



TO: Annual Meeting Showcase Exhibitors

FROM: Ellen M. Drudy
Director of Operations and Conferences
National Trade Productions, Inc.

RE: 2013 Annual Meeting Products & Services Showcase

Thank you for participation in the American Public Transportation Association's 2013 Annual Meeting Showcase. The showcase will be in the Salons B & C of the Hilton Chicago in Chicago, IL.

Please read the enclosed information carefully.
A happy exhibitor is well-informed.

Show hours are:

Sunday	September 29	6:00pm – 8:00pm
Monday	September 30	11:30am – 2:00pm

This exhibitor services manual contains information you will need regarding your exhibit in the showcase. **In order to save time and money, we recommend you send your shipment to the advance warehouse.**

An exhibitor list including your booth location will be emailed to you soon.

If you have questions, please contact me by email: edrudy@ntpshow.com or telephone: 703-706-8209.

Best Regards,

APTA Annual Meeting Showcase Display Rules & Regulations

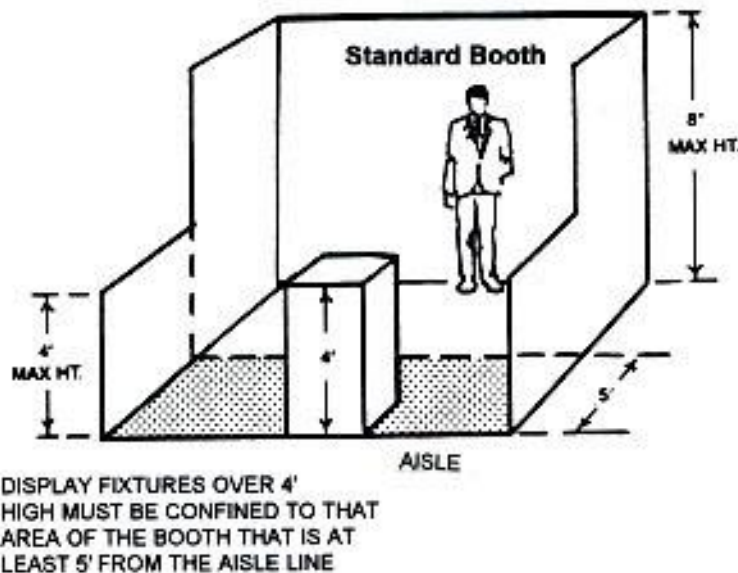
Show Management rules regarding the physical structure and appearance of exhibits are designed to ensure safety and fairness to all exhibitors. Your display must conform to the guidelines provided below.

No Exhibitor may offer to or distribute their products or materials in an area other than their contracted booth space. If product or materials are found to be showcased in a booth other than their own, materials or product will be removed by show management.

Maximum Height – 8 feet

This height may be maintained on the sidewalls of your booth **up to** a distance of **4 feet** from the aisle. Remaining length of the sidewall **may be no higher than 4 feet**. See diagram below.

Exhibitors may not begin dismantling their exhibit until the close of the show.





2013 ANNUAL MEETING

SHOWCASE ONLY REGISTRATION

Hilton Chicago

Chicago, IL

September 29 – 30, 2013

Meetings Department
American Public
Transportation Association
1666 K Street, NW
Washington, DC 20006
Fax: 202-496-4331

Anyone wishing to attend the showcase or participate only as an exhibitor must register for a floor access badge. **If you are an exhibitor, there is one free showcase registration included with the purchase of a booth. Please fill in the information for the free badge on the Showcase Reservation form.**

Attendees who are registered for the entire Annual Conference do not need to purchase an additional floor access badge.

Registration Fee: \$125 per person.

Access to conference sessions are not included. No refunds will be issued after **August 30**. The pre-registration deadline is **September 23**. After September 23, you may register onsite.

Show Hours

September 29: 6:00pm – 8:00pm (reception included)

September 30: 11:30am – 2:00pm (lunch included)

_____ Check included

(if you wish to pay by credit card, please register through the online link)

Name	_____
Nickname	_____
Title	_____
Company	_____
Address	_____
City/State/Zip	_____
Tel	_____
Fax	_____
E-mail	_____

Submitted By:

Name _____

Company _____

Tel _____ Fax _____

E-mail _____

A confirmation email will be sent to the registrant as well as the person submitting the form (if different) within three business days after receipt of your registration.

F R E E M A N

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

APTA 2013 Annual Meeting Products & Services Showcase September 29-30, 2013 Hilton Chicago Chicago, Illinois

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high blue and white backwall drape, 3' high blue side dividers, (1) 6' x 30" blue draped table, (2) Limerick® Chairs by Herman Miller, (1) wastebasket and a 7" x 44" one-line identification sign.

EXHIBIT HALL CARPET

The exhibit area is carpeted.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates. Place your order by Friday, September 6, 2013.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

www.freemanco.com/preshowFAQ.

Sunday September 29 8:00 a.m. - 5:00 p.m.

Please Note: Double time rates will apply during move-in on Sunday, September 29, 2013.

All wood crates MUST be off the floor and placed in empty storage by 4:00 p.m. All exhibits must be fully installed by 5:00 p.m. on Sunday, September 29, 2013.

EXHIBIT HOURS

Sunday September 29 6:00 p.m. - 8:00 p.m. (reception included)

Monday September 30 11:30 a.m. - 2:00 p.m. (lunch included)

EXHIBITOR MOVE-OUT

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

www.freemanco.com/postshowFAQ.

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

SERVICE CENTER HOURS

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

Sunday September 29 8:00 a.m. - 5:00 p.m.

Monday September 30 8:00 a.m. - 4:30 p.m.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty crates starting at **2:00 p.m. on Monday, September 30, 2013.**
- All exhibitor materials must be removed from the exhibit facility by **4:30 p.m. on Monday, September 30, 2013.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out deadline, please have all carriers check-in by **3:00 p.m. on Monday, September 30, 2013.**

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION

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

FREEMAN ONLINE®

Order early to take advantage of advance order discount rates. Place your order by Friday, September 6, 2013.

Our Internet online ordering service, Freeman OnLine®, is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine®.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine®, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine® without using the email link, visit www.myfreemanonline.com and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine® please call our Customer Support Center at (1-888-508-5054).

SHIPPING INFORMATION

Warehouse shipping address:

APTA 2013 Annual Meeting Products & Services Showcase
Exhibiting Company Name
Booth # _____
c/o FREEMAN
2500 West 35th Street
Chicago, IL 60632

Freeman will accept crated, boxed or skidded materials beginning **Friday, August 30, 2013** at the above address. Materials arriving after **Friday, September 20, 2013** will be received at the warehouse with an additional after deadline charge.

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

Do NOT ship advance freight to the Hilton Chicago. The hotel has NO storage facilities and *the freight will be returned to the sender*. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Freeman will accept **DIRECT** freight shipments at the Hilton Chicago Hotel, 725 South Wabash Avenue, Chicago, IL 60605 at **1:00 p.m. on Sunday, September 29, 2013** for all exhibit halls.

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

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 Service Desk.

ASSISTANCE

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

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 Chicago Exhibitor Services at (773) 473-7080 or Freeman's Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates. Place your order by Friday, September 6, 2013.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

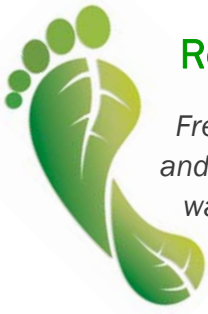
The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

EXHIBITOR ASSISTANCE

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

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



Reducing Your Footprint

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

Green Tips for Exhibitors

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

Supplies and Ordering

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

Printing, Recycling and Waste Management

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

Shipping and Transportation

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



Personnel and Best Practices

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



These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact Jeff Chase at jeff.chase@freemanco.com.

F R E E M A N

5040 W Roosevelt Rd
Chicago, IL 60644
(773) 473-7080 Fax: (469) 621-5603
FreemanChicagoES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 06, 2013**

**INCLUDE THIS FORM
WITH YOUR ORDER**

NAME OF SHOW: **APTA 2013 Annual Meeting Products & Services Showcase / September 29-30, 2013**

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ BOOTH SIZE : _____ X

CITY/STATE/ZIP: _____

PHONE: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL: _____

E-MAIL FOR INVOICE: _____ ☐ Check if you are a new Freeman customer
Invoices will be sent by e-mail; please provide e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

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

☐ COMPANY CHECK

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

Please reference (312283) on your remittance.

☐ CREDIT/DEBIT CARD

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

☐ AMERICAN EXPRESS ☐ MASTER CARD ☐ VISA

FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR
MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	HANGING SIGNS			GRAND TOTAL

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freemanco.com/store.
- 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 Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.

TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

<http://feedback.freemanco.com/?312283>

F R E E M A N

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Chicago, IL 60644
(773) 473-7080 Fax: (469) 621-5603
FreemanChicagoES@freemanco.com

APTA 2013 Annual Meeting Products & Services Showcase / September 29-30, 2013

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

☐ ALL FREEMAN SERVICES

☐ FREEMAN EXHIBIT TRANSPORTATION

☐ I&D LABOR/SUPERVISION

☐ RENTAL FURNITURE/CARPET/SIGNS

☐ MATERIAL HANDLING/IN & OUT

☐ BOOTH CLEANING

☐ OTHER _____

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS

☐ MASTERCARD

☐ VISA

FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

F R E E M A N

5040 W Roosevelt Rd
Chicago, IL 60644
(773) 473-7080 Fax: (469) 621-5603
FreemanChicagoES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE

SEPTEMBER 06, 2013

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

NAME OF SHOW: **APTA 2013 Annual Meeting Products & Services Showcase / September 29-30, 2013**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: **X**

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

For fast, easy ordering, go to www.freemanco.com/store

FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CHAIRS Pages 1 & 2						
___	N71092	Diva Counter Stool	255.10	280.60	357.15	
___	N71091	Diva Chair	224.75	247.25	314.65	
___	N710102	Santana Chair	208.85	229.75	292.40	
___	N710144	Diplomat Chair	288.65	317.50	404.10	
___	N71038	Cherry Barrel Chair	240.85	264.95	337.20	
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe				
___	N71048	Gray Gaslift Stool w/Arms .	375.15	412.65	525.20	
___	N71047	Gray Gaslift Stool	329.65	362.60	461.50	
___	N71046	Gray Gaslift Chair w/Arms ..	272.70	299.95	381.80	
___	N71045	Gray Gaslift Chair	256.80	282.50	359.50	
___	N71044	Executive Chair	380.65	418.70	532.90	
___	N71089	Black Diamond Side Chair..	139.95	153.95	195.95	
___	N71090	Black Diamond Arm Chair..	177.05	194.75	247.85	

CHAIRS Page 3						
___	N71088	Black Diamond Stool	223.25	245.60	312.55	
___	C210108	Limerick® Chair..... by Herman Miller	99.75	109.75	139.65	
___	C210112	Casey Padded Stool	129.20	142.10	180.90	
		<input type="checkbox"/> Black <input type="checkbox"/> Gray				

LOUNGE SEATING Page 3						
___	N73091	Signature Loveseat	754.10	829.50	1,055.75	
___	N71093	Signature Chair	514.15	565.55	719.80	

TABLES Page 4						
___	N72026	Cherry Cocktail Table.....	229.30	252.25	321.00	
___	N72027	Cherry End Table.....	200.60	220.65	280.85	
___	N72015	Glass Conference Table.....	240.55	264.60	336.75	
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome				

TABLES Page 5						
___	N72028	Metro Slate Cocktail Table...	269.60	296.55	377.45	
___	N72029	Metro Slate End Table.....	233.20	256.50	326.50	
___	C115103	Studio Black Cocktail Table.	226.10	248.70	316.55	
___	C115104	Studio Black End Table.....	194.35	213.80	272.10	

TABLES Page 5						
Pedestal Tables - SoHo Series						
___	N72066	Black-top Mini 18"W x 18"H	112.50	123.75	157.50	
___	N72069	Black-top Cafe 24"W x 30"H ...	205.50	226.05	287.70	
___	N72070	Black-top Bistro 24"W x 42"H	224.40	246.85	314.15	
___	N72067	Black-top Café Table 36"x30".	211.30	232.45	295.80	
___	N72068	Black-top Bistro 36"W x 42"H ..	230.60	253.65	322.85	
Pedestal Tables - Chelsea Series - Butcher Block Top						
___	N72063	Café Table 30"W x 30"H	211.30	232.45	295.80	
___	N72064	Café Table 36"W x 30"H	211.30	232.45	295.80	
___	N720163	Bistro Table 30"W x 42"H	230.60	253.65	322.85	
___	N720164	Bistro Table 36"W x 42"H	230.60	253.65	322.85	

OFFICE FURNITURE Page 6						
___	N72093	Milano Table/Blonde Top	535.15	588.65	749.20	
___	N72092	Milano Table/Black Top	535.15	588.65	749.20	
___	N72094	Luna Table/Black Top	664.15	730.55	929.80	
___	N720191	Hemingway Writing Table	368.90	405.80	516.45	
___	N74061	Cherry Desk 5'	557.05	612.75	779.85	
___	N74065	Cherry Bookcase	263.80	290.20	369.30	
___	N74064	Cherry Credenza	502.00	552.20	702.80	
___	N74071	Oak Desk 5'	556.35	612.00	778.90	
___	N74075	Oak Bookcase	262.60	288.85	367.65	
___	N74074	Oak Credenza	498.50	548.35	697.90	

DISPLAY FURNITURE Page 7						
___	N72056	Display Counter.....	255.15	280.65	357.20	
___	N75079	Orion Computer Kiosk.....	508.80	559.70	712.30	
___	N75030	Black Display Cube/Small.....	258.45	284.30	361.85	
___	N75031	Black Display Cube/Medium....	276.75	304.45	387.45	
___	N75032	Black Display Cube/Large.....	313.55	344.90	438.95	

Display Cylinders						
___	N75020	Black Display Cylinder/Low.	262.15	288.35	367.00	
___	N75021	Black Display Cylinder/Med.	262.15	288.35	367.00	
___	N75022	Black Display Cylinder/Lg....	262.15	288.35	367.00	

Remember to select a color for items
with checkboxes. A color will be
selected for you if not indicated.

