

**SERVICE INFORMATION****BOOTH EQUIPMENT**

Each 10' x 10' booth will be set with 8' high blue and gray back drape, 36" high blue side dividers, and a 7" x 44" identification sign.

**EXHIBIT HALL CARPET**

The exhibit area is carpeted.

**DISCOUNT PRICE DEADLINE DATE**

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by March 25, 2010.

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

**DEDICATED EXHIBIT HALL TIMES & FUNCTIONS****EXHIBITOR MOVE-IN**

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

Thursday	April 08, 2010	1:00 PM - 5:00 PM
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**EXHIBIT HOURS**

Thursday	April 08, 2010	5:00 PM - 6:30 PM	Networking Cocktail Reception
Friday	April 09, 2010	7:30 AM - 8:30 AM	Continental Breakfast
Friday	April 09, 2010	10:15 AM - 10:45 AM	Networking Refreshment Break
Friday	April 09, 2010	3:15 PM - 3:30 PM	Networking Refreshment Break

**EXHIBITOR MOVE-OUT**

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

Friday	April 09, 2010	3:30 PM - 6:00 PM
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**DISMANTLE AND MOVE-OUT INFORMATION**

All exhibitor materials must be removed from the exhibit facility by Friday, April 09, 2010 at 6:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Friday, April 09, 2010 at 5:30 PM.

**POST SHOW PAPERWORK AND LABELS**

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

8801 Ambassador Row  
 Dallas, TX 75247  
 (214) 634-1463 fax (469) 621-5601  
 FreemanDallasES@freemanco.com

**FREEMAN EXHIBIT TRANSPORTATION**

(800) 995-3579 fax (817) 385-0983

**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 the "Login" link in the top right corner to create a new account. To access Freeman OnLine® without using the email link, visit [www.myfreemanonline.com](http://www.myfreemanonline.com) and click the "Login" link in the top right corner. If you need assistance with Freeman OnLine® please call our Customer Support Center at (888) 508-5054.

**SHIPPING INFORMATION**

Warehouse Shipping Address:

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

**MORTGAGE SERVICING CONFERENCE**

C/O FREEMAN  
 5130 CASH RD  
 DALLAS, TX 75247

Freeman will accept crated, boxed or skidded materials beginning Thursday, March 11, 2010, at the above address. Material arriving after April 05, 2010 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.

Show Site Shipping Address:

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

**MORTGAGE SERVICING CONFERENCE**

C/O FREEMAN  
 WESTIN GALLERIA  
 13340 DALLAS PKWY  
 DALLAS, TX 752406603

Freeman will receive shipments at the exhibit facility beginning Thursday, April 08, 2010. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

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

**LABOR INFORMATION**

Booth Installation & Dismantle: If utilizing Freeman labor, please refer to the Installation & Dismantle order form to place your order for display labor. Straight time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Service Desk.

**ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (214) 634-1463.

**WE APPRECIATE YOUR BUSINESS!**

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICES**

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (214) 634-1463 or Freeman's Customer Support Center at (888) 508-5054.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early to take advantage of advance order discount rates, place your order by March 25, 2010.

#### **AVOID DELAY**

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

#### **SAFETY TIPS**

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

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

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

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

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

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

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

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

#### **EXHIBITOR ASSISTANCE**

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

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

Call Freeman's Exhibitor Services department at (214) 634-1463 with any questions or needs you may have.

# F R E E M A N

8801 Ambassador Row  
 Dallas, TX 75247  
 (214) 634-1463 Fax: (469) 621-5601  
 FreemanDallasES@freemanco.com

DISCOUNT PRICE  
 DEADLINE DATE  
 MARCH 25, 2010

INCLUDE THIS FORM  
 WITH YOUR ORDER

NAME OF SHOW: **MORTGAGE SERVICING CONFERENCE / APRIL 8-9, 2010**

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

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

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

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

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

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

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

## METHOD OF PAYMENT

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

**COMPANY CHECK**  
 Please make check payable to: Freeman  
 Checks must be in U.S. funds drawn on a U.S. or Canadian bank ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)  
**Please reference (250346) on your remittance.**

**CREDIT CARD**  
 For your convenience, we will use this authorization to charge your credit 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**     **DISCOVER**     **MASTER CARD**     **VISA**     **DINERS CLUB**

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

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: [www.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 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/? 250346>

**FREEMAN method of payment**

# FREEMAN

8801 Ambassador Row  
Dallas, TX 75247  
(214) 634-1463 Fax: (469) 621-5601  
FreemanDallasES@freemanco.com

## MORTGAGE SERVICING CONFERENCE / APRIL 8-9, 2010

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

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

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

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

### THIRD PARTY CREDIT CARD AUTHORIZATION

- AMERICAN EXPRESS    MASTERCARD    VISA    DISCOVER    DINERS CLUB

CREDIT CARD ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

07/08 (250346)

FREEMAN third party authorization



# FURNISHING essentials

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

## seating

### diva series

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

### diva counter stool

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

### diva chair

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



### santana armchair

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



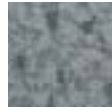
Call customer service at the number listed on Quick Facts.

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

*Colors may vary when viewing or printing from a computer.*

**forestdale chair**

21"W 21"L 31"H – N71085  
 Padded seat and back in distinct geometric fabric with a sturdy lightweight frame.



**director stool**

17"W 24"L 45"H – N710142

**director chair**

17"W 24"L 32"H – N71042

**custom imprinting**

Ask us about custom logo imprinting on the Director Chair or Stool back fabric. – N710998



Royal Blue



Black



Bright Green



Yellow



Orange



Red



Purple



Bright Blue

**cherry barrel chair**

*Cranberry or Taupe*  
 23"W 22"L 29"H – N71038  
 Traditional style in a cherry finish with classic fabric pattern options.



**diplomat chair**

*Black Diamond Fabric*  
 25"W 28"L 36"H – N710144  
 Comfortable, yet compact for office or conference table seating.



**gray gaslift stool**

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

**gray gaslift chair**

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

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



**executive chair**

*Black Tweed*  
28"W 25"L 45"H – N71044



Bugle Base Table (page 8)

**bugle base chair**

*Black or Blue Tweed*  
21"W 20"L 32"H – N71041





**black diamond side chair**

21"W 23"L 32"H – N71089

**black diamond stool**

22"W 18"L 46"H – N71088

**black diamond armchair**

20"W 21"L 33"H – N71090



Soho Bistro Table (page 8)

**casey padded stool**

Black or Gray Fabric

20"W 21.5"L 42.5"H – C210112

**carson armchair**

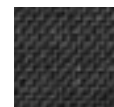
Blue, Black or Gray Fabric

21"W 20"L 33"H – C210101

**opal side chair**

White

20"W 19"L 30"H – C210105





# lounge seating

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



## **signature loveseat**

*Black*

33"W 60"L 33"H – N73091

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

## **signature chair**

*Black*

33"W 35"L 33"H – N71093



**kennedy sectional series**

*Blue or Black Tweed*

Flexible sofa-style seating in a variety of configurations.

**sofa, three-piece**

31"W 87"L 28"H – N730313

**loveseat, two-piece**

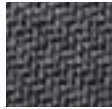
31"W 62"L 28"H – N730213

**corner section**

31"W 31"L 28"H – N73013

**center section**

31"W 25"L 28"H – N73014





**glass conference table**

*Black or Chrome Pedestal*

42"W 42"L 30"H – N72015

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



**cherry cocktail table**

19"W 36"L 17"H – N72026

**cherry end table**

20"W 20"L 20"H – N72027

# tables

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



Milano Table (page 9)

Diplomat Chair (page 2)

Colors may vary when viewing or printing from a computer.

**metro series***Black***slate end table**

20"W 20"L 17"H – N72029

**slate cocktail table**

20"W 40"L 15"H – N72028

**pedestal tables**

A range of tabletop 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 Cafe	30"H x 24"W	N72069
Black-Top Bistro	42"H x 24"W	N72070
Black-Top Cafe	30"H x 36"W	N72067
Black-Top Bistro	42"H x 36"W	N72068

**chelsea series**

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

**studio series****black end table**

17"W 17"L 18"H – C115104

**black cocktail table**

36"W 20"L 15"H – C115103

**bugle base table***White*

36"W 27"H – N72065



# office furniture

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



Cherry Tables (page 7)  
Cherry Barrel Chairs (page 2)  
Black Table Lamp (page 14)



## **milano table**

42"W 84"L 29"H

*Blonde Top with Black Base – N72093*

*Black Top with Black Base – N72092*

The latest seven-foot conference table by Freeman features clean curved lines and a wealth of work space.



## **luna table**

36"W 72"L 29"H

*Black Top with Black Base – N72094*

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



**hemingway writing table**

*Black*

24"W 49"L 29"H – N720191

**office series**

*Cherry or Oak*

**five-foot desk**

30"W 60"L 30"H

*Cherry – N74061*

*Oak – N74071*



**credenza**

16"W 60"L 30"H

*Cherry – N74064*

*Oak – N74074*

**bookcase**

12"W 36"L 72"H

*Cherry – N74065*

*Oak – N74075*



# display

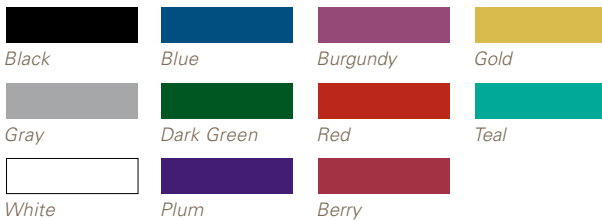
Some of the most essential elements of your exhibit are the surfaces on which you display your show materials. That's why we have an appealing variety of displays, from standing cylinders to sleek computer desks to draped tables and counters, to ensure your show space will be both attractive and interactive.



