_____

TOTAL COST						
Sub-Total _____			+ Tax (8.375%) _____		= TOTAL _____	

Don't see what you need?
Please call Exhibitor Services Representative at 702-579-1700.

FREEMAN accessories

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FREEMAN

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SHOWCASES



QUARTER VIEW



HALF VIEW



FULL VIEW

THE STANDARD WHITE LINE (Fluorescent)

Fluorescent Lighting
Sliding Doors w/Lock (No Mirrors)
Solid Sides
Matte White Formica Exterior
Closed Storage area (Quarter & Half View Cases)
Available in 4', 5' and 6' lengths & 34" Corner Cases
Available in Quarter, Half & Full View

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
_____	101044	4' Quarter View Fluorescent..	509.20	560.10	712.90	_____
_____	101052	5' Quarter View Fluorescent..	509.20	560.10	712.90	_____
_____	101062	6' Quarter View Fluorescent..	509.20	560.10	712.90	_____
_____	101042	4' Half View Fluorescent.....	509.20	560.10	712.90	_____
_____	101050	5' Half View Fluorescent.....	509.20	560.10	712.90	_____
_____	101060	6' Half View Fluorescent.....	509.20	560.10	712.90	_____
_____	101043	4' Full View Fluorescent	509.20	560.10	712.90	_____
_____	101051	5' Full View Fluorescent	509.20	560.10	712.90	_____
_____	101061	6' Full View Fluorescent	509.20	560.10	712.90	_____
_____	101092	Corner Quarter View	559.80	615.80	783.70	_____
_____	101090	Corner Half View	559.80	615.80	783.70	_____

THE DELUXE LINE (Fluorescent)

Fluorescent Lighting
Mirrored Sliding Doors w/Lock
Glass Sides
Polished Bronze Frame
Glossy Black Formica Exterior
Rear Storage w/Locked Sliding Doors
Available in 4', 5' and 6' lengths & 34" Corner Cases
Available in Quarter & Half View

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
_____	1014111	4' Quarter View Fluorescent..	589.70	648.65	825.60	_____
_____	1014121	5' Quarter View Fluorescent..	589.70	648.65	825.60	_____
_____	1014131	6' Quarter View Fluorescent..	589.70	648.65	825.60	_____
_____	1014110	4' Half View Fluorescent.....	589.70	648.65	825.60	_____
_____	1014120	5' Half View Fluorescent.....	589.70	648.65	825.60	_____
_____	1014130	6' Half View Fluorescent.....	589.70	648.65	825.60	_____
_____	1014101	Corner Quarter View	632.60	695.85	885.65	_____
_____	1014100	Corner Half View	632.60	695.85	885.65	_____

THE DESIGNER LINE (Fluorescent OR Halogen)

Fluorescent Lighting (Quarter & Half View)
Halogen Lighting (Quarter View Only)
Mirrored Sliding Doors w/Lock
Glass Sides
Brushed Silver Frame
Textured Gray Formica Exterior
Rear Storage w/Locked Sliding Doors
Available in Quarter & Half View

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
_____	1012400	4' Quarter View Fluorescent..	566.40	623.05	792.95	_____
_____	1012500	5' Quarter View Fluorescent..	566.40	623.05	792.95	_____
_____	1012600	6' Quarter View Fluorescent..	566.40	623.05	792.95	_____
_____	1012401	4' Half View Fluorescent.....	566.40	623.05	792.95	_____
_____	1012501	5' Half View Fluorescent.....	566.40	623.05	792.95	_____
_____	1012601	6' Half View Fluorescent.....	566.40	623.05	792.95	_____
_____	1011400	4' Quarter View Halogen	680.65	748.70	952.90	_____
_____	1011500	5' Quarter View Halogen	680.65	748.70	952.90	_____
_____	1011600	6' Quarter View Halogen	680.65	748.70	952.90	_____
_____	101214	Corner Quarter View Fluorescent..	609.30	670.25	853.00	_____
_____	101212	Corner Half View Fluorescent.....	609.30	670.25	853.00	_____
_____	101142	Corner Quarter View Halogen	736.60	810.25	1031.25	_____

THE ELITE LINE (Halogen)

Halogen Lighting
Mirrored Sliding Doors w/Lock
Glass Sides
Brushed Gold Frame
Green w/Etched Verdigris Formica Exterior
Rear Storage w/Locked Sliding Doors
Available in 4', 5' and 6' lengths & 34" Corner Cases
Available in Quarter & Half View

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
_____	1013400	4' Quarter View Halogen	680.65	748.70	952.90	_____
_____	1013500	5' Quarter View Halogen	680.65	748.70	952.90	_____
_____	1013600	6' Quarter View Halogen	680.65	748.70	952.90	_____
_____	1013401	4' Half View Halogen	680.65	748.70	952.90	_____
_____	1013501	5' Half View Halogen	680.65	748.70	952.90	_____
_____	1013601	6' Half View Halogen	680.65	748.70	952.90	_____
_____	101314	Corner Quarter View	736.60	810.25	1031.25	_____
_____	101312	Corner Half View	736.60	810.25	1031.25	_____

Remember to order in advance to save time, money and ensure availability. Rental prices are for the duration of the show and include delivery to and removal from your booth space. Orders received after the deadline date will be charged the Standard Price.

TOTAL COST

Sub-Total _____ + Tax (8.375%) _____ = TOTAL _____

FROM THE GROUND UP

Engage your audience from the moment they set foot in your exhibit with custom carpets. Our colorfast carpeting boasts a consistent shade every time and the padding exceeds industry standards, ensuring that you'll be floored by the quality. Custom options can be ordered and include borders, patterns and logo applications in both our classic and prestige carpeting lines.

Sustainability Tip:

 DARKER COLORED CARPETS SUCH AS BLACK AND GRAY AND THE TWO-TONED CARPET ARE MADE OF 20-25% RECYCLED CONTENT. RENTING CARPET FROM FREEMAN MINIMIZES YOUR SHIPPING FOOTPRINT.

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



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

PRESTIGE CARPET

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


Freeman's prestige carpet packages include new 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

Custom Options

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



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

 **Sustainability Tip:** Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show.

CLASSIC CARPET

Custom Cut

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

Standard Cut

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



Actual colors may vary slightly

Sustainability Tip: Freeman Classic carpet is reused a minimum of four times before retired from inventory and recycled. Darker colored carpets such as black and gray, as well as the two-toned carpet are made of 20-25% recycled content.

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
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- Orders received after the deadline date 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

10' CLASSIC CARPET, PADDING AND PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online	Discount	Standard	Total
_____	10' x 10' Classic Carpet	\$302.95	\$333.25	\$424.15	\$ _____
_____	10' x 20' Classic Carpet	\$605.90	\$666.50	\$848.25	\$ _____
_____	10' x 30' Classic Carpet	\$908.85	\$999.75	\$1,272.40	\$ _____
_____	10' x 40' Classic Carpet	\$1,211.80	\$1,333.00	\$1,696.50	\$ _____
_____	10' x 10' Carpet Padding - Single Layer	\$104.30	\$114.75	\$146.00	\$ _____
_____	10' x 20' Carpet Padding - Single Layer	\$208.60	\$229.45	\$292.05	\$ _____
_____	10' x 30' Carpet Padding - Single Layer	\$312.90	\$344.20	\$438.05	\$ _____
_____	10' x 40' Carpet Padding - Single Layer	\$417.20	\$458.90	\$584.10	\$ _____
_____	10' x 10' Carpet Padding - Double Layer	\$208.60	\$229.45	\$292.05	\$ _____
_____	10' x 20' Carpet Padding - Double Layer	\$417.20	\$458.90	\$584.10	\$ _____
_____	10' x 30' Carpet Padding - Double Layer	\$625.80	\$688.40	\$876.10	\$ _____
_____	10' x 40' Carpet Padding - Double Layer	\$834.40	\$917.85	\$1,168.15	\$ _____
_____	Plastic Covering (price per sq ft).....	\$0.70	\$0.75	\$1.00	\$ _____

9' CLASSIC CARPET, PADDING AND PLASTIC COVERING **

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online	Discount	Standard	Total
_____	9' x 10' Classic Carpet	\$154.65	\$170.10	\$216.50	\$ _____
_____	9' x 20' Classic Carpet	\$309.30	\$340.25	\$433.00	\$ _____
_____	9' x 30' Classic Carpet	\$463.95	\$510.35	\$649.55	\$ _____
_____	9' x 40' Classic Carpet	\$618.60	\$680.45	\$866.05	\$ _____
_____	9' x 10' Carpet Padding - Single Layer	\$93.75	\$103.15	\$131.25	\$ _____
_____	9' x 20' Carpet Padding - Single Layer	\$187.50	\$206.25	\$262.50	\$ _____
_____	9' x 30' Carpet Padding - Single Layer	\$281.25	\$309.40	\$393.75	\$ _____
_____	9' x 40' Carpet Padding - Single Layer	\$375.00	\$412.50	\$525.00	\$ _____
_____	9' x 10' Carpet Padding - Double Layer	\$187.50	\$206.25	\$262.50	\$ _____
_____	9' x 20' Carpet Padding - Double Layer	\$375.00	\$412.50	\$525.00	\$ _____
_____	9' x 30' Carpet Padding - Double Layer	\$562.50	\$618.75	\$787.50	\$ _____
_____	9' x 40' Carpet Padding - Double Layer	\$750.00	\$825.00	\$1,050.00	\$ _____
_____	Plastic Covering (price per sq ft).....	\$0.70	\$0.75	\$1.00	\$ _____

** 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 _____ + Tax (8.375%) _____ = TOTAL _____

FREEMAN standard size carpet
Take advantage of the Online price by ordering at www.freeman.com before FEBRUARY 3, 2020.