NAME OF SHOW: **APTA 2013 Annual Meeting Products & Services Showcase / September 29-30, 2013**

COMPANY NAME:

BOOTH::

BOOTH SIZE:

X

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

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

For fast, easy ordering, go to www.freemanco.com/store

FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY FURNITURE Page 7 & 8 (continued)						
Draped Tables - Tables are 24" wide <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White						
___	C130330	Draped Table 3'L x 30"H....	100.70	110.75	141.00	___
___	C130430	Draped Table 4'L x 30"H....	129.35	142.30	181.10	___
___	C130630	Draped Table 6'L x 30"H....	166.10	182.70	232.55	___
___	C130830	Draped Table 8'L x 30"H....	201.10	221.20	281.55	___
___	C1240463	4th Side Drape 6'L x 30"H...	41.20	45.30	57.70	___
___	C1240483	4th Side Drape 8'L x 30"H...	41.20	45.30	57.70	___
___	C130342	Draped Counter 3'L x 42"H.	136.70	150.35	191.40	___
___	C130442	Draped Counter 4'L x 42"H.	161.65	177.80	226.30	___
___	C130642	Draped Counter 6'L x 42"H.	199.75	219.75	279.65	___
___	C130842	Draped Counter 8'L x 42"H.	231.45	254.60	324.05	___
___	C1240464	4th Side Drape 6'L x 42"H...	54.75	60.25	76.65	___
___	C1240484	4th Side Drape 8'L x 42"H...	54.75	60.25	76.65	___

Undraped Tables - Tables are 24" wide						
___	C131330	Undraped Table 3'L x 30"H..	37.60	41.35	52.65	___
___	C131430	Undraped Table 4'L x 30"H..	43.50	47.85	60.90	___
___	C131630	Undraped Table 6'L x 30"H..	57.80	63.60	80.90	___
___	C131830	Undraped Table 8'L x 30"H..	68.55	75.40	95.95	___
___	C131342	Undraped Counter 3'Lx42"H	68.55	75.40	95.95	___
___	C131442	Undraped Counter 4'Lx42"H	73.90	81.30	103.45	___
___	C131642	Undraped Counter 6'Lx42"H	87.25	96.00	122.15	___
___	C131842	Undraped Counter 8'Lx42"H	98.90	108.80	138.45	___

Table Top Risers						
___	C150410	Single Step Riser 4'L x 7"H	35.35	38.90	49.50	___
___	C150610	Single Step Riser 6'L x 7"H	44.40	48.85	62.15	___
___	C150810	Single Step Riser 8'L x 7"H	59.25	65.20	82.95	___
___	C150414	Single Step Riser 4'L x 14"H	N/A	N/A	N/A	___
___	C150614	Single Step Riser 6'L x 14"H	N/A	N/A	N/A	___
___	C150814	Single Step Riser 8'L x 14"H	N/A	N/A	N/A	___
___	C150420	Double Step Riser 4'L	N/A	N/A	N/A	___
___	C150620	Double Step Riser 6'L	N/A	N/A	N/A	___
___	C150820	Double Step Riser 8'L	N/A	N/A	N/A	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
ACCESSORIES Pages 9 & 10						
___	C220121	Chrome Stanchion w/belt ..	89.60	98.55	125.45	___
___	C220118	Chrome Sign Holder	114.20	125.60	159.90	___
___	N750135	Round Literature Rack	240.05	264.05	336.05	___
___	N750136	Flat Literature Rack	212.30	233.55	297.20	___
___	C220109	Chrome Coat Tree	42.55	46.80	59.55	___
___	C220134	Chrome Easel	46.15	50.75	64.60	___
___	C220110	Chrome Bag Rack	114.20	125.60	159.90	___
___	N75053	Black Trash Receptacle	108.80	119.70	152.30	___
___	N75054	Aluminum Trash Receptacle	108.80	119.70	152.30	___
___	220107	Wastebasket	20.20	22.20	28.30	___
___	220106	Corrugated Wastebasket.....	13.45	14.80	18.85	___
___	N75057	Small Refrigerator	440.70	484.75	617.00	___
___	N75052	Black Table Lamp	112.80	124.10	157.90	___
___	N74082	File Cabinet/2 Drawer	155.35	170.90	217.50	___
___	N74081	File Cabinet/4 Drawer	242.40	266.65	339.35	___
___	10201484	Bulletin Board	249.40	274.35	349.15	___

Special Drape <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White						
___	12103	Special Drape 3'H (per ft.) ..	20.95	20.95	29.35	___
___	12108	Special Drape 8'H (per ft.) ...	28.50	28.50	39.90	___

TOTAL COST

___	+	___	=	___
Sub-Total		8 % Tax		Total Cost

Remember to select a color for items with checkboxes. A color will be selected for you if not indicated.

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Chicago, IL 60644
(773) 473-7080 Fax: (469) 621-5603
FreemanChicagoES@freemanco.com

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DEADLINE DATE
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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING						

Lisbon Group - Black Leather

	81011	Chair.....	545.75	600.35	764.05	
	8303	Loveseat.....	733.55	806.90	1,026.95	
	8302	Sofa.....	814.50	895.95	1,140.30	

Newport Group -Charcoal Leather

	8308	Loveseat.....	742.25	816.50	1,039.15	
	8109	Armless Chair.....	421.95	464.15	590.75	
	81010	Corner Chair.....	492.50	541.75	689.50	

South Beach Group - Platinum Suede

	8301	Sofa.....	714.60	786.05	1,000.45	
	8151	Ottoman.....	311.75	342.95	436.45	

Key West Group - Black Fabric

	8307	Loveseat.....	580.25	638.30	812.35	
	8306	Sofa.....	643.95	708.35	901.55	
	8103	Tub Chair.....	447.70	492.45	626.80	

Allegro Group - Blue Fabric

	81019	Chair.....	246.15	270.75	344.60	
	83015	Sofa.....	392.90	432.20	550.05	

Marrakesh Group - Beige Fabric

	810808	Chair.....	483.95	532.35	677.55	
	83062	Sofa.....	681.00	749.10	953.40	

Memphis Group - Black Fabric

	810812	Chair.....	496.55	546.20	695.15	
	83064	Sofa (compact).....	692.00	761.20	968.80	

Roma Group - White Vinyl

	81020	Chair.....	275.30	302.85	385.40	
	83016	Sofa.....	422.05	464.25	590.85	

CASUAL SEATING

Ottomans

	8154	Square - Black Leather.....	344.35	378.80	482.10	
	8152	Square - White Leather.....	344.35	378.80	482.10	
	8155	Bench - Black Leather.....	428.60	471.45	600.05	
	8153	Bench - White Leather.....	428.60	471.45	600.05	
	81513	Half Round - Black Leather.....	447.70	492.45	626.80	
	81514	Half Round - White Leather.....	447.70	492.45	626.80	

Ottomans

	81518	Vibe - Blue Vinyl.....	69.15	76.05	96.80	
	81520	Vibe - Pink Vinyl.....	69.15	76.05	96.80	
	81519	Vibe - Red Vinyl.....	69.15	76.05	96.80	
	81517	Vibe - Yellow Vinyl.....	69.15	76.05	96.80	
	81525	Vibe - Orange Vinyl.....	69.15	76.05	96.80	
	81511	Leather Cube - White Leather.....	124.05	136.45	173.65	
	81512	Leather Cube - Black Leather.....	124.05	136.45	173.65	
	81526	Edge LED Cube.....	227.35	250.10	318.30	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING (continued)						

Occasional Chairs

	8101	T-vac Chair - Translucent/Chrome	349.55	384.50	489.35	
	810819	Globus Occasional Chair - White Vinyl/Chrome.....	465.10	511.60	651.15	
	8102	Madrid Chair - Black Leather.....	893.75	983.15	1,251.25	
	810816	Madrid Chair - White Leather.....	893.75	983.15	1,251.25	
	81017	Panton Chair - White Plastic.....	215.30	236.85	301.40	
	810814	ICE Side Chair - Transparent/Chrome.....	236.50	260.15	331.10	
	81090	New York Chair - Onyx/Maple Wood/Chrome.....	258.65	284.50	362.10	
	810707	ISO Mesh Pull-up Chair - Black Vinyl/Black Steel....	450.35	495.40	630.50	
	810811	Berlin Stack Chair - White & Red Plastic/Chrome....	122.90	135.20	172.05	
	810810	Berlin Stack Chair - White & Black Plastic/Chrome...	122.90	135.20	172.05	
	810702	Jetson Chair - Black Vinyl/Black Steel.....	239.65	263.60	335.50	
	810835	Meeting Chair (/Espresso).....	241.20	265.30	337.70	
	810836	Meeting Chair (Taupe.....)	316.00	347.60	442.40	
	810837	Razor Armless Chair.....	63.75	70.15	89.25	
	810838	Fusion Chair Black/White.....	166.30	182.95	232.80	

Conference Chairs

	810807	Luxor Executive Chair - Black Leather.....	517.40	569.15	724.35	
	81075	Tilt Executive Chair - Onyx Fabric.....	380.00	418.00	532.00	
	81018	Flex Chair - Black Plastic/Chrome.....	175.60	193.15	245.85	
	81063	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	505.15	555.65	707.20	
	810813	Perth Highback Chair - Black Leather/Chrome.....	496.55	546.20	695.15	
	81073	Altura Junior Executive Chair - Black Fabric.....	394.30	433.75	552.00	

Bars & Bar Stools

	8501	Martini Bar - Grey metal rounded bar with frosted glass top and chrome legs.....	1,549.80	1,704.80	2,169.70	
	810100	Ohio Barstool - Grey Fabric/Chrome.....	194.55	214.00	272.35	
	810101	Ohio Barstool - Red Fabric/Chrome.....	194.55	214.00	272.35	
	810102	Ohio Barstool - Black Fabric/Chrome.....	194.55	214.00	272.35	
	810202	Shark Swivel Barstool - White Plastic/Chrome.....	164.95	181.45	230.95	
	810103	Banana Barstool - White Vinyl/Chrome.....	213.50	234.85	298.90	
	810104	Banana Barstool - Black Vinyl/Chrome.....	213.50	234.85	298.90	
	810815	ICE Barstool - Transparent/Chrome.....	252.20	277.40	353.10	
	810505	Gin Barstool - Maple Wood/Chrome.....	239.65	263.60	335.50	
	810706	Jetson Barstool - Black Vinyl/Black Steel.....	358.25	394.10	501.55	
	810200	Oslo Barstool - Blue Plastic/Chrome.....	268.70	295.55	376.20	
	810201	Oslo Barstool - White Plastic/Chrome.....	268.70	295.55	376.20	
	810834	Zoey Barstool.....	343.70	378.05	481.20	