## draped or undraped table counters

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

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



Tabletop risers are also available in a variety of sizes. See order form for details.



**display cubes**

Black

**12" small**

12"W 12"L 42"H – N75030

**18" medium**

18"W 18"L 36"H – N75031

**24" large**

24"W 24"L 42"H – N75032



**display cylinders**

Black

**low**

30"W 15"H – N75020

**medium**

18"W 20"H – N75021

**high**

24"W 36"H – N75022



**orion computer kiosk**

Black

28"L 28"D 40.5"H – N75079

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



**display counter**

Black

24"W 49"L 42"H – N72056



# accessories

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

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

42"H – C220121

**b. chrome sign holder**

Holds 22"x 28" sign – C220118

**c. round literature rack**

17"W 17"L 57"H – N750135  
Revolving black display holds printed materials for easy access from 20 pockets.

**d. flat literature rack**

10"W 55"H – N750136  
Forward-facing black display presents printed materials in six pockets.

**e. chrome coat tree**

C220109

**f. chrome easel**

C220134

**g. chrome bag rack**

C220110

**h. contempo trash receptacle**

8"W 24"H  
*Black* – N75053  
*Aluminum* – N75054

**wastebasket**

Wastebasket color may vary.  
C220107



Colors may vary when viewing or printing from a computer.



e.



f.



g.



h.

**small refrigerator\***

19"W 19"L 34"H – N75057



**file cabinet with lock**

Standard Size

**two-drawer**

15"W 29"L 28"H – N74082

**four-drawer**

15"W 29"L 50"H – N74081



**table lamp\***

Black

25"H – N75052



**floor-standing bulletin board**

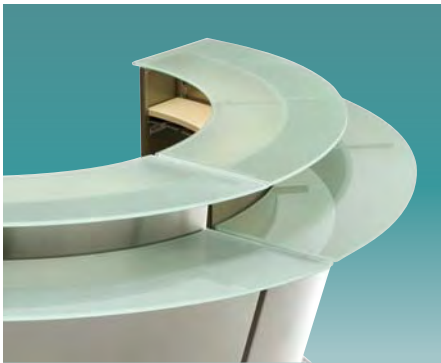
48"W 96"L 78"H – C10201484

\*Note: Electrical power must be ordered separately.

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

Colors may vary when viewing or printing from a computer.

# SELECT furnishings



Make your exhibit come to life with Select Furnishings from Freeman. We have an extensive variety of high-quality furniture in eye-catching shapes and styles to suit your budget and design needs, so you're sure to find the perfect solution for your exhibit. Plus, our prices are all-inclusive and cover shipping and material handling, with no hidden fees. Browse through this brochure, and if you don't find what you want, don't worry. We will work with you every step of the way to make sure you get exactly what you're looking for.

# seating

Sit back and relax – your search for comfortable seating is over. Pick from a sleek selection of sofas, loveseats and chairs that are sure to take your exhibit design to the next level.

## lisbon group

*Black Leather*

### sofa

88"L 36"D 34"H – 8302

### loveseat

64"L 36"D 34"H – 8303

### chair

40"L 36"D 34"H – 81011



### barcelona chair

*Black Leather*

30"L 31"D 35"H – 8102

### barcelona chair

*White Leather*

30"L 31"D 35"H – 810816



## newport group

*Charcoal Leather*

Sectional composed of one loveseat, one armless chair and one corner chair

112"L 34"D 33"

### loveseat

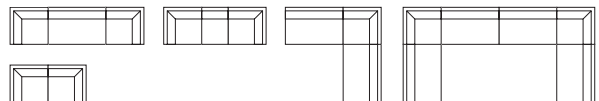
54"L 34"D 33"H – 8308

### armless chair

24"L 34"D 33"H – 8109

### corner chair

34"L 34"D 33"H – 81010





**south beach group**

*Platinum Suede*

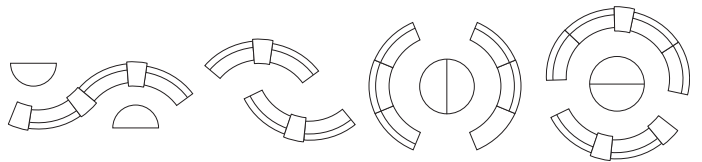
Sectional composed of two sofas and one ottoman  
152"L 40"D 33"H

**sofa**

69"L 29"D 33"H – 8301

**ottoman**

25"L 31"D 18"H – 8151



**key west group**

*Black*

**sofa**

85"L 35"D 33"H – 8306

**loveseat**

57"L 35"D 33"H – 8307



**astro group**

*Beige Suede*

**sofa**

83"L 36"D 29"H – 83063

**chair**

36"L 36"D 29"H – 810809

**sydney table**

48"L 24"D 18"H – 82052

**sydney end table**

27"L 23"D 22"H – 82054



**rio group**

*Blue Suede*

**sofa**

76"L 34"D 33"H – 8305

**chair**

39"L 34"D 33"H – 81014

**inspiration table**

42"L 28"D 18"H – 82022

**inspiration end table**

24"L 28"D 22"H – 82023



**marrakesh group**

*Beige*

**sofa**

84"L 37"D 34"H – 83062

**chair**

34"L 37"D 38"H – 810808



**memphis group**

*Black*

**sofa (compact)**

55"L 31"D 28"H – 83064

**chair**

27.25"L 31.75"D 27.5"H – 810812



# casual seating

For a great variety of informal, modern seating options, look no further. Here you will find chairs, sofas, stools, ottomans – even sophisticated bar sets – that will turn any exhibit into a destination.



**t-vac chair**  
*Translucent/Chrome*  
 25"L 23"D 30"H – 8101

**square ottoman**

*Black Leather – 8154*  
*White Leather – 8152*  
 40"L 40"D 17"H



**bench ottoman**

*Black Leather – 8155*  
*White Leather – 8153*  
 24"L 60"D 17"H



**half round ottoman**

*Black Leather – 81513*  
*White Leather – 81514*  
 6'L 3'D 17"H



**circle ottoman**

*Black/White Leather*  
 6'L 6'D 17"H



**cube**

*Blueberry – 8157*  
*Raspberry – 8159*  
*Lemon – 81510*  
*Natural – 81511*  
*Black Leather – 81512*  
 17"L 17"D 18"H



**globus occasional chair**

*White Vinyl – 810817*  
 28"L 26"D 28"H



**cappuccino chair**

*Chocolate*  
29"L 29"D 34"H – 8104



**tub chair**

*Black*  
31"L 31"D 31"H – 8103



**berlin stack chair**

*White/Red* – 810811  
*White/Black* – 810810  
18"L 22"D 32"H



**stage chair**

*Onyx* – 8105  
*Camel* – 8106  
*Beige* – 8107  
*Red* – 8108  
24"L 26"D 36"H





**panton chair**  
*White* – 81017  
20"L 24"D 33"H

**ICE side chair**

*Transparent/Chrome*  
17.25" L 20"D 32"H – 810814



**new york chair**

*Onyx Seat/Maple Back/*  
*Chrome Legs*  
23"L 32"D 33"H – 81090



**berlin stack chair**

*Red/White* – 810811  
*Black/White* – 810810  
18"L 22"D 32"H



**iso mesh pull-up chair**

*Black*  
26"L 24"D 38"H – 810707



**manhattan chair**

*Oyster*  
26"L 22"D 34"H – 810110





**flex chair**  
*With Wheels*  
24"L 22"D 31"H – 81018



**tilt executive chair**  
*With Arms, Onyx/Black*  
26"L 25"D 34"H – 81075



**altura conference/  
guest chair**  
*Black Crepe*  
25"L 20"D 34"H – 81063



**luxor executive chair**  
*High Back, Black Leather*  
27"L 28"D 47"H – 810807  
Adjustable



**otto highback chair**  
*High Back Exec.*  
23"L 21"D 43"H – 810813



**altura junior executive chair**  
*Mid Back, Black Crepe*  
25"L 25"D 37"H – 81073  
Adjustable



**ohio barstool**  
 Gray/Chrome – 810100  
 Red/Chrome – 810101  
 Black/Chrome – 810102  
 18" Round 31"H Adjustable



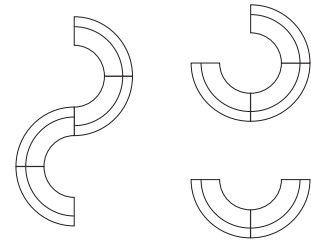
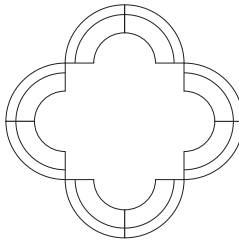
**circle martini bar**  
 Composed of three martini bars  
 208.5"L 102"D 139.5"H



**banana barstool**  
 White/Chrome – 810103  
 Black/Chrome – 810104  
 21"L 22"D 30"H



**martini bar**  
 69.5"L 34"D 46.5"H Radius 50" – 8501



**ICE barstool**  
 Transparent/Chrome  
 16.75"L 16"D 37.75"H – 810815



**gin barstool**  
 Maple/Chrome  
 16"L 16"D 29"H – 810505



**jetson chair**  
 Black  
 19"L 18"D 31"H – 810702

**jetson barstool**  
 Black  
 18"L 19"D 29"H – 810706



**oslo barstool**  
 Blue – 810200  
 White – 810201  
 17"L 20"D 30"H

Tables in coordinating colors are available upon request.

