



**SupplySide<sup>®</sup>**  
**WEST**

PRESENTED BY



**KSM-66**  
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WORLD'S BEST ASHWAGANDHA

THE INDUSTRY'S  
GATHERING POINT WHERE  
SCIENCE & STRATEGY INTERSECT

2017

# EXHIBITOR

## Service Manual

**SEPTEMBER 25-29**  
EXPO HALL SEPTEMBER 27 & 28

  
**MANDALAY BAY<sup>®</sup>**  
RESORT AND CASINO, LAS VEGAS

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[west.supplysideshow.com](http://west.supplysideshow.com)

# DEADLINES CHECK LIST

This **Deadlines Checklist** has been created to assist you in pre-show ordering and planning for a successful exhibitor experience. The dates listed are the absolute latest that forms can be received to be considered an advance order and receive applicable vendors' discounts. We recommend you order all services before the dates listed.

Use this page as a reminder to yourself to place orders and submit your forms. Be sure to retain a copy of all your transactions for your records.

<u>DATE</u>	<u>TASK</u>	<u>FORM(S) LOCATION</u>	<u>COMPLETE</u>
Now	Final Payment for Booth Space Deadline	Reference Your Invoice	<input type="checkbox"/>
Now	Note Your Target Move-In Time	Floor Plans & Maps	<input type="checkbox"/>
Now	Make Airline/Hotel Reservations	Badge Registration/Hotel/Travel Info	<input type="checkbox"/>
Now	Register Exhibit Booth Personnel	Exhibitor Registration	<input type="checkbox"/>
Now	National Plant and Floral	Additional Services	<input type="checkbox"/>
Now	Christie's Photography Orders	Additional Services	<input type="checkbox"/>
July 31	Lead Retrieval/Badge Reader – Early-Bird Deadline	Additional Services	<input type="checkbox"/>
Aug. 15	Lead Retrieval/Badge Reader – Advanced Deadline	Additional Services	<input type="checkbox"/>
Aug. 28	Adv Shipments: 1st Day Warehouse Accepts Freight	Freeman	<input type="checkbox"/>
Sept. 5	Furnishings & Accessories	Freeman	<input type="checkbox"/>
Sept. 5	Material Handling	Freeman	<input type="checkbox"/>
Sept. 5	Graphics & Signs	Freeman	<input type="checkbox"/>
Sept. 5	Carpet	Freeman	<input type="checkbox"/>
Sept. 5	Display Labor	Freeman	<input type="checkbox"/>
Sept. 4	Designate an EAC (If Applicable)	Rules & Regulations	<input type="checkbox"/>
Sept. 6	Electrical - Advance Pricing	MBCC: Utilities Rigging	<input type="checkbox"/>
Sept. 6	Internet & Telephone Services - Advance Pricing	MBCC: Utilities Rigging	<input type="checkbox"/>
Sept. 6	Booth Catering Orders - Advance Pricing	MBCC	<input type="checkbox"/>
Sept. 6	Booth Cleaning - Advance Pricing	MBCC	<input type="checkbox"/>
Sept. 6	Audio Visual	Encore Production	<input type="checkbox"/>
Sept. 19	Adv Shipments: Last Day Warehouse Accepts Freight	Freeman	<input type="checkbox"/>
Sept. 25	Target Move-In Starts	General Information	<input type="checkbox"/>
Sept. 26	All Booths –Move In	General Information	<input type="checkbox"/>
Sept. 27	All Booths Must be Set By 9am	General Information	<input type="checkbox"/>
Sept. 27	SupplySide West opens	General Information	<input type="checkbox"/>

## GENERAL INFORMATION

For all questions on Informa Exhibitions LLC policies, regulations and display guidelines, contact Vanessa Cruz [vanessa.cruz@informa.com](mailto:vanessa.cruz@informa.com)

See the Official Contractors listing at the end of this section for questions regarding shipping, storage, labor, rental of utilities, furniture, carpet, special decorations, audio/visual, flowers, photography services, etc.

### EXHIBIT LOCATION

Mandalay Bay Convention Center  
3970 South Las Vegas Blvd, Las Vegas, NV 89119  
702.632.7777

### SHOW HOURS

Wednesday	September 27	10:00am – 5:30pm
Thursday	September 28	10:00am – 5:00pm

### TARGET MOVE-IN

In order to expedite move-in of the entire show, each exhibitor has an assigned target freight move-in time. Please be sure to review the Target Freight Floor Plan for your designated move-in time. Although it is necessary to schedule freight according to specific zones, exhibitors do not need to physically be in the booth during delivery.

- If you ship freight to the Freeman warehouse in advance, the Target Freight Date is the date your freight will be delivered to your booth.
- If you ship your freight directly to the show-site, the Target Freight Date is the date your freight MUST arrive.

### EXHIBIT INSTALLATION HOURS

Monday	September 25, 2017	8:00am – 9:00pm	Targeted Exhibitors Only
Tuesday	September 26, 2017	8:00am – 9:00pm	General Move-In
Wednesday	September 27, 2017	7:00am – 9:00am	

All displays must be in place, and display material and cartons must be labeled as empty or trash by 9:00am, Wednesday, September 27 to facilitate the placement of aisle carpet. Exhibitors will be permitted to work within their exhibit space as late as they need, but there will be no in/ out after 8:00pm on all move-in dates. Please schedule your labor accordingly.

### DISMANTLING

Thursday	September 28, 2017	5:00pm – 11:00pm
Friday	September 29, 2017	7:00am – 10:00am

All exhibitor materials must be removed from the exhibit facility by Friday, September 29, 2017 at 10:00am.

## GENERAL INFORMATION

### **BUSINESS CENTER**

FedEx Office Business Center is located in the Bayside Lobby. Shipments coming to Business Center can be shipped up to 7 days prior to the following address:

Mandalay Bay Resort & Casino  
(Event Name) (Arrival Date)  
Hold for Guest (Guest Name) (Guest Cell Number) (Guest Company Name)  
3970 Las Vegas Boulevard South  
Las Vegas, NV 89119 (Meeting Room)

Please be sure to note all tracking numbers in case they are needed onsite

Hours of Operation: 7:00am - 6:00pm – daily

### **BOOTH EQUIPMENT**

Each 10' x 10' booth will be set with 8' high black back drape and 3' high black side drape. The booth will also include a complimentary 7" x 44" two-line identification sign. Electricity, furnishings, displays and any other items needed are the responsibility of the exhibitor. Exhibitors must provide some form of floor covering for their booth. Carpet can be ordered through Freeman.

### **PARKING**

- Valet service is offered at the main entrances to The Delano and Mandalay Bay.
- Privately Owned Vehicles (POVs) will be allowed limited time to load and unload in designated areas.
- Any vehicle parking in a red zone or in any zone labeled "No Parking" will be towed at the owner's expense without notice. Unattended vehicles will be towed at the owner's expense without notice.
- Handicapped parking spaces are available on-site at Mandalay Bay Convention Center within close proximity to the facility.
- Overnight parking is not permitted in the Convention Center Parking Lot.

### **PRIORITY PLACEMENT**

Selection of exhibit space for show name will take place in the Sales Office located in the Global Health & Nutrition Pavilion (Booth #A169) during your assigned appointment time. More details will be sent to you prior to the show.



## GENERAL INFORMATION

### SECURITY

Uniformed Security Guards and Badge Checkers will be stationed throughout the exhibit halls on a 24-hour basis and will patrol the floor during non-show hours. Every reasonable effort is made to prevent losses. **The final responsibility, however, lies with the exhibitor.** It is advised items such as laptops, small monitors, or anything which is easily accessible/moveable NOT be left unsecured in a booth during the day or overnight. Private guards can be hired from the official security contractor, DTA Security.

### OFFICIAL CONTRACTORS

#### CATERING (exclusive booth food & beverage service provider)

##### Mandalay Bay Convention Center

Phone: 855.408.1349

Email: [exhibitorservices@mandalaybay.com](mailto:exhibitorservices@mandalaybay.com)

<http://www.mandalaybayexhibitorservices.com>

#### ELECTRICAL

##### Edlen

Phone: 702-322-5707

Email: [mandalaybay@edlen.com](mailto:mandalaybay@edlen.com)

<http://www.mandalaybayexhibitorservices.com>

#### FLORAL (floral and plant rentals)

##### National Plant & Floral, Inc.

Phone: 702.956.8011

Email: [exhibitorservice@nationalplantfloral.com](mailto:exhibitorservice@nationalplantfloral.com)

<http://www.nationalplantfloral.com>

#### GENERAL SERVICE CONTRACTOR (material handling, display labor, cleaning)

##### Freeman

Phone: 702.579.1700

Email: [FreemanLasVegasES@freemanco.com](mailto:FreemanLasVegasES@freemanco.com)

#### HOUSING (hotel accommodations)

##### Experient

Phone: 800.974.9786 (US)

240.439.2969 (International)

Email: [supplysidewestgroups@experient-inc.com](mailto:supplysidewestgroups@experient-inc.com)

#### LEAD RETRIEVAL (attendee badge scanning equipment rentals)

##### Experient

Phone: 866.297.5246

Email: [georgia.martin@experient-inc.com](mailto:georgia.martin@experient-inc.com)

Fax: 301.694.3286

<https://exhibitor.experientswap.com>

#### PHOTOGRAPHY (professional booth photography services)

##### Christie's Photographic Solutions

Phone: (702) 638-2711

Email: [photos@christiesphotographic.com](mailto:photos@christiesphotographic.com)

## GENERAL INFORMATION

### **SECURITY (private booth security guard services)**

#### **Dan Taylor & Associates**

Phone: 214.734.6560

Fax: 888.709.8424

Email: [dan.taylor@dtamg.com](mailto:dan.taylor@dtamg.com)

### **SHIPPING (domestic air freight and ground services)**

#### **Freeman Transportation**

Phone: 800.995.3579

Email: [exhibit.transportation@freemanco.com](mailto:exhibit.transportation@freemanco.com)

### **SCOOTER / WHEELCHAIR RENTAL**

#### **Mandalay Bay Bell Desk**

Phone: 702.632.7106

### **SHOW MANAGEMENT (operational/regulation issues, questions)**

#### **SupplySide West**

Contact Name: Vanessa Cruz

Phone: 480.281.6042

Email: [vanessa.cruz@informa.com](mailto:vanessa.cruz@informa.com)

### **TELEPHONE & INTERNET (in-booth telephone line and internet access)**

#### **Mandalay Bay Convention Center**

Phone: 855.408.1349

<http://www.mandalaybayexhibitorservices.com>

Email: [exhibitorservices@mandalaybay.com](mailto:exhibitorservices@mandalaybay.com)

### **UTILITIES AT CONVENTION CENTER (hanging signs, rigging, water, drain)**

#### **Mandalay Bay Convention Center**

Phone: 855.408.1349

<http://www.mandalaybayexhibitorservices.com>

Email: [exhibitorservices@mandalaybay.com](mailto:exhibitorservices@mandalaybay.com)

### **AUDIO VISUAL**

#### **Encore Productions**

Phone: 702.322.5747

[www.encore-us.co](http://www.encore-us.co)

Email: [brian.braboy@encore-us.com](mailto:brian.braboy@encore-us.com)

## GENERAL INFORMATION

### **EXHIBITOR REGISTRATION**

The badging system is essential to ensure safety and security at any event. Therefore, Show Management has instructed security personnel to allow only badged personnel within the exhibit area. Under no circumstances will anyone be allowed on the exhibit floor without proper show identification. We ask for your cooperation and attention in complying with this system; it is to the benefit of all concerned.

### **EXHIBITOR PRE-REGISTRATION**

You may register your booth personnel at [www.west.supplysideshow.com](http://www.west.supplysideshow.com). You will need to confirm your company name and enter your password. If you do not know your password, you may click on the link to have your password emailed to you or just email your company name and booth number [jen.dulay@informa.com](mailto:jen.dulay@informa.com) to retrieve it.

### **EXHIBITOR BADGE ALLOTMENTS**

Exhibitors will receive five (4) complimentary booth personnel badges per 10' x 10' (100 sq. ft.) exhibit space.

*All show talent such as models, magicians, celebrities or any person hired to perform a service within the booth space and is not an employee of the exhibiting company may be issued a wristband to access the expo at the registration counter 30 minutes prior to the opening of the expo.*

### **ATTENDEE LEAD FOLLOW-UP SYSTEM**

Attendee badges can be scanned to help you quickly capture pertinent information for follow-up after the show. By ordering an Experient Lead Retrieval Unit, exhibitors are able to easily and accurately collect data from attendees in their booths. We recommend ordering this service in advance (early bird deadline is July 31, 2017, and the advanced deadline is August 15, 2017) using Experient's Lead Retrieval Order Form located in Additional Services.

### **MEETING ROOMS ON EXPO FLOOR**

To reserve your meeting room on the expo floor contact your sales executive or [danica.cullins@informa.com](mailto:danica.cullins@informa.com). These rooms are complete with carpet, standard furniture and an ID sign posted outside the meeting room wall. Any custom furniture can be ordered at exhibitors own expense through Freeman. See Freeman furniture brochure for options.

### **NOTICE REGARDING UNAUTHORIZED HOUSING PROVIDERS**

Experient is the Official Housing Provider of SSW17. If you receive a phone call or email from any company or any other travel service, PLEASE DO NOT RESPOND! Please report any unauthorized housing providers to [vanessa.cruz@informa.com](mailto:vanessa.cruz@informa.com).

### **HOTEL & DESTINATION INFORMATION**

Always look for the Experient Official Housing Vendor seal when you're making hotel reservations. If you book with anyone else, you give up the benefits negotiated by our housing department, powered by Experient. Some companies that claim to work with SSW17 are actually scammers who will take your money without getting you a real reservation - please use caution!

## RULES & REGULATIONS

Exhibits are required to conform to the following rules and regulations. Exhibits must be in compliance prior to the end of exhibit set-up. These regulations will ensure all exhibitors, regardless of size, an equal opportunity, within reason, to present their product(s) in the most safe and effective manner possible. In addition to the terms on the exhibit space contract your company signed, these rules are an integral part of our contract with you.

### **AMERICANS WITH DISABILITIES ACT (ADA)**

Exhibitors must acknowledge their responsibilities under the Americans with Disabilities Act (ADA) to make their booth accessible to persons with disabilities. The key publications of concern to exhibitors are the ADA's Title III Regulations and Guidelines for Small Businesses. These can be viewed via <http://www.ada.gov/>

Exhibitors with complex displays should pay special attention to the following conditions:

- Platforms and steps should not be used, or alternative access must be provided in the form of ramps with a grade of not more than one inch to one foot.
- The maximum rise for any run is 30 inches.
- Ramps with a rise of more than six inches, or a run longer than six feet, should have railings on both sides.
- Ramps must have edge protection in the form of curbs, walls or railings, and must have level landings at the bottom and top of each ramp.
- Rough or unfinished edges are not permitted. Landings should be at least as wide as the ramp and should be at least five feet in length. Exhibitors shall also indemnify and hold harmless Informa Exhibitions U.S., SSW17, Freeman and Mandalay Bay Convention Center against cost, expense, liability or damage which may be incident to, arise out of, or be caused by Exhibitor's failure to have their booth comply with requirements under the Act.

### **AGE RESTRICTIONS**

No one under of the age of 18 is allowed on the show floor without direct adult supervision at all times. At no time are persons under the age of 18 allowed on the show floor during move-in and move-out – even if supervised. This is strictly enforced. Young children (infants being held or children in strollers) can be admitted without a badge. All other children, regardless of age, require a badge. If not preregistered, they must register on-site; however, they are not charged the on-site registration fee. Children under the age of 18 are not permitted to attend sessions in classrooms. This can be disruptive to other attendees, the speaker(s) and the recording of the class.

### **AISLE SPACE**

Aisles, passageways and overhead spaces remain strictly under the control of SSW17. No signs, decorations, banners, advertising matter or special exhibits may protrude into the aisle or encroach upon neighboring booths. Uniformed attendants, models and other employees must remain in the booths occupied by their employers. All advertising material must be distributed from the exhibitor's booth.

### **AMENDMENT TO REGULATIONS**

All regulations outlined in this document will remain in effect during the entire installation, show days, and dismantling. In addition to these regulations, those outlined in SSW's Exhibit Space Application & Contract (SSW17 Terms & Conditions) will also be in effect and enforced. Any and all matters not specifically covered by either of these documents will be subject solely to the judgment of SSW17 Show Management and may be amended at any time, with reasonable notice.

## RULES & REGULATIONS

### BALLOONS

The use of balloons must be approved in advance by show management. No lighter-than-air balloons are allowed. Overnight storage of helium or compressed air cylinders in the building is prohibited. An exhibitor may use display balloons if they are tethered to the ground in their booths. These are treated as hanging signs and are allowed in island booths 400 SF (20x20) and larger – unless a variance has been granted. Any balloon that becomes loosened or damages air ducts/vents will have a clean-up fee charged to the exhibitor. Please contact [vanessa.cruz@informa.com](mailto:vanessa.cruz@informa.com) if you have any questions regarding this matter.

### BANNERS AND SIGNAGE

All banners/signage must be professionally printed and are subject to approval. No handwritten signage will be allowed anywhere within Mandalay Bay Convention Center or SSW17 show floor. Hanging signs are permitted in 400 square foot (20' x 20') booths and above, and arrangements must be made through Freeman or Encore for installation. The top of the hanging sign cannot be any higher than 25 feet.

### BOOTH EQUIPMENT

Standard 10' x 10' In-Line Booths will be set with 8' high black drape and 3' high black side drape. Exhibitors must provide some form of floor covering for their booth. Carpet can be ordered through Freeman.



### BOOTH INSTALLATION AND DISMANTLE

Exhibitors MAY:

- Choose to utilize your own personnel to set-up and dismantle your exhibit. If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub.
- Hire Freeman to act as your Exhibitor Appointed Contractor (EAC) to perform this work.
- Hire an Exhibitor Appointed Contractor (EAC) to perform this work. All EACs must have the appropriate credentials submitted to Show Management and the facility before they will be allowed on show floor.

For information on services provided exclusively through the Mandalay Bay Convention Center (electrical, cleaning, telecommunications, etc.), please contact their Exhibitor Services Department at 855.408.1349.

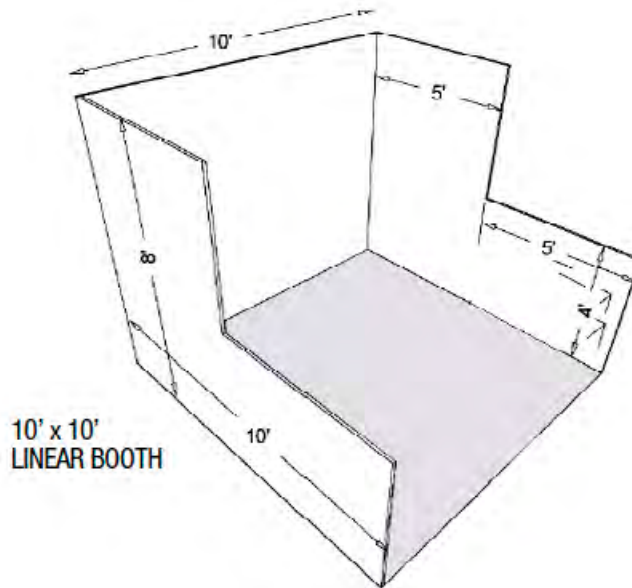
## RULES & REGULATIONS

### BOOTH SPECIFICATIONS

Please review the following to ensure that your display meets the Booth Specifications. If your booth does not meet these specifications, you must submit a rendering of your display to Show Management to review. All booths, regardless of size, are required to follow these guidelines. Booth specifications are available under the forms and flyers available for this section. For questions regarding specifications, please contact [vanessa.cruz@informa.com](mailto:vanessa.cruz@informa.com)

#### Linear Booth

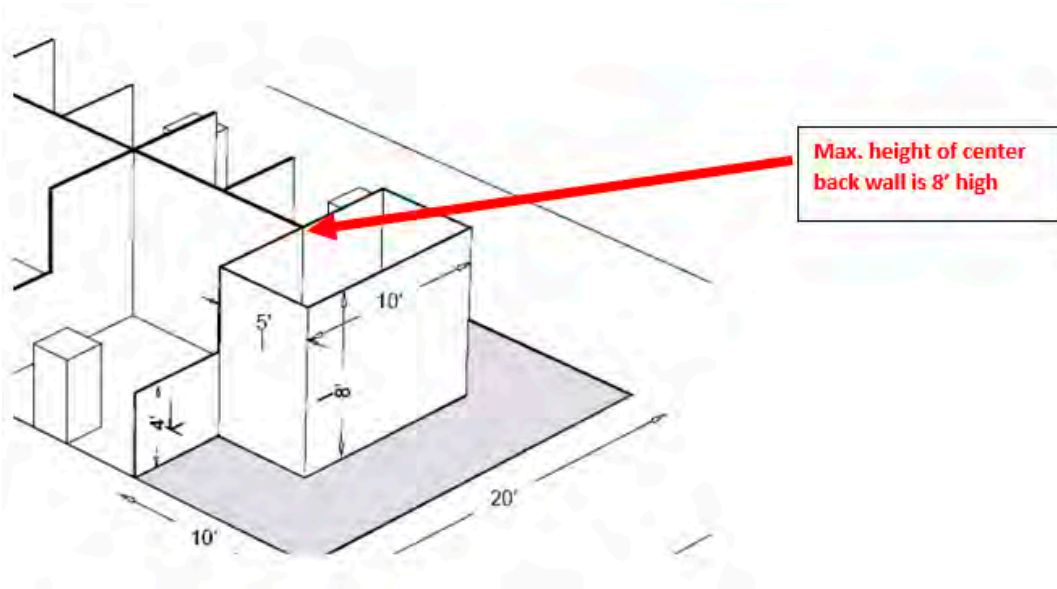
Linear Booths have only one side exposed to an aisle and have at least one adjacent neighbor on either side of the booth. Booths are most commonly 10' wide by 10' deep. Unless express written permission to the contrary is secured from Expo Management in advance, regular and specialty built back walls, including signs, may not exceed an overall height of 8' and must be freestanding. Low side dividers between exhibits should not exceed 4" in height. If a high divider is desired, it shall not exceed 8' in height or extend from the back wall more than 5'.



#### End Cap Booth

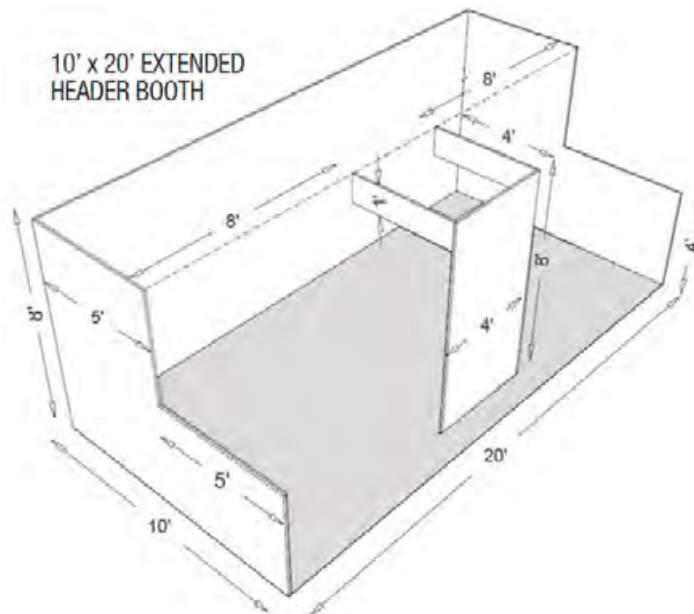
An End-cap booth is exposed to aisles on three sides and comprised of two booths. Dimensions: End-cap booths measure 10' deep x 20' wide, maximum back wall height of 8' only in the rear half of the booth space and within 5ft of the two side aisles. A 4' height restriction imposed on all materials in the remaining space.

# RULES & REGULATIONS



## Extended Header Booth of 20' or larger

An Extended Header Booth is a Linear Booth 20' or longer with a center extended header. All guidelines for Linear Booth apply except extended header has a maximum height of 8', a maximum width of 20 percent of the length of the booth, and a maximum depth of 9' from the back wall.

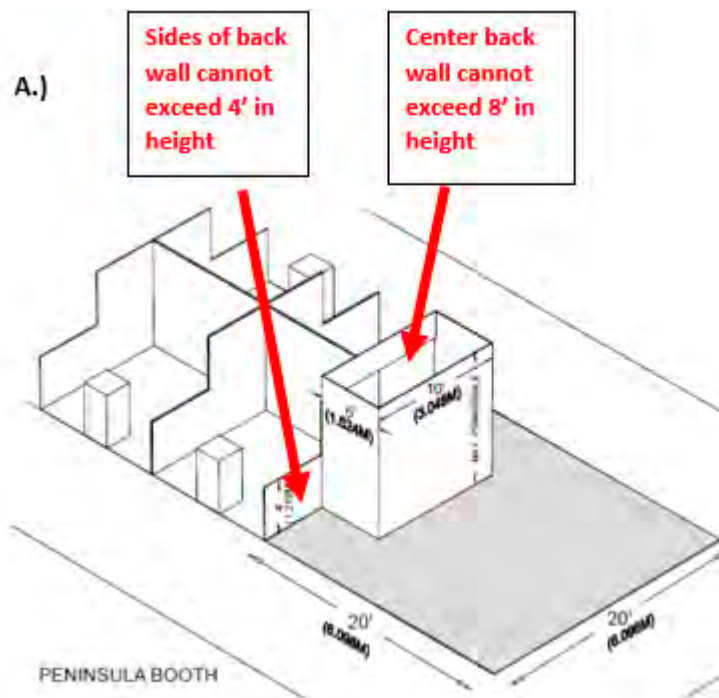


## RULES & REGULATIONS

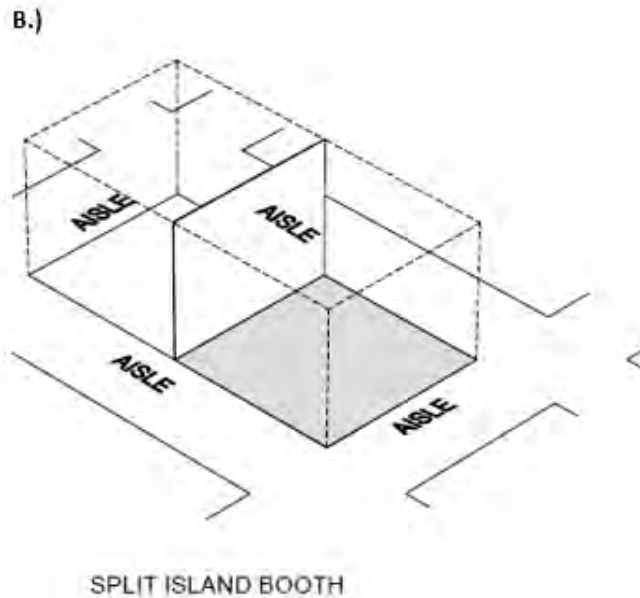
### Peninsula Booths

A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of peninsula booths: **(a)** one which backs to Linear Booths and **(b)** one which backs to another Peninsula Booth is referred to as a “Split Island Booth.”

Dimensions: When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4’ high within 5’ of each aisle, permitting adequate line of sight for the adjoining Linear Booths and has a center wall of 8’ high. For a Split Island Booth, the entire cubic content of the booth may be used, up to the maximum allowable height, without any backwall Line of Sight Restrictions. A typical maximum height range is 16’-20’ including signage.

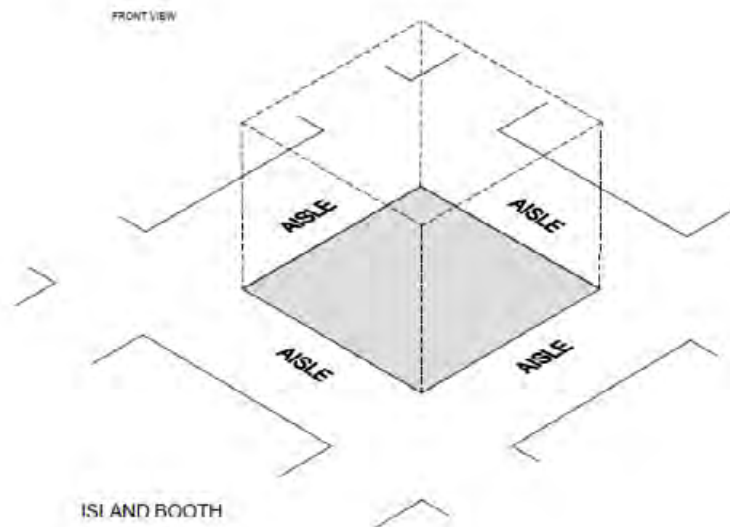






### Island Booth

Must be a minimum of 4 booth units. Does not include any back walls. Island space exhibit and banner must not exceed 25' in height as established by Expo Management. All island exhibitors must submit renderings with dimensions to Expo Management for approval 60 days before the Expo.



### Hanging Signs & Graphics

Hanging signs will be permitted in Island and Split Island Booths ONLY (minimum of 400 sq. ft. – 20' x 20') at a 25 foot maximum. Signs that will be hung from the ceiling or truss work must be installed and dismantled by the Rigging Crew. For questions on hanging signs, please contact [vanessa.cruz@informa.com](mailto:vanessa.cruz@informa.com)

## RULES & REGULATIONS

### **Floor**

The floor in the exhibit hall is concrete and the load capacity is 350 lbs. per square foot. All exhibit booths are required to have some sort of floor covering.

### **Installation Exclusions**

All exhibits must be free standing. No bolts, screws, hooks, or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas. No part of the display may be attached to, or otherwise secured to, the drapery backdrop or side dividers. In addition, no decals or other adhesive materials shall be applied or affixed to the walls, pillars or floor of the exhibit areas. Exhibitor shall not post any sign of any description except within the confines of the exhibit space assigned.

### **Multi-Story Exhibits**

Please read the Guidelines for Multi-Level and Covered Exhibits included under the Rules & Regulations.

### **Unfinished Areas & Walls**

All open or unfinished sides of the exhibit which may appear unsightly must be covered, or Show Management will have them covered at exhibitor's expense. Any portion of the exhibit bordering another exhibitor's space must have the backside of that portion finished and not have any identification signs, lettering, or graphics that would detract from the adjoining exhibit.

Any unfinished walls are subject to review by Show Management. Should Show Management deem the backside of the booth "unsightly" and/or does not conform to the overall quality of the show, the exhibitor may be required to drape the backside of the booth at the exhibitor's expense.

## **RULES & REGULATIONS**

### **BOOTH STAFFING**

Exhibits must be manned during official show hours. Booth representatives must wear badge credentials furnished by SSW17. No other identification will be considered valid if worn without the official show badge.

### **CARPET / FLOOR COVERING INSTALLATION / REMOVAL**

Exhibitors must provide a form of floor covering for their booth. Carpet can be ordered through Freeman.

### **CATERING**

Food and beverages are not permitted on the premises unless purchased through the Mandalay Bay Convention Center. Food or beverages may not be brought in or delivered to the Mandalay Bay Convention Center for personal consumption. Exhibitors planning to distribute food and beverages must make arrangements with Mandalay Bay catering. Shelled Peanuts, Popcorn and Popcorn Machines are not allowed on the show floor.

### **CHEMICAL SOLUTION DISPLAY**

Hazardous chemicals are prohibited on the show floor. Exhibitors may display empty product containers.

### **COLUMNS**

Should an exhibit space have a column in or next to it, the exhibitor is prohibited from attaching anything directly onto that column. If any part of the column is within the exhibit space, the exhibitor, at their expense, may drape the column by ordering appropriate pipe and drape from Freeman, which will surround, but not actually adhere to the column. All fire extinguishers and fire hose cabinets, as well as electrical boxes, must remain easily accessible and clearly visible, so it is important to build your booth display with this in mind. For questions regarding columns please contact [vanessa.cruz@informa.com](mailto:vanessa.cruz@informa.com).

### **CRATES**

Mandalay Bay Convention Center does not provide storage for crates or freight of any kind. Exhibitors must make arrangements with Freeman for storage of crates and other packing materials. Combustible materials such as brochures, literature, giveaways, etc., within exhibit booths are limited to a one-day supply. NOTHING may be stored behind booths. All packing containers, wrapping materials, carrying cases, etc., must be stored off the exhibit floor. Mandalay Bay Convention Center inspects all exhibits to ensure compliance. Please contact Freeman to make arrangements for storage.

### **DELIVERIES**

Deliveries that are over 150 lbs. must be shipped to Freeman's Advanced Shipping Warehouse or to ShowSite, c/o Freeman. If trade show shipments over 150 lbs. are shipped to the hotel, FedEx cannot deliver them to the show floor. The exhibitor will be charged handling fees from FedEx and delivery fees from Freeman. Freight deliveries that are under 150 lbs. will be accepted by the FedEx Office Business Center. Please note there are fees associated with freight deliveries.

# RULES & REGULATIONS

## DEMONSTRATIONS AND ENTERTAINMENT

As a matter of safety and courtesy to others, exhibitors should conduct presentations and demonstrations in a manner which assures all exhibitor personnel and attendees, as well as the sound and entertainment itself, are within the limits of the contracted exhibit space and do not overflow into aisle space or neighboring exhibit spaces. It is the responsibility of each exhibitor to arrange displays, product or machinery in a manner that will ensure compliance. If the entertainment or demonstration volume is disruptive to neighboring booths, Show Management reserves the right to request the entertainment or demonstration to cease or be limited. In addition, all samples, literature and giveaways must be distributed within the limits of the contracted exhibit space.

## DEMONSTRATIONS

**Demo Hours and Set-Up Considerations:** Exhibitors may conduct equipment demonstrations any time during the trade show hours. However, if you are demonstrating more than one piece of equipment, it is more effective to place individual demonstrations in different areas of your booth. Demonstration must be set back at least three (3) feet from the aisle line. Aisles are to be used as passageways and not areas for congregation while watching demonstrations.

**Machinery Demonstrations:** Any powered machinery actually working on stone must be equipped with safety devices to shut the machinery off if an attendee gets within an unsafe area while the machine is cutting. All water must be contained within the demonstration area and disposed of outside the exhibit hall and not via Mandalay Bay Convention Center sinks or restrooms. Water leaking into the exhibit hall or aisle will result in the demonstration being closed until the water is contained and the area is dry.

## DISMANTLING

All displays MUST remain intact until the official close of the show. No exhibitor may begin dismantling, packing or move-out prior to close of the show at 5:00 pm on September 29, 2017. Early dismantling, packing or move-out may result in loss of future exhibit opportunities.

## DISPLAY VEHICLES

### Vehicle Display Safety Regulations

The following regulations apply to all gas and liquid-fueled vehicles that will be on display at the Mandalay Bay Convention Center.

Review the Vehicle Display Guidelines for further details.

