

# FREEMAN

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 • Fax: (469) 621-5618  
FreemanNewYorkES@freemanco.com

**INCLUDE THIS FORM  
WITH YOUR ORDER**

NAME OF SHOW: **AATS - MITRAL CONCLAVE 2013 / MAY 2-3, 2013**

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

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

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

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

CONTACT: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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

E-MAIL FOR INVOICE: \_\_\_\_\_ ☐ CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

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

## 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 (306154) 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**

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

☐ PERSONAL CREDIT CARD

☐ COMPANY CREDIT CARD

CARDHOLDER NAME (please print): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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

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

## ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	RENTAL EXHIBITS & ACCESSORIES	INSTALLATION LABOR	DISMANTLE LABOR	MATERIAL HANDLING		
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](http://www.myfreemanonline.com).
- 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 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/?306154>

# furnishings

We have a wide selection of superior, custom furniture pieces in eye-catching shapes and styles to suit any budget and design. In addition, the quality control standards and in-house maintenance that Freeman adheres to are outstanding, so you always know you're getting the best furniture possible to make your show experience a total success. Our prices are all-inclusive and cover shipping and material handling, with no hidden fees. With multiple warehouse locations across the country, we always make sure you get exactly what you're looking for.



a.



b.



c.

**a. black diamond armchair**  
20"W 21"L 33"H – N71090

**b. black diamond side chair**  
21"W 23"L 32"H – N71089

**c. black diamond stool**  
22"W 18"L 46"H – N71088



d.

e.

**d. studio cocktail table**  
36"W 20"L 15"H – C115103

**e. studio end table**  
17"W 17"L 18"H – C115104



f.

g.



**f. display cylinders\***  
*Black*

**low**  
30"W 15"H – N75020

**medium**  
18"W 20"H – N75021

**high**  
24"W 36"H – N75022

\*Available in rectangular sizes.

**g. orion computer kiosk**  
28"W 28"L 40.5"H – N75079  
(Computer not included.)

h. 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

i. limerick® chair

By Herman Miller  
Gray  
18"W 18"L 33"H – C210108

j. casey padded stool

Black or Gray Fabric  
20"W 21.5"L 42.5"H – C210112

k. draped or undraped tables & counters

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

tables (30" height)	3'	4'	6'	8'
Draped	C130330	C130430	C130630	C130830
Draped on fourth side			C1240630	C12404830
Undraped	C131330	C131430	C131630	C131830
counters (42" height)				
Draped	C130342	C130442	C130642	C130842
Draped on fourth side			C12404642	C12404842
Undraped	C131342	C131442	C131642	C131842











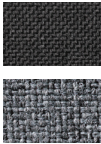
			
Black	Blue	Burgundy	Dark Green
			
Gold	Gray	Plum	Red
			
Teal	White		

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

questions?

Call customer service at the number listed on Quick Facts. For fast, easy ordering, visit us at [www.freemanco.com](http://www.freemanco.com).



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PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **AATS - MITRAL CONCLAVE 2013 / MAY 2-3, 2013**

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

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

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

For Assistance, please call 201-299-7575 to speak with one of our experts.

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

## FURNISHINGS

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

_____	N71088	Black Diamond Stool.....	304.45	_____
_____	N71089	Black Diamond Side Chair.....	218.20	_____
_____	N71090	Black Diamond Arm Chair.....	247.40	_____
_____	C115103	Studio Black Cocktail Table.....	149.80	_____
_____	C115104	Studio Black End Table.....	149.80	_____
_____	N75079	Orion Computer Kiosk.....	536.60	_____

### Display Cylinders

_____	N75020	Black Display Cylinder/Low.....	332.30	_____
_____	N75021	Black Display Cylinder/Med.....	332.30	_____
_____	N75022	Black Display Cylinder/Lg.....	332.30	_____

### PAGE 2

_____	C210108	Limerick® Chair by Herman Miller.....	127.45	_____
_____	C210112	Casey Padded Stool.....	214.40	_____
		<input type="checkbox"/> Black <input type="checkbox"/> Gray		

### Pedestal Tables - SoHo Series

_____	N72066	Black-top Mini 18"W x 18"H.....	230.80	_____
_____	N72069	Black-top Cafe 24"W x 30"H.....	286.65	_____
_____	N72070	Black-top Bistro 24"W x 42"H.....	286.65	_____
_____	N72067	Black-top Cafe Table 36"x30".....	286.65	_____
_____	N72068	Black-top Bistro 36"x42".....	286.65	_____