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 • Fax: (469) 621-5604



**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 3, 2020**

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

NAME OF SHOW: **WPPI 2020 / February 25-27, 2020**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

- **Guaranteed new, high-quality carpet.**
- **Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.**
- **Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.**
- **All utility lines must be installed before carpet installation. Utilities should be ordered in advance.**
- **All carpets, padding and plastic covering contain recycled content and are recyclable.**

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

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$3.25 \$ _____

CHOOSE YOUR CARPET COLOR:

- 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	Discount	Standard	Total
		\$ 3.25	\$ 3.60	\$ 4.55	\$ _____

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	Discount	Standard	Total
1 - 700 sq. ft.		\$ 4.05	\$ 4.45	\$ 5.65	\$ _____
Over 700 sq. ft.		\$ 3.75	\$ 4.15	\$ 5.25	\$ _____

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	Discount	Standard	Total
1 - 700 sq. ft.		\$ 4.85	\$ 5.35	\$ 6.80	\$ _____
Over 700 sq. ft.		\$ 4.20	\$ 4.60	\$ 5.90	\$ _____

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

- Order 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. @ \$1.10 \$ _____

Qty	Description	Online	Discount	Standard	Total
_____	Carpet Padding (90 - 700 sq ft) (price per sq. ft.)	1.10	1.20	1.55	\$ _____
_____	Carpet Padding (Over 700 sq ft) (price per sq. ft.).....	0.85	0.95	1.20	\$ _____
_____	Double Carpet Padding (90 - 700 sq ft) (price per sq. ft.).....	2.20	2.40	3.10	\$ _____
_____	Double Carpet Padding (Over 700 sq ft) (price per sq. ft.)....	1.70	1.85	2.40	\$ _____

TOTAL COST

Sub-Total _____ + Tax (8.375%) _____ = TOTAL _____

FREEMAN cut to size carpet
Take advantage of the Online price by ordering at www.freeman.com before FEBRUARY 3, 2020.

FIT TO PRINT

SmartFabric® is a triple-layered fabric made of 100 percent polyester that's ideal for printed graphics. It's an extremely versatile all-in-one fabric and has been treated to meet NFPA 701 small-scale flammability standards. This lightweight material provides an easy way to make a big impact and has a small shipping footprint to reduce your shipping cost and carbon emissions.



* Client to provide print-ready artwork, or Freeman can design artwork for an additional fee.

SMARTFABRIC® RENTAL EXHIBITS



10 x 10 ft. unit

GRAPHIC SIZE

116"W 92.5"H



10 x 20 ft. unit

GRAPHIC SIZE

233.5"W 92.5"H

RENTAL EXHIBITS INCLUDE:

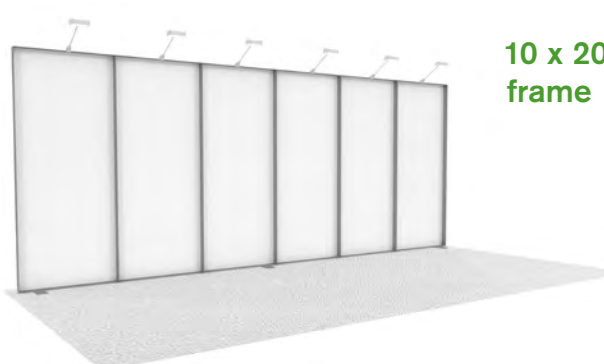
- Custom Fabric Graphic* with zippered carrying case (fabric graphic purchased to keep)
- Rental Frame, a 100% recyclable structure
- 9' x 10' or 9' x 20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per 10' Booth
- 6 Arm Lights per 20' Booth
- Power for lights only

FRAME ONLY UNIT

If you rented a SmartFabric booth previously, you own the graphic. For subsequent shows, all you need to do is rent the frame. We will install your fabric graphic over the frame.**



10 x 10 ft. frame



10 x 20 ft. frame

RENTAL EXHIBITS INCLUDE:

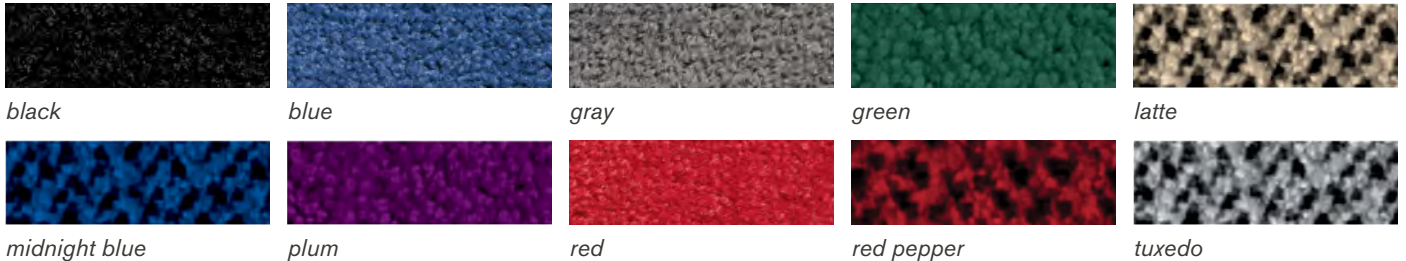
- Rental Frame
- 9' x 10' or 9' x 20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per 10' Booth
- 6 Arm Lights per 20' Booth
- Power for lights only

*Client to provide print-ready artwork, or Freeman can design artwork for an additional fee. **Only Freeman SmartFabric will be installed on the frame.

CLASSIC CARPET

Freeman Classic carpet is reused a minimum of four times before being retired from inventory and recycled. Darker-colored carpets such as black and gray, as well as two-toned carpets, are made of 20-25 percent recycled content.

9' x 10' or 9' x 20' (16 oz.) – Color Options Included with Rental Package Options

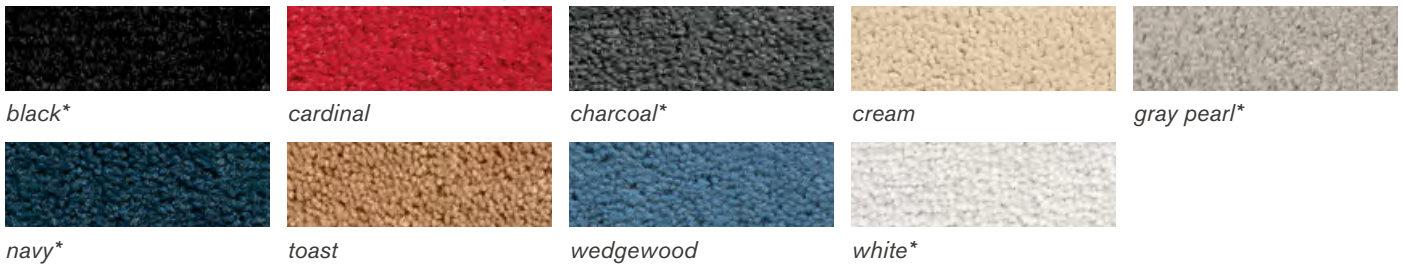


9' carpet is laid toward the front edge, leaving 1' at the back of the booth for utility port access. Actual colors may vary slightly.

PRESTIGE CARPET

Prestige carpet is for one time use. The carpet for your booth will be brand new and recycled at the end of the show. Renting carpet from Freeman minimizes your shipping footprint.

(28 oz.) – Available Upgrade Color Options



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

OPTIONAL ACCESSORIES

SMARTFABRIC® ZIPPERED CARRYING CASE

20"W | 8"H | 16"D

One SmartFabric zipper bag is included with purchase.



CLEAR ACRYLIC SHELF

36"W | .25"H | 12"D


(holds up to 15 lbs each)



CUSTOM GRAPHICS

An exhibitor sales specialist will contact you to review the process for providing your own graphic files or options for using our graphic design services to design your back wall.

FREEMAN SUSTAINABILITY FOCUS

 This solution is a clean footprint booth. This rental unit includes a 100 percent recyclable aluminum frame. All flooring, lighting, furniture, and booth structure will go back into inventory to be reused or recycled.

FREEMAN

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BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

SMARTFABRIC RENTAL EXHIBIT

SmartFabric Exhibits provide a custom printed fabric back wall graphic to keep and reuse on future events.



Qty	Description	Discount	Standard	Total
_____	10' x 10' SmartFabric Exhibit	\$2,155.00	\$3,017.00	_____
_____	10' x 20' SmartFabric Exhibit	\$4,155.00	\$5,817.00	_____

SmartFabric Rental Exhibits Include:

- 116.5" X 92.5" Custom Fabric Graphic (10' x 10') (Purchase)
- 233.5" X 92.5" Custom Fabric Graphic (10' x 20') (Purchase)
- Carrying Case for Graphic (Purchase)
- Rental Frame
- Classic Carpet 9'x10' or 9'x20' (Select color below)**
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 3-Arm Lights (per 10' unit)
- Power for LIGHTS only

Classic Carpet:

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

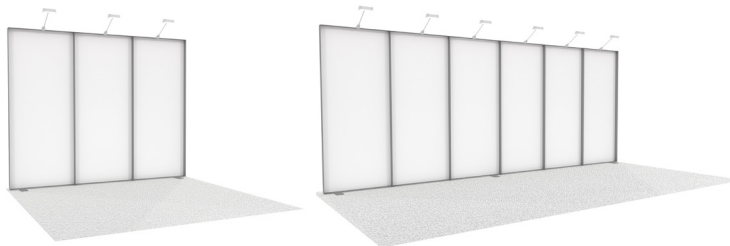
9' carpet is laid toward the front edge, leaving 1' at the back of the booth for access to utility ports.

