

# Exhibitor Service Manual

## **AMERICAN PILOTS ASSOCIATION NATIONAL CONVENTION**

October 22- 23, 2014

Hilton Americas  
Ballroom of Americas / D & E

Houston, TX

# FREEMAN

## SERVICE INFORMATION

### BOOTH EQUIPMENT

Each 10' x 10' booth space will be set with 8' high blue and white back drape, 3' high blue side drape, 1 - 6' x 30" blue skirted table, 2 - Limerick side chairs, 1 - corrugated wastebasket and a 7" x 44" one-line identification sign. **By order of the Fire Marshal, NOTHING MAY BE ATTACHED TO THIS DRAPE. PLEASE NOTE: THERE ARE NO SUBSTITUTIONS ALLOWED.**

### 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 September 30, 2014.**

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ)

Tuesday	October 21, 2014	12:30 PM - 4:30 PM
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### EXHIBIT HOURS

Wednesday	October 22, 2014	7:30 AM - 3:00 PM
Thursday	October 23, 2014	7:30 AM - 3:00 PM

### EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ)

Thursday	October 23, 2014	3:00 PM - 5:00 PM
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### DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Thursday, October 23, 2014 at 5:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Thursday, October 23, 2014 at 4:00 PM.

### POST SHOW PAPERWORK AND LABELS

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

## SERVICE CONTRACTOR CONTACTS / INFORMATION:

## FREEMAN

9258 Park South View, Suite 100  
Houston, TX 77051  
(713) 433-2400 fax (469) 621-5613  
FreemanHoustonES@freemanco.com

## FREEMAN EXHIBIT TRANSPORTATION

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

## FREEMAN ONLINE®

**Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by September 30, 2014.** 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 to create a new account. To access Freeman Online® without using the email link, visit [www.freemanco.com/store](http://www.freemanco.com/store) and click the "Login" link. If you need assistance with Freeman Online® please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

## SHIPPING INFORMATION

## Warehouse Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

**AMERICAN PILOTS ASSOCIATION NATIONAL CONVENTION**

C/O FREEMAN

13101 ALMEDA RD

HOUSTON, TX 77045

Freeman will accept crated, boxed or skidded materials beginning Monday, September 22, 2014, at the above address. Material arriving after October 15, 2014 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.

## Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

**AMERICAN PILOTS ASSOCIATION NATIONAL CONVENTION**

C/O FREEMAN

HILTON AMERICAS HOUSTON

1600 LAMAR ST, BALLROOM OF AMERICAS / D & E

HOUSTON, TX 77010

Freeman will receive shipments at the exhibit facility beginning Tuesday, October 21, 2014 at 12:30 PM. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

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. Refer to the Material Handling form for charges for this service.

#### LABOR INFORMATION

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

#### MATERIAL HANDLING OVERTIME CHARGES

\*Freight moved out of the facility after 4:30 PM on Thursday, October 23, 2014 will be subject to overtime rates.

#### ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (713) 433-2400.

WE APPRECIATE YOUR BUSINESS!

## FREEMAN GENERAL INFORMATION

### TRANSLATION SERVICES

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (713) 433-2400 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

### HELPFUL HINTS

#### SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by September 30, 2014.

#### AVOID DELAY

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

#### SAFETY TIPS

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

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

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

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

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

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

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

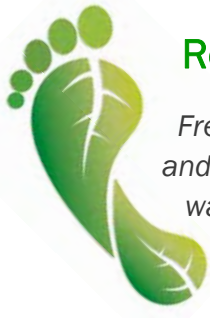
The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

### EXHIBITOR ASSISTANCE

Call Freeman's Exhibitor Services department at (713) 433-2400 with any questions or needs you may have.

For more information and helpful hints on pre-show procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

For more information and helpful hints on post-show procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).



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



### Personnel and Best Practices

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



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

## **FIRE REGULATIONS – CITY OF HOUSTON**

**REF. CODE: 17.26029@**

**FOLLOWING IS THE WHOLE CODE**

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

- 1. All tents, awnings, curtains, drapes, and decorations, either interior or exterior, must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.)**
- 2. All exits, hallways and aisles leading from buildings and/or tents are to be kept clear and unobstructed at all times.**
- 3. No exit door shall be locked, bolted or otherwise fastened or obstructed when the building is occupied.**
- 4. All sawdust and shavings shall be kept damp at all times.**
- 5. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building, shall have no more than two (2) gallons of fuel in the tank; and all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of emergency.**
- 6. The use of liquefied petroleum gases in buildings, tents, or areas used for exhibition purposes is strictly prohibited except that use of such gases for demonstration purposes shall be by special permit from the Fire Marshal in accordance with provisions of Article X of this code.**
- 7. “No Smoking by Order of the Fire Marshal” signs shall be posted and maintained in areas designated by the Fire Marshal in accordance with Article XX. Sec. 20-7 of this code.**
- 8. Trash and rubbish, grease, etc., shall be removed from buildings, tents and areas at least once each day.**
- 9. All electrical wiring shall be installed in a manner approved by the City Electrical Inspector.**
- 10. Approved fire extinguishing equipment shall be provided and maintained in all areas as designated by the Fire Marshal.**
- 11. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.**
- 12. The use of welding and cutting equipment for demonstration purposes shall be approved by the Fire Marshal.**

**(over)**

**FIRE REGULATIONS – CITY OF HOUSTON**  
**PAGE 2**

- 13. The demonstration of equipment using liquid fuel in buildings is prohibited, except as prescribed in Article XX of this code.**
- 14. There shall be no obstructions blocking exit doors from the outside of any building, such as autos parked in doorways, or barricades across the sidewalks.**
- 15. Where smoking is permitted, there shall be provided on each table and at other convenient places suitable noncombustible ashtrays or match receptacles. It shall be an offense for any person to smoke or to carry lighted tobacco in areas within buildings where a trade show is being set up or torn down except in specific areas designated by the Fire Marshal or his representative for smoking tobacco.**
- 16. Each exhibitor shall provide an approved metal container with metal cover for daily accumulation of waste material.**
- 17. All griddles and cook stoves shall be installed at a reasonable and safe distance from all combustible materials and be protected by metal and asbestos protectors.**
- 18. The use of all gas fired heating units, either portable or stationary, shall meet the approval of the City Plumbing Inspector and/or the Fire Marshal. The use of the so-called “Salamander” stove is strictly prohibited.**
- 19. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provisions of the city building and fire codes.**
- 20. All flammable liquids used in any exhibit area shall be stored in an approved underground tank and/or special approved storage room, and dispensed from an approved pump into a vehicle tank or underwriter’s laboratories labeled safety can, in compliance with the fire code.**
- 21. No curtains, drapes, or decorations shall be hung in such a manner, as to cover any exit signs.**
- 22. No vehicles shall be parked in fire lanes outside of buildings.**
- 23. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.**
- 24. Artificial lighting such as lanterns and candles are prohibited, except when approved by the Fire Marshal’s office.**
- 25. No smokeless powder allowed unless authorized by Fire Marshal. Refer to Section 11.8 of the Houston Fire Code.**



# FREEMAN

9258 Park South View, Suite 100  
Houston, Texas 77051

Ph: 713-433-2400 • Fax: 469-621-5613  
FreemanHoustonES@freemanco.com

DISCOUNT PRICE  
DEADLINE DATE  
SEPTEMBER 30, 2014

INCLUDE THIS FORM  
WITH YOUR ORDER

NAME OF SHOW: **AMERICAN PILOTS ASSOCIATION NATIONAL CONVENTION / OCT 22-23, 2014**

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

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

CITY/STATE/ZIP: \_\_\_\_\_ CUSTOMER # \_\_\_\_\_

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 the 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. ("US. FUNDS" MUST BE PRE-PRINTED on Canadian checks.) Please reference (322751) on your remittance.

### ☐ BANK TRANSFER

Bank Transfer to Bank of America, N.A.; Dallas, TX

Wire Transfer

ABA#: 026009593 ACCT #1252039192 Freeman

International Wire Transfer

Swift Code: BOFAUS3N ACCT #1252039192 Freeman

ACH Direct Deposit

ABA# 121000012 ACCT #1252039192 Freeman

Please reference Name of Show & Booth Number so we can properly credit your account.

Note: Customers are responsible for any bank processing fees.

### ☐ CREDIT/CREDIT 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

☐ MASTERCARD

☐ 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	RENTAL EXHIBITS & ACCESSORIES	INSTALLATION LABOR	DISMANTLE LABOR	MATERIAL HANDLING	
RIGGING INSTALLATION	RIGGING DISMANTLE	HANGING SIGNS	SIGNS	EXHIBIT TRANSPORTATION			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.myfreemanonline.com/store](http://www.myfreemanonline.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/?322751>

# F R E E M A N

9258 Park South View, Suite 100  
Houston, Texas 77051  
Ph: 713-433-2400 • Fax: 469-621-5613  
FreemanHoustonES@freemanco.com

## AMERICAN PILOTS ASSOCIATION NATIONAL CONVENTION / OCT 22-23, 2014

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:

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

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

### THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA **FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

# 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-weighed weight of the shipment.

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

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

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

## 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.

# EXHIBIT transportation



There are many transportation carriers to choose from, but Freeman has more than 85 years of experience in the events industry. No one understands exhibit transportation better than Freeman. Allow us to make the shipping process easy for you.

Between our cost effective solutions, superior customer service and all inclusive pricing, you will find Freeman Exhibit Transportation to be reputable, reliable and convenient. Our transportation experts have the ability to quickly respond to changes when necessary and are available to assist you with all of your show requirements.

*Don't forget about inbound shipping! Complete and send the order form to order your inbound and outbound shipping.*

# EXHIBIT TRANSPORTATION services

As the official service contractor, Freeman partners with you and with decision makers at show site – making it easier for you to transport your exhibit to any location.

Some of the benefits of working with Freeman Exhibit Transportation include:

- Guaranteed all inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service.
- One convenient invoice with all your Freeman show services.
- On site transportation experts are available before, during and after the show.
- Customer service seven days a week, offering complete shipment visibility and expert oversight.