Occasional End & Cocktail Tables

	82015	Silverado End Table - Tempered Glass/Painted Steel.....	325.65	358.20	455.90	
	82014	Silverado Table - Tempered Glass/Painted Steel.....	345.75	380.35	484.05	
	82025	Geo End Table - Glass/Black Steel.....	307.00	337.70	429.80	
	82035	Geo End Table - Glass/Chrome.....	307.00	337.70	429.80	
	82024	Geo Table - Glass/Black Steel.....	325.65	358.20	455.90	
	82034	Geo Table - Glass/Chrome	325.65	358.20	455.90	
	82023	Inspiration End Table - Tempered Glass/Painted Steel.....	330.70	363.75	463.00	
	82022	Inspiration Table - Tempered Glass/Painted Steel....	349.55	384.50	489.35	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES, LIGHTING & MORE						

Occasional End & Cocktail Tables

	82054	Sydney End Table - Black Laminate/Brushed Steel..	267.95	294.75	375.15	
	82055	Sydney End Table - White Laminate/Brushed Steel..	267.95	294.75	375.15	
	82052	Sydney Table - Black Laminate/Brushed Steel.....	323.15	355.45	452.40	
	82053	Sydney Table - White Laminate/Brushed Steel.....	323.15	355.45	452.40	
	82056	Candy Table.....	196.80	216.50	275.50	
	82057	Edge LED Lighted Table.....	227.35	250.10	318.30	

Conference Tables

	82060	Nova White Oval Table - White Laminate/Chrome....	282.55	310.80	395.55	
	82033	Manhattan Table - Glass/Black Steel.....	392.60	431.85	549.65	
	82041	Geo Conference Table - Glass/Black Steel.....	556.00	611.60	778.40	
	82051	Geo Conference Table - Glass/Chrome.....	556.00	611.60	778.40	
	82058	Communal Table 30"H (Maple with Grommets).....	568.25	625.10	795.55	
	82059	Communal Table 42"H (Maple with Grommets).....	795.60	875.15	1,113.85	
	82067	Communal Table 30"H Maple.....	568.25	625.10	795.55	
	82068	Communal Table 42"H Maple.....	795.60	875.15	1,113.85	
	82063	Communal Table 30"H White.....	568.25	625.10	795.55	
	82066	Communal Table 42"H White.....	795.60	875.15	1,113.85	

Product Display

	850604	Etagere - Black.....	403.55	443.90	564.95	
	850605	Etagere -Pewter.....	403.55	443.90	564.95	
	85078	Locking Door Pedestal - Black Laminate.....	556.00	611.60	778.40	

Refrigerator

	8503001	Refrigerator - White.....	885.85	974.45	1,240.20	
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Lighting

	850707	Mason Table Lamp - White/Brushed Silver.....	77.60	85.35	108.65	
	850708	Mason Floor Lamp - White/Brushed Silver.....	114.00	125.40	159.60	

TOTAL COST		
Sub-Total	8% Tax	Total Cost

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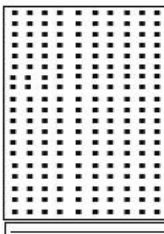
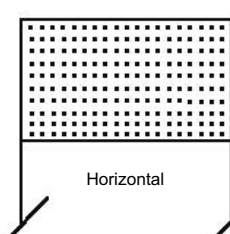
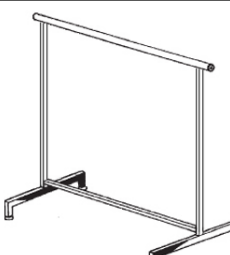
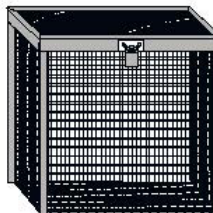


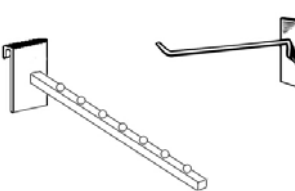

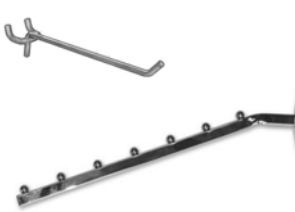

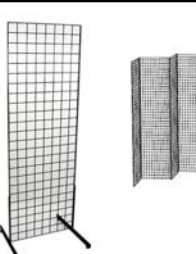
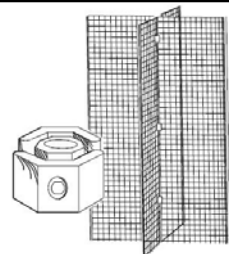
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ACCESSORIES

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
PERFBOARDS / BULLETIN BOARDS						
___	10201178	1M x 8'H Single Side-Vert (White)...	245.30	269.85	343.30	
___	10201179	1M x 8'H Single Side-Vert (Gray)...	N/A	N/A	N/A	
___	10201182	1/2 M x 8'H Single Side-Vert.....	184.65	203.10	258.50	
___	10201480	4' x 8' Single Side-Horz.....	245.30	269.85	343.40	
___	102040	4" Single Hook.....	3.25	3.60	4.55	
___	102060	6" Single Hook.....	3.25	3.60	4.55	
___	102080	8" Single Hook.....	3.25	3.60	4.55	
___	10205	12" Shelf Bracket.....	20.30	22.35	28.40	
___	10207	7-Ball Waterfall Arm.....	37.90	41.70	53.05	

GRIDS						
___	103028	Chrome Grid.....	110.20	121.20	154.30	
___	103010	Black Grid.....	110.20	121.20	154.30	
___	103011	White Grid.....	N/A	N/A	N/A	
___	103040	Grid Legs (Chrome).....	42.30	46.55	59.20	
___	103041	Grid Legs (Black).....	42.30	46.55	59.20	
___	103042	Grid Legs (White).....	N/A	N/A	N/A	
___	103030	Grid Connectors.....	13.80	15.20	19.30	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
GRIDS (continued)						
___	10303	3-Ball Waterfall Arm.....	31.80	35.00	44.50	
___	10305	5-Ball Waterfall Arm.....	33.95	37.35	47.55	
___	10307	7-Ball Waterfall Arm.....	37.90	41.70	53.05	
___	10309	Cleaver Clip.....	N/A	N/A	N/A	
___	103044	4" Single Hook.....	3.25	3.60	4.55	
___	103046	6" Single Hook.....	3.25	3.60	4.55	
___	103048	8" Single Hook.....	3.25	3.60	4.55	

ACCESSORIES						
___	151010	Collapsible Security Container.....	N/A	N/A	N/A	
___	15905	Fish Bowl.....	35.80	39.40	50.10	
___	159011	Ticket Tumbler - Small.....	135.25	148.80	189.35	
___	10405	Garment Rack.....	147.35	162.10	206.30	
___	10404	4-way Slant Arm.....	184.65	203.10	258.50	
___	10403	2-way Straight Arm.....	146.75	161.45	205.45	

TOTAL COST		
Sub-Total	8 % Tax	Total Cost

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- For FREE samples or a quote on **orders over 1200 sq. ft.** please call our Exhibitor Sales Department at (773) 473-7080.
- **Orders received after the deadline or without payment will be charged the Standard Price and are subject to availability.**
- **Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.**
- **No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- All Classic and Prestige carpets contain recycled content and are recyclable.

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

- **Guaranteed new, high quality carpet available in a variety of designer colors.**

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)	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 5.60	\$ 6.15	\$ 7.85	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 5.10	\$ 5.60	\$ 7.15	_____

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)	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 4.80	\$ 5.30	\$ 6.70	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 4.10	\$ 4.50	\$ 5.75	_____

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

- **Our Custom Cut Classic Carpeting is available in custom cut sizes, and in a variety of standard colors.**

CHOOSE YOUR CARPET COLOR:

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

Rental - Price per square foot (100 sq. ft. minimum)

16 oz. Carpet Rental	Online Price	Discount Price	Standard Price	Total
Per sq. ft. Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.45	\$ 3.80	\$ 4.85	_____

CLASSIC CARPET - includes delivery, material handling, installation and removal**

- **Our 16 oz. Classic Carpeting is available in a variety of standard colors in the following standard sizes.**

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet	\$ 225.60	\$ 248.15	\$ 315.85	_____
_____	9' x 20' Classic Carpet	\$ 451.00	\$ 496.10	\$ 631.40	_____
_____	9' x 30' Classic Carpet	\$ 676.60	\$ 744.25	\$ 947.25	_____
_____	9' x 40' Classic Carpet	\$ 902.05	\$ 992.25	\$ 1,262.85	_____

CARPET PADDING AND PLASTIC COVERING - includes delivery, material handling, installation and removal

- **Price is per sq. ft.**

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.).....	\$ 1.10	\$ 1.20	\$ 1.55	_____
_____	Carpet Padding - 1/2" (Over 700 sq. ft.).....	\$.90	\$ 1.00	\$ 1.25	_____
_____	Plastic Covering	\$.45	\$.50	\$.65	_____

Our carpet padding consists of 95 -100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recycled content.

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

TOTAL COST				
Sub- Total	+	8% Tax	=	Total Cost

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F R E E M A N

5040 W Roosevelt Rd
Chicago, IL 60644
(773) 473-7080 Fax: (469) 621-5603
FreemanChicagoES@freemanco.com

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

APTA 2013 Annual Meeting Products & Services Showcase / September 29-30, 2013

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X
CONTACT NAME : _____ PHONE #: _____
E-MAIL ADDRESS : _____

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

For fast, easy ordering, go to www.freemanco.com/store

CLEANING SERVICES

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time40	.55	_____
_____	610200	Booth Vacuuming - 2 Days80	1.10	_____
_____	610300	Booth Vacuuming - 3 Days	N/A	N/A	_____
_____	610400	Booth Vacuuming - 4 Days	N/A	N/A	_____

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

SHAMPOOING (per sq ft - 100 sq ft minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time	1.00	1.40	_____
_____	630200	Shampoo Carpet - 2 Days	N/A	N/A	_____
_____	630300	Shampoo Carpet - 3 Days	N/A	N/A	_____

PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq.ft.	71.95	100.75	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	103.15	144.40	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	123.65	173.10	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

TOTAL COST

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

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**DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 06, 2013**

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

NAME OF SHOW: **APTA 2013 Annual Meeting Products & Services Showcase / September 29-30, 2013**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	
Package 1	<input type="checkbox"/> 10' x 10'	3,051.95	4,272.75	<input type="checkbox"/> 10' x 20'	5,976.85	8,367.60	_____
Package 2	<input type="checkbox"/> 10' x 10'	1,816.60	2,543.25	<input type="checkbox"/> 10' x 20'	3,506.05	4,908.45	_____
Package 3	<input type="checkbox"/> 10' x 10'	2,579.20	3,610.90	<input type="checkbox"/> 10' x 20'	5,031.40	7,043.95	_____
Package 4	<input type="checkbox"/> 10' x 10'	2,586.15	3,620.60	<input type="checkbox"/> 10' x 20'	5,032.75	7,045.85	_____
Package 5	<input type="checkbox"/> 10' x 10'	2,716.65	3,803.30	<input type="checkbox"/> 10' x 20'	5,325.45	7,455.65	_____
Package 6	<input type="checkbox"/> 10' x 10'	2,832.05	3,964.85	<input type="checkbox"/> 10' x 20'	5,598.90	7,838.45	_____

CHOOSE YOUR PANEL

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

CARPET

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

Check color choice

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

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

LIGHTING

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

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

Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

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

☐ Black ☐ Blue ☐ Brown ☐ Burgundy ☐ PMS Color _____
☐ Red ☐ Teal ☐ White ☐ Dark Green ☐ 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

TOTAL COST

Sub-Total	+	8 % Tax	=	Total Cost
-----------	---	---------	---	------------

F R E E M A N

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Chicago, IL 60644
(773) 473-7080 Fax: (469) 621-5603
FreemanChicagoES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 06, 2013**

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


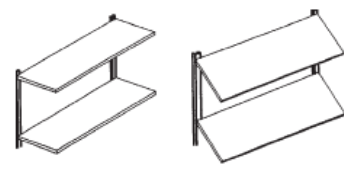
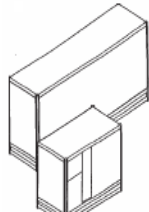
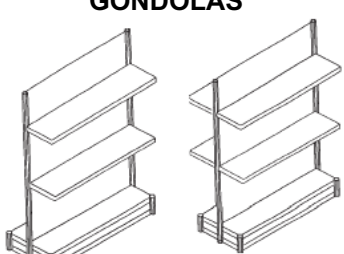


APTA 2013 Annual Meeting Products & Services Showcase / September 29-30, 2013

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS: _____

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

For fast, easy ordering, go to www.freemanco.com/store

ACCESSORIES FOR RENTAL UNITS

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

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
(electrical service & labor to install lights not included)					
___	172512	Arm Light	115.70	162.00	___
___	172514	4' Tracklight (3 lights)	351.90	492.65	___
___	17252	Halogen Light	N/A	N/A	___