# tables

What Freeman always brings to the table is professionalism, and nothing says more about your space than your surfaces and tabletops. Choose from modern glass tops, traditional wood end tables and more.



**manhattan table**  
42" Round 29"H – 82033



**geo conference table**  
Black – 82041  
Chrome – 82051  
60"L 36"D 29"H



**silverado end table**  
24" Round 22"H – 82015



**silverado table**  
36" Round 17"H – 82014

**geo end table**  
Black – 82025  
Chrome – 82035  
26"L 26"D 20"H



**geo coffee table**  
Black – 82024  
Chrome – 82034  
50"L 22"D 16"H



**sydney end table**  
Black – 82054  
White – 82055  
27"L 23"D 22"H



**sydney table**  
Black – 82052  
White – 82053  
48"L 24"D 18"H



**etagere**

*Black* – 850604  
*Pewter* – 850605  
30" L 16" D 70" H



**locking door pedestal**

*Black*  
24" L 24" D 42" H – 85078



**refrigerator\***

*White*  
14.0 cubic feet  
20" L 30" D 65" H – 8503001

# lighting

Make your exhibit shine – literally – with our outstanding selection of lamps. From modern to classic styles, choose the perfect one to light up your environment.



**a.**

**a. floor lamp\***

*Pewter*  
58" H – 850704



**b.**

**b. lumalight lamp\***

*Red* – 850701  
*White* – 850702  
*Orange* – 850703  
15" L 13" D 90" H



**c.**

**c. parisian lamp\***

*Pewter*  
28" H – 850705

\*Electrical power must be ordered separately.

# FREEMAN

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 DEADLINE DATE  
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INCLUDE THE FREEMAN METHOD OF  
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COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: **X**

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## FURNISHINGS

### CHAIRS Pages 1 & 2

Qty	Part #	Description	Discount Price	Standard Price	Total
___	N71092	Diva Counter Stool .....	162.00	210.60	___
___	N71091	Diva Chair.....	151.00	196.30	___
___	N710102	Santana Chair .....	139.00	180.70	___
___	N71085	Forestdale Chair .....	84.00	109.20	___
___	N710144	Diplomat Chair .....	195.00	253.50	___
___	N71038	Cherry Barrel Chair .....	162.00	210.60	___

Cranberry  Taupe

#### Director Series

Black  Blue  Bright Green  Orange  
 Purple  Red  Royal Blue  Yellow

___	N710142	Director Stool .....	118.00	153.40	___
___	N71042	Director Chair .....	106.00	137.80	___
___	N710998	Custom Imprinting/Director .....	Call for Quote		___

### Pages 3 & 4

___	N71048	Gray Gaslift Stool w/Arms ....	195.00	253.50	___
___	N71047	Gray Gaslift Stool .....	183.00	237.90	___
___	N71046	Gray Gaslift Chair w/Arms ....	183.00	237.90	___
___	N71045	Gray Gaslift Chair .....	173.00	224.90	___
___	N71044	Executive Chair .....	206.00	267.80	___
___	N71041	Bugle Base Chair .....	128.00	166.40	___

Black Tweed  Blue Tweed

___	N71088	Black Diamond Stool .....	106.00	137.80	___
___	N71089	Black Diamond Side Chair ...	95.00	123.50	___
___	N71090	Black Diamond Arm Chair....	118.00	153.40	___
___	C210105	Opal Side Chair .....	38.00	49.40	___
___	C210101	Carson Arm Chair .....	73.00	94.90	___

Black  Blue  Gray

___	C210112	Casey Padded Stool .....	84.00	109.20	___
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Black  Gray

### LOUNGE SEATING Pages 5 & 6

___	N73091	Signature Loveseat .....	462.00	600.60	___
___	N71093	Signature Chair .....	299.00	388.70	___

#### Kennedy Sectional Series

Black Tweed  Blue Tweed

___	N730313	Kennedy Sofa - 3 piece .....	521.00	677.30	___
___	N730213	Kennedy Loveseat - 2 piece	360.00	468.00	___
___	N73013	Kennedy Corner Section ...	179.00	232.70	___
___	N73014	Kennedy Center Section ...	179.00	232.70	___

### TABLES Pages 7 & 8

Qty	Part #	Description	Discount Price	Standard Price	Total
___	N72026	Cherry Cocktail Table .....	136.00	176.80	___
___	N72027	Cherry End Table .....	114.00	148.20	___
___	N72028	Metro Slate Cocktail Table .....	121.00	157.30	___
___	N72029	Metro Slate End Table .....	91.00	118.30	___
___	C115103	Studio Black Cocktail Table ....	91.00	118.30	___
___	C115104	Studio Black End Table .....	66.00	85.80	___
___	N72015	Glass Conference Table .....	174.00	226.20	___

Black  Chrome

___	N72065	Bugle Base Table/White .....	190.00	247.00	___
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#### Pedestal Tables - SoHo Series

___	N72066	Black-top Mini 18"W x 18"H ....	85.00	110.50	___
___	N72069	Black-top Cafe 24"W x 30"H ...	139.00	180.70	___
___	N72070	Black-top Bistro 24"W x 42"H	139.00	180.70	___
___	N72067	Black-top Café Table 36"x30"	143.00	185.90	___
___	N72068	Black-top Bistro 36"W x 42"H ..	143.00	185.90	___

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

___	N72063	Café Table 30"W x 30"H .....	139.00	180.70	___
___	N72064	Café Table 36"W x 30"H .....	139.00	180.70	___
___	N720163	Bistro Table 30"W x 42"H .....	139.00	180.70	___
___	N720164	Bistro Table 36"W x 42"H .....	139.00	180.70	___

### OFFICE FURNITURE Pages 9 & 10

___	N72093	Milano Table/Blonde Top .....	310.00	403.00	___
___	N72092	Milano Table/Black Top .....	310.00	403.00	___
___	N72094	Luna Table/Black Top .....	455.00	591.50	___
___	N720191	Hemingway Writing Table .....	271.00	352.30	___
___	N74061	Cherry Desk 5' .....	419.00	544.70	___
___	N74065	Cherry Bookcase .....	142.00	184.60	___
___	N74064	Cherry Credenza .....	322.00	418.60	___
___	N74071	Oak Desk 5' .....	418.00	543.40	___
___	N74075	Oak Bookcase .....	142.00	184.60	___
___	N74074	Oak Credenza .....	321.00	417.30	___

### OFFICE FURNITURE Pages 11 & 12

___	N72056	Display Counter .....	271.00	352.30	___
___	N75079	Orion Computer Kiosk .....	293.00	380.90	___
___	N75030	Black Display Cube/Small .....	168.00	218.40	___
___	N75031	Black Display Cube/Medium ...	182.00	236.60	___
___	N75032	Black Display/Large .....	210.00	273.00	___

FREEMAN furnishing essentials

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**FURNISHINGS**

**DISPLAY FURNITURE**  
Pages 11 & 12 (continued)

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>Display Cylinders</b>					
___	N75020	Black Display Cylinder/Low ...	158.00	205.40	___
___	N75021	Black Display Cylinder/Med	183.00	237.90	___
___	N75022	Black Display Cylinder/Lg ....	215.00	279.50	___

**Draped Tables - Tables are 30" wide**  
 Black  Blue  Burgundy  Dark Green  Gold  
 Gray  Plum  Red  Teal  White

___	C130330	Draped Table 3'L x 30"H .....	72.00	93.60	___
___	C130430	Draped Table 4'L x 30"H .....	81.00	105.30	___
___	C130630	Draped Table 6'L x 30"H .....	96.00	124.80	___
___	C130830	Draped Table 8'L x 30"H .....	116.00	150.80	___
___	C12404630	4th Side Drap 6'L x 30"H ..	27.00	35.10	___
___	C12404830	4th Side Drap 8'L x 30"H .	27.00	35.10	___
___	C130342	Draped Counter 3'L x 42"H ...	107.00	139.10	___
___	C130442	Draped Counter 4'L x 42"H ...	116.00	150.80	___
___	C130642	Draped Counter 6'L x 42"H ...	130.00	169.00	___
___	C130842	Draped Counter 8'L x 42"H ...	150.00	195.00	___
___	C12404642	4th Side Drap 6'L x 42"H ..	33.00	42.90	___
___	C12404842	4th Side Drap 8'L x 42"H ..	33.00	42.90	___

**Undraped Tables - Tables are 30" wide**

___	C131330	Undraped Table 3'L x 30"H .	33.00	42.90	___
___	C131430	Undraped Table 4'L x 30"H .	40.00	52.00	___
___	C131630	Undraped Table 6'L x 30"H.	49.00	63.70	___
___	C131830	Undraped Table 8'L x 30"H .	55.00	71.50	___
___	C131342	Undraped Counter 3'Lx42"H	51.00	66.30	___
___	C131442	Undraped Counter 4'Lx42"H	56.00	72.80	___
___	C131642	Undraped Counter 6'Lx42"H	68.00	88.40	___
___	C131842	Undraped Counter 8'Lx42"H	75.00	97.50	___

**Table Top Risers**

___	C150410	Single Step Riser 4'L x 7"H	40.00	52.00	___
___	C150610	Single Step Riser 6'L x 7"H	62.00	80.60	___
___	C150810	Single Step Riser 8'L x 7"H	77.00	100.10	___
___	C150414	Single Step Riser 4'L x14"H	40.00	52.00	___
___	C150614	Single Step Riser 6'L x14"H	62.00	80.60	___
___	C150814	Single Step Riser 8'L x14"H	77.00	100.10	___
___	C150420	Double Step Riser 4'L .....	80.00	104.00	___
___	C150620	Double Step Riser 6'L .....	118.00	153.40	___
___	C150820	Double Step Riser 8'L .....	154.00	200.20	___