## **questions?**

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit [www.freemanco.com](http://www.freemanco.com)

Continental U.S. Exhibitors: Contact our exhibit transportation experts at 800.995.3579 or via email at [exhibit.transportation@freemanco.com](mailto:exhibit.transportation@freemanco.com)

International Exhibitors: Contact our exhibit transportation experts at +1.817.607.5183 or via email at [international.freight@freemanco.com](mailto:international.freight@freemanco.com)

**F R E E M A N**



# 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**

NAME OF SHOW: **AMERICAN PILOTS ASSOCIATION NATIONAL CONVENTION / OCT 22-23, 2014**

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](http://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 #  
AMERICAN PILOTS ASSOCIATION NATIONAL  
CONVENTION**

C/O: FREEMAN

9258 PARK SOUTH VIEW, SUITE 100

HOUSTON, TX 77051

MUST BE DELIVERED BY OCTOBER 15, 2014

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

**FREEMAN / Exhibiting Company Name / Booth #  
AMERICAN PILOTS ASSOCIATION NATIONAL  
CONVENTION**

C/O: FREEMAN

HILTON AMERICAS HOUSTON

1600 LAMAR ST, BALLROOM OF AMERICAS / D & E

HOUSTON, TX 77010

CANNOT BE DELIVERED BEFORE OCTOBER 21, 2014

### 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 # (322751)

**FREEMAN exhibit transportation**

# 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.

# 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

9258 Park South View, Suite 100  
Houston, Texas 77051  
Ph: 713-433-2400 • Fax: 469-621-5613  
FreemanHoustonES@freemanco.com

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AMERICAN PILOTS ASSOCIATION NATIONAL CONVENTION / OCT 22-23, 2014**

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

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

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

For Assistance, please call 713-433-2400 to speak with one of our experts.

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

## MATERIAL HANDLING SERVICES

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

**SPECIAL HANDLING:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, 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, Sunday, and Holidays  
(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb. Minimum
<b>RATE CLASSIFICATIONS:</b>		
<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 63.00	126.00
Special Handling Shipment.....	\$ 81.90	163.80
<b>Show Site Shipment (200 lb. minimum).....</b>		
Crated or Skidded Shipment.....	\$ 67.00	174.20
Special Handling Shipment.....	\$ 87.10	169.00
Uncrated or Pad Wrapped Shipment.....	\$100.50	201.00
<b>Small Package - Maximum weight is 30 lbs per shipment*</b>		
Per Shipment.....	\$ 40.50	

\*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.

**Cart Service - Intended for "privately owned vehicles"\***

Per Trip.....\$ 70.00

\*A "privately owned vehicle" is any vehicle that is primarily designated to transport passengers, not cargo or freight.

Included in this category are: pick-up, passenger van, taxi and limousine.

### ADDITIONAL SURCHARGES:

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

Warehouse Shipment after Deadline .....	\$ 15.75	31.50
Show Site Shipment after Deadline .....	\$ 16.75	33.50

#### Overtime Charge - Inbound (in addition to above rates)

Crated or Skidded Shipment.....	\$ 16.75	33.50
Special Handling Shipment.....	\$ 21.75	43.50
Uncrated or Pad Wrapped Shipment.....	\$ 25.15	50.30

#### Overtime Charge - Outbound (in addition to above rates)

Crated or skidded Shipment .....	\$ 16.75	33.50
Special Handling Shipment.....	\$ 21.75	43.50
Uncrated or Pad Wrapped Shipment .....	\$ 25.15	50.30

**Mobile Spotting Fee.....** \$250.00

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
<b>Surcharges</b>	÷ 100 =			

### Tips to Save on Material Handling

• **Consolidate shipments** - when total weight is less than 200 lbs. For Example:

3 Separate Shipments

60 lbs. charged @ 200 lbs. \$158.60

52 lbs. charged @ 200 lbs. \$158.60

65 lbs. charged @ 200 lbs. \$158.60 = \$475.80

1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. charged @ 200 lbs = \$158.60

**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](http://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 dock level, etc.

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

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

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

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

**What are Stacked Shipments?**

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

**What is Shipment Integrity?**

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

**What is Alternate Delivery Location?**

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

**What are Mixed Shipments?**

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

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

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS, 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.

# F R E E M A N

9258 Park South View, Suite 100  
Houston, Texas 77051  
Ph: 713-433-2400 • Fax: 469-621-5613  
FreemanHoustonES@freemanco.com

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AMERICAN PILOTS ASSOCIATION NATIONAL CONVENTION / OCT 22-23, 2014**

COMPANY NAME:

BOOTH#:

ADDRESS:

BOOTH SIZE

X

PHONE #:

EXT.:

FAX #

ORDERED BY:

PRINT NAME:

DATE:

CUSTOMER #

OR

☐

CHECK BOX IF YOU ARE A NEW FREEMAN CUSTOMER

E-MAIL:

For Assistance, please call 713-433-2400 to speak with one of our experts

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

## PRIVATELY OWNED VEHICLE CART SERVICE

### *Privately Owned Vehicle Cart Service Rates and Procedures*

Understanding that not all of our customers require standard material handling services, we have made accommodations for POVs. Please note that the definition of a POV or privately owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include pick-ups, passenger vans, taxis, limos, etc.

#### **Cart Rate: \$70.00 per trip**

Service to include:

Unloading and delivery of exhibit materials from the dock to booth.

Storage of empty containers during show hours and return of crates and containers at end of show.

Delivery of exhibit materials/containers from your booth to the dock and the loading of materials into vehicle.

Exhibitors will need to complete the Method of Payment form and provide a credit card for imprint at the time of service.

Exhibitors who require this service must check in at the designated Cart service area.

#### **EXHIBITOR MOVE-IN**

Tuesday      October 21, 2014      12:30 PM - 4:30 PM

All exhibits must be fully installed by Tuesday, October 21, 2014 at 4:30 PM.

#### **PLEASE CHECK DESIRED SERVICE:**

☐ **Inbound**

**Approximate number of pieces:** \_\_\_\_\_

**Move-In day you will require this service:** \_\_\_\_\_

☐ **Outbound**

**Approximate number of pieces:** \_\_\_\_\_

The above rates and procedures apply **ONLY** to passenger size vehicles. **NO** trucks or commercial vehicles will be unloaded at these rates. See the enclosed Material Handling Order Form for material handling rates for trucks and commercial carriers. Freeman personnel will determine what constitutes a cartload.



**F R E E M A N**

9258 Park South View, Suite 100

Houston, Texas 77051

Ph: 713-433-2400 • Fax: 469-621-5613

FreemanHoustonES@freemanco.com

**OUTBOUND MATERIAL HANDLING  
AND SHIPPING LABELS**NAME OF SHOW: **AMERICAN PILOTS ASSOCIATION NATIONAL CONVENTION / OCT 22-23, 2014**

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

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

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

For Assistance, please call (713) 433-2400 to speak with one of our experts.

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

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***MUST DELIVER BY OCTOBER 15, 2014***

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

*EXHIBITOR NAME*

**C/O: FREEMAN**

**9258 PARK SOUTH VIEW, SUITE 100**

**HOUSTON, TX 77051**

**WAREHOUSE**

***AMERICAN PILOTS ASSOCIATION***

EVENT: ***NATIONAL CONVENTION*** \_\_\_\_\_

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

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***MUST DELIVER BY OCTOBER 15, 2014***

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

*EXHIBITOR NAME*

**C/O: FREEMAN**

**9258 PARK SOUTH VIEW, SUITE 100**

**HOUSTON, TX 77051**

**WAREHOUSE**

***AMERICAN PILOTS ASSOCIATION***

EVENT: ***NATIONAL CONVENTION*** \_\_\_\_\_

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 OCTOBER 21, 2014***

**TO:**

***EXHIBITOR NAME***

**C/O: FREEMAN**

**HILTON AMERICAS HOUSTON**

**1600 LAMAR ST**

**BALLROOM OF AMERICAS / D & E**

**HOUSTON, TX 77010**

**SHOW SITE**

***AMERICAN PILOTS ASSOCIATION***

**EVENT: *NATIONAL CONVENTION***

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

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***CANNOT DELIVER BEFORE OCTOBER 21, 2014***

**TO:**

***EXHIBITOR NAME***

**C/O: FREEMAN**

**HILTON AMERICAS HOUSTON**

**1600 LAMAR ST**

**BALLROOM OF AMERICAS / D & E**

**HOUSTON, TX 77010**

**SHOW SITE**

***AMERICAN PILOTS ASSOCIATION***

**EVENT: *NATIONAL CONVENTION***

**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.





# FURNISHING essentials

## seating

When it comes to basic seating needs, look no further than Freeman. Our wide array of well-designed modern chairs, armchairs and stools will serve any exhibitor's show space requirements.

### gray gaslift stool

24"W 20"L 46"H  
With Arms – N71048  
No Arms – N71047

### gray gaslift chair

26"W 20"L 38"H  
With Arms – N71046  
No Arms – N71045

Telescoping height  
adjustment; five-caster  
base rolls with ease.



### santana armchair

24"W 20"L 31"H – N710102  
Modern styling with  
ergonomic shape; as striking  
as it is comfortable.



### diva series

Natural blonde wood and matte chrome  
finish highlight this sleek Italian design.

### diva counter stool

17"W 16"L 36"H – N71092  
The intermediate 25" seating height  
makes this stool ideal for theater or  
demo areas.

### diva chair

18"W 16"L 31"H – N71091  
A natural complement to modern  
exhibit designs.





**executive chair**

*Black Tweed*

28"W 25"L 45"H – N71044

**cherry barrel chair**

*Cranberry or Taupe*

23"W 22"L 29"H – N71038

Traditional style in a cherry finish with classic fabric pattern options.



**black diamond side chair**

21"W 23"L 32"H – N71089

**black diamond armchair**

20"W 21"L 33"H – N71090



**diplomat chair**

*Black Diamond Fabric*

25"W 28"L 36"H – N710144

Comfortable, yet compact for office or conference table seating.





Soho Bistro Table (page 5)

### black diamond stool

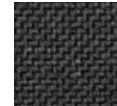
22"W 18"L 46"H – N71088



### casey padded stool

Black or Gray Fabric

20"W 21.5"L 42.5"H – C210112



### limerick® chair

By Herman Miller

Gray

18"W 18"L 33"H – C210108



### signature loveseat

Black

33"W 60"L 33"H – N73091

Deeply comfortable sofa-style seating in a sleek, contemporary shape.

### signature chair

Black

33"W 35"L 33"H – N71093



# lounge seating

Give your exhibit a casual yet practical look with Freeman's superior lounge seating. Pick from a large selection of couches, loveseats, chairs and barstools that are sure to take your exhibit design to the next level.



**glass conference table**

*Black or Chrome Pedestal*

42"W 42"L 30"H – N72015

Rounded square glass top is supported by stylish metal frame in a choice of two colors.



**cherry cocktail table**

19"W 36"L 17"H – N72026

**cherry end table**

20"W 20"L 20"H – N72027

# tables

What Freeman always brings to the table is professionalism, and nothing says more about your meeting space and/or show site than your surfaces and tabletops. Choose from modern glass conference tables, traditional cocktail, end tables and much more.



Milano Table (page 6)  
Diplomat Chair (page 2)

For ideas on furniture pairings, go to [www.freemanco.com](http://www.freemanco.com).