CABINETS & LOCKS					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 1/2M x 36" High.....	608.00	851.20	___
___	17306	1M x 1/2M x 42" High.....	680.75	953.05	___
___	17308	2M x 1/2M x 36" High.....	765.65	1,071.90	___
___	17309	2M x 1/2M x 42" High.....	801.75	1,122.45	___
___	173010	1M Radius x 1/2M x 36" High.	569.25	796.95	___
___	173011	1M Radius x 1/2M x 42" High..	665.90	932.25	___
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock	24.60	34.45	___
Inside Shelves Available Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
GONDOLAS					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	412.90	578.05	___
___	174542	Double Sided 1M x 4' High..	516.25	722.75	___
___	174581	Single Sided 1M x 8' High...	571.80	800.50	___
___	174582	Double Sided 1M x 8' High..	714.80	1,000.70	___

SHELVES					
___	17201	1M Straight (37" x 12")	105.55	147.75	___
___	17206	1M Angled (37" x 12")	105.55	147.75	___

LITERATURE POCKETS					
___	174015	For 8 1/2 x 11 Literature	36.55	51.15	___

TOTAL COST					
___	Sub-Total	+	___	8% Tax	=
___	Total Cost				

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

F R E E M A N

5040 W Roosevelt Rd
Chicago, IL 60644
(773) 473-7080 Fax: (469) 621-5603
FreemanChicagoES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 06, 2013**

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

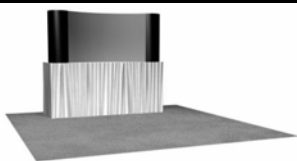
APTA 2013 Annual Meeting Products & Services Showcase / September 29-30, 2013

COMPANY NAME:	BOOTH #:	BOOTH SIZE:	X
CONTACT NAME :	PHONE #:		
E-MAIL ADDRESS :			

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

For fast, easy ordering, go to www.freemanco.com/store

TABLE TOP UNIT



RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	1,124.35	1,574.10		
40"H x 8"W	1,311.70	1,836.40		

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	1,406.70	1,969.40		
40"H x 8"W	1,592.80	2,229.90		

*Shipping Not Included

Rental Units Include:

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

Purchase Units Include:

1-Case
One Time Installation & Dismantle

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

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

Additional Fabric Panel Colors for Purchase Units Only:

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

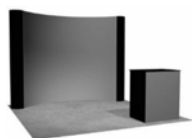
*Other Colors Also Available for Purchase Units

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

Table Drape:

☐ Black ☐ Blue ☐ Burgundy ☐ Dark Green ☐ Flax ☐ Gold
☐ Gray ☐ Plum ☐ Red ☐ Teal ☐ White

FLOOR UNIT



RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	1,876.40	2,626.95		
8'H x 10'W	2,243.65	3,141.10		

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	3,189.30	4,465.00		
8'H x 10'W	3,744.05	5,241.65		

*Shipping Not Included

Rental Units Include:

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

Purchase Units Include:

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

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

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

Additional Fabric Panel Colors for Purchase Units Only:

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

*Other Colors Also Available for Purchase Units

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

All Classic carpet contain recycled content and are recyclable.

CUSTOM GRAPHIC / PHOTO PANELS

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

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

OPTIONAL ACCESSORIES				RENTAL			PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total		Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit		213.60	299.05				303.55	424.95	
1715801	1-200 Watt Halogen Light Kit		112.45	157.45				221.15	309.60	
1715802	Straight Shelf		86.15	120.60				153.60	215.05	
1715803	Angled Shelf		86.15	120.60				153.60	215.05	

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 + 9.25% Tax = Total Cost

RENTAL UNITS TOTAL COST

Sub-Total + 8% Tax = Total Cost

F R E E M A N

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 3, 2013

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **APTA 2013 Annual Meeting Products & Services Showcase / September 29-30, 2013**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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

For fast, easy ordering go to www.freemanco.com/store

STANDARD PURCHASE -- Standard Framing, Sizes, and Fabric

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

An Exhibitor Sales Specialist will contact you for details.



Square Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 10'	3'	40'	\$ 7,192.10	\$10,788.15	_____
_____	10' x 10'	4'	40'	\$ 8,544.55	\$12,816.85	_____
_____	15' x 15'	3'	60'	\$ 10,178.85	\$15,268.30	_____
_____	15' x 15'	4'	60'	\$12,012.60	\$18,018.90	_____



Rectangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 15'	3'	50'	\$ 9,063.90	\$13,595.85	_____
_____	10' x 15'	4'	40'	\$ 10,521.25	\$15,781.90	_____



Circle Signs

Quantity	Diameter	Height	Circumference (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	31.42'	\$ 6,353.85	\$ 9,530.80	_____
_____	10'	4'	31.42'	\$ 7,341.70	\$11,012.55	_____
_____	15'	3'	47.12'	\$ 8,957.65	\$13,436.50	_____
_____	15'	4'	47.12'	\$ 10,371.75	\$15,557.65	_____



Triangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 10'	3'	30'	\$ 5,532.75	\$ 8,299.15	_____
_____	10' x 10'	4'	30'	\$ 6,452.30	\$ 9,678.45	_____
_____	15' x 15'	3'	45'	\$ 8,556.25	\$12,834.40	_____
_____	15' x 15'	4'	45'	\$12,196.30	\$18,294.45	_____



Serpentine Signs

Quantity	Length	Height	Double Sided (Linear Ft.)	Discount Price	Standard Price	Total
_____	15'	3'	30'	\$ 4,653.95	\$ 6,980.95	_____
_____	15'	4'	30'	\$ 5,842.35	\$ 8,763.55	_____
_____	20'	3'	40'	\$ 7,005.85	\$ 10,508.80	_____
_____	20'	4'	40'	\$ 8,236.20	\$12,354.30	_____
_____	30'	3'	60'	\$ 9,174.10	\$13,761.15	_____
_____	30'	4'	60'	\$11,099.70	\$16,649.55	_____

Total: _____ x 9.25%(Tax) _____ = _____

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



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

FREEMAN

5040 West Roosevelt Road
Chicago, Illinois 60644
Ph: (773) 473-7080 • Fax: (469) 621-5603
FreemanChicagoES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 6, 2013**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **APTA 2013 Annual Meeting Products & Services Showcase / September 29-30, 2013**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

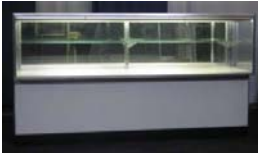
For Assistance, please call (773) 473-7080 to speak with one of our experts.

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SHOWCASES



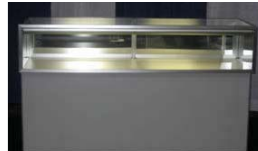
FULL VISION CASE



HALF VISION CASE



TOWER CASE



QUARTER VISION CASE



CORNER VISION CASE



WALLCASE

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
FULL VISION CASE						
1-8" & 1-10" Glass Shelf with Adjustable Brackets						
26" High Front Glass Display Section						
Case is 20" Deep						
Available in 4', 5' and 6' lengths						
_____	101043	4'.....	\$619.75	\$681.75	\$867.65	\$ _____
_____	101051	5'.....	\$619.75	\$681.75	\$867.65	\$ _____
_____	101061	6'.....	\$619.75	\$681.75	\$867.65	\$ _____

HALF VISION CASE						
1-10" Glass Shelf with Adjustable Brackets						
18" High Front Glass Display Section						
Case is 20" Deep						
Available in 4', 5' and 6' lengths						
_____	101042	4'.....	\$619.75	\$681.75	\$867.65	\$ _____
_____	101050	5'.....	\$619.75	\$681.75	\$867.65	\$ _____
_____	101060	6'.....	\$619.75	\$681.75	\$867.65	\$ _____

TOWER CASE						
Dimensions are 20"L x 20"D x 80"H						
3 Glass Shelves						
Lights						
Locks						
Available in 20 x 20 Square Only						
_____	1010200	20 x 20.....	\$812.60	\$893.85	\$1137.65	\$ _____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
QUARTER VISION CASE						
12" High Front Glass Display Section						
Case is 20" Deep						
Available in 4', 5' and 6' lengths						
_____	101044	4'.....	\$619.75	\$681.75	\$867.65	\$ _____
_____	101052	5'.....	\$619.75	\$681.75	\$867.65	\$ _____
_____	101062	6'.....	\$619.75	\$681.75	\$867.65	\$ _____

CORNER VISION CASE						
Includes Rear Access and Glass Shelves						
Case is 20" Deep						
Available in Full, Half, and Quarter Sizes						
*Cases on the sides in picture above are not included						
_____	101091	Full.....	\$757.50	\$833.25	\$1060.50	\$ _____
_____	101090	Half.....	\$757.50	\$833.25	\$1060.50	\$ _____
_____	101092	Quarter.....	\$757.50	\$833.25	\$1060.50	\$ _____

WALLCASE						
Dimensions are 48"L x 20"D x 72" H						
(4) 12" Glass Shelves						
Adjustable Brackets						
Lights						
Locks						
60" High Sliding Glass Doors						
Available in See-Thru (pictured above) and Solid						
_____	1010203	Solid.....	\$785.05	\$863.55	\$1099.05	\$ _____
_____	1010204	See-Thru.....	\$785.05	\$863.55	\$1099.05	\$ _____

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

TOTAL COST

Sub-Total _____ + Tax (8%) _____ = TOTAL _____

F R E E M A N

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Chicago, IL 60644
(773) 473-7080 Fax: (469) 621-5603
FreemanChicagoES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 06, 2013**

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

NAME OF SHOW: **APTA 2013 Annual Meeting Products & Services Showcase / September 29-30, 2013**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

For fast, easy ordering, go to www.freemanco.com/store

GRAPHICS

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

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

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq.ft.
\$ 17.90 per sq. ft. discount price
sq. ft. _____ x or _____ = \$ _____
\$ 26.85 per sq. ft. standard price

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

LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

- | | |
|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Foamcore | <input type="checkbox"/> Masonite |
| <input type="checkbox"/> PVC | <input type="checkbox"/> Plexi |
| <input type="checkbox"/> Gatorfoam | <input type="checkbox"/> Eco-Board |
| <input type="checkbox"/> 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"	@	33.15	49.75 =	
7" x 22"	@	33.15	49.75 =	
7" x 44"	@	46.55	69.85 =	
9" x 44"	@	60.15	90.25 =	
11" x 14"	@	33.15	49.75 =	
14" x 22"	@	46.55	69.85 =	
14" x 44"	@	93.15	139.75 =	
22" x 28"	@	93.15	139.75 =	
28" x 44"	@	188.10	282.15 =	
20" x 60"	@	188.10	282.15 =	

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical _____ Horizontal _____ Use Your Judgment For Sign Layout _____

Background Color: _____

Lettering Color: _____

TOTAL COST

Sub-Total + 9.25 % Tax = Total Cost

FREEMAN graphics

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our desire 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. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:

- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

- All related PMS and/or CMYK color codes (if submitting CMYK values, please supply accurate color swatches.)
- Accurate color proof print of artwork
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting a "vector" file, include all fonts, or convert fonts to outlines or paths

ACCEPTABLE FILE SOFTWARE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs (listed in order of preference):

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW
- QUARK XPRESS

Files should always be saved in their native format.

ACCEPTABLE FILE TYPES

Files that Freeman **can use** in order of preference, include:

- EPS and AI (especially when submitting logos)
- TIF (especially when submitting photos)
- JPG (provided resolution is high enough for photo images; not recommended for logos)

File types that Freeman **cannot use** to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

WAYS TO SEND ARTWORK

• Artwork files that are of acceptable resolution as listed above will typically be too large to send via e-mail. Files may be saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)

• Files may also 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 are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (773) 473-7080 for assistance.