### Pedestal Tables - Chelsea Series - Butcher Block Top

_____	N72063	Cafe Table 30"W x 30"H.....	286.65	_____
_____	N72064	Cafe Table 36"W x 30"H.....	286.65	_____
_____	720163	Bistro Table 30"W x 42"H.....	286.65	_____
_____	N720164	Bistro Table 36"W x 42"H.....	286.65	_____

Qty	Part #	Description	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"/> Burgundy	<input type="checkbox"/> Dark Green	<input type="checkbox"/> Gold
<input type="checkbox"/> Gray	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> Teal	<input type="checkbox"/> White

_____	C130430	Draped Table 4'L x 30"H.....	253.80	_____
_____	C130630	Draped Table 6'L x 30"H.....	311.80	_____
_____	C130830	Draped Table 8'L x 30"H.....	357.85	_____
_____	C12404630	4th Side Drape-6'x30"H.....	77.65	_____
_____	C12404830	4th Side Drape-8'x30"H.....	77.65	_____
_____	C130442	Draped Counter 4'L x 42"H.....	357.85	_____
_____	C130642	Draped Counter 6'L x 42"H.....	381.35	_____
_____	C130842	Draped Counter 8'L x 42"H.....	444.85	_____
_____	C12404642	4th Side Drape-6'x42"H.....	94.10	_____
_____	C12404842	4th Side Drape-8'x42"H.....	94.10	_____

### Undraped Tables - Tables are 24" wide

_____	C131430	Undraped Table 4'Lx30"H.....	94.10	_____
_____	C131630	Undraped Table 6'Lx30"H.....	115.90	_____
_____	C131830	Undraped Table 8'Lx30"H.....	137.05	_____
_____	C131442	Undraped Counter 4'Lx42"H.....	130.50	_____
_____	C131642	Undraped Counter 6'Lx42"H.....	149.80	_____
_____	C131842	Undraped Counter 8'Lx42"H.....	171.55	_____

### TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (8.875%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

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

FREEMAN furnishing essentials

# carpet



When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers several color options in both classic and prestige carpet designed to fit the requirements of your exhibit space.

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time
- Freeman's carpet is manufactured with recycled material
- All of our carpet padding is made from recycled foam



# prestige CARPET

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

Freeman's prestige carpet packages include new, 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

## custom options

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



*black\**



*cardinal*



*charcoal\**



*cream*



*gray pearl\**



*navy\**



*toast*



*wedgewood*



*white\**

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

# classic CARPET

## custom cut

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

## standard cut

Our classic carpet comes in a variety of sizes: 9' x 10', 9' x 20', 9' x 30', 9' x 40' and larger. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



*black*



*blue*



*gray*



*green*



*latte*



*midnight blue*



*plum*



*red*



*red pepper*



*tuxedo*

## questions?

Call customer service at the number listed on Quick Facts. For fast, easy ordering, visit us at [www.freemanco.com](http://www.freemanco.com).

*Actual colors may vary slightly.*

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

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

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

For Assistance, please call 201-299-7575 to speak with one of our experts.

- For FREE samples or a quote on **orders over 1200 sq. ft.**, please call our Exhibitor Sales Department at (201) 299-7575.
- **Orders received after the deadline or without payment will be charged the Standard Price and are subject to availability.**
- **Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.**
- **No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery, installation and removal from your booth space.
- All Classic and Prestige carpets contain recycled content and are recyclable.

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

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

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

## CHOOSE YOUR CARPET COLOR - 40 oz.

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

40 oz. Rental	- Price per sq. ft. (100 sq. ft. minimum)	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 12.60	\$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 11.40	\$ _____

## CHOOSE YOUR CARPET COLOR - 28 oz.

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

28 oz. Rental	- Price per sq. ft. (100 sq. ft. minimum)	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 9.25	\$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 8.35	\$ _____

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

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

## CHOOSE YOUR CARPET COLOR:

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

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

16 oz. Carpet Rental	Standard Price	Total
Per sq. ft. Booth Size: _____ x _____ = _____ sq.ft. @	\$ 6.85	\$ _____

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

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

## CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Standard Price	Total
_____	9' x 10' Classic Carpet .....	\$ 384.45	\$ _____
_____	9' x 20' Classic Carpet .....	\$ 768.75	\$ _____
_____	9' x 30' Classic Carpet .....	\$ 1,153.10	\$ _____
_____	9' x 40' Classic Carpet .....	\$ 1,537.50	\$ _____

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

- Price is per sq. ft.