1. Batteries shall be disconnected in an approved manner, i.e. cable removed, tied back and/or electrically insulated from fueled vehicles.
2. Fuel in the tank shall not exceed one-quarter (1/4) of the tank capacity or five gallons, whichever is less.
3. Fuel tank openings shall be locked and sealed to prevent the escape of vapors.
4. Vehicles, boats or other motor craft equipment are not fueled or defueled within the building.
5. A 36-inch wide access aisle or clear space shall be maintained around all sides of the displayed vehicle (72 inches between vehicles displayed together). Vehicles shall be a minimum of 20 feet from exit doors, exit stairs, the exit access or exit passageways.
6. Vehicles shall not exhibit any leaks of any fluids.

## RULES & REGULATIONS

### **DOOR PRIZES/EXHIBITOR GIVEAWAYS**

Exhibitors are allowed to register attendees for prizes and giveaways. All activity must take place within the confines of the exhibitor's booth. NO announcements over the public address system will be allowed for such activities.

### **ELECTRICAL EQUIPMENT - INSTALLATION**

Mandalay Bay Convention Center has jurisdiction over the installation of all electrical equipment, lighting fixtures, power track, and electrical apparatus that requires electrical and mechanical fastening to the exhibit or display. For questions or to order service, please contact Exhibitor Services at 855.408.1349.

### **EXHIBITOR APPOINTED CONTRACTORS (EACS)**

#### **Use of Exhibitor Appointed Contractors**

An Exhibitor Appointed Contractor (EAC) is any company, other than the designated official contractors listed in this manual, an exhibitor wishes to use and which requires access to the exhibit hall before, during or after the show. These include independent display/installation & dismantle companies or anyone who is not an employee of your company that you will have working on your booth, equipment and products.

**ATTENTION:** Our company has changed from Virgo Publishing to Informa Exhibitions LLC. The Certificates of Insurance must have Informa Exhibitions, Freeman and Mandalay Bay Convention Center listed under the additional insured portion of the certificate. If Virgo Publishing is still listed, the insurance WILL NOT be valid.

Original certificates of insurance must confirm the following requirements:

- The policy must have limits of at least 1,000,000 combined single limit for bodily injury and property damage

#### **Rules & Regulations Governing EACs**

- The EAC will refrain from placing an undue burden on the Official Contractor by interfering in any way with the Official Contractor's work.
- The EAC will not solicit business on the show floor at any time.
- The EAC will cooperate fully with the Official Contractors and will comply with existing labor/union regulations or contracts as determined by the commitment made and obligations assumed by Show Management in any contracts with the Official Contractors.
- ALL EACs and their labor must have EAC wristbands given through security. No one will be allowed on the show floor without a wrist band.
- EACs will not be permitted to store equipment in the Convention Center. Due to limited space and fire regulations, all equipment must be stored off the premises. If found, equipment will be removed from the building at the EAC's expense.
- Under no circumstances will the EAC be allowed to remove floor-marking tape until the close of the exposition.

## **RULES & REGULATIONS**

### **FACILITY EQUIPMENT**

Exhibitors are prohibited from using building equipment, i.e., ladders, tools, chairs, tables, stanchions, dollies, forklifts, vacuums, brooms, etc.

### **FASTENING MATERIALS TO BUILDING**

Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, walls, doors, columns or painted surfaces. No holes may be drilled, cored or punched in the Convention Center walls or floors. Exhibitors will be billed to repair any damages caused by fastening materials to the building and any damages caused to the exhibit floor.

### **FIRE AND SAFETY REGULATIONS**

Exhibitors are expected to comply with all Fire and Safety Regulations. Any and all material used in the construction of an exhibit/display must be non-combustible and flameproof. It should be noted the Fire Marshal has final say on any jurisdiction disputes. Exhibit booths shall not interfere with access to emergency exits, restrict visibility of emergency exit signs, or restrict access to fire extinguishers/fire hose cabinets. Exhibits and displays may not obstruct any aisles or public spaces.

To help ensure the safety of people and property, there are fire and safety codes put in place by the Clark County Fire Department, Mandalay Bay Convention Center and Show Management that everyone must adhere to.

#### **Mandalay Bay Convention Center Fire & Public Safety Requirements:**

- All fire exits and the illuminated exit sign above each must be clearly visible. Exit doors, exit signs, fire alarm, fire hose cabinets and fire extinguisher locations cannot be concealed or obstructed.
- No smoking permitted in the facility with the exception of the main casino and designated guest rooms.
- Open flame devices of any kind are prohibited in all assembly areas, unless pre-approved by the Clark County Fire Department.
- All empty cartons or crates must be labeled and removed for storage, or they will be removed as trash.
- No storage of any kind is allowed behind booths or near electrical service. Materials for hand-outs must be limited to one day supply and stored neatly within the booth. Violators will be notified, and if not removed by show opening, official General Contractor will remove and store at exhibitor's expense.

## RULES & REGULATIONS

### A. Definitions

**Covered** – To place something over or upon an exhibit or portion of an exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a “covered” exhibit is not occupiable.

**Multi-Level** – To construct a level or tier atop an exhibitor or portion of an exhibit, to be occupied by one (1) or more persons.

### B. Guidelines for Covered Exhibits with less than (1,000) Covered Square Feet

1. All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. Certification of flame retardant treatment, along with samples of said materials, must be submitted, if requested by Clark County Fire Department. It is recommended certifications of flame retardant treatments are available at show site.
2. Exhibitor must install a single station and battery operated smoke detector on the interior and exterior of each covered exhibit or structure. The detectors must sound an audible alarm and be installed per the manufacturer’s instructions.
3. Exhibitor must provide at least two (2) 2-A, 10-BC portable, dry chemical fire extinguishers. Fire extinguishers must be mounted in a visible location and be accessible at all times.

### C. Guidelines for Multi-level Exhibits (regardless the size) and Covered Exhibits With Larger Than One Thousand (1,000) Covered Square Feet

Requests for construction of multi-level (regardless the size) or covered exhibits (larger than 1,000 square feet) must be reviewed by the MBCC Convention Services Department and Clark County Fire Department. To ensure success of your exhibit, please read and comply with the following guidelines:

1. Plans should be submitted before exhibit construction begins and must adhere to the following:
  - a. They must be scaled, signed and dated by a registered architect or engineer.
  - b. They must include the show name and dates.
  - c. They must include exhibitor’s name and assigned booth number.
  - d. They must include directional information (i.e. indicate neighboring aisles and/or booth numbers).
  - e. They must indicate maximum exhibit height within the booth. Exhibitors are permitted to use the entire span of an island and split island booth for display construction, signage and product, as long as no component exceeds 25’ in height.

## RULES & REGULATIONS

### Electrical

- All 110 volt extension cords shall be three-wire (grounded), #14 or larger AWG, copper wire. All connections must be supported and secure. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed 6 feet in length and must be UL approved.
- Cube Tap Adapters are prohibited. Multi-plug connectors must be UL approved with built-in overload protection. Connectors must not be used to exceed their listed ampere rating.
- Electrical work under carpets or flooring must be installed by the official Electrical Service Provider. All cords must be flat, three conductor, #14 AWG or larger.
- All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must have power supplies dropped within the booth.
- Certain halogen lamps have been banned at Mandalay Bay Convention Center | Las Vegas, NV. Halogen lighting policy at Mandalay Bay Convention Center | Las Vegas, NV covers restrictions on stem-mounted halogen lighting provided by display contractors and exhibitors for the temporary lighting of exhibit booths. The use of any stem mounted halogen or other fixtures employing a non-shielded halogen bulb is not allowed. In addition, conventional track lighting systems that use any of the approved types of halogen bulbs and that are securely mounted to stable exhibit structures will continue to be allowed. Approved halogen bulbs include: MR 11/16 Covered - Low Wattage, MR 16 Covered - Line Voltage and PAR 14, 16, 20, 30 and 48.

### Facility Emergency Equipment

- Firefighting and emergency equipment may not be hidden or obstructed. This includes fire extinguishers, strobes, fire hose cabinets and standpipes.
- All emergency exits, hallways and aisles leading from the Mandalay Bay Convention Center must be kept clear and unobstructed. No furniture, signs, easels, chairs or displays may protrude into aisles.
- Fire lanes must be maintained at all times on the loading dock.
- Designated "NO FREIGHT" aisles must be maintained clear of crates and exhibit materials during move-in and move-out. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.

### Gas Information

- The Exhibitor shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the Mandalay Bay Convention Center | Las Vegas, NV, would be, or might be, dangerous to persons or property or otherwise incompatible with the structure, systems and furnishings.
- Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the Mandalay Bay Convention Center | Las Vegas, NV.
- Gasoline, kerosene, diesel fuel, combustible gases and other flammable liquids may not be stored (permanently or temporarily) in the Mandalay Bay Convention Center | Las Vegas, NV during an event or its move-in and move-out activities.



## RULES & REGULATIONS

### **Gas - Compressed/Inert**

- Compressed gases are only allowed inside of the Mandalay Bay Convention Center | Las Vegas, NV in approved containers. Only a one-day supply will be allowed in the display area and must be secured. No storage of compressed gases is allowed in the Mandalay Bay Convention Center | Las Vegas, NV. Wherever compressed gases are used in a booth or display area, a "CAUTION" sign must be posted. The amount of compressed gas used in the booth or display area must have prior approval from the Mandalay Bay Convention Center | Las Vegas, NV and Clark County Fire Department. The Mandalay Bay Convention Center | Las Vegas, NV does not allow heavier-than-air/flammable gases (propane, butane, or Liquefied Petroleum Gas (LPG) to be used or brought into the facility. Natural gas is available from the Mandalay Bay Convention Center | Las Vegas, NV upon request. Refer to the Clark County Fire Department's Compressed Gas Permit Guidelines

### **Hazardous Chemicals**

- OSHA requires that all containers of hazardous materials be labeled and display appropriate warnings.
- Exhibitors displaying or using hazardous materials must submit Material Safety Data Sheets and manifest to Show Management and Mandalay Bay Convention Center | Las Vegas, NV at least two months prior to move-in.
- Any container not clearly labeled and identified will be removed from within the Mandalay Bay Convention Center | Las Vegas, NV, tested and disposed of at exhibitor's expense.
- Fluids, chemicals, petroleum-based products, medical and biological waste, hazardous waste, and contaminated materials must be identified and disposed of in the manner mandated by Federal, State, and local regulations. Arrangements for the disposal of wastes can be made through the Mandalay Bay Convention Center | Las Vegas, NV's contracted waste-handling firm. Exhibitor is responsible for all disposal costs.

### **FLOOR COVERING INSTALLATION AND REMOVAL**

When laying any type of floor covering on top of the Convention Center floor, a protective covering must be in place between the building's floor and the exhibitor's floor covering. Any visible damage prior to laying the exhibitor's floor covering should be reported to Show Management. When installing materials which require adhesive, such as concrete or a solid surface, exhibitors should use Visqueen (for light placement), hard wood (for heavier surfaces), or heavy tar paper (for liquid to solid installations). Failure to do so may result in the exhibitor being charged for damages. Exhibitors are responsible for the removal of their floor covering along with the rest of their booth display once the show is complete. Any exhibitor who does not properly remove their floor covering will be invoiced for the cost of removal. No floor covering may be permanently affixed to the floor of the facility.

### **FOOD/BEVERAGE DISPENSING**

Exhibitors may not dispense food and/or beverages of any kind, including bottled water, without written permission from the Mandalay Bay Convention Center Food & Beverage Department. Place all requests through SSW17 Show Management for specific details. Food and/or beverage purchased outside of the Mandalay Bay Convention Center may not be brought into/or consumed within the Mandalay Bay Convention Center. The Mandalay Bay Convention Center is solely licensed to sell, dispense, and/or serve alcoholic beverages. Nevada State Law prohibits alcoholic beverages from being brought into the Mandalay Bay Convention Center. The Mandalay Bay Convention Center rigorously enforces this law.

## RULES & REGULATIONS

### **GLITTER/DECALS**

Glitter and adhesive-backed decals are strictly prohibited and may not be distributed or used for any purpose within the Mandalay Bay Convention Center.

### **GOOD TASTE AND THE RIGHTS OF OTHERS**

Show Management may require any exhibitor to make changes in his or her exhibit if, in Show Management's opinion, the exhibit does not conform to prevailing standards of good taste. Changes will also be required if the exhibit interferes with the rights of others.

### **GRATUITIES**

Convention Center and union labor employees are not permitted to accept gratuities of any kind. If you are solicited for a tip by any individual, please report the incident to Show Management.

### **HANGING SIGNS**

Hanging signs are permitted over Island Booths and Split Islands ONLY (minimum of 400 sq. ft. - 20'x20') at a 25 ft maximum from floor to top of sign. Whether suspended from above or supported from below, they should comply with all ordinary use-of-space requirements (for example, the highest point of any sign should not exceed the maximum allowable height for the booth type). Hanging Signs should be set back ten feet (10') from adjacent booths. Please note that in order to have your sign hung, it MUST be shipped in advance to the Freeman Services warehouse address. All hanging signs and orders MUST be received in the warehouse no later than September 19, 2017. Signs that are received after the deadline are not guaranteed to be hung. Should a late arriving sign be hung, late fees will apply. Complete and submit the proper hanging sign order form.

- If the sign is under 200 lbs. and has no electric, the labor to hang the sign is ordered through Freeman.
- If the sign is under 200 lbs. and requires electric, the labor to hang the sign is ordered through Edlen.
- If the sign requires electrical power and/or is over 200 lbs. the labor to hang the sign is ordered through Encore.

### **LABOR REGULATIONS**

#### **Exhibit Installation and Dismantling**

Teamsters Union Local #631 has jurisdiction via a labor agreement with Freeman for the installation, touch-up, dismantling, and repair of all exhibits when this work is done by persons other than your full-time company personnel. The Teamsters Union does not cover the placement of your products on display, the opening of cartons containing products, or the performance, testing, maintenance or repairs of your products. If full-time company personnel are utilized to set an exhibit, they must carry company identification and photo ID, (such as a medical ID card or payroll stub, and driver's license, passport, etc). The utilization of workers hired from a non-union agency or company is prohibited.

#### **Material Handling/Freight**

Teamsters Union Local #631 has jurisdiction via a labor agreement with Freeman for the loading and unloading of all trucks, trailers, and common and contract carriers as well as the handling of empty containers and the

## RULES & REGULATIONS

operation of material handling equipment. It also has the jurisdiction for the unloading, uncrating, leveling, painting and assembly of machinery and equipment as well as the reverse process. Freeman has the responsibility to manage the docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. Freeman will not be responsible for any material it does not handle.

### **Riggers and Machinery Movers**

Riggers handle all machines. This includes unloading machines from trucks or vehicles, moving the machines to your booth and uncrating them, if necessary. Riggers also remove skids and re-skid machines, and spot machines in your booth. Riggers also install and remove headers, iron beams, etc., that are part of displays requiring the use of a forklift.

### **Hanging Signs**

Hanging signs are permitted over Island and Split Island Booths ONLY (minimum of 400 sq. ft. - 20'x20') at a 25 ft maximum from floor to top of sign. Whether suspended from above or supported from below, they should comply with all ordinary use-of-space requirements (for example, the highest point of any sign should not exceed the maximum allowable height for the booth type). Hanging Signs should be set back ten feet (10') from adjacent booths.

### **General Contractor Responsibilities**

Freeman requests that exhibitors do not tip their employees by giving money, merchandise or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of Freeman. Freeman employees are paid an excellent wage, and tipping is not an accepted company policy.

Freeman craftsmen at all levels are instructed to refrain from expressing any disputes or directly challenging the practices of any exhibitor. All questions arising with regard to the jurisdiction or practices must be directed to a Freeman management representative.

### **LIGHTING & RECORDING REGULATIONS**

Lighting can be an integral part of an exciting exhibit presence. However, in the interest of fairness and safety, the following guidelines have been established:

- The use of flashing or strobe lights in an exhibit is not permitted. Garish neon lighting will also not be permitted.
- Any overhead/truss lighting must fall within the booth boundaries of the exhibitor's contracted booth space and may not extend outside these lines into airspace over the aisles or neighboring booths.
- Directional or projected lighting must be aimed into the exhibitor's own booth space and may not be projected into neighboring exhibit spaces, the aisles, or ceiling. Video projection equipment and screens must be located in the rear one-third of in-line (10' deep) booths, and in the center area of island and peninsula booths.
- Lighting may not be shined directly at attendees. Use of any potentially harmful lighting devices (lasers, UV lighting) must obtain prior approval from Show Management and correspond to national safety standards.

# RULES & REGULATIONS

## **MATERIAL HANDLING**

Exhibitors May:

- As an exhibitor you may “hand carry” material. Hand carry is defined as small items such as cartons and packages that an exhibitor is able to carry.
- The assistance of any motorized device or pallet jack is not permitted.
- When exhibitors choose to “hand carry” they may not access designated material handling areas.
- Must use specified exhibitor hand carry areas or main entrance of the facility.

In all other circumstances, items should be considered material handling. In no circumstance is any exhibitor authorized to use Freeman material handling equipment for any purpose.

Freeman Responsibilities:

- Freeman has been contracted to be the exclusive provider for material handling contract services as ordered by the exhibitor.
- Freeman has the responsibility to manage all freight docks and to schedule all vehicles into and out of all designated material handling areas for the show. This will assure the smooth, orderly and efficient move-in and move-out of the trade show.
- Freeman has the sole responsibility for loading and unloading all trucks, trailers, common and contract carriers at its facilities or designated material handling areas.
- Freeman is not responsible for any material it does not handle.
- For the convenience of all exhibitors on the show, order forms for material handling services are included in this service manual and are available at [Freeman OnLine®](#).

## **MUSIC LICENSING**

Exhibitors using music in their booth, either live or mechanical, must provide Informa Exhibitions with a copy of the exhibitor’s Licensing Agreement with ASCAP, BMI, SESAC or other such licensing organization or must expressly warrant in writing to Informa Exhibitions that no such license is required due to exemption under 17 U.S.C. § 110 (5) or other specified exemption. Further, should Exhibitor play music, Exhibitor agrees to indemnify and hold Informa Exhibitions and/or SSW17 harmless from any action brought against Informa Exhibitions or SSW17 by ASCAP, BMI, SESAC or other licensing organization for the playing of such music.

## **NON-ELECTRICAL HANGING SIGNS**

Exhibitors MAY:

- Install and dismantle a non-electric sign attached to a booth by the exhibitor’s full-time employee or approved EAC.

Freeman Responsibilities:

- Assembly and disassembly of hanging signs under 200lbs.
- Hanging of non-electrical signs and decorative materials from the ceiling (under 200lbs).

## **NON-EXHIBITING COMPANIES/SUITCASING**

There are manufacturers and distributors who will attend SSW17, but not to exhibit. Some non-exhibiting suppliers may attempt to “suitcase” the Show, to approach buyers and exhibitors for the purpose of selling their product in the aisles. Suite-casing is the act of soliciting business in the aisles during the exhibit or in other

## **RULES & REGULATIONS**

public spaces, including another company's booth or a hotel lobby. This practice is prohibited by SSW17 and Show Management. Anyone observed approaching buyers in the aisle or in an exhibitor's booth, who is not a legitimate exhibitor, should be reported to Show Management. This will be strictly enforced with the intent of preserving the integrity of the Show and maintaining a good relationship between buyers and exhibitors. If you see a non-exhibitor trying to sell, or "suitcase" at the show, please pass their information on to Show Management as soon as possible. We will do everything we can to curtail unfair (and unacceptable) sales practices.

### **PHOTOGRAPHY REGULATIONS**

Photography and/or filming of any display or product other than the exhibitor's booth is prohibited unless permission has been obtained from SSW Show Management and the firm whose booth is being photographed/filmed. The exemption to this is the SSW official photographer. Any imagery collected by this photographer (who will be properly badged and identified) will be used for the sole purpose of SSW promotion.

### **POPCORN & PEANUTS**

Popcorn, popcorn machines and shelled peanuts are not allowed on the show floor.

### **POVs - PRIVATELY OWNED VEHICLES**

POVs (privately owned vehicles) will be allowed limited time to load and unload in designated areas as long as there is always someone with the vehicle. Vehicles left unattended WILL BE TOWED. Service requires a 100lb minimum.

### **PRODUCT DEMONSTRATIONS**

All displays, product demonstrations, and sales activities in the exhibit hall must be kept within the confines of your contracted booth space. Selling in the aisles, hosting audiences in the aisles, booth encroachment into the aisles, distributing literature in the aisles, etc., will not be tolerated. This is not only unfair to your fellow exhibitors, but blocking aisles creates a potentially unsafe situation which could lead to the show floor being shut down by the fire marshal. Please be considerate to your fellow exhibitors – refrain from soliciting their business during show hours (when they are trying to make a sale).

### **PROTECTION OF PROPERTY**

Show Management will provide general perimeter security. Exhibitors must make provisions for the safekeeping of their goods before the opening, during and after the closing of the show. No responsibility is assumed by Show Management, or any of its contractors, for lost or damaged merchandise. Exhibitors must insure their goods at their own expense. Exhibitors can order security for their booth.

## RULES & REGULATIONS

### RIGGING AND TRUSS

All rigging orders must be placed through [Freeman OnLine®](#) or [Mandalay Bay Convention Center](#). Mandalay Bay Convention Center will hang all electrical signs and/or signs over 200 lbs. Freeman will hang all non-electrical signs under 200 lbs. Exhibitors requiring hanging of signs, lights, etc., must submit rigging plans at least 60 days before move-in. Nothing will be hung from air wall tracks. The warehouse must receive signs by September 19, 2017. Label all signs with the Hanging Signs Label for shipping.

Exhibitors MAY NOT:

- Install or assemble electrical hanging signs and truss.
- Use any type of motorized lift for rigging or focusing.

Freeman Responsibilities:

- Freeman (unless ordered through Mandalay Bay) will assemble, hang and dismantle any items suspended from the suspended truss (i.e. programmable/dimmable lighting fixtures, audio, projection, non-electrical signs, graphics, fabric solutions, etc.) or anything under 200 lbs. suspended from the ceiling.

### SIGNS

All signs must be fire-retardant and must be hung no higher than 25 feet from the top of the sign in all island booths 400 square feet (20' x 20') and larger. All in-line booths' signage/display/product must not be higher than 8' high

### SMOKING

Smoking is not permitted in the Exhibit Hall, classrooms, lobby, or meeting rooms of the Mandalay Bay Convention Center. An ordinance was passed in Las Vegas that smoking is only permitted in the Casino and restaurants.

### STORAGE

Storage of any kind behind exhibit booths will not be permitted and is considered a fire hazard. Please tag all empties by 9:00am on Wednesday, September 27, 2017, so Freeman may store them until move-out. If not removed, Show Management will remove and store at exhibitor's expense.

### SUBLETTING

No exhibitor may assign, sublet or apportion any of their contracted exhibit space.

## Freeman - Includes Material Handling & Labor

[Click here](#) to learn more about the Freeman items and services listed below:

- Quick Facts
- General Information
- Reducing Your Footprint
- Method of Payment
- Freeman Transportation Complete
- Official Services Contractor Information
- Las Vegas Fire Regulations
- Third Party Authorization
- Terms & Conditions - Payment & Labor
- Terms & Conditions - Material Handling
- Exhibit Transportation
- Terms & Conditions - Air Cargo
- Terms & Conditions - Motor Cargo
- What are Freight Services
- Material Handling
- Special Handling Definitions
- Machinery/Raw Material Handling
- POV/Cart Service
- Advance Warehouse Map
- Marshalling Yard Map
- Outbound Shipping
- Furnishing Essentials
- Select Furnishings
- Accessories
- Showcases
- Carpet
- Rental Exhibits
- Exhibit Accessories
- Totalflex
- Fabric Solutions
- Digital Graphics
- Artwork Guidelines
- Installation & Dismantle Labor
- Forklift/Rigging Labor
- Hanging Sign Labor (Non-Electric; 200 lbs and under)
- Structural Integrity Statement
- Truss & Theatrical Lighting Equipment & Labor

## Mandalay Bay Convention Center Services

[Click here](#) to place the following types of orders with Mandalay Bay Convention Center:

- Food & Beverage
- Booth Cleaning
- Internet & Telephones
- Electrical
- Rigging/Hanging of Signs Over 200 lbs and/or Requiring Electricity

## Additional Services

Access information and order forms for these additional services:

- Mandalay Bay Service Flyer
- National Plant & Floral, Inc.
- Christies Photography





## CERTIFICATE OF INSURANCE GUIDELINES

### Exhibitors

All exhibitors must carry and maintain insurance. These requirements are stated in the terms and conditions section of the booth contract. Our requirements are as follows:

1. Exhibitor shall **carry and maintain** during the period of the Expo, including move-in and move-out days, and at its sole cost and expense, personal injury and proper damage coverage under policy of general public liability insurance.
2. The policy must have limits of at least \$1,000,000 combined single limit for bodily injury and property damage
3. The policy must name Informa Exhibitions LLC as Certificate Holder and as an additional insured (see address below)
4. List show name- **SupplySide West** in the Description of Operations.

### EAC (Exhibitor Appointed Contractors)

All EAC's must submit a Certificate of Insurance that meet the requirements noted above to show management prior to the expo or they will not have access to the expo floor. Please submit proof of insurance to [insurance@supplysidewest.com](mailto:insurance@supplysidewest.com) or mail to:

Attention: Events  
Informa Exhibitions LLC  
3300 N. Central Ave., Suite 300  
Phoenix, AZ, 85012



## EXHIBITOR APPOINTED CONTRACTOR FORM

If your company plans to use ANY non-official, exhibitor appointed contractor (EAC) for labor supervision, this form must be completed and signed by a representative of the Exhibiting Company. An Original Certificate of Insurance must also be submitted by your EAC in order for them to gain access to the expo.

EXHIBITING COMPANY INFORMATION	
Booth Number	Date
Exhibiting Company name	
Exhibit Contact	
Exhibit Contact Email	
Exhibit Contact Phone	
Exhibit Contact Signature	

*The authorized signature confirms that the exhibiting company has committed to use the specified service of the following Exhibitor Appointed Contractor(s) for Continuity Insights and they agree to abide by all show rules and regulations.*

EXHIBITOR APPOINTED CONTRACTOR INFORMATION	
EAC Contractor Name	Date
Pre-Show EAC Contact	EAC On-Site Contact
Address	Email Address
City, State, ZIP code	Emergency On-Site Number

**Return completed form by September 4, 2017**

Email form to: [insurance@supplysideshow.com](mailto:insurance@supplysideshow.com)

This form must be returned to show management, please do not return this form to Freeman

# Lead Management Order Form

**2017 Supply Side West** September 27 - 28, 2017 • Las Vegas, Nevada

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Check if information is for:  Exhibiting Company  Third Party 3rd Party Company (if applicable): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Select your preferred system	on or before 7/31/17	from 8/1/17 to 8/15/17	after 8/15/17	number of units	sub total	TOTAL
<b>SWAP® "3 Pack"</b> One license and three activations.	\$499	\$499	\$499		\$	
<b>Additional SWAP Activations</b> Additional activations only available with purchase of SWAP "3 Pack" or the RT2000.	\$129	\$129	\$129		\$	
SWAP products not taxed for this event.					SWAP Total	\$
<b>Optium™ RT2000</b> Includes Optional Custom Survey	\$470	\$545	\$575		\$	
<b>RT2000 Portable Bluetooth printer</b>	\$75	\$100	\$125		\$	
<b>SWAP Enabled Tablet</b>	\$399	\$425	\$475		\$	
<b>Developer's Kit for Real Time Data Services (RTS)-</b> for all exhibitors who use their own lead system. We provide all information to access our database in real time. Instructions for your IT Dept. to set up data transfer, credentials for downloads and support if needed.	\$650	\$650	\$650		\$	
<b>Delivery of Reader to Booth</b> (Post show pickup not available)	\$100	\$100	\$100		\$	
<b>See page 2 for system descriptions and requirements.</b>					Sub-Total	\$
<b>NOTE:</b> If you use your own lead retrieval system, you will need Real Time Data Services to acquire full attendee contact information from the QR code on the badge.					Processing Fee *	\$ 9.99
					(Applicable to phone or faxed orders)	
					8.15% Sales Tax	\$
					<b>Total</b>	<b>\$</b>

Order Confirmation will be delivered via email.

Note: All readers must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.

**Terms and Conditions:**

- Orders cannot be processed unless received with payment. Purchase Orders are not accepted. Send check or credit card information with order form.
  - All orders canceled prior to 30 days of the show will incur a \$100 cancellation fee.
  - Orders canceled within 30 days of the show will not be refunded.
  - Taxable items and rates vary among states and are subject to change. Please call for exact quote.
- \* **Processing Fee** is waived when order is placed online.

**Order Online:** <https://exhibitor.experientswap.com>  
**Order by Mail:** Experient, 5202 Presidents Court, Suite 310, Frederick, MD 21703  
**Order by Fax:** 301.694.3286

## Payment Method

- Check (Orders cannot be processed unless received with payment.)  
 Visa  MasterCard  American Express  DISCOVER

Signature: \_\_\_\_\_  
 Card #: \_\_\_\_\_ Exp: \_\_\_\_/\_\_\_\_/\_\_\_\_

## For Assistance Contact:

Georgia Martin  
**P:** 866.297.5246  
**E:** georgia.martin@experient-inc.com

*It is against Experient's security policy to accept credit card information via email.*

## Descriptions & Requirements



### SWAP

- Download the app directly to your phone or device
- Collect leads anytime, anywhere
- SWAP automatically tracks leads by salesperson
- Custom lead qualifiers
- All leads consolidate in your SWAP Portal for immediate follow-up



### Optium RT2000

- A mobile device for capturing lead information
- High speed scanning and extended battery life
- Custom lead qualifiers
- All leads consolidate in your SWAP Portal for immediate follow-up

### SWAP Enabled Tablet

- All the mobile lead capture benefits of SWAP, pre-loaded on a 7" Android tablet
- Your device will be set-up, tested and ready for pick-up at the event
- All leads consolidate in your SWAP Portal for immediate follow-up



### Developer's Kit for Real Time Data Services

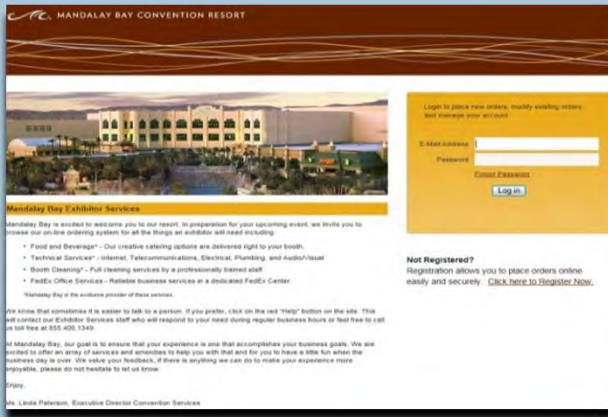
- All of the credentials you need to access our registration database in real time
- Instructions for your IT Department to set up the data transfer
- Choose whether you want to pull data in real time, nightly or at the end of the event

Mandalay Bay Exhibitor Services  
Welcomes

**SupplySide West 2017**

**Order Online!**

Take advantage of discounted pricing until September 6th!



System offers easy ordering of:

- Electrical
- Booth Cleaning
- Food and Beverage
- Internet and Telecommunications
- Audio Visual, Rigging & Truss
- Security
- Floral

Our online ordering system is quick, secure and easy to use. Step-by-step instructions are right on the screen, and assistance from one of our representatives is just a click away!

---

Order online today at [mandalaybayexhibitorservices.com](http://mandalaybayexhibitorservices.com)



## Requirements for Distributing Samples

**Sample Size Limits:**

Food: 2 ounces

Non- Alcoholic Beverage: 4 ounces

Follow these easy steps:

1. Complete the Food & Beverage Authorization forms by August 16th and submit to [vanessa.cruz@informa.com](mailto:vanessa.cruz@informa.com)
2. If samples are NOT pre-packaged, a hand wash station is required and must be rented through Edlen.
3. Mandalay Bay will inform you if your requests have been approved and if any further action is necessary.

**The deadline to submit your request is August 16, 2017.  
There are no onsite orders.**

## Frequently Asked Questions:

- **Question:** What is included in a hand wash station (food safety kit)?  
**Answer:** It includes a daily water fill, soap, paper towels, gloves, sanitizer, sanitizer bucket, cotton towel, test strips and a thermometer.
- How much does it cost to rent a hand wash station (food safety kit)?  
**Answer:** The food safety kit costs \$280 to rent and includes everything you need to be in compliance. Orders placed after September 6<sup>th</sup> will be \$420. Please note onsite orders will not be available for safety kits.
- **Question:** Is my company allowed to bring our own hand wash station?  
**Answer:** No, for safety purposes, all items must be provided by Edlen.
- **Question:** Where can I store my cold items?  
**Answer:** You can order refrigerated / frozen storage through Freeman. The [order form is on page 63](#) of the exhibitor service manual. Refrigerator rentals for your booth can be found on page 103 of the manual. *Please note:* if you order a refrigerator, you will also need to order electrical services through Edlen to cool the refrigerator.

- **Question:** Who can I contact on-site regarding my set-up or if I run out of supplies?  
**Answer:** The Mandalay Bay Service Desk can assist you with any set-up issues. They are located on the exhibit hall level by the FedEx office.
- **Question:** What am I allowed to distribute in my booth?  
**Answer:** You may distribute any pre-packaged food into sample sizes of 2 ounce or smaller. For example, a pre-made energy bar may be opened onsite and broken into 2 ounce samples. Non-alcoholic beverage samples may be distributed in 4 ounces or smaller. You may pre-mix the beverage in your booth, or Mandalay Bay could mix your beverage for you in their kitchen for a fee.
- **Question:** Am I allowed to heat items for distribution?  
**Answer:** Yes, you may heat or cook items in your booth space, but must contact the Clark County Health Department and follow all cooking rules and regulations. Refer to the cooking checklist for more information: [https://west.supplysideshow.com/content/dam/Informa/westsupplysideshow/en/2017/pdfs/SSW17-Cooking\\_Sampling\\_Check\\_List.pdf](https://west.supplysideshow.com/content/dam/Informa/westsupplysideshow/en/2017/pdfs/SSW17-Cooking_Sampling_Check_List.pdf)



## Cooking Samples: Check list

*Exhibitors must:*

- Contact Mandalay Bay to ensure all regulations are met by completing the [Food Prep Sample Form](#)
- Contact Clark County Health District for approval: 702.759.1000.
  - For additional information visit the Southern Nevada District Regulations: [www.southernnevadahealthdistrict.org](http://www.southernnevadahealthdistrict.org)
- Purchase a hand wash station (food safety kit) through Edlen Exhibitor Services
  - Hand wash station includes: 1 Daily Water Fill, Soap, Paper Towels, Gloves (Large), Sanitizer, Sanitizer Bucket, Cotton Towel, Test Strips and Thermometer.
  - Fill out [Air & Water Order Form](#) and submit directly to Edlen Exhibitor Services
  - Provide to Mandalay Bay to determine if you are approved to cook based on the equipment used
- Prepare foods at proper temperature.
  - A calibrated metal stem (scaled 0 - 220°F) or digital thermometer must be on site to check food temperatures often.
  - DO NOT STORE/PREPARE FOOD AT HOME.
  - Thawing can be done in a cooler (keeping the food at or below 41°F) or as part of the cooking process. You are not allowed to leave food outside to thaw
- Abide by cold storage requirements
  - Bring own cold storage device or contact Freeman for refrigeration storage. See page 63 of the [exhibitor manual](#) for order form
- Abide by cooking temps

Cooking Temps Minimum	
Hamburger	155°F
Chicken, Poultry	165°F
Seafood, Fish	145°F
Whole Meats	145°F

- Bring own cooking device such as crock pot, hot plate, toaster oven
- Maintain cooked holding temperature with heating device
- NO OPEN FLAME IS ALLOWED





**MANDALAY BAY<sup>®</sup>**  
**RESORT AND CASINO, LAS VEGAS**  
**FOOD AND BEVERAGE SAMPLING AUTHORIZATION FORM**

This form is required to be completed for all sample Food and Beverage sampling on the show floor.

