

# F R E E M A N

One Washington Blvd., Suite 1056  
Detroit, MI 48226  
(313) 393-0250 • Fax: (469) 621-5619  
FreemanDetroitES@freemanco.com

## NATIONAL MAIN STREETS CONFERENCE - DETROIT

MAY 19-20, 2014  
MARRIOTT REN CEN

# FREEMAN quick facts

### SERVICE INFORMATION

#### BOOTH EQUIPMENT

Each 8' x 10' booth will be set with 8' high black and gold back drape, 36" high black side dividers one (1) 8' black draped table, two (2) side chairs, one (1) wastebasket and a 7" x 44" two-line identification sign.

#### EXHIBIT HALL CARPET

The exhibit area is carpeted

#### DISCOUNT PRICE DEADLINE DATE

Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by Friday, May 2, 2014 at 5:00pm.

Save money by ordering services and labor in advance. All services as well as display and rigging labor orders placed at show site will be charged an additional 30% above the advance rate.

### SHOW SCHEDULE

#### EXHIBITOR MOVE-IN

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

Sunday	May 18, 2014	8:00 a.m. - 5:00 p.m.
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All exhibits must be fully installed by 5:00 p.m. Sunday, May 18, 2014.

#### EXHIBIT HOURS

Monday	May 19, 2014	9:00 a.m. - 6:30 p.m.
Tuesday	May 20, 2014	8:00 a.m. - 2:00 p.m.

#### EXHIBITOR MOVE-OUT

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

Tuesday	May 20, 2014	2:00 p.m. - 5:00 p.m.
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#### DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by May 20, 2014 at 5:00 p.m.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by Tuesday, May 20 at 3:00 p.m..

#### POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound 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

One Washington Blvd., Ste. 1056  
 Detroit, MI 48226  
 (313) 393-0250 fax (469) 621-5619

### FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada or (817) 607-5100 Local & International fax (469) 621-5810

### FREEMAN ONLINE®

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 "Login" 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 on "Login". If you need assistance with Freeman OnLine please call our Customer Support Center at (888)508-5054 US and Canada or (817) 607-5000 Local and International.

### SHIPPING INFORMATION

#### Warehouse Shipping Address:

**Exhibiting Company Name / Booth #**  
**NATIONAL MAIN STREETS CONFERENCE**  
**C/O Freeman**  
**ABF Freight**  
**6250 Inkster Rd.**  
**Romulus, MI 48174**

Freeman will accept crated, boxed or skidded material beginning April 21, 2014 at the above address. Material must arrive by May 12, 2014 all freight will be refused after this date at the warehouse. To track the arrival of your shipment, or for directions to the warehouse please call (313) 295-6403.

#### Show Site Shipping Address:

**Exhibiting Company Name / Booth #**  
**NATIONAL MAIN STREETS CONFERENCE**  
**C/O Freeman**  
**Marriott Renaissance Center**  
**Detroit, MI 48243**

Freeman will receive shipments at the exhibit facility on Sunday, May 18, 2014 at 8:00 a.m. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

**Please note:** All items and materials that must be brought into the facility are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items delivered by the exhibitor and items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the 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 under Display Labor for Straight time and Overtime hours.

### ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 313-393-0250.

WE APPRECIATE YOUR BUSINESS!

## FREEMAN GENERAL INFORMATION

### TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Detroit Exhibitor Services at (313)393-0250 or Freeman's Customer Support Center at (888)508-5054 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 early deadline May 2, 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, and machinery and equipment that are in use.

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

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

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

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

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

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

### EXHIBITOR ASSISTANCE

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

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

Call Freeman's Exhibitor Services department at (313-393-0250) with any questions or needs you may have.

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DISCOUNT PRICE  
DEADLINE DATE  
MAY 2, 2014

INCLUDE THIS FORM  
WITH YOUR ORDER

NAME OF SHOW: **NATIONAL MAIN STREETS CONFERENCE - MAY 19 & 20, 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 (323919) on your remittance.**

### ☐ CREDIT/DEBIT CARD

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

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

### ☐ 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# 111000012 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.**

Account No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

## ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	MATERIAL HANDLING	INSTALLATION LABOR	DISMANTLE LABOR	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.freemanco.com/store](http://www.freemanco.com/store).
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.

### TELL US WHAT YOU THINK!

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

<http://feedback.freemanco.com/?323919>

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## NATIONAL MAIN STREETS CONFERENCE - MAY 19-20, 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                 |
|   | OTHER _____   |

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY 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 email.