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 RENTAL EXHIBIT

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



Qty	Description	Discount	Standard	Total
_____	10' x 10' Frame Only Exhibit	\$1,410.00	\$1,974.00	_____
_____	10' x 20' Frame Only Exhibit	\$2,350.00	\$3,290.00	_____

Frame Only Rental Exhibits Include:

- Rental Frame
- Classic Carpet 9'x10' or 9'x20' (Select color below)**
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 3-Arm Lights (per 10' unit)
- Power for LIGHTS only

Classic Carpet:

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

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

ACCESSORIES (For use only with SmartFabric Rental Exhibit or Frame Only Rental Exhibit)

Qty	Description	Discount Price	Standard Price	Total
_____	SmartFabric Arm Light	\$65.00	\$91.00	_____
_____	SmartFabric Clear Acrylic Shelf (36" x 12", up to 15lbs.)	\$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. Orders cancelled after production begins are subject to a 100% cancellation charge.
- If shipping literature or products to the show, material handling rates will apply to those items.
- Due to the 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.
- The product offered has recyclable content or has eco-friendly attributes and is 100% recyclable according to manufacturer's specifications.

TOTAL COST

Sub-Total	+	8.375% Tax	=	Total Cost
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(465192)

FREEMAN smartfabric

RENTAL EXHIBITS THAT IMPRESS

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

PACKAGE 1



10 X 20



10 X 10

PACKAGE 1 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



FREEMAN

PACKAGE 2



10 X 20



10 X 10

PACKAGE 3



10 X 20



10 X 10

PACKAGE 4



10 X 20



10 X 10

PACKAGE 2 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



PACKAGE 3 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



PACKAGE 4 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



FREEMAN

PACKAGE 5



10 X 20



10 X 10

PACKAGE 6



10 X 20



10 X 10

PACKAGE 5 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



PACKAGE 6 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



FREEMAN

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



10 X 10

SLATWALL



10 X 10

COLORED PANELS



10 X 10

SHELVES



10 X 10

BLACK METAL

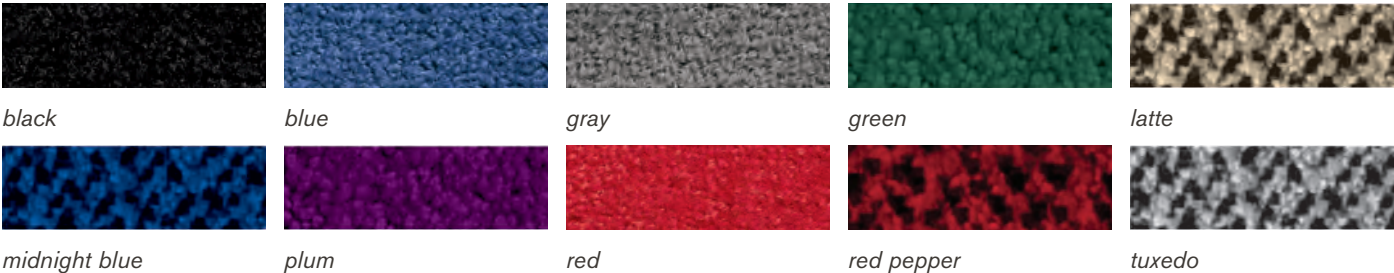


CABINETS

Booth Panel Options – Color Options Included with Rental Package



Classic Carpet (16 oz.) – Color Options Included with Rental Package Options. Darker colored Classic carpet is made of 25-50% recycled content.



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

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



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

Rental Exhibits Include:

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

questions?

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



“CLEAN FOOTPRINT” MATERIALS

When you select “Clean Footprint” materials for your booth we will use only materials that can be reused or recycled. All flooring, lighting, furniture, and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be printed on reusable and 100% recyclable substrate such as Freeman honeycomb, converd board and reboard. Using a Freeman rental unit includes 100% recyclable aluminum in the structure and virtually eliminates your shipping footprint and carbon emissions.

FREEMAN

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E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

For fast, easy ordering, go to 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	Total
Package 1	<input type="checkbox"/> 10' x 10'	\$4,758.35	\$6,661.70	<input type="checkbox"/> 10' x 20'	\$7,390.40	\$10,346.55	_____
Package 2	<input type="checkbox"/> 10' x 10'	\$3,302.15	\$4,623.00	<input type="checkbox"/> 10' x 20'	\$5,082.35	\$7,115.30	_____
Package 3	<input type="checkbox"/> 10' x 10'	\$3,966.55	\$5,553.15	<input type="checkbox"/> 10' x 20'	\$6,323.80	\$8,853.30	_____
Package 4	<input type="checkbox"/> 10' x 10'	\$3,702.70	\$5,183.80	<input type="checkbox"/> 10' x 20'	\$9,657.35	\$13,520.30	_____
Package 5	<input type="checkbox"/> 10' x 10'	\$3,389.60	\$4,745.45	<input type="checkbox"/> 10' x 20'	\$6,262.35	\$8,767.30	_____
Package 6	<input type="checkbox"/> 10' x 10'	\$3,519.55	\$4,927.35	<input type="checkbox"/> 10' x 20'	\$6,571.30	\$9,199.80	_____

- Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.
- Orders cancelled after production begins are subject to a 100% Cancellation Charge.

CHOOSE YOUR PANEL

- Black Fabric Blue Fabric Gray Fabric White Hardwall White Perfbord

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 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 _____
 Dark Green Red Teal White Font Type _____

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

Indicate exactly how you want your company name to appear:

ENHANCE YOUR EXHIBIT

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

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

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

TOTAL COST	
Sub-Total _____	+ Tax (8.375%) _____ = TOTAL _____

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PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

ACCESSORIES FOR RENTAL UNITS

<p>STRAIGHT AND ANGLED SHELVES</p>	<p>RADIUS COUNTER (Does Not Have Doors)</p>	<p>LITERATURE POCKETS (Plexiglass)</p>	<p>COUNTERS & CABINETS</p>
<p>GONDOLAS</p>	<p>(Lights may only be used on rentals. Electrical service & labor to install lights is not included.)</p> <p>STEM LIGHT</p> <p>TRACKLIGHT</p>	<p>WIRE WALL PANELS (Available in Black or White) Usable Surface: 36" w x 86" h Overall Size: 41-3/16" w x 96" h x 28" d</p>	<p>SLAT WALL PANELS (Available in White) Usable Surface: 37-1/2" x 86-1/4" Overall Size: 41-3/16" w x 96" h x 28" d</p>

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
(electrical service & labor to install lights not included)					
___	172512	Stem Light	171.45	240.05	___
___	172514	4' Tracklight (3 lights).....	390.20	546.30	___
CABINETS & COUNTERS					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 36" High Cabinet	820.05	1148.05	___
___	17306	1M x 42" High Counter.....	925.65	1295.90	___
___	17308	2M x 36" High Cabinet	1322.85	1852.00	___
___	17309	2M x 42" High Counter.....	1428.55	1999.95	___
___	173010	1M x 36" High Radius Cabinet .	1454.65	2036.50	___
___	173011	1M x 42" High Radius Counter .	1580.75	2213.05	___
GONDOLAS					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Black Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfbord <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High.....	476.70	667.40	___
___	174542	Double Sided 1M x 4' High.....	635.15	889.20	___
___	174581	Single Sided 1M x 8' High.....	581.70	814.40	___
___	174582	Double Sided 1M x 8' High.....	741.15	1037.60	___
SHELVES					
___	17201	Straight Shelf - 1M.....	70.45	98.65	___
___	17206	Angled Shelf - 1M.....	70.45	98.65	___

Qty	Part #	Description	Discount Price	Standard Price	Total
WIRE WALL					
Wire Wall					
<input type="checkbox"/> Black <input type="checkbox"/> White					
___	173518	1M x 8' High Wire Wall	635.15	889.20	___
___	17353	3-Ball Waterfall	34.25	47.95	___
___	17355	5-Ball Waterfall	36.65	51.30	___
___	17357	7-Ball Waterfall	40.85	57.20	___
___	173510	Cleaver Clip.....	6.65	9.30	___
___	1735468	4" Single Hook.....	3.50	4.90	___
___	1735468	6" Single Hook.....	3.50	4.90	___
___	1735468	8" Single Hook.....	3.50	4.90	___
SLAT WALL					
___	1736100	1M x 8' High Slat Wall	476.70	667.40	___
___	173650	1/2M x 8' High Slat Wall.....	357.45	500.45	___
___	173611	Slat Wall Shelf	116.10	162.55	___
___	17365	5-Ball Waterfall	40.85	57.20	___
LITERATURE POCKET					
___	174015	For 8 1/2 x 11 Literature	40.15	56.20	___
TOTAL COST					
Sub-Total _____ + Tax (8.375%) _____ = TOTAL _____					

Don't see what you need?
Please call an Exhibitor Services Representative at 702-579-1700.
(465192)

***Remember to select a color for items with checkboxes.
Otherwise, a selection will be made for you.**

FREEMAN exhibit accessories

FLEXING TO FIT YOUR NEEDS

TotalFlex® provides the ability to configure exhibits to fit your space, budget and vision from show to show. Available for rent or for purchase, this pop-up display is versatile, lightweight and durable, and setup can be completed without tools in only a few minutes.