## metro series

Black

### slate end table

20"W 20"L 17"H – N72029

### slate cocktail table

20"W 40"L 15"H – N72028



## pedestal tables

A range of table-top sizes and materials with pedestals in various heights to fit any space.

### soho series

Black-Top Mini	18"H x 18"W	N72066
Black-Top Café	30"H x 24"W	N72069
Black-Top Bistro	42"H x 24"W	N72070
Black-Top Café	30"H x 36"W	N72067
Black-Top Bistro	42"H x 36"W	N72068

### chelsea series

Butcher Block-Top Café	30"H x 30"W	N72063
	30"H x 36"W	N72064
Butcher Block-Top Bistro	42"H x 30"W	N720163
	42"H x 36"W	N720164



## studio series

### black end table

17"W 17"L 18"H – C115104

### black cocktail table

36"W 20"L 15"H – C115103

# office furniture

When it's time to set up office, Freeman offers a wide selection of superior, professional pieces in eye-catching shapes and styles to suit any budget and/or design essential. From classic credenzas and bookcases to professional seating, we've got all your office furniture requirements.



## **milano table**

42"W 84"L 29"H

*Blonde Top with Black Base – N72093*

*Black Top with Black Base – N72092*

Freeman's latest seven-foot conference table, featuring clean curved lines and a wealth of work space.

## **hemingway writing table**

*Black*

24"W 49"L 29"H – N720191

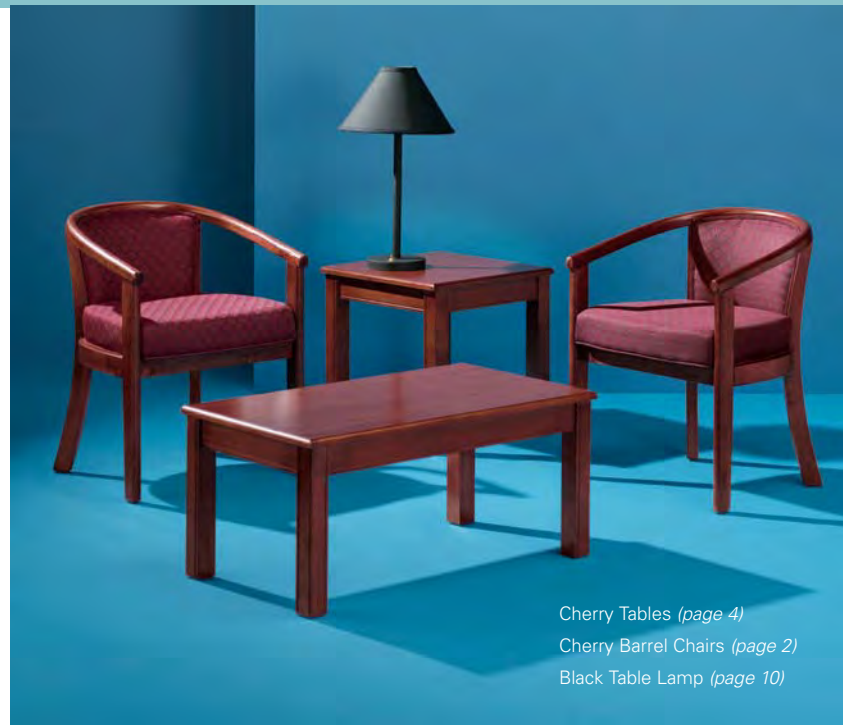


## **luna table**

36"W 72"L 29"H

*Black Top with Black Base – N72094*

This contemporary six-foot conference table or writing desk comes with a black laminate top.



*Cherry Tables (page 4)*

*Cherry Barrel Chairs (page 2)*

*Black Table Lamp (page 10)*

## **office series**

*Cherry or Oak*

## **five-foot desk**

30"W 60"L 30"H

Cherry – N74061

Oak – N74071



## **credenza**

16"W 60"L 30"H

Cherry – N74064

Oak – N74074

## **bookcase**

12"W 36"L 72"H

Cherry – N74065

Oak – N74075



# display

Some of the most essential elements of your exhibit are the surfaces on which you display your show materials. That's why we have an appealing variety of displays, from standing cylinders to sleek computer desks to draped table counters, to ensure your show space will be both attractive and interactive.

## draped or undraped table counters

Colored draping includes white vinyl top and pleated skirt on three sides. Fourth-side draping is available. Undraped tables include white vinyl tops.



<b>tables</b> (30" height)	<b>3'</b>	<b>4'</b>	<b>6'</b>	<b>8'</b>
Draped	C130330	C130430	C130630	C130830
Draped on fourth side			C12404630	C12404830
Undraped	C131330	C131430	C131630	C131830
<b>counters</b> (42" height)				
Draped	C130342	C130442	C130642	C130842
Draped on fourth side			C12404642	C12404842
Undraped	C131342	C131442	C131642	C131842











			
<i>black</i>	<i>blue</i>	<i>brown</i>	<i>dark green</i>
			
<i>flax</i>	<i>gold</i>	<i>gray</i>	<i>plum</i>
			
<i>red</i>	<i>white</i>		

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



### display cubes

*Black*

#### 12" small

12"W 12"L 42"H – N75030

#### 18" medium

18"W 18"L 36"H – N75031

#### 24" large

24"W 24"L 42"H – N75032



### display cylinders

*Black*

#### low

30"W 15"H – N75020

#### medium

18"W 20"H – N75021

#### high

24"W 36"H – N75022



### orion computer kiosk

*Black*

28"L 28"D 40.5"H – N75079

Pedestal for computer demo with keyboard tray and interior storage. (Computer not included.)

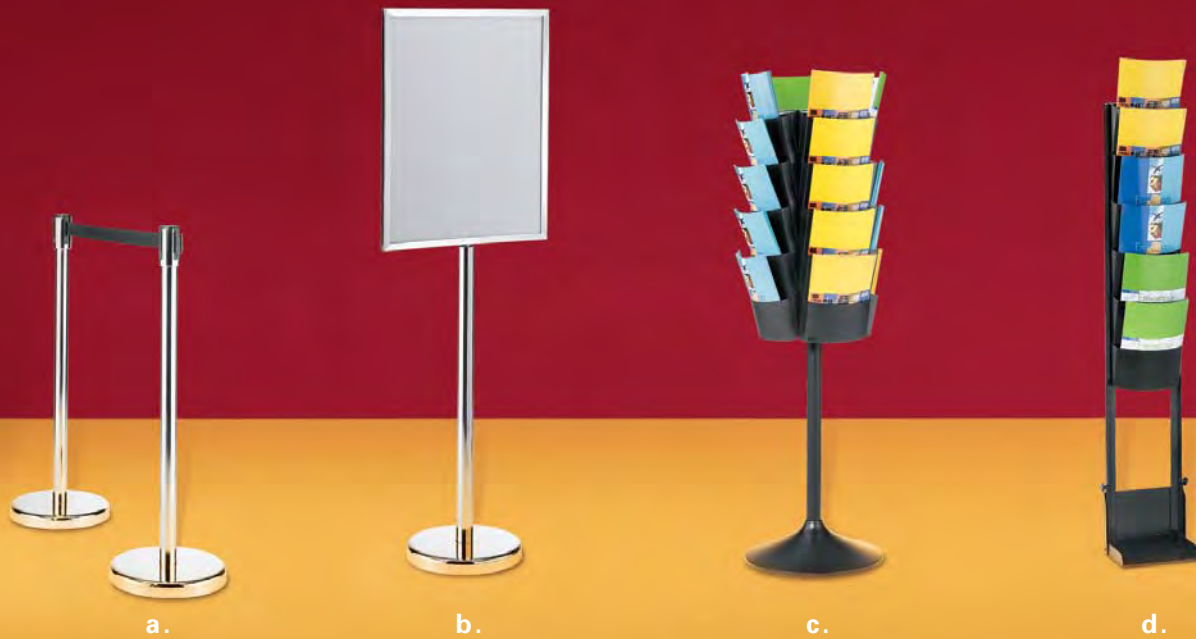


### display counter

*Black*

24"W 49"L 42"H – N72056





# accessories

We know that every exhibit is different and requires certain pieces that may be hard to find. That's why we offer an assortment of accessories that will meet your needs, from literature racks to bulletin boards to refrigerators and file cabinets. No matter the requirement, your exhibit will always stand out with these striking and functional pieces.

**a. chrome stanchion with 8' retractable belt**

42"H – C220121

**b. chrome sign holder**

Holds 22"x 28" sign – C220118

**c. round literature rack**

17"W 17"L 57"H – N750135

Revolving black display holds printed materials for easy access from 20 pockets.

**d. flat literature rack**

10"W 55"H – N750136

Forward-facing black display presents printed materials in six pockets.

**e. chrome coat tree**

C220109

**f. chrome easel**

C220134

**g. chrome bag rack**

C220110

**h. contempo trash receptacle**

8"W 24"H

Black – N75053

Aluminum – N75054

**wastebasket**

Wastebasket color may vary.

C220107

**corrugated wastebasket**

C220106





e.



f.



g.



h.

### small refrigerator\*

19"W 19"L 34"H – N75057



### file cabinet with lock

Standard Size

#### two-drawer

15"W 29"L 28"H – N74082

#### four-drawer

15"W 29"L 50"H – N74081



### table lamp\*

Black

25"H – N75052



### floor-standing bulletin board

48"W 96"L 78"H – C10201484

### special draping

(not pictured)

Special drape is available in a variety of colors. Refer to the order form for details.

\*Note: Electrical power must be ordered separately.

# F R E E M A N

9258 Park South View, Suite 100  
Houston, Texas 77051  
Ph: 713-433-2400 • Fax: 469-621-5613  
FreemanHoustonES@freemanco.com

ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE

SEPTEMBER 30, 2014

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AMERICAN PILOTS ASSOCIATION NATIONAL CONVENTION / OCT 22-23, 2014**

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

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

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

For Assistance, please call **(713) 433-2400** to speak with one of our experts.