**ACCESSORIES**  
Pages 13 & 14

Qty	Part #	Description	Discount Price	Standard Price	Total
___	C220121	Chrome Stanchion w/belt .....	85.00	110.50	___
___	C220118	Chrome Sign Holder .....	69.00	89.70	___
___	N750135	Round Literature Rack .....	157.00	204.10	___
___	N750136	Flat Literature Rack .....	135.00	175.50	___
___	C220109	Chrome Coat Tree .....	37.00	48.10	___
___	C220134	Chrome Easel .....	37.00	48.10	___
___	C220110	Chrome Bag Rack .....	84.00	109.20	___
___	N75053	Black Trash Receptacle .....	58.00	75.40	___
___	N75054	Aluminum Trash Receptacle .	58.00	75.40	___
___	220107	Wastebasket .....	16.50	21.45	___
___	220106	Corrugated Wastebasket.....	9.50	12.35	___
___	N75057	Small Refrigerator .....	326.00	423.80	___
___	N75052	Black Table Lamp .....	82.00	106.60	___
___	N74082	File Cabinet/2 Drawer .....	104.00	135.20	___
___	N74081	File Cabinet/4 Drawer .....	136.00	176.80	___
___	10201484	Bulletin Board .....	156.00	202.80	___

**Special Drap**  
 Black  Blue  Burgundy  Dark Green  Gold  
 Gray  Plum  Red  Teal  White

___	12103	Special Drap 3'H (per ft.) ...	14.50	18.85	___
___	12108	Special Drap 8'H (per ft.) ...	17.00	22.10	___

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

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Qty	Part #	Description	Discount Price	Standard Price	Total
<b>SEATING</b> Pages 1 & 2					

**Lisbon Group - Black leather**

___ 8302	Sofa .....	509.00	661.70	_____
___ 8303	Loveseat .....	464.00	603.20	_____
___ 81011	Chair .....	345.00	448.50	_____

**Chairs**

___ 8102	Barcelona - black leather	565.00	734.50	_____
___ 810816	Barcelona - white leather	565.00	734.50	_____

**Newport Group - Charcoal leather**

___ 8308	Loveseat .....	469.00	609.70	_____
___ 8109	Armless Chair .....	266.00	345.80	_____
___ 81010	Corner Chair .....	310.00	403.00	_____

**South Beach Group - Platinum suede**

___ 8301	Sofa .....	452.00	587.60	_____
___ 8151	Ottoman .....	198.00	257.40	_____

**Key West Group - Black**

___ 8306	Sofa .....	407.00	529.10	_____
___ 8307	Loveseat .....	367.00	477.10	_____

**Pages 3 & 4**

**Astro Group - Beige suede**

___ 83063	Sofa .....	478.00	621.40	_____
___ 810809	Chair .....	321.00	417.30	_____
___ 82052	Sydney Cocktail Table - black .....	204.00	265.20	_____
___ 82054	Sydney End Table - black .....	169.00	219.70	_____

**Rio Group - Blue suede**

___ 8305	Sofa .....	418.00	543.40	_____
___ 81014	Chair .....	302.00	392.60	_____
___ 82022	Inspiration Table .....	220.00	286.00	_____
___ 82023	Inspiration End Table .....	208.00	270.40	_____

**Marrakesh Group - Beige**

___ 83062	Sofa .....	430.00	559.00	_____
___ 810808	Chair .....	305.00	396.50	_____

**Memphis Group - Black**

___ 83064	Sofa .....	436.00	566.80	_____
___ 810812	Chair .....	313.00	406.90	_____

**Chairs**

___ 8101	T-Vac (translucent/chrome)	220.00	286.00	_____
___ 810819	Globus Occasional-White	296.00	384.80	_____

**Ottomans**

___ 8154	Square (black leather) .....	227.00	295.10	_____
___ 8152	Square (white leather) .....	227.00	295.10	_____
___ 8155	Bench (black leather) .....	271.00	352.30	_____
___ 8153	Bench (white leather) .....	271.00	352.30	_____
___ 81513	Half Round (black leather)	283.00	367.90	_____
___ 81514	Half Round (white leather)	283.00	367.90	_____

**Cubes**

___ 8157	Blueberry .....	79.00	102.70	_____
___ 8159	Raspberry .....	79.00	102.70	_____
___ 81510	Lemon .....	79.00	102.70	_____
___ 81511	Natural .....	N/A	N/A	_____
___ 81512	Black Leather .....	79.00	102.70	_____

**Pages 5 & 6**

**Chairs**

___ 8104	Cappucino Chair .....	227.00	295.10	_____
___ 8105	Stage Chair (onyx) .....	130.00	169.00	_____
___ 8106	Stage Chair (camel) .....	130.00	169.00	_____
___ 8107	Stage Chair (beige) .....	130.00	169.00	_____
___ 8108	Stage Chair (red) .....	130.00	169.00	_____
___ 8103	Tub Chair (black) .....	283.00	367.90	_____
___ 810810	Berlin Stack Chair (black/white) .....	77.00	100.10	_____
___ 810811	Berlin Stack Chair (red/white) .....	77.00	100.10	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>SEATING (continued)</b> Pages 5 & 6					

**Chairs (continued)**

___ 81017	Panton Chair (white) .....	136.00	176.80	_____
___ 810814	ICE Side Chair (transparent) .....	149.00	193.70	_____
___ 81090	New York Chair .....	134.00	174.20	_____
___ 810707	ISO Mesh Pull-up Chair ....	215.00	279.50	_____
___ 810110	Manhattan Chair (oyster)	157.00	204.10	_____

**Pages 7 & 8**

**Chairs (continued)**

___ 81018	Flex Chair w/ wheels .....	111.00	144.30	_____
___ 81075	Tilt Executive Chair .....	220.00	286.00	_____
___ 810807	Luxor Executive Chair .....	300.00	390.00	_____
___ 81063	Altura Conf/Guest Chair ....	227.00	295.10	_____
___ 81073	Altura Jr Exec Chair/mid bac	248.00	322.40	_____
___ 810813	Otto Highback Chair .....	313.00	406.90	_____
___ 810702	Jetson Chair (black) .....	134.00	174.20	_____

**Barstools & Bar**

___ 810100	Ohio Barstool (gray) .....	123.00	159.90	_____
___ 810101	Ohio Barstool (red) .....	123.00	159.90	_____
___ 810102	Ohio Barstool (black) .....	123.00	159.90	_____
___ 810103	Banana Barstool (white) ...	135.00	175.50	_____
___ 810104	Banana Barstool (black) ...	135.00	175.50	_____
___ 810815	ICE Barstool (transparent)	159.00	206.70	_____
___ 810505	Gin Barstool (maple) .....	119.00	154.70	_____
___ 810706	Jetson Barstool (black) ....	186.00	241.80	_____
___ 810200	Oslo Barstool (blue) .....	170.00	221.00	_____
___ 810201	Oslo Barstool (white) .....	170.00	221.00	_____
___ 8501	Martini Bar .....	989.00	1,285.70	_____

**TABLES, LIGHTING & MORE**  
Pages 9 & 10

**Tables**

___ 82033	Manhattan Table 29"H .....	216.00	280.80	_____
___ 82015	Silverado End Table 22" H	181.00	235.30	_____
___ 82014	Silverado Table 17"H .....	193.00	250.90	_____
___ 82041	Geo Conf Table (black) .....	305.00	396.50	_____
___ 82051	Geo Conf Table (chrome)	305.00	396.50	_____
___ 82025	Geo End Table (black) .....	164.00	213.20	_____
___ 82035	Geo End Table (chrome) ..	164.00	213.20	_____
___ 82024	Geo Coffee Table (black) .	181.00	235.30	_____
___ 82034	Geo Coffee Table (chrome)	181.00	235.30	_____
___ 82054	Sydney End Table (black)	169.00	219.70	_____
___ 82055	Sydney End Table (white)	169.00	219.70	_____
___ 82052	Sydney Cocktail Table (black) .....	204.00	265.20	_____
___ 82053	Sydney Cocktail Table (white) .....	204.00	265.20	_____

**Miscellaneous**

___ 850604	Etagere (black) .....	224.00	291.20	_____
___ 850605	Etagere (pewter) .....	224.00	291.20	_____
___ 85078	Locking Door Pedestal .....	333.00	432.90	_____
___ 8503001	Refrigerator 14 cu. ft. (white) .....	560.00	728.00	_____

**Lighting**

___ 850704	Floor Lamp 58"H (pewter) .	111.00	144.30	_____
___ 850701	Lumalight Lamp (red) .....	227.00	295.10	_____
___ 850702	Lumalight Lamp (white) ....	227.00	295.10	_____
___ 850703	Lumalight Lamp (orange) ...	227.00	295.10	_____
___ 850705	Parisian Lamp 28"H (pewter) .....	108.00	140.40	_____

**TOTAL COST**

Sub-Total	+	8.25% Tax	=	Total Cost
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# F R E E M A N

8801 Ambassador Row  
 Dallas, TX 75247  
 (214) 634-1463 Fax: (469) 621-5601  
 FreemanDallasES@freemanco.com

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **MORTGAGE SERVICING CONFERENCE / APRIL 8-9, 2010**

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

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

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

For Assistance, please call (214) 634-1463 to speak with one of our experts.