### 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:

FREEMAN third party authorization

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Detroit, MI 48226

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FreemanDetroitES@freemanco.com

DISCOUNT PRICE

DEADLINE DATE

MAY 2, 2014

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **NATIONAL MAIN STREETS CONFERENCE - MAY 19 - 20, 2014**

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

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

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

For Assistance, please call 313-393-0250 to speak with our experts.

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

## TABLE TOP UNIT



RENTAL		QTY.	TOTAL
Size	Price		
40" H x 6' W	\$781.50	_____	_____
40" H x 8' W	\$912.05	_____	_____

### PURCHASE\*

Size	Price		
40" H x 6' W	\$971.05	_____	_____
40" H x 8' W	\$1101.25	_____	_____
*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 (Electrical service & labor not included)

### 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'x10' Classic Carpet: ☐ Black ☐ Blue ☐ Burgundy

☐ Green ☐ Gray ☐ Plum ☐ Red ☐ Teal ☐ Tuxedo

### Table Drape:

☐ Black ☐ Blue ☐ Burgundy ☐ Green ☐ Gold

☐ Gray ☐ Plum ☐ Red ☐ Teal ☐ White

## FLOOR UNIT



RENTAL		QTY.	TOTAL
Size	Price		
8' H x 8' W	\$1302.30	_____	_____
8' H x 10' W	\$1558.25	_____	_____

### PURCHASE\*

Size	Price		
8' H x 8' W	\$2188.40	_____	_____
8' H x 10' W	\$2570.90	_____	_____
*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(Electrical service & labor not included)

### 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'x10' Classic Carpet: ☐ Black ☐ Blue ☐ Burgundy

☐ Green ☐ Gray ☐ Plum ☐ Red ☐ Teal ☐ Tuxedo

## 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		TOTAL
Part #	Description	Qty.	Price	Qty.	Price	
1715800	2-200 Watt Halogen Light Kit	_____	\$163.10	_____	\$231.15	_____
1715801	1-200 Watt Halogen Light Kit	_____	\$84.90	_____	\$167.10	_____
1715802	Straight Shelf	_____	\$66.35	_____	\$116.70	_____
1715803	Angle Shelf	_____	\$66.35	_____	\$116.70	_____

## 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 cost an additional 30% over prices indicated.**

### RENTAL UNITS TOTAL COST

### PURCHASE UNITS TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (6%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

Sub-Total \_\_\_\_\_ + Tax (6%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

# F R E E M A N

One Washington Blvd., Ste. 1056  
Detroit, Michigan 48226  
(313) 393-0250 • Fax: (469) 621-5619

**DISCOUNT PRICE  
DEADLINE DATE  
May 2, 2014**

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **NATIONAL MAIN STREETS CONFERENCE - 19 - 20, 2014**

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

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

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

For Assistance, please call 313-393-0250 to speak with one of our experts.

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

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>PAGE 1</b>					

___	N71088	Black Diamond Stool .....	115.70	150.40	___
___	N71089	Black Diamond Side Chair ...	95.00	123.50	___
___	N71090	Black Diamond Armchair .....	95.00	123.50	___
___	C115103	Studio Black Cocktail Table ..	126.40	164.30	___
___	C115104	Studio Black End Table .....	109.10	141.85	___
___	N75079	Orion Computer Kiosk .....	290.85	378.10	___

## Display Cylinders

___	N75020	Black Display Cylinder/Low ..	147.50	191.75	___
___	N75021	Black Display Cylinder/Med. ..	147.50	191.75	___
___	N75022	Black Display Cylinder/High ..	147.50	191.75	___

## PAGE 2

___	C210108	Limerick® Chair by Herman Miller .....	43.00	55.90	___
___	C210112	Casey Padded Stool .....	60.00	78.00	___
		<input type="checkbox"/> Black <input type="checkbox"/> Gray			

## Pedestal Tables - SoHo Series

___	N72066	Black-Top Mini 18"H x 18"W .....	64.25	83.55	___
___	N72069	Black-Top Cafe 30"H x 24"W ...	108.70	141.30	___
___	N72070	Black-Top Bistro 42"H x 24"W ..	119.00	154.70	___
___	N72067	Black-Cafe Table 30"H x 36"W ..	121.40	157.80	___
___	N72068	Black-Bistro Table 42"H x 36"W ..	140.40	182.50	___

## Pedestal Tables - Chelsea Series - Butcher Block Top

___	N72063	Cafe Table 30"H x 30"W .....	119.25	155.05	___
___	N72064	Cafe Table 30"H x 36"W .....	119.25	155.05	___
___	N720163	Bistro Table 42"H x 30"W .....	137.15	173.80	___
___	N720164	Bistro Table 42"H x 36"W .....	137.15	173.80	___