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

## FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CHAIRS</b> Pages 1 & 2						
___	N71092	Diva Counter Stool .....	181.50	199.65	254.10	___
___	N71091	Diva Chair .....	170.00	187.00	238.00	___
___	N710102	Santana Chair .....	157.25	173.00	220.15	___
___	N710144	Diplomat Chair .....	219.50	241.45	307.30	___
___	N71038	Cherry Barrel Chair .....	181.50	199.65	254.10	___
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe				
___	N71048	Gray Gaslift Stool w/Arms .	220.00	242.00	308.00	___
___	N71047	Gray Gaslift Stool .....	206.00	226.60	288.40	___
___	N71046	Gray Gaslift Chair w/Arms ..	206.00	226.60	288.40	___
___	N71045	Gray Gaslift Chair .....	195.50	215.05	273.70	___
___	N71044	Executive Chair .....	231.50	254.65	324.10	___
___	N71089	Black Diamond Side Chair..	102.00	112.20	142.80	___
___	N71090	Black Diamond Arm Chair..	133.00	146.30	186.20	___

<b>CHAIRS</b> Page 3						
___	N71088	Black Diamond Stool .....	120.00	132.00	168.00	___
___	C210108	Limerick® Chair.....	46.00	50.60	64.40	___
		by Herman Miller				
___	C210112	Casey Padded Stool .....	96.00	105.60	134.40	___
		<input type="checkbox"/> Black <input type="checkbox"/> Gray				

<b>LOUNGE SEATING</b> Page 3						
___	N73091	Signature Loveseat .....	518.00	569.80	725.20	___
___	N71093	Signature Chair .....	335.25	368.80	469.35	___

<b>TABLES</b> Page 4						
___	N72026	Cherry Cocktail Table.....	154.00	169.40	215.60	___
___	N72027	Cherry End Table.....	129.50	142.45	181.30	___
___	N72015	Glass Conference Table.....	202.00	222.20	282.80	___
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome				

<b>TABLES</b> Page 5						
___	N72028	Metro Slate Cocktail Table...	137.00	150.70	191.80	___
___	N72029	Metro Slate End Table.....	103.00	113.30	144.20	___
___	C115103	Studio Black Cocktail Table.	104.00	114.40	145.60	___
___	C115104	Studio Black End Table.....	74.25	81.70	103.95	___

<b>TABLES</b> Page 5						
<b>Pedestal Tables - SoHo Series</b>						
___	N72066	Black-top Mini 18"W x 18"H ....	96.50	106.15	135.10	___
___	N72069	Black-top Cafe 24"W x 30"H ...	157.00	172.70	219.80	___
___	N72070	Black-top Bistro 24"W x 42"H	161.50	177.65	226.10	___
___	N72067	Black-top Café Table 36"x30".	157.00	172.70	219.80	___
___	N72068	Black-top Bistro 36"W x 42"H ..	161.50	177.65	226.10	___
<b>Pedestal Tables - Chelsea Series - Butcher Block Top</b>						
___	N72063	Café Table 30"W x 30"H .....	157.00	172.70	219.80	___
___	N72064	Café Table 36"W x 30"H .....	157.00	172.70	219.80	___
___	N720163	Bistro Table 30"W x 42"H .....	161.50	177.65	226.10	___
___	N720164	Bistro Table 36"W x 42"H .....	161.50	177.65	226.10	___

<b>OFFICE FURNITURE</b> Page 6						
___	N72093	Milano Table/Blonde Top .....	349.50	384.45	489.30	___
___	N72092	Milano Table/Black Top .....	349.50	384.45	489.30	___
___	N72094	Luna Table/Black Top .....	509.00	559.90	712.60	___
___	N720191	Hemingway Writing Table .....	303.60	333.95	425.05	___
___	N74061	Cherry Desk 5' .....	469.00	515.90	656.60	___
___	N74065	Cherry Bookcase .....	159.00	174.90	222.60	___
___	N74064	Cherry Credenza .....	360.75	396.85	505.05	___
___	N74071	Oak Desk 5' .....	469.00	515.90	656.60	___
___	N74075	Oak Bookcase .....	159.50	175.45	223.30	___
___	N74074	Oak Credenza .....	360.75	396.85	505.05	___

<b>DISPLAY FURNITURE</b> Page 7						
___	N72056	Display Counter.....	304.00	334.40	425.60	___
___	N75079	Orion Computer Kiosk.....	326.00	358.60	456.40	___
___	N75030	Black Display Cube/Small.....	189.00	207.90	264.60	___
___	N75031	Black Display Cube/Medium....	205.00	225.50	287.00	___
___	N75032	Black Display Cube/Large.....	236.00	259.60	330.40	___

<b>Display Cylinders</b>						
___	N75020	Black Display Cylinder/Low.	179.00	196.90	250.60	___
___	N75021	Black Display Cylinder/Med.	206.00	226.60	288.40	___
___	N75022	Black Display Cylinder/Lg....	242.00	266.20	338.80	___

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

NAME OF SHOW: **AMERICAN PILOTS ASSOCIATION NATIONAL CONVENTION / OCT 22-23, 2014**

COMPANY NAME:

BOOTH::

BOOTH SIZE:

X

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

For Assistance, please call **(713) 433-2400** to speak with one of our experts.

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

## FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>DISPLAY FURNITURE</b> Page 7 & 8 (continued)						
<b>Draped Tables - Tables are 30" wide</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <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"/> White						
___	C130330	Draped Table 3'L x 30"H ....	79.00	86.90	110.60	___
___	C130430	Draped Table 4'L x 30"H ....	93.00	102.30	130.20	___
___	C130630	Draped Table 6'L x 30"H ....	110.25	121.30	154.35	___
___	C130830	Draped Table 8'L x 30"H ....	132.00	145.20	184.80	___
___	C1240463	4th Side Drape 6'L x 30"H...	31.00	34.10	43.40	___
___	C1240483	4th Side Drape 8'L x 30"H...	31.00	34.10	43.40	___
___	C130342	Draped Counter 3'L x 42"H	121.50	133.65	170.10	___
___	C130442	Draped Counter 4'L x 42"H	132.00	145.20	184.80	___
___	C130642	Draped Counter 6'L x 42"H	146.50	161.15	205.10	___
___	C130842	Draped Counter 8'L x 42"H	169.00	185.90	236.60	___
___	C1240464	4th Side Drape 6'L x 42"H..	37.00	40.70	51.80	___
___	C1240484	4th Side Drape 8'L x 42"H..	37.00	40.70	51.80	___

<b>Undraped Tables - Tables are 30" wide</b>						
___	C131330	Undraped Table 3'L x 30"H..	38.50	42.35	53.90	___
___	C131430	Undraped Table 4'L x 30"H..	47.00	51.70	65.80	___
___	C131630	Undraped Table 6'L x 30"H..	56.00	61.60	78.40	___
___	C131830	Undraped Table 8'L x 30"H..	64.00	70.40	89.60	___
___	C131342	Undraped Counter 3'Lx42"H	58.00	63.80	81.20	___
___	C131442	Undraped Counter 4'Lx42"H	65.00	71.50	91.00	___
___	C131642	Undraped Counter 6'Lx42"H	76.50	84.15	107.10	___
___	C131842	Undraped Counter 8'Lx42"H	85.00	93.50	119.00	___

<b>Table Top Risers</b>						
___	C150410	Single Step Riser 4'L x 7"H	47.00	51.70	65.80	___
___	C150610	Single Step Riser 6'L x 7"H	70.00	77.00	98.00	___
___	C150810	Single Step Riser 8'L x 7"H	88.00	96.80	123.20	___
___	C150414	Single Step Riser 4'L x14"H	47.00	51.70	65.80	___
___	C150614	Single Step Riser 6'L x14"H	70.00	77.00	98.00	___
___	C150814	Single Step Riser 8'L x14"H	88.00	96.80	123.20	___
___	C150420	Double Step Riser 4'L .....	91.00	100.10	127.40	___
___	C150620	Double Step Riser 6'L .....	133.00	146.30	186.20	___
___	C150820	Double Step Riser 8'L .....	174.00	191.40	243.60	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>ACCESSORIES</b> Pages 9 & 10						
___	C220121	Chrome Stanchion w/belt ..	97.00	106.70	135.80	___
___	C220118	Chrome Sign Holder .....	78.50	86.35	109.90	___
___	N750135	Round Literature Rack .....	177.00	194.70	247.80	___
___	N750136	Flat Literature Rack .....	153.00	168.30	214.20	___
___	C220109	Chrome Coat Tree .....	42.50	46.75	59.50	___
___	C220134	Chrome Easel .....	42.50	46.75	59.50	___
___	C220110	Chrome Bag Rack .....	94.75	104.25	132.65	___
___	N75053	Black Trash Receptacle ....	66.00	72.60	92.40	___
___	N75054	Aluminum Trash Receptacle	66.00	72.60	92.40	___
___	220106	Corrugated Wastebasket.....	17.00	18.70	23.80	___
___	N75057	Small Refrigerator .....	365.50	402.05	511.70	___
___	N75052	Black Table Lamp .....	93.75	103.15	131.25	___
___	N74082	File Cabinet/2 Drawer .....	117.00	128.70	163.80	___
___	N74081	File Cabinet/4 Drawer .....	153.00	168.30	214.20	___
___	10201484	Bulletin Board .....	176.50	194.15	247.10	___

<b>Special Drape</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <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"/> White						
___	12103	Special Drape 3'H (per ft.) ..	17.00	18.70	23.80	___
___	12108	Special Drape 8'H (per ft.) ...	20.00	22.00	28.00	___

## TOTAL COST

___	+	___	=	___
Sub-Total		8.25 % Tax		Total Cost

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

# FREEMAN

9258 Park South View, Suite 100  
Houston, Texas 77051  
Ph: 713-433-2400 • Fax: 469-621-5613  
FreemanHoustonES@freemanco.com

**ONLINE PRICE**  
**DISCOUNT PRICE**  
**DEADLINE DATE**  
**SEPTEMBER 30, 2014**

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AMERICAN PILOTS ASSOCIATION NATIONAL CONVENTION / OCT 22-23, 2014**

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

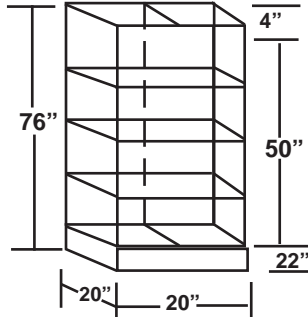
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

For Assistance, please call 713-433-2400 to speak with one of our experts.

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

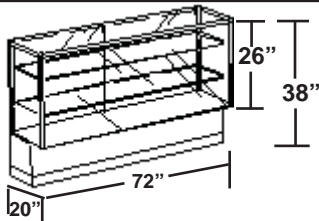
## ACCESSORIES



**Glass Tower Showcase - 1010200**

*Comes with two doors that lock and three glass shelves.*

1. Lessee will be responsible for any damages to display fixtures during the event.
2. There will be a replacement charge of \$10.00 on all lost keys.
3. Electrical hookup must be ordered through the Electrical order form included in your service manual.



**101063 - 6'**

**STYLE #A FULL VISION CASE**, includes 1-8" and 1-10" glass shelves with adjustable brackets, 26" high front glass display section. 6' Showcase comes with light fixture and locks.

**Straight Hook - 10201**



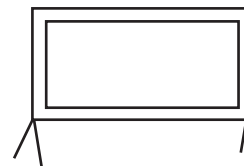
**"J" Hook-10206**



**Single Hook - 10203**



**Double Hook - 10204**

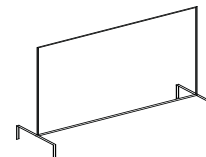


**10201484 - Bulletin Board**

4' x 8' Horizontal

All boards are gray velcro and double sided.