CHICAGO AREA UNION JURISDICTIONS

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

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

TEAMSTER UNION

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

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

MACHINERY MOVERS & RIGGERS

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

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

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

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

CARPENTERS UNION

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

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

CHICAGO AREA UNION JURISDICTIONS

DECORATORS UNION

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

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

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

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

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

ELECTRICAL UNION

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

GENERAL PROVISIONS

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

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

WHAT YOU CAN DO WITHOUT UNIONS IN THE CHICAGO AREA

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

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

F R E E M A N

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 6, 2013

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **APTA 2013 Annual Meeting Products & Services Showcase / September 29-30, 2013**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

For fast, easy ordering go to www.freemanco.com/store

CARPENTER LABOR (One Hour Minimum per Worker)

Description	Advance Price Per Hour	Standard Price Per Hour
Straight Time - 8:00 a.m. to 4:30 p.m. Monday through Friday	\$ 140.70	\$ 182.90
Overtime - 4:30 p.m. to 8:30 p.m. Monday through Friday; 6:00 a.m. - 6:30 p.m. Saturday	\$ 211.05	\$ 274.35
If a Display Laborer has not worked eight (8) straight time hours on that day between 8:00 a.m. and 4:30 p.m., Monday through Friday (Holidays excluded), Double Time rates will apply for that day during the hours of 6:30 p.m. to 8:30 p.m., Monday through Friday.		
Double Time - 8:30 PM - 8:00 AM Monday through Friday (unless noted above); Before 6:00 a.m. and after 6:30 p.m. Saturday; ALL DAY Sunday and Holidays.	\$ 281.40	\$ 365.80
NOTE: On the break of a show occurring on Monday through Friday, work performed from: 4:30 P.M. to 8:30 P.M. shall be charged in Straight Time; from 8:30 P.M. to Midnight shall be charged at Overtime (time and a half).		

- **Show Site prices will apply to all labor orders placed at show site.**
- Price is per person/per hour
- Start time guaranteed only when labor is requested for the start of the working day (8:00 a.m.), unless the official set up time begins later in the day.
- One hour minimum per man--labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pick up laborers. Upon completion of work, supervisor must return to Service Desk to release laborers.
- Labor must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervising jobs will be completed at our discretion prior to show opening and before the hall must be cleared.

Please include setup plan/photo, special instructions and inbound shipping information with this order.

INSTALLATION LABOR

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

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

Emergency Contact: _____ Phone Number: _____

☐ **SUPERVISION BY EXHIBITOR PERSONNEL**

Supervisor will be: _____ Phone Number: _____

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

DISMANTLE LABOR

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

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

Emergency Contact: _____ Phone Number: _____

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

FREEMAN carpenter installation & dismantle labor

NAME OF SHOW: **APTA 2013 Annual Meeting Products & Services Showcase / September 29-30, 2013**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: **X**

CONTACT NAME: _____ PHONE #: _____

EMAIL ADDRESS: _____

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING INFORMATION AND SET-UP INFORMATION:

Freight will be shipped to: Warehouse _____ Show Site _____ Date _____

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

Other (Specify) _____

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION:

Ship To: _____

METHOD OF SHIPMENT

☐ FREEMAN EXHIBIT TRANSPORTATION

☐ Common Carrier

☐ Air Freight

☐ Next Day

☐ 2nd Day

☐ Deferred

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

☐ Other Common Carrier: _____

☐ Other Air Freight: _____

☐ Van Line: _____

FREIGHT CHARGES

☐ Prepaid

☐ Collect

Bill To: _____

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

☐ Reroute via Freeman's choice

☐ Delivery back to warehouse at Exhibitor's Expense.

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

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For fast, easy ordering go to www.freemanco.com/store

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Description	Advance Price Per Hour	Standard Price Per Hour
Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday	\$ 140.70	\$ 182.90
Overtime - 4:30 P.M. to 8:30 P.M. Monday through Friday and 8:00 A.M. to 4:30 P.M. Saturday	\$ 211.05	\$ 274.35
Double Time - 8:30 PM - 8:00 AM Monday through Friday, 4:30 P.M. - 12:00 Midnight Saturday, ALL DAY Sunday and Holidays.....	\$ 281.40	\$ 365.80

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

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

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

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 - Start time guaranteed only when labor is requested for the start of the working day (8:00 a.m.), unless the official set up time begins later in the day.
 - One hour minimum per man--labor thereafter is charged in half (1/2) hour increments.
 - Supervisor must check in at Service Desk to pick up laborers. Upon completion of work, supervisor must return to Service Desk to release laborers.
 - Labor must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
 - When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
 - Freeman supervising jobs will be completed at our discretion prior to show opening and before the hall must be cleared.
- Please include setup plan/photo, special instructions and inbound shipping information with this order.

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Supervisor will be: _____ Phone Number: _____

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

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Freeman Supervision (30%/\$45.00)						= \$ _____
Total Dismantle						= \$ _____

F R E E M A N

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

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

APTA 2013 Annual Meeting Products & Services Showcase / September 29-30, 2013

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X
CONTACT NAME : _____ PHONE #: _____
E-MAIL ADDRESS : _____

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

For fast, easy ordering, go to www.freemanco.com/store

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information:
(800) 995-3579 Toll Free US & Canada
(817) 607-5100 Local & International

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City)

(State)

(Zip)

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #

APTA 2013 Annual Meeting Products & Services Showcase

C/O: FREEMAN

2500 WEST 35TH STREET

CHICAGO, IL 60632

MUST BE DELIVERED BY SEPTEMBER 20, 2013

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

FREEMAN / Exhibiting Company Name / Booth #

APTA 2013 Annual Meeting Products & Services Showcase

C/O: FREEMAN

HILTON CHICAGO

725 S WABASH AVE

CHICAGO, IL 606052116

CANNOT BE DELIVERED BEFORE SEPTEMBER 29, 2013

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

Number of Pieces	Est. Weight
____ Crates (wooden)	_____
____ Cartons (cardboard)	_____
____ Cases/Trunks (fiber) (color _____)	_____
____ Skids/Pallets	_____
____ Carpet (color _____)	_____
____ Other (_____)	_____
____ Total	_____

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

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

OUTBOUND SHIPPING

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

Ship to address: _____

Number of Labels : _____

**FAX THIS COMPLETED FORM TO:
(469) 621-5810**

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

SHOW # (312283) _____

FREEMAN exhibit transportation

F R E E M A N

R U S H

DO NOT DELAY

MUST DELIVER BY SEPTEMBER 20, 2013

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

2500 WEST 35TH STREET

CHICAGO, IL 60632

WAREHOUSE

APTA 2013 Annual Meeting Products &

EVENT: Services Showcase

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

DO NOT DELAY

MUST DELIVER BY SEPTEMBER 20, 2013

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

2500 WEST 35TH STREET

CHICAGO, IL 60632

WAREHOUSE

APTA 2013 Annual Meeting Products &

EVENT: Services Showcase

BOOTH NO: _____ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE SEPTEMBER 29, 2013

TO:

EXHIBITOR NAME

C/O: FREEMAN

**HILTON CHICAGO
725 S WABASH AVE**

CHICAGO, IL 606052116

SHOW SITE

***APTA 2013 Annual Meeting Products &
Services Showcase***

EVENT:

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE SEPTEMBER 29, 2013

TO:

EXHIBITOR NAME

C/O: FREEMAN

**HILTON CHICAGO
725 S WABASH AVE**

CHICAGO, IL 606052116

SHOW SITE

***APTA 2013 Annual Meeting Products &
Services Showcase***

EVENT:

BOOTH NO: _____ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

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 Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on 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 Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. 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.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to 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.
- 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 Quick Facts.

How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. 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 Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three 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, carpet and/or pad-only shipments, 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 bars or hooks.

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show-site shipments.

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on Quick Facts.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on 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.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

What happens to my empty containers during the show?

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- 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 Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to Freeman's carrier choice or delivered back to the warehouse at exhibitor's expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

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 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 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 enclosed Terms and Conditions.

Other available services (may not be available in all locations)

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

F R E E M A N

F R E E M A N

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Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **APTA 2013 Annual Meeting Products & Services Showcase / September 29-30, 2013**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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

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

MATERIAL HANDLING SERVICES

- Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS, Airborne Express & DHL** are included in this category due to their delivery procedures.
(See definitions on back)
- Uncrated:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Straight Time -** 8:00 A.M. to 4:30 P.M. Monday through Friday
- Overtime -** 4:30 P.M. to 8:00 A.M. Monday through Friday; ALL DAY Saturday
- Double Time-** ALL DAY Sunday and Holidays
(Overtime/Double Time will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price per CWT	200 lbs. Minimum
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RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum)

Crated or Skidded Shipment	\$ 126.45	\$ 252.90
Special Handling Shipment	\$ 164.40	\$ 328.80

Showsite Shipment (200 lb. minimum) - Includes inbound double time charges.

Crated or Skidded Shipment	\$ 198.65	\$ 397.30
Special Handling Shipment	\$ 258.30	\$ 516.60
Uncrated or Pad Wrapped Shipment	\$ 298.00	\$ 596.00

Small Package - Maximum weight is 30 lbs. per shipment*..... \$ 49.15

* 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 September 20, 2013	\$ 31.60	\$ 63.20
Showsite Shipment after September 29, 2013	\$ 33.10	\$ 66.20

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

Crated or Skidded Shipment	\$ 33.10	\$ 66.20
Special Handling Shipment	\$ 43.05	\$ 86.10
Uncrated or Pad Wrapped Shipment	\$ 49.65	\$ 99.30

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

Crated or Skidded Shipment	\$ 66.20	\$ 132.40
Special Handling Shipment	\$ 86.10	\$ 172.20
Uncrated or Pad Wrapped Shipment	\$ 99.35	\$ 198.70

Description	Weight CWT	Price per CWT	Estimated Total Cost
	÷ 100 =		
Surcharges	÷ 100 =		
		Sub-Total	
		TOTAL	

Tips to Save on Material Handling!

- **Consolidate shipments** (i.e. if minimum shipment weight is less than 200 lbs.)

3 Separate Shipments

60 lbs. charged @ 200 lbs. \$252.90

52 lbs. charged @ 200 lbs. \$252.90

65 lbs. charged @ 200 lbs. \$252.90 = \$758.70

1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. charged @200 lbs. = \$252.90

Added benefit - your shipments are less likely to get misplaced if they are packaged together with larger items.

SPECIAL HANDLING DEFINITIONS

For frequently asked questions and material handling estimator tools, go to www.myfreemanonline.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 at dock level, etc.

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

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

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

What about Carpet Only Shipments?

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

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 bars and hooks.

DIRECTIONS TO HILTON CHICAGO

CAR TRAFFIC

From O'Hare Airport:

Follow signs on Kennedy Expressway (90/94) east to Chicago. Exit east at Congress Parkway. Turn right (south) at either Wabash Avenue or Michigan Avenue to Balbo Drive.

From Midway Airport:

Take Cicero Avenue to the Stevenson Expressway (55) heading east. Follow signs to Lake Shore Drive (north). Turn left (west) at Balbo Drive. Continue to Michigan Avenue or Wabash Avenue.

From the West:

Go east on the Eisenhower Expressway (290) which becomes Congress Parkway. Turn right (south) at either Wabash Avenue or Michigan Avenue to Balbo Drive.

From the South:

Go north on Lake Shore Drive to Balbo Drive. Turn left (west) and continue to either Michigan Avenue or Wabash Avenue.

From the North:

Take the Kennedy Expressway east to Chicago Loop and exit east at Congress Parkway. Turn right (south) at either Wabash Avenue or Michigan Avenue to Balbo Drive.

OR

Go south on Lake Shore Drive to Balbo Drive. Turn right (west) and continue to either Michigan Avenue or Wabash Avenue.