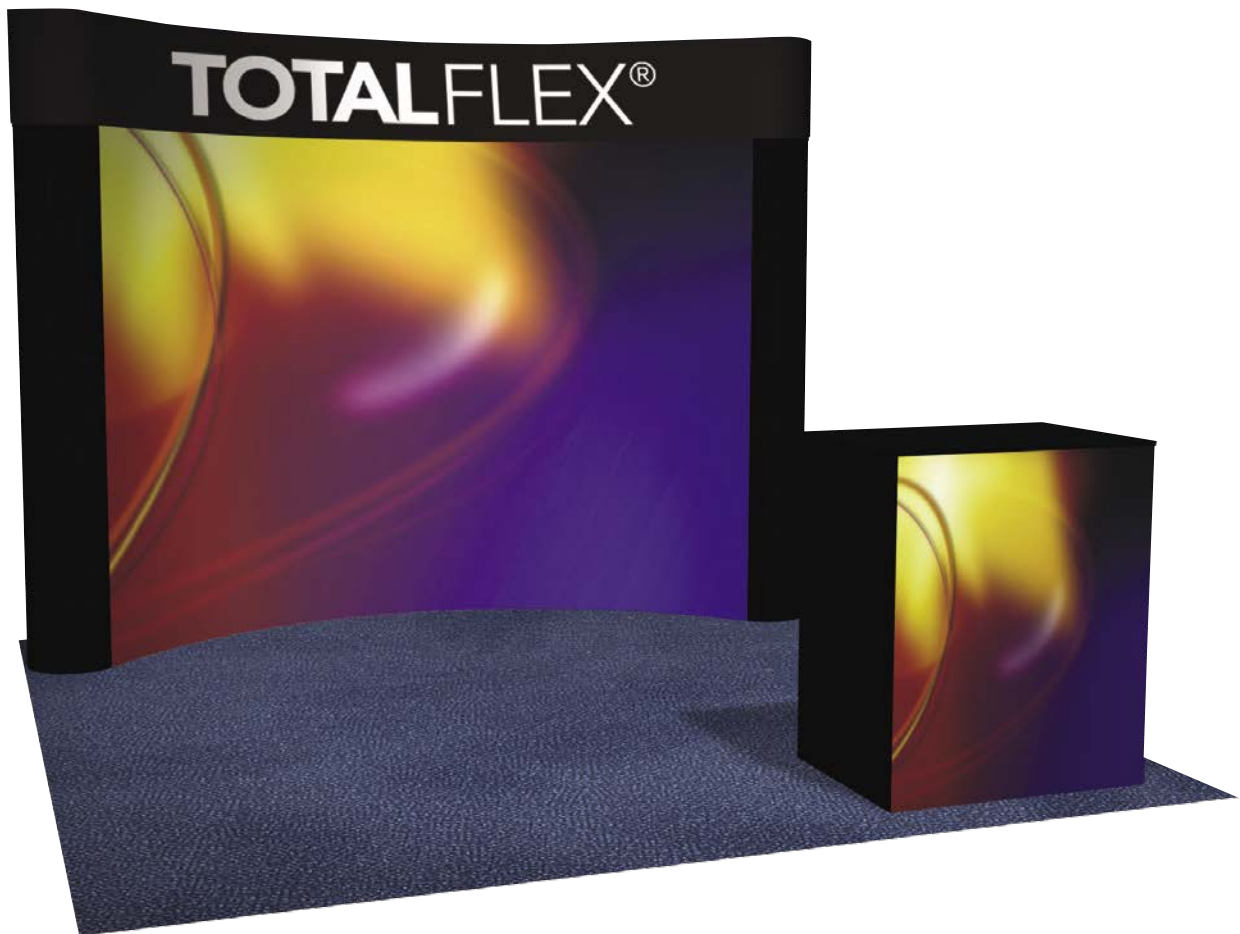


Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com

The TotalFlex® solution is the most versatile exhibit option available:

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

**Graphic design elements are priced separately and not included with TotalFlex® order.*



FLOOR UNITS

10'w x 8'h Floor Standing Unit

20'w x 8'h Floor Standing Unit

TABLE TOP UNITS

6'w x 40"h Table Top Unit

8'w x 40"h Table Top Unit

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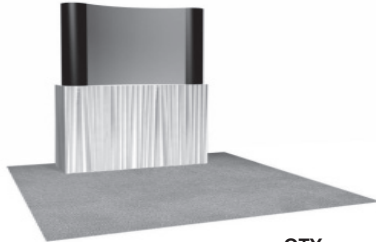
CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

TABLE TOP UNIT



RENTAL	Discount Price	Standard Price	QTY.	TOTAL
Size				
40" H x 6' W	\$1,725.55	\$2,415.75	_____	_____
40" H x 8' W	\$1,914.30	\$2,680.00	_____	_____

PURCHASE*	Discount Price	Standard Price	QTY.	TOTAL
Size				
40" H x 6' W	\$1,828.15	\$2,559.40	_____	_____
40" H x 8' W	\$2,000.40	\$2,800.55	_____	_____

*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-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:

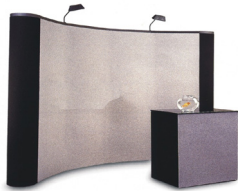
Fabric Panel Colors for All Units: Black Blue Gray

Other Colors Also Available for Purchase Units

9'x10' Classic Carpet:
 Black Blue Gray Green Latte
 Midnight Blue Plum Red Red Pepper Tuxedo

Table Drape:
 Black Blue Brown Green Flax
 Gold Gray Plum Red White

FLOOR UNIT



RENTAL	Discount Price	Standard Price	QTY.	TOTAL
Size				
8' H x 8' W	\$2,488.55	\$3,483.95	_____	_____
8' H x 10' W	\$2,863.15	\$4,008.40	_____	_____

PURCHASE*	Discount Price	Standard Price	QTY.	TOTAL
Size				
8' H x 8' W	\$3,481.20	\$4,873.70	_____	_____
8' H x 10' W	\$3,995.35	\$5,593.50	_____	_____

*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-Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:
1-Case
1-Podium (8'H x 10'W unit only)
One Time Installation & Dismantle

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

Fabric Panel Colors for All Units: Black Blue Gray

Other Colors Also Available for Purchase Units

9'x10' Classic Carpet:
 Black Blue Gray Green Latte
 Midnight Blue Plum Red Red Pepper Tuxedo

All Classic carpets 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	_____	\$239.30	\$335.00	_____	_____	\$309.00	\$432.60	_____
1715801	1-200 Watt Halogen Light Kit	_____	\$125.80	\$176.10	_____	_____	\$227.00	\$317.80	_____
1715802	Straight Shelf	_____	\$ 95.75	\$134.05	_____	_____	\$157.30	\$220.20	_____
1715803	Angle Shelf	_____	\$ 95.75	\$134.05	_____	_____	\$157.30	\$220.20	_____

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 _____ + Tax (8.375%) _____ = TOTAL _____

RENTAL UNITS TOTAL COST

Sub-Total _____ + Tax (8.375%) _____ = TOTAL _____

MATERIAL MATTERS

The materials you use for your exhibit speak volumes about your brand. Freeman digitally prints high-resolution, photo-quality images on an impressive variety of fabrics. From custom carpeting to hanging banners, no matter the size, shape or color, Freeman can print it beyond your expectations.

- Freeman's exhibit specialists deliver one-stop solutions for design, fabrication and custom graphics that meet both long and short-term usage goals
- Stretch fabrics can be used to customize almost any three-dimensional object
- Further customize exhibits with aluminum framing to transform digital graphics into back walls and other free-standing structures
- Integrated lighting is available for enhanced effects



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

COMPREHENSIVE CAPABILITIES

Freeman can digitally print high-resolution, photo-quality images on nylon, stretch fabrics, carpeting and a variety of other materials. No matter what size, shape, or color, Freeman can print it. We can further customize exhibits with:

- Aluminum framing to transform large digital graphics into backwalls and other free-standing structures
- Integrated lighting for enhanced effects
- A wide variety of opaque and translucent materials

ONE-STOP SOLUTIONS

Freeman's exhibit specialists can deliver a range of services to fit any budget and work with both long and short-term usage goals.

- Design
- Custom Graphics
- Installation and Dismantling
- Fabrication
- Lighting Effects
- Shipping and Storage

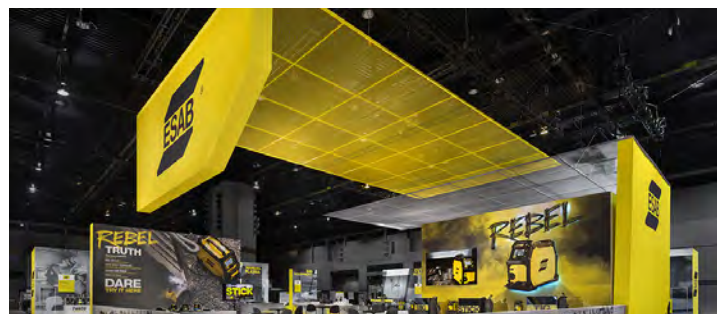
GEOMETRIC STRUCTURES

For detailed specifications on structures such as these, or for more information on our wide range of versatile fabric solutions, please contact our representatives at the number listed in your exhibitor information.

GREEN

For detailed specifications on structures such as these, or for more information on our wide range of versatile fabric solutions, please contact our representatives at the number listed in your exhibitor information.

SmartFabric® is an easy way to make an impact without the heavy shipping bill. This material is lightweight with a small shipping footprint to reduce your shipping cost and carbon emissions.



FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 • Fax: (469) 621-5604



**DISCOUNT PRICE
DEADLINE DATE
JANUARY 27, 2020**

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

NAME OF SHOW: **WPPI 2020 / February 25-27, 2020**

COMPANY NAME: _____

BOOTH #: _____

CONTACT NAME: _____

PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

STANDARD PURCHASE -- Standard Framing, Sizes, and Fabric

- Single-sided graphics and frame hardware 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 Solutionist will contact you for details.