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

**CLEANING SERVICES**

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

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time .....	.29	.40	_____
_____	610200	Booth Vacuuming - 2 Days .....	.52	.70	_____
_____	610300	Booth Vacuuming - 3 Days .....	.78	1.00	_____
_____	610400	Booth Vacuuming - 4 Days .....	1.03	1.35	_____

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

**SHAMPOOING (per sq ft - 100 sq ft minimum)**

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time .....	.47	.60	_____
_____	630200	Shampoo Carpet - 2 Days .....	.93	1.20	_____
_____	630300	Shampoo Carpet - 3 Days .....	1.40	1.80	_____

**PORTER SERVICE (per day)**

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq.ft. ....	62.00	80.60	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft. ....	80.00	104.00	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft. ....	102.00	132.60	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

**TOTAL COST**

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

**FREEMAN cleaning**

# FREEMAN

8801 Ambassador Row  
 Dallas, TX 75247  
 (214) 634-1463 Fax: (469) 621-5601  
 FreemanDallasES@freemanco.com

DISCOUNT PRICE  
 DEADLINE DATE  
 MARCH 25, 2010

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **MORTGAGE SERVICING CONFERENCE / APRIL 8-9, 2010**

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

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

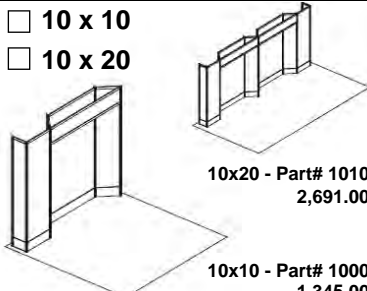
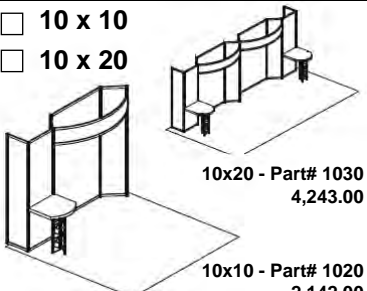
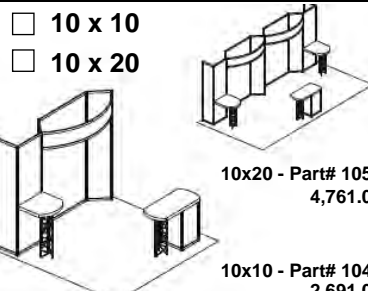
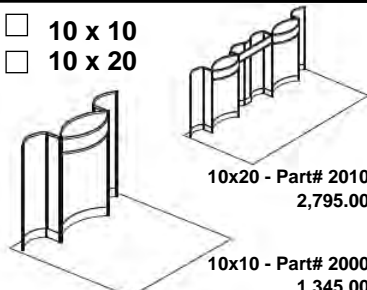
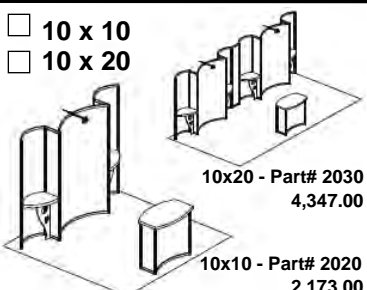
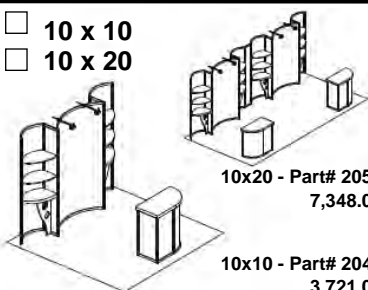
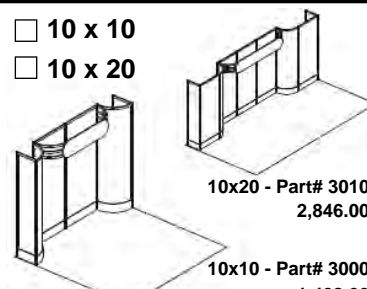
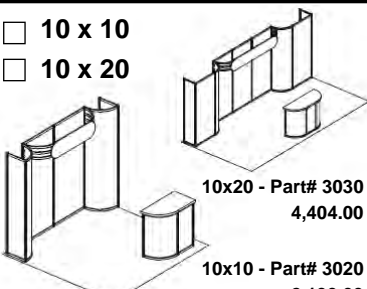
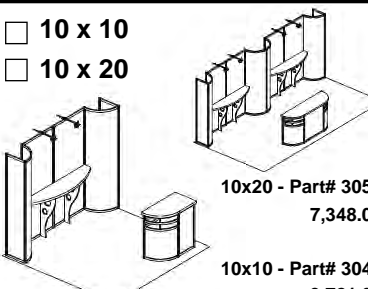
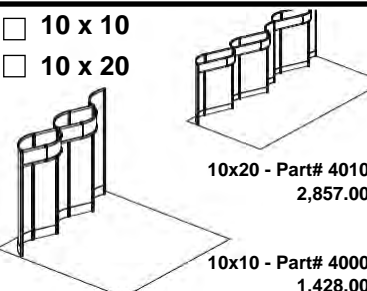
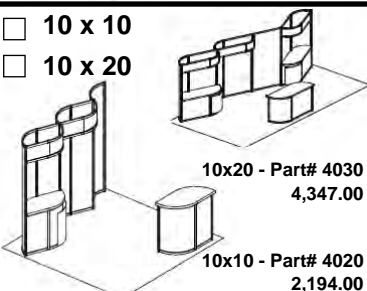
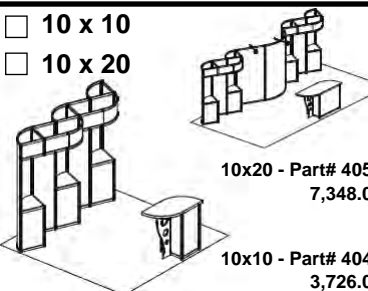
E-MAIL ADDRESS : \_\_\_\_\_

For Assistance please call (214) 634-1463 to speak with one of our experts.

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

All Exhibits Include: Installation & Dismantle of Exhibit  
 Material Handling of Exhibit  
 Classic Carpet with Nightly Vacuuming  
 2 Arm Lights (per 10' unit)

To place your order, please check the appropriate box and complete the reverse side.

	VERSION A	VERSION B	VERSION C
<b>SYSTEM 1 OPTIONS</b>	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 1010 2,691.00 10x10 - Part# 1000 1,345.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 1030 4,243.00 10x10 - Part# 1020 2,142.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 1050 4,761.00 10x10 - Part# 1040 2,691.00
<b>SYSTEM 2 OPTIONS</b>	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 2010 2,795.00 10x10 - Part# 2000 1,345.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 2030 4,347.00 10x10 - Part# 2020 2,173.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 2050 7,348.00 10x10 - Part# 2040 3,721.00
<b>SYSTEM 3 OPTIONS</b>	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 3010 2,846.00 10x10 - Part# 3000 1,408.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 3030 4,404.00 10x10 - Part# 3020 2,199.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 3050 7,348.00 10x10 - Part# 3040 3,721.00
<b>SYSTEM 4 OPTIONS</b>	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 4010 2,857.00 10x10 - Part# 4000 1,428.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 4030 4,347.00 10x10 - Part# 4020 2,194.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 4050 7,348.00 10x10 - Part# 4040 3,726.00

### CUSTOM EXHIBITS & EXHIBITS LARGER THAN 10 X 20

An Exhibitor Sales Specialist will contact you to assist in creating a unique exhibit  
 \*Electrical power and labor to install lights must be ordered separately  
 \*Custom Graphics must be ordered separately

FREEMAN rental exhibits

NAME OF SHOW: **MORTGAGE SERVICING CONFERENCE / APRIL 8-9, 2010**

COMPANY NAME:

BOOTH #:

BOOTH SIZE:

X

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

### CHOOSE YOUR PANELS

#### VERSION A

- BLUE FABRIC
- GRAY FABRIC
- BLACK FABRIC
- WHITE HARDWALL

#### VERSIONS B & C (HARDWALL)

- BEIGE
- NAVY
- FOREST GREEN
- WHITE
- BLACK

### CARPET

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

- Black
- Blue
- Burgundy
- Gray
- Green
- Plum
- Red
- Teal
- Tuxedo

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

### LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit). **Note: Electrical power and labor to install lights must be ordered using the electrical order form included in your service manual.**

### QUICK TIPS

- Please see the **Exhibit Accessories** order form, or contact our Exhibitor Sales Specialist to assist in selecting custom accessories for your exhibit.
- Consider ordering floral accessories to enhance your exhibit on the **Floral Services** order form.
- If you are 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.**
- **Orders cancelled after production begins are subject to a 100% Cancellation Charge.**

### HEADER IDENTIFICATION SIGN

#### VERSIONS A & B

Circle the font style for your header identification sign, and then indicate your color preference.

- CLARENDON MEDIUM
- EUROSTILE BOLD
- TIMES NEW ROMAN
- ENVR0
- HELVETICA BOLD

Other \_\_\_\_\_

#### Indicate color of background:

- Beige
- Black
- Navy
- Forest Green
- White

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

Letter color desired: \_\_\_\_\_

Indicate exactly how you want your company name to appear:

**10' X 20' Rental Exhibits:** indicate copy of second header: (\*Only applies to units pictured with a second header\*)

#### VERSION C

An Exhibitor Sales Specialist will contact you to assist with your custom graphics.