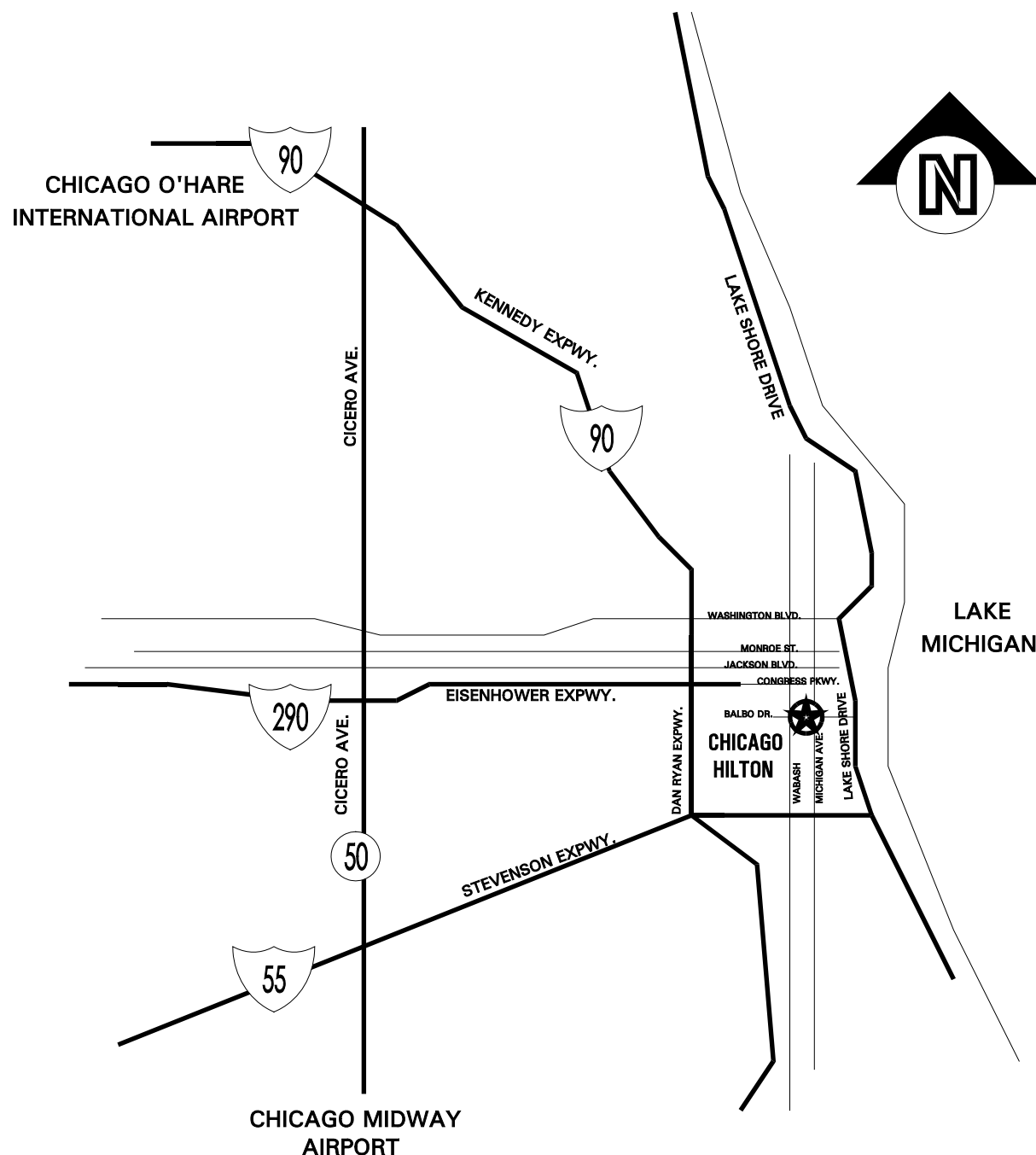
TRUCK TRAFFIC

From the West:

Go east on the Eisenhower Expressway (290). Exit 90/94 South. Continue to Roosevelt Road. Turn left (east) and continue to Wabash Avenue. Turn left (north) to Hilton Chicago.

From the South or North:

Use 90/94, exit Roosevelt Road. Turn left (east) and continue until Wabash Avenue. Turn left (north) to Hilton Chicago.



F R E E M A N

5040 W Roosevelt Rd
Chicago, IL 60644
(773) 473-7080 Fax: (469) 621-5603
FreemanChicagoES@freemanco.com

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

APTA 2013 Annual Meeting Products & Services Showcase / September 29-30, 2013

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X
CONTACT NAME : _____ PHONE #: _____
E-MAIL ADDRESS : _____

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

For fast, easy ordering, go to www.freemanco.com/store

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

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

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

- ☐ 1 Day: Delivery next business day
- ☐ 2 Day: Delivery by 5:00 P.M. second business day
- ☐ Expedited
- ☐ Deferred: Delivery within 3-4 business days
- ☐ Standard Ground
- ☐ Specialized: Pad wrapped, uncrated, or truckload

☐ OTHER COMMON CARRIER _____

☐ OTHER VAN LINE _____

☐ OTHER AIR FREIGHT _____

☐ Next Day ☐ 2nd Day ☐ Deferred

CARRIER PHONE #: _____

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, Freeman will attempt a courtesy phone call to your carrier to confirm the scheduled pick-up.

DESIRED NUMBER OF LABELS: _____

MATERIAL HANDLING

YOU ARE ENTERING A 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.

1. **DEFINITIONS.** For purposes of this Contract, Freeman means Freeman Decorating Services, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, any Exhibitor Appointed Contractors ("EAC"), and any persons receiving services from Freeman.

2. **PACKAGING/CRATES AND STORAGE.** 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. 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 will 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.

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, lockouts, 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 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 conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when Exhibitor's materials are delivered to the carrier for transportation from the 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 two (2) years* 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, or any partial 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 and 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) 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 exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Freeman's equipment; Exhibitor's violation of Federal, State, County or Local ordinances; 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 goods (including without limitation all equipment) 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.

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 Decorating Services, Inc., Freeman Decorating Ltd., Freeman Exhibit, AVW-TELAV Inc., Freeman Transportation, Hoffend Xposition, Stage Rigging, Inc., Kerry Technical Services, TFC, Inc., Freeman Electrical Services, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

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

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES:

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION:

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

IMPORTANT

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

Freeman REV 4.12

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 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 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.

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 THE 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 \$25.00**

(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.

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, 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 Freeman or 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 Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370, 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 15 calendar 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. 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.

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-weighted 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.

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. Freeman's RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, Freeman DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

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

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

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

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

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

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

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

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

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

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

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties

- (a) whenever or wherever the claimed loss or damage may occur;
- (b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
- (c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.

Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

- a) Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.
- b) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.
- c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Cunningham Lindsey US, Inc., P.O. Box 730689, Dallas, TX 75370.

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.

*****Exhibitor Information*****

Welcome Exhibitors,

In compliance with the directives of the Chicago Fire Prevention Bureau, please be aware that equipment, products, materials, or containers of any kind may not; under any circumstances be stored under any tables, behind any drape, or behind any booth displays. You may keep one day's supply of your product or materials on display in the open area of your booth space.

Any items stored behind a booth display or drape will be subject to removal and placed in an off-site storage facility. These items will be returned to you at the close of the show.

If any booth is found not to be in compliance the Fire Marshal reserves the right to close down that booth. Those exhibitors not in compliance would still be responsible for any services rendered. Vehicle must have a lock on gas tank, not more than an 8th of gas the battery must be un-hooked by the hotel electrician the keys give to Hilton Security Department.

***All tents must be Fire Retardant and Porous.**

**Thank you for your cooperation.
Hilton Chicago Management**



WELCOME TO THE HILTON CHICAGO & TOWERS

*In compliance with the directives of the Chicago Fire Prevention Bureau, we ask that **ALL EXHIBITORS** read and strictly adhere to the following:*

Please be aware that equipment, products, material, or containers of ANY KIND MAY NOT, under any circumstances be stored under any tables, behind any drape, or behind any booth displays. You may keep one day's supply of your product or materials on display in the open area of your booth space.

Any items stored behind a booth display or drape will be subject to removal and will be placed in an off-site storage facility. These items will be returned at the close of show.

"Empty" labels are provided for your convenience and are available at the Freeman Service Desk. Please affix these to your empty containers and place them in the aisle for pick-up. They will be returned to your booth at the break of show.

If any booth is found not to be in compliance, the Fire Marshal reserves the right to close down that booth. Those exhibitors not in compliance are responsible for any services rendered.

THANK YOU FOR YOUR COOPERATION.

Hilton Chicago Management

F R E E M A N
IS PROUD TO SERVE AS THE RECOMMENDED CONTRACTOR



GENERAL FIRE SAFETY POLICIES & PROCEDURES

STATEMENT OF PURPOSE:

General fire safety policies and procedures have been established to ensure the Hilton Chicago, its guests, clients, personnel and related service industries are working in a safe environment, and in compliance with City of Chicago statutes governing fire prevention. These policies and procedures should serve as a guideline for all concerned and will be enforced by Hilton Chicago Management. Any requests for variations or exceptions should be directed to the Exhibit Hall Department of the Hilton Chicago, and must be approved in writing by hotel management.

1. All material, including scenery, drapes, signs, etc., used in construction of an exhibit booth **MUST** be flame retardant. Polyurethane foam must pass the "standard flame test". Only fire retardant cardboard and paper may be used. Affix certificate of flame proofing to the booth.
2. No storage of any kind is allowed behind the back drapes, behind booth displays, or under tables. A maximum of one-day's supply of materials may be placed in an OPEN AREA of your booth space.
3. No hazardous demonstrations, such as welding, cooking with natural gas, heater demonstrations, etc. will be permitted without the written approval of the Chicago Fire Prevention Bureau. A copy of all paperwork regarding the request and the approval of the procedure from the Fire Department should be forwarded to the Hotel's Exhibit Hall Manager.
4. Use of hazardous materials is **NOT** permitted at any time during an exhibit show. Hazardous materials include: open flames, hot coals, propane, gasoline, kerosene, radioactive material, oxygen, etc.
5. Vehicles or apparatus with fuel tanks for display **MUST** have a locking fuel cap and the fuel cap **MUST** be sealed using heavy tape and contain no more than 1/8 tank of fuel. Battery cable **MUST** be disconnected prior to vehicle entering the building.
6. Exhibits with enclosed ceilings **ARE NOT PERMITTED**. All exhibits **MUST** be **NO HIGHER THAN 10 FEET TALL**. All exhibits should remain 18" below the sprinkler system. Helium balloons are **NOT** permitted.
7. Floor plans of all exhibit booths exceeding 200 square feet must be submitted to Exhibit Hall Manager no less than 30 days before show opening.
8. All fire hose cabinets, pull stations, and emergency exits must be visible and accessible at all times.
9. All main and cross aisles, corridors, stairways, and other exit areas must maintain the required minimum width of 8 feet. No protrusions into the aisles are permitted.
10. Smoking is **NOT PERMITTED** during set-up or tear-down of shows, and is restricted to authorized areas at any other time.
11. Cut trees, branches and shrubs are prohibited in the hotel. Live plants must be maintained in their natural state.
12. Report emergencies immediately by dialing 55 on any house phone.

ALL QUESTIONS AND CLARIFICATIONS SHOULD BE DIRECTED TO:

HILTON CHICAGO
EXHIBIT HALL MANAGER
720 S. Michigan Avenue
Chicago, IL 60605
Phone: (312) 663-6535
Fax: (312) 431-6904



720 South Michigan Avenue, Chicago, Illinois 60605 Telephone 312/922-4400 Fax 312/922-5240
Reservations 1-800-HILTONS

Proud Recipients of the Awards of Excellence, the Pinnacle Award, the M&D Award and the Inner Circle Award



NOTIFICATION OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR

DEADLINE: September 19, 2013

➔ EXHIBITORS COMPLETE THIS FORM ➔

ONLY if your company plans to use a contractor that is **NOT** an officially designated contractor in the exhibitor service manual, you **must** complete and return this form to the address below.

IMPORTANT: It is your responsibility to inform your Exhibitor Appointed Contractor that Show Management **requires an original general liability insurance certificate mailed to APTA, NTP and Freeman** or your Exhibitor Appointed Contractor will **NOT** be permitted to service your exhibit.

Contractor's Company Name: _____

Contact Person: _____

Phone: _____ Fax: _____ E-mail: _____

On-Site/Mobile Phone (if available): _____

Address: _____

City/State/Zip Code: _____

Type Of Service Or Delivery To Be Performed: _____

Exhibiting Company: _____ Booth #: _____

Exhibitor Contact: _____

Phone: _____ Fax: _____ E-mail: _____

Is contractor authorized to order show services on behalf of exhibitor? (check one) _____ YES _____ NO

AUTHORIZED EXHIBITOR SIGNATURE: _____

MAIL TO:

APTA Annual Meeting Showcase Management
National Trade Productions, Inc.
313 South Patrick Street
Alexandria, VA 22314-3567

or FAX TO:

1-703-706-8229

F R E E M A N

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 6, 2013

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **APTA 2013 Annual Meeting Products & Services Showcase / September 29-30, 2013**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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

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

Description	Qty.	Discount Price	Standard Price	Total
ELECTRICAL SERVICE				
BASIC POWER				
110/120 SINGLE PHASE / PER DAY				

1500 watt single outlet _____ \$105.00 \$140.00 \$ _____

2000 watt single outlet _____ \$125.00 \$145.00 \$ _____

Above 30 amps or 2000 watts Quoted on Request

HIGH POWER				
208 SINGLE PHASE / PER DAY				

15 amps single outlet _____ \$225.00 \$275.00 \$ _____

20 amps single outlet _____ \$250.00 \$300.00 \$ _____

30 amps single outlet _____ \$300.00 \$350.00 \$ _____

Above 30 amps or 3000 watts Quoted on Request

208 THREE PHASE / PER DAY				
----------------------------------	--	--	--	--

15 amps single outlet _____ \$250.00 \$300.00 \$ _____

20 amps single outlet _____ \$325.00 \$350.00 \$ _____

30 amps single outlet _____ \$500.00 \$600.00 \$ _____

Above 30 amps or 3000 watts Quoted on Request

ALL ELECTRICAL OUTLET REQUESTS ARE
CHARGED PER DAY

ELECTRICAL LABOR				
-------------------------	--	--	--	--

One Half Hour Minimum charge for delivery & hook up of all A/V equipment (computers, monitors, on site order, etc.)