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>PAGE 2 (continued)</b>					

## Draped Tables - Tables are 24" wide

<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Brown	<input type="checkbox"/> Dark Green	<input type="checkbox"/> Gold
<input type="checkbox"/> Gray	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> White	<input type="checkbox"/>
___	C130330	3' Draped Table/30"H.....	69.10	89.85
___	C130430	4' Draped Table/30"H.....	75.55	98.20
___	C130630	6' Draped Table/30"H.....	88.00	114.40
___	C130830	8' Draped Table/30"H.....	105.30	136.90
___	C12404630	4th Side Drape-6'x30"H ....	21.50	27.95
___	C12404830	4th Side Drape-8'x30"H ....	21.50	27.95
___	C130342	3' Draped Counter/42"H .....	83.85	109.00
___	C130442	4' Draped Counter/42"H .....	88.00	114.40
___	C130642	6' Draped Counter/42"H .....	99.10	128.85
___	C130842	8' Draped Counter/42"H .....	110.20	143.25
___	C12404642	4th Side Drape-6'x42"H ....	25.00	32.50
___	C12404842	4th Side Drape-8'x42"H ....	25.00	32.50

## Undraped Tables - Tables are 24" wide

___	C131330	3' Undraped Table/30"H .....	26.90	34.95	___
___	C131430	4' Undraped Table/30"H .....	31.10	40.45	___
___	C131630	6' Undraped Table/30"H .....	38.55	50.10	___
___	C131830	8' Undraped Table/30"H .....	44.00	57.20	___
___	C131342	3' Undraped Counter/42"H ....	28.20	36.65	___
___	C131442	4' Undraped Counter/42"H ....	44.50	57.85	___
___	C131642	6' Undraped Counter/42"H ....	50.70	65.90	___
___	C131842	8' Undraped Counter/42"H ....	56.15	73.00	___

## TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (6%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

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



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Ph: (313) 393-0250 • Fax: (469) 621-5619

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **NATIONAL MAIN STREETS CONFERENCE - MAY 19-20, 2014**  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

## 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 .....	\$ 76.00	\$ 98.80
<b>Overtime-</b> 4:30 P.M. to 8:00 A.M. Monday through Friday; ALL DAY Saturday .....	\$ 99.50	\$ 129.35
<b>Double Time-</b> ALL DAY Sunday and recognized holidays .....	\$ 138.00	\$ 179.40

- 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: **NATIONAL MAIN STREETS CONFERENCE - MAY 19 - 20, 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 \_\_\_\_\_

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

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

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

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

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

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

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

**OUTBOUND SHIPPING INFORMATION**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**METHOD OF SHIPMENT**

☐ **Freeman Exhibit Transportation:**

☐ Common Carrier

☐ Air Freight

☐ Next Day

☐ 2nd Day

☐ Deferred

☐ 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

One Washington Blvd., Suite 1056  
Detroit, MI 48226  
(313) 393-0250 • Fax: (469) 621-5619  
FreemanDetroitES@freemanco.com

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **NATIONAL MAIN STREETS CONFERENCE - MAY 19-20, 2014**  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 313-393-0250 to speak with one of our experts.

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

## MATERIAL HANDLING SERVICES

**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.

**UNCRAVED:** 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
-------------	---------------

### RATE CLASSIFICATIONS:

#### Warehouse Shipment (100 lb. minimum)

Crated or Skidded Shipment.....\$ 68.50  
Special Handling Shipment.....\$ 89.05

#### Show Site Shipment (100 lb. minimum) (If not during designated times) .....

Crated or Skidded Shipment.....\$ 58.50  
Special Handling Shipment.....\$ 76.05

#### Small Package - Maximum weight is 50 lbs per shipment\*

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.

### ADDITIONAL SURCHARGES:

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

Warehouse Shipment after Deadline .....\$ 8.00  
Show Site Shipment after Deadline .....\$ 8.00

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

Crated or Skidded Shipment.....\$ 14.45  
Special Handling Shipment.....\$ 18.75

ALL OUTBOUND SHIPMENTS WILL HAVE OVERTIME APPLIED DUE TO SATURDAY MOVE-OUT.