Show Name: <b>SupplySide West 2017</b>			BOOTH #:
Exhibiting Company Name:			
Street Address:	City:	State:	Postal Code:
Phone #:	Ext:	Fax #	
Signature:		Print Name:	
Contact's e-mail:		On-site contact/cell number:	

YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED IN THE SERVICES BROCHURE. MGMRI IS NOT RESPONSIBLE FOR TERMS & CONDITIONS AND/OR ORDER FORMS THAT MAY HAVE BEEN REMOVED PRIOR TO DISTRIBUTION.

**General Conditions**

Show Management and/or Exhibitors may distribute sample food and/or beverages under the following conditions:

- 1 Completion and return of this form by 8/16/17 Email [vanessa.cruz@informa.com](mailto:vanessa.cruz@informa.com) or Fax 602.567.6901
- 2 Samples dispensed are limited to products manufactured, processed or distributed by the exhibiting company.
- 3 **All items are limited to sample size:                   A) Food Items - Two (2) Ounce                   B) Non-Alcoholic Beverage - Four (4) Ounces**
- 4 Food and beverage items not manufactured, processed, or germane to the business of the exhibiting company must be purchased from the facility.
- 5 Product liability insurance is required when Sample food or beverage is distributed in our facility.
- 6 Exhibitors found in violation of the sample sizes will be charged corkage and gratuity fees based on facility pricing for the same or similar items. By signing and returning the Sampling Authorization Form Beverage Contract, Exhibitor agrees to all fees associated with their samples.
- 7 Dispensing and storage of food/beverage product is the responsibility of the exhibitor. Contact your General Service Contractor if you require storage. Due to health regulations, the facility is not able to store product for exhibitors.
- 8 **Exhibitors are responsible for complying with all Southern Nevada Health District regulations. Following are the regulation numbers that pertain to exhibition cooking/sampling: 96.01.0045 – 96.01.0039 – 96.02.0000 – 96.09.0000 – 96.09.0100 – 96.09.0200. For additional information, SNHD web site is – [www.southernnevadahealthdistrict.org](http://www.southernnevadahealthdistrict.org) – Phone 702.759.1000. The SNHD policies are subject to change without notice. The Clark County Health District frequently visits Exhibit Halls ensuring that all Exhibitors are compliant. PLEASE NOTE, YOU MAY BE REQUIRED TO HAVE A FOOD SAFETY KIT IN YOUR BOOTH IF YOU ARE HANDLING SAMPLES.(Refer to the SNHD website to verify) If you need to rent a hand-washing station, Edlen Electrical has a limited supply available for rent, please refer to the Electrical order form that is at the end of this brochure.                   DEADLINE TO ORDER FOOD SAFETY KIT: AUGUST 16th, 2017**
- 9 All cooking, warming and equipment use must conform to fire prevention regulations and be approved by Clark County Fire Department 702.455.7311. All necessary permits including the Health District and Fire Marshal, for cooking demonstrations must be secured and provided to all parties prior to the event. Smoke or strong odors created during food preparation must be vented so as not to interfere with adjoining exhibits. The MGMRI exclusive plumbing contractor (Edlen Electrical) must be contacted to vent cooking equipment.
- 10 MGMRI will institute a charge for any rental equipment & cleaning associated with the distribution of samples.
- 11 Trash Removal - Disposal of food items must be in accordance with the manner established by MGMRI. All Exhibitors sampling food and beverage are required to order Periodic Porter Service. This can be ordered on the order form included in this brochure.

**Product Information**

Product to be dispensed     Beverage     Food     Both     Other \_\_\_\_\_

Description of Product/Name \_\_\_\_\_

Proposed method of dispensing     Pre-packaged     Self Dispensing     Machine

How will the product be prepared? \_\_\_\_\_

If you will be using any cooking equipment in your booth, you will need to contact the Clark County Fire Marshal for approval.

Will you require the facility to prepare product? \_\_\_\_\_

Please complete Food Preparation request form in this brochure.

Will you require any equipment from the facility to prepare or display product? \_\_\_\_\_

Equipment list available by emailing [exhibitorservices@mandalaybay.com](mailto:exhibitorservices@mandalaybay.com)



# MANDALAY BAY®

RESORT AND CASINO, LAS VEGAS

## REQUEST FOR MANDALAY BAY CULINARY TEAM TO PREPARE FOOD SAMPLES

Show Name: <b>SupplySide West 2017</b>			BOOTH #:
Exhibiting Company Name:			
Street Address:	City:	State:	Postal Code:
Phone #:	Ext:	Fax #	
Signature:		Print Name:	
Contact's e-mail:			

YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED IN THE MBCR SERVICES BROCHURE. MBCR IS NOT RESPONSIBLE FOR TERMS & CONDITIONS AND/OR ORDER FORMS THAT MAY HAVE BEEN REMOVED PRIOR TO DISTRIBUTION.

- \*In order to properly prepare and plan for all food preparations, requests must be received by **9/6/2017**
- \*Orders received after this date will be subject to kitchen availability.
- \*All food should be shipped to the General Service Contractor and arrangements made with them to deliver to the kitchen three (3) days prior to preparation.
- \*All food items should be in bulk packaging unless they are being prepared in an individual package.
- \*Based on the information provided, a custom contract will be created.

If you have any questions, please contact Exhibitor Services toll free at **855-408-1349** or **exhibitorservices@mandalaybay.com**

**Please provide a separate sheet with the following information:**

- 1 What is being delivered to the kitchens? Please list the items, number of cases, delivery dates and times. Each case should be labeled with a delivery date and time to be delivered to the kitchen.
- 2 What are your food samples?
- 3 What type of storage is required? Refrigerated, Freezer, Dry? On the Delivery label please indicate storage type.
- 4 What are your cooking / preparation instructions? Provide a separate list of cooking instructions, if the actual instructions on the product are available, please send those as well. In addition, the cooking instructions should be on each case sent to the kitchen.
- 5 How will the samples need to be displayed.
- 6 What equipment will you need to rent from the facility for your samples? (i.e. chaffing dishes, serving trays)
- 7 A detailed schedule for when you will need food delivered to the booth including the specific quantities for each product.
- 8 Will the facility need to provide any food items to complete the preparation of your product?  
If so, a list of items with quantities will be required.
- 9 Will you require labor (server, bartender, chef) from Mandalay Bay in your booth? Please specify type of labor, what they would be doing, and the hours required.
- 10 Who will be your on-site contact for preparation questions? Please provide name and cell number.
- 11 Attach any other information you feel is important to the sampling of your product(s).



**MANDALAY BAY**  
RESORT AND CASINO, LAS VEGAS  
FOOD & BEVERAGE CONTRACT

**ORDER ON-LINE AT [www.mandalaybayexhibitorservices.com](http://www.mandalaybayexhibitorservices.com) - SECURE, EASY & IMMEDIATE RECEIPTS!**

**THIS FOOD AND BEVERAGE CONTRACT IS REQUIRED AS PART OF YOUR FOOD AND BEVERAGE ORDER**

**Mandalay Bay Convention Center has a dedicated team of professionals to assist with your custom menus and special events. Please email inquiries to [exhibitorservices@mandalaybay.com](mailto:exhibitorservices@mandalaybay.com)**

**ORDER POLICIES**

**1 MGMRI retains the exclusive rights for all food and beverage services therein.** It is not permissible to bring or sell any food or beverage on the premises without written permission from MGMRI. Use of outside catering services is prohibited. Failure to comply with this policy will result in a corkage charge, service fee, and any other damages to which MGMRI may be entitled.

**2 Taxes and Service Fees - All food and beverage orders are subject to the current Nevada State Sales Tax and a 22% Service**

**3 Trash Removal/Food Disposal**

Food is served on disposable ware that will not be removed from your booth unless it is in a trash receptacle. It is your responsibility to dispose of these items into the trash receptacle when you are done. Coffee Urns or other banquet items that are not disposable will be removed from your booth based on a 3 hour serving time by facility personnel. If you wish to have the items removed from your booth before that time, please indicate as such with your order.

For this reason, exhibitors ordering food and beverage will be required to order Periodic Porter Service. Based on the following:

<b>Booth Size:</b>	<b>Advance Rate:</b>	<b>Show Rate:</b>
Up to 1000 sq. feet	\$50.00 per day	\$62.00 per day
1001 - 3000 sq. feet	\$72.00 per day	\$103.00 per day
3001 sq. feet and up	\$113.00 per day	\$159.00 per day

**4** All deliveries will be made on the half hour, with a fifteen (15) minute grace period based on volume.

**5** Exhibitor assumes all risks of loss, theft, or destruction of, or damage to equipment caused by Exhibitor or by Exhibitor's employees, agents or guests and will hold MGMRI harmless from any and all damages, claim, lien, storage costs, labor and materials, except if caused by MGMRI or any of MGMRI's personnel or agents. Exhibitor further agrees to pay MGMRI all cost of repairs or replacement at the current repair or replacement costs of said equipment.

**6 No refresh services are available on the show floor for food and beverage.** If you need service to be replenished throughout the show, please schedule deliveries accordingly on your advanced order. If you need to reorder on-site, you will have to visit the service desk.

**7 WATER COOLER RENTAL:** Exhibitors are responsible for the return of each Water Cooler and empty bottles. There will be a \$150.00 charge for each unit not returned. There is no refund for unused bottles or sleeves of cups.

**8 TABLES & ELECTRICAL REQUIREMENTS:** The facility does not provide tables or electricity in your exhibit space. Tables and electricity must be ordered through the appropriate contractor.

**9 Cancellation Policy:** Written cancellation of orders and services must be received by MGMRI seventy two (72) hours prior to scheduled delivery time to receive a refund. Any orders cancelled with less than seventy-two (72) hours notice are non-refundable. **All on-site orders are subject to 100% cancellation fee.**

**10** Show Management and/or their Exhibitors may distribute SAMPLE food and/or beverages only by completing the Sample Authorization form found in this brochure and following the conditions: Samples dispensed are limited to products manufactured, processed or distributed by the exhibiting company. **PLEASE NOTE IF YOU ARE HANDING OUT SAMPLES YOU MAY BE REQUIRED TO HAVE A HAND-WASHING STATION IN YOUR BOOTH (Refer to the SNHD website to verify - [www.southernnevadahealthdistrict.org](http://www.southernnevadahealthdistrict.org)).**

**11 All items are limited to Sample Size:**

**A) Food Items - Two (2) Ounce**

**B) Non-Alcoholic Beverage - Four (4) Ounces**

**12** Exhibitors found in violation of the sample sizes will be charged corkage and service fees based on our current pricing for the same or similar items.

**I have read and understand the above policies.**

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

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

**Event Dates:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Booth #:** \_\_\_\_\_

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

## EASY IS NICE, ON ANY DEVICE

FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event.

- Access important show information
- Track Freeman freight
- Receive notification
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move-out process
- Access invoices after the show

## SERVICE INFORMATION

### BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high black back drape and 3' high black side dividers. Booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive a 7" x 44" one-line identification sign upon request

### EXHIBIT HALL CARPET

The exhibit area is NOT carpeted. The aisles will be carpeted in tuxedo. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form in this service manual.

### DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates. Place your order by **SEPTEMBER 5, 2017**.

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to [Pre-Show FAQ](#).

Monday	September 25, 2017	8:00 a.m.	-	9:00 p.m.	Targeted Exhibitors Only
Tuesday	September 26, 2017	8:00 a.m.	-	9:00 p.m.	
Wednesday	September 27, 2017	7:00 a.m.	-	9:30 a.m.	

### EXHIBIT HOURS

Wednesday	September 27, 2017	10:00 a.m.	-	5:30 p.m.
Thursday	September 28, 2017	10:00 a.m.	-	5:00 p.m.

### EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to [Post-Show FAQ](#).

Thursday	September 28, 2017	5:00 p.m.	-	11:00 p.m.
Friday	September 29, 2017	7:00 a.m.	-	10:00 a.m.

**PLEASE NOTE:** Overtime charges for labor and material handling will apply Monday through Friday from 5:00 p.m. to 8:00 a.m. and all day on Saturday, Sunday and Holidays. Please refer to the appropriate order form(s) for rates.

## DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. The entire process will take several hours
- All exhibitor materials must be removed from the exhibit facility by **Friday, September 29, 2017 at 10:00 a.m.** Any materials remaining in the facility will be re-routed via Freeman's choice or returned to warehouse to await disposition at exhibitor's expense.
- 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, September 29, 2017 at 8:00 a.m.**

**POST SHOW PAPERWORK AND LABELS**

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

**BOOTH ABANDONMENT**

Excessive booth materials and/or literature left in the booth at the end of published exhibitor move-out that is not labeled for outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift / Rigging Labor, and/or Dumpster Fee.

**FREEMANONLINE®**

Take advantage of discount pricing by ordering online at [www.freeman.com](http://www.freeman.com) by **SEPTEMBER 5, 2017**. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - **before, during and after** your show. Additionally, you can now access FreemanOnline from any device - **desktop, laptop, or tablet** via our new **FreemanOnline Mobile App**.

To place online orders, you will be required to login with your unique Username and Password. If this is your first time to use FreemanOnLine, click on the "Create an Account" link. To access FreemanOnLine without using the email link, visit [www.freeman.com](http://www.freeman.com). You can also download and use the FOL Mobile App from the Apple or Android store, or here: [folmobile.freemanco.com](http://folmobile.freemanco.com). A mobile web version of the FreemanOnline Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the Mobile App.

If you need assistance with FreemanOnline, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

**SHIPPING INFORMATION**

Warehouse shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**SupplySide West Global Expo & Conference 2017**  
 C/O FREEMAN  
 6675 W Sunset Rd  
 Las Vegas, NV 89118

FREEMAN will accept crated, boxed or skidded materials beginning **AUGUST 28, 2017** at the above address. Materials arriving after **SEPTEMBER 19, 2017** will be received at the warehouse with an additional after deadline charge. Warehouse freight will be delivered prior to exhibitor set up. If warehouse freight has to be moved in on a weekend in order to be in the exhibitors booth for move-in day, an overtime charge may apply. Warehouse receiving hours are 8:00 a.m. - 3:30 p.m., Monday-Friday. If required, provide your carrier with this phone number: (702) 579-1700.

Showsite shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**SupplySide West Global Expo & Conference 2017**  
 C/O FREEMAN  
 Mandalay Bay Convention Resort  
 3970 Las Vegas Blvd S  
 Las Vegas, NV 89119

FREEMAN will receive shipments at the exhibit facility beginning **SEPTEMBER 25, 2017**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. If required, provide your carrier with this phone number: (702) 579-1700.

***Please Note: Overtime rates will apply on all shipments, inbound/outbound, between 5:00 p.m. - 8:00 a.m., Monday - Friday; ALL DAY on Saturdays, Sundays and Holidays.***

***This show will be marshalled. Please see marshalling yard map in this service manual.***

**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

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN  
6555 West Sunset Road  
Las Vegas, Nevada 89118  
Ph: (702) 579-1700 Fax: (469) 621-5604  
FreemanLasVegasES@freeman.com

CUSTOM EXHIBIT/GRAPHICS  
Sheryl Rockwell  
(702) 579-1443  
sheryl.rockwell@freeman.com

FREEMAN EXHIBIT TRANSPORTATION  
(800) 995-3579 US & Canada  
+1 (512) 982-4187 Outside the US  
+1 (817) 607-5183 International Shipping Services  
(469) 621-5810 Fax  
exhibit.transportation@freeman.com

SERVICE CENTER HOURS

We will have staff available at the Freeman Services Center as follows:

Monday	September 25, 2017	8:00 a.m.	-	9:00 p.m.
Tuesday	September 26, 2017	8:00 a.m.	-	9:00 p.m.
Wednesday	September 27, 2017	7:00 a.m.	-	5:30 p.m.
Thursday	September 28, 2017	10:00 a.m.	-	11:00 p.m.
Friday	September 29, 2017	7:00 a.m.	-	10:00 a.m.

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 Freeman Service Desk.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (702) 579-1700.

WE APPRECIATE YOUR BUSINESS.



## FREEMAN GENERAL INFORMATION

### TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Las Vegas Exhibitor Services at (702) 579-1700 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1(512) 607-5000 Local & International.

### HELPFUL HINTS

#### SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by **SEPTEMBER 5, 2017**.

#### AVOID DELAY

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

#### SAFETY TIPS

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

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

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

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

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for 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 that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

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

#### EXHIBITOR ASSISTANCE

For more information and helpful hints on preshow procedures and move-in, please go to [Pre-Show FAQ](#).

For more information and helpful hints on postshow procedures and move-out, please go to [Post-Show FAQ](#).

Call Freeman's Exhibitor Services department at (702) 579-1700 with any questions or needs you may have.



# REDUCING YOUR FOOTPRINT

Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.

## Green Tips for Exhibitors

Interested in going Green and saving money with your exhibit booth? Follow these tips to assist you in making your sustainable booth strategies at least cost-neutral, and possibly cost-saving!

### Supplies and Ordering

- Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
- Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
- Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
- Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways are smart and trendy, like a USB storage drive with your content already loaded.

### Printing, Recycling and Waste Management

- Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling requests via email and website referrals.
- If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content.
- Ask Freeman about new paper-based signage materials that are comparably priced to plastic. There are good alternatives to foam core and PVC which are not as easily recyclable.
- Participate in the exhibit donation program by providing materials that are eligible for donation to local charities, such as pens, bags and notepads.

### Shipping and Transportation

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

### Personnel and Best Practices

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

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





# SUPPLYSIDE WEST 2017

## SEPTEMBER 28-29, 2017

### MANDALAY BAY - BAYSIDE C-F - LAS VEGAS, NV

**REVISION**

Date: 5/30/2017  
By: GISELA, NRDC

**BOOTH COUNT**

**BLDG. LEGEND:**

	MONDAY 9/25/17 8AM
	MONDAY 9/25/17 1PM
	TUESDAY 9/26/17 8AM
	NO FREIGHT AISLE



**DRAWING INFO**

Passport Line Item Number:

#  
Facility:  
MANDALAY BAY

Hall / Level:

BAYSIDE C-F

City & State:

LAS VEGAS, NV

Scale: CUSTOM

Job #: 426097

AE: KRISTINA DENSTAEDT

Prod. AE: KRISTIAN DENSTAEDT

Started: 5/30/2017

Started By: GISELA, NRDC

Prod. Branch: LAS VEGAS

**FREEMAN**

**Disclaimer** - Every effort has been made to ensure the accuracy of all information contained on this floor plan. However, no warranties, either expressed or implied, are made with respect to this floor plan. If the location of building columns, utilities or other architectural components of the facility is a consideration in the construction or usage of an exhibit, it is the sole responsibility of the exhibitor to physically inspect the facility to verify all dimension and locations.

**Confidential and Proprietary** - the information contained herein is the proprietary information of Freeman and by accessing the information, the recipient agrees to keep the information confidential and not disclose it to any third party without the prior consent of Freeman. Recipient also agrees to only use the information for its internal evaluation purposes and for no other purpose, without the prior consent of Freeman.

File Path: O:\NRDC\FloorPlans\Shows\2017\09-Sep\SupplySide West (426098)\SSW 17 TARGET.dwg | Tab Name: 11x17L

**EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION**

Show Management has selected Freeman to be the Official Services Contractor for your upcoming show. As the Official Services Contractor, Freeman has the responsibility for material handling and all suspended rigging services not exclusive to Mandalay Bay through Edlen and Encore. We hope this document will assist you in planning for your upcoming event.

To help you understand the Official Services Contractor responsibilities, we ask that you read and observe the following to aid in a smooth and efficient move-in and move-out of the trade show

Freeman requests that exhibitors do not tip its employees by giving money, merchandise or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of Freeman. Freeman employees are paid an excellent wage and tipping is not an accepted company policy.

Freeman craftsmen at all levels are instructed to refrain from expressing any disputes or directly challenging the practices of any exhibitor. All questions arising with regard to the jurisdiction or practices must be directed to a FREEMAN management representative.

**PER SHOW MANAGEMENT**

<b>TASK</b>	<b>EXHIBITORS MAY</b>	<b>FREEMAN RESPONSIBILITIES</b>
<b>Material Handling</b>	<ul style="list-style-type: none"> <li>As an exhibitor you may "hand carry" material. Hand carry is defined as small items such as cartons and packages that an exhibitor is able to carry.</li> <li>Any mechanical assistance is limited to a small dolly.</li> <li>The assistance of any motorized device or pallet jack is not permitted.</li> <li>When exhibitors choose to "hand carry" they may not access designated material handling areas.</li> <li>Must use specific exhibitor hand carry areas or main entrance of the facility.</li> <li>In all other circumstances items should be considered material handling.</li> </ul> <p><b>In no circumstance is any exhibitor authorized to use Freeman material handling equipment for any purpose.</b></p>	<ul style="list-style-type: none"> <li>Freeman has been contracted to be the exclusive provider for material handling contract services as ordered by the exhibitor.</li> <li>Freeman has the responsibility to manage all freight docks and to schedule all vehicles into and out of all designated material handling areas for the show. This will assure the smooth, orderly and efficient move in and move out of the tradeshow.</li> <li>Freeman has the sole responsibility for loading and unloading all trucks, trailers, common and contract carriers at its facilities or designated material handling areas.</li> <li>Freeman is not responsible for any material it does not handle.</li> <li>For the convenience of all exhibitors on the show, order forms for material handling services are included in this service manual and are available on Freeman's website at <a href="http://www.freemanco.com/store">www.freemanco.com/store</a>.</li> </ul>
<b>Non-Electrical Hanging Signs</b>	<ul style="list-style-type: none"> <li>Install and dismantle a non-electric sign attached to a booth by the exhibitor's full-time employee or approved EAC.</li> </ul>	<ul style="list-style-type: none"> <li>Assembly and disassembly of hanging signs under 200 lbs.</li> <li>Hanging of non-electrical signs and decorative materials from the ceiling (under 200 lbs).</li> </ul>
<b>Rigging and Truss</b>	<ul style="list-style-type: none"> <li>Exhibitors <b>MAY NOT</b> install or assemble electrical hanging signs and truss.</li> <li>Exhibitors <b>MAY NOT</b> use any type of motorized lift for rigging or focusing.</li> </ul>	<ul style="list-style-type: none"> <li>Mandalay Bay is the exclusive provider of all rigging equipment and services for all items 200 lbs. or more suspended over the exhibit space. This includes: labor, electrical signs, trussing, chain motors, cables, span sets and all other rigging related equipment.</li> <li>Freeman (unless ordered through Mandalay Bay) will assemble, hang and dismantle any items suspended from the suspended truss (i.e. programmable/dimmable lighting fixtures, audio, projection, non-electrical signs, graphics, fabric solutions, etc.) or anything under 200 lbs. suspended from the ceiling.</li> </ul>

## EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION *(continued)*

<u>TASK</u>	<u>EXHIBITORS MAY</u>	<u>FREEMAN RESPONSIBILITIES</u>
<p><b>Booth Installation and Dismantle</b></p>	<ul style="list-style-type: none"> <li>• As an Exhibitor you may choose to utilize your own personnel to set up and dismantle your exhibit.</li> <li>• If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub.</li> <li>• You may hire Freeman to act as your Exhibitor Appointed Contractor (EAC) to perform this work.</li> <li>• You may hire an Exhibitor Appointed Contractor (EAC) to perform this work.</li> <li>• All EAC's must have the appropriate credentials submitted to Show Management and the facility.</li> </ul>	<ul style="list-style-type: none"> <li>• When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 years of experience, our group of specialists are ready to assist you with all of your exhibit requests from beginning to end. Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible.</li> <li>• To secure Freeman labor, please utilize the labor forms enclosed. Skilled Freeman Labor is available to act as your EAC.</li> </ul>

For information on services provided exclusively through the Mandalay Bay Convention Center (electrical, cleaning, telecommunications, etc.), please contact their Exhibitor Services Department at 702-322-3000.

# LAS VEGAS FIRE REGULATIONS

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Please find below general guidelines for fire safety. Please refer to the Clark County's Fire Prevention website for Requirements and Permit Guidelines, Application Forms, Permit Fees, etc.

Clark County Fire Prevention Department:

<http://www.clarkcountynv.gov/building/fire-prevention/Pages/SpecialEvents.asp>

Clark County Temporary Operational Fire Permit:

<http://www.clarkcountynv.gov/building/Forms/TemporaryOperationalFirePermit.pdf>

The following items are required to have a permit from the Clark County Fire Department:

- Display Vehicles
- Fire Systems for Covered Booths  
(if they contain vehicles, open flame, hot works, or if they are over 1,000 sq. ft. that will be in place for more than seven show days)
- Tents and/or Canopies
- Temporary Membrane Structures
- Candles and Open Flames
- Flame Effects
- Temporary Outdoor Structures
- Compressed Gases, Cryogenic Fluids, Hot Works (welding operations)

For information specific to the Las Vegas Convention Center, please contact the LVCVA Convention Services Department at (702) 892-2915.

For information specific to the Mandalay Bay Convention Center, please contact their Exhibitor Services Department at (855) 408-1349.

For information specific to the Sands Expo Center, please contact Sands Customer Service at (702) 733-5070

**PLEASE NOTE: Failure to notify show management and/or apply for permit no later than three weeks prior to the move-in of an event could result in higher permit fees or non-admission of the item/service to the exhibit floor.**

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1. **In accordance with the Nevada Clean Indoor Air Act, smoking is prohibited in exhibit areas.**
2. **All materials used in construction and decoration of an exhibit must be flame retardant.** Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used. NFPA 701 is the accepted standard.
3. **All exits and exit aisles must be kept clear and unobstructed.** No furniture, signs, easels, chairs or displays may protrude into aisles unless shown on the Fire Marshal approved floor plan
4. **Designated "No Freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
5. **All empty cartons or crates must be labeled and removed for storage or they will be removed as trash.** Crates are not to be used as exhibit supports.
6. **All fire hose racks, fire extinguishers, strobe lights and emergency exits must be visible and accessible (3' clearance for hoses and extinguishers) at all times.** This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.
7. **Exhibitors who intend to display a vehicle within the confines of their exhibit booth must obtain a vehicle display permit from the Clark County Fire Marshal.** Vehicles on display must have fuel filler caps locked or sealed to prevent escape of vapors and to avoid tampering. Vehicles shall not be fueled or defueled within the building. Fuel in the tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. No leaks underneath vehicles. At least 36" clear access or aisles must be maintained around the vehicle. Vehicles must be a minimum of 20 feet from exit of door or exit pathway. External chargers are recommended for demonstration purposes.  
  
**Exception:** Permits are not required at the Las Vegas Convention Center; however, vehicles that use compressed gas are prohibited. At least one battery cable shall be removed from the batteries used to start the vehicle engine. Batteries used to power auxiliary equipment shall be permitted with prior approval from the LVCVA Safety Office.
8. **Combustible materials must not be stored beneath display vehicles.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.
9. **Vehicles in building for unloading must not be left with engine idling.** Exhaust gases present extreme hazards to workers on catwalks. If engine cannot be shut down, vehicle must be removed from the building as quickly as possible.
10. **No storage of any kind is allowed behind booths or near electrical service.** Materials for hand-outs must be limited to one day supply and stored neatly within the booth. Violators will be notified and if not removed by show opening, Official Service Contractor will remove and store at **EXHIBITOR'S EXPENSE.**



# LAS VEGAS FIRE REGULATIONS (continued)

11. **All 110 volt extension cords shall be three-wire (grounded), #14 or larger AWG, copper wire. All connections must be supported and secure.** Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved.
12. **Cube tap adapters are prohibited (Uniform Fire Code 85.107). Multi-plug connectors must be UL approved with built-in overload protection.** Connectors must not be used to exceed their listed ampere rating.
13. **Electrical work under carpets or flooring must be installed by the official electrical service provider.** All cords must be flat, three conductor, #14 AWG or larger.
14. **All temporary wiring must be accessible and free from debris and storage materials.** Hard backed booths must have power supplies dropped within the booth.
15. **Flammable or combustible liquids are prohibited inside of buildings except as approved by the Office of Fire Protection and Safety.** Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.
16. **Compressed gas cylinders, including LPG, are prohibited unless approved by the Office of Fire Protection and Safety.** Flammable gases, i.e.: butane, propane, natural gas, et al; are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

**Exception:** Please contact the Las Vegas Convention Center for their specific guidelines.

17. **Certain halogen lamps have been banned at the Las Vegas Convention Center, Mandalay Bay Convention Center, Sands Expo Center, and Cashman Center.**

Halogen lamps at the Las Vegas Convention Center, Sands Expo Center and Cashman Center are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb.

Halogen lighting policy at Mandalay Bay Convention Center covers restrictions on stem mounted halogen lighting provided by display contractors and exhibitors for the temporary lighting of exhibit booths. The use of any stem mounted halogen or other fixtures employing a non-shielded halogen bulb is not allowed. In addition, conventional track lighting systems that use any of the approved types of halogen bulbs and that are securely mounted to stable exhibit structures will continue to be allowed. Approved halogen bulbs include: MR 11/16 Covered - Low Wattage, MR 16 Covered - Line Voltage and PAR 14, 16, 20, 30 and 48.

18. **Single-level covered exhibits require automatic fire sprinklers underneath covered areas greater than 1,000 square feet that will be in place for 7 or more show days (not including move-in and move-out days).** Sprinklers are also required when there will be vehicles, open flame, or hot works underneath any covered areas. The permit that is required is only for the installation of fire sprinklers, not for structural review of exhibits.

**Exception:** Where the booth is used in an event with duration less than 7 calendar days and does not contain vehicles, open flame or hot works, automatic fire sprinklers are not required, provided the aggregate area of unsprinklered booths within the room does not exceed 30% of the room size.

**Exception:** Please contact the Las Vegas Convention Center, Sands Expo Center or Cashman Center for their specific guidelines.

19. **Multi-level covered exhibits require automatic fire sprinklers underneath all covered areas on each level when the walking surface of the upper level(s) is over 1,000 square feet that will be in place for 7 or more show days (not including move-in and move-out days). Upper level areas of multi-level exhibit booths exceeding 300 square feet shall not have less than two remote means of egress.** Sprinklers are also required when there will be vehicles, open flame, or hot works underneath any covered areas. The permit that is required is only for the installation of fire sprinklers, not for structural review of exhibits. Any exhibit with an upper deck area to be occupied must be evaluated and stamped by a licensed engineer. Stamped plans should be present within the exhibit for potential verification by the Fire Marshal upon request

**Exception:** Where the booth is used in an event with duration less than 7 calendar days and does not contain vehicles, open flame or hot works, automatic fire sprinklers are not required, provided the aggregate area of unsprinklered booths within the room does not exceed 30% of the room size.

**Exception:** Please contact the Las Vegas Convention Center, Sands Expo Center or Cashman Center for their specific guidelines.

20. **Tents in excess of 400 square feet, canopies in excess of 700 square feet, and temporary membrane structures must be approved by the Clark County Fire Marshal.**

**Exception:** Please contact the Las Vegas Convention Center for their Tents/Canopies guidelines.

21. **Demonstration cooking and food warming in exhibition spaces shall comply with the Clark County Fire Code and facility regulations.**

**Exception:** Please contact the Las Vegas Convention Center for their specific guidelines

22. **The use of candles and other open flame decorative devices must be approved by the Clark County Fire Marshal.**

**Exception:** Please contact the Las Vegas Convention Center for their specific guidelines

# FREEMAN

6555 West Sunset Road  
Las Vegas, NV 89118  
(702) 579-1700 • Fax: (469) 621-5604

**DISCOUNT PRICE  
DEADLINE DATE  
SEPTEMBER 5, 2017**

INCLUDE THIS FORM  
WITH YOUR ORDER  
PLEASE USE BLACK INK

NAME OF SHOW: **SupplySide West Global Expo & Conference 2017 / September 27-28, 2017**

---

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

---

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

---

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

---

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

---

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

---

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

---

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

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

## METHOD OF PAYMENT

BY SUBMITTING THIS FORM VIA FAX OR POSTAL MAIL 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 (426098) on your remittance.**
- CREDIT/DEBIT CARD**  
For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:  
 **AMERICAN EXPRESS**     **MASTERCARD**     **VISA**    **We do not accept credit card information via email.**
- 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	HANGING SIGNS	UTILITIES	EXHIBIT TRANSPORTATION	GRAND TOTAL	

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: [www.freeman.com](http://www.freeman.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 Sales Representative.

FREEMAN method of payment

# FREEMAN

6555 West Sunset Road  
Las Vegas, NV 89118  
(702) 579-1700 • Fax: (469) 621-5604

## SupplySide West Global Expo & Conference 2017 / September 27-28, 2017

**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 services 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 VIA FAX OR POSTAL MAIL 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 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"/> UTILITIES                  | <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 e-mail address of the person who reconciles your invoices if different than above.

### THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

- AMERICAN EXPRESS    MASTERCARD    VISA   **We do not accept credit card information via email.**

ACCOUNT NO: \_\_\_\_\_

EXP. DATE: \_\_\_\_\_

CARDHOLDER NAME (PLEASE PRINT): \_\_\_\_\_

CARD TYPE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

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

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

(426098)

FREEMAN third party authorization

# PAYMENT & LABOR

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

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

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

## DEFINITIONS

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

## PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR'S booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the estimate of charges and the actual charges incurred for material handling, labor time & materials, utility services or equipment usage, 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. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and 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 EXHIBITOR. All invoices are due and payable upon receipt, by either party.

## ELECTRICAL

Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

## LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

## INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labor provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of FREEMAN includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or ordinances.

## IMPORTANT

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



# MATERIAL HANDLING

**YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.** Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

**1. DEFINITIONS.** For purposes of this Contract, Freeman means Freeman Expositions, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In no event shall Freeman be deemed to be the Ultimate Consignee for shipping and custom purposes. The term "Exhibitor" means the Exhibitor, its employees, agents, and representatives.