STRAIGHT TIME\$ 95.00

OVERTIME\$155.00

(1/2 hour minimum)

Description	Qty.	Discount Price	Standard Price	Total
ADDITIONAL EQUIPMENT				

300 watt flood _____ \$ 50.00 \$ 60.00 \$ _____

Power Strip _____ \$ 35.00 \$ 40.00 \$ _____

(Does not include electrical)

10' extension cord _____ \$ 15.00 \$ 20.00 \$ _____

Above 30 amps or 3000 watts Quoted on Request

Outlets will be powered down overnight.

Outlets requiring 24-hour service or dedicated circuits will be at double the rates.

All electrical outlets are charged per day.

Please complete the grid on the next page to indicate location of electrical power or drains.

PLUMBING SERVICES

WATER, COMPRESSED AIR, WASTE LINES

• **Available on special written request.** Price dependent upon location of booth. Please specify amount, size, and type of service desired, with detailed drawings of equipment connections. Estimated charges are subject to reasonable adjustment due to any increase in labor costs occurring before the date of the show.

• All equipment and material furnished on this order by the Chicago Hilton shall remain the property of the hotel.

• Check one:

_____ Steamfitter _____ PSI

_____ Plumber (for Compressed Air Line)

(80 PSI limit)

<Written Request Enclosed>

TOTALS

ELECTRICAL SERVICES TOTAL

_____ x _____ = _____
No. of days Daily Rate Subtotal

Subtotal _____ + **Tax (8%)** _____ = **TOTAL** _____

ELECTRICAL LABOR TOTAL

_____ x _____ = _____
No. of Workers Per Hour TOTAL

TOTAL COST

_____ + _____ = _____
SERVICES LABOR TOTAL

QUICK TIPS FOR EASY EXHIBITING

• If you have questions or need assistance in completing your order, please call the Exhibit Hall Dept. at the Hilton Chicago at 312/922-4400, Ext. 6529.

• **Discount Pricing -- Applies to all orders when accompanied with full payment and received 14 days in advance.**

• **To ensure order processing, full payment must accompany order.**

FREEMAN electrical & plumbing

SKILLED PROFESSIONALS AND COST-CONSCIOUS CHARGES

To free you from unnecessary problems or delays at the show, we urge you to review this summary of electrical requirements applicable to all exhibitors (These requirements are based on the City of Chicago Electrical Code). In addition, if you are not familiar with basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to the Hilton Chicago. If you need further information or clarification on any point, please write to the attention of the Hilton Chicago Exhibition Hall Manager.

BEFORE YOU SHIP, CHECK YOUR EQUIPMENT AGAINST THESE REQUIREMENTS

- All wiring and electrical equipment requires evidence of testing and approval by a nationally recognized testing laboratory.
- All electrical signs shall have permanent nameplate stating (1) size in feet and inches (2) weight and (3) maximum ampere load of the sign.
- All wiring that touches the floor must be "SO" cord, rated for extra hard usage.
- Wiring above floor level must be "SJ" cord, rated for hard usage.
- Zip cord is prohibited.
- Flexible cords must be 3-wire unless part of a specifically approved assembly.
- Motors of 3/4 HP and over must be equipped with a safety switch.
- Open clip sign sockets, latex or lamp cord wire in displays, duplex or triplex attachment plugs, are prohibited.

AT THE EXHIBITION

- Electrical fixtures that are part of your display must be installed during set-up and removed during pack-up by hotel electricians who are union members, whether an order has been placed or not. Charges will be made accordingly. All jobs are a minimum of one half hour time.
- General illumination of the area is provided.
- All outlets will be installed on the floor of the backwall of the standard booth. Connections from outlets to equipment shall be time and material.
- Any electrical connections to the building electrical systems, or extensions thereto, must be made by building electricians, not by the exhibitor.
- Extensions to the electrical system must be made by 3-wire flexible cord, type SO or equal, in lengths arranged so that there will be no more than one coil, 2 feet in diameter, of excess cord.
- Any cord run across a traffic lane must be encased in a substantial enclosure specifically approved for the purpose.
- No electrical equipment shall be attached to, or supported from, booth dividers.
- Permanently installed wiring on booths or displays must be encased in an approved metal raceway. Where flexibility is necessary, such as between booth sections or at connection points to the building system, type SO cord or equal, in lengths not to exceed 6 feet, with approved attachment plugs, may be used.
- Splices and terminations shall be made in an approved metal enclosure.
- All electrical material and equipment must use 3-wire cord and be grounded. Because of local and national ordinances, connections where wiring constitutes a fire hazard will not be allowed.

IMPORTANT NOTES

- All exhibits will be carefully inspected to determine if violations exist. If they do, qualified electricians are available to correct them. The work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical services will not be connected.
- All material and equipment furnished by Hilton Chicago will remain the property of the Hilton Chicago.

F R E E M A N

ELECTRICAL SERVICES

The grid below may be printed to layout your electrical requirements for booths up to 40' x 40' or used to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

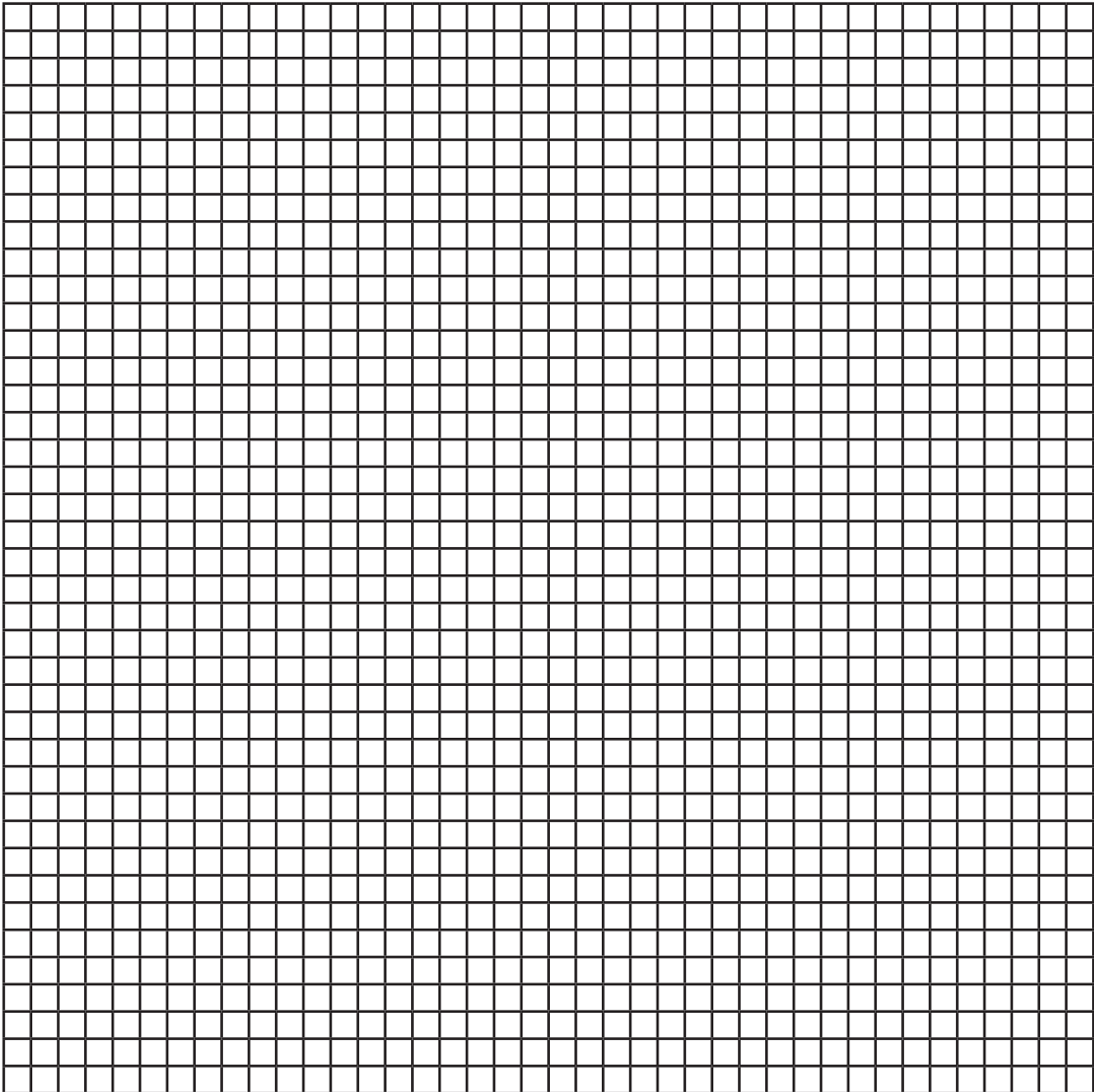
- 1. Location of the main power drop.** (Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight.) Please provide specific dimensions.
- 2. Location and load to all outlets.** Please provide specific dimensions and wattages/amperages. *Please do not simply place an X where your power is required.*
- 3. Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

Show Name: _____ Dates: _____

Company Name: _____ Booth #: _____

Adjacent Aisle or Booth # _____

Adjacent Aisle or Booth # _____



Adjacent Aisle or Booth # _____

Adjacent Aisle or Booth # _____

A measurement scale can be applied as necessary to reflect the size of your booth. (Minimum: 1 square = 1 foot)

SCALE: 1 SQUARE = _____ FOOT/FEET or _____ INCHES

F R E E M A N

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 6, 2013

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **APTA 2013 Annual Meeting Products & Services Showcase / September 29-30, 2013**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X

ORDERED BY: _____ PRINT NAME: _____ PHONE #: _____

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

START SERVICE ON: DATE: ____/____/____ TIME: _____

END SERVICE ON: DATE: ____/____/____ TIME: _____

HIGH SPEED INTERNET CONNECTIONS Uses DHCP (Dynamic Host Configuration Protocol)

(Client to provide their own Ethernet Card)

(Check: Wired or Wireless) **Please Note Pricing is the same for Wired or Wireless Connections**

Wired: _____ Wireless: _____

Standard Access is set at 1024 kbps up/down. Access Code will be provided onsite.

Part#

40-65-250	Shared METRO E	Per Day _____ x \$200.00 = \$ _____
40-65-251	Each Additional Device	Per Day _____ x \$150.00 = \$ _____
40-65-501	Static IP Address	Per Day _____ x \$950.00 = \$ _____

LABOR RATES: Non-Hilton Lines	Regular Business hours 8:00 a.m. - 4:00 p.m.	_____ x \$ 90.00 hr _____
	Overtime rates 4:00 p.m. - 8:00 p.m. and Weekends	_____ x \$ 125.00 hr _____
	Evening Rates 8:00 p.m. - 12:00 a.m.	_____ x \$ 150.00 hr _____

Meeting Room Event Specific Services

Bandwidth Throttling Per Port Upgrade

(Upgrade charges is an additional charge to Shared METRO E device cost)

Part#

40-65-1536 1536 kb upload/download (Full T-1) Per Day _____ x \$500 x per connection _____ = _____

VLAN Configuration & Support

(This is used for networking between client meeting space to client server room located at the hotel - order two (2) weeks in advance)

40-65-1601 Single VLAN Greater than 15 port Pkg. Per Day _____ x \$2000 per Port/day = _____

TOTAL COST

Equipment Subtotal _____ +Tax (14.5%)= TOTAL _____

Signature : _____ Printed _____

Note: This form must be received 15 days prior to the installation date to guarantee availability. Any telephone requests received after the required date may not be accommodated and will be subject to a late fee. Prepayment of all services is required before installation is started. All telephone calls are charged at the prevailing hotel rate. In event of loss or damage to equipment, a replacement cost will be applied.

ALL QUESTIONS CONCERNING TELEPHONE SERVICE SHOULD BE DIRECTED TO THE
HILTON CHICAGO COMMUNICATIONS SUPPORT MANAGER
@ (312) 431-6988 OR BY FAX (312) 922-4652.