Qty	Description	Standard Price	Total
_____	Carpet Padding - 1/2" (90 - 700 sq ft) .....	\$ 2.80	\$ _____
_____	Carpet Padding - 1/2" (Over 700 sq ft) .....	\$ 2.60	\$ _____
_____	Plastic Covering (per sq. ft) .....	\$ 1.40	\$ _____

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

TOTAL COST		
Sub-Total	8.875% Tax	Total Cost

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

# UNION JURISDICTIONS FOR NEW YORK

***THERE ARE FOUR MAJOR UNIONS THAT HAVE JURISDICTION OVER TRADE SHOWS. THE FOLLOWING SHOULD HELP GUIDE YOU IN CONFORMING TO UNION JURISDICTIONS AND ITS ADHERENCE TO THEM WHEN REQUIRED.***

## **TEAMSTER UNION:**

Teamsters handle freight at the exhibit hall. They unload trucks and vehicles. They also provide rigging of machinery, moving services and spot machinery in your booth. The normal rigging crew consists of three men. Customarily, this service must be ordered at exhibitor's expense.

## **CARPENTERS UNION:**

Carpenters handle the erection and dismantling of display and exhibit booths. This also includes all display work. Carpenters uncrate and re-crate machinery or equipment, install and remove all draping and floor covering.

## **EXPOSITION WORKERS:**

Exposition workers deliver freight to exhibitor's booth after it has been unloaded by teamsters. They also deliver furniture and floor covering. They may assist carpenters in the erection and dismantling of exhibits and displays. The first two men required for this work must be carpenters and a third man, if needed, an exposition worker.

## **ELECTRICAL UNION:**

Electricians handle all electrical work, which includes supply power lines to your booth, connecting equipment to outlets and installing signs or headers that are lighted, unless they are permanently a part of the exhibit backwall.

## **WHAT CAN EXHIBITORS DO WITHOUT UNION PERSONNEL?**

Contrary to popular belief, exhibitors are allowed to do some work within the privacy of their own booths. Exhibitors may install and dismantle their own exhibit and lay their own carpet in their own exhibit area as long as the booth size is 100 sqft (10'x10') or less and the following conditions are met: 1) The set-up can be reasonably accomplished in 1/2 hour or less; 2) No tools are used in the assembly or dismantle; 3) Individuals performing the work must be full time employees of the exhibiting company and carry identification to verify this fact. Exhibitors are allowed to unpack and repack their own products (if in cartons, not crates) and are allowed to do technical work on their machines, such as balancing, programming, cleaning of machines, etc. Exhibitors may "hand carry" for use nothing larger than a two wheel baggage cart (rubber or plastic wheels only) to move their items. Exhibitors may move a "pop-up" display (equal or less than 10' in length) capable of being carried by hand by one person. The individuals moving the items must be full time employees of the exhibiting company and must carry identification to verify this fact. We hope the above will help you. If you are in doubt, do not wait until you get to the show to ask questions. Call the Show Manager or Freeman before hand.

## **GENERAL INFORMATION:**

### **FLAMEPROOFING:**

Table coverings as well as all booth equipment must be a non-flammable material. All decorative materials must be fire-resistant and in accord with the standard established by the New York Fire Department. Affidavits attesting to flameproof compliance with New York City Fire Department Regulations must be submitted when requested.

### **INSURANCE:**

Freeman, and/or the Association (Exhibit Manager) and/or the Exhibit Convention Site will not be responsible in any way for the safety of any exhibit or materials against fire, water, theft, accident or any cause nor for the loss or damage to goods consigned to its care. However, every effort will be made to protect exhibitor's property. You are advised to consult your insurance broker for proper coverage on any of your display material from the time it leaves your Company's premises until it returns. In most cases a rider can be added to your present policy for a nominal cost.



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

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

For Assistance, please call 201-299-7575 to speak with one of our experts.

## DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
<b>Carpenter Labor</b>		
<b>Straight Time</b> - 8:00 A.M. to 4:30 P.M. Monday through Friday.....	\$179.75	\$233.70
<b>Overtime</b> - 4:30 P.M. to 8:00 A.M. Monday through Friday, All Day Saturday.....	\$241.75	\$314.30
<b>Double Time</b> - Sundays and Holidays.....	\$312.40	\$406.10

### • 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 man - labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pickup labor.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

## INSTALLATION LABOR

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

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

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

### ☐ Exhibitor Supervised Labor

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

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	@ \$ _____	= \$ _____	
_____	_____	_____	x _____ = _____	@ \$ _____	= \$ _____	
_____	_____	_____	x _____ = _____	@ \$ _____	= \$ _____	
Freeman Supervision (30%/45.00)						= \$ _____
Tax 8.875%						= \$ _____
Total Installation						= \$ _____

## DISMANTLE LABOR

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

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

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

### Exhibitor Supervised Labor

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

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	@ \$ _____	= \$ _____	
_____	_____	_____	x _____ = _____	@ \$ _____	= \$ _____	
_____	_____	_____	x _____ = _____	@ \$ _____	= \$ _____	
Freeman Supervision (30%/45.00)						= \$ _____
Tax 8.875%						= \$ <b>(N/A)</b>
Total Dismantle						= \$ _____

If you have questions or need assistance in completing your order, please call and ask for your Freeman I & D Representative.

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

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

### FREEMAN SUPERVISED LABOR

***IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN 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 \_\_\_\_\_ 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

☐ **Exhibit Transportation:**

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

☐ **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.  
☐ Delivery back to warehouse at Exhibitor's expense.

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

FREEMAN installation & dismantle

# F R E E M A N

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 • Fax: (469) 621-5618  
FreemanNewYorkES@freemanco.com

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

NAME OF SHOW: **AATS - MITRAL CONCLAVE 2013 / MAY 2-3, 2013**

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

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

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

For Assistance, please call 201-299-7575 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:** (See definitions on back) 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 & DHL** are included in this category due to their delivery procedures.

**UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting 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>Show Site Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$183.55	367.10
Special Handling Shipment.....	\$238.65	477.30
Uncrated or Pad Wrapped Shipment.....	\$275.30	550.60
<b>Small Package - Maximum weight is 30 lbs</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.

## ADDITIONAL SURCHARGES:

<b>Shipment Delivered after Deadline Date (in addition to above rates)</b>		
Show Site Shipment after May 01, 2013.....	\$ 91.75	183.50
<b>Overtime Charge - Inbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 91.75	183.50
Special Handling Shipment.....	\$119.35	238.70
Uncrated or Pad Wrapped Shipment.....	\$137.65	275.30
<b>Overtime Charge - Outbound (in addition to above rates)</b>		
Crated or skidded Shipment.....	\$ 91.75	183.50
Special Handling Shipment.....	\$119.35	238.70
Uncrated or Pad Wrapped Shipment.....	\$137.65	275.30

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
<b>Surcharges</b>	÷ 100 =		
<b>Tips to Save on Material Handling</b>		<b>8.875% Tax</b>	<b>N/A</b>
		<b>Total</b>	

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

3 Separate Shipments  
60 lbs. charged @ 200 lbs. \$ 367.10  
52 lbs. charged @ 200 lbs. \$ 367.10  
65 lbs. charged @ 200 lbs. \$ 367.10 = \$1,101.30

1 Consolidated Shipment  
3 pieces (1 shipment)  
177 lbs. charged @ 200 lbs = \$367.10

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

**The warehouse will receive shipments Monday through Friday during the hours of 8:00 AM - 2:30 PM.  
To check on the arrival of freight, please call (201) 299-7400.**

## 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.

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## OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **AATS - MITRAL CONCLAVE 2013 / MAY 2-3, 2013**

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

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

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

For Assistance, please call 201-299-7575 to speak with one of our experts.

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

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

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 # \_\_\_\_\_

**DESIRED NUMBER OF LABELS:** \_\_\_\_\_

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

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.

FREEMAN outbound shipping

**F R E E M A N**

**R U S H**

**D O N O T D E L A Y**

**CANNOT DELIVER BEFORE: MAY 01, 2013**

**TO:**

EXHIBITOR NAME

**C/O:**

**FREEMAN**

**HILTON NEW YORK**

**1335 AVENUE OF THE AMERICAS**

**NEW YORK, NY 10019**

**SHOW SITE**

**EVENT:** AATS - MITRAL CONCLAVE 2013

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

**F R E E M A N**

**R U S H**

**D O N O T D E L A Y**

**CANNOT DELIVER BEFORE: MAY 01, 2013**

**TO:**

EXHIBITOR NAME

**C/O:**

**FREEMAN**

**HILTON NEW YORK**

**1335 AVENUE OF THE AMERICAS**

**NEW YORK, NY 10019**

**SHOW SITE**

**EVENT:** AATS - MITRAL CONCLAVE 2013

**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.