Square Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	40'	\$3,307.65	\$4,961.50	_____
_____	10'	4'	40'	\$4,332.60	\$6,498.90	_____
_____	15'	3'	60'	\$4,897.20	\$7,345.80	_____
_____	15'	4'	60'	\$6,442.20	\$9,663.30	_____
_____	20'	4'	80'	\$8,985.00	\$13,477.50	_____

Rectangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 15'	3'	50'	\$4,370.00	\$6,555.00	_____
_____	10' x 15'	4'	40'	\$5,647.50	\$8,471.25	_____

Circle Signs

Quantity	Diameter	Height	Circumference (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	31.42'	\$2,608.95	\$3,913.45	_____
_____	10'	4'	31.42'	\$3,414.80	\$5,122.20	_____
_____	15'	3'	47.12'	\$3,861.10	\$5,791.65	_____
_____	15'	4'	47.12'	\$5,066.50	\$7,599.75	_____
_____	20'	4'	62.80'	\$6,860.85	\$10,291.30	_____

Triangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	30'	\$2,490.70	\$3,736.05	_____
_____	10'	4'	30'	\$3,259.55	\$4,889.35	_____
_____	15'	3'	45'	\$3,750.35	\$5,625.55	_____
_____	15'	4'	45'	\$4,914.80	\$7,372.20	_____
_____	20'	4'	60'	\$6,784.90	\$10,177.35	_____

Serpentine Signs

Quantity	Length	Height	Double Sided (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	20'	\$1,704.55	\$2,556.85	_____
_____	10'	4'	20'	\$2,212.85	\$3,319.30	_____
_____	15'	3'	30'	\$2,513.60	\$3,770.40	_____
_____	15'	4'	30'	\$3,276.35	\$4,914.55	_____
_____	20'	4'	40'	\$4,473.70	\$6,710.55	_____

Total: _____ x Tax (8.375%) _____ = _____

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

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

SEEING IS BELIEVING

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

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



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

CREATING VISUAL EXCITEMENT

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

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

DEPTH OF RESOURCES

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

REPRODUCTION AND INSTALLATION

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



FREEMAN

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Las Vegas, NV 89118
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DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 3, 2020

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

NAME OF SHOW: **WPPI 2020 / February 25-27, 2020**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

GRAPHICS

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

Please see the artwork guidelines 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 in virtually any size for banners, signage, exhibit graphics and more.

_____ L X _____ W = _____ sq. ft.
\$19.10 per sq.ft. discount price
 sq. ft. _____ x or = \$ _____
\$28.65 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

Note: 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 checked="" 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"	_____ @	\$84.40	\$126.60	= \$ _____
7" x 22"	_____ @	\$86.55	\$129.85	= \$ _____
7" x 44"	_____ @	\$86.60	\$129.90	= \$ _____
9" x 44"	_____ @	\$93.90	\$140.85	= \$ _____
11" x 14"	_____ @	\$103.60	\$155.40	= \$ _____
14" x 22"	_____ @	\$106.35	\$159.55	= \$ _____
14" x 44"	_____ @	\$127.00	\$190.50	= \$ _____
22" x 28"	_____ @	\$133.35	\$200.05	= \$ _____
28" x 44"	_____ @	\$161.05	\$241.60	= \$ _____
20" x 60" (white only)	_____ @	\$262.95	\$394.45	= \$ _____

Note: File conversion, retouching, cloning or color correcting 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 _____ + Tax (8.375%) _____ = TOTAL _____

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. Artwork must be submitted in the proper resolution and/or file size to produce quality images. Please provide proper color matching information and proofs to ensure accurate color reproduction.

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

VECTOR ART:

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

FONT 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 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 OF 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 702-579-1700 for assistance.

LET US DO THE HEAVY LIFTING

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



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

Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

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

ON-SITE SUPERVISION

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

If You Use Freeman Staff

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



01/17 | 55774



INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WPPI 2020 / February 25-27, 2020**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1400 and ask to speak with our I & D Department.

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

DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
Straight Time- 8:00 A.M. to 5:00 P.M. Monday through Friday	\$ 92.50	\$ 129.50
Overtime- 5:00 P.M. to 8:00 A.M. Monday through Friday, All day Saturday, Sunday and recognized holidays	\$ 152.00	\$ 213.00

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

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

INSTALLATION LABOR

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

- Installation of your exhibit will be completed at our discretion prior to show opening
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labor

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ (N/A)
Total Installation						= \$ _____

DISMANTLE LABOR

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

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

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labor

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ (N/A)
Total Dismantle						= \$ _____

If you have questions or need assistance in completing your order, please call your Freeman I & D Representative.

NAME OF SHOW: **WPPI 2020 / February 25-27, 2020**

COMPANY NAME: _____

BOOTH #: _____

CONTACT NAME: _____

PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1400 and ask to speak with our I & D Department.

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

PLEASE NOTE: Should you have more than one shipment, please provide the information for all shipments.

Freight will be shipped to: Warehouse _____ Show Site _____ Date Shipped _____ Carrier: _____

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

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

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

Electrical Placement/Order: Drawing Attached (required) _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware/Equipment Required: _____

OUTBOUND SHIPPING INFORMATION

PLEASE NOTE: Should you have more than one shipment, please provide the information for all shipments.

SHIP TO: _____

Select a Carrier:

Freeman Exhibit Transportation:

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

Other Carrier:

Carrier Name: _____
Carrier Phone: _____

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

Select Level of Service:

1 Day: Delivery next business day

2 Day: Delivered by 5:00 PM second business day

Deferred: Delivery within 3-5 business days

Standard Ground

Specialized: Pad wrapped, uncrated or truckload

Freight Charges:

Same as ship to

Bill To: _____

Select Shipment Options (if applicable):

Have loading dock

Inside delivery

Pad wrap required

Do not stack

Lift gate required

Air ride required

Residential

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

Reroute via Freeman's choice

Deliver back to Freeman warehouse at Exhibitor's expense.

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

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 • Fax: (469) 621-5604



INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WPPI 2020 / February 25-27, 2020**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

FORKLIFT / RIGGING LABOR

Straight Time: 8:00 A.M. to 5:00 P.M. Monday through Friday

Overtime: 5:00 P.M. to 8:00 A.M. Monday through Friday and all day Saturday, Sunday and Holidays.

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

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 238.25	\$ 333.75
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 377.25	\$ 528.25
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$ 260.75	\$ 365.25
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$ 399.75	\$ 559.75
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$ 293.75	\$ 411.25
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$ 434.00	\$ 607.75
304040	Forklift w/operator - 4-Stage - ST.....	\$ 352.50	\$ 493.50
304041	Forklift w/operator - 4-Stage - OT.....	\$ 540.25	\$ 756.50

RIGGING LABOR			
3020100	Rigger - ST.....	\$ 93.50	\$ 131.00
3020101	Rigger - OT.....	\$ 153.00	\$ 214.25

EQUIPMENT			
3090600	Forklift Cage.....	\$ 42.25	\$ 59.25
3090700	Forklift Boom.....	\$ 42.25	\$ 59.25
3090800	Pallet Jack.....	\$ 42.25	\$ 59.25

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
_____							Total	

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
_____							Total	

FREEMAN

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Las Vegas, NV 89118
(702) 579-1700 • Fax: (469) 621-5604



**DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 3, 2020**

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

NAME OF SHOW: **WPPI 2020 / February 25-27, 2020**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All electric hanging signs must be assembled and installed by **Mandalay Bay**. Please order hanging sign services through **Mandalay Bay**.
- All non-electric overhead hanging signs must be assembled, installed by FREEMAN. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble or install the hanging sign. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container **MUST** be received by the warehouse shipping deadline in order to receive Advance prices.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed **Mandalay Bay Service Electrical Order Form**.
- If any hang point supports over 200 lbs., please order hanging sign services through **Mandalay Bay**.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined.

Type: Cloth Banner _____ Metal or Wood _____ Other _____

Shape: Square _____ Triangle _____ Rectangle _____

Other _____

Size: Height _____ Length _____ Width _____

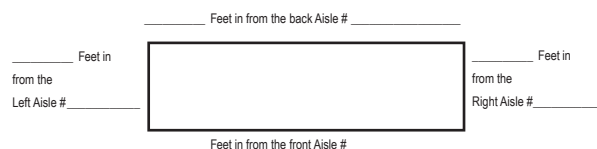
Weight of Sign: _____

Does Your Sign Require Electricity _____ Assembly _____

Is Your Sign Designed to Rotate? _____ Yes _____ No
(Initial in the applicable box above)

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



Number of feet from floor to **TOP** of sign: _____

**STRUCTURAL INTEGRITY STATEMENT
MUST ACCOMPANY ORDER**

(465192)

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Equipment With Crew

- Standard prices will apply to all labor orders placed after the deadline date.
- Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.
- Rates are per lift and crew per hour
- Condor and Crew consists of condor, operator and rigger.
- Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.
- Assembly and Ground Labor is an additional charge.
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Freeman components (cable, clamps, etc) will be used to install all hanging signs and charged accordingly

Labor Rates

	Advance Price	Standard Price
--	---------------	----------------

Condor

Condor with crew	\$687.25	\$962.25
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Sign Assembly

Sign Assembly/Ground Labor	\$130.50	\$182.75
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- Rates are blended to include any overtime to accomplish the hanging of all signs in a timely manner prior to the opening of the show.

Installation Estimate

Approx Hours	Hourly Rate	Total Estimated Cost
_____	@ _____	= _____

Dismantle Estimate

Approx Hours	Hourly Rate	Total Estimated Cost
_____	@ _____	= _____

Please Note:

- Freeman will begin to assemble and hang the signs as soon as the hall is accessible as long as the order and the sign are received by the appropriate deadline dates.
- In the event the order and sign are not received by the deadline date, Standard prices will apply and the sign will be hung when the equipment and labor become available.