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

## 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.

**ADVANCE TO WAREHOUSE**

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

NAME OF EXHIBITOR

BOOTH #: \_\_\_\_\_

**NATIONAL MAIN STREETS**

MUST DELIVER ON OR PRIOR TO MAY 12, 2014

FREEMAN  
C/O ABF FREIGHT  
6250 INKSTER RD.  
ROMULUS, MI 48174

**EXHIBIT MATERIAL - RUSH**

**ADVANCE TO WAREHOUSE**

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

NAME OF EXHIBITOR

BOOTH #: \_\_\_\_\_

**NATIONAL MAIN STREETS**

MUST DELIVER ON OR PRIOR TO MAY 12, 2014

FREEMAN  
C/O ABF FREIGHT  
6250 INKSTER RD.  
ROMULUS, MI 48174

**EXHIBIT MATERIAL - RUSH**

**ADVANCE TO WAREHOUSE**

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

NAME OF EXHIBITOR

BOOTH #: \_\_\_\_\_

**NATIONAL MAIN STREETS**

MUST DELIVER ON OR PRIOR TO MAY 12, 2014

FREEMAN  
C/O ABF FREIGHT  
6250 INKSTER RD.  
ROMULUS, MI 48174

**EXHIBIT MATERIAL - RUSH**

**ADVANCE TO WAREHOUSE**

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

NAME OF EXHIBITOR

BOOTH #: \_\_\_\_\_

**NATIONAL MAIN STREETS**

MUST DELIVER ON OR PRIOR TO MAY 12, 2014

FREEMAN  
C/O ABF FREIGHT  
6250 INKSTER RD.  
ROMULUS, MI 48174

**EXHIBIT MATERIAL - RUSH**

**DIRECT TO DOCK**

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

NAME OF EXHIBITOR

BOOTH #: \_\_\_\_\_

**NATIONAL MAIN STREETS**

**MUST DELIVER ON MAY 18, 2014**

C/O FREEMAN

MARRIOTT HOTEL / NORTH DOCK  
RENAISSANCE CENTER  
DETROIT, MI 48243

**EXHIBIT MATERIAL - RUSH**

**DIRECT TO DOCK**

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

NAME OF EXHIBITOR

BOOTH #: \_\_\_\_\_

**NATIONAL MAIN STREETS**

**MUST DELIVER ON MAY 18, 2014**

C/O FREEMAN

MARRIOTT HOTEL / NORTH DOCK  
RENAISSANCE CENTER  
DETROIT, MI 48243

**EXHIBIT MATERIAL - RUSH**

**DIRECT TO DOCK**

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

NAME OF EXHIBITOR

BOOTH #: \_\_\_\_\_

**NATIONAL MAIN STREETS**

**MUST DELIVER ON MAY 18, 2014**

C/O FREEMAN

MARRIOTT HOTEL / NORTH DOCK  
RENAISSANCE CENTER  
DETROIT, MI 48243

**EXHIBIT MATERIAL - RUSH**

**DIRECT TO DOCK**

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

NAME OF EXHIBITOR

BOOTH #: \_\_\_\_\_

**NATIONAL MAIN STREETS**

**MUST DELIVER ON MAY 18, 2014**

C/O FREEMAN

MARRIOTT HOTEL / NORTH DOCK  
RENAISSANCE CENTER  
DETROIT, MI 48243

**EXHIBIT MATERIAL - RUSH**

# F R E E M A N

1-800-995-3579

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

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **NATIONAL MAIN STREETS CONFERENCE - MAY 19-20, 2014**

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

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

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

For assistance, please call 1-800-995-3579 to speak with one of our experts.

## 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:  
**1-800-995-3579**

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

### PICK UP INFORMATION:

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

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

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

( City ) ( State ) ( Zip )

### DESTINATION

I will be shipping to the **WAREHOUSE**  
**FREEMAN/Exhibiting Company Name**  
Hold for: NATIONAL MAIN STREETS CONFERENCE  
**Bth #**  
c/o ABF  
6250 Inkster Rd.  
Romulus, MI 48174  
MUST BE DELIVERED BY DATE FEBRUARY 15  
I will be shipping to the **SHOW SITE**  
**FREEMAN/Exhibiting Company Name**  
NATIONAL MAIN STREETS CONFERENCE- **Bth #**  
**c/o Freeman**  
**Marriott Renaissance Center**  
**Detroit, MI 48234**

### TYPE OF SERVICE - Choose One

- ☐ 1 Day: Delivery next business day (before 5:00 p.m.)
- ☐ 2 Day: Delivery by 5:00 P.M. second business day
- ☐ Deferred: Delivery within 3 - 4 business days
- ☐ Declared Value \$ \_\_\_\_\_

