



digital graphics



creating visual excitement

Quality graphics contribute significantly to the impact of your exhibit. Vivid colors and sharp images attract attention, build traffic, and communicate messages more effectively. Freeman has invested in the latest printing technology and has the skills to provide you with the finest digital graphic reproduction available.

state-of-the-art capabilities

Freeman can provide four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more. Each Freeman location has stand-alone printing capabilities, and all are supported by the Corporate Graphics Center for special requirements. Last minute repairs and replacements are handled efficiently through our nationwide resources.

superior quality control

Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis.

depth of resources

- VUTEK™ and Salsa printers provide large format, four-color, high-resolution digital printing of single and double-sided banners up to 10' wide and virtually any size with seams.
- Encad printers provide digital processing of banners up to 5' wide without seams.
- All Freeman operations use the same printers, software, ink, adhesives, and laminates for continuity.
- Seaming, grommeting, lamination, and mounting are handled in-house.
- A variety of fabrics are available, including nylon, vinyl, and mesh materials.
- Computer-aided graphic design for your assistance.

freeman specializes in the digital graphic reproduction and installation of:

- Suspended banners
- Logo reproduction
- Accent graphic photo panels
- Backlit displays and murals
- Large format signage and banners
- four-color carpet image printing

questions?

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

F R E E M A N

13101 Almeda Rd
Houston, TX 77045
(713) 433-2400 Fax: (469) 621-5613
FreemanHoustonES@freemanco.com



Offshore Technology Conference
Reliant Park • Houston, Texas, USA
6-9 May 2013

**DISCOUNT PRICE
DEADLINE DATE
15 APRIL 2013**

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

NAME OF SHOW: _____
 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

GRAPHICS & SIGNS

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

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

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq.ft.
 sq. ft. _____ \$ 12.00 per sq. ft. discount price
 x or = \$ _____
 \$ 18.00 per sq. ft. standard price

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

LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name _____
 Application _____
 PMS Colors _____

Backing Material:

Foamcore Masonite
 PVC Plexi
 Gatorfoam Other

Vertical Horizontal Use Your Judgment For Sign Layout

Special Instructions

STANDARD SIZES

CHOOSE YOUR SIZE:

	QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	@	34.00	51.00 =	_____
7" x 22"	@	39.90	59.85 =	_____
7" x 44"	@	43.80	65.70 =	_____
9" x 44"	@	55.00	82.50 =	_____
11" x 14"	@	47.80	71.70 =	_____
14" x 22"	@	51.00	76.50 =	_____
14" x 44"	@	53.00	79.50 =	_____
22" x 28"	@	88.95	133.45 =	_____
28" x 44"	@	129.45	194.20 =	_____
20" x 60"	@	154.35	231.55 =	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical Horizontal Use Your Judgment For Sign Layout

Background Color: _____

Lettering Color: _____

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

FREEMAN graphics & signs

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our desire is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

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

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

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

ACCEPTABLE FILE SOFTWARE FORMATS

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

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

Files should always be saved in their native format.

ACCEPTABLE FILE TYPES

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

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

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

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

WAYS TO SEND ARTWORK

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

• Files may also be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (713) 433-2400 for assistance.

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INCLUDE THE FREEMAN
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 FORM WITH YOUR ORDER

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 COMPANY NAME _____ BOOTH #: _____
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 E-MAIL ADDRESS _____

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HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- **Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline.**
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization. For signs that require CHAIN HOIST, TRUSS RENTAL OR STRUCTURAL RIGGING, please contact David Egan at Freeman (713) 433-2400, 21 days prior to exhibitor move-in.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner ___ Metal or Wood ___ Other ___

Shape: Square ___ Triangle ___ Rectangle ___ Other ___

Size: Height ___ Length ___ Width ___

Weight of Sign: _____

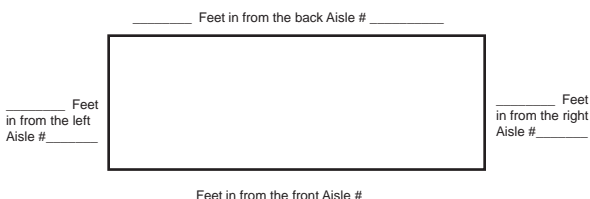
Does Your Sign Require Electricity ___ Assembly ___

Is Your Sign Designed to Rotate? ___ Yes ___ No

(Initial in the applicable box above)

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.
- You may e-mail your diagram to: david.egan@freemanco.com



Number of feet from floor to top of sign: _____

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time

8:00 A.M. to 4:30 P.M., Monday through Friday

Overtime

6:00 A.M. to 8:00 A.M. & 4:30 P.M. to 12:00 A.M.