**15905 - Fish Bowl**



**10405 - Garment Rack**

## SHOWCASES

		Online Price	Discount Price	Standard Price	
_____	101063 Full Vision Case - 6'	400.00	440.00	560.00	_____
_____	1010200 Glass Tower Case	450.00	495.00	630.00	_____

## MISCELLANEOUS

		Online Price	Discount Price	Standard Price	
_____	10405 Garment Rack	98.00	107.80	137.20	_____
_____	15905 Fish Bowl	22.00	24.25	30.80	_____
_____	10201 2" Straight Hook (each)	.30	.35	.40	_____
_____	10206 "J" Loop Hook (each)	.30	.35	.40	_____
_____	10203 6" Single Hook (each)	.30	.35	.40	_____
_____	10204 6" Double Hook (each)	1.65	1.80	2.30	_____
_____	10201484 Bulletin Board	176.50	194.15	247.10	_____

Sub-Total \_\_\_\_\_ + Tax (8.25%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

**FREEMAN accessories**

Take advantage of the Online price  
by ordering at [www.freemanco.com/store](http://www.freemanco.com/store)  
before **SEPTEMBER 30, 2014**

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

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

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

For Assistance, please call 713-433-2400 to speak with one of our experts.

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

## CLEANING SERVICES

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

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

Qty	Part #	Description	Advance Price	Show Site Price	Total
-----	--------	-------------	---------------	-----------------	-------

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

_____	612100	Booth Vacuuming - One Time .....	0.30	0.40	_____
_____	612200	Booth Vacuuming - 2 Days.....	0.50	0.65	_____

### TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (8.25%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

FREEMAN cleaning



# RENTAL exhibits



Package 1



Package 1 upgraded with graphics and cabinet



Package 2



Package 2 upgraded with graphics and cabinet

Questions? All packages can be customized or modified, depending on your specific requirements.  
To speak with an Exhibitor Sales specialist, or for custom components, call the number listed on Quick Facts.  
For fast, easy ordering, go to [www.freemanco.com](http://www.freemanco.com)

**F R E E M A N**



Package 3



Package 3 upgraded with graphics and cabinet



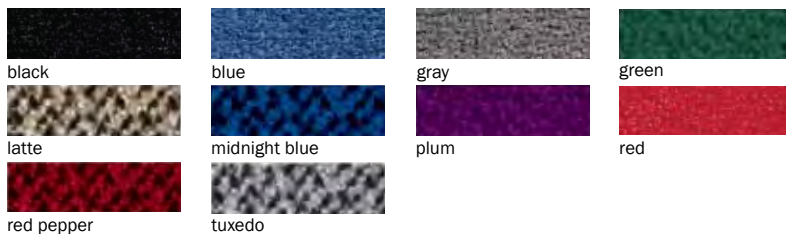
Package 4



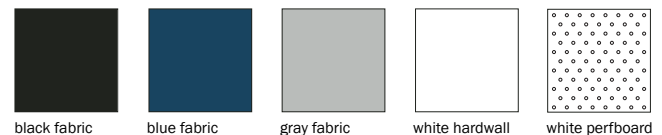
Package 4 upgraded with graphics and cabinet

\* All exhibits include: installation & dismantle of exhibit, material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

#### Color Options - Classic Carpet



#### Color Options - Fabric and Hardwall Panels



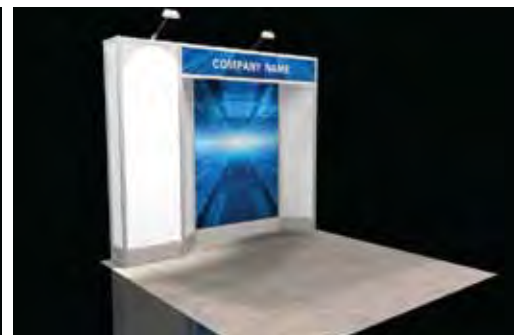
#### Upgrades available for under \$500



Slatwall & Shelves



Black Metal



Graphics & Custom Logo





Package 5



Package 5 upgraded with graphics and cabinet



Package 6



Package 6 upgraded with graphics and cabinet

## Upgraded Color Options - Prestige Carpet



black\*



cardinal



charcoal\*



cream



gray pearl\*



navy\*



toast



wedgewood



white\*

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

## Questions?

All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For additional custom examples visit the link below.

To view additional custom designs



Cabinets & Counters



Colored Panels



[www.freemanco.com/customexhibits](http://www.freemanco.com/customexhibits)

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DEADLINE DATE  
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PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AMERICAN PILOTS ASSOCIATION NATIONAL CONVENTION / OCT 22-23, 2014**

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

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

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

For Assistance, please call **(713) 433-2400** to speak with one of our experts.

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

**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'	2,214.00	3,099.60	<input type="checkbox"/> 10' x 20'	4,273.00	5,982.20
Package 2	<input type="checkbox"/> 10' x 10'	1,450.00	2,030.00	<input type="checkbox"/> 10' x 20'	2,850.00	3,990.00
Package 3	<input type="checkbox"/> 10' x 10'	1,867.00	2,613.80	<input type="checkbox"/> 10' x 20'	3,680.00	5,152.00
Package 4	<input type="checkbox"/> 10' x 10'	1,873.00	2,622.20	<input type="checkbox"/> 10' x 20'	3,734.00	5,227.60
Package 5	<input type="checkbox"/> 10' x 10'	1,902.00	2,662.80	<input type="checkbox"/> 10' x 20'	3,710.00	5,194.00
Package 6	<input type="checkbox"/> 10' x 10'	1,942.00	2,718.80	<input type="checkbox"/> 10' x 20'	3,832.00	5,364.80

## CHOOSE YOUR PANEL

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

## CARPET

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

Check color choice

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

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

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% recyclable content.

## 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 \_\_\_\_\_

Indicate exactly how you want your company name to appear:

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

## ENHANCE YOUR EXHIBIT

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

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

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

TOTAL COST		
Sub-Total	+	8.25 % Tax
	=	Total Cost

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


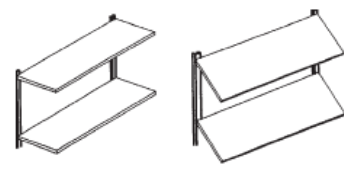
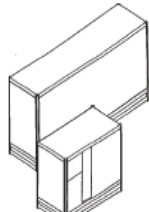
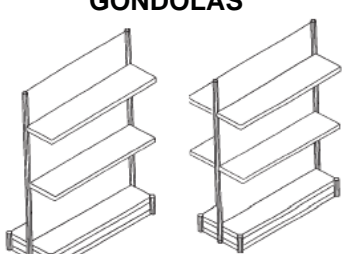


CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

For Assistance, please call (713) 433-2400 to speak with one of our experts.

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

## ACCESSORIES FOR RENTAL UNITS

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

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
<b>(electrical service &amp; labor to install lights not included)</b>					
___	172512	Arm Light .....	64.00	89.60	_____
___	172514	4' Tracklight (3 lights)	237.00	331.80	_____
___	17252	Halogen Light .....	67.00	93.80	_____

<b>CABINETS &amp; LOCKS</b>					
<b>Cabinets</b>					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x ½M x 36" High.....	427.50	598.50	_____
___	17306	1M x ½M x 42" High.....	427.50	598.50	_____
___	17308	2M x ½M x 36" High.....	515.00	721.00	_____
___	17309	2M x ½M x 42" High.....	515.00	721.00	_____
___	173010	1M Radius x ½M x 36" High.	530.50	742.70	_____
___	173011	1M Radius x ½M x 42" High..	530.50	742.70	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock .....	7.50	10.50	_____
Inside Shelves Available ..... Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
<b>Gondolas</b>					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfbord <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	361.50	506.10	_____
___	174542	Double Sided 1M x 4' High..	482.00	674.80	_____
___	174581	Single Sided 1M x 8' High...	361.50	506.10	_____
___	174582	Double Sided 1M x 8' High..	482.00	674.80	_____

<b>SHELVES</b>					
___	17201	1M Straight (37" x 12") .....	65.00	91.00	_____
___	17206	1M Angled (37" x 12") .....	75.00	105.00	_____

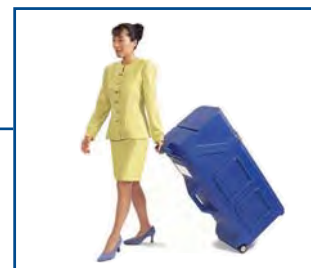
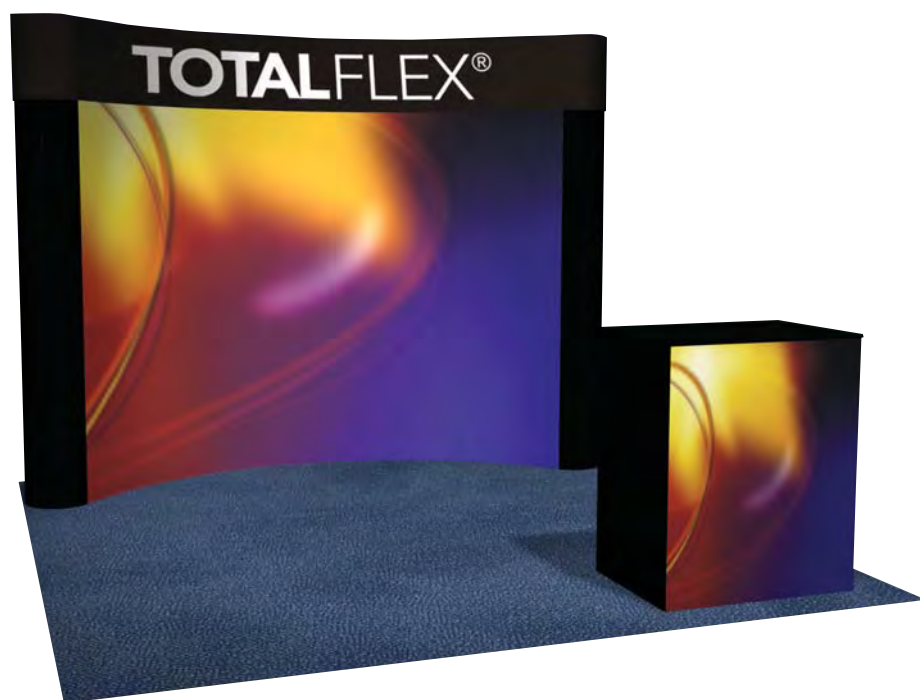
<b>LITERATURE POCKETS</b>					
___	174015	For 8½ x 11 Literature .....	25.75	36.05	_____

<b>TOTAL COST</b>					
Sub-Total	+	8.25% Tax	=	Total Cost	

Don't see what you need?  
Please call an Exhibitor Sales Specialist at (713) 433-2400.