FREEMAN hanging sign labor

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 • Fax: (469) 621-5604



**PLEASE INCLUDE THIS FORM WITH
YOUR HANGING SIGN ORDER FORM**

NAME OF SHOW: **WPPI 2020 / February 25-27, 2020**

COMPANY NAME: _____

BOOTH #: _____

CONTACT NAME: _____

PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

STRUCTURAL INTEGRITY STATEMENT THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at the **WPPI 2020** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless **EMERALD EXPOSITIONS, MANDALAY BAY CONVENTION RESORT, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Authorized Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Authorized Name: _____ Date: _____

E-Mail: _____

Please complete and return form to:

FREEMAN

6555 West Sunset Road

Las Vegas, NV 89118

Fax: 469-621-5604

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 • Fax: (469) 621-5604



**DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 3, 2020**

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

NAME OF SHOW: **WPPI 2020 / February 25-27, 2020**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

TRUSS & THEATRICAL LIGHTING EQUIPMENT AND LABOR

- Orders received after the deadline date will be charged the Standard Price.
- Mandalay Bay is the exclusive provider of all rigging equipment and services for all items 200 lbs. or more suspended over the exhibit space. This includes: labor, trussing, chain motors, cables, span sets and all other rigging related equipment.
- Freeman will (unless ordered through Mandalay Bay) assemble, hang and dismantle any items suspended from the suspended truss (i.e. programmable/dimmable lighting fixtures, audio, projection, signs, graphics, fabric solutions, etc.) or anything under 200 lbs. suspended from the ceiling except electrical hanging signs which must be ordered through Mandalay Bay.
- Freeman will (unless ordered through Mandalay Bay) provide the necessary aerial lifts and labor for focus of the above equipment.
- ELECTRICAL SERVICE requirements to power the motors must be ordered in advance on the MANDALAY BAY ELECTRICAL ORDER FORM.
- ELECTRICAL LABOR requirements to hang the motors must be ordered in advance on the MANDALAY BAY RIGGING / STAGEHAND LABOR ORDER FORM.
- Time will commence per exhibitors request. Failure to start at the requested time will result in a 4 hour minimum charge per stagehand person requested, unless 24-hour advance notice is provided in writing.
- Stagehand labor is based on a four hour minimum.

LIGHTING DESIGNER INFORMATION

Name: _____ Phone: () _____

Company Name: _____

Description	Advance Price	Standard Price
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EQUIPMENT

- Rates are per lift and crew, per hour
 - Rates are blended to include any overtime to accomplish the hanging of all signs in a timely manner prior to the opening of the show
 - Crew consists of 1 Operator and 1 Ground Man
- | | | |
|--------------------------|-----------|-----------|
| Scissor Lift w/crew..... | \$ 463.25 | \$ 648.75 |
|--------------------------|-----------|-----------|

STAGEHAND LABOR (ground riggers, programmers and theatrical stage electricians)

Straight Time: 8:00 A.M. to 5:00 P.M. Monday through Friday

Overtime: 5:00 P.M. to 8:00 A.M. Monday through Friday and all day Saturday, Sunday and Holidays.

Additional Crew Member - ST	\$ 140.25	\$ 196.50
Additional Crew Member - OT	\$ 280.50	\$ 392.75

Qty	Description	Advance Price	Show Site Price	Total
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MISCELLANEOUS EQUIPMENT

_____	Ground-Supported 20.5" Box Truss (per foot) *	\$ 31.25	\$ 43.75	\$ _____
_____	Ground-Supported 12" Box Truss (per foot) *	\$ 26.75	\$ 37.50	\$ _____
_____	Man Lift (per day).....	\$ 235.75	\$ 330.25	\$ _____
_____	Genie Hand Crank (per day).....	\$ 235.75	\$ 330.25	\$ _____

Total for Miscellaneous Equipment \$ _____

*** Add 8.375% Tax** \$ _____

Grand Total..... \$ _____

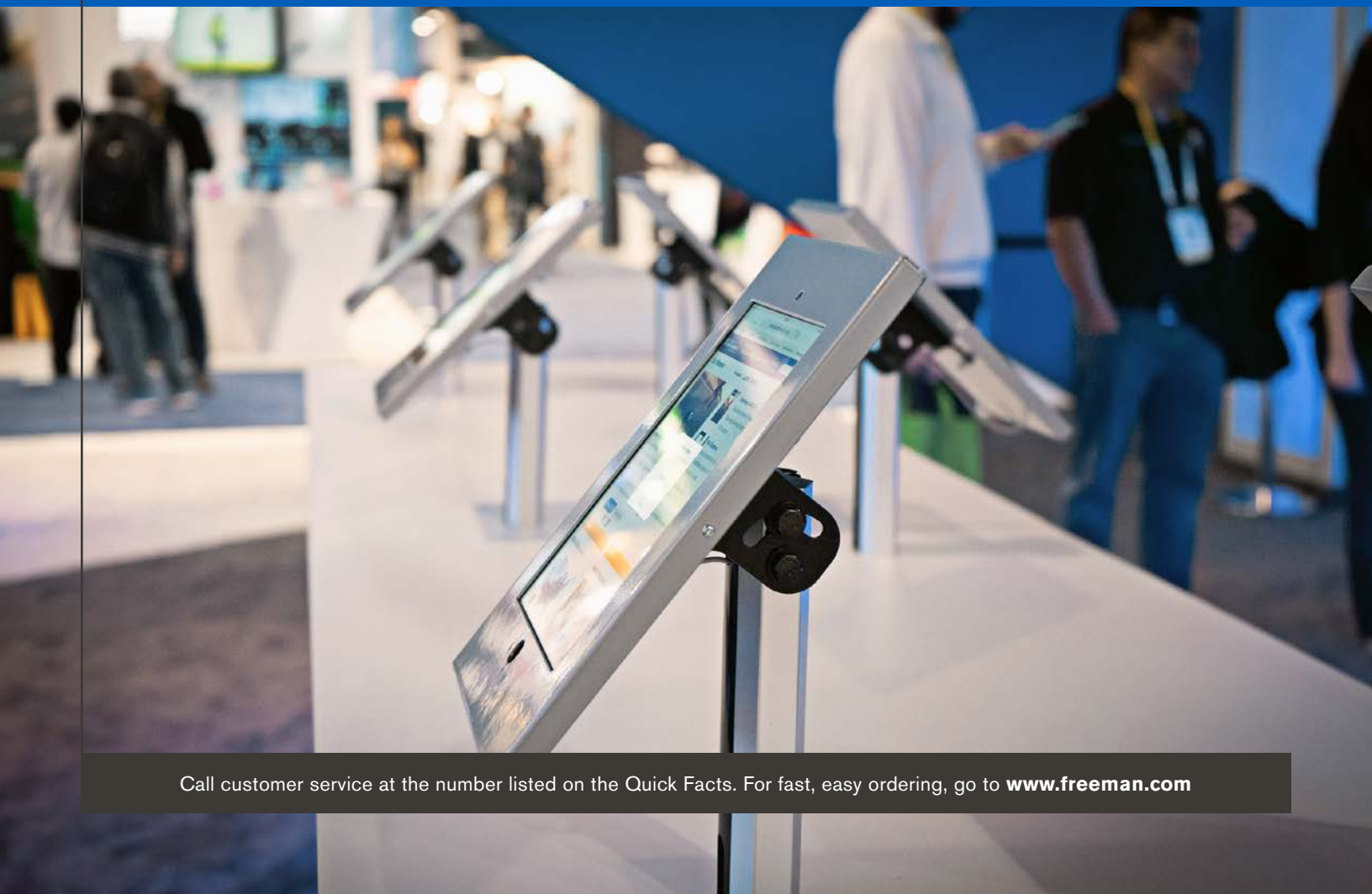
Please attach a detailed production schedule that includes a daily list of labor and equipment needed for the duration of the show.

EVENT TECHNOLOGIES THAT ENHANCE EXPERIENCES

.....

When it comes to promoting your exhibit, let our technology do the talking. Freeman offers the most extensive inventory of audio visual products available, ensuring a custom experience that excites the senses and breathes life into your booth, giving it the appeal to draw in customers.

- Our audio visual experts can assist with a wide range of technology solutions for custom rental exhibit programs that fit any size or budget
- Full service resources include digital services, flat screen technology, intelligent LED light displays, seamless plasma and LED panel solutions and immersive audio experiences
- Schedule deliveries with advance confirmation to meet your timeline specifications
- Preshow consultation, installation, operation, and comprehensive invoice services provide a streamlined solution for all your rental needs



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

Freeman Audio Visual offers the widest array of audio visual products in our expansive network throughout North America. Our exhibit specialists can assist with a full range of audio visual equipment for portable, modular and custom rental exhibit programs to fit any size or budget. Full service resources include digital services, lighting, flat screen technology, computer equipment and LED displays.

Freeman Audio Visual establishes the right combination of equipment and services that will command attention while communicating your company's message. Whatever your needs, our dedicated service and technical on-site support teams will be available to ensure your exhibit program's success. With more than 3,500 full-time audio visual experts and \$100 million in inventory, you can always count on Freeman Audio Visual to recommend the perfect combination of audio visual solutions to enhance your company's brand.

- PRESHOW CONSULTATION REGARDING EQUIPMENT SPECIFICATIONS AND BUDGETING
- ONE SEAMLESS SOURCE FOR ALL YOUR TECHNOLOGY SOLUTIONS, INCLUDING A COMPLETE RANGE OF AUDIO VISUAL AND COMPUTER EQUIPMENT AND INSTALLATION SERVICES
- INTELLIGENT LIGHTING DESIGN, INSTALLATION AND OPERATION
- SCHEDULED DELIVERIES WITH ADVANCE CONFIRMATION TO MEET YOUR TIMELINES
- AUDIO VISUAL EXPERTS THAT OFFER PERSONALIZED, DEDICATED SERVICE





***Order By: February 3, 2020 to Receive Early Order Pricing!**



Exhibiting Company Name:	Booth #:
---------------------------------	-----------------



Packages	QTY.	Early Order	Show Rate	Total
Apple iPad with Floor Stand - White		\$295.00	\$383.50	
32" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$720.00	\$936.00	
42" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$870.00	\$1,131.00	
46" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$1,035.00	\$1,345.50	
55" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$1,445.00	\$1,878.50	



Flat Screen Monitors	QTY.	Early Order	Show Rate	Total
24" Flat Screen - 1080P, with Dell Sound Bar - Choose One: Table Top -or- Wall Mounted		\$290.00	\$377.00	
32" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$475.00	\$617.50	
42" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$625.00	\$812.50	
46" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$790.00	\$1,027.00	
55" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,200.00	\$1,560.00	
60" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,400.00	\$1,820.00	
70" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,800.00	\$2,340.00	
80" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$2,800.00	\$3,640.00	
<i>Please call for pricing on Flat Screens 90" and larger, LED & LCD Video Wall Options</i>		<i>Please call for pricing!</i>		