### CONTACT FOR PRICING

Please check any of the following boxes to have an Exhibitor Sales Specialist contact you for pricing:

- Upgrade Carpet
- Custom Logo Header
- Creating a Custom Exhibit

#### TOTAL COST

Sub-Total	+	8.25 % Tax	=	Total Cost
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# F R E E M A N

8801 Ambassador Row  
 Dallas, TX 75247  
 (214) 634-1463 Fax: (469) 621-5601  
 FreemanDallasES@freemanco.com

DISCOUNT PRICE  
 DEADLINE DATE  
 MARCH 25, 2010

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **MORTGAGE SERVICING CONFERENCE / APRIL 8-9, 2010**

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

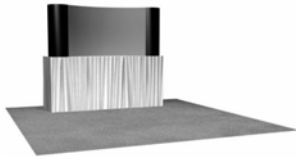
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

For Assistance, please call (214) 634-1463 to speak with one of 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	750.00	_____	_____
40"H x 8"W	870.00	_____	_____
PURCHASE*			
Size	Price		
40"H x 6"W	876.00	_____	_____
40"H x 8"W	991.00	_____	_____

\*Shipping Not Included

**Rental Units Include:**  
 Draped Table (select color below)  
 Classic Carpet 9' X 10' (select color below)  
 Installation & Dismantle of Exhibit  
 Material Handling of Exhibit  
 Nightly Vacuuming  
 1-200 Watt Halogen Light (Electrical service & labor not included)

**Purchase Units Include:**  
 1-Case  
 One Time Installation & Dismantle

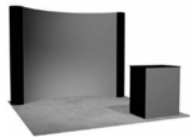
Header Identification Sign - (white with black text) Indicate copy below:

**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' x 10' Classic Carpet:**  Black  Blue  Burgundy  
 Green  Gray  Plum  Red  Teal  Tuxedo

**Table Drape:**  
 Black  Blue  Burgundy  Dark Green  Gold  
 Gray  Plum  Red  Teal  White

## FLOOR UNIT



RENTAL		QTY	TOTAL
Size	Price		
8'H x 8'W	1,218.00	_____	_____
8'H x 10'W	1,450.00	_____	_____
PURCHASE*			
Size	Price		
8'H x 8'W	1,985.00	_____	_____
8'H x 10'W	2,333.00	_____	_____

\*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' x 10' 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			
Part #	Description	Qty	Price	Total	Qty	Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	141.00	_____	_____	201.00	_____
1715801	1-200 Watt Halogen Light Kit	_____	73.00	_____	_____	147.00	_____
1715802	Straight Shelf	_____	55.00	_____	_____	100.00	_____
1715803	Angled Shelf	_____	55.00	_____	_____	100.00	_____

## 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.

### PURCHASE UNITS TOTAL COST

Sub-Total	+	8.25% Tax	=	Total Cost
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### RENTAL UNITS TOTAL COST

Sub-Total	+	8.25% Tax	=	Total Cost
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# FREEMAN

8801 Ambassador Row  
 Dallas, TX 75247  
 (214) 634-1463 Fax: (469) 621-5601  
 FreemanDallasES@freemanco.com

DISCOUNT PRICE  
 DEADLINE DATE  
 MARCH 25, 2010

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **MORTGAGE SERVICING CONFERENCE / APRIL 8-9, 2010**

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

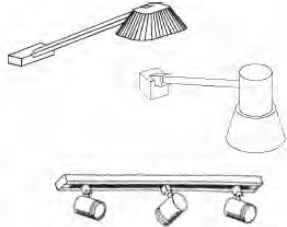
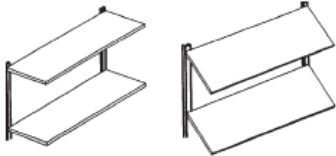
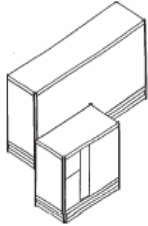
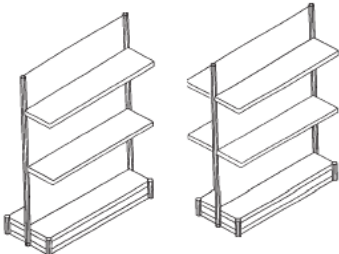

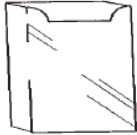
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

For Assistance, please call (214) 634-1463 to speak with one of our experts.

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

## ACCESSORIES FOR RENTAL UNITS

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

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
<b>(electrical service &amp; labor to install lights not included)</b>					
___	17251	Arm Light (200w) .....	55.00	71.50	_____
___	172514	4' Tracklight (3 lights)	216.00	280.80	_____
___	17252	Halogen Light .....	62.00	80.60	_____

<b>CABINETS &amp; LOCKS</b>					
<b>Cabinets</b>					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x ½M x 36" High.....	403.00	523.90	_____
___	17306	1M x ½M x 42" High.....	403.00	523.90	_____
___	17308	2M x ½M x 36" High.....	487.00	633.10	_____
___	17309	2M x ½M x 42" High.....	487.00	633.10	_____
___	173010	1M Radius x ½M x 36" High.	520.00	676.00	_____
___	173011	1M Radius x ½M x 42" High..	520.00	676.00	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock .....	6.70	8.70	_____
Inside Shelves Available ..... Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
<b>Gondolas</b>					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	335.00	435.50	_____
___	174542	Double Sided 1M x 4' High..	446.00	579.80	_____
___	174581	Single Sided 1M x 8' High...	335.00	435.50	_____
___	174582	Double Sided 1M x 8' High..	446.00	579.80	_____

<b>SHELVES</b>					
___	17201	1M Straight (37" x 12") .....	57.00	74.10	_____
___	17206	1M Angled (37" x 12") .....	65.00	84.50	_____

<b>LITERATURE POCKETS</b>					
___	174015	For 8½ x 11 Literature .....	23.00	29.90	_____

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

Don't see what you need?  
 Please call an Exhibitor Sales Specialist at (214) 634-1463.

*\* Remember to make a selection for items with checkboxes. Otherwise, a selection will be made for you.*

# UNION JURISDICTIONS FOR THE DALLAS / FT. WORTH AREA

THE FOLLOWING GUIDELINES APPLY IN THE DALLAS / FT. WORTH AREA:

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

## ELECTRICAL LABOR & PLUMBING

Responsible for assembly, installation, and dismantling of anything that uses electricity as a source of power to the building electrical system. This includes:

- Electrical wiring
- Electrical signs
- Multiple TV and VCR connections
- Videotaping using multiple video cameras, including camera operation, audio and lighting

Responsible for all plumbing supplies. This includes:

- Air
- Water
- Gas lines
- Tanks and venting

## TEAMSTER LABOR - TEAMSTER UNION LOCAL 745

The Teamsters Union Local 745 has jurisdiction for the operation of all material-handling equipment, all unloading and reloading, and the handling of empty containers.

Exhibitors may unload their own vehicles provided they do not use any material handling equipment (fork-lifts, flatbeds, dollies, pallet jacks, etc.)

## INSTALLATION & DISMANTLE LABOR - DECORATORS UNION LOCAL 756

The Decorators Union Local 756 has jurisdiction for the installation and dismantling of all exhibits including carpet, furniture, and hanging signs. All hired labor must belong to Local 756. Labor can be ordered in advance by returning the enclosed form, or on showsite, at the Freeman Service Desk.

Three options for installation and dismantle labor exist in Dallas. Labor may be:

- performed by full-time employees of the exhibiting company; or
- hired through Freeman, the official general service contractor; or
- hired through an exhibitor-appointed contractor.

## PLEASE NOTE:

- Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Freeman and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.
- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Freeman. Please refrain from voicing complaints directly to craft personnel.
- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.

# F R E E M A N

8801 Ambassador Row  
 Dallas, TX 75247  
 (214) 634-1463 • Fax: (469) 621-5601  
 FreemanDallasES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **MORTGAGE SERVICING CONFERENCE / APRIL 8-9, 2010**

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

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

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

For Assistance, please call 214-634-1463 to speak with one of our experts.

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

## 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 .....	\$ 70.50	\$ 91.65
<b>Overtime-</b> 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday		
6:00 A.M. to 12:00 Midnight Saturday and Sunday .....	\$ 105.75	\$ 137.50
<b>Double Time-</b> 12:00 Midnight to 6:00 A.M. and recognized holidays.....	\$ 141.00	\$ 183.30

- 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						= \$ _____

**FREEMAN installation & dismantle**

NAME OF SHOW: **MORTGAGE SERVICING CONFERENCE / APRIL 8-9, 2010**

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

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

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

PHONE#: \_\_\_\_\_

**FREEMAN SUPERVISED LABOR**

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

**INBOUND SHIPPING & SET UP INFORMATION**

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

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

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

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

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: **MORTGAGE SERVICING CONFERENCE / APRIL 8-9, 2010**

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

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

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

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

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

## 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 / Booth #**

**MORTGAGE SERVICING CONFERENCE**

C/O: FREEMAN  
5130 CASH RD  
DALLAS, TX 75247

MUST BE DELIVERED BY APRIL 05, 2010

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

**FREEMAN / Exhibiting Company Name / Booth #**

**MORTGAGE SERVICING CONFERENCE**

C/O: FREEMAN  
WESTIN GALLERIA  
13340 DALLAS PKWY  
DALLAS, TX 752406603

CANNOT BE DELIVERED BEFORE APRIL 08, 2010

### TYPE OF SERVICE

- 1 Day: Delivery next business day (before 5:00 PM)  
 2 Day: Delivery by 5:00 PM 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, truck load

09/07

### SHIPPING INFORMATION

#### Items to be shipped

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

Size of largest piece: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (L) \_\_\_\_\_