# TOTALFLEX<sup>®</sup>

By Freeman



Available to rent or purchase, TotalFlex provides more options for configuring exhibits to fit your space, budget and vision. This pop-up display is versatile, lightweight, portable, durable, and needs just minutes and no tools to set up.

- Cases easily convert into a podium.
- Velcro compatible fabric panels available in a wide selection of colors.
- Compatible with shelves, lights and other innovative trade show accessories.
- Freeman can produce high-resolution digital graphics in virtually any size as well as photomural panels to enhance your exhibit's appearance.\*
- Available in a variety of sizes for rental or purchase, including a table top version shown below.
- All TotalFlex units include Installation & Dismantle of display system, material handling of display system, Classic Carpet with nightly vacuuming, 200 watt halogen lights (one light for the table top unit, two lights for the floor unit) as well as power and labor to hang them.

## floor units

8'w x 8'h Floor Standing Unit

10'w x 8'h Floor Standing Unit

## table top units

6'w x 40"h Table Top Unit

8'w x 40"h Table Top Unit

*\*Graphic design elements are priced separately and not included with exhibit order.*



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PAYMENT FORM WITH YOUR ORDER

totalflex  
FREEMAN

NAME OF SHOW: **AMERICAN PILOTS ASSOCIATION NATIONAL CONVENTION / OCT 22-23, 2014**

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

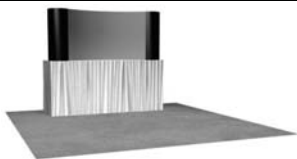
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

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## TABLE TOP UNIT



### RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	1,072.00	1,500.80	_____	_____
40"H x 8"W	1,205.00	1,687.00	_____	_____

### PURCHASE\*

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	1,282.00	1,794.80	_____	_____
40"H x 8"W	1,415.00	1,981.00	_____	_____

\*Shipping Not Included

### Rental Units Include:

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

### Purchase Units Include:

1-Case  
One Time Installation & Dismantle

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

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

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

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

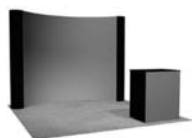
### \*Other Colors Also Available for Purchase Units

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

### Table Drape:

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

## FLOOR UNIT



### RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	1,596.50	2,235.10	_____	_____
8'H x 10'W	1,781.00	2,493.40	_____	_____

### PURCHASE\*

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	2,523.50	3,532.90	_____	_____
8'H x 10'W	2,935.50	4,109.70	_____	_____

\*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	_____	148.50	207.90	_____		_____	234.00	327.60	_____
1715801	1-200 Watt Halogen Light Kit	_____	78.50	109.90	_____		_____	171.00	239.40	_____
1715802	Straight Shelf	_____	60.75	85.05	_____		_____	108.00	151.20	_____
1715803	Angled Shelf	_____	60.75	85.05	_____		_____	108.00	151.20	_____

## QUICK TIPS

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

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

### PURCHASE UNITS TOTAL COST

Sub-Total + 8.25% Tax = Total Cost

### RENTAL UNITS TOTAL COST

Sub-Total + 8.25% Tax = Total Cost



# UNION JURISDICTIONS IN HOUSTON

## UNION REGULATIONS

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

### CARPENTERS LOCAL 551

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

### MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/move-out.

### TIPPING

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

### SAFETY

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

### NOTE:

- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of the Show Manager at FREEMAN. Please refrain from voicing complaints directly to craft personnel.
- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.



# installation & dismantle

When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 years of experience, our group of specialists is ready to assist you with all of your exhibit requests, from beginning to end.

Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible.

## do i need to order labor?

As an exhibitor, you are required to follow local labor jurisdictions. Please refer to the enclosed "Labor Jurisdictions" information sheet for details.

## installation and dismantling services available

Freeman will work closely with you to coordinate every phase of your trade show participation, including:

- Preplanning and budget consultation
- Support service coordination – electrical, furnishings, floral and more
- Shipping and storage management
- On-site supervisors with dedicated floor managers
- Skilled labor and technicians for installation and dismantling
- Full, in-house carpentry
- Graphics production
- Emergency repairs and refurbishing
- Postshow evaluations
- Multiple show coordination

Supervise any labor yourself, or if you need assistance, Freeman I&D experts will do it for you.

## if you use Freeman staff

Exhibits are set up prior to your arrival under the direction of Freeman I&D supervisors. We charge 30% of the total labor charge, with a minimum \$45 fee.

## if you supervise yourself

**Installation** – Your labor supervisor must check in at the exhibitor service center to pick up laborers. Upon completion of work, your supervisor must return to the exhibitor service center to release the laborers. Start time is guaranteed only when labor is requested for the start of the working day.

**Dismantling** – When scheduling dismantling labor, be sure to allow time for empty containers to be returned to the booth after the close of your show. Start time is guaranteed only when labor is requested for the start of the working day.

## questions?

Call customer service at the number listed on Quick Facts.

For fast, easy ordering, visit us at [www.myfreemanonline.com](http://www.myfreemanonline.com).

# FREEMAN

9258 Park South View, Suite 100

Houston, Texas 77051

Ph: 713-433-2400 • Fax: 469-621-5613

FreemanHoustonES@freemanco.com

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **AMERICAN PILOTS ASSOCIATION NATIONAL CONVENTION / OCT 22-23, 2014**

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

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

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

For Assistance, please call 713-433-2400 to speak with one of our experts.

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

## DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 4:30 P.M. Monday through Friday .....	\$ 78.00	\$ 101.40
<b>Overtime-</b> 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday		
6:00 A.M. to 12:00 Midnight Saturday and Sunday .....	\$ 117.00	\$ 152.10
<b>Double Time-</b> 12:00 Midnight to 6:00 A.M. and recognized holidays.....	\$ 156.00	\$ 202.80

- Show Site prices will apply to all labor orders placed at show site.
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

## INSTALLATION LABOR

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

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

☐ **Exhibitor Supervised Labor (Supervisor must check in at Service Desk to pick up labor)**

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

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____ =	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x	_____ =	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x	_____ =	_____ @ \$ _____	= \$ _____	
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ <b>(N/A)</b>
Total Installation						= \$ _____

## DISMANTLE LABOR

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

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

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

☐ **Exhibitor Supervised Labor (Supervisor must check in at Service Desk to pick up labor)**

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

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____ =	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x	_____ =	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x	_____ =	_____ @ \$ _____	= \$ _____	
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ <b>(N/A)</b>
Total Dismantle						= \$ _____

NAME OF SHOW: **AMERICAN PILOTS ASSOCIATION NATIONAL CONVENTION / OCT 22-23, 2014**

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

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

**FREEMAN SUPERVISED LABOR**

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

**INBOUND SHIPPING & SET UP INFORMATION**

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

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

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

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

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

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

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

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

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

**OUTBOUND SHIPPING INFORMATION**

SHIP TO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**METHOD OF SHIPMENT**

☐ **Freeman Exhibit Transportation:**

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

☐ **Other (list carrier name & phone number):**

☐ Other Common Carrier: \_\_\_\_\_

☐ Other Air Freight: \_\_\_\_\_

☐ Van Line: \_\_\_\_\_

**FREIGHT CHARGES**

☐ Prepaid ☐ Collect

Bill To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

- ☐ Reroute via Freeman's choice
- ☐ Deliver back to Freeman warehouse at Exhibitor's expense.

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

# F R E E M A N

9258 Park South View, Suite 100

Houston, Texas 77051

Ph: 713-433-2400 • Fax: 469-621-5613

FreemanHoustonES@freemanco.com

**DEADLINE DATE**  
**SEPTEMBER 30, 2014**

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

NAME OF SHOW: **AMERICAN PILOTS ASSOCIATION NATIONAL CONVENTION / OCT 22-23, 2014**

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

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

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

For Assistance, please call 713-433-2400 to speak with one of our experts.

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

## FORKLIFT RIGGING EQUIPMENT AND LABOR

**Straight Time -** 8:00 A.M. to 4:30 P.M. Monday through Friday

**Overtime -** 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday

6:00 A.M. to 12:00 Midnight Saturday and Sunday

**Double Time -** 12:00 Midnight to 6:00 A.M. and recognized holidays

- Show Site prices will apply to all labor orders placed at show site
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pick up labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description Price	Advance Price	Standard Price
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 117.00	\$ 152.10
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 154.50	\$ 200.85
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$ 127.00	\$ 165.10
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$ 166.00	\$ 215.50
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$ 133.00	\$ 172.90
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$ 173.00	\$ 224.90
3040300	Forklift w/operator - up to 30,000 lbs - ST.....	\$ 154.00	\$ 200.20
3040301	Forklift w/operator - up to 30,000 lbs - OT.....	\$ 194.00	\$ 252.20
304040	Forklift w/operator - 4-Stage - ST.....	\$ 140.00	\$ 182.00
304041	Forklift w/operator - 4-Stage - OT.....	\$ 179.00	\$ 233.00
3090600	Man cage for Forklift .....	\$ 28.00	\$ 28.00
3090700	Boom for Forklift.....	\$ 28.00	\$ 28.00
<b>RIGGING LABOR</b>			
3020200	Rigger Foreman - ST.....	\$ 79.00	\$ 102.70
3020201	Rigger Foreman - OT.....	\$ 118.50	\$ 154.10
3020202	Rigger Foreman - DT.....	\$ 158.00	\$ 205.40
3020100	Rigger - ST.....	\$ 78.00	\$ 101.40
3020101	Rigger - OT.....	\$ 117.00	\$ 152.10
3020102	Rigger - DT.....	\$ 156.00	\$ 202.80

## INSTALLATION

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

## DISMANTLE

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





## HILTON AMERICAS-HOUSTON

### CREDIT CARD PAYMENT AUTHORIZATION FORM

*Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged. **Do not send completed form by email.***

FAX COMPLETED FORM TO: 713-577-6141

ATTN: RANDY SHAIN

HOTEL USE ONLY:

Date: \_\_\_\_\_

Guest / Group Name:		
Check-In / Event Date:		
Name of Person/Group Making Reservation:		Phone:
Authorized Amount:	Approval Code:	Date:

#### **CARDHOLDER - Please complete the following section and sign/date below.**

Cardholder Name as it Appears on Credit Card:				
Cardholder Billing Address:				
City:	State:	Zip:		
Daytime /Business Telephone:		Evening Telephone:		
Credit Card Number:		Expiration Date:		
Credit Card Type: (Circle one) <div style="display: flex; justify-content: space-around; font-size: small;"> <span>Visa/MasterCard</span> <span>American Express</span> <span>Discover</span> <span>JCB</span> <span>Diners Club</span> </div>				
Credit Card Issuing Bank Name:		Bank Phone Number (from back of your credit card):		
I agree to cover the following categories of charges: (Please circle) <div style="display: flex; justify-content: space-around; font-size: small;"> <span>All Charges</span> <span>Room &amp; Tax</span> <span>Food &amp; Beverage</span> <span>Retail</span> <span>Recreation</span> </div>				
I agree to cover the above categories of charges up to a Maximum Amount of \$ _____				
Invoice/Receipt to be sent to <b><u>Email Address:</u></b>				
<b>DIRECT BILL ACCOUNT PAYMENTS ONLY:</b>				
Name on Invoice/Statement _____		Date on Invoice/Statement _____		
Invoice/Statement Number _____		Authorized Amount \$ _____		

**Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.**

Amount to be immediately charged to credit card for room and taxes or deposit: \$ \_\_\_\_\_

Final Balance Billed to Credit Card (hotel use only): \$ \_\_\_\_\_

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

**Cardholder Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Request for IT Services

Event Name: \_\_\_\_\_ Company Name: \_\_\_\_\_ Client Contact: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

### PAYMENT OPTIONS - Please check one.

- ☐ Direct billing for accounts with prearranged credit through the credit office. Master Account Number: \_\_\_\_\_
- ☐ Credit Card accepted by the Hilton Americas-Houston. Type of Card: \_\_\_\_\_ Number: \_\_\_\_\_  
Card Holder Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Card Holder Signature: \_\_\_\_\_
- ☐ Charged to guest room. May only be charged to guest room if the room has been checked in with an approved credit card, or approved for master account billing of room, tax and incidental charges.

Your Computer requires an installed ETHERNET CARD with RJ45 FEMALE ADAPTER or 802.11b/g WIRELESS ADAPTER. **All orders must be received at least five (5) business days prior to the installation date.** Orders received with less lead will be assessed a \$25.00 late charge per line. A \$50.00 cancellation fee will apply for service cancelled after setup. Per day charges are for full calendar dates only. No partial day adjustments will be made. By your signature you authorize installation and accept responsibility. Prices are subject to change. Please contact hotel directly for current rates. For installation questions or special requests, please contact the IT dept. (713)-577-6000, [HOUCV-Information\\_Technology@hilton.com](mailto:HOUCV-Information_Technology@hilton.com).

PLEASE RETURN VIA FACSIMILE TO 713-577-6147, ATTN: Information Technology

LOCATION / ROOM	# OF COMPUTERS	DAILY CHARGE	# DAYS	INSTALL DATE / TIME	DISCONNECT DATE / TIME	TOTAL

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Total:

Event Services/Catering Mgr: \_\_\_\_\_

Please refer to attached High-Speed Internet Pricing sheet for current pricing.

## IT Services Pricing

**Standard Wired Broadband Connection** ..... **\$200 daily**

384kbps, burstable to 1.5Mbps. Category 5 cable terminated to RJ45 (male). Dynamically assigned address. Pricing per device (see table below).

**Isolated T1 (1.5Mbps) with static Public IP Address** ..... **\$400 daily**

Category 5 cable terminated to RJ45 (male). Multimode fiber connection (SC) available in some rooms.

**6 Mbps circuit (burstable to 10 Mbps)**..... **\$1200 daily**

Category 5 cable terminated to RJ45 (male). Multimode fiber connection (SC) available in some rooms.

**Larger circuits available (up to 1Gbps). Point to point connectivity available for some companies. Please call or email for quote.**

**Wireless Internet Connectivity (802.11 b/g)** ..... **\$600 daily (per Access Point)**

SSID named to your specifications (can be broadcast or hidden), encrypted (WEP, WPA) or unencrypted.

**VLAN configuration**.....**call for quote**

Each meeting and guest room are segmented by default. Hotel staff can configure multiple meeting/guest rooms onto the same VLAN to enable the sharing of resources over the virtual LAN.

The Hilton Americas-Houston supports nearly all VPN clients (PTPP, L2TP, IPSec) and can provide meeting and guest rooms with private or public IP addresses. We are also connected to the George R. Brown Convention Center via fiber and can provide a dry patch or create a VLAN between the two properties.

**Technical Support** ..... **\$45 per hour**

Support for non-hotel computers, printers and network devices (waiver required).

Number of Computers	Daily Charge	1 Day	2 Days	3 Days	4 Days	5 days	6 Days	7 Days	8 Days	9 Days	10 Days
1	\$200	\$200	\$400	\$600	\$800	\$1,000	\$1,200	\$1,400	\$1,600	\$1,800	\$2,000
2	\$380	\$380	\$760	\$1,140	\$1,520	\$1,900	\$2,280	\$2,660	\$3,040	\$3,420	\$3,800
3	\$560	\$560	\$1,120	\$1,680	\$2,240	\$2,800	\$3,360	\$3,920	\$4,480	\$5,040	\$5,600
4	\$740	\$740	\$1,480	\$2,220	\$2,960	\$3,700	\$4,440	\$5,180	\$5,920	\$6,660	\$7,400
5	\$920	\$920	\$1,840	\$2,760	\$3,680	\$4,600	\$5,520	\$6,440	\$7,360	\$8,280	\$9,200
6	\$1,050	\$1,050	\$2,100	\$3,150	\$4,200	\$5,250	\$6,300	\$7,350	\$8,400	\$9,450	\$10,500
7	\$1,220	\$1,220	\$2,440	\$3,660	\$4,880	\$6,100	\$7,320	\$8,540	\$9,760	\$10,980	\$12,200
8	\$1,390	\$1,390	\$2,780	\$4,170	\$5,560	\$6,950	\$8,340	\$9,730	\$11,120	\$12,510	\$13,900
9	\$1,560	\$1,560	\$3,120	\$4,680	\$6,240	\$7,800	\$9,360	\$10,920	\$12,480	\$14,040	\$15,600
10	\$1,730	\$1,730	\$3,460	\$5,190	\$6,920	\$8,650	\$10,380	\$12,110	\$13,840	\$15,570	\$17,300
11	\$1,800	\$1,800	\$3,600	\$5,400	\$7,200	\$9,000	\$10,800	\$12,600	\$14,400	\$16,200	\$18,000
12	\$1,960	\$1,960	\$3,920	\$5,880	\$7,840	\$9,800	\$11,760	\$13,720	\$15,680	\$17,640	\$19,600
13	\$2,120	\$2,120	\$4,240	\$6,360	\$8,480	\$10,600	\$12,720	\$14,840	\$16,960	\$19,080	\$21,200
14	\$2,280	\$2,280	\$4,560	\$6,840	\$9,120	\$11,400	\$13,680	\$15,960	\$18,240	\$20,520	\$22,800
15	\$2,440	\$2,440	\$4,880	\$7,320	\$9,760	\$12,200	\$14,640	\$17,080	\$19,520	\$21,960	\$24,400
16	\$2,450	\$2,450	\$4,900	\$7,350	\$9,800	\$12,250	\$14,700	\$17,150	\$19,600	\$22,050	\$24,500
17	\$2,600	\$2,600	\$5,200	\$7,800	\$10,400	\$13,000	\$15,600	\$18,200	\$20,800	\$23,400	\$26,000
18	\$2,750	\$2,750	\$5,500	\$8,250	\$11,000	\$13,750	\$16,500	\$19,250	\$22,000	\$24,750	\$27,500
19	\$2,900	\$2,900	\$5,800	\$8,700	\$11,600	\$14,500	\$17,400	\$20,300	\$23,200	\$26,100	\$29,000
20	\$3,050	\$3,050	\$6,100	\$9,150	\$12,200	\$15,250	\$18,300	\$21,350	\$24,400	\$27,450	\$30,500

# Hilton-Americas Houston Electrical Service Request Exhibitor Form

Show Name:		Location:		Setup Dates:		Breakdown Dates:	
Exhibiting Firm Name:				Master Acct:		Booth #:	
Address:				City:		State:	
Telephone:				Fax:		On Site Contact:	
Payment Type: <input type="checkbox"/> Visa/ MasterCard <input type="checkbox"/> Amex <input type="checkbox"/> Discover <input type="checkbox"/> Diners Club <input type="checkbox"/> Check By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated below. You further acknowledge that if any additional charges are incurred, the card below will be charged for any remaining balance due.  For Credit Card payments please request a credit card authorization form from your Events/Catering Manager.							

There will be an additional charge of \$75 for any orders received within ten business days of the first show date or on-site. Saturday, Sunday & Holidays \$150.00 labor, for on site orders.

Outlets Item	Number Needed	Rate	Labor	Cost
<b>*120 Volts</b>				
20 Amps		\$110.00		
<b>*208 Volts Single Ph.</b>				
*50 Amps		\$375.00	\$200.00	
*100 Amps		\$433.00	\$200.00	
* 200 Amps		\$840.00	\$200.00	
* 400 Amps		\$1040.00	\$200.00	
<b>*208 Volts Three Ph.</b>				
* 100 Amps		\$650.00	\$200.00	
* 200 Amps		\$1300.00	\$200.00	
* 400 Amps		\$2600.00	\$200.00	
<b>Special Items</b>		<b>#</b>		<b>Cost</b>
Additional Extension Cord/Power Strip			\$40.00	N/A
****Standby Electrician (7am-11pm)				\$75 per hr/4hr min
****Standby Electrician (11pm-7am)				\$150 per hr/4hr min
Outlet Numbers	Number Needed	Rate	Labor	Cost
<b>*480 Volts</b>				
20 Amp		\$347.00	\$100.00	
30 Amp		\$483.00	\$100.00	
40 Amp		\$641.00	\$100.00	
60 Amp		\$914.00	\$100.00	
80 Amp		\$1181.00	\$100.00	

PLEASE INCLUDE TAX ON ALL ORDERS.  
SEE PAGE 2 FOR TERMS AND CONDITIONS.

<b>Late Charge</b>	
Sub Total	
Tax 8.25%	
Total	

**Note:** This order must be received by Hilton-Americas no later than 10 days before opening date to ensure installation in time for opening of show. No spring type clamp, spot fixtures, or holders allowed. Only fixtures with screen-in type clamps allowed with No. 14-3 wire SJ Cord.

## SPECIAL NOTICE!!

City Of Houston Code requires that no electrical equipment or apparatus be connected unless it conforms to its electrical code. Hotel will supply electrician to correct any minor infractions at stated labor cost.