Flat Screen Accessories	QTY.	Early Order	Show Rate	Total
Mounting Bracket - (32"- 80" Flat Screen) *Only required if providing your own Flat Screen		\$150.00	\$195.00	
Single Post Stand - (up to 24" Flat Screen; Mounting Bracket Required - Charges May Apply)		\$150.00	\$195.00	
Dual Post Stand - (32"- 80" Flat Screen; Mounting Bracket Required - Charges May Apply)		\$225.00	\$292.50	



Touchscreen Displays	QTY.	Early Order	Show Rate	Total
32" Touchscreen - Choose One: Table Top -or- Wall Mounted		\$800.00	\$1,040.00	
46" Touchscreen - Choose One: Table Top -or- Wall Mounted		\$1,300.00	\$1,690.00	
<i>Please call for pricing on Touchscreens 65" and larger</i>		<i>Please call for pricing!</i>		



Computing	QTY.	Early Order	Show Rate	Total
Desktop Computer with Monitor (3.2 GHz or faster)		\$275.00	\$357.50	
Laptop Computer (Core i5/2.5ghz/4GB/300GBHD/DVD)		\$325.00	\$422.50	
Apple iPad		\$175.00	\$227.50	
iPad Floor Stand - White		\$150.00	\$195.00	
Apple 21.5" iMac (Intel Core 2 Duo/3.06 GHz)		\$300.00	\$390.00	
Apple 15" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		\$450.00	\$585.00	
Apple 17" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		\$550.00	\$715.00	



Additional Equipment	QTY.	Early Order	Show Rate	Total
USB Media Player		\$120.00	\$156.00	
Choose: Blu-ray -or- DVD Player		\$150.00	\$195.00	
Sound Bar - 2.1 Full Range, with Built-in Subwoofer		\$75.00	\$97.50	
Small High Performance PA System (2 speakers, 1 Mixer/Amp)		\$330.00	\$429.00	
Wireless Microphone - Choose One: Handheld -or- Headset -or- Lavalier		\$240.00	\$312.00	



Quoted Equipment	QTY.	Early Order	Show Rate	Total

***Early order rate is subject to a 30% increase when ordering equipment after February 3, 2020.**



Contact Your Freeman Representative	Total Your Order		
JESSE AGUIRRE jesse.aguirre@freeman.com Phone: 702.352.1516 Fax: 469.621.5604 Online at: www.freeman.com Don't see what you are looking for? Please call to discuss the options!	Equipment Sub-Total		
	28% Handling Charge (\$213.00 Min) Includes Delivery, Install & Dismantle		
	TOTAL CHARGES:		
	No Sales Tax or Drayage on Freeman AV Equipment		
	PLEASE CONTACT EDLEN ELECTRICAL AT MANDALAY BAY, TO ORDER LABOR FOR WALL MOUNTED FLAT SCREENS: (702) 322-5707		
** Please note for Monitor Stand & Mount Rentals: Additional labor may be required to mount client provided monitors			



Please Fill in All Information Below Before Submitting Your Order

Contact Information

Your Name:	Booth Number:
Exhibiting Company Name:	
Company Address:	
City / State:	Zip Code:
Phone:	Fax:
Email:	
Third Party (If Applicable):	
Signature:	

Delivery Information

*A representative must be in your booth at the time of delivery unless alternate arrangements are made.
Delivery subject to readiness of the booth structure and set-up. Please call us at 702.352.1516 with questions.*

On-Site Contact Person:	Cell Phone:	
Please Select Your Preferred Date and Time of Delivery (Choose One):		
Monday, February 24, 2020	<input type="checkbox"/> 8am - 12pm	<input type="checkbox"/> 1pm - 5pm
Tuesday, February 25, 2020	<input type="checkbox"/> 8am - 10am	
If You Have a Special Delivery Request, Please Note it Here:		

Payment Information

Method of Payment (Choose One):

- Credit Card** * In an effort to maximize the security of customer payments, a Freeman representative will include a link to our secure portal to provide credit card payment, with your order confirmation.
- Check** *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.
- Key Account** *Key Account customers have been pre-approved with net 30 terms.
- Bank Transfer** * Please reference the Show Name and Booth Number so we may properly credit your account.
Wire Transfer: Bank Transfer to Bank of America, N.A.; Dallas, TX
ABA#: 026-009-593, ACCT #: 4426831545 Freeman Audio Visual, Inc.
Physical address routing identifiers: 100 West 33rd Street, New York, NY

International Wire Transfer
Swift Code: BOFAUS3N ACCT # 4426831545 Freeman Audio Visual, Inc.
CHIPS address: 0959 Freeman Audio Visual, Inc.
Physical address for international routing identifiers: 100 West 33rd Street, New York, NY

ACH Direct Deposit
ABA# 111-000-012 ACCT # 4426831545 Freeman Audio Visual, Inc.
ABA routing transit number physical bank address: 901 Main Street, Dallas, TX

Note: Customers assume responsibility for any bank processing fees.

** For your convenience, Freeman will use your authorization to charge your credit card account for advanced and on site orders placed by your company representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor including without limitation, any shipping charges.

** All payments must be made in advance in US funds.

** Full payment, including any applicable tax, is due at the time the order is placed.

Cancellation Policy: Any cancellation must be received within **7 days** of show open to avoid being charged one day's rental rate. Cancellations after delivery will result in a day's charge and labor incurred.

PAYMENT & LABOR

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

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

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

DEFINITIONS

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

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR'S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

INDEMNIFICATION

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

IMPORTANT

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

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 less. All shipment weights are subject to correction and final charges determined by the actual or re-weighted 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 JURISDICITON 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 repeatedly 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, padded 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.

- 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.
- 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.
- 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.
- 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.
- 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):

- artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
 - clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
 - personal effects;
 - 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:
- whenever or wherever the claimed loss or damage may occur;
 - even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
 - even though Freeman may have been advised or be on notice of the 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:

- 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.
- 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.
- 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 email at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest 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 claim 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 either unmarked, unlabeled, or 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 of 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 email at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. 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.



MANDALAY BAY[®]

RESORT AND CASINO, LAS VEGAS

Mandalay Bay Exhibitor Services
Welcomes

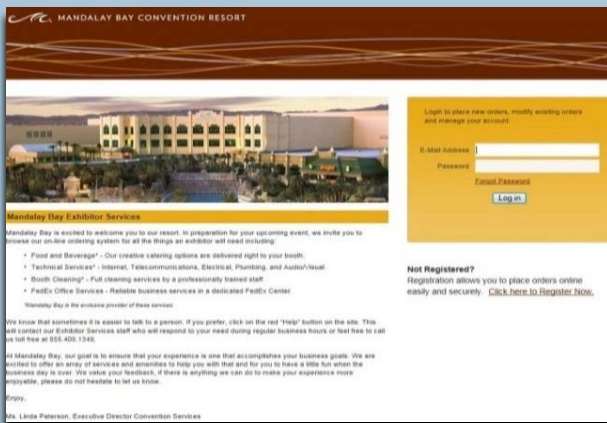
WPPI Expo 2020

Order Online!

Take advantage of discounted pricing until February 4, 2020

System offers easy ordering of:

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Booth Cleaning
Food and Beverage
Internet and Telecommunications
Audio Visual, Rigging & Truss
Security
Floral



Our online ordering system is quick, secure and easy to use. Step-by-step instructions are right on the screen, and assistance from one of our representatives is just a click away!

Order online today at mandalaybayexhibitorservices.com

Opportunity Village Would Like Your Donations!

Get a tax deduction for your donation!

Opportunity Village serves individuals with intellectual disabilities in Las Vegas. Your donations support valuable programs, helping these individuals in our community.

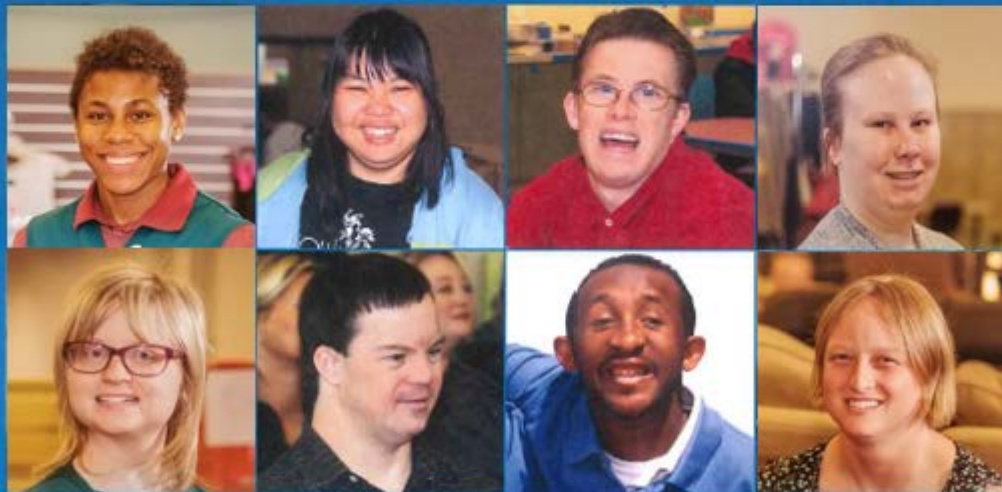
Opportunity Village is the *Charity of Choice* and is available to accept donations, and provide your company with a donation receipt for a **tax deduction**.