**2. PACKAGING/CRATES AND STORAGE.** 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 or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.**

**3. EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All previous labels must be removed or obliterated. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. **FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.**

**4. INBOUND/OUTBOUND SHIPMENTS.** There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. **FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT.** Freeman recommends the securing of security services from Facility or Show Management. All MHA's submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth at the time of pickup. Freeman is not responsible for any wait time or other charges including business center charges arising from delivery or pickup of Exhibitor's materials.

**5. DELIVERY TO THE CARRIER FOR RELOADING.** Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**

**6. DESIGNATED CARRIERS.** Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. **IN NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.**

**7. FORCE MAJEURE.** Freeman's performance hereunder is subject to, and Freeman shall not be responsible for loss, delay, or damage due to, strike, 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 Exhibitor's materials.

**8. CLAIM(S) FOR LOSS.** Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site and in any case not later than **thirty (30) business days** after the date when Exhibitor's materials are delivered to the carrier for transportation from 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 due Freeman for its services as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their own merits.

**b. MAXIMUM RECOVERY.** If found liable for any loss, Freeman's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is a less. For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

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

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

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

**11. INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

**12. LIEN.** Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor ("Obligations"). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied

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

**14. DRIVER LIABILITY WAIVER.** IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

# AIR CARGO

## 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 repeatedly by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padded or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all international shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

**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.

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

- artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
  - clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
  - personal effects;
  - 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:
- whenever or wherever the claimed loss or damage may occur;
  - 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;
  - 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:

- 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.
- 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.
- 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 five (5) business days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via e-mail at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. 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: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

**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.

# MOTOR CARGO

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

**4. PACKAGING AND CRATES.** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

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

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

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

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

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

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

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

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

**8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES.** Shipper understands that even if shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. **FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF 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 or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value. (e) For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$100,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identify 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 Freeman 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 specific in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Sedgwick, PO Box 14151, Lexington, KY 40512-4151 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 5 business days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Notice of concealed damage must be confirmed in writing or via e-mail at [exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com) within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. 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.

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

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

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

**13. SMALL PACKAGE PROGRAM.** If items shipped via Freeman's Small Packages program are lost, damaged or destroyed while in Freeman's possession, **FREEMAN'S MAXIMUM LIABILITY SHALL BE \$100 per package UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** If small packages are received by the Shipper and notice of loss or damage is not received by Freeman within 15 days of the delivery of the property, the parties agree that the presumption shall arise that the property was delivered in proper quantity and in good condition.



Freeman

# TRANSPORTATION COMPLETE



Freeman's all-inclusive shipping and material handling package means transporting your exhibit materials has never been simpler or as affordable.

## Double the convenience... zero surprises.

### Package includes:

- Round trip standard ground transportation AND material handling services
- No additional fees, no surprises
- Pick-up and transportation from point of origin to either advance warehouse or show site – your choice.
- Pre-printed shipping labels & outbound paperwork

### Benefits:

- Turnkey pricing ensures precise budgeting
- No additional handling, pick-up or delivery fees
- No additional fuel surcharges or overtime surcharges
- No carrier waiting time fees
- Experienced on-site transportation reps from move-in through move-out
- All charges on your Freeman invoice
- LTL (less than truck load) shipping

**To take advantage, call 1-800-995-3579 or email [exhibit.transportation@freemanco.com](mailto:exhibit.transportation@freemanco.com) for a quote.**

\*Services apply to destinations anywhere in the Continental U.S.



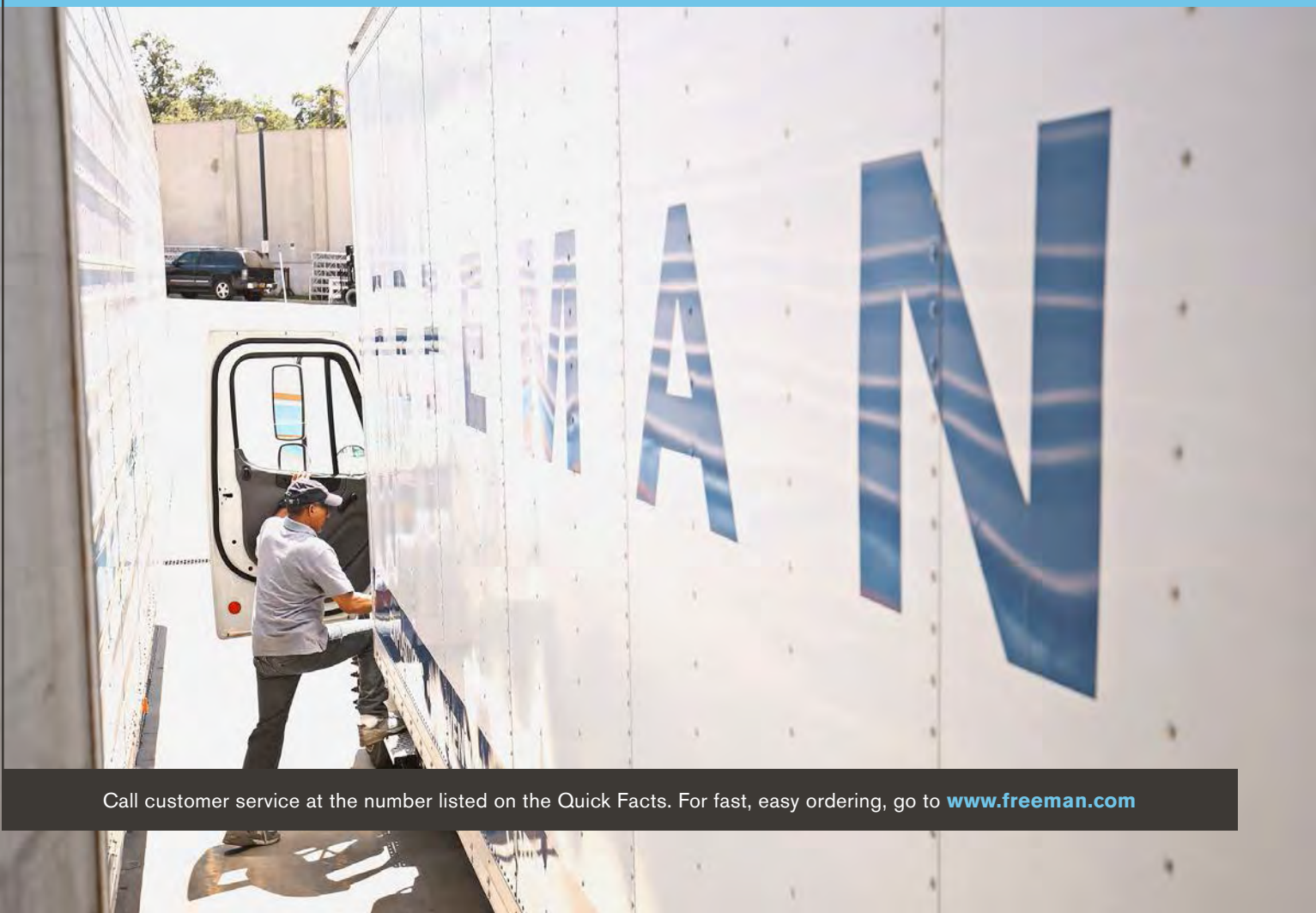
**F R E E M A N**  
INNOVATION DEDICATED TO YOUR BRAND

# RESULTS, DELIVERED

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With more than 85 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

Between our all-inclusive pricing and superior customer service, Freeman Exhibit Transportation is the most reliable, convenient and cost-effective solution available. Our team of experts has the ability to quickly respond to changes when necessary, remaining entirely responsive to all of your show requirements, whenever and wherever they arise.



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

## EXHIBIT TRANSPORTATION SERVICES

Freeman works directly with you and show site decision makers to transport your exhibit to any location with ease.

### The Freeman Exhibit Transportation promise:

- ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- ONE CONVENIENT INVOICE ENCOMPASSING ALL FREEMAN SHOW SERVICES
- ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION

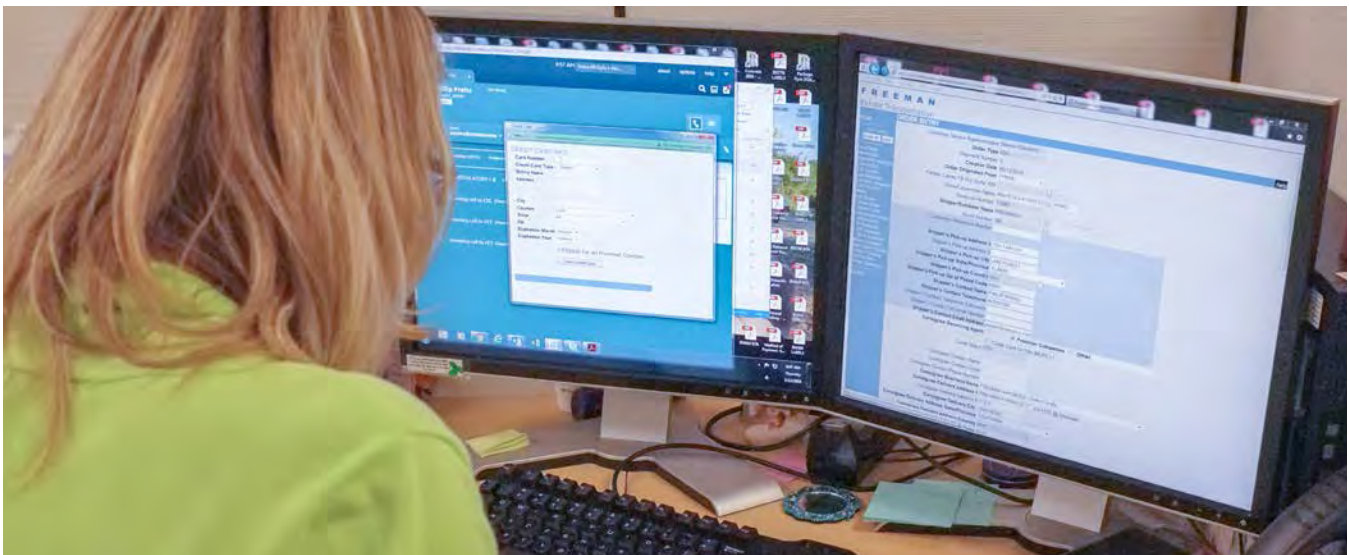
### questions?

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

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

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

**DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM TO ORDER YOUR INBOUND AND OUTBOUND SHIPPING.**





# FREEMAN

(800) 995-3579 Toll Free US & Canada  
(817) 607-5100 Local & International

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

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

NAME OF SHOW: **SupplySide West Global Expo & Conference 2017 / September 27-28, 2017**

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

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

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

For Assistance, please call applicable number listed above to speak with one of our experts.

**For fast, easy ordering, go to [www.freeman.com](http://www.freeman.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:  
**(800) 995-3579 Toll Free US & Canada or  
(817) 607-5100 Local & International**

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

### PICK UP INFORMATION:

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

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

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

\_\_\_\_\_  
( City ) ( State ) ( Zip )

### DESTINATION

- I will be shipping to the **WAREHOUSE**  
**FREEMAN/Exhibiting Company Name/Booth #**  
Hold for: **SupplySide West Global Expo & Conference 2017**  
6675 W Sunset Rd  
Las Vegas, NV 89118

### MUST BE DELIVERED BY SEPTEMBER 19, 2017

- I will be shipping to **SHOW SITE**  
**FREEMAN/Exhibiting Company Name/Booth #**  
**SupplySide West Global Expo & Conference 2017**  
c/o FREEMAN  
Mandalay Bay Convention Resort  
3970 Las Vegas Blvd S  
Las Vegas, NV 89119

### CANNOT BE DELIVERED BEFORE SEPTEMBER 25, 2017

### TYPE OF SERVICE - Choose One

- 1 Day: Delivery next business day (before 5:00 p.m.)  
 2 Day: Delivery by 5:00 p.m. second business day  
 Deferred: Delivery within 3-4 business days  
 Declared Value (\$20,000 maximum) \$ \_\_\_\_\_

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

- Standard Ground: Dependent on distance  
 Expedited Ground: Tailored to specific requirement  
 Specialized: Pad Wrapped, uncrated or truckload

### SHIPPING INFORMATION

#### Items to be shipped

Number of Pieces	Weight
___ Crates (wooden)	_____
___ Cartons (cardboard)	_____
___ Cases/Trunks (fiber)(color) _____	_____
___ Skids/Pallets	_____
___ Carpet (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 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: \_\_\_\_\_

SEND COMPLETED FORM VIA:  
E-mail: [exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)  
or  
Fax: (469) 621-5810

**A TRANSPORTATION EXPERT  
WILL CONTACT YOU TO CONFIRM  
RECEIPT OF YOUR ORDER AND  
FINALIZE DETAILS**

SHOW # \_\_\_\_\_ 426098

# 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 the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the 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 the Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. 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.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.

## HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the 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.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- 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 the Quick Facts.

## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. 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 Material Handling Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the rate for the freight category that best describes your shipment. There are four 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, 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 points.

**Carpet and/or Pad Only:** shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

- All inbound and outbound shipments are subject to overtime charges if the shipments are received, loaded or unloaded during the overtime hours specified on the Material Handling Order Form. This includes both warehouse and show site shipments.
- Add any late delivery or off-target charges listed on the Material Handling Order Form if the freight will be received after the deadlines listed on the 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.

### WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up “Empty Labels” at the Freeman Service Center. Once the container is completely empty, place a label on each container individually. Labeled empty containers will be picked up periodically and stored in non-accessible storage during the event.
- 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 Freeman Service Center at show site for your shipping documents.
- Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handling Agreement and labels will be available for pick up at the Freeman Service Center.

- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will either be rerouted on Freeman’s carrier choice or delivered back to the warehouse at the exhibitor’s expense.
- For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

### 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 Rigging 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 Freeman 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 Terms and Conditions, which can be found in the exhibit service manual or online at [www.freeman.com](http://www.freeman.com).

### OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

- Cranes
- Accessible 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

# FREEMAN EXCLUSIVE

6555 West Sunset Road  
 Las Vegas, NV 89118  
 (702) 579-1700 • Fax: (469) 621-5604  
 FreemanLasVegasES@freeman.com

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SupplySide West Global Expo & Conference 2017 / September 27-28, 2017**

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

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

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

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

## MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad-wrapped material, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS, & DHL** are included in this category due to their delivery procedures.
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
- CARPET AND/OR PAD ONLY:** Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
- STRAIGHT TIME:** 8:00 A.M. to 5:00 P.M. Monday through Friday
- OVERTIME:** 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays  
 (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)
- WAREHOUSE HOURS:** 8:00 A.M. to 3:30 P.M. Monday through Friday, Holidays excluded.

Description	Price Per CWT	Minimum
<b>RATE CLASSIFICATIONS:</b>		
<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 91.75	183.50
Special Handling Shipment.....	\$ 119.50	239.00
Carpet and/or Pad Only Shipment.....	\$ 137.75	275.50
<b>Show Site Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 86.25	172.50
Special Handling Shipment.....	\$ 112.25	224.50
Uncrated or Pad Wrapped Shipment.....	\$ 129.50	259.00
Carpet and/or Pad Only Shipment.....	\$ 129.50	259.00
<b>Small Package - Maximum weight is 30 lbs per shipment*</b>		
Per Shipment.....	\$ 45.00	

\*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

### ADDITIONAL SURCHARGES:

<b>Shipment Delivered after Deadline Date (in addition to above rates)</b>		
Warehouse Shipment after SEPTEMBER 19, 2017 .....	\$ 23.00	46.00
Show Site Shipment after SEPTEMBER 27, 2017 .....	\$ 21.75	43.50
<b>Overtime Charge - Inbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 21.75	43.50
Special Handling Shipment.....	\$ 28.25	56.50
Uncrated or Pad Wrapped Shipment.....	\$ 32.50	65.00
Carpet and/or Pad Only Shipment.....	\$ 32.50	65.00
<b>Overtime Charge - Outbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 21.75	43.50
Special Handling Shipment.....	\$ 28.25	56.50
Uncrated or Pad Wrapped Shipment.....	\$ 32.50	65.00
Carpet and/or Pad Only Shipment.....	\$ 32.50	65.00

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
<b>Surcharges</b>	÷ 100 =			
			<b>8.25% Tax</b>	<b>N/A</b>
			<b>Total</b>	

# SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to [www.freeman.com](http://www.freeman.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, & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

## **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 points.

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

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

# FREEMAN EXCLUSIVE

6555 West Sunset Road  
Las Vegas, NV 89118  
(702) 579-1700 • Fax: (469) 621-5604  
FreemanLasVegasES@freeman.com

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SupplySide West Global Expo & Conference 2017 / September 27-28, 2017**

---

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

---

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

---

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

For Assistance, please call 702-579-1700 to speak with one of our experts.

## MACHINERY HANDLING SERVICES

# ATTENTION EXHIBITORS

## SPECIAL HEAVY MACHINERY RATES

Freeman has developed Special Heavy Machinery Rates for this years' show. These rates are designed specifically for those companies exhibiting heavy machinery equipment.

If you are bringing machinery to the show, please fax the details of your shipment to us at (469) 621-5604. This will assist us in determining if you qualify for these rates.

<u>WEIGHT</u>	<u>RATE</u>
1 - 5,000 lbs.....	\$51.25 / per cwt
5,001 - 10,000 lbs.....	\$48.00 / per cwt
10,001 - 20, 000 lbs.....	\$45.00 / per cwt
20,001 - 30,000 lbs.....	\$41.75 / per cwt
30,001 - 40,000 lbs.....	\$38.00 / per cwt
40,001 - 50,000 lbs.....	\$35.50 / per cwt
50,001 lbs & Over.....	\$32.75 / per cwt

<u>LBS. SHIPPED</u>	<u>RATE</u>	<u>TOTAL COST</u>
---------------------	-------------	-------------------

I will ship \_\_\_\_\_ lbs. of heavy machinery @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**FOR ALL MACHINERY SHIPMENTS, PLEASE BE SURE THAT ALL SHIPPING DOCUMENTS INDICATE "MACHINERY" IN THE DESCRIPTION. THESE RATES ARE BASED ON EACH INDIVIDUAL SHIPMENT, NOT A COMBINATION OF WEIGHT FOR THE BOOTH.**

**If you have any questions, please call our Freight Department at (702) 579-1400.**

# FREEMAN

6555 West Sunset Road  
Las Vegas, NV 89118  
(702) 579-1700 • Fax: (469) 621-5604  
FreemanLasVegasES@freeman.com

**ORDER FORM  
DEADLINE DATE  
SEPTEMBER 5, 2017**

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SupplySide West Global Expo & Conference 2017 / September 27-28, 2017**

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

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

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

For Assistance, please call 702-579-1700 to speak with one of our experts.

## CART SERVICE

**FREEMAN** will provide Cart Service for your event. **CART SERVICE** is a feature for Privately Owned Vehicles (POVs) that meet the requirements below.

### RATES:

This service is available at a rate of **\$58.75 per trip** or a round trip rate of **\$117.50**. Fee includes storage of cardboard/product boxes at no additional charge. Empty stickers will be provided for this service.

### DEFINITION OF PRIVATELY OWNED VEHICLE:

Privately Owned Vehicles are defined as cars, pick-up trucks, vans and other trucks primarily designed for passenger use, not cargo or freight. Vehicles containing more than 500 lbs of materials, straight trucks, bobtails, contract carriers and vehicles with trailers are NOT considered POV's and must report directly to the Freeman Marshalling Yard.

### DIRECTIONS:

- To receive this service, proceed directly to the Mandalay Bay Convention Resort and check in at the designated Cart Service location (see map). There will be signage posted to direct you.
- Two people must be with the vehicle - one to accompany the product to the booth and one to remove the vehicle from the area.
- Freight that is too large or heavy must be handled by Freeman at their material handling rates. The determination of Cart Service versus Material Handling will be made at the discretion of management. Any disputes will be handled at the time of unloading.

### AVAILABILITY:

#### Move-In

Tuesday September 26, 2017 8:00 a.m. - 5:00 p.m.  
Wednesday September 27, 2017 7:00 a.m. - 9:30 a.m.

#### MoveOut

Thursday September 28, 2017 5:00 p.m. - 8:00 p.m. \*

\* Please visit the Freeman Service Desk to complete and/or submit an Outbound Material Handling Agreement.

### VEHICLES THAT QUALIFY:



Sedan



SUV



Pickup



Van

### VEHICLES THAT DO NOT QUALIFY:



Trailer



Rentals



Bobtail



Stakebed

Description	Price per One-Way Trip	Number of Trips	Date Service Required	Estimated Time of Service	Total
Dock to Booth	\$58.75				
Booth to Dock	\$58.75				

# F R E E M A N

## Mandalay Bay Convention Resort POV / Cart Service Map & Directions

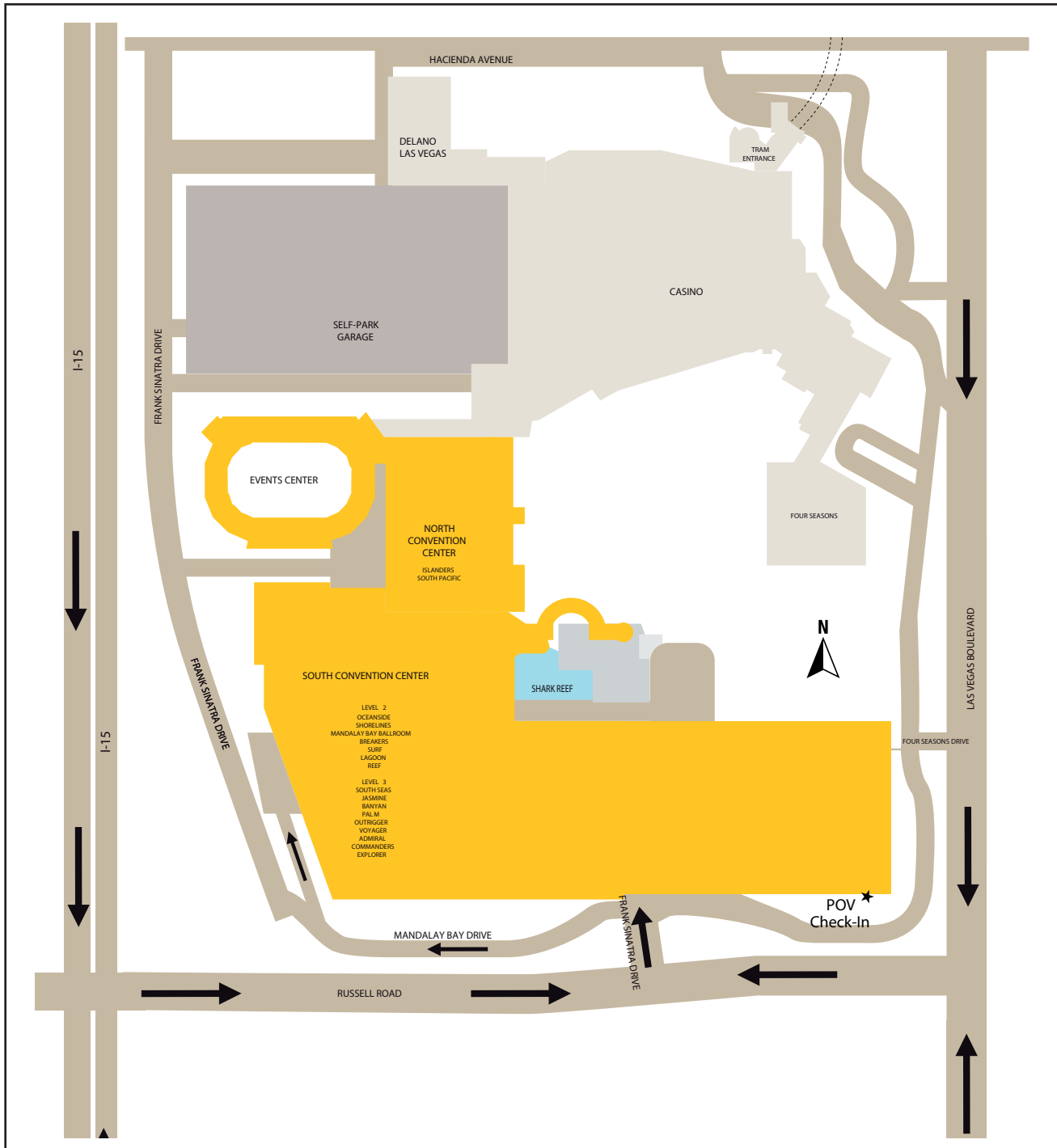
### Directions:

#### From I-15 & Tropicana

Exit Tropicana Avenue East  
Turn right onto Las Vegas Boulevard  
Turn right onto Four Seasons Drive  
Turn left onto Mandalay Bay Drive

#### From I-15 & Russell

Exit Russel Road East  
Turn left on Frank Sinatra Drive  
Turn right on Mandalay Bay Drive



**ADVANCE WAREHOUSE**  
**6675 West Sunset Road**  
**Las Vegas, NV 89118**

**Hours of Operation:**

Warehouse hours are Monday through Friday from 8:00 a.m. to 3:30 p.m., Holidays excluded.

**Directions:**

**From I-15 Northbound or Southbound**

Exit 1-215 West  
Exit Jones Boulevard (stay in center lanes)  
Cross over Jones Blvd staying to the right  
Continue on Raphael Rivera Way  
Freeman will be on right

**From US-93 / I-515 Northbound**

Exit I-215 West  
Exit Jones Boulevard (stay in center lanes)  
Cross over Jones Blvd staying to the right  
Continue on Raphael Rivera Way  
Freeman will be on right





**MARSHALLING YARD**  
**6555 West Serene Avenue**  
**Las Vegas, NV 89139**

*This location does not accept deliveries.*  
*This location is only for the staging of trucks delivering to show site facilities.*

**Please note:**

- All delivering carriers must check in at the Marshalling Yard prior to delivering to the facility.
- Please be advised that certified weight tickets are required when checking into the Marshalling Yard. For your convenience, Freeman has available a full-size certified scale at the Marshalling Yard. If your driver has valid certified weight tickets, Freeman will accept these tickets and your driver will not have to scale at the Freeman Marshalling Yard.
- All carriers will be assigned an unloading number according to driver check-in time.

**Directions:**

**From I-15 Northbound**

Exit NV160 W/Blue Diamond Rd  
Left onto Blue Diamond Rd  
West on Blue Diamond Rd  
(approximately 4 miles)  
Left on S Torrey Pines Dr  
From stop sign at Serene, go straight  
Marshalling Yard is directly ahead

**From I-15 Southbound**

Exit NV160 W/Blue Diamond Rd  
West on Blue Diamond Rd  
(approximately 4 miles)  
Left on S Torrey Pines Dr  
From stop sign at Serene, go straight  
Marshalling Yard is directly ahead

**From US-93 / I-515 Northbound**

Exit I-215 West  
Exit I-15 South  
Merge on NV160 W/Blue Diamond  
West on Blue Diamond Rd  
(approximately 4 miles)  
Left on S Torrey Pines Dr  
From stop sign at Serene, go straight  
Marshalling Yard is directly ahead





# FREEMAN

6555 West Sunset Road  
Las Vegas, NV 89118  
(702) 579-1700 • Fax: (469) 621-5604  
FreemanLasVegasES@freeman.com

**DISCOUNT PRICE  
DEADLINE DATE  
SEPTEMBER 5, 2017**

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SupplySide West Global Expo & Conference 2017 / September 27-28, 2017**

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

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

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

For Assistance, please call 702-579-1700 to speak with one of our experts.

**All orders are governed by the Freeman companies "Payment Policy" and Limits of Liability and Responsibility.**

## GENERAL INFORMATION

- All cold storage shipments will be subject to normal material handling charges. Please see material handling order form for pricing.
- Storage rate will be billed at a flat rate based on total cubic feet of material received requiring cold storage. (Storage rate is for entire show - not a daily rate)
- You must have an authorized company representative present at the time of delivery to your booth to inventory and sign for the items.
- Food that must be prepared by the Exhibit Hall Caterer should be addressed directly to the catering firm

## ADVANCE STORAGE RESERVATION

**Your credit card must be on file with Freeman to make an advance storage reservation. See the "Freeman Method of Payment" form: elsewhere in this manual, for credit card authorization.**

Make your reservation early by completing this form and mailing it to the address above before the deadline date.

**Cold storage ordered at show site will be charged an additional 30% and subject to space availability**

## STORAGE

We will require \_\_\_\_\_ cubic feet of refrigerated storage (36°)

We will require \_\_\_\_\_ cubic feet of freezer storage (0°)

Type of product(s) I will be storing is: \_\_\_\_\_

This product will be in \_\_\_\_\_ types of containers and **WILL / WILL NOT** be on skids. (Please circle one)

The number of containers to be stored will be \_\_\_\_\_.

I will require deliveries \_\_\_\_\_ times per day.

## LIABILITY

Materials in cold storage must be removed during exhibitor move-out period. Materials not removed by **TIME AND DATE** will be considered abandoned.

While every attempt will be made to provide security for material placed in cold storage, and to ensure adequate and proper operation of equipment, Freeman assumes no liability of material stored for circumstances beyond our control.

Additionally, all materials handled by Freeman are subject to our "Limits of Liability" found our Terms & Conditions.

**STORAGE RATES/per cubic foot** (Storage rates are for entire show - not a daily rate)

	Discount Price	Standard Price
30 cubic feet or less.....	15.00	19.50
31 to 60 cubic feet .....	14.25	18.55
61 to 120 cubic feet .....	13.50	17.55
121 to 180 cubic feet .....	12.75	16.60
181 to 240 cubic feet .....	12.00	15.60
Over 240 cubic feet .....	11.25	14.65

**Example:** 80 cubic ft shipped to show  
80 X 13.50 = \$1,080.00 (total storage fee)

## DELIVERY AND PICK-UP RATES

In addition to the above rates, the following rates will apply for delivery of material to and from storage.

Straight Time.....\$208.00 (per trip)  
Over Time ....., \$327.00 (per trip)

Please set up your schedule for exact deliveries at the Freeman Service Center during installation.

## SHIPPING INFORMATION

Shipment(s) will be received at the **Mandalay Bay Convention Resort** no earlier than **SEPTEMBER 25, 2017**.

Label all shipments as shown. Specify on label if material is refrigerated or frozen. (labels are provided for your convenience)

<b>Exhibiting Company Name</b>
<b>Booth #</b> _____
<b>Hold For: SupplySide West Global Expo &amp; Conference 2017</b>
<b>c/o FREEMAN</b>
<b>REFRIGERATED or FROZEN STORAGE</b>
<b>Mandalay Bay Convention Resort</b>
<b>3970 Las Vegas Blvd S</b>
<b>Las Vegas, NV 89119</b>

Containers must be marked either Frozen or Refrigerated. The **SupplySide West Global Expo & Conference 2017**, company and booth number must be prominently displayed on each container.

Details regarding disposal of leftover items at the close of the show may be obtained at the service desk, if no arrangements are made, or instructions given prior to show closing, leftover items will be disposed of immediately at the close of the show.

Freeman refrigerated / frozen storage

# FREEMAN

6555 West Sunset Road  
 Las Vegas, NV 89118  
 (702) 579-1802 • Fax: (702) 579-0458  
**ATTN: FREIGHT DEPARTMENT**

**PLEASE NOTE:** This service is for freight received prior to the published date that advanced warehouse receiving will begin or if the freight will be held for another event after the close of your current show.

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

OWNER OF MATERIALS			
COMPANY NAME:			
ADDRESS:			
CITY:	STATE:	ZIP:	
CONTACT NAME:	PHONE #:		
E-MAIL ADDRESS:	FAX #:		

HOLD FOR			
SHOW:	FACILITY:		
COMPANY NAME:	BOOTH #:		
ADDRESS:			
CITY:	STATE:	ZIP:	
COMMENTS:			

INVOICE TO			
COMPANY NAME:			
ADDRESS:			
CITY:	STATE:	ZIP:	
CONTACT NAME:	PHONE #:		
E-MAIL ADDRESS:	FAX #:		

DESCRIPTION OF MATERIALS TO BE STORED			
NUMBER OF PIECES	DESCRIPTION OF MATERIALS TO BE STORED	WEIGHT	CUBIC FOOTAGE
	CRATES (WOODEN)		
	CARTONS (CARDBOARD)		
	TRUNKS, CASES (FIBER) COLOR: _____		
	SKIDS / PALLETS		
	CARPETS / PADS		
	<b>TOTALS</b>		

RATES AND CHARGES			
DESCRIPTION OF CHARGE	RATE (FORMULA)	MINIMUM CHARGE	TOTAL
Short Term Storage (90 days or less)	\$8.00 per cwt ( ____cwt @ 8.00 per cwt)	\$80.00 per month	\$
Long Term Storage - Stackable (over 90 days)	\$0.31 per cu ft ( ____cu ft @ 0.31 per cu ft)	\$77.50 per month	\$
Long Term Storage - Non-Stackable (over 90 days)	\$0.35 per cu ft ( ____cu ft @ 0.35 per cu ft)	\$87.50 per month	\$
Handling Rate (in or out)	\$6.75 per cwt ( ____cwt @ 6.75 per cwt)	\$67.50 each way	\$
Returned Shipments	\$17.00 per cwt ( ____cwt @ 17.00 per cwt)	\$170.00	\$
Transportation Charges (2 hour minimum)	\$194.25 per hr ST ( ____hrs @ 194.25 per hr ST)	\$388.50	\$
<b>TOTAL</b>			<b>\$</b>

**PLEASE COMPLETE THE ACCEPTANCE OF TERMS  
ON THE REVERSE SIDE.**

**FREEMAN storage agreement**

NAME OF SHOW: **SupplySide West Global Expo & Conference 2017 / September 27-28, 2017**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

**PAYMENT TERMS:** All accounts must have a valid credit card on file. Storage will be billed on a monthly basis and charges will be placed in full on such credit card at the time of invoicing. Prior arrangements must be made in writing to have invoices billed with a (30) day net and if such payment is not received within (30) days from the invoice date, the full payment will be applied to the credit card on file. Rates are subject to change with (30) days notice to Client. All charges due Freeman for all services must be paid in full prior to the release of materials from storage. 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%. 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 Client's account remains in default for (60) days after the date of the invoice, goods may be subject to sale as outlined in this Agreement. In the event of any dispute between the Client and Freeman relative to any loss, damage, or claim, Client shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Any claim against Freeman shall be considered a separate transaction, and shall be resolved on its own merits.

**TERMS AND CONDITIONS:** All goods scheduled in this Agreement are received and accepted by Freeman on Client's express representation that it is lawfully authorized to store the goods. FREEMAN WILL NOT ACCEPT FOR STORAGE, NOR BE LIABLE FOR, ANY OF THE FOLLOWING: DOCUMENTS, CURRENCY, MONEY, JEWELRY, WATCHES, PRECIOUS STONES, ART WORK, ANTIQUES, FURS, OR OTHER ARTICLES OF EXTRAORDINARY VALUE; NOR WILL WE ACCEPT ANY PERISHABLE ITEMS, LIQUID, ILLEGAL SUBSTANCES, OR ANY HAZARDOUS MATERIALS OR WASTE AS DEFINED BY 49 CFR 173. Client agrees to defend and indemnify Freeman from and against any and all claims, demands, judgments, and costs (including reasonable attorneys' fees) arising out of or relating to the ownership or title to goods stored, or arising from the storage of any of the above prohibited items in violation of this Agreement. Freeman is expressly given an additional lien on the goods stored by Client for all such costs, expenses, and attorney fees. Freeman shall have a lien on any and all property deposited with it at any time. All goods deposited on which storage or other charges including handling charges are not paid when due may be sold at public or private sale to pay such accrued charges, together with expenses of the sale, after notice to Client or other interested persons of the manner, time, and place of the sale and the amount of the accrued charges as may be required by law. Freeman shall only be liable for any loss or injury to the goods caused by its failure to exercise such care as a reasonable, careful owner of similar goods would exercise, subject to the limitation on damages. Freeman does not represent or warrant that its buildings or the contents of such buildings cannot be destroyed by fire. Freeman shall not be required to maintain a sprinkler or alarm system, security guard or other preventative / security devices, and its failure to do so shall not constitute negligence. **FREEMAN IS NOT RESPONSIBLE TO CLIENT, ITS PRINCIPAL OR INSURER FOR, AND CLIENT RELEASES FREEMAN FROM, ANY LOSS OR DAMAGE TO GOODS CAUSED BY FIRE, INSECTS, RODENTS, RUST, NORMAL WEAR AND TEAR, LEAKAGE, MOISTURE, CHANGES IN TEMPERATURE, STRIKES, ACT OF GOD, DETERIORATION BY TIME, OR MARRING AND/OR SCRATCHING (INCLUDING WITHOUT LIMITATION ANY SUCH DAMAGE CAUSED BY FREEMAN'S NEGLIGENCE); FOR ANY LOSS OR DAMAGE TO FRAGILE ARTICLES (INCLUDING WITHOUT LIMITATION ANY SUCH DAMAGE CAUSED BY FREEMAN'S NEGLIGENCE); FOR ANY LOSS OR DAMAGE TO THE CONTENTS OF ANY CONTAINER (INCLUDING WITHOUT LIMITATION ANY SUCH DAMAGE CAUSED BY FREEMAN'S NEGLIGENCE) UNLESS ITS CONTENTS ARE MADE KNOWN TO FREEMAN AND SPECIFICALLY ITEMIZED IN A RIDER ATTACHED TO THIS AGREEMENT; OR FOR ANY LOSS OR DAMAGE FROM CAUSES BEYOND FREEMAN'S CONTROL. FREEMAN SHALL NOT BE RESPONSIBLE FOR THE MECHANICAL FUNCTIONS OF INSTRUMENTS, APPLIANCES OR MACHINERY. FREEMAN'S FAILURE TO DELIVER GOODS TO ANY PERSON ENTITLED TO THEM SHALL NOT CONSTITUTE CONVERSION OF GOODS OR SUBJECT FREEMAN TO ANY LIABILITY WHATSOEVER WHEN THE NON-DELIVERY RESULTS FROM CAUSES ARISING FROM STRIKES, LOCKOUTS, WORK STOPPAGES OR RESTRAINTS OF LABOR.** It is the responsibility of the client to obtain the appropriate insurance coverage. Goods are not insured by Freeman nor do storage rates include insurance. All terms of this Agreement, including without limitation, monthly rental, conditions of occupancy and charges are subject to change upon thirty (30) days prior written notice. If changed, the Client may terminate this agreement on the effective date of the change by giving Freeman ten (10) days prior written notice to terminate. If the client does not give such notice, the change shall become effective and apply to the Client's occupancy. Either party reserves the right to terminate the storage of the goods at any time by giving to the other party thirty (30) days written notice of its intention to do so. Unless Client removes such goods within that period, Freeman shall have the right to deliver such goods to Client at the address on file at Client's expense. It shall be the duty of the Client to furnish to Freeman notification, in writing, to Client's address provided herein of any change of address or phone number. This Agreement and any action arising between the parties shall be construed under and in accordance with the laws of Nevada.

**ACCEPTANCE:** I have read, understood and agree to be bound by the Terms and Conditions on both sides of this document, and further, that I have the authority to sign this on behalf of the owner of the goods/materials being stored.

**SIGNATURE OF DEPOSITOR:** \_\_\_\_\_

**SIGNATURE OF FREEMAN REPRESENTATIVE:** \_\_\_\_\_

FREEMAN storage agreement

# FREEMAN

6555 West Sunset Road  
Las Vegas, NV 89118  
(702) 579-1700 • Fax: (469) 621-5604  
FreemanLasVegasES@freeman.com

## OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **SupplySide West Global Expo & Conference 2017 / September 27-28, 2017**

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

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

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

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

**EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE THIS FORM AND RETURN IT TO THE FREEMAN SERVICE DESK**

### SHIPPING INFORMATION

SHIP TO: COMPANY NAME: \_\_\_\_\_

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

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

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

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

BILL TO:  SAME AS SHIP TO

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

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

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

### METHOD OF SHIPMENT

Select a Carrier:

**Freeman Exhibit Transportation**

No need to schedule your outbound shipment.

Charges will appear on your Freeman invoice.

**Other Carrier**

Carrier Name: \_\_\_\_\_

Carrier Phone: \_\_\_\_\_

(Freeman will make arrangements for all Freeman Exhibit Transportation shipments.  
Arrangements for pick-up by all other carriers are the responsibility of the exhibitor.)

Select a Level of Service:

1 Day: Delivery next business day

Standard Ground

2 Day: Delivery by 5:00 pm second business day

Specialized: Pad wrapped, uncrated, or truckload

Deferred: Delivery within 3-5 business days

Select Shipment Options (if applicable):

Have loading dock

Lift gate required

Inside delivery

Air ride required

Pad wrap required

Residential

Do not stack

Select Desired Number of Labels: \_\_\_\_\_

Once your shipment is packed and ready to be picked up from your booth, please return the completed Material Handling Agreement to the Freeman service desk. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at the exhibitor's expense.

(426098)

FREEMAN outbound shipping

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: AUGUST 28, 2017

DEADLINE DATE IS: SEPTEMBER 19, 2017

TO: \_\_\_\_\_  
EXHIBITOR NAME

C/O FREEMAN  
6675 W SUNSET RD  
LAS VEGAS, NV 89118

WAREHOUSE

EVENT: *SupplySide West Global Expo & Conference 2017*

BOOTH NO. \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

F R E E M A N

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BOOTH NO. \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

F R E E M A N

R U S H

D O N O T D E L A Y

CANNOT DELIVER BEFORE: SEPTEMBER 25, 2017

TO: \_\_\_\_\_  
EXHIBITOR NAME

C/O FREEMAN  
MANDALAY BAY CONVENTION  
RESORT  
3970 LAS VEGAS BLVD S  
LAS VEGAS, NV 89119

SHOWSITE

EVENT: \_\_\_\_\_  
*SupplySide West Global Expo &  
Conference 2017*

BOOTH NO. \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

F R E E M A N

R U S H

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REFRIGERATED  
STORAGE

SupplySide West Global Expo &  
Conference 2017

EVENT \_\_\_\_\_

BOOTH # \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ Pcs.

CARRIER \_\_\_\_\_

F R E E M A N

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FROZEN  
STORAGE

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EVENT \_\_\_\_\_

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CARRIER \_\_\_\_\_

# FURNISH FORWARD

---

Freeman sets the stage for success with temporary furnishings that make lasting impressions. With high-quality furniture in shapes and styles that suit your budget and design needs, Freeman always provides an ideal solution for your exhibit.

- Sleek and professional furniture products transform your exhibit into a destination
- Extensive selection of seating, surfaces, and display fixtures provides a completely custom and comprehensive approach to your brand experience
- No assembly required: Hassle-free shipment, setup, and tear down allow your exhibitors to focus on what matters: new business
- Prices are all-inclusive and cover delivery, installation and material handling with no hidden fees



# SUPERIOR SEATING

---

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

## ITEMS PICTURED BELOW

Swanson Chair | 810875 | **Page 10**

Silverado Cocktail Table | 82014 | **Page 17**

Powered Locking Pedestal, 42" | 85063 | **Page 23**



## SEATING

### Naples



**CHAIR** *SELECT*  
black leather **810119**

36"L 30"D 28"H  
⊕ Powered options available



**LOVESEAT** *SELECT*  
black leather **830120**

62"L 30"D 28"H  
⊕ Powered options available



**SOFA** *SELECT*  
black leather **830119**

87"L 30"D 28"H  
⊕ Powered options available

### Heathrow



**ARMLESS CHAIR** *SELECT*  
black leather **810116**

24"L 24"D 28"H



**CORNER CHAIR** *SELECT*  
black leather **810117**

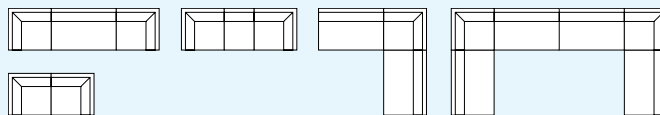
24"L 24"D 28"H



**SOFA** *SELECT*  
black leather **830116**

48"L 24"D 28"H

possible configurations



⊕ See pages 22 and 23 for all Powered options.

## SEATING

### South Beach



**SOFA** *SELECT*  
platinum suede **8301**

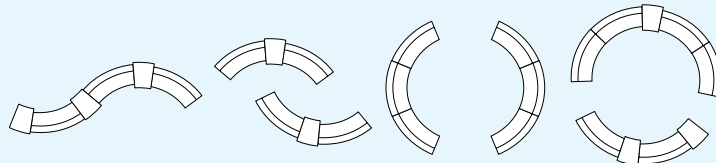
69"L 29"D 33"H



**OTTOMAN** *SELECT*  
platinum suede **8151**

25"L 31"D 18"H

possible configurations



### Key Largo



**LOVESEAT** *SELECT*  
black fabric **830950**

57"L 35"D 34"H



**SOFA** *SELECT*  
black fabric **830951**

79"L 35"D 34"H



**CHAIR** *SELECT*  
black fabric **810950**

35"L 35"D 34"H



SEATING

**Allegro**

**CHAIR** *SELECT*

*blue fabric* **81019**

36"L 34.5"D 30"H



**SOFA** *SELECT*

*blue fabric* **83015**

73"L 34.5"D 30"H



**Fairfax**

**CHAIR** *SELECT*

*white vinyl/brushed metal* **810949**

27"L 26"D 30"H



**SOFA** *SELECT*

*white vinyl/brushed metal* **830949**

62"L 26"D 30"H



**Hopi**

**CHAIR** *SELECT*

*gray linen* **810140**

21"L 25"D 34"H



**LOVESEAT** *SELECT*

*gray linen* **830150**

48"L 25"D 34"H



**Tangiers**

**CHAIR** *SELECT*

*beige fabric* **810118**

34"L 37"D 36"H



**SOFA** *SELECT*

*beige fabric* **830118**

78"L 37"D 36"H



**Roma**

**CHAIR** *SELECT*

*white vinyl* **81020**

37"L 31"D 33"H

⊗ Powered options available



**SOFA** *SELECT*

*white vinyl* **83016**

78"L 31"D 33"H

⊗ Powered options available



⊗ See pages 22 and 23 for all Powered options.

# CASUAL SEATING

Look no further for a great variety of **informal, modern seating options**. Here you will find chairs, sofas, stools, ottomans – even sophisticated bar sets – that turn exhibits into destinations.

## OTTOMANS

**ENDLESS SQUARE** **SELECT**  
*white leather* 815122  
*black leather* 815123

34"L 34"D 15"H

**ENDLESS CURVED OTTOMAN** **SELECT**  
*white leather* 815953  
*black leather* 815952

60.5"L 37.5"D 15"H



**OTTOMAN BENCH** **SELECT**  
*white leather* 815120  
*black leather* 815121

60"L 20"D 18"H

**HALF BENCH OTTOMAN** **SELECT**  
*white vinyl* 815119

39"L 22.5"D 18"H



### ITEMS PICTURED BELOW

Roma Sofa Powered | 83017 | **Page 5, 22**

Regis Bench/Table | 82074 | **Page 18**

Swanson Chair | 810875 | **Page 10**

Work Desk | 820706 | **Page 21**

Regis End Table | 82075 | **Page 18**

Ice Side Chair | 810814 | **Page 9**



OTTOMANS

VIBE CUBE **SELECT**

- blue vinyl **81518**
- red vinyl **81519**
- orange vinyl **81525**
- pink vinyl **81520**
- yellow vinyl **81517**
- black vinyl **81530**
- white vinyl **81531**

18"L | 18"D | 18"H



MARCHE SWIVEL OTTOMAN **SELECT**

- gray fabric **815151**
- red fabric **815154**
- blue fabric **815159**
- linen fabric **815152**
- meadow green fabric **815157**
- pear yellow fabric **815158**
- plum fabric **815156**
- raspberry fabric **815153**
- rose quartz fabric **815155**
- white vinyl **815150**

17"Round | 18"H



EDGE LED CUBE OTTOMAN\* **SELECT**

- high density plastic **81526**

20"L | 20"D | 20"H



SEATING

BANQUETTES

CENTER CONE **SELECT**  
**8506**

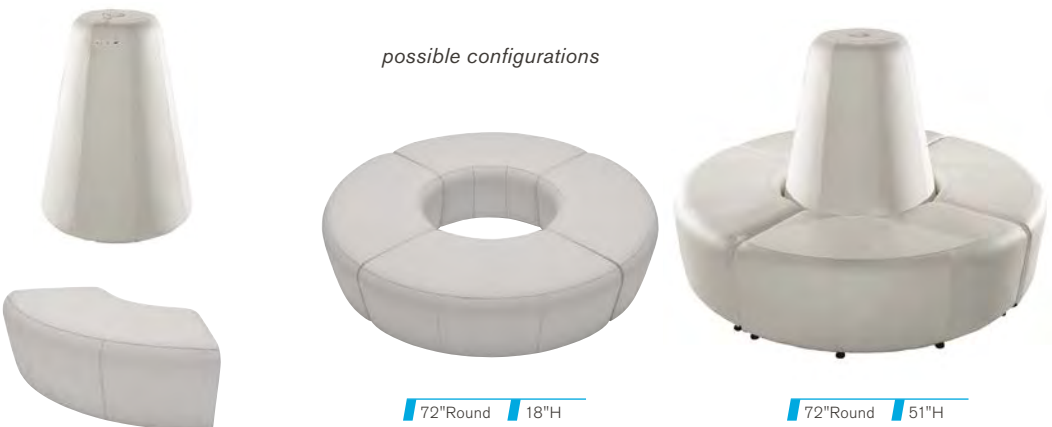
38"Round | 51"H

⊕ Powered

Banquette Cone has 3 AC and 2 USB plugs built into the center cone.

QUARTER CURVED OTTOMAN **SELECT**  
**8507**

53"L | 22"D | 18"H



possible configurations

72"Round | 18"H

72"Round | 51"H

⊕ See pages 22 and 23 for all Powered options.

\*Electrical power must be ordered separately



## OCCASIONAL CHAIRS

**BLACK DIAMOND  
SIDE CHAIR** **ESSENTIALS**  
71089

21"W | 23"L | 32"H

**BLACK DIAMOND  
ARMCHAIR** **ESSENTIALS**  
71090

20"W | 21"L | 33"H

**DIVA CHAIR** **ESSENTIALS**  
71091

18"W | 16"L | 31"H



**LIMERICK® CHAIR  
BY HERMAN MILLER** **ESSENTIALS**  
gray 210108

18"W | 17.75"L | 33"H

**MADRID CHAIR** **SELECT**  
black leather/chrome 8102  
white leather/chrome 810816

30"L | 30"D | 31"H



### ITEMS PICTURED BELOW

Powered Locking Pedestal, 36" | 85061 | **Page 23**

White Vibe Cube | 81531 | **Page 7**



OCCASIONAL CHAIRS

**MEETING CHAIR** *SELECT*  
 white vinyl **810948**  
 espresso bonded leather **810835**  
 taupe microfiber **810836**

25.5"L 23.5"D 34"H



**TUB CHAIR** *SELECT*  
 black fabric **8103**

31"L 31"D 31"H

**MADDEN CHAIR** *SELECT*  
 light gray vinyl **810843**

27"L 32"D 33"H



**ICE SIDE CHAIR** *SELECT*  
 transparent **810814**

17.25"L 20"D 32"H

**MALBA CHAIR** *SELECT*  
 gray **810131**  
 green **810130**

20"L 20"D 32"H



## OCCASIONAL CHAIRS

**CHRISTOPHER CHAIR** **SELECT**  
white vinyl/chrome **810846**

17"L 19"D 35"H

**ZENITH CHAIR** **SELECT**  
white/chrome **810851**

18.5"L 22"D 32"H

**RUSTIQUE CHAIR WITH ARMS** **SELECT**  
gunmetal **810841**

20"L 18"D 31"H



**RAZOR ARMLESS CHAIR** **SELECT**  
white high density plastic **810837**

15.38"L 15.5"D 30.5"H

**SWANSON CHAIR** **SELECT**  
white vinyl **810875**

28"L 25"D 30"H



**BERLIN STACK CHAIR** **SELECT**  
white & red plastic/chrome **810811**  
white & black plastic/chrome **810810**

18"L 22"D 32"H

**WENDY CHAIR** **SELECT**  
clear acrylic **810847**

15"L 20"D 36"H



## CONFERENCE CHAIRS

### GRAY GASLIFT CHAIR **ESSENTIALS**

with arms **71046**  
without arms **71045**

26"W 20"L 38"H Adjustable

### LABREA CHAIR **SELECT**

charcoal gray fabric **810874**

35"L 27"D 40"H

### ALTURA CONFERENCE/ GUEST CHAIR **SELECT**

black fabric/black steel **81063**

25"L 20"D 34"H



### LUXOR EXECUTIVE CHAIR **SELECT**

black leather **810807**

27"L 28"D 47"H Adjustable

### PRO EXECUTIVE HIGH BACK CHAIR **SELECT**

white vinyl **810844**

black vinyl **810946**

25"L 24"D 48"H Adjustable



### PRO EXECUTIVE MID BACK CHAIR **SELECT**

white vinyl **810945**

black vinyl **810944**

24"L 22"D 40"H Adjustable

### PRO EXECUTIVE GUEST CHAIR **SELECT**

black vinyl **810947**

24"L 22"D 36"H

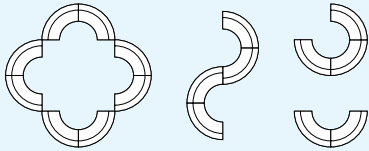


## BARS & BARSTOOLS

**MARTINI BAR** **SELECT**  
 gray metal rounded bar with frosted  
 glass top and chrome legs **8501**

67"L | 22"D | 45"H

possible configurations



**BLACK DIAMOND STOOL** **ESSENTIALS**  
**71088**

22"W | 18"L | 46"H

**GRAY GASLIFT STOOL** **ESSENTIALS**  
 with arms **71048**  
 without arms **71047**

24"W | 20"L | 46"H | Adjustable

**DIVA COUNTER STOOL** **ESSENTIALS**  
**71092**

17"W | 16"L | 36"H

The Intermediate 25" seating height



**LIMERICK® STOOL**  
**BY HERMAN MILLER** **ESSENTIALS**  
 gray **210109**

18"W | 17.75"L | 44"H

**LIFT HYDRAULIC**  
**BARSTOOL** **SELECT**  
 gray vinyl/chrome **810872**  
 red vinyl/chrome **810873**  
 black vinyl/chrome **810871**  
 white vinyl/chrome **810870**

15" Round | 23-33.5"H | Adjustable



**APEX BARSTOOL** **SELECT**  
 black vinyl **33010**  
 blue ultra suede **33009**  
 red vinyl **33042**  
 white vinyl **33043**

21"L | 21"D | 33"H





BARS & BARSTOOLS

**BANANA BARSTOOL** **SELECT**

white vinyl/chrome **810103**  
black vinyl/chrome **810104**

21"L 22"D 30"H

**ZENITH BARSTOOL** **SELECT**

white/chrome **810850**

19"L 20"D 44"H

**ZOEY BARSTOOL** **SELECT**

white vinyl/chrome **810840**  
black vinyl/chrome **810834**

15"L 16"D 26-30.5"H



**CHRISTOPHER BARSTOOL** **SELECT**

white **810848**

19"L 15"D 41"H

**ICE BARSTOOL** **SELECT**

transparent/chrome legs **810815**

16"L 14"D 33"H

**SHARK SWIVEL BARSTOOL** **SELECT**

white plastic/chrome **810202**

22"L 19"D 34-44"H Adjustable



**RUSTIQUE BARSTOOL** **SELECT**

gunmetal **810839**

13"L 13"D 30"H

**GIN BARSTOOL** **SELECT**

maple wood/chrome **810505**

16"L 16"D 29"H

**OSLO BARSTOOL** **SELECT**

blue plastic/chrome **810200**  
white plastic/chrome **810201**

17"L 20"D 30"H



# TURN THE TABLES IN YOUR FAVOR

Bring professionalism to the table with our sleek variety of surfaces and tabletops. Choose from modern glass tops and more.

## ITEMS PICTURED BELOW

Endless Square Ottoman | 815122 | **Page 6**

Geo End Table | 82035 | **Page 17**

30" Round Hydraulic Base Bar Table | 820230 | **Page 16**

Ice Barstool | 810815 | **Page 13**



## DRAPED OR UNDRAPED TABLES & COUNTERS



### ESSENTIALS

<b>TABLES (30" HEIGHT)</b>	<b>3'</b>	<b>4'</b>	<b>6'</b>	<b>8'</b>
Draped	130330	130430	130630	130830
Draped on Fourth Side			12404630	12404830
Undraped	131330	131430	131630	131830

<b>COUNTERS (42" HEIGHT)</b>	<b>3'</b>	<b>4'</b>	<b>6'</b>	<b>8'</b>
Draped	130342	130442	130642	130842
Draped on Fourth Side			12404642	12404842
Undraped	131342	131442	131642	131842

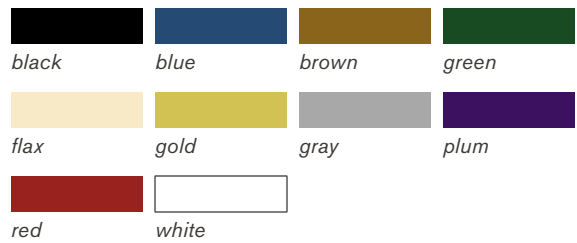


Table-top risers are also available in a variety of sizes. See order form for details.





PEDESTAL TABLES

Soho Series



**BLACK-TOP CAFÉ** **ESSENTIALS**  
72069

24" Round 30"H

72067

36" Round 30"H

**BLACK-TOP MINI** **ESSENTIALS**  
72066

18" Round 18"H



**BLACK-TOP BISTRO** **ESSENTIALS**  
72070

24" Round 42"H

72068

36" Round 42"H

Chelsea Series



**BUTCHER BLOCK-TOP CAFÉ** **ESSENTIALS**  
72063

30" Round 30"H

72064

36" Round 30"H



**BUTCHER BLOCK-TOP BISTRO** **ESSENTIALS**  
720163

30" Round 42"H

720164

36" Round 42"H

**STANDARD BASE CAFÉ TABLE** **SELECT**

liquid white 820232

blue steel 8201203

30" Round 29"H

**STANDARD BASE BAR TABLE** **SELECT**

liquid white 820231

blue steel 8201204

30" Round 42"H



**HYDRAULIC BASE CAFÉ TABLE** **SELECT**

liquid white 820224

30" Round 29"H

**MADISON HYDRAULIC BASE CAFÉ TABLE** **SELECT**

gray acajou 820241

30" Round 29"H

**MADISON CAFÉ TABLE** **SELECT**

gray acajou 820265

30" Round 29"H

**HYDRAULIC BASE BAR TABLE** **SELECT**

liquid white 820230

30" Round 45"H

**MADISON HYDRAULIC BASE BAR TABLE** **SELECT**

gray acajou 820240

30" Round 45"H

**MADISON BAR TABLE** **SELECT**

gray acajou 820264

30" Round 42"H

OCCASIONAL, END & COCKTAIL TABLES

Studio Series

BLACK END TABLE **ESSENTIALS** 115104

17"W 17"L 18"H

BLACK COCKTAIL TABLE **ESSENTIALS** 115103

36"W 20"L 15"H



Silverado

END TABLE **SELECT** tempered glass/painted steel 82015

24" Round 22"H

TABLE **SELECT** tempered glass/painted steel 82014

36" Round 17"H



Alondra

END TABLE **SELECT** glass/chrome 820252

20"L 20"D 20"H

COCKTAIL TABLE **SELECT** glass/chrome 820250

47"L 24"D 16"H

END TABLE **SELECT** wood/chrome 820253

20"L 20"D 21"H

COCKTAIL TABLE **SELECT** wood/chrome 820251

47"L 24"D 17"H



Geo

END TABLE **SELECT** wood/black steel 82028

20"L 20"D 21"H

COCKTAIL TABLE **SELECT** wood/black steel 82027

47"L 24"D 17"H

END TABLE **SELECT** glass/chrome 82035

26"L 26"D 20"H

TABLE **SELECT** glass/chrome 82034

50"L 22"D 16"H



# FREEMAN

## OCCASIONAL, END & COCKTAIL TABLES

### Sydney

**END TABLE** **SELECT**

black laminate/brushed steel **82054**  
white laminate/brushed steel **82055**

27"L 23"D 22"H

**TABLE** **SELECT**

black laminate/brushed steel **82052**  
white laminate/brushed steel **82053**

48"L 26"D 18"H

Ⓢ Powered options available



### Oliver

**END TABLE** **SELECT**

walnut finish **82088**

22" Round 22"H

**TABLE** **SELECT**

walnut finish **82087**

47"L 27"D 19"H



### Regis

**END TABLE** **SELECT**

brushed metal **82075**

16"L 15.5"D 16.5"H

**BENCH/TABLE** **SELECT**

brushed metal **82074**

47"L 15.5"D 16"H



**AURA ROUND TABLE** **SELECT**

white metal **820844**

15" Round 22"H

**EDGE LED CUBE TABLE\*** **SELECT**

white plastic/clear  
acrylic top **82057**

20"L 20"D 20"H



Ⓢ See pages 22 and 23 for all Powered options.

\*Electrical power must be ordered separately

OCCASIONAL, END & COCKTAIL TABLES

GEO SQUARE-ROUND TABLE **SELECT**

glass/black steel **82043**  
 glass/chrome **82044**

42"L 42"D 29"H



CONFERENCE TABLES

GEO CONFERENCE TABLE **SELECT**

glass/black steel **82041**  
 glass/chrome **82051**

60"L 36"D 29"H



MADISON CONFERENCE TABLE **SELECT**

gray acajou **820260**

42"Round 29"H

TABLES

ITEMS PICTURED BELOW

Endless Curved Ottoman | 815953 | **Page 6**

Silverado Table | 82014 | **Page 17**

Zoey Barstools | 810840 | **Page 13**

30" Round Hydraulic Base Bar Table | 820230 | **Page 16**



# FREEMAN

## CONFERENCE TABLES



**MADISON 5' TABLE** **SELECT**  
gray acajou **820261**  
60"L 48"D 29"H



**MADISON 8' TABLE** **SELECT**  
gray acajou **820262**  
96"L 60"D 29"H



**MADISON 10' TABLE** **SELECT**  
gray acajou **820263**  
120"L 48"D 29"H



**COMMUNAL TABLE (MAPLE WITH GROMMETS)** **SELECT**  
laminate/metal  
**82058**  
72"L 26"D 30"H  
**82059**  
72"L 26"D 42"H



**COMMUNAL TABLE (MAPLE)** **SELECT**  
laminate/metal  
**82067**  
72"L 26"D 30"H  
**82068**  
72"L 26"D 42"H



**COMMUNAL TABLE (WHITE)** **SELECT**  
laminate/metal  
**82063**  
72"L 26"D 30"H  
**82066**  
72"L 26"D 42"H



**42" ROUND WHITE CONFERENCE TABLE** **SELECT**  
white laminate **820708**  
42" Round 29"H



**6' OVAL CONFERENCE TABLE** **SELECT**  
granite nebula **820203**  
72"L 42"D 29"H



**8' RECTANGULAR CONFERENCE TABLE** **SELECT**  
granite **820115**  
96"L 44"D 29"H



## OFFICE

**MADISON DESK** **SELECT**  
gray acajou **84075**

60"L 30"D 29"H

**MADISON CREDENZA** **SELECT**  
gray acajou **84077**

60"L 20"D 29"H

**MADISON BOOKCASE** **SELECT**  
gray acajou **84078**

36"L 12"D 72"H



## COMPUTER DESK / TABLE

**WORK DESK** **SELECT**  
white laminate **820706**

48"L 24"D 30"H

**MERLIN TABLE** **SELECT**  
gray laminate **820707**

46"L 29"D 30"H



TABLES

### ITEMS PICTURED BELOW

Key Largo Sofa | 830951 | **Page 4**

Black Diamond Stool | 71088 | **Page 12**

Key Largo Chair | 810950 | **Page 4**

Soho Black Top Bistro | 36" Round - 72068 | **Page 16**

Sydney Powered Table | 82052 | **Page 18, 23**

Aura Round Table | 820844 | **Page 19**



## POWERED

All Powered options will have an **adapter included with rental**. Additional adapters can be ordered separately.

### POWERED SEATING

#### NAPLES CHAIR, POWERED\* **SELECT**

*black vinyl* **810120**

36"L | 30"D | 28"H



Power Panel Detail



#### NAPLES LOVESEAT, POWERED\* **SELECT**

*black vinyl* **830122**

62"L | 30"D | 28"H



Power Panel Detail



#### NAPLES SOFA, POWERED\* **SELECT**

*black vinyl* **830121**

87"L | 30"D | 28"H



Power Panel Detail

#### ROMA CHAIR, POWERED\* **SELECT**

*white vinyl* **81021**

37"L | 31"D | 33"H



Power Panel Detail



#### ROMA SOFA, POWERED\* **SELECT**

*white vinyl* **83017**

78"L | 31"D | 33"H



Power Panel Detail

*\*Electrical power must be ordered separately*



POWERED TABLES

**G30 COCKTAIL TABLE, POWERED\*** **SELECT**  
white top **82070**

72"L 26"D 18"H

**G30 CAFÉ TABLE, POWERED\*** **SELECT**  
white top **82071**

72"L 26"D 30"H

**G30 BAR TABLE, POWERED\*** **SELECT**  
white top **82072**

72"L 26"D 42"H



**TECH DESK WITH 3 DRAWER FILE CABINET, POWERED\*** **SELECT**  
black metal **84083**  
desk only **84084**

60"L 30"D 30"H

**SYDNEY COCKTAIL TABLE, POWERED\*** **SELECT**  
black laminate/brushed steel **82076**  
white laminate/brushed steel **82073**

48"L 26"D 18"H



POWERED PRODUCT PEDESTALS

**POWERED\* LOCKING PEDESTAL, 36"** **SELECT**  
black **85060**  
white **85061**

24"L 24"D 36"H

**POWERED\* LOCKING PEDESTAL, 42"** **SELECT**  
black **85062**  
white **85063**

24"L 24"D 42"H



Power Panel Detail

ADAPTERS

**4-WAY CHARGING ADAPTER\*** **SELECT**  
black **850800**  
white **850801**

36"L

All Powered options will have one adapter included per power panel. Additional adapters can be ordered with the rental.



BANQUETTE

**CENTER CONE** **SELECT**  
**8506**

38"Round 51"H

Powered

Banquette Cone has 3 AC and 2 USB plugs built into the center cone.



\*Electrical power must be ordered separately

POWERED

STORAGE

3 DRAWER  
FILE CABINET  
ON CASTORS **SELECT**  
84080

16"L 20"D 28"H



FILE CABINET  
WITH LOCK **ESSENTIALS**  
standard size

TWO-DRAWER  
74082

15"W 29"L 28"H

FOUR-DRAWER  
74081

15"W 29"L 50"H



REFRIGERATOR



SMALL  
REFRIGERATOR\* **ESSENTIALS**  
75057

19"W 19"L 34"H



REFRIGERATOR\* **SELECT**  
white - 14.0 cubic feet 8503001

28"L 28"D 64"H

LIGHTING



MASON TABLE  
LAMP\* **SELECT**  
white/brushed silver 850707

16" Round 26"H



MASON FLOOR  
LAMP\* **SELECT**  
white/brushed silver 850708

18" Round 55"H

\*Electrical power must be ordered separately

# 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.

## DISPLAY CYLINDERS **ESSENTIALS**

black

low **75020**

30"W 15"H

medium **75021**

18"W 20"H

high **75022**

24"W 36"H

Available in rectangular sizes.



## DISPLAY CUBES **ESSENTIALS**

black

12" small **75030**

12"W 12"L 42"H

18" medium **75031**

18"W 18"L 36"H

24" large **75032**

24"W 24"L 42"H



## ORION COMPUTER

### KIOSK **ESSENTIALS**

black **75079**

28"L 28"D 40.5"H

(Computer not included.)



## DISPLAY

### COUNTER **ESSENTIALS**

black **72056**

24"W 49"L 42"H



DISPLAY

## ITEMS PICTURED BELOW

Ottoman Bench | 815120 | **Page 6**

Powered Locking Pedestal, 36" | 85061 | **Page 23**



# 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.

## TABLET STAND

**MOBILE TABLET STAND** *SELECT*

white **850714**

black **850715**

14"L 13"D 44.5"H

The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75"x 9.375" but not larger than 8.5"x 2.5", including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.



## TABLET STAND ACCESSORIES

**BROCHURE HOLDER\*** *SELECT*

black **850711**

8.625"L 1.1"D 11.325"H

**WIRELESS PRINTER HOLDER\*** *SELECT*

black **850712**

3.3"L 1.9"D 5.28"H

**CHARGING SHELF\*** *SELECT*

black **850713**

14.85"L 7.17"D 1"H



*\*To be ordered with the tablet stand*

ACCESSORIES

**CHROME STANCHION WITH 8' RETRACTABLE BELT** **ESSENTIALS**  
220121

42"H

**CHROME SIGN HOLDER** **ESSENTIALS**  
220118

Holds 22" x 28" sign

**ROUND LITERATURE RACK** **ESSENTIALS**  
750135

17"W | 17"L | 57"H

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



**FLAT LITERATURE RACK** **ESSENTIALS**  
750136

10"W | 55"H

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

**CHROME COAT TREE** **ESSENTIALS**  
220109

**ALUMINIUM EASEL** **ESSENTIALS**  
220134

**CHROME BAG RACK** **ESSENTIALS**  
220110

**SPECIAL DRAPING** (not pictured)

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



**FLOOR-STANDING BULLETIN BOARD** **ESSENTIALS**  
10201484

48"W | 96"L | 78"H



**CORRUGATED WASTEBASKET** **ESSENTIALS**  
220106



**WASTEBASKET** **ESSENTIALS**  
wastebasket color may vary.  
220107

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## SEATING

### Naples Group - Black Leather

_____	810119 *	Chair .....	\$528.00	\$580.80	\$739.20	\$ _____
_____	830120 *	Loveseat .....	\$710.00	\$781.00	\$994.00	\$ _____
_____	830119 *	Sofa .....	\$786.00	\$864.60	\$1,100.40	\$ _____

### Heathrow Group - Black Leather

_____	810116 *	Armless Chair .....	\$400.00	\$440.00	\$560.00	\$ _____
_____	810117 *	Corner Chair .....	\$467.50	\$514.25	\$654.50	\$ _____
_____	830116 *	Sofa .....	\$679.00	\$746.90	\$950.60	\$ _____

### South Beach Group - Platinum Suede

_____	8301 *	Sofa .....	\$679.00	\$746.90	\$950.60	\$ _____
_____	8151 *	Ottoman .....	\$295.50	\$325.05	\$413.70	\$ _____

### Key Largo Group - Black Fabric

_____	830950 *	Loveseat .....	\$555.00	\$610.50	\$777.00	\$ _____
_____	830951 *	Sofa .....	\$613.00	\$674.30	\$858.20	\$ _____
_____	810950 *	Chair .....	\$437.00	\$480.70	\$611.80	\$ _____

### Allegro Group - Blue Fabric

_____	81019 *	Chair .....	\$537.00	\$590.70	\$751.80	\$ _____
_____	83015 *	Sofa .....	\$856.00	\$941.60	\$1,198.40	\$ _____

### Fairfax Group - White Vinyl/Brushed Metal

_____	810949 *	Chair .....	\$368.50	\$405.35	\$515.90	\$ _____
_____	830949 *	Sofa .....	\$589.00	\$647.90	\$824.60	\$ _____

### Hopi Group - Gray Linen

_____	810140 *	Chair .....	\$237.00	\$260.70	\$331.80	\$ _____
_____	830150 *	Loveseat .....	\$303.50	\$333.85	\$424.90	\$ _____

### Tangiers Group - Beige Fabric

_____	810118 *	Chair .....	\$469.50	\$516.45	\$657.30	\$ _____
_____	830118 *	Sofa .....	\$655.00	\$720.50	\$917.00	\$ _____

### Roma Group - White Vinyl

_____	81020 *	Chair .....	\$598.00	\$657.80	\$837.20	\$ _____
_____	83016 *	Sofa .....	\$919.00	\$1,010.90	\$1,286.60	\$ _____

## CASUAL SEATING

### Ottomans

_____	815122 *	Endless Square - White Leather .....	\$337.50	\$371.25	\$472.50	\$ _____
_____	815123 *	Endless Square - Black Leather .....	\$337.50	\$371.25	\$472.50	\$ _____
_____	815953 *	Endless Curved - White Leather .....	\$457.00	\$502.70	\$639.80	\$ _____
_____	815952 *	Endless Curved - Black Leather .....	\$457.00	\$502.70	\$639.80	\$ _____
_____	815120 *	Ottoman Bench - White Leather .....	\$405.50	\$446.05	\$567.70	\$ _____
_____	815121 *	Ottoman Bench - Black Leather .....	\$405.50	\$446.05	\$567.70	\$ _____
_____	815119 *	Half Bench Ottoman - White Vinyl .....	\$376.50	\$414.15	\$527.10	\$ _____
_____	81518 *	Vibe Cube - Blue Vinyl .....	\$151.50	\$166.65	\$212.10	\$ _____
_____	81520 *	Vibe Cube - Pink Vinyl .....	\$151.50	\$166.65	\$212.10	\$ _____
_____	81519 *	Vibe Cube - Red Vinyl .....	\$151.50	\$166.65	\$212.10	\$ _____
_____	81517 *	Vibe Cube - Yellow Vinyl .....	\$151.50	\$166.65	\$212.10	\$ _____
_____	81525 *	Vibe Cube - Orange Vinyl .....	\$151.50	\$166.65	\$212.10	\$ _____
_____	81531 *	Vibe Cube - White Vinyl .....	\$132.50	\$145.75	\$185.50	\$ _____
_____	81530 *	Vibe Cube - Black Vinyl .....	\$132.50	\$145.75	\$185.50	\$ _____



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**CASUAL SEATING**

**Ottomans (continued)**

_____	815151 *	Marche Swivel Ottoman - Gray Fabric.....	\$234.50	\$257.95	\$328.30	\$ _____
_____	815154 *	Marche Swivel Ottoman - Red Fabric.....	\$234.50	\$257.95	\$328.30	\$ _____
_____	815159 *	Marche Swivel Ottoman - Blue Fabric.....	\$234.50	\$257.95	\$328.30	\$ _____
_____	815152 *	Marche Swivel Ottoman - Linen Fabric.....	\$234.50	\$257.95	\$328.30	\$ _____
_____	815157 *	Marche Swivel Ottoman - Meadow Green Fabric.....	\$234.50	\$257.95	\$328.30	\$ _____
_____	815158 *	Marche Swivel Ottoman - Pear Yellow Fabric.....	\$234.50	\$257.95	\$328.30	\$ _____
_____	815156 *	Marche Swivel Ottoman - Plum Fabric.....	\$234.50	\$257.95	\$328.30	\$ _____
_____	815153 *	Marche Swivel Ottoman - Raspberry Fabric.....	\$234.50	\$257.95	\$328.30	\$ _____
_____	815155 *	Marche Swivel Ottoman - Rose Quartz Fabric.....	\$234.50	\$257.95	\$328.30	\$ _____
_____	815150 *	Marche Swivel Ottoman - White Vinyl.....	\$234.50	\$257.95	\$328.30	\$ _____
_____	81526 *	Edge LED Cube Ottoman - High Density White Plastic.....	\$215.00	\$236.50	\$301.00	\$ _____

**Banquettes**

_____	8506 *	Banquette, Center Cone with Electrical Charging Outlet.....	\$634.00	\$697.40	\$887.60	\$ _____
_____	8507 *	Banquette, Quarter Curve Ottoman.....	\$419.00	\$460.90	\$586.60	\$ _____

**Occasional Chairs**

_____	71089	Black Diamond Side Chair.....	\$119.00	\$130.90	\$166.60	\$ _____
_____	71090	Black Diamond Arm Chair.....	\$152.50	\$167.75	\$213.50	\$ _____
_____	71091	Diva Chair.....	\$187.75	\$206.55	\$262.85	\$ _____
_____	210108	Limerick® Chair by Herman Miller.....	\$73.25	\$80.60	\$102.55	\$ _____
_____	8102 *	Madrid Chair - Black Leather/Chrome.....	\$849.00	\$933.90	\$1,188.60	\$ _____
_____	810816 *	Madrid Chair - White Leather/Chrome.....	\$849.00	\$933.90	\$1,188.60	\$ _____
_____	810948 *	Meeting Chair - White Vinyl.....	\$303.00	\$333.30	\$424.20	\$ _____
_____	810835 *	Meeting Chair - Espresso Bonded Leather.....	\$227.00	\$249.70	\$317.80	\$ _____
_____	810836 *	Meeting Chair - Taupe Microfiber.....	\$297.50	\$327.25	\$416.50	\$ _____
_____	8103 *	Tub Chair - Black Fabric.....	\$423.00	\$465.30	\$592.20	\$ _____
_____	810843 *	Madden Chair - Light Gray Vinyl.....	\$486.50	\$535.15	\$681.10	\$ _____
_____	810814 *	ICE Side Chair-Transparent/Chrome.....	\$222.25	\$244.50	\$311.15	\$ _____
_____	810131 *	Malba Chair - Gray Molded Plastic.....	\$104.25	\$114.70	\$145.95	\$ _____
_____	810130 *	Malba Chair - Green Molded Plastic.....	\$102.00	\$112.20	\$142.80	\$ _____
_____	810846 *	Christopher Chair - White Vinyl/Chrome.....	\$131.75	\$144.95	\$184.45	\$ _____
_____	810851 *	Zenith Chair - White/Chrome.....	\$163.50	\$179.85	\$228.90	\$ _____
_____	810841 *	Rustique Chair with Arms - Gunmetal.....	\$131.75	\$144.95	\$184.45	\$ _____
_____	810837 *	Razor Armless Chair - White High Density Plastic.....	\$61.25	\$67.40	\$85.75	\$ _____
_____	810875 *	Swanson Chair - White Vinyl.....	\$288.00	\$316.80	\$403.20	\$ _____
_____	810811 *	Berlin Stack Chair - White & Red Plastic/Chrome.....	\$114.75	\$126.25	\$160.65	\$ _____
_____	810810 *	Berlin Stack Chair - White & Black Plastic/Chrome.....	\$114.75	\$126.25	\$160.65	\$ _____
_____	810847 *	Wendy Chair - Clear Acrylic.....	\$129.50	\$142.45	\$181.30	\$ _____

**Conference Chairs**

_____	71046	Gray Gaslift Chair with Arms.....	\$247.00	\$271.70	\$345.80	\$ _____
_____	71045	Gray Gaslift Chair without Arms.....	\$217.75	\$239.55	\$304.85	\$ _____
_____	810874 *	Labrea Chair - Charcoal Gray Fabric.....	\$337.50	\$371.25	\$472.50	\$ _____
_____	81063 *	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	\$337.50	\$371.25	\$472.50	\$ _____
_____	810807 *	Luxor Executive Chair - Black Leather.....	\$450.00	\$495.00	\$630.00	\$ _____
_____	810844 *	Pro Executive High Back Chair - White Vinyl.....	\$297.50	\$327.25	\$416.50	\$ _____
_____	810946 *	Pro Executive High Back Chair - Black Vinyl.....	\$303.00	\$333.30	\$424.20	\$ _____
_____	810945 *	Pro Executive Mid Back Chair - White Vinyl.....	\$376.00	\$413.60	\$526.40	\$ _____
_____	810944 *	Pro Executive Mid Back Chair - Black Vinyl.....	\$364.50	\$400.95	\$510.30	\$ _____
_____	810947 *	Pro Executive Guest Chair - Black Vinyl.....	\$393.50	\$432.85	\$550.90	\$ _____

**Bars & Barstools**

_____	8501 *	Martini Bar - Gray Metal/Frosted Glass Top/Chrome Legs.....	\$1,478.00	\$1,625.80	\$2,069.20	\$ _____
_____	71088	Black Diamond Stool.....	\$184.25	\$202.70	\$257.95	\$ _____
_____	71048	Gray Gaslift Stool with Arms.....	\$283.50	\$311.85	\$396.90	\$ _____
_____	71047	Gray Gaslift Stool without Arms.....	\$264.00	\$290.40	\$369.60	\$ _____
_____	71092	Diva Counter Stool.....	\$215.75	\$237.35	\$302.05	\$ _____
_____	210109	Limerick® Stool by Herman Miller.....	\$123.00	\$135.30	\$172.20	\$ _____

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**CASUAL SEATING**

**Bars & Barstools (continued)**

_____	810872 *	Lift Hydraulic Barstool - Gray Vinyl/Chrome.....	\$173.25	\$190.60	\$242.55	\$ _____
_____	810873 *	Lift Hydraulic Barstool - Red Vinyl/Chrome.....	\$173.25	\$190.60	\$242.55	\$ _____
_____	810871 *	Lift Hydraulic Barstool - Black Vinyl/Chrome.....	\$173.25	\$190.60	\$242.55	\$ _____
_____	810870 *	Lift Hydraulic Barstool - White Vinyl/Chrome.....	\$173.25	\$190.60	\$242.55	\$ _____
_____	33010 *	Apex Barstool - Black Vinyl.....	\$219.75	\$241.75	\$307.65	\$ _____
_____	3309 *	Apex Barstool - Blue Ultra Suede.....	\$219.75	\$241.75	\$307.65	\$ _____
_____	33042 *	Apex Barstool - Red Vinyl.....	\$219.75	\$241.75	\$307.65	\$ _____
_____	33043 *	Apex Barstool - White Vinyl.....	\$219.75	\$241.75	\$307.65	\$ _____
_____	810103 *	Banana Barstool - White Vinyl/Chrome.....	\$200.25	\$220.30	\$280.35	\$ _____
_____	810104 *	Banana Barstool - Black Vinyl/Chrome.....	\$200.25	\$220.30	\$280.35	\$ _____
_____	810850 *	Zenith Barstool - White/Chrome.....	\$163.50	\$179.85	\$228.90	\$ _____
_____	810840 *	Zoey Barstool - White Vinyl/Chrome.....	\$324.50	\$356.95	\$454.30	\$ _____
_____	810834 *	Zoey Barstool - Black Vinyl/Chrome.....	\$324.50	\$356.95	\$454.30	\$ _____
_____	810848 *	Christopher Barstool - White.....	\$224.75	\$247.25	\$314.65	\$ _____
_____	810815 *	ICE Barstool - Transparent/Chrome Legs.....	\$237.00	\$260.70	\$331.80	\$ _____
_____	810202 *	Shark Swivel Barstool - White Plastic/Chrome.....	\$357.00	\$392.70	\$499.80	\$ _____
_____	810839 *	Rustique Barstool - Gunmetal.....	\$131.75	\$144.95	\$184.45	\$ _____
_____	810505 *	Gin Barstool - Maple Wood/Chrome.....	\$178.50	\$196.35	\$249.90	\$ _____
_____	810200 *	Oslo Barstool - Blue Plastic/Chrome.....	\$254.00	\$279.40	\$355.60	\$ _____
_____	810201 *	Oslo Barstool - White Plastic/Chrome.....	\$254.00	\$279.40	\$355.60	\$ _____

**TABLES**

**Draped & Undraped Tables & Counters**

Black    Blue    Brown    Flax    Gold    Gray    Green    Plum    Red    White

**Draped Tables - Tables are 24" wide**

_____	124330	Draped Table 3'L x 30"H.....	\$114.75	\$126.25	\$160.65	\$ _____
_____	124430	Draped Table 4'L x 30"H.....	\$143.50	\$157.85	\$200.90	\$ _____
_____	124630	Draped Table 6'L x 30"H.....	\$171.25	\$188.40	\$239.75	\$ _____
_____	124830	Draped Table 8'L x 30"H.....	\$195.25	\$214.80	\$273.35	\$ _____
_____	12404630	4th Side Drape 6'L x 30"H.....	\$48.00	\$52.80	\$67.20	\$ _____
_____	12404830	4th Side Drape 8'L x 30"H.....	\$48.00	\$52.80	\$67.20	\$ _____
_____	124342	Draped Table 3'L x 42"H.....	\$155.25	\$170.80	\$217.35	\$ _____
_____	124442	Draped Table 4'L x 42"H.....	\$177.75	\$195.55	\$248.85	\$ _____
_____	124642	Draped Table 6'L x 42"H.....	\$200.25	\$220.30	\$280.35	\$ _____
_____	124842	Draped Table 8'L x 42"H.....	\$224.00	\$246.40	\$313.60	\$ _____
_____	12404642	4th Side Drape 6'L x 42"H.....	\$55.25	\$60.80	\$77.35	\$ _____
_____	12404842	4th Side Drape 8'L x 42"H.....	\$55.25	\$60.80	\$77.35	\$ _____

**Undraped Tables - Tables are 24" wide**

_____	125330	Undraped Table 3'L x 30"H.....	\$45.00	\$49.50	\$63.00	\$ _____
_____	125430	Undraped Table 4'L x 30"H.....	\$55.25	\$60.80	\$77.35	\$ _____
_____	125630	Undraped Table 6'L x 30"H.....	\$64.00	\$70.40	\$89.60	\$ _____
_____	125830	Undraped Table 8'L x 30"H.....	\$72.75	\$80.05	\$101.85	\$ _____
_____	125342	Undraped Counter 3'L x 42"H.....	\$78.00	\$85.80	\$109.20	\$ _____
_____	125442	Undraped Counter 4'L x 42"H.....	\$88.75	\$97.65	\$124.25	\$ _____
_____	125642	Undraped Counter 6'L x 42"H.....	\$99.25	\$109.20	\$138.95	\$ _____
_____	125842	Undraped Counter 8'L x 42"H.....	\$107.50	\$118.25	\$150.50	\$ _____

**Table Top Corrugated Risers - Risers are 8" wide**

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	\$30.25	\$33.30	\$42.35	\$ _____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	\$30.25	\$33.30	\$42.35	\$ _____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	\$35.25	\$38.80	\$49.35	\$ _____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	\$35.25	\$38.80	\$49.35	\$ _____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	\$40.75	\$44.85	\$57.05	\$ _____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	\$40.75	\$44.85	\$57.05	\$ _____

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**TABLES**

**Table Top Corrugated Risers - Risers are 8" wide**

_____	1504200	Black 4'L x 14"H Corrugated Riser.....	\$46.00	\$50.60	\$64.40	\$ _____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	\$46.00	\$50.60	\$64.40	\$ _____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	\$56.50	\$62.15	\$79.10	\$ _____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	\$56.50	\$62.15	\$79.10	\$ _____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	\$66.75	\$73.45	\$93.45	\$ _____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	\$66.75	\$73.45	\$93.45	\$ _____

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

_____	72063	Butcher Block-Top Cafe Table 30"H x 30"W.....	\$188.25	\$207.10	\$263.55	\$ _____
_____	72064	Butcher Block-Top Cafe Table 30"H x 36"W.....	\$198.00	\$217.80	\$277.20	\$ _____
_____	720163	Butcher Block-Top Bistro Table 42"H x 30"W.....	\$253.00	\$278.30	\$354.20	\$ _____
_____	720164	Butcher Block-Top Bistro Table 42"H x 36"W.....	\$276.50	\$304.15	\$387.10	\$ _____

**Pedestal Tables - SoHo Series - Black-Top**

_____	72069	Black-Top Cafe Table 30"H x 24"W.....	\$173.25	\$190.60	\$242.55	\$ _____
_____	72067	Black-Top Cafe Table 30"H x 36"W.....	\$200.25	\$220.30	\$280.35	\$ _____
_____	72066	Black-Top Mini Table 18"H x 18"W.....	\$148.25	\$163.10	\$207.55	\$ _____
_____	72070	Black-Top Bistro Table 42"H x 24"W.....	\$229.50	\$252.45	\$321.30	\$ _____
_____	72068	Black-Top Bistro Table 42"H x 36"W.....	\$250.00	\$275.00	\$350.00	\$ _____

**Pedestal Tables**

_____	820232 *	Standard Base Cafe Table - Liquid White.....	\$293.50	\$322.85	\$410.90	\$ _____
_____	8201203 *	Standard Base Cafe Table - Blue Steel.....	\$253.50	\$278.85	\$354.90	\$ _____
_____	820231 *	Standard Base Bar Table - Liquid White.....	\$270.00	\$297.00	\$378.00	\$ _____
_____	8201204 *	Standard Base Bar Table - Blue Steel.....	\$303.50	\$333.85	\$424.90	\$ _____
_____	820224 *	Hydraulic Base Cafe Table - Liquid White.....	\$407.50	\$448.25	\$570.50	\$ _____
_____	820230 *	Hydraulic Base Bar Table - Liquid White.....	\$407.50	\$448.25	\$570.50	\$ _____
_____	820241 *	Madison Hydraulic Base Cafe Table - Gray Acajou.....	\$324.50	\$356.95	\$454.30	\$ _____
_____	820240 *	Madison Hydraulic Base Bar Table - Gray Acajou.....	\$324.50	\$356.95	\$454.30	\$ _____
_____	820265 *	Madison Cafe Table - Gray Acajou.....	\$256.00	\$281.60	\$358.40	\$ _____
_____	820264 *	Madison Bar Table - Gray Acajou.....	\$279.50	\$307.45	\$391.30	\$ _____

**Occasional End & Cocktail Tables**

_____	115104	Studio Black End Table.....	\$90.25	\$99.30	\$126.35	\$ _____
_____	115103	Studio Black Cocktail Table.....	\$102.00	\$112.20	\$142.80	\$ _____
_____	82015 *	Silverado End Table - Tempered Glass/Painted Steel.....	\$271.00	\$298.10	\$379.40	\$ _____
_____	82014 *	Silverado Table - Tempered Glass/Painted Steel.....	\$288.00	\$316.80	\$403.20	\$ _____
_____	820252 *	Alondra End Table - Glass/Chrome.....	\$237.00	\$260.70	\$331.80	\$ _____
_____	820251 *	Alondra Cocktail Table - Glass/Chrome.....	\$329.00	\$361.90	\$460.60	\$ _____
_____	820253 *	Alondra End Table - Wood/Chrome.....	\$237.00	\$260.70	\$331.80	\$ _____
_____	820250 *	Alondra Cocktail Table - Wood/Chrome.....	\$329.00	\$361.90	\$460.60	\$ _____
_____	82028 *	Geo End Table - Wood/Black Steel.....	\$279.50	\$307.45	\$391.30	\$ _____
_____	82027 *	Geo Cocktail Table - Wood/Black Steel.....	\$287.00	\$315.70	\$401.80	\$ _____
_____	82035 *	Geo End Table - Glass/Chrome.....	\$207.50	\$228.25	\$290.50	\$ _____
_____	82034 *	Geo Table - Glass/Chrome.....	\$229.50	\$252.45	\$321.30	\$ _____
_____	82054 *	Sydney End Table - Black Laminate/Brushed Steel.....	\$251.50	\$276.65	\$352.10	\$ _____
_____	82055 *	Sydney End Table - White Laminate/Brushed Steel.....	\$251.50	\$276.65	\$352.10	\$ _____
_____	82052 *	Sydney Table - Black Laminate/Brushed Steel.....	\$305.50	\$336.05	\$427.70	\$ _____
_____	82053 *	Sydney Table - White Laminate/Brushed Steel.....	\$305.50	\$336.05	\$427.70	\$ _____
_____	82088 *	Oliver End Table - Walnut Finish.....	\$248.75	\$273.65	\$348.25	\$ _____
_____	82087 *	Oliver Table - Walnut Finish.....	\$279.50	\$307.45	\$391.30	\$ _____
_____	82075 *	Regis End Table - Brushed Metal.....	\$256.00	\$281.60	\$358.40	\$ _____
_____	82074 *	Regis Bench/Table - Brushed Metal.....	\$361.00	\$397.10	\$505.40	\$ _____
_____	820844 *	Aura Round Table - White Metal.....	\$139.25	\$153.20	\$194.95	\$ _____
_____	82057 *	Edge LED Cube Table - White Plastic/Clear Acrylic.....	\$215.00	\$236.50	\$301.00	\$ _____
_____	82043 *	Geo Square-Round Table - Glass/Black Steel.....	\$331.50	\$364.65	\$464.10	\$ _____
_____	82044 *	Geo Square-Round Table - Glass/Chrome.....	\$331.50	\$364.65	\$464.10	\$ _____

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**TABLES**

**Conference Tables**

_____	82041 *	Geo Conference Table - Glass/Black Steel .....	\$457.00	\$502.70	\$639.80	\$ _____
_____	82051 *	Geo Conference Table - Glass/Chrome.....	\$408.00	\$448.80	\$571.20	\$ _____
_____	820260 *	Madison Conference Table - Gray Acajou.....	\$438.50	\$482.35	\$613.90	\$ _____
_____	820261 *	Madison 5' Table - Gray Acajou.....	\$530.00	\$583.00	\$742.00	\$ _____
_____	820262 *	Madison 8' Table - Gray Acajou.....	\$1,059.00	\$1,164.90	\$1,482.60	\$ _____
_____	820263 *	Madison 10' Table - Gray Acajou.....	\$1,059.00	\$1,164.90	\$1,482.60	\$ _____
_____	82058 *	Communal Table 30"H - Maple with Grommets.....	\$539.00	\$592.90	\$754.60	\$ _____
_____	82059 *	Communal Table 42"H - Maple with Grommets.....	\$755.00	\$830.50	\$1,057.00	\$ _____
_____	82067 *	Communal Table 30"H - Maple Solid.....	\$539.00	\$592.90	\$754.60	\$ _____
_____	82068 *	Communal Table 42"H - Maple Solid.....	\$755.00	\$830.50	\$1,057.00	\$ _____
_____	82063 *	Communal Table 30"H - White Solid .....	\$539.00	\$592.90	\$754.60	\$ _____
_____	82066 *	Communal Table 42"H - White Solid .....	\$755.00	\$830.50	\$1,057.00	\$ _____
_____	820708 *	42" Round White Conference Table - White Laminate .....	\$440.50	\$484.55	\$616.70	\$ _____
_____	820203 *	6' Oval Conference Table - Granite Nebula .....	\$587.00	\$645.70	\$821.80	\$ _____
_____	820115 *	8' Rectangular Conference Table - Granite .....	\$699.00	\$768.90	\$978.60	\$ _____

**Computer / Desk / Table**

_____	84075 *	Madison Desk - Gray Acajou .....	\$637.00	\$700.70	\$891.80	\$ _____
_____	84077 *	Madison Credenza - Gray Acajou.....	\$533.00	\$586.30	\$746.20	\$ _____
_____	84078 *	Madison Bookcase - Gray Acajou.....	\$453.00	\$498.30	\$634.20	\$ _____
_____	820706 *	Work Desk - White Laminate .....	\$376.00	\$413.60	\$526.40	\$ _____
_____	820707 *	Merlin Table - Gray Laminate.....	\$395.50	\$435.05	\$553.70	\$ _____

**POWERED**

**Powered Seating**

_____	810120 *	Naples Chair, Powered - Black Vinyl .....	\$728.00	\$800.80	\$1,019.20	\$ _____
_____	830122 *	Naples Loveseat, Powered - Black Vinyl .....	\$980.00	\$1,078.00	\$1,372.00	\$ _____
_____	830121 *	Naples Sofa, Powered - Black Vinyl.....	\$1,127.00	\$1,239.70	\$1,577.80	\$ _____
_____	81021 *	Roma Chair, Powered - White Vinyl.....	\$728.00	\$800.80	\$1,019.20	\$ _____
_____	83017 *	Roma Sofa, Powered - White Vinyl.....	\$1,127.00	\$1,239.70	\$1,577.80	\$ _____

**Powered Tables**

_____	82070 *	G30 Cocktail Table 18"H, Powered - White Top.....	\$479.50	\$527.45	\$671.30	\$ _____
_____	82071 *	G30 Cafe Table 30"H, Powered - White Top.....	\$663.00	\$729.30	\$928.20	\$ _____
_____	82072 *	G30 Bar Table 42"H, Powered - White Top .....	\$867.00	\$953.70	\$1,213.80	\$ _____
_____	84083 *	Tech Desk with 3 Drawer File Cabinet, Powered - Black Metal..	\$664.00	\$730.40	\$929.60	\$ _____
_____	84084 *	Tech Desk, Powered - Black Metal - Desk Only .....	\$585.00	\$643.50	\$819.00	\$ _____
_____	82076 *	Sydney Cocktail Table, Powered - Black Laminate/Steel .....	\$452.00	\$497.20	\$632.80	\$ _____
_____	82073 *	Sydney Cocktail Table, Powered - White Laminate/Steel.....	\$452.00	\$497.20	\$632.80	\$ _____

**Powered Product Pedestals**

_____	85060 *	Powered Locking Pedestal 36"H - Black.....	\$528.00	\$580.80	\$739.20	\$ _____
_____	85061 *	Powered Locking Pedestal 36"H - White .....	\$528.00	\$580.80	\$739.20	\$ _____
_____	85062 *	Powered Locking Pedestal 42"H - Black.....	\$634.00	\$697.40	\$887.60	\$ _____
_____	85063 *	Powered Locking Pedestal 42"H - White .....	\$634.00	\$697.40	\$887.60	\$ _____

**Adapters**

_____	850800 *	Charging Adapters Four-Way - Black .....	\$28.25	\$31.10	\$39.55	\$ _____
_____	850801 *	Charging Adapters Four-Way - White.....	\$28.25	\$31.10	\$39.55	\$ _____

**DISPLAY & ACCESSORIES**

**Storage**

_____	84080 *	3 Door File Cabinet on Castors - Black.....	\$202.75	\$223.05	\$283.85	\$ _____
_____	74082	File Cabinet with Lock - Two Drawer - Standard Size.....	\$247.50	\$272.25	\$346.50	\$ _____
_____	74081	File Cabinet with Lock - Four Drawer - Standard Size.....	\$341.00	\$375.10	\$477.40	\$ _____

**Refrigerator**

_____	75057	Small Refrigerator .....	\$332.00	\$365.20	\$464.80	\$ _____
_____	8503001 *	Refrigerator - White 14.0 Cubic Feet .....	\$840.00	\$924.00	\$1,176.00	\$ _____

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**DISPLAY & ACCESSORIES**

**Lighting**

_____	850707 *	Mason Table Lamp - White/Brushed Silver.....	\$166.00	\$182.60	\$232.40	\$ _____
_____	850708 *	Mason Floor Lamp - White/Brushed Silver .....	\$246.75	\$271.45	\$345.45	\$ _____

**Display**

_____	75020	Display Cylinder - Black - Low .....	\$207.00	\$227.70	\$289.80	\$ _____
_____	75021	Display Cylinder - Black - Medium .....	\$221.00	\$243.10	\$309.40	\$ _____
_____	75022	Display Cylinder - Black - High.....	\$250.00	\$275.00	\$350.00	\$ _____
_____	75030	Display Cube - Black - Small - 12"W.....	\$234.00	\$257.40	\$327.60	\$ _____
_____	75031	Display Cube - Black - Medium - 18"W.....	\$234.00	\$257.40	\$327.60	\$ _____
_____	75032	Display Cube - Black - Large - 24"W .....	\$234.00	\$257.40	\$327.60	\$ _____
_____	75079	Orion Computer Kiosk.....	\$421.00	\$463.10	\$589.40	\$ _____
_____	72056	Display Counter - Black.....	\$421.50	\$463.65	\$590.10	\$ _____

**Tablet Stands**

_____	850714 *	Mobile Tablet Stand - White.....	\$320.50	\$352.55	\$448.70	\$ _____
_____	850715 *	Mobile Tablet Stand - Black.....	\$320.50	\$352.55	\$448.70	\$ _____

**Tablet Stand Accessories**

_____	850711 *	Brochure Holder - Black.....	\$31.75	\$34.95	\$44.45	\$ _____
_____	850712 *	Wireless Printer Holder - Black .....	\$31.75	\$34.95	\$44.45	\$ _____
_____	850713 *	Charging Shelf - Black .....	\$31.75	\$34.95	\$44.45	\$ _____

**Accessories**

_____	220121	Chrome Stanchion with 8' Retractable Belt.....	\$82.75	\$91.05	\$115.85	\$ _____
_____	220118	Chrome Sign Holder.....	\$88.75	\$97.65	\$124.25	\$ _____
_____	750135	Round Literature Rack .....	\$330.00	\$363.00	\$462.00	\$ _____
_____	750136	Flat Literature Rack.....	\$233.75	\$257.15	\$327.25	\$ _____
_____	220109	Chrome Coat Tree .....	\$62.00	\$68.20	\$86.80	\$ _____
_____	220134	Aluminum Easel.....	\$58.25	\$64.10	\$81.55	\$ _____
_____	220110	Chrome Bag Rack.....	\$126.00	\$138.60	\$176.40	\$ _____
_____	10201484	Floor-Standing Bulletin Board.....	\$206.75	\$227.45	\$289.45	\$ _____
_____	220106	Corrugated Wastebasket .....	\$17.00	\$18.70	\$23.80	\$ _____
_____	220107	Wastebasket - Color May Vary .....	\$24.00	\$26.40	\$33.60	\$ _____

**Special Drape**

Black    Blue    Brown    Flax    Gold    Gray    Green    Plum    Red    White

_____	12103	Special Drape - 3'H (per ft.) .....	\$16.00	\$17.60	\$22.40	\$ _____
_____	12108	Special Drape - 8'H (per ft.) .....	\$18.00	\$19.80	\$25.20	\$ _____

TOTAL COST		
Sub-Total _____	+ Tax (8.25%) _____	= TOTAL _____

Taxes: Due to varying taxes across counties and cities for various categories, applicable taxes will be applied to your order accordingly based on the jurisdictions of the show city.

\* Asterisk indicates item is a Freeman Select furnishing.

FREEMAN furnishings

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# FREEMAN

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PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SupplySide West Global Expo & Conference 2017 / September 27-28, 2017**

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

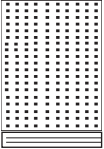
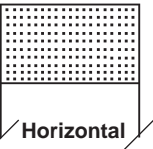
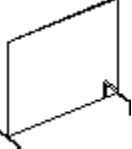
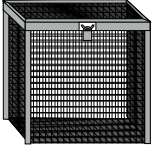

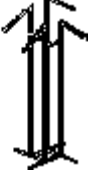
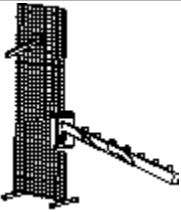


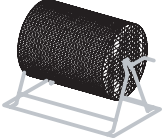
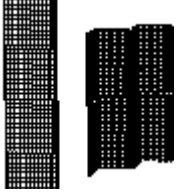

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

For Assistance, please call 702-579-1700 to speak with one of our experts.

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## ACCESSORIES

 <p><b>Vertical</b></p> <p>PERFBOARD - SINGLE SIDED</p>	 <p><b>Horizontal</b></p> <p>PERFBOARD - SINGLE SIDED</p>	 <p>CHROME GARMENT RACK</p>	 <p>COLLAPSIBLE SECURITY CONTAINER</p>
 <p>2 WAY STRAIGHT ARM</p>	 <p>4 WAY SLANT ARM</p>	 <p>GRID ACCESSORIES</p>	 <p>GRID LEGS</p>
 <p>PERFBOARD HOOKS AND ACCESSORIES</p>	 <p>TICKET TUMBLER</p>	 <p>2' x 8' GRID PANELS</p>	 <p>4 WAY CONNECTORS</p>

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>PERFBOARD / BULLETIN BOARDS</b>						
_____	10201178	1M x 8'H Single Side-Vert.....	227.75	250.55	318.85	_____
_____	10201182	1/2M x 8'H Single Side-Vert.....	171.25	188.40	239.75	_____
_____	10201480	4' x 8' Single Side-Horz.....	227.75	250.55	318.85	_____
_____	102040	4" Single Hook.....	3.05	3.35	4.25	_____
_____	102060	6" Single Hook.....	3.05	3.35	4.25	_____
_____	102080	8" Single Hook.....	3.05	3.35	4.25	_____
_____	10205	12" Shelf Bracket.....	18.75	20.65	26.25	_____
_____	10207	7-Ball Waterfall.....	35.25	38.80	49.35	_____
<b>GRIDS</b>						
_____	103028	Chrome Grid.....	97.50	107.25	136.50	_____
_____	103010	Black Grid.....	97.50	107.25	136.50	_____
_____	103011	White Grid.....	97.50	107.25	136.50	_____
_____	103040	Grid Legs - Chrome.....	28.50	31.35	39.90	_____
_____	103041	Grid Legs - Black.....	28.50	31.35	39.90	_____
_____	103042	Grid Legs - White.....	28.50	31.35	39.90	_____
_____	103030	Grid Connectors.....	35.25	38.80	49.35	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>GRIDS (continued)</b>						
_____	10303	3-Ball Waterfall.....	29.25	32.20	40.95	_____
_____	10305	5-Ball Waterfall.....	31.50	34.65	44.10	_____
_____	10307	7-Ball Waterfall.....	35.25	38.80	49.35	_____
_____	10309	Cleaver Clip.....	5.75	6.35	8.05	_____
_____	103044	4" Single Hook.....	3.05	3.35	4.25	_____
_____	103046	6" Single Hook.....	3.05	3.35	4.25	_____
_____	103048	8" Single Hook.....	3.05	3.35	4.25	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>ACCESSORIES</b>						
_____	151010	Collapsible Security Contr. ....	342.00	376.20	478.80	_____
_____	15905	Fish Bowl.....	33.50	36.85	46.90	_____
_____	159011	Ticket Tumbler - Small.....	125.50	138.05	175.70	_____
_____	10405	Garment Rack.....	136.75	150.45	191.45	_____
_____	10404	4-way Slant Arm.....	171.25	188.40	239.75	_____
_____	10403	2-way Straight Arm.....	136.25	149.90	190.75	_____

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

Don't see what you need?  
Please call Exhibitor Services Representative at 702-579-1700.

Take advantage of the Online price by ordering at [www.freeman.com](http://www.freeman.com) before **SEPTEMBER 5, 2017**.

FREEMAN accessories



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## SHOWCASES



QUARTER VIEW



HALF VIEW



FULL VIEW

### THE STANDARD WHITE LINE (Fluorescent)

Fluorescent Lighting  
Sliding Doors w/Lock (No Mirrors)  
Solid Sides  
Matte White Formica Exterior  
Closed Storage area (Quarter & Half View Cases)  
Available in 4', 5' and 6' lengths & 34" Corner Cases  
**Available in Quarter, Half & Full View**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
_____	101044	4' Quarter View Fluorescent..	492.00	541.20	688.80	_____
_____	101052	5' Quarter View Fluorescent..	492.00	541.20	688.80	_____
_____	101062	6' Quarter View Fluorescent..	492.00	541.20	688.80	_____
_____	101042	4' Half View Fluorescent.....	492.00	541.20	688.80	_____
_____	101050	5' Half View Fluorescent.....	492.00	541.20	688.80	_____
_____	101060	6' Half View Fluorescent.....	492.00	541.20	688.80	_____
_____	101043	4' Full View Fluorescent.....	492.00	541.20	688.80	_____
_____	101051	5' Full View Fluorescent.....	492.00	541.20	688.80	_____
_____	101061	6' Full View Fluorescent.....	492.00	541.20	688.80	_____
_____	101092	Corner Quarter View .....	541.00	595.10	757.40	_____
_____	101090	Corner Half View .....	541.00	595.10	757.40	_____

### THE DELUXE LINE (Fluorescent)

Fluorescent Lighting  
Mirrored Sliding Doors w/Lock  
Glass Sides  
Polished Bronze Frame  
Glossy Black Formica Exterior  
Rear Storage w/Locked Sliding Doors  
Available in 4', 5' and 6' lengths & 34" Corner Cases  
**Available in Quarter & Half View**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
_____	1014111	4' Quarter View Fluorescent..	570.00	627.00	798.00	_____
_____	1014121	5' Quarter View Fluorescent..	570.00	627.00	798.00	_____
_____	1014131	6' Quarter View Fluorescent..	570.00	627.00	798.00	_____
_____	1014110	4' Half View Fluorescent.....	570.00	627.00	798.00	_____
_____	1014120	5' Half View Fluorescent.....	570.00	627.00	798.00	_____
_____	1014130	6' Half View Fluorescent.....	570.00	627.00	798.00	_____
_____	1014101	Corner Quarter View .....	612.00	673.20	856.80	_____
_____	1014100	Corner Half View .....	612.00	673.20	856.80	_____

### THE DESIGNER LINE (Fluorescent OR Halogen)

Fluorescent Lighting (Quarter & Half View)  
Halogen Lighting (Quarter View Only)  
Mirrored Sliding Doors w/Lock  
Glass Sides  
Brushed Silver Frame  
Textured Gray Formica Exterior  
Rear Storage w/Locked Sliding Doors  
**Available in Quarter & Half View**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
_____	1012400	4' Quarter View Fluorescent..	546.00	600.60	764.40	_____
_____	1012500	5' Quarter View Fluorescent..	546.00	600.60	764.40	_____
_____	1012600	6' Quarter View Fluorescent..	546.00	600.60	764.40	_____
_____	1012401	4' Half View Fluorescent.....	546.00	600.60	764.40	_____
_____	1012501	5' Half View Fluorescent.....	546.00	600.60	764.40	_____
_____	1012601	6' Half View Fluorescent.....	546.00	600.60	764.40	_____
_____	1011400	4' Quarter View Halogen .....	658.00	723.80	921.20	_____
_____	1011500	5' Quarter View Halogen .....	658.00	723.80	921.20	_____
_____	1011600	6' Quarter View Halogen .....	658.00	723.80	921.20	_____
_____	101214	Corner Quarter View Fluorescent..	588.00	646.80	823.20	_____
_____	101212	Corner Half View Fluorescent.....	588.00	646.80	823.20	_____
_____	101142	Corner Quarter View Halogen.....	712.00	783.20	996.80	_____

### THE ELITE LINE (Halogen)

Halogen Lighting  
Mirrored Sliding Doors w/Lock  
Glass Sides  
Brushed Gold Frame  
Green w/Etched Verdigris Formica Exterior  
Rear Storage w/Locked Sliding Doors  
Available in 4', 5' and 6' lengths & 34" Corner Cases  
**Available in Quarter & Half View**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
_____	1013400	4' Quarter View Halogen .....	658.00	723.80	921.20	_____
_____	1013500	5' Quarter View Halogen .....	658.00	723.80	921.20	_____
_____	1013600	6' Quarter View Halogen .....	658.00	723.80	921.20	_____
_____	1013401	4' Half View Halogen .....	658.00	723.80	921.20	_____
_____	1013501	5' Half View Halogen .....	658.00	723.80	921.20	_____
_____	1013601	6' Half View Halogen .....	658.00	723.80	921.20	_____
_____	101314	Corner Quarter View .....	712.00	783.20	996.80	_____
_____	101312	Corner Half View .....	712.00	783.20	996.80	_____

Remember to order in advance to save time, money and ensure availability. Rental prices are for the duration of the show and include delivery to and removal from your booth space. Orders received after the deadline date will be charged the Standard Price.

### TOTAL COST

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



# FROM THE GROUND UP

Engage your audience from the moment they set foot in your exhibit with Freeman's custom carpets. Our colorfast carpeting boasts a consistent shade every time and the padding exceeds industry standards, ensuring that you'll be floored by the quality. Freeman's custom options include borders, patterns and logo applications in both our classic and prestige carpeting lines.

- Colorfast carpet technology guarantees a uniform and professional look throughout the life of your exhibit
- Diverse customization options guarantee the fulfillment of your brand standards
- All carpet and padding is manufactured with recycled material
- Rental prices are all-inclusive so there are never hidden charges for material handling or pickup



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



# PRESTIGE CARPET

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

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

## Custom Options

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



*black\**



*cardinal*



*charcoal\**



*cream*



*gray pearl\**



*navy\**



*toast*



*wedgewood*



*white\**

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

# CLASSIC CARPET

## Custom Cut

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

## Standard Cut

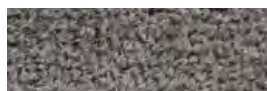
Our classic carpet comes in a variety of sizes. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



*black*



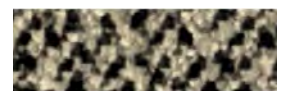
*blue*



*gray*



*green*



*latte*



*midnight blue*



*plum*



*red*



*red pepper*



*tuxedo*

*Actual colors may vary slightly*

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For Assistance, please call 702-579-1700 to speak with one of our experts.

- Orders received after the deadline date or without payment will be charged the Standard Price.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Pricing includes delivery, material handling, installation and removal.
- All carpets, padding and plastic covering contain recycled content and are recyclable.

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

## 10' CLASSIC CARPET, PADDING AND PLASTIC COVERING

### CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online	Discount	Standard	Total
_____	10' x 10' Classic Carpet .....	\$314.25	\$345.70	\$439.95	\$ _____
_____	10' x 20' Classic Carpet .....	\$628.50	\$691.35	\$879.90	\$ _____
_____	10' x 30' Classic Carpet .....	\$942.75	\$1,037.05	\$1,319.85	\$ _____
_____	10' x 40' Classic Carpet .....	\$1,257.00	\$1,382.70	\$1,759.80	\$ _____
_____	10' x 10' Carpet Padding - Single Layer .....	\$103.00	\$113.30	\$144.20	\$ _____
_____	10' x 20' Carpet Padding - Single Layer .....	\$206.00	\$226.60	\$288.40	\$ _____
_____	10' x 30' Carpet Padding - Single Layer .....	\$309.00	\$339.90	\$432.60	\$ _____
_____	10' x 40' Carpet Padding - Single Layer .....	\$412.00	\$453.20	\$576.80	\$ _____
_____	10' x 10' Carpet Padding - Double Layer .....	\$206.00	\$226.60	\$288.40	\$ _____
_____	10' x 20' Carpet Padding - Double Layer .....	\$412.00	\$453.20	\$576.80	\$ _____
_____	10' x 30' Carpet Padding - Double Layer .....	\$618.00	\$679.80	\$865.20	\$ _____
_____	10' x 40' Carpet Padding - Double Layer .....	\$824.00	\$906.40	\$1,153.60	\$ _____
_____	Plastic Covering (price per sq ft).....	\$0.65	\$0.70	\$0.90	\$ _____

## 9' CLASSIC CARPET, PADDING AND PLASTIC COVERING \*\*

### CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online	Discount	Standard	Total
_____	9' x 10' Classic Carpet .....	\$184.75	\$203.25	\$258.65	\$ _____
_____	9' x 20' Classic Carpet .....	\$369.50	\$406.45	\$517.30	\$ _____
_____	9' x 30' Classic Carpet .....	\$554.25	\$609.70	\$775.95	\$ _____
_____	9' x 40' Classic Carpet .....	\$739.00	\$812.90	\$1,034.60	\$ _____
_____	9' x 10' Carpet Padding - Single Layer .....	\$92.75	\$102.05	\$129.85	\$ _____
_____	9' x 20' Carpet Padding - Single Layer .....	\$185.50	\$204.05	\$259.70	\$ _____
_____	9' x 30' Carpet Padding - Single Layer .....	\$278.25	\$306.10	\$389.55	\$ _____
_____	9' x 40' Carpet Padding - Single Layer .....	\$371.00	\$408.10	\$519.40	\$ _____
_____	9' x 10' Carpet Padding - Double Layer .....	\$185.50	\$204.05	\$259.70	\$ _____
_____	9' x 20' Carpet Padding - Double Layer .....	\$371.00	\$408.10	\$519.40	\$ _____
_____	9' x 30' Carpet Padding - Double Layer .....	\$556.50	\$612.15	\$779.10	\$ _____
_____	9' x 40' Carpet Padding - Double Layer .....	\$742.00	\$816.20	\$1,038.80	\$ _____
_____	Plastic Covering (price per sq ft).....	\$0.65	\$0.70	\$0.90	\$ _____

\*\* 9' carpet is laid toward the front edge, leaving 1' at the back of the booth for access to utility ports. \*\*

### TOTAL COST

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

FREEMAN standard size carpet

Take advantage of the Online price by ordering at [www.freeman.com](http://www.freeman.com) before **SEPTEMBER 5, 2017**.

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For Assistance, please call 702-579-1700 to speak with one of our experts.

- **Guaranteed new, high-quality carpet.**
- **Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.**
- **Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.**
- **All utility lines must be installed before carpet installation. Utilities should be ordered in advance.**
- **All carpets, padding and plastic covering contain recycled content and are recyclable.**

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

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

- Order Custom Cut Classic Carpet by the sq. ft. if your size is not listed on the standard size order form.

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$3.30 \$\_\_\_\_\_

**CHOOSE YOUR CARPET COLOR:**

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

<b>16 oz. Carpet Rental</b> - Price per sq. ft. (100 sq. ft. minimum)		<b>Online</b>	<b>Discount</b>	<b>Standard</b>	<b>Total</b>
Per sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	<b>\$ 3.30</b>	<b>\$ 3.65</b>	<b>\$ 4.60</b>	<b>\$ _____</b>

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

**CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:**

Black  Cardinal  Charcoal  Cream  Gray Pearl  
 Navy  Toast  Wedgewood  White

<b>28 oz. Carpet Rental</b> - Price per sq. ft. (100 sq. ft. minimum)		<b>Online</b>	<b>Discount</b>	<b>Standard</b>	<b>Total</b>
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	<b>\$ 3.90</b>	<b>\$ 4.30</b>	<b>\$ 5.45</b>	<b>\$ _____</b>
Over 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	<b>\$ 3.60</b>	<b>\$ 3.95</b>	<b>\$ 5.05</b>	<b>\$ _____</b>

**CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:**

Black  Charcoal  Gray Pearl  Navy  White

<b>40 oz. Carpet Rental</b> - Price per sq. ft. (100 sq. ft. minimum)		<b>Online</b>	<b>Discount</b>	<b>Standard</b>	<b>Total</b>
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	<b>\$ 4.65</b>	<b>\$ 5.10</b>	<b>\$ 6.50</b>	<b>\$ _____</b>
Over 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	<b>\$ 4.05</b>	<b>\$ 4.45</b>	<b>\$ 5.65</b>	<b>\$ _____</b>

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

- Order padding by the sq. ft. if your size is not listed on the standard size order form.

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$1.10 \$\_\_\_\_\_

Qty	Description	Online	Discount	Standard	Total
_____	Carpet Padding (90 - 700 sq ft) (price per sq. ft.) .....	<b>1.10</b>	1.20	1.55	\$ _____
_____	Carpet Padding (Over 700 sq ft) (price per sq. ft.) .....	<b>0.85</b>	0.95	1.20	\$ _____
_____	Double Carpet Padding (90 - 700 sq ft) (price per sq. ft.) .....	<b>2.20</b>	2.40	3.10	\$ _____
_____	Double Carpet Padding (Over 700 sq ft) (price per sq. ft.) .....	<b>1.70</b>	1.85	2.40	\$ _____

**TOTAL COST**

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

FREEMAN cut to size carpet

Take advantage of the Online price by ordering at [www.freeman.com](http://www.freeman.com) before **SEPTEMBER 5, 2017**.



# FIT TO PRINT

.....

SmartFabric™ is a triple layered fabric made of 100% polyester that's ideal for printed graphics. It's an extremely versatile all-in-one fabric and has been treated to meet NFPA 701 small-scale flammability standards.



## SMARTFABRIC™ RENTAL EXHIBITS



**10 x 10 ft. unit**

**FRAME**

117"W 93.5"H



**10 x 20 ft. unit**

**FRAME**

234"W 93.5"H

**CLEAR ACRYLIC SHELF**

36"W 12"H .25"D

(up to 15lbs each)

### RENTAL EXHIBITS INCLUDE:

- Custom Fabric Graphic (item purchased to keep)
- Zippered Carrying Case for Fabric Graphic (item purchased to keep)
- Rental Frame
- 9'x10' or 9'x20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10' Booth
- 4 Arm Lights per 20' Booth
- 2 Clear Acrylic Shelves per 10' Booth (36"x12", up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20' Booth (36"x12", up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

## FRAME ONLY UNIT

This option is available for customers who have previously rented the SmartFabric™ Rental Exhibit and are reusing their backwall graphic. Fabric from other sources will not be installed on this Freeman frame rental. If you need Freeman to create a new graphic, please select the SmartFabric™ Rental Exhibit. No fabric graphics will be provided separately from the rental unit.



**10 x 10 ft. frame**



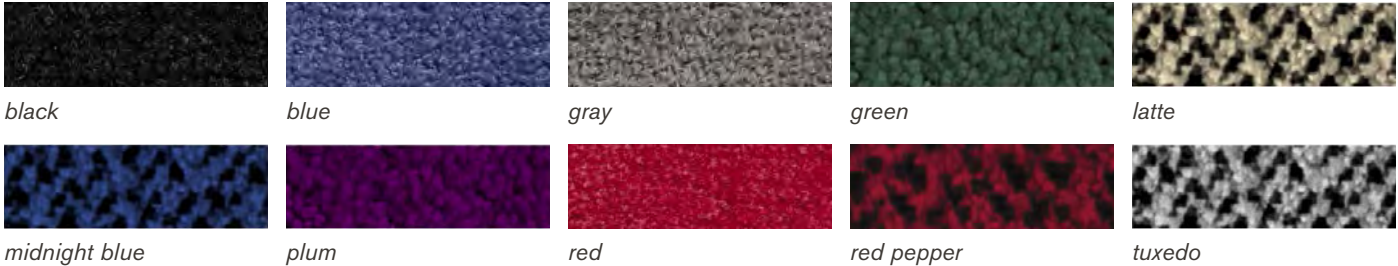
**10 x 20 ft. frame**

### RENTAL EXHIBITS INCLUDE:

- Rental Frame
- 9'x10' or 9'x20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10' Booth
- 4 Arm Lights per 20' Booth
- 2 Clear Acrylic Shelves per 10' Booth (36"x12", up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20' Booth (36"x12", up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

## CLASSIC CARPET

9'x10' or 9'x20' (16 oz.) – Color Options Included with Rental Package Options Above



9' carpet is laid toward the front edge, leaving 1' at the back of the booth for utility port access. Actual colors may vary slightly.

## PRESTIGE CARPET

(28 oz.) – Available Upgrade Color Options



\*Colors available in both 28 oz. and 40 oz. Actual colors may vary slightly.

## ACCESSORIES

SmartFabric Rental packages include these accessories. Refer to the "Rental Exhibits Include" sections of each package. These items are available to order as additional accessories if needed.

### SMARTFABRIC ZIPPERED CARRYING CASE

20"W 8"H 16"D



### CLEAR ACRYLIC SHELF


36"W 12"H .25"D  
(up to 15lbs each)



## CUSTOM GRAPHICS

A Freeman Exhibitor Sales Specialist will contact you to review the process for providing graphic files and to review helpful tips that will ensure a successful graphic print. Freeman can custom design a graphic file for you using our graphic design services that guarantees a high resolution backwall graphic. Ask your Exhibitor Sales Specialist for more information.

### “CLEAN FOOTPRINT” BOOTH PACKAGE



When you select the “Clean Footprint” package your booth will use only materials that can be reused or recycled. All flooring, lighting, furniture and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be on a reusable and recyclable substrate.



# FREEMAN

6555 West Sunset Road  
Las Vegas, NV 89118  
(702) 579-1700 • Fax: (469) 621-5604  
FreemanLasVegasES@freeman.com

**DISCOUNT PRICE  
DEADLINE DATE  
SEPTEMBER 5, 2017**

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SupplySide West Global Expo & Conference 2017 / September 27-28, 2017**

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

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

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

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

## SMARTFABRIC RENTAL EXHIBIT

SmartFabric Exhibits provide a custom printed fabric back wall graphic to keep and re-use on future events.



Qty	Description	Discount	Standard	Total
_____	10' x 10' SmartFabric Exhibit	\$1,895.00	\$2,653.00	_____
_____	10' x 20' SmartFabric Exhibit	\$3,695.00	\$5,173.00	_____

### SmartFabric Rental Exhibits Include:

- 116.5" X 92.5" Custom Fabric Graphic (10' x 10') (Purchase)
- 233.5" X 92.5" Custom Fabric Graphic (10' x 20') (Purchase)
- Carrying Case for Graphic (Purchase)
- Rental Frame
- Classic Carpet 9'x10' or 9'x20' (Select color below)\*\*
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 2-Arm Lights (per 10' unit)
- 2 Clear Acrylic Shelves (per 10' unit) (36" x 12", up to 15lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

### Classic Carpet:

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

\*\*9' carpet is laid toward the front edge, leaving 1' at the back of the booth for access to utility ports.\*\*

## CUSTOM GRAPHICS

A Freeman Exhibitor Sales Specialist will be contacting you to review the process for providing graphic files and helpful tips that will ensure a successful graphic print.

## FRAME ONLY RENTAL EXHIBIT

The SmartFabric frame only option unit is for exhibitors who have previously rented the SmartFabric exhibit (above) and have the fabric back wall graphic ready for re-use. If you need a new graphic made, please select the SmartFabric Rental Exhibit (above). No fabric graphics will be printed without the rental unit.



Qty	Description	Discount	Standard	Total
_____	10' x 10' Frame Only Exhibit	\$1,195.00	\$1,673.00	_____
_____	10' x 20' Frame Only Exhibit	\$1,995.00	\$2,793.00	_____

### Frame Only Rental Exhibits Include:

- Rental Frame
- Classic Carpet 9'x10' or 9'x20' (Select color below)\*\*
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 2-Arm Lights (per 10' unit)
- 2 Clear Acrylic Shelves (per 10' unit) (36" x 12", up to 15lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

### Classic Carpet:

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

\*\*9' carpet is laid toward the front edge, leaving 1' at the back of the booth for access to utility ports.\*\*

## ACCESSORIES (For use only with SmartFabric Rental Exhibit or Frame Only Rental Exhibit)

Qty	Description	Discount Price	Standard Price	Total
_____	SmartFabric Arm Light	\$65.00	\$91.00	_____
_____	SmartFabric Clear Acrylic Shelf (36" x 12", up to 15lbs.)	\$150.00	\$210.00	_____
_____	SmartFabric Carrying Case (Purchase)	\$20.00	\$28.00	_____

## QUICK TIPS

- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. All graphics are subject to a 100% cancellation charge once production begins.
- If shipping literature or products to the show, material handling rates will apply to those items.
- Due to the varying taxes across counties and cities for various categories, applicable taxes will be applied to your order accordingly based on the jurisdictions of the show city.

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

### TOTAL COST

Sub-Total	+	8.25% Tax	=	Total Cost
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# RENTAL EXHIBITS THAT IMPRESS

When it comes to designing your exhibit, effective solutions don't require expensive investments. Take the stress out of your upcoming show with a rental booth exhibit from Freeman. With quality rental options that meet your budget requirements, we'll have you exhibit ready at a moment's notice, without the hassle of ownership.

**PACKAGE 1**



10 X 20



10 X 10

**PACKAGE 1 UPGRADE OPTIONS**

With Graphics and Cabinet

10 X 10



# FREEMAN

## PACKAGE 2



## PACKAGE 3



## PACKAGE 4



## PACKAGE 2 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



## PACKAGE 3 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



## PACKAGE 4 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



# FREEMAN

## PACKAGE 5



10 X 20



10 X 10

## PACKAGE 6



10 X 20



10 X 10



## PACKAGE 5 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



## PACKAGE 6 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10





# FREEMAN

Other upgrade options available that allow you to change the panels to slatwall, add shelves, change the metal color and add cabinets as a storage option with the dual purpose of a reception counter.



10 X 10

**SLATWALL**



10 X 10

**COLORED PANELS**



10 X 10

**SHELVES**



10 X 10

**BLACK METAL**



**CABINETS**

## Booth Panel Options – Color Options Included with Rental Package



## Classic Carpet (16 oz.) – Color Options Included with Rental Package Options Above



9' carpet is laid toward the front edge, leaving 1' at the back of the booth for utility port access. Actual colors may vary slightly.

## Prestige Carpet (28 oz.) – Available Upgrade Color Options



\*Colors available in both 28 oz. and 40 oz. Actual colors may vary slightly.

### Rental Exhibits Include:

- 9x10 or 9x20 Classic Carpet
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2-arm lights per 10' Booth
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

### questions?

All packages can be customized or modified to fit your specific needs. To speak with an Exhibitor Sales Specialist, call the number listed on the Quick Facts.



### “CLEAN FOOTPRINT” BOOTH PACKAGE

When you select the “Clean Footprint” package your booth will use only materials that can be reused or recycled. All flooring, lighting, furniture and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be on a reusable and recyclable substrate.

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

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

**All exhibits include:** installation & dismantle of exhibit, material handling of exhibit, 9' x 10' or 9' x 20' classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

**To place your order, please check the appropriate box and complete the remaining selections at the bottom of the form.**

## RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	Total
Package 1	<input type="checkbox"/> 10' x 10'	\$3,819.00	\$5,346.60	<input type="checkbox"/> 10' x 20'	\$6,265.00	\$8,771.00	_____
Package 2	<input type="checkbox"/> 10' x 10'	\$2,597.00	\$3,635.80	<input type="checkbox"/> 10' x 20'	\$4,310.00	\$6,034.00	_____
Package 3	<input type="checkbox"/> 10' x 10'	\$3,649.00	\$5,108.60	<input type="checkbox"/> 10' x 20'	\$5,362.00	\$7,506.80	_____
Package 4	<input type="checkbox"/> 10' x 10'	\$4,493.00	\$6,290.20	<input type="checkbox"/> 10' x 20'	\$8,189.00	\$11,464.60	_____
Package 5	<input type="checkbox"/> 10' x 10'	\$3,155.00	\$4,417.00	<input type="checkbox"/> 10' x 20'	\$5,246.00	\$7,344.40	_____
Package 6	<input type="checkbox"/> 10' x 10'	\$3,002.00	\$4,202.80	<input type="checkbox"/> 10' x 20'	\$4,435.00	\$6,209.00	_____

- Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.
- Orders cancelled after production begins are subject to a 100% Cancellation Charge.

## CHOOSE YOUR PANEL

Black Fabric     Blue Fabric     Gray Fabric     White Hardwall     White Perfbord

## CARPET

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

### Check color choice

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

You may want to add padding or upgrade your carpet to one of our 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: Power and labor to hang the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 watts.**

\*Additional power must be ordered separately.

## HEADER IDENTIFICATION SIGN

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

Black     Blue     Brown     Burgundy     PMS Color \_\_\_\_\_  
 Dark Green     Red     Teal     White     Font Type \_\_\_\_\_

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

Indicate exactly how you want your company name to appear:

## ENHANCE YOUR EXHIBIT

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

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

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

TOTAL COST	
Sub-Total _____	+ Tax (8.25%) _____ = TOTAL _____

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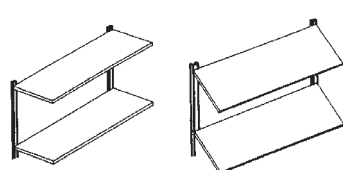

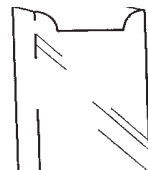
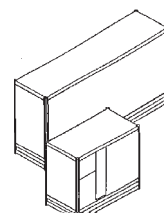
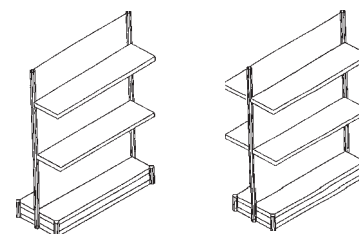
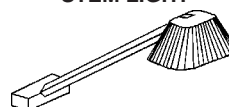



CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

## ACCESSORIES FOR RENTAL UNITS

<p><b>STRAIGHT AND ANGLED SHELVES</b></p> 	<p><b>RADIUS COUNTER</b> (Does Not Have Doors)</p> 	<p><b>LITERATURE POCKETS</b> (Plexiglass)</p> 	<p><b>COUNTERS &amp; CABINETS</b></p> 
<p><b>GONDOLAS</b></p> 	<p>(Lights may only be used on rentals. Electrical service &amp; labor to install lights is not included.)</p> <p><b>STEM LIGHT</b></p>  <p><b>TRACKLIGHT</b></p> 	<p><b>WIRE WALL PANELS</b> (Available in Black or White) Usable Surface: 36" w x 86" h Overall Size: 41-3/16" w x 96" h x 28" d</p> 	<p><b>SLAT WALL PANELS</b> (Available in White) Usable Surface: 37-1/2" x 86-1/4" Overall Size: 41-3/16" w x 96" h x 28" d</p> 

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
<i>(electrical service &amp; labor to install lights not included)</i>					
___	172512	Stem Light .....	176.75	247.45	___
___	172514	4' Tracklight (3 lights).....	358.50	501.90	___
<b>CABINETS &amp; COUNTERS</b>					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 36" High Cabinet .....	459.00	642.60	___
___	17306	1M x 42" High Counter.....	459.00	642.60	___
___	17308	2M x 36" High Cabinet .....	569.00	796.60	___
___	17309	2M x 42' High Counter .....	569.00	796.60	___
___	173010	1M x 36" High Radius Cabinet ...	656.00	918.40	___
___	173011	1M x 42" High Radius Counter ...	656.00	918.40	___
<b>GONDOLAS</b>					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Black Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfbord <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High.....	438.00	613.20	___
___	174542	Double Sided 1M x 4' High.....	582.00	814.80	___
___	174581	Single Sided 1M x 8' High.....	534.00	747.60	___
___	174582	Double Sided 1M x 8' High.....	680.00	952.00	___
<b>SHELVES</b>					
___	17201	Straight Shelf - 1M.....	64.75	90.65	___
___	17206	Angled Shelf - 1M .....	64.75	90.65	___

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>WIRE WALL</b>					
Wire Wall					
<input type="checkbox"/> Black <input type="checkbox"/> White					
___	173518	1M x 8' High Wire Wall .....	582.00	814.80	___
___	17353	3-Ball Waterfall .....	31.50	44.10	___
___	17355	5-Ball Waterfall .....	33.75	47.25	___
___	17357	7-Ball Waterfall .....	37.25	52.15	___
___	173510	Cleaver Clip.....	6.15	8.60	___
___	1735468	4" Single Hook.....	3.25	4.55	___
___	1735468	6" Single Hook.....	3.25	4.55	___
___	1735468	8" Single Hook.....	3.25	4.55	___
<b>SLAT WALL</b>					
___	1736100	1M x 8' High Slat Wall .....	438.00	613.20	___
___	173650	1/2M x 8' High Slat Wall.....	328.00	459.20	___
___	173611	Slat Wall Shelf .....	106.25	148.75	___
___	17365	5-Ball Waterfall .....	37.25	52.15	___
<b>LITERATURE POCKET</b>					
___	174015	For 8 1/2 x 11 Literature .....	36.75	51.45	___
<b>TOTAL COST</b>					
<i>Sub-Total</i> _____		<i>+ Tax (8.25%)</i> _____		<i>= TOTAL</i> _____	

Don't see what you need?  
Please call an Exhibitor Services Representative at 702-579-1700.  
(426098) LV-C1 17/18

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

FREEMAN exhibit accessories

# FLEXING TO FIT YOUR NEEDS

---

TotalFlex® provides the ability to configure exhibits to fit your space, budget and vision from show to show. Available for rent or for purchase, this pop-up display is versatile, lightweight and durable, and setup can be completed without tools in only a few minutes.



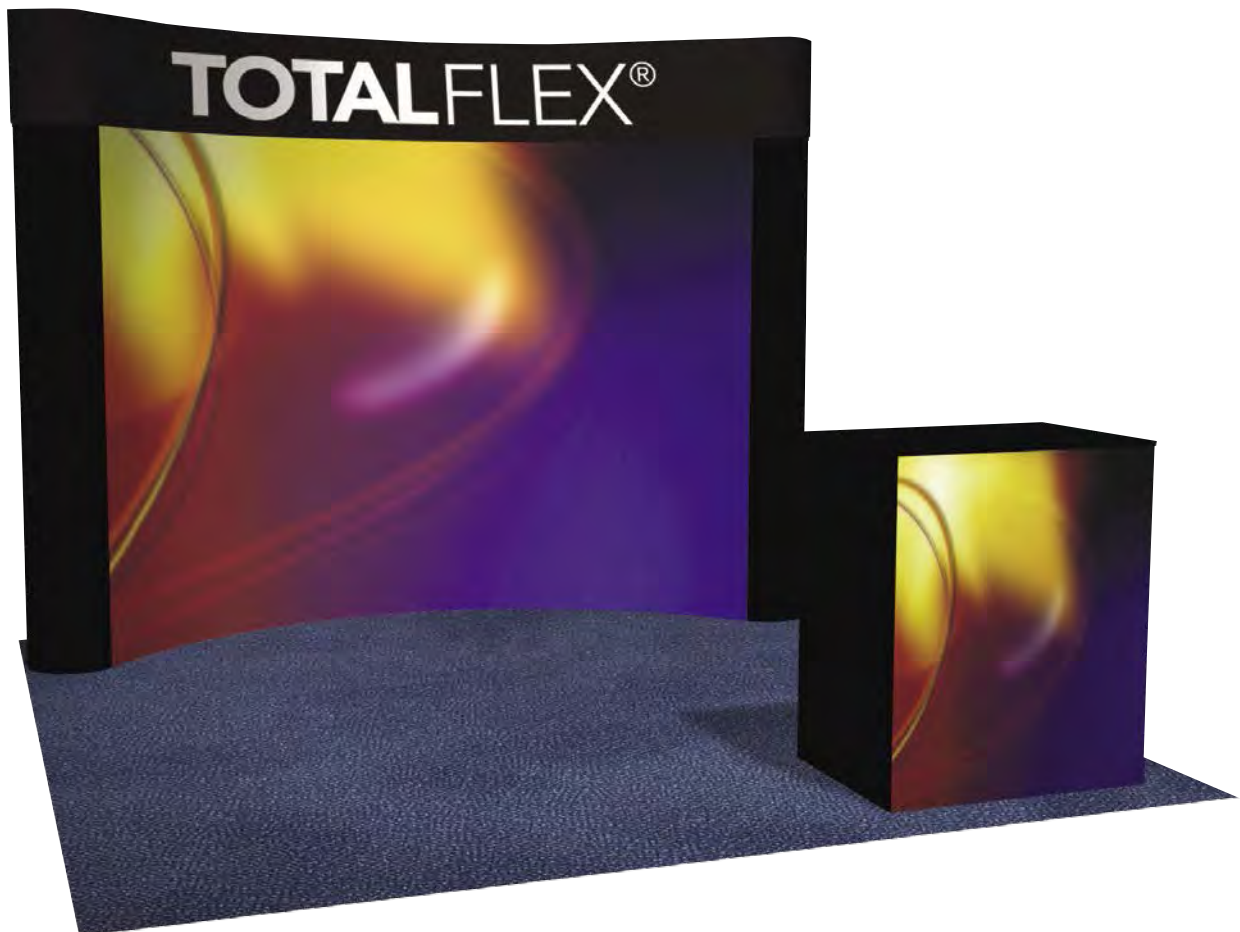
Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)



The TotalFlex® solution is the most versatile exhibit option available:

- Floor unit cases easily convert into a podium.
- Velcro-compatible fabric panels available in a wide selection of colors.
- Compatible with shelves, lights and other innovative trade show accessories.
- Available in a variety of sizes for rent or purchase, including a tabletop version (shown on front).
- Freeman offers full graphic and logo design solutions.\*
- All TotalFlex® rental units include installation & dismantling of display system, material handling, 9'x10' or 9'x20' Classic Carpet with nightly vacuuming, 200-watt halogen lights (1 light for the table-top unit, 2 lights per 8x10 unit) as well as power and labor to hang them.

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



**FLOOR UNITS**

- 10'w x 8'h Floor Standing Unit
- 20'w x 8'h Floor Standing Unit

**TABLE TOP UNITS**

- 6'w x 40"h Table Top Unit
- 8'w x 40"h Table Top Unit



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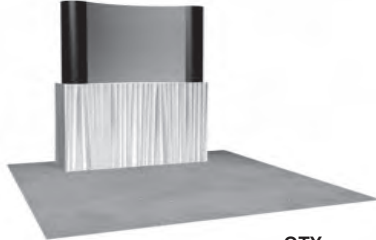
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

## TABLE TOP UNIT



RENTAL	Discount Price	Standard Price	QTY.	TOTAL
Size				
40" H x 6' W	\$1,401.00	\$1,961.40	_____	_____
40" H x 8' W	\$1,575.00	\$2,205.00	_____	_____

PURCHASE*	Discount Price	Standard Price	QTY.	TOTAL
Size				
40" H x 6' W	\$1,641.00	\$2,297.40	_____	_____
40" H x 8' W	\$1,798.00	\$2,517.20	_____	_____

\*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-Light (Power (500 watts) for LIGHTS only and Labor to hang lights)

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

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

Fabric Panel Colors for All Units:  Black  Gray

Additional Fabric Panel Colors for Purchase Units Only:

Blaze Red  Blueberry  Emerald  Silver

\*Other Colors Also Available for Purchase Units\*

9'x10' Classic Carpet:  Black  Blue  Gray  Green  
 Latte  Midnight Blue  Plum  Red  Red Pepper  Tuxedo

Table Drape:

Black  Blue  Brown  Green  Flax  
 Gold  Gray  Plum  Red  White

## FLOOR UNIT



RENTAL	Discount Price	Standard Price	QTY.	TOTAL
Size				
8' H x 8' W	\$2,101.00	\$2,941.40	_____	_____
8' H x 10' W	\$2,444.00	\$3,421.60	_____	_____

PURCHASE*	Discount Price	Standard Price	QTY.	TOTAL
Size				
8' H x 8' W	\$3,157.00	\$4,419.80	_____	_____
8' H x 10' W	\$3,630.00	\$5,082.00	_____	_____

\*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-Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

**Purchase Units Include:**  
1-Case  
1-Podium (8'H x 10'W unit only)  
One Time Installation & Dismantle

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

Fabric Panel Colors for All Units:  Black  Gray

Additional Fabric Panel Colors for Purchase Units Only:

Blaze Red  Blueberry  Emerald  Silver

\*Other Colors Also Available for Purchase Units\*

9'x10' Classic Carpet:  Black  Blue  Gray  Green  
 Latte  Midnight Blue  Plum  Red  Red Pepper  Tuxedo

All Classic carpets contain recycled content and are recyclable.

## CUSTOM GRAPHIC / PHOTO PANELS

Our custom graphic panels can dramatically enhance your exhibit's appearance.

Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

OPTIONAL ACCESSORIES		RENTAL			PURCHASE				
Part #	Description	Qty.	Discount Price	Standard Price	Total	Qty.	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	\$213.25	\$298.55	_____	_____	\$274.50	\$384.30	_____
1715801	1-200 Watt Halogen Light Kit	_____	\$109.50	\$153.30	_____	_____	\$200.75	\$281.05	_____
1715802	Straight Shelf	_____	\$ 84.25	\$117.95	_____	_____	\$139.75	\$195.65	_____
1715803	Angle Shelf	_____	\$ 84.25	\$117.95	_____	_____	\$139.75	\$195.65	_____

## QUICK TIPS

- If shipping literature or products, material handling rates will apply.
- Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will be charged the Standard Price.**

### PURCHASE UNITS TOTAL COST

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

### RENTAL UNITS TOTAL COST

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

# MATERIAL MATTERS

---

The materials you use for your exhibit speak volumes about your brand. Freeman digitally prints high-resolution, photo-quality images on an impressive variety of fabrics. From custom carpeting to hanging banners, no matter the size, shape or color, Freeman can print it beyond your expectations.

- Freeman's exhibit specialists deliver one-stop solutions for design, fabrication and custom graphics that meet both long and short-term usage goals
- Stretch fabrics can be used to customize almost any three-dimensional object
- Further customize exhibits with aluminum framing to transform digital graphics into back walls and other free-standing structures
- Integrated lighting is available for enhanced effects



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

## COMPREHENSIVE CAPABILITIES

Freeman can digitally print high-resolution, photo-quality images on nylon, stretch fabrics, carpeting and a variety of other materials. No matter what size, shape, or color, Freeman can print it. We can further customize exhibits with:

- Aluminum framing to transform large digital graphics into backwalls and other free-standing structures
- Integrated lighting for enhanced effects
- A wide variety of opaque and translucent materials

## ONE-STOP SOLUTIONS

Freeman's exhibit specialists can deliver a range of services to fit any budget and work with both long and short-term usage goals.

- Design
- Custom Graphics
- Installation and Dismantling
- Fabrication
- Lighting Effects
- Shipping and Storage

## GEOMETRIC STRUCTURES

For detailed specifications on structures such as these, or for more information on our wide range of versatile fabric solutions, please contact our representatives at the number listed in your exhibitor information.





# FREEMAN

6555 West Sunset Road  
Las Vegas, NV 89118  
(702) 579-1700 • Fax: (469) 621-5604  
FreemanLasVegasES@freeman.com

**DISCOUNT PRICE  
DEADLINE DATE  
AUGUST 28, 2017**

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SupplySide West Global Expo & Conference 2017 / September 27-28, 2017**

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

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

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

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

## STANDARD PURCHASE -- Standard Framing, Sizes, and Fabric

- Single-sided graphics, frame hardware and harness included.
- Complete the "Hanging Sign" order form. (Labor and hardware to hang sign are NOT included.)
- Orders received after the deadline date are subject to availability and will be charged standard prices.

**An Exhibitor Sales Specialist will contact you for details.**

### Square Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 10'	3'	40'	\$6,408.00	\$9,612.00	_____
_____	10' x 10'	4'	40'	\$7,607.00	\$11,410.50	_____
_____	15' x 15'	3'	60'	\$9,057.00	\$13,585.50	_____
_____	15' x 15'	4'	60'	\$10,699.00	\$16,048.50	_____

### Rectangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 15'	3'	50'	\$8,069.00	\$12,103.50	_____
_____	10' x 15'	4'	40'	\$9,372.00	\$14,058.00	_____

### Circle Signs

Quantity	Diameter	Height	Circumference (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	31.42'	\$5,655.00	\$8,482.50	_____
_____	10'	4'	31.42'	\$6,539.00	\$9,808.50	_____
_____	15'	3'	47.12'	\$7,973.00	\$11,959.50	_____
_____	15'	4'	47.12'	\$9,231.00	\$13,846.50	_____

### Triangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 10' x 10'	3'	30'	\$4,931.00	\$7,396.50	_____
_____	10' x 10' x 10'	4'	30'	\$5,747.00	\$8,620.50	_____
_____	15' x 15' x 15'	3'	45'	\$7,614.00	\$11,421.00	_____
_____	15' x 15' x 15'	4'	45'	\$10,862.00	\$16,293.00	_____

### Serpentine Signs

Quantity	Length	Height	Double Sided (Linear Ft.)	Discount Price	Standard Price	Total
_____	15'	3'	30'	\$4,145.00	\$6,217.50	_____
_____	15'	4'	30'	\$5,195.00	\$7,792.50	_____
_____	20'	3'	40'	\$6,232.00	\$9,348.00	_____
_____	20'	4'	40'	\$7,339.00	\$11,008.50	_____
_____	30'	3'	60'	\$8,167.00	\$12,250.50	_____
_____	30'	4'	60'	\$9,882.00	\$14,823.00	_____

**Total:** \_\_\_\_\_ x Tax (8.25%) \_\_\_\_\_ = \_\_\_\_\_

## CUSTOM PURCHASE -- Custom Framing, Various Custom Sizes, and Fabrics

- Please check the box to have an Exhibitor Sales Specialist contact you regarding FREE Samples of materials and/or quotes. Or you may call our Exhibitor Sales Department 702/579-1400.

# SEEING IS BELIEVING

.....

Quality graphics contribute significantly to the impact of your exhibit. With state-of-the-art design and printing capabilities, Freeman brings your banners, signage, and exhibit graphics to life in a larger-than-life way. Our graphics products redefine “high definition,” which means your brand has never been seen like this before.

- Photo-quality / high-resolution printing on a variety of rigid and rolled material including honeycomb, foam, Polyfoam, PVC, acrylic, fabric, vinyl and mesh materials
- Grand Format printers provide high-resolution digital printing of single and double-sided banners in virtually any size
- Electronic file transfer, in-house printing, and company-wide procedure standardization allow us to control quality, cost and scheduling on a nationwide basis
- Freeman’s extensive resources ensure that last minute repairs and replacements are handled efficiently as needed, no matter where your event may be located



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

## CREATING VISUAL EXCITEMENT

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

## STATE-OF-THE-ART CAPABILITIES

Freeman can provide four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more. Each Freeman location has stand-alone printing capabilities, along with two additional graphic locations for additional support and for special requirements.

## SUPERIOR QUALITY CONTROL

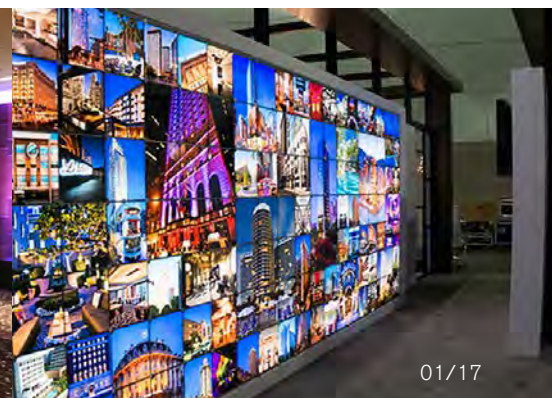
Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis. Last minute repairs and replacements are handled efficiently through our nationwide resources.

## DEPTH OF RESOURCES

- 5M UV roll printers provide grand format, four-color, high-resolution digital printing of single and double-sided banners up to 10' wide and virtually any size with seams.
- 3M Dye Sublimation printers provide 10' fabric graphics that work perfectly in our SmartWall panel system.
- UV flatbeds print directly to a variety of ridged materials and offer a 100% recyclable graphic when using a cardboard substrate.
- Large format Eco-Solvent printers produce high quality graphics for wall, carpet and window applications.
- 3M high speed digital cutters allow for precise cutting of multiple panel applications and also custom router graphic panels.
- Computer-aided graphic design & layout available for your assistance.

## REPRODUCTION AND INSTALLATION

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





# FREEMAN

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**DISCOUNT PRICE  
DEADLINE DATE  
SEPTEMBER 5, 2017**

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SupplySide West Global Expo & Conference 2017 / September 27-28, 2017**

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

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

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

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

## GRAPHICS

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

Please see the artwork guidelines on page 2 of this form.

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

### DIGITAL GRAPHICS

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

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq. ft.  
**\$16.50 per sq.ft. discount price**  
 sq. ft. \_\_\_\_\_ x or = \$ \_\_\_\_\_  
**\$24.75 per sq.ft. standard price**

- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment

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

### LARGE DIGITAL GRAPHICS

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

#### File Information:

Electronic File Name \_\_\_\_\_

Application \_\_\_\_\_

PMS Colors \_\_\_\_\_

#### Backing Material:

- Freeman Foam (Foamcore)       Masonite
- Freeman PVC (PVC)       Plexi
- Freeman HD Foam (Gatorfoam)       Freeman Honeycomb (Eco-Board)
- Freeman Polyfoam (Ultra Board)       Other

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

Vertical      Horizontal      Use Your Judgment For Sign Layout

Special Instructions \_\_\_\_\_

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" _____ @	\$48.00	\$72.00 = \$	_____
7" x 22" _____ @	\$56.75	\$85.15 = \$	_____
7" x 44" _____ @	\$69.25	\$103.90 = \$	_____
9" x 44" _____ @	\$75.75	\$113.65 = \$	_____
11" x 14" _____ @	\$59.00	\$88.50 = \$	_____
14" x 22" _____ @	\$69.25	\$103.90 = \$	_____
14" x 44" _____ @	\$95.75	\$143.65 = \$	_____
22" x 28" _____ @	\$95.75	\$143.65 = \$	_____
28" x 44" _____ @	\$195.25	\$292.90 = \$	_____
20" x 60" (white only) _____ @	\$189.00	\$283.50 = \$	_____

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

#### INDICATE YOUR SIGN COPY HERE:

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

Vertical      Horizontal      Use Your Judgment For Sign Layout

Background Color: \_\_\_\_\_

Lettering Color: \_\_\_\_\_

#### TOTAL COST

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

## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

RASTER ART (photos, logos containing any continuous tone images):

- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

VECTOR ART:

- Logos should be vector and have outlined fonts (if provided as bitmap, please use high-res images)

FONT AND LINKS:

- Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines.
- Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving

COLOR:

- If PMS color matching is required, please use original Pantone + Solid Coated swatches in your artwork. Modifying Pantone names will result in printing default color (CMYK).
- CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified Color Proofs (Gracol, Swop, Fogra), please provide ICC file information used to print your samples. Best option would be to include ICC chart on your prints.

ARTWORK IN THE STRUCTURE:

Please note that any panels going in the metal frame will hide 1/4" of your art all the way around. If you have continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics

### ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop.

Always provide the following:

- Native files with fonts and links (zipped)
- High-res PDF-X/4 exports of the file

### ACCEPTABLE FILE TYPES AND SUPPORT FILES

NATIVE FILES:

- AI CLOUD (CC) file with Packaged supporting links and fonts. You may keep images linked but Packaging feature must be used.
- AI (CS6, CS5, CS4...) file with embedded links and outlined fonts
- EPS file with embedded links and outlined fonts
- INDD file with Packaged supporting links and fonts

PRINT FILES:

- High-res PDF-X/4 (preferred).
- AI with PDF content (choose this option when saving file)
- EPS files with embedded links and outlined fonts

RASTER OF BITMAP ART:

- Photoshop EPS (preferred, use 8-bit preview, Max. Quality JPG compression).
- PSD (make sure font layers are rasterized).
- TIFF, JPG (quality 8 and higher).

MAC users: Use Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts).

### WAYS TO SEND ARTWORK

Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call 702-579-1700 for assistance

# LET US DO THE HEAVY LIFTING

Freeman specialists are ready to assist you with all of your exhibit requests, from beginning to end. And when it comes to installing and dismantling exhibits, we make no exceptions. Whether it's shipping and storage, emergency on-site repairs, basic installation and dismantling or support service coordination, including electrical, furnishings and more, Freeman has the resources and capabilities to ensure the most successful show experience possible.



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



Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations focused on incremental improvement to meet rapidly changing market conditions based upon customer feedback
- Post-show evaluations that help identify small changes that make big impacts

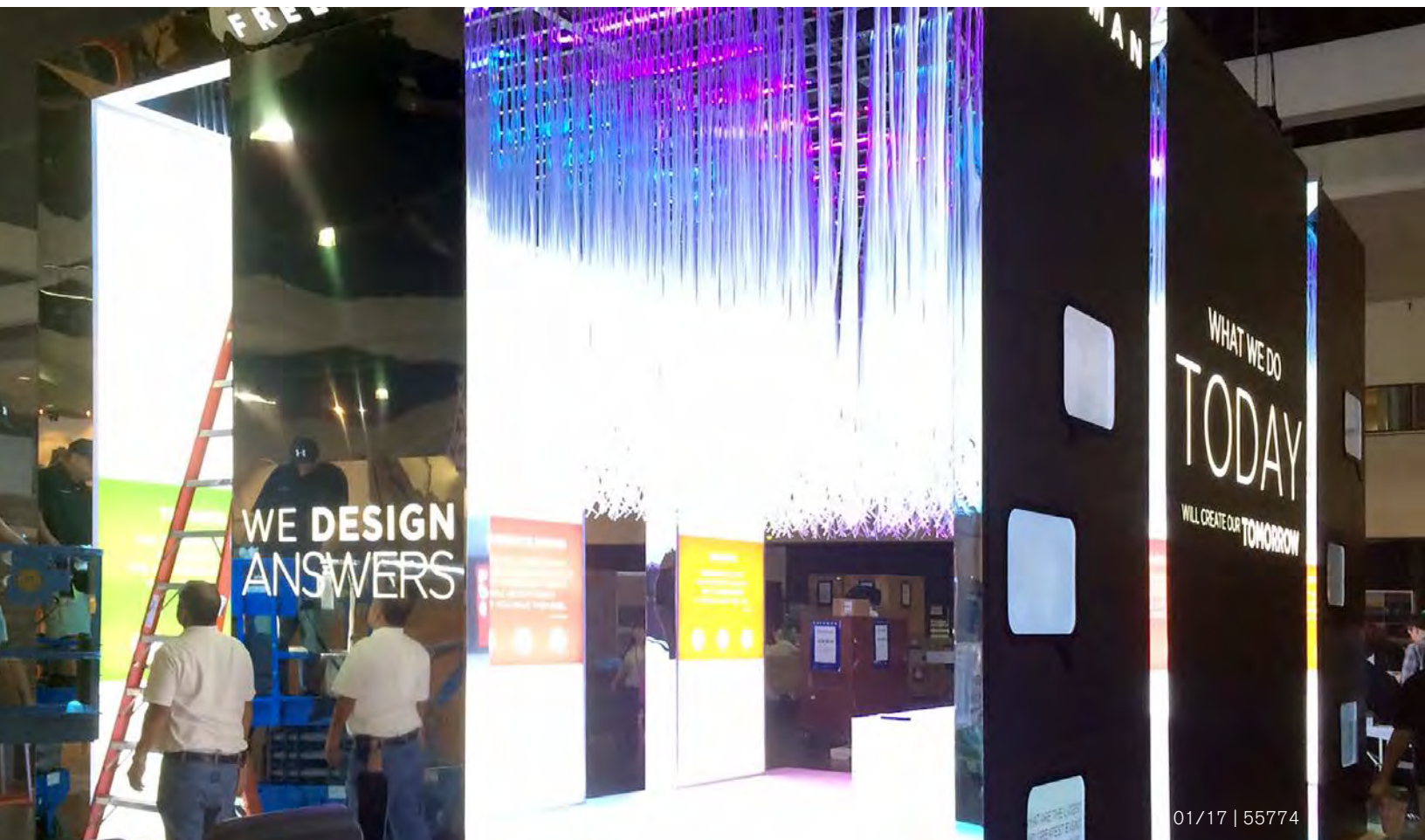
## ON-SITE SUPERVISION

You may wish to supervise labor on your own, but if you need assistance, Freeman installation & dismantling experts will get the job done as an extension of your team.

---

### If You Use Freeman Staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.



01/17 | 55774

# FREEMAN

6555 West Sunset Road  
Las Vegas, NV 89118  
(702) 579-1700 • Fax: (469) 621-5604  
FreemanLasVegasES@freeman.com

**ORDER FORM**  
**DEADLINE DATE**  
**SEPTEMBER 5, 2017**

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SupplySide West Global Expo & Conference 2017 / September 27-28, 2017**

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

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

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

For Assistance, please call 702-579-1400 and ask to speak with our I & D Department.

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

## DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 5:00 P.M. Monday through Friday .....	\$ 104.50	\$ 146.50
<b>Overtime-</b> 5:00 P.M. to 8:00 A.M. Monday through Friday, All day Saturday, Sunday and recognized holidays .....	\$ 168.50	\$ 236.00

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

## INSTALLATION LABOR

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

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

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

**Exhibitor Supervised Labor**

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

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

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



NAME OF SHOW: **SupplySide West Global Expo & Conference 2017 / September 27-28, 2017**

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

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

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

For Assistance, please call 702-579-1400 and ask to speak with our I & D Department.

**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**

**PLEASE NOTE:** Should you have more than one shipment, please provide the information for all shipments.

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

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/Order: Drawing Attached (required) \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_

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

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

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

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

**OUTBOUND SHIPPING INFORMATION**

**PLEASE NOTE:** Should you have more than one shipment, please provide the information for all shipments.

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.

**FREEMAN installation & dismantle labor**

# FREEMAN

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 Las Vegas, NV 89118  
 (702) 579-1700 • Fax: (469) 621-5604  
 FreemanLasVegasES@freeman.com

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SupplySide West Global Expo & Conference 2017 / September 27-28, 2017**

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

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

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

## FORKLIFT / RIGGING LABOR

**Straight Time:** 8:00 A.M. to 5:00 P.M. Monday through Friday

**Overtime:** 5:00 P.M. to 8:00 A.M. Monday through Friday and all day Saturday, Sunday and Holidays.

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

Part#	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 208.00	\$ 291.50
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 327.00	\$ 458.00
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$ 221.50	\$ 310.50
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$ 346.50	\$ 485.50
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$ 252.50	\$ 353.50
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$ 370.00	\$ 518.00
304040	Forklift w/operator - 4-Stage - ST.....	\$ 289.00	\$ 405.00
304041	Forklift w/operator - 4-Stage - OT.....	\$ 399.00	\$ 559.00
<b>RIGGING LABOR</b>			
3020200	Rigger Foreman - ST.....	\$ 107.50	\$ 150.50
3020201	Rigger Foreman - OT.....	\$ 171.50	\$ 240.50
3020100	Rigger - ST.....	\$ 104.50	\$ 146.50
3020101	Rigger - OT.....	\$ 168.50	\$ 236.00
<b>EQUIPMENT</b>			
3090600	Forklift Cage.....	\$ 37.50	\$ 52.50
3090700	Forklift Boom.....	\$ 37.50	\$ 52.50
3090800	Pallet Jack.....	\$ 37.50	\$ 52.50

### INSTALLATION

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

### DISMANTLE

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

# FREEMAN

6555 West Sunset Road  
Las Vegas, NV 89118  
(702) 579-1700 • Fax: (469) 621-5604  
FreemanLasVegasES@freeman.com

**DISCOUNT PRICE  
DEADLINE DATE  
SEPTEMBER 5, 2017**

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SupplySide West Global Expo & Conference 2017 / September 27-28, 2017**

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

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

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

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

## HANGING SIGN LABOR AND EQUIPMENT

### INSTRUCTIONS

- Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All electric hanging signs must be assembled and installed by **Mandalay Bay**. Please order hanging sign services through **Mandalay Bay**.
- All non-electric overhead hanging signs must be assembled, installed by FREEMAN. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble or install the hanging sign. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container **MUST** be received by the warehouse shipping deadline in order to receive Advance prices.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed **Mandalay Bay Service Electrical Order Form**.
- If any hang point supports over 200 lbs., please order hanging sign services through **Mandalay Bay**.

### SIGN DESCRIPTION, SIZE & WEIGHT

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

Type: Cloth Banner \_\_\_\_\_ Metal or Wood \_\_\_\_\_ Other \_\_\_\_\_

Shape: Square \_\_\_\_\_ Triangle \_\_\_\_\_ Rectangle \_\_\_\_\_

Other \_\_\_\_\_

Size: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_

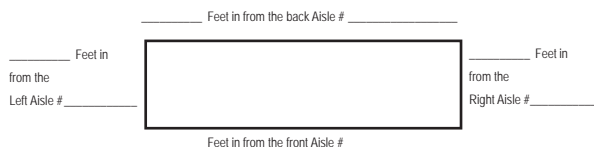
Weight of Sign: \_\_\_\_\_

Does Your Sign Require Electricity \_\_\_\_\_ Assembly \_\_\_\_\_

Is Your Sign Designed to Rotate? \_\_\_\_\_ Yes \_\_\_\_\_ No  
*(Initial in the applicable box above)*

### PLACEMENT DIAGRAM

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



Number of feet from floor to top of sign: \_\_\_\_\_

**STRUCTURAL INTEGRITY STATEMENT  
MUST ACCOMPANY ORDER**

(426098) MBCC 17/18

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Equipment With Crew

- Standard prices will apply to all labor orders placed after the deadline date.
- Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.
- Rates are per lift and crew per hour
- Condor and Crew consists of condor, operator and rigger.
- Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.
- Assembly and Ground Labor is an additional charge.
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Freeman components (cable, clamps, etc) will be used to install all hanging signs and charged accordingly

#### Labor Rates

	Advance Price	Standard Price
Condor		
Condor with crew	\$651.00	\$911.50
Sign Assembly		
Sign Assembly/Ground Labor	\$130.00	\$182.00

- Rates are blended to include any overtime to accomplish the hanging of all signs in a timely manner prior to the opening of the show.

#### Installation Estimate

Approx Hours \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Total Estimated Cost \_\_\_\_\_  
\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

#### Dismantle Estimate

Approx Hours \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Total Estimated Cost \_\_\_\_\_  
\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

#### Please Note:

- Freeman will begin to assemble and hang the signs as soon as the hall is accessible as long as the order and the sign are received by the appropriate deadline dates.
- In the event the order and sign are not received by the deadline date, Standard prices will apply and the sign will be hung when the equipment and labor become available.

FREEMAN hanging sign labor

# FREEMAN

6555 West Sunset Road  
Las Vegas, NV 89118  
(702) 579-1700 • Fax: (469) 621-5604  
FreemanLasVegasES@freeman.com

PLEASE INCLUDE THIS FORM WITH  
YOUR HANGING SIGN ORDER FORM

NAME OF SHOW: **SupplySide West Global Expo & Conference 2017 / September 27-28, 2017**

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

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

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

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

\_\_\_\_\_, the contracted exhibitor at the **SupplySide West Global Expo & Conference 2017** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Authorized Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Display House/Builder (if applicable): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Authorized Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Please complete and return form to:**

**FREEMAN**  
**6555 West Sunset Road**  
**Las Vegas, NV 89118**  
**Fax: 469-621-5604**

# FREEMAN

6555 West Sunset Road  
 Las Vegas, NV 89118  
 (702) 579-1700 • Fax: (469) 621-5604  
 FreemanLasVegasES@freeman.com

**DISCOUNT PRICE  
 DEADLINE DATE  
 SEPTEMBER 5, 2017**

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SupplySide West Global Expo & Conference 2017 / September 27-28, 2017**

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

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

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## TRUSS & THEATRICAL LIGHTING EQUIPMENT AND LABOR

- Orders received after the deadline date will be charged the Standard Price.
- Mandalay Bay is the exclusive provider of all rigging equipment and services for all items 200 lbs. or more suspended over the exhibit space. This includes: labor, trussing, chain motors, cables, span sets and all other rigging related equipment.
- Freeman will (unless ordered through Mandalay Bay) assemble, hang and dismantle any items suspended from the suspended truss (i.e. programmable/dimmable lighting fixtures, audio, projection, signs, graphics, fabric solutions, etc.) or anything under 200 lbs. suspended from the ceiling except electrical hanging signs which must be ordered through Mandalay Bay.
- Freeman will (unless ordered through Mandalay Bay) provide the necessary aerial lifts and labor for focus of the above equipment.
- ELECTRICAL SERVICE requirements to power the motors must be ordered in advance on the MANDALAY BAY ELECTRICAL ORDER FORM.
- ELECTRICAL LABOR requirements to hang the motors must be ordered in advance on the MANDALAY BAY RIGGING / STAGEHAND LABOR ORDER FORM.
- Time will commence per exhibitors request. Failure to start at the requested time will result in a 4 hour minimum charge per stagehand person requested, unless 24-hour advance notice is provided in writing.
- Stagehand labor is based on a four hour minimum.

### LIGHTING DESIGNER INFORMATION

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

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

Description	Advance Price	Standard Price
-------------	---------------	----------------

### EQUIPMENT

- Rates are per lift and crew, per hour
  - Rates are blended to include any overtime to accomplish the hanging of all signs in a timely manner prior to the opening of the show
  - Crew consists of 1 Operator and 1 Ground Man
- |                          |           |           |
|--------------------------|-----------|-----------|
| Scissor Lift w/crew..... | \$ 425.00 | \$ 595.00 |
|--------------------------|-----------|-----------|

### STAGEHAND LABOR (ground riggers, programmers and theatrical stage electricians)

**Straight Time:** 8:00 A.M. to 5:00 P.M. Monday through Friday

**Overtime:** 5:00 P.M. to 8:00 A.M. Monday through Friday and all day Saturday, Sunday and Holidays.

Additional Crew Member - ST .....	\$ 94.00	\$ 132.00
Additional Crew Member - OT .....	\$ 188.00	\$ 264.00

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

### MISCELLANEOUS EQUIPMENT

_____	Ground-Supported 20.5" Box Truss (per foot) *	\$ 29.00	\$ 40.60	\$ _____
_____	Ground-Supported 12" Box Truss (per foot) *	\$ 20.25	\$ 28.35	\$ _____
_____	Man Lift (per day).....	\$ 198.00	\$ 277.20	\$ _____
_____	Genie Hand Crank (per day).....	\$ 198.00	\$ 277.20	\$ _____

**Total for Miscellaneous Equipment** ..... \$ \_\_\_\_\_

**\* Add 8.25% Tax** ..... \$ \_\_\_\_\_

**Grand Total**..... \$ \_\_\_\_\_

**Please attach a detailed production schedule that includes a daily list of labor and equipment needed for the duration of the show.**

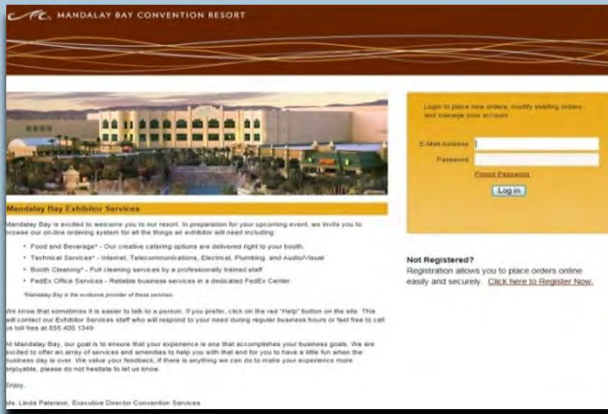


Mandalay Bay Exhibitor Services  
Welcomes

# SupplySide West 2017

## Order Online!

Take advantage of discounted pricing until September 6th!



System offers easy ordering of:

- Electrical
- Booth Cleaning
- Food and Beverage
- Internet and Telecommunications
- Audio Visual, Rigging & Truss
- Security
- Floral

Our online ordering system is quick, secure and easy to use. Step-by-step instructions are right on the screen, and assistance from one of our representatives is just a click away!

---

Order online today at [mandalaybayexhibitorservices.com](http://mandalaybayexhibitorservices.com)



SupplySide West Global  
 Expo & Conference 2017  
 September 27-28, 2017  
 Mandalay Bay Convention Resort  
 Las Vegas, Nevada

CUSTOM DESIGNED ARRANGEMENTS	DESCRIPTION / COLOR	UNIT PRICE	QUANTITY	TOTAL
SPRING FLORAL ARRANGEMENT		65.00		
TROPICAL FLORAL ARRANGEMENT		75.00		
FLORAL ARRANGEMENT HEIGHT:      WIDTH:		100.00 or 175.00		
FLORAL ARRANGEMENT HEIGHT:      WIDTH:				

TROPICAL PLANT AND BLOOMING FOLIAGE				
MUM PLANTS: Yellow ____ White ____ Lavender ____		30.00		
AZALEAS: Pink ____ Red ____		35.00		
BROMELIAD		35.00		
SMALL Ivy ____ Pothos ____		30.00		
LARGE BOSTON FERN		40.00		
3 FOOT TROPICAL PLANT		49.50		
4 FOOT TROPICAL PLANT		59.50		
5 FOOT TROPICAL PLANT		69.50		

CUSTOM TROPICAL PLANTS				
5 FOOT TROPICAL / TOP DRESSED - SMALL IVY AND BLOOMING		125.00		
6 FOOT FICUS TREE / TOP DRESSED - SMALL IVY AND BLOOMING		169.50		
6 FOOT PALM / TOP DRESSED - SMALL IVY AND BLOOMING		169.50		
8 FOOT - 16 FOOT TROPICAL PLANT		Price on Request		

**CONTAINERS:**  
 WHITE     BLACK

**ALL LIVE GREEN MATERIAL ON RENTAL BASIS ONLY.**  
**ALL ORDERS MUST BE PAID IN FULL PRIOR TO THE CLOSE OF THE SHOW.**  
 We accept Checks, VISA, MasterCard, and American Express.

Have National Plant & Floral's Designer call our booth on the following Date/Time: \_\_\_\_\_

**PAYMENT:**     VISA     MASTERCARD     AMEX     CHECK  
 CREDIT CARD #: \_\_\_\_\_  
 EXP DATE: \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_  
 CARDHOLDER NAME: \_\_\_\_\_  
 AUTHORIZED SIGNATURE: \_\_\_\_\_  
 CREDIT CARD BILLING ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 CITY: \_\_\_\_\_  
 STATE: \_\_\_\_\_ ZIP CODE #: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_  
 BOOTH CONTACT: \_\_\_\_\_  
 PHONE#: (\_\_\_\_\_) \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 EMAIL CONFIRMATION COPY     EMAIL STATEMENT COPY

**Please Remit to:**  
**1001 E. SUNSET # 95814 • LAS VEGAS, NV 89193**  
**(702) 956-8011 • FAX (702) 956-8021**  
 exhibitorservice@nationalplantfloral.com



Orlando • Las Vegas • Miami • Tampa  
Dallas/TX • Washington DC • Nationwide



### Ordered by / Bill to

Name   
 Company   
 Address   
 Phone   
 E-Mail

### Shipping Information

Name   
 Company   
 Address   
 Phone   
 E-Mail

### Show & Booth Information

Show Name  Show Dates/Times   
 Show City/Venue  Booth Number   
 Decorating Company  Exhibiting Company   
 Onsite Contact Name/Phone Number

### Order Details

Number of views - enter a number for the quantity of booth views

Empty Booth       Booth with crowd       Booth with staff  
*Please provide best time for staff photos*

### Select Delivery Method

- \$125 per view - includes (1) 8x10 print mailed USPS
- \$30 per additional (1) 8x10 **duplicate** print mailed USPS
- \$170 per view - digital file sent by e-mail via secure link
- \$195 per view - digital file sent by e-mail via secure link plus (1) 8x10 print mailed USPS
- In Booth giveaway with logo-see page 2**

*Image Processing time is 10-14 days following exhibit*

### Special Instructions

*Event photography coverage, Digital Printing and Green Screen photography available - Call for pricing and availability*




### E-Mail or Fax your order to:

**Christie's Photographic Solutions**  
 Corporate Headquarters  
 2430 Sand Lake Rd  
 Orlando, FL 32809  
 www.christiesphotographic.com  
 photos@christiesphotographic.com  
 fax: 407-852-0063

### Contact Phone Numbers

Florida - 407-345-1100  
 Las Vegas - 702-638-2711  
 Washington D.C. - 202-393-1699  
 Dallas/TX - 214-999-1149

**Total:**       Cardholder name:

   Cardholder e-mail:       Billing