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

### OUTBOUND SHIPPING

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

Ship to address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Number of Labels : \_\_\_\_\_

FAX THIS COMPLETED FORM TO:  
(817) 385-0983

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

SHOW # (250346) \_\_\_\_\_

FREEMAN exhibit transportation

# WHAT ARE FREIGHT SERVICES?

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

## How do I ship to the warehouse?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

## How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

## What about prepaid or collect shipping charges?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

## How should I label my freight?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on Quick Facts.

## How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt." (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

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

**Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

**Uncrated:** material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

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

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on Quick Facts.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

## What happens to my empty containers during the show?

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

## How do I protect my materials after they are delivered to the show or before they are picked up after the show?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

## How do I ship my materials after the close of the show?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to Freeman's carrier choice or delivered back to the warehouse at exhibitor's expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

## Where do I get a forklift?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

## Do I need insurance?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the enclosed Terms and Conditions.

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

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



# SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to [www.myfreemanonline.com](http://www.myfreemanonline.com)

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

## **What is Ground Loading/Unloading?**

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

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

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

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

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

## **What are Stacked Shipments?**

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

## **What is Shipment Integrity?**

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

## **What is Alternate Delivery Location?**

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

## **What are Mixed Shipments?**

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

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

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

## **What about carpet only shipments?**

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

## **What is the difference between Crated and Uncrated Shipments?**

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

**F R E E M A N**

**F R E E M A N**

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

*MUST DELIVER BY APRIL 05, 2010*

*MUST DELIVER BY APRIL 05, 2010*

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

*EXHIBITOR NAME*

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

*EXHIBITOR NAME*

**C/O: FREEMAN  
5130 CASH RD**

**DALLAS, TX 75247**

**C/O: FREEMAN  
5130 CASH RD**

**DALLAS, TX 75247**

**WAREHOUSE**

**WAREHOUSE**

EVENT: *MORTGAGE SERVICING CONFERENCE*

EVENT: *MORTGAGE SERVICING CONFERENCE*

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

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

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

# F R E E M A N

8801 Ambassador Row  
Dallas, TX 75247  
(214) 634-1463 Fax: (469) 621-5601  
FreemanDallasES@freemanco.com

OUTBOUND MATERIAL HANDLING  
AND SHIPPING LABELS

NAME OF SHOW: **MORTGAGE SERVICING CONFERENCE / APRIL 8-9, 2010**

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

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

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

For Assistance, please call (214) 634-1463 to speak with one of our experts.

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

DELIVERY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

PHONE#: \_\_\_\_\_ ATTN: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

## METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

### FREEMAN EXHIBIT TRANSPORTATION

- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 P.M. second business day
- Expedited
- Deferred: Delivery within 3-4 business days
- Standard Ground
- Specialized: Pad wrapped, uncrated, or truckload
- OTHER COMMON CARRIER \_\_\_\_\_
- OTHER VAN LINE \_\_\_\_\_
- OTHER AIR FREIGHT \_\_\_\_\_
  - Next Day
  - 2nd Day
  - Deferred

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

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

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

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

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

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

# PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED; OR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

## DEFINITIONS

For purposes of this Contract, "FREEMAN" means Freeman Decorating Services, Inc. ("FDSI"), Freeman Decorating Ltd. Freeman Audio Visual Solutions, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

## PAYMENT TERMS

Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman's property. Exhibitor will notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor a one-hour "per person, per hour" charge will be applied for all labor and equipment orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits, Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. Exhibitor is solely responsible for, and agrees to pay, any and all charges related to removal of items from Exhibitor's booth after the show has ended even if items were provided by, or belong to a third party. It is Exhibitor's responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable in Dallas, Texas upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Freeman reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Freeman hereby provides notice that it reserves the right, and Exhibitor authorizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account. Exhibitor hereby grants a lien on its property in Freeman's possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

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

## IMPORTANT

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

# MATERIAL HANDLING

## YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED; OR
- EXHIBITOR'S MATERIALS ARE DELIVERED TO FREEMAN'S WAREHOUSE OR TO A SHOW OR EXPOSITION SITE FOR WHICH FREEMAN IS THE OFFICIAL SHOW CONTRACTOR; OR
- AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN.

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

**2. PACKAGING AND CRATES.** FREEMAN shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, FREEMAN shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by fork-lift and similar means.

**3. EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or its representative. All previous labels must be removed or obliterated. FREEMAN assumes no responsibility for:

- Error in the above procedures
- Removal of containers with old empty labels and without FREEMAN labels
- Improper information on empty labels

FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

**4. INBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or its representative, and during such time the materials will be left unattended. FREEMAN WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. FREEMAN highly recommends the securing of security services from Facility or Show Management.

**5. OUTBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick-up of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. FREEMAN WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. FREEMAN highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to FREEMAN by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to FREEMAN and the actual count of such items in the booth at the time of pickup.

**6. DELIVERY TO THE CARRIER FOR RELOADING.** FREEMAN assumes no responsibility for loss, damage, theft, or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S appointed carrier, shipper, or agent for transportation after the conclusion of the show. FREEMAN loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. FREEMAN assumes no responsibility for loss, damage, theft or disappearance of EXHIBITOR'S materials that arises out of improperly loaded materials.

**7. DESIGNATED CARRIERS.** In order to expedite removal of materials from show site as required by Show Management and/or the facility, FREEMAN shall have the authority to change the EXHIBITOR designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR'S shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. In no event shall FREEMAN be responsible for any loss resulting from such rerouting designation.

**8. FREEMAN'S RESPONSIBILITIES.** FREEMAN shall be responsible only for those services which it directly provides. FREEMAN assumes no responsibility for any persons, parties, or other contracting firms not under FREEMAN'S direct supervision and control. FREEMAN'S performance hereunder is subject to, and FREEMAN shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond FREEMAN'S reasonable control, nor for ordinary wear and tear in the handling of materials.

**9. INSURANCE.** It is understood that FREEMAN is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide FREEMAN with a release of subrogation to the extent of any insurance settlement received.

**10. CLAIM(S) FOR LOSS.** EXHIBITOR agrees that any and all claims for loss or damage must be submitted to FREEMAN immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from the show site or from FREEMAN'S warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against FREEMAN more than one (1) year after the date of loss or damage occurred.

(a) **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due FREEMAN for its services as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction and shall be resolved on their own merits.

(b) **MAXIMUM RECOVERY.** If found liable for any loss, FREEMAN'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less.

(c) **BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY.** FREEMAN'S liability shall be limited to any loss or damage which results solely from FREEMAN'S NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall FREEMAN be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of the equipment or services of FREEMAN or breach of any of the provisions of this Contract, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if FREEMAN has been advised or has notice of the possibility of such damages, or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.

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

**12. JURISDICTION / ARBITRATION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

**13. INDEMNIFICATION.** EXHIBITOR agrees to indemnify and forever hold harmless FREEMAN and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through FREEMAN, or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC);
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of FREEMAN'S equipment;
- EXHIBITOR'S violation of Federal, State, County or Local ordinances;
- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

**14. WAIVER & RELEASE.** EXHIBITOR, as a material part of the consideration to FREEMAN for material handling services, waives and releases all claims against FREEMAN with respect to all matters for which FREEMAN has disclaimed liability pursuant to the provisions of this Contract.

**15. SEVERABILITY.** If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid, and enforceable.

# MOTOR CARGO

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by signing page one of this document or electronic acknowledgment of receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

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

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

3. **Freeman's RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED.** Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

4. **PACKAGING AND CRATES.** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association.

5. **PERISHABLE GOODS.** Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage is subject to the special services and charges offered in the Freeman tariff. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

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

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

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

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

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

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

7. **INSURANCE. Freeman IS NOT AN INSURER.** Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.

8. **LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES.** Shipper understands that even if Shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF THE FAIR MARKET VALUE (THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):**

(a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures;

(b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing;

(c) Personal effects, including without limitation, papers and documents;

(d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$20,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties

(a) whenever or wherever the claimed loss or damage may occur;

(b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;

(c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.

9. **SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:**

(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

10. **CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Freeman Exhibit Transportation, Cargo Claim Department, P.O. Box 560288, Dallas, TX 75360-0288 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 72 hours of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

11. **CHOICE OF FORUM / ARBITRATION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. **MISCELLANEOUS.** (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment

## AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

**4. PACKAGING AND CRATES:** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities.

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

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

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

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

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

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

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

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

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

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

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

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

### 7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

**8. CLAIMS:** Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Freeman Exhibit Transportation, Cargo Claim Department, P.O. Box 560288, Dallas, TX 75360-0288.