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

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

### SHIPPING INFORMATION

#### Items to be shipped

Number of Pieces	Weight
____ Crates (wooden)	_____
____ Cartons (cardboard)	_____
____ Cases/Trunks (fiber) (color _____ )	_____
____ Skids/Pallets	_____
____ Carpet/Pad (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 EXPERT  
WILL CONTACT YOU TO CONFIRM  
RECEIPT OF YOUR ORDER AND  
FINALIZE DETAILS

SHOW # 47-323919

FREEMAN exhibit transportation

# F R E E M A N

One Washington Blvd, Suite 1056  
Detroit, MI 48226  
Ph: (313) 393-0250 • Fax: (469) 621-5619

## OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

FREEMAN outbound shipping

NAME OF SHOW: NATIONAL MAIN STREETS CONFERENCE - MAY 19 & 20, 2014  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

**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: \_\_\_\_\_ ZIP: \_\_\_\_\_  
SHIP TO: COMPANY NAME: \_\_\_\_\_  
DELIVERY ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
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 ☐ Second Day ☐ Deferred

CARRIER PHONE # \_\_\_\_\_

DESIRED NUMBER OF LABELS \_\_\_\_\_

#### FREIGHT CHARGES GUARANTEED BY:

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

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

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

CONTACT NAME: \_\_\_\_\_ 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.





TEL: (313) 568-8500  
FAX: (313) 568-8778

## EXHIBITOR SERVICES ORDER FORM

Show Name:	Booth Number:
Company Name:	Phone Number:
Street Address:	Fax Number:
City, State & Zip:	E-mail Address:
Contact Prior to Arrival:	Move-in Date:
On-Site Contact:	Move-out Date:

	Rate	Quantity	Number of Days	Total Charge
<b>ELECTRICAL &amp; UTILITY SERVICES</b>				
20 Amp, 1 Phase-Single Outlet	\$26.29 /Day			
Power Strip	\$13.14 /Day			
Extension Cord	\$13.14 /Day			
<b>CONNECTIVITY SERVICES</b>				
High-speed Internet (weekly price per computer) (IP Address assigned by DHCP)	\$452.62 /Week			
Direct Dial Line (weekly price per line)*	\$262.88 /Week			
<b>AUDIO/VISUAL SERVICES</b>				
19" LCD Computer Monitor (15 pin VGA connection)	\$98.58 /Day			
42" Plasma Monitor (with built-in speakers and table stand)	\$460.04 /Day			
50" Plasma Monitor (with built-in speakers and table stand)	\$591.48 /Day			
DVD Player	\$46.00 /Day			
Laptop (PC) w/ Windows and Office (weekly price per Laptop)	\$328.60 /Week			
<b>SUBTOTAL</b>				
* Local and Long Distance calls by dialing 9+ the number. Incoming calls through (313) + your assigned 7- Digit Number. Fees DO NOT include usage which will be charged to your account daily. Credit Card is required for DID Lines.				
(Prices reflect applicable Hotel Service Charge & Sales Tax)				
<b>ONE-TIME LABOR CHARGE</b>				\$ 40.00
(All Services Subject to One-time set-up fee)				
<b>TOTAL CHARGES</b>				

If you have any questions, need specialized equipment or need something that is not listed, please give us call.

Please note special needs required for the Exhibit: \_\_\_\_\_

**METHOD OF PAYMENT** (Circle One):    Credit Card                      Check

Name on Card \_\_\_\_\_ Exp Date: \_\_\_\_\_

Credit Card Number \_\_\_\_\_

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

Please mail check 14 days prior to:  
Detroit Marriott  
Event Technology Department  
Renaissance Center  
Detroit, MI 48243  
**FAX: (313) 568-8778**

### POLICIES

Orders must be received 14 DAYS prior to the event date. Orders received within less than 14 days of the event date are subject to availability and a \$25.00 late processing fee.

All services must be paid for in advance by check or credit card. Orders canceled less than 48 hours prior to the event are subject to a full day rental charge. Contact is responsible for loss or damage to the rental equipment during the event.

I understand the policies regarding use of Exhibitor Services, Audio/Visual Equipment, and/or the use of Phone Lines and agree to all the terms and conditions outlined on this page.

### Hotel Use Only

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

House Account #: \_\_\_\_\_

MARRIOTT PROPERTY AND CONFIDENTIAL INFORMATION

This communication contains information from Marriott International, Inc. that may be confidential. Except for personal use by the intended recipient, or as expressly authorized by the sender, any person who receives this information is prohibited from disclosing, copying, distributing, and/or using it. If you have received this communication in error, please immediately delete it and all copies, and promptly notify the sender. (3/2010)