To donate your product and/or booth materials please call:
702-300-8409

Choose to Donate!

www.opportunityvillage.org

Opportunity Village is an independently operated 501(c)(3)





SHORT TERM PLANT RENTAL

800 PLANT IT
Live plants. Anytime, anywhere.

800PLANTIT.com



WPPI
February 25-27, 2020
Mandalay Bay Convention Center

QUALITY AND SERVICE	COST EACH	QUANTITY	TOTAL
RENTAL			
3' Green Plant	45.00		
4' Green Plant	55.00		
5' Green Plant	65.00		
6' Green Plant	75.00		
8' Green Plant	100.00		
Boston Fern	40.00		
Ivy	40.00		
Pothos	40.00		

BLOOMING PLANTS

Mums-Yellow	35.00		
Mums-White	35.00		
Mums-Lavender	35.00		
Potted Orchid	75.00		
Bromeliads	40.00		
Azaleas (seasonal)	40.00		
Kalanchoe	40.00		
Succulents	40.00		

FLOWER ARRANGEMENTS

Cut Flower Arrangement (tabletop, coffee table)	75.00		
Cut Flower Arrangement (reception, countertops, conference room)	95.00		
Custom Succulent Arrangement	100.00-300.00		
Bubble Bowl (for business cards only)	30.00		

TOTAL PLANTS AND FLOWERS _____

RENTAL POLICY

All plants and materials are rental basis only. Items missing from booths are responsibility of the exhibitor and may be subject to additional charges.

ALL PRICES INCLUDE:

- Installation
- Servicing
- Top Dressing
- Decorative Containers
- Removal at End of Show

ALL GREEN PLANTS FOR RENTAL ONLY

CHOICE OF CONTAINERS

- WHITE BLACK

PAYMENT POLICY

To complete your order, please visit:

<https://800plantit.boomerecommerce.com>

For all inquiries, please email Customer Service at customerservice@800plantit.com



800PLANTIT.com

Live plants. Anytime, anywhere.

800.752.6848

Lead Management Form

WPPI February 25 - 27, 2020 | Mandalay Bay Convention Center | Las Vegas, Nevada

Exhibiting Company: _____ Booth #: _____

Check if information is for: Exhibiting Company Third Party

3rd Party Company (if applicable): _____ Contact Name: _____

Address: _____ City: _____

State/Country: _____ Zip: _____

Phone: _____ Fax: _____ Email (required): _____

LEAD RETRIEVAL OPTIONS	on or before 1/8/20	1/9/20 to 1/23/20	after 1/23/20	number of units	TOTAL
Handheld Badge Scanner (RT2000)	\$470	\$545	\$575		\$
RT2000 Portable Bluetooth printer	\$75	\$100	\$125		\$
Tablet (Android Device)	\$399	\$425	\$475		\$
Amount					\$
Subtotal with 8.375% tax applied					\$
LEAD RETRIEVAL OPTIONS (not taxed)	on or before 1/8/20	1/9/20 to 1/23/20	after 1/23/20		
SWAP Mobile App (1-3 Users)	\$524	\$524	\$524		
Use Your Own Device					
Add SWAP Users	\$129 (Each)				\$
(After purchase of initial lead option)					
Subtotal					\$
ADDITIONAL SERVICES					
Developer's Kit (Real Time Data Services)		\$800			\$
Click here for more information.					
Delivery of Reader to Booth		\$100			\$
(Post show pickup not available)					
Amount					\$
Subtotal with 8.375% tax applied					\$
Add all Subtotals					\$
*Processing Fee					\$9.99
Final Total					\$

Lead Retrieval Order Confirmation will be emailed to you.

Note: All equipment must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.

Orders are subject to these Terms and Conditions:

- Orders cannot be processed unless received with payment. Purchase Orders are not accepted. Send check accompanied by order form.
- All orders canceled prior to 30 days of the show will incur a \$100 cancellation fee. Orders canceled within 30 days of the show will not be refunded.
- Taxable items and rates vary among states and are subject to change. Please call for exact quote.
- [Click Here for Additional Terms and Conditions](#)
- Processing fee waived when order is placed using company's online lead portal.

Order Online: <https://exhibitor.experientswap.com>

Order by Mail: Experient, 5202 Presidents Court, Suite 310, Frederick, MD 21703

Order by Fax: 301.694.3286



Payment Method Orders cannot be processed unless received with payment

Check Visa MasterCard AMEX DISCOVER

Signature: _____

Card #: _____ Exp: ____ / ____

Upon registration for this event, all guests (foreign and domestic) agreed to Terms of Use which include voluntarily sharing their personal information with exhibiting companies via lead retrieval. Experient recommends all customers seek their own expert advice for GDPR Compliance concerns.

For Assistance Contact:

Ann Cusimano

P: 866.297.5247

E: ann.cusimano@experient-inc.com

It is against Experient's security policy to accept credit card information via email.

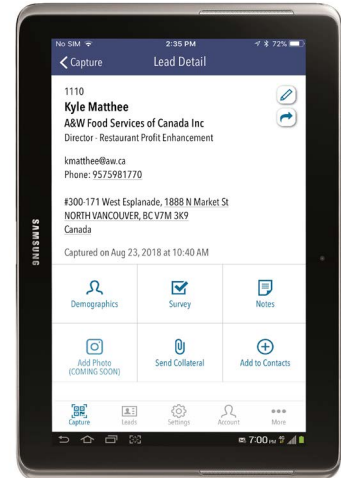


Handheld Badge Scanner (Optium RT2000)

- A mobile device for capturing lead information
- High speed scanning and extended battery life
- Custom lead surveys
- All leads consolidated in your SWAP Portal for immediate follow-up

Tablet (Android Device)

- Large screen for easy note-taking
- Custom lead surveys
- All leads consolidated in your SWAP Portal for immediate follow-up



SWAP Mobile App

- Download the app directly to your phone or device
- Collect leads anytime, anywhere
- SWAP automatically tracks leads by salesperson
- Custom lead surveys
- All leads consolidated in your SWAP Portal for immediate follow-up
- Ability to attach and send collateral from your device



Developer's Kit for Real Time Data Services

- All of the credentials you need to access our registration database in real time
- Instructions for your IT Department to set up the data transfer
- Choose whether you want to pull data in real time, nightly or at the end of the event



NATIONWIDE TRADESHOW & CONVENTION SERVICES



Brand Ambassadors, Hostesses, Receptionists, Crowd Gatherers, Greeters	\$200 - \$525 per day
Emcees, Narrators, Demonstrators, & Product Specialists	\$400 - \$2500+ per day
Specialty Talent (Cosplay, Models, Costumed Actors, Make-up Artists, etc.)	Based on job request
Interpreters (Foreign Language, Sign Language, etc.)	\$200 - \$550 per day
Hospitality Suite Hostess	\$125 - \$300 per day
Entertainment (Musicians, Actors, Comedians, Jugglers, etc.)	Based on job request
Event Planning (Theme & Site Selection, Catering, Floral, Entertainment, etc.)	Based on job request
Theater Presentations	Based on job request
Costume Rental & Design	\$125 & up
Costume Arrangements*	\$55 per hour

*(Includes: Pick-up, return, fittings, selecting & delivery to booth)
 Note: Prices subject to hours, job requirements, fittings and other expenses.
 RATE DOES NOT INCLUDE ACTUAL COSTUME RENTAL FEE

Day Rate consists of up to 8hrs/day & additional hours are O/T

website : imagemta.com I-800-778-2226 email : info@imagemta.com

FOLLOW US



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WPPI 2020

Mandalay Bay - Las Vegas , Nevada

February 25 - 27, 2020

SECURITY GUARD
ORDER FORM



RETURN BY 01/24/20

*** For Advance Order Rate**



Special Operations Associates, Inc. Of Nevada

NV LIC# 525

*ADVANCE ORDER RATE

\$24.00 PER HOUR (6 hr. min.)

RETURN TO:

SPECIAL OPERATIONS ASSOCIATES, INC.

3405 Cambridge Street

Las Vegas, Nevada 89169

(702) 386-8065 • FAX (702) 386-9720

E-Mail: soa@soasecurity.com • www.soasecurity.com

ON-SITE RATE (after 01/24/20)

\$30.00 PER HOUR (6 hr. min)

**FULL PAYMENT REQUIRED WITH
RECEIPT OF ORDER**

NOTE: ANY ADDITIONS AFTER ADVANCE ORDER DATE WILL BE CHARGED AT HIGHER RATE.

PLEASE ARRANGE FOR _____ GUARDS IN OUR BOOTH ON THE FOLLOWING DAYS:

DATE	HOURS	DATE	HOURS
_____	_____ TO _____	_____	_____ TO _____
_____	_____ TO _____	_____	_____ TO _____
_____	_____ TO _____	_____	_____ TO _____
_____	_____ TO _____	_____	_____ TO _____
_____	_____ TO _____	_____	_____ TO _____
_____	_____ TO _____	_____	_____ TO _____

Special Operations Associates, Inc. (SOA) is not an insurer. Charges are based solely upon the value of services provided for, and are unrelated to the value of the clients operations property or the property of others. The amounts payable by the client are not sufficient to warrant assuming any risk of damage or loss to property due to SOA's negligence or failure to perform. SOA, its agents and representatives, will provide all necessary safeguards and shall assume no liability for life, accident, theft of property, damage to property or any other loss due to factors beyond our control. The client, by signing this agreement, holds SOA harmless for any and all losses and agrees to have in effect at the time of signing this agreement insurance to cover all product, and personal damages and claims arising from engaging in business as an exhibitor.

TOTAL HOURS REQUESTED: _____

AUTHORIZED BY: _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **FAX:** _____ **E-MAIL:** _____

BOOTH NUMBER: _____ **EXHIBIT HALL:** _____ **DATE:** _____

CARD TYPE: AMERICAN EXPRESS VISA MASTERCARD 3.5 % processing fee added for credit card

CREDIT CARD NUMBER: _____ **EXPIRATION DATE:** ____/____/____ **CVV#** _____

CARDHOLDER SIGNATURE: _____ **PRINTED NAME OF CARDHOLDER:** _____

CARDHOLDER ADDRESS: _____ **STATE:** _____ **ZIP:** _____

- Guard to remain in booth until exhibitor arrives.
- Guard to work scheduled times only.
- Fire watch guard.