### WIRING REGULATIONS BASED ON THE ELECTRICAL CODE OF THE CITY OF HOUSTON

- All electrical apparatus and splices must be installed in a metal enclosure to prevent emission of sparks
- All metal raceways. Metal lighting fixtures, metal housings of electrically powered equipment shall be grounded.
- All extension cables shall be 3-wire SJ cord or other approved type. One of the wires with green colored insulation is to be used as a ground. Cable must be large enough for the load and have grounded male plug.
- Flexible cords and cables less than No. 14 gauge wire shall not be permitted.
- Local Ordinance prohibits more than two (2) connections per outlet box to prevent overloading of circuits.

## MAKE CHECKS PAYABLE TO:

Hilton-Americas Houston  
1600 Lamar St, Houston, TX 77010

Tel/Finance Department: (713) 577-6069

Tel/Property Operations: (713) 577-6085/6090

Fax/Property Operations Department: (713) 583-9826

**FORM MUST BE COMPLETED BEFORE**

## ORDER CAN BE PROCESSED

**Customers paying by check must also provide a valid credit card number.** Payment of balances not prepaid or covered by company check will be billed directly to the credit card number in advance. By signing above, you acknowledge and agree to these terms and authorize Hilton-Americas-Houston to bill your credit card.

Personal or foreign checks and wire transfers not accepted.

**Do not combine payment by check with any other Hilton-Americas Houston order form!**

# Hilton-Americas Houston Electrical Service Request Exhibitor Form

## Service Order Information

1. **Payment and credit card information for service must accompany service request.**
2. The date the payment is received shall determine the penalty rate of \$75.00
3. Incomplete information regarding hook-up or power requirement will delay processing
4. Booth number(s) must be identified on face of form
5. If third party billing is required, service contract must include company name c/o display house. Display house and address and contact name must be indicated on service contract. Payment Policy will apply.
6. A credit will not be given for electrical service installed and not used. Services cancelled prior to installation will be subject to cancellation fee of 25% of balance
7. Claims will not be considered unless filed by exhibitor prior to close of exposition at HILTON-AMERICAS service desk. Non receipt of service must be reported to HILTON-AMERICAS service prior to close of the day for verification and consideration.
8. Any unpaid balances are subject to past due penalties
9. Returned checks will be subject to a \$30.00 fee plus a \$50.00 late fee.
10. Wall outlets and post outlets are NOT PART OF BOOTH SPACE. Separate outlets must be ordered for each booth to be connected.

## Important Rules and Regulations

1. No one other than HILTON-AMERICAS electricians can make any electrical connections or install/remove cable or fixtures. Please consult HILTON-AMERICAS personnel for additional information.
2. Unless otherwise noted, all material and equipment furnished by the HILTON-AMERICAS for services shall remain the property of the HILTON-AMERICAS and shall be removed only by the HILTON-AMERICAS at the closing.
3. Permanent building utility outlets are not part of the booth space and are not to be used by exhibitors
4. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited
5. All exhibitors' cords must be of three-wired type. All exposed noncurrent-carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
6. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
7. Electrical power for lights and displays will be turned on one hour prior to show opening and turned off at show closing.
8. Unless otherwise directed, Hilton-Americas installers are authorized to cut floor coverings to permit installation of services
9. Hilton-Americas is not responsible for temporary conditions such as voltage fluctuations or power failure.
10. All electrical service connections (110 V) include 4 female outlets.
11. A standby electrician is required (for requests of 200amps or more) during set-up, teardown, and actual event times. See under "Special Items" on first page for labor charges.
12. For your protection, please install a surge protector on computerized equipment and machinery or an over/under voltage sensor.
13. **Price does not include connecting equipment or special wiring. Additional services other than delivery of power to exhibit booth will be assessed a \$100.00 labor fee.**

## Voltage Requirements

Alternating current only. \*Current available, single phase 60 Hz approximately 115 Volts, single phase 60 Hz approximately 208 Volts, 3 phase 60 Hz approximately 208 Volts. Please indicate amperes per phase leg; voltage, and number of phase required. All prices for equipment and labor quoted are subject to change.

## Liability and Insurance

**The Hilton-Americas will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employees or property on both or to any other person, prior during, or subsequent to the period covered by the exhibit contract, provided said injury, loss or damage is not caused by the hotel. Each exhibitor expressly releases the hotel from such liabilities and agrees to indemnify the hotel against any and all claims for such injury, loss or damage. Exhibitors who wish to carry insurance on their exhibits must place it at their own expense. All terms, conditions, rules, regulations and pricing are non-negotiable.**

**I have read, understood and I agree to all of the above,**

**Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE-FOR FINANCE USE ONLY

Deposit Received YES/NO





Master Acct: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Approval: \_\_\_\_\_



## Telephone Service Options

-  (1) **IN HOUSE EXTENSION - EXISTING TELEPHONE** .....no charge  
Provides for the use of the existing meeting rooms single-line telephone for in-house (direct dialed) and outside incoming calls (through hotel operators). Long distance, local or toll-free calls **can not** be placed from this telephone.
-  (2) **IN HOUSE, LOCAL & LONG DISTANCE EXTENSION - EXISTING TELEPHONE** .....\$60.00  
Provides for the use of the existing meeting rooms single-line telephone for in-house (direct dialed), local, long distance, toll-free and outside incoming calls (through hotel operators). Local and long distance calls will be charged at the current Hilton Americas-Houston published rates. This service option does not apply to exhibit booths and/or computer connections.
-  (3) **IN HOUSE, LOCAL & LONG DISTANCE EXTENSION - INSTALLATION** .....\$125.00  
Provides for the installation of a single-line telephone for in-house (direct dialed), local, long distance, toll-free and outside incoming calls (through hotel operators). Local and long distance calls will be charged at the current Hilton Americas-Houston published rates.
-  (4) **D.I.D. - FULL SERVICE EXTENSION** .....\$150.00  
Provides for the installation of a single-line telephone for in-house, local, long distance, international and incoming calls (bypassing hotel operators). Local and long distance calls will be charged at the current Hilton Americas-Houston published rates. This service is suitable for all voice, fax, and most data applications.
-  (5) **DIRECT (POTS) LINE** .....\$300.00  
Provides for a telephone line independent of the hotel PBX for special applications. A limited number of these lines are available.
-  (6) **ANALOG SPEAKER PHONE RENTAL** .....\$75.00  
Provides an optional speakerphone **(with service options 3 through 5)**.
-  (7) **ANALOG SPEAKER PHONE RENTAL (WITH EXTENSIBLE MICROPHONES)** .....\$100.00  
Provides an optional speakerphone **(with service options 3 through 5)**. Suitable for larger rooms/groups.
-  (8) **EIGHT BUTTON DIGITAL TELEPHONE SET - TWO LINE** .....\$350.00  
Standard Features: Caller ID, Transfer, Conference, Forward, and Hold  
\$10.00 each appearance (2 included; to a maximum of 8)  
\$15.00 each alternate line appearance (lines of another digital phone only)
-  (9) **SIXTEEN BUTTON DIGITAL TELEPHONE SET - TWO LINE** .....\$375.00  
Standard Features: Caller ID, Transfer, Conference, Forward, and Hold  
\$10.00 each appearance (2 included; to a maximum of 16)  
\$15.00 each alternate line appearance (lines of another digital phone only)
-  (10) **TWENTY-FOUR BUTTON DIGITAL TELEPHONE SET - TWO LINE** .....\$400.00  
Standard Features: Caller ID, Transfer, Conference, Forward, and Hold  
\$10.00 each appearance (2 included; to a maximum of 24)  
\$15.00 each alternate line appearance (lines of another digital phone only)
-  (11) **DIGITAL SPEAKER PHONE RENTAL** .....\$450.00  
**(Includes digital line)** Digital speakerphones can conference up to 5 outgoing calls together, eliminating the need for an outside conference bridge.
-  (12) **DIGITAL SPEAKER PHONE RENTAL (WITH EXTENSIBLE MICROPHONES)** .....\$475.00  
**(Includes digital line)** Digital speakerphones can conference up to 5 outgoing calls together, eliminating the need for an outside conference bridge. Suitable for larger rooms/groups.
- (13) **VOICE MAILBOX (for options 3, 4, 8, 9, or 10)** .....\$40.00
- (14) **HUNT GROUP** ..... \$50.00 plus \$10.00 per line  
Provides an additional phone number that, when dialed, will hunt for an open station among other designated phones.  
**(Available with service options 3, 4, 8, 9, and 10)**
- (15) **ANSWER GROUP** ..... \$50.00 plus \$10.00 per line  
Provides an additional phone number that, when dialed, will ring on multiple lines simultaneously.  
**(Available with service options 3, 4, 8, 9, and 10)**

FOR ALL OTHER PROGRAMMING, LINE TYPES OR ACD (AUTOMATIC CALL DISTRIBUTION) OPTIONS, PLEASE  
CONTACT HILTON IT/TELECOM AT 713-577-6000 OR [HOUVCV-Information\\_Technology@hilton.com](mailto:HOUVCV-Information_Technology@hilton.com) FOR A DETAILED QUOTATION.

## CALL PRICING

Local.....	.....\$ .55 for the first 60 minutes (\$ .10 per minute after 60 minutes)
800/888/8xxToll Free.....	.....No Charge for the first 60 minutes (\$ .10 per minute after 60 minutes)
Long Distance Domestic.....	.....AT&T Operator Assisted Rate, less 50% of Surcharge
International.....	.....AT&T Operator Assisted Rate

You may obtain free AT&T rate information at any time by dialing 9+00 then selecting option 5.

## Request for Telecommunications Services

Event Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Client Contact: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

### PAYMENT OPTIONS - Please check one.

- ☐ Direct billing for accounts with prearranged credit through the credit office. Master Account Number: \_\_\_\_\_
- ☐ Credit Card accepted by the Hilton Americas-Houston. Type of Card: \_\_\_\_\_ Number: \_\_\_\_\_
- Card Holder Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- Card Holder Signature: \_\_\_\_\_
- ☐ Charged to guest room. May only be charged to guest room if the room has been checked in with an approved credit card, or approved for master account billing of room, tax and incidental charges.

Billing of calls to your account will occur after service has been disconnected. Therefore, separate billings for service and usage should be expected. **All orders must be received at least five (5) business days prior to the installation date.** Orders received with less lead time will be assessed a \$25.00 late charge per line. By your signature, you authorize the requested installation and accept responsibility.

**THIS INCLUDES ALL ASSOCIATED CHARGES (INCLUDING TAX). LOSS OR DAMAGE TO RENTAL EQUIPMENT EXTRA.**

Service Option	QUANTITY (OF SERVICE OPTIONS REQUIRED)	LOCATION / ROOM	INSTALLATION DATE / TIME	DISCONNECT DATE / TIME	ASSIGNED NUMBER	NUMBER NEEDED ADVANCE	OPTION PRICE
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:							

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Meetings & Conventions Manager: \_\_\_\_\_

**Please refer to attached Service Option sheet for details. PLEASE RETURN VIA FACSIMILE TO 713-577-6147**