Monday through Friday,

6:00 A.M. to 12:00 A.M. Saturday & Sunday

Double Time

12:00 A.M. to 6:00 A.M. and recognized holidays

Crew Size - MINIMUM of two people

Materials

Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- **Show site prices will apply to all labor orders placed at show site**
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments

	Straight Time	Overtime	Double Time
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Condor

Advance Price	\$468.70	N/A	N/A
After Deadline Date 15 April 2013	\$609.31		

Additional Crew Assembly Labor (Per person / Per hour)

Advance Price	\$68.70	\$103.05	\$137.40
After Deadline Date 15 April 2013	\$89.30	\$133.95	\$178.60

Installation Estimate (For Condor and Crew)

Approx Hours Hourly Rate Total Estimated Cost

_____ @ _____ = _____

Dismantle Estimate (For Condor and Crew)

Approx Hours Hourly Rate Total Estimated Cost

_____ @ _____ = _____

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

- ___ Freeman
 ___ Exhibitor Personnel
 ___ Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

Important: Sign description, size and weight, placement diagram with the correct spec's and orientation and a close estimate of condor and crew time must be filled out or sent in with hanging sign order before the deadline to receive the advance rate.

FREEMAN hanging sign labor

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**PLEASE INCLUDE THIS FORM
WITH YOUR HANGING SIGN
ORDER FORM**

STRUCTURAL INTEGRITY STATEMENT THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at the **6 - 9 MAY 2013** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, RELIANT PARK, FREEMAN,** and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Complete and return form to address listed at the top of this form.

FREEMAN structural integrity statement

F R E E M A N

13101 Alameda Rd.
Houston, Texas 77045
Ph: 713-433-2400 • Fax: 469-621-5613
FreemanHoustonES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
15 APRIL 2013

METHOD OF PAYMENT
MUST ACCOMPANY
YOUR ORDER



NAME OF SHOW: _____

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

E-MAIL: _____

INSTRUCTIONS

- All rigging must comply with Show Management rules, regulations and facility limitations.
- Freeman is the exclusive provider of rigging service. Truss and chain motor rental from Freeman includes all material handling charges. All other equipment will be charged at rates published in the service manual.
- All overhead rigging and flown objects must be assembled by Freeman. Exhibitor's display company, and/or I&D representatives, may supervise only, but will not be allowed to assemble, install, or remove rigging or flown objects. No one other than Freeman employees will be permitted in lifts. Please complete the enclosed Labor Order form for labor to assemble/disassemble rigging and flown objects.
- Rigging plots must be submitted in advance by exhibitor. These plots must show the location of the hangpoints, the height above the floor of the hangpoints, and the weight of each point. The plot must show the Booth outline with the Front Aisle for reference.
- Lighting contractors or exhibitors please contact the I & D Dept. at Freeman (713) 433-2400 to review truss and chain hoist requirements, general questions, or assistance in creating a rigging plot.
- For Boom Lift and rigging crew, use the FREEMAN HANGING SIGN order form.
- A Structural Integrity Statement form must be included for any exhibitor supplied flown objects.
- Hanging Sign rules will apply to any exhibitor supplied flown objects.

RENTAL PRICES

1/2 Ton Hoist #15-29-4	_____ @ \$412.00 ea. = _____
One Ton Hoist #15-29-3	_____ @ \$469.00 ea. = _____
20.5" Box Truss #15-23-200	_____ @ \$ 21.63 ft. = _____
12" Box Truss #15-23-120	_____ @ \$ 18.57 ft. = _____
300 lb. Sign Rotator	_____ @ \$581.40 ea = _____

- Black Truss available for a 20% surcharge
- ELECTRICAL SERVICE requirements for hoists must be ordered in advance on the enclosed ELECTRICAL SERVICE order form.
- Orders received after deadline date will be an additional 30%

PLEASE SUPPLY THESE
ITEMS WITH ORDER FORM
IF APPLICABLE:

- ____ Rigging Plot
- ____ Electrical Order Form
- ____ Display Labor Order Form
- ____ Structural Integrity Statement

Subtotal	\$ _____
Tax 8.25%	\$ _____
Total Cost	\$ _____

METHOD OF PAYMENT MUST ACCOMPANY THIS ORDER

FREEMAN chain hoist/truss/sign equipment