****NO ORDER WILL BE PROCESSED WITHOUT THE REQUESTED INFORMATION AND CLIENT SIGNATURE****

FREEMAN internet request

F R E E M A N

5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 6, 2013

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **APTA 2013 Annual Meeting Products & Services Showcase / September 29-30, 2013**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

ORDERED BY: _____ PRINT NAME: _____ PHONE #: _____

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

START SERVICE ON: DATE: ____ / ____ / ____ TIME: _____

END SERVICE ON: DATE: ____ / ____ / ____ TIME: _____

LABOR RATES: Non-Hilton Lines

Regular Business hours 8:00 a.m. - 4:00 p.m.

_____ x \$ 90.00 hr _____

Overtime rates 4:00 p.m. - 8:00 p.m. and Weekends

_____ x \$ 125.00 hr _____

Evening Rates 8:00 p.m. - 12:00 a.m.

_____ x \$ 150.00 hr _____

EQUIPMENT AVAILABLE

D.I.D. (Direct Inward Dial):

Voice _____ Fax _____

Each Additional Day

_____ x \$ 225.00 = _____

_____ x \$ 50.00 = _____

ANALOG LINE

_____ x \$ 195.00 _____

Each additional Day @

_____ x \$ 50.00 _____

SPEAKER PHONE

_____ x \$ 250.00 _____

Each additional Day @

_____ x \$ 50.00 _____

MULTI LINE SET

_____ x \$ 295.00 _____

Each additional Day @

_____ x \$ 50.00 _____

FEATURES (PER KEY)

_____ x \$ 50.00 _____

(Hunt, Intercom, Speed Dial, Forwarding, Call Transfer)

DELUXE MULTI LINE SET x _____ \$ 395.00 _____

(Includes Voice Mail, Hunt, and Forwarding)

Each Additional Day @ _____ x \$ 50.00 _____

HOUSE PHONE

_____ x \$ 95.00 _____

Each additional Day @

_____ x \$ 50.00 _____

TOTAL EQUIPMENT CHARGES

_____ + _____ = _____
TOTAL EQUIPMENT CHARGES 14.5% TAX TOTAL CHARGES

LOCAL AND LONG DISTANCE CALLS ARE BILLED SEPARATELY

Signature : _____ Printed _____

Note: This form must be received 15 days prior to the installation date to guarantee availability. Any telephone requests received after the required date may not be accommodated and will be subject to a late fee. Prepayment of all services is required before installation is started. All telephone calls are charged at the prevailing hotel rate. In event of loss or damage to equipment, a replacement cost will be applied.

ALL QUESTIONS CONCERNING TELEPHONE SERVICE SHOULD BE DIRECTED TO THE
HILTON CHICAGO COMMUNICATIONS SUPPORT MANAGER
@ (312) 431-6988 OR BY FAX (312) 922-4652.

****NO ORDER WILL BE PROCESSED WITHOUT THE REQUESTED INFORMATION AND CLIENT SIGNATURE****

FREEMAN telecommunications request

Hilton Chicago
720 S. Michigan Avenue
Chicago IL, 60605

This form must be faxed to: 312-922-4652

Credit Card Authorization

I authorize the **Hilton Chicago** to charge my credit card for (check appropriate):

_____ Telephone Call Charges

Room-to-Room No Charge

911No Charge

800/888/8xx Toll Free CallsNo Charge for the first 60 minutes after 60 minutes calls are .10 cents per minute.

Local\$1.50 + 10 per minute after 60 minutes

Long Distance Domestic AT&T Operator Assisted Rate, less 50% of Surcharge

International AT&T Operator Assisted Rate

Directory Assistance Local \$1.00

Long Distance \$2.00

Important: The Telephone service order form must be completed & submitted to Freeman at the number listed on that form.

Name of Show: _____ Date of Show: _____

Exhibitor Name: _____ Booth Number: _____

Exhibitor Address: _____

Type of Card (Check One)

American Express _____

Visa _____

Master Card _____

Diners Club _____

Discover _____

The hotel may place a charge on my credit card for the estimated amount (14) days prior to my function.

Name On Card: _____

Card Number: _____

Exp. Date: _____

Total Estimated Charges: \$ _____

Phone# _____

Signature: _____

Date: _____

F R E E M A N

PROUD TO SERVE AS YOUR OFFICIAL
AUDIO VISUAL PROVIDER:



AMERICAN PUBLIC TRANSPORTATION ASSOCIATION

2013 APTA Annual Meeting

September 29– 30, 2013

Hilton Chicago

Chicago, IL

Exhibiting Company Name Booth Number

Third Party if Applicable

Company Address

City State Zip Code

Print Name Signature

Phone Fax

E-mail

On-site Contact On-site Contact Cell

Method of Payment:

- ☐ MasterCard ☐ Check (Must be in U.S. funds)
☐ Visa ☐ Bank Transfer (Call for information)
☐ American Express ☐ Key Account

Note: Customers are responsible for any bank processing fees. Your signature denotes acceptance of Freeman's terms and conditions.

Credit Card # Exp. Date

Card Holder Name (Print) Signature

*For your convenience, we will use this authorization to charge your credit card account for your advanced and on site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor, including without limitation, any shipping charges.

Cancellation Policy: Cancellation of equipment rental and services must be received a minimum of 7 days prior to the show opening to avoid a minimum one day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and minimum one day charge on equipment will be applied.

Quick Tips:

- All payments must be made in advance in U.S. funds.
- Electrical Services are not included in equipment pricing.
- A representative must be in your booth to sign for delivery of equipment, unless advance arrangements have been made.



POPULAR AUDIO VISUAL PACKAGES

DESCRIPTION	QTY.	Early Order	Show Rate	TOTAL
24" Flat Screen with Speakers (1080P, 16:9, High Def.), Single Post Stand		\$350.00	\$455.00	
32" Flat Screen with Speakers (16:9, High Def), Dual Post Stand		\$600.00	\$780.00	
42" Flat Screen with Speakers (16:9, High Def.), Dual Post Stand		\$680.00	\$884.00	
46" Flat Screen with Speakers (16:9) High Def), Dual Post Stand		\$810.00	\$1053.00	

A LA CARTE EQUIPMENT

DESCRIPTION	QTY.	Early Order	Show Rate	TOTAL
24" Flat Screen with Speakers (1080P, 16:9, High Definition, DVI, HDMI input)		\$250.00	\$325.00	
32" Flat Screen with Speakers (720P, 16:9, High Definition, DVI input)		\$450.00	\$585.00	
42" Flat Screen with Speakers (16:9, High Definition)		\$530.00	\$689.00	
46" Flat Screen with Speakers (1080P, 16:9, High Definition, HDMI input)		\$660.00	\$858.00	
52" Flat Screen with Speakers (16:9, High Definition, DVI input)		\$790.00	\$1027.00	
60" Flat Screen with Speakers (1080P, 16:9, High Definition, DVI input)		\$1120.00	\$1456.00	
Single Post Stand with Shelf (Accommodates Flat Screens 24" and Smaller)		\$100.00	\$130.00	
Dual Post Stand with Shelf (Accommodates Flat Screens 32" - 65")		\$150.00	\$104.00	
Universal Mounting Bracket (For Exhibitor owned monitors 32"- 65")		\$100.00	\$130.00	
DVD Player with auto repeat (Consumer Grade)		\$80.00	\$104.00	
Blu-ray DVD Player with auto repeat		\$100.00	\$130.00	
Small High Performance PA System (2 Small Speakers, 1 Mixer/Amp)		\$220.00	\$286.00	
Wireless Microphone Select one: <input type="checkbox"/> <u>HANDHELD</u> -or- <input type="checkbox"/> <u>HEADSET</u>		\$160.00	\$208.00	
Desktop Computer with Monitor (3.2GHz or faster)		\$185.00	\$240.50	
Laptop Computer (Core 2 Duo/2GHz/512MB RAM/DVD/Win XP)		\$215.00	\$279.50	
HP Laser Printer (40 PPM)		\$130.00	\$169.00	
Quoted Additional Equipment				

Additional equipment/accessories available upon request. Contact us at: **708-255-7169** for a quote or additional labor

CONTACT YOUR FREEMAN REPRESENTATIVE: BIANEY CHAVEZ

9260 W. 55th St.

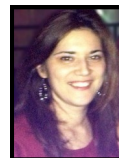
McCook, IL 60525

Phone: 708-255-7169

Fax: 469-621-5603

Visit us at: www.freemanco.com

E-mail: bianey.chavez@freemanco.com



*Show rate subject to a **30% increase** when ordering after September 15, 2013.

Equipment Subtotal:

Handling & On Site Freeman Audio Visual Supervision:

If Your Equipment Subtotal is : Less the \$430, Add \$125 \$430-\$2,999, Add \$175
 Please call for quote if your order is \$3,000+

Add Equipment Rental Tax: (8%).....

Total Charges:.....

F R E E M A N

TERMS & CONDITIONS

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 OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "Freeman" means Freeman Decorating Services, Inc. ("FDSI"), Freeman Decorating Ltd. Freeman Audio Visual Solutions, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. 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 at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman's property. Exhibitor will notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor and equipment 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, Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved 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 pre-paid 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. 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. Exhibitor hereby grants a lien on its property in Freeman's possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

LABOR UNDER SUPERVISION OF EXHIBITOR: Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. **INDEMNIFICATION:** Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) 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.

Show Name: _____
Show Dates: _____
Location: _____

Convention — Plant — Rental

6620 Hohman Ave. Hammond, IN 46324
(219) 932-1214 Fax: (219) 937-5771
www.conventionplantrental.com
Email: info-request@conventionplantrental.com

If you require Floral or Plant service in your Exhibit, this advance order form will expedite your service. Please fill out the following information & forward a copy to Convention Plant Rental.

FLORAL ARRANGEMENTS

___ ROUND OR OBLONG @ \$55.00 - \$65.00 - \$75.00 and up
___ ONE SIDED @ \$55.00 - \$65.00 - \$75.00 and up
___ COLORS DESIRED & DESCRIPTION _____

TROPICAL PLANTS AND BLOOMING PLANTS

___ 2 FEET HIGH @ \$30.00

___ 3 FEET HIGH @ \$35.00

___ 4 FEET HIGH @ \$45.00

___ 6 FEET HIGH @ \$70.00

___ POTTED FERNS @ \$30.00

___ POTTED BLOOMING MUMS @ \$20.00 - COLORS: ___ YELLOW ___ WHITE ___ LAVENDER ___ BRONZE

___ POTTED BLOOMING AZALEAS @ \$30.00

PRICE INCLUDES: PRODUCT, DELIVERY,
DECORATIVE POT COVER, MAINTENANCE, AND REMOVAL

POT COVER SELECTION:

___ WHITE ___ BLACK ___ BASKET

CONSULT US FOR ANY SPECIALTY ITEMS NOT LISTED ABOVE. OUR DESIGNERS ARE AVAILABLE TO MAKE SUGGESTIONS FITTING YOUR DISPLAY AT NO EXTRA CHARGE. STOCK INCLUDES WIDELY DIVERSIFIED DECORATIVE MATERIAL TO CARRY OUT UNUSUAL DESIGNS AND COLOR SCHEMES. VARIETIES MAY VARY FROM LOCATION AND SEASON.

IF YOU WOULD LIKE TO SCHEDULE AN APPOINTMENT WITH OUR DESIGN CONSULTANT, PLEASE CALL OUR PRODUCTION DEPARTMENT AT (219) 932-1214.

PAYMENT POLICY

ALL ORDERS ARE TO BE PAID IN FULL PRIOR TO THE OPENING OF THE SHOW/EVENT. ALL QUESTIONS REGARDING BILLING MUST BE SETTLED BY SHOW/EVENT COMPLETION. ALL ORDER CANCELLATIONS MUST BE RECEIVED 3 DAYS PRIOR TO SHOW OPENING TO RECEIVE REFUND. ANY CANCELLATIONS NOT RECEIVED AT THIS TIME ARE SUBJECT TO 100% CANCELLATION FEE.

TERMS: CASH, COMPANY CHECK, VISA, MASTER CARD, AMERICAN EXPRESS

Customer Information

Company Name: _____ Address: _____
City, State, Zip: _____ Contact Name: _____
Phone: _____ Fax: _____ Email: _____
Booth #: _____

Billing Information

Credit Card #: _____ Exp. Date: _____ Security Code: _____
Name On Card: _____ Billing Address: _____
City, State, Zip: _____ Signature: _____

RETURN COPY TO:

Convention Plant Rental: 6620 Hohman Ave. Hammond, IN 46324
(219) 932-1214 Fax: (219) 937-5771
www.conventionplantrental.com
Email: info-request@conventionplantrental.com

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