**9. CHOICE OF FORUM:** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES (INCLUDING ADOPTED INTERNATIONAL CONVENTIONS) AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE'S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

**10. MISCELLANEOUS:** Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; stop the shipment in transit, or divert or reschedule same, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

Fax/Mail Order To:  
**Convention Services**  
 Fax: 972-450-2979  
 13340 Dallas Parkway  
 Dallas, TX 75240

# THE WESTIN GALLERIA

## DALLAS

### ELECTRICAL ORDER FORM

Name of Event: \_\_\_\_\_  
 Booth Number: \_\_\_\_\_  
 Set Up Date: \_\_\_\_\_  
 Set Up Time: \_\_\_\_\_

Company Name \_\_\_\_\_  
 On-Site Contact \_\_\_\_\_  
 On-Site Cell Number \_\_\_\_\_  
 Company Address \_\_\_\_\_

Email Address \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Fax Number \_\_\_\_\_

Payment Method:  Check (enclosed)  MC  VISA  AMEX  DISCOVER  
**\*Full payment must accompany order**

Name on Card: \_\_\_\_\_  
 Card Number: \_\_\_\_\_  
 Exp. Date \_\_\_\_\_  
 Authorization Signature \_\_\_\_\_

### Electrical Service Prices

\* Pricing Inclusive of 8.25 % Sales Tax and Labor  
**\*Orders must be received within 72 hours of program. Otherwise rate will be increased 25%.**

Quantity	Description	Pre-Order Price	72 Hour/On Site
_____	<b>Booth Power</b> (Extension Cord and 6 Outlet Power Strip)	\$35 Per Booth	\$43.75 Per Booth
_____	Additional Power Strip(s)	\$20 Each	\$25 Each
_____	Additional Extension Cord(s)	\$15 Each	\$18.75 Each
_____	Banner(s) (less than 8')	\$25 Per Banner	\$31.25 Per Banner
_____	Banner(s) (more than 8')	\$40 Per Banner	\$50 Per Banner
_____	120V 2000W (20amps) Connection	\$50 Each	\$62.50 Each
_____	208V Single Phase 100amp Connection(s)	\$500 Each	\$625 Each
_____	208V Three Phase 100amp Connection(s)	\$750 Each	\$937.50 Each
<b>Total:</b>		<b>\$</b>	

\*\*120V (30, 50amp), 208V Single Phase (20, 30, 50, 100amp), and 208V Three Phase (20, 30, 50, 200, 400amp) are available through Special Order. Please provide Special Order Needs below and pricing will be provided.

**Special Order Requested:**

**General Conditions**

- **Wall outlets** are not a part of booth space. Separate outlets must be ordered for each booth to be connected. All materials and equipment furnished remain the property of the Hotel. Local Ordinance prohibits no more than two (2) connections per outlet box to prevent overloading of circuits. When requesting special plug-ins/receptacles the NEMA configuration number is required. Under OSHA, we reserve the right to refuse connections to hazardous wiring and equipment.
- **Banners/Signage:** Professionally printed signage on easels is preferred. Absolutely **nothing** will be allowed to be attached to any wall in any of the function rooms. All banners can only be hung by our in-house staff.
- Elevator access: Hotel has 3 service elevators for load-ins (Doorway:7' x 3.5' Interior:7.5'L ; 5'W 10' H Diagonal:8.5' Max Weight: 3500 lbs.) . Larger freight elevators are also available through Galleria Mall.

**Order Forms MUST be received 72 hours prior to function. All other orders requested on site, will be set up based on availability of the Engineering and AV departments, and will incur a 25% increase in price.**

Fax/Mail Order To:  
**Convention Services**  
 Fax: 972-450-2979  
 13340 Dallas Parkway  
 Dallas, TX 75240

# THE WESTIN GALLERIA

DALLAS

## INTERNET / PHONE ORDER FORM

Name of Event: \_\_\_\_\_  
 Booth Number: \_\_\_\_\_  
 Set Up Date: \_\_\_\_\_  
 Set Up Time: \_\_\_\_\_

Company Name \_\_\_\_\_  
 On-Site Contact \_\_\_\_\_  
 On-Site Cell Number \_\_\_\_\_  
 Company Address \_\_\_\_\_

Email Address \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Fax Number \_\_\_\_\_

Payment Method:  Check (enclosed)  MC  VISA  AMEX  DISCOVER

**\*Full payment must accompany order**

Name on Card: \_\_\_\_\_  
 Card Number: \_\_\_\_\_  
 Exp. Date \_\_\_\_\_  
 Authorization Signature \_\_\_\_\_

### Internet / Phone Service Prices

\* Pricing Inclusive of 8.25 % Sales Tax and Labor

\*Orders must be received within 72 hours of program. Otherwise rate will be increased 25%.

Quantity	Description	Pre-Order Price	72 Hour/On Site
_____	Phone Line	\$100 each per day	\$125.00 each per day
_____	Single Wireless or Wired Internet Connection	\$150 per day	\$187.50
_____	Dual User Wireless or Wired Internet Connection	\$275 per day	\$343.75
_____	Up to 10 Users Wired Internet	\$500 per day	\$625.00
_____	Up to 10 Users Wireless Internet	\$\$350 per day	\$437.50
_____	EasyAir Cards	\$40 each/day	\$50.00
	Total:	\$	_____

**Special Order Requested:**

Please note that the above internet connections are exclusively designed to allow attendees to easily access e-mail in the meeting room or during conference breaks.

Order Forms MUST be received 72 hours prior to function. All other orders requested on site, will be set up based on availability of the Engineering and AV departments, and will incur a 25% increase in price.

# CREATIVE GREENERY



## OF DALLAS

101C North Greenville Ave  
 Ste 440, Allen, TX 75002  
 Tel: 972-442-5592 Fax: 972-442-2530  
 Email: [Todd@dallasgreenery.com](mailto:Todd@dallasgreenery.com)

Show name: \_\_\_\_\_

Show date: \_\_\_\_\_

Location: \_\_\_\_\_

### FLOWERING PLANTS

DESCRIBE	COLOR	PRE-PAID PRICE	CONVENTION PRICES	AMOUNT
MUMS	Yellow___ White___ Lavender___	\$20.00	\$23.00	
KALANCHOS	Yellow___ Pink___ Red___	\$20.00	\$23.00	
BROMELIAD	Red___ Pink___ Orange___	\$30.00	\$34.00	

### GREEN PLANTS

HEIGHT	TYPE	SPECIFY	PRE-PAID PRICE	CONVENTION PRICE	AMOUNT
SMALL	Ferns		\$20.00	\$24.00	
LARGE	Ferns		\$28.00	\$32.00	
2-3	Palm, Arborcolla, Spath, Ficus	Circle Preference	\$38.00	\$42.00	
4	Palm, Ficus, Dracaena	Circle Preference	\$48.00	\$52.00	
5	Palm, Ficus	Circle Preference	\$58.00	\$62.00	
6	Palm, Ficus	Circle Preference	\$68.00	\$72.00	
8	Palm, Ficus	Circle Preference	\$72.00	\$76.00	

### CONTAINER SELECTION

DESCRIPTION	SPECIFY	PRICE
White___ Black___ Wicker Baskets___	Circle Preference	Free
Glass Bubble Bowl		\$24.00

### FRESH FLORAL ARRANGEMENTS

DESCRIPTION	SPECIFY	PRE-PAID PRICE	CONVENTION PRICE	AMOUNT
Spring Floral Arrangements	Circle One: Round or One-Sided	\$60.00	\$66.00	
Exotic Tropical Floral Arrangements		\$70.00	\$76.00	

### COMPANY INFORMATION

Booth # _____	
Company: _____	E-Mail: _____
Phone: _____	Fax: _____
Address: _____	City: _____
State: _____ Zip: _____	Booth Representative: _____

### PAYMENT INFORMATION

Sub Total: _____	Sales Tax (8.25%): _____	Event Total: _____
Payment Enclosed: Check:___ Visa___ M/C___ AMX___		
Credit Card No: _____	Exp Date: _____	
Card Holder Name: _____		
Signature: _____		

# FIRE DEPARTMENT REGULATIONS

**The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in Dallas Fire code, but it does provide the basic rules governing concessions, exhibits and shows in any building open to the public.**

1. Submit plans to the fire marshal before erecting a structure as a display inside an exhibit building unless the decorative and construction materials are non-combustible or flameproof.
2. All exit doors serving any occupied area of the building must remain unlocked unobstructed, and in proper operating condition; exit signs must function properly and be visible from all areas.
3. All curtains, drapes, or decorations must be non-combustible or flameproof.
4. Any merchandise or material attached to drapes or table skirts must be non-combustible or flameproof.
5. Fire extinguishing equipment needs will be determined by the fire marshal and any such equipment must remain visible and accessible.
6. Automotive vehicles and equipment may be displayed if:
  - a. There is not more than 5 gallons of fuel or the minimum amount for positioning.
  - b. Fuel tanks are locked and sealed.
  - c. Battery cables are disconnected.
  - d. Ignition keys are removed and at display location.
  - e. Vehicle operation is limited to brief parade type displays specifically approved by the fire marshal.
7. The storage of combustible shipping containers must be confined to area approved by the fire marshal.
8. The use, display, or storage of LPG, flammable liquid, or flammable gas must be approved by the fire marshal in writing.
9. NO SMOKING BY ORDER OF THE FIRE MARSHAL signs must be posted and maintained in areas so designated by the fire marshal; where smoking is allowed, non-combustible ash trays must be approved.
10. The use of open flames, burning, or smoke-emitting materials as part of an act, display, or show is prohibited.
11. Combustible waste is to be collected as it accumulates and be stored in non-combustible, covered containers which are emptied at least once each day.
12. The use of welding and cutting equipment for demonstration purposes must be by permit from the fire marshal.
13. The use of compressed gas cylinders must be approved by the fire marshal and cylinders must be firmly secured in an upright position.
14. All commercial type cooking appliances shall be equipped with ventilation hoods and approved automatic extinguishing systems. All other cooking devices shall have adequate separation from combustible materials by spacing or non-combustible shielding.
15. The use of and gas-fired appliance must be approved by the fire marshal; the use of salamander stoves is prohibited.
16. The use of any gas-fire appliance must be approved by the fire marshal; the use of salamander stoves is prohibited.
17. Sawdust and shavings shall be kept flameproofed.
18. The storage of hay and straw must be approved by fire marshal.

**These are Basic Rules and every exhibit must comply prior to scheduled opening.  
For assistance please contact 214-670-4627, Dallas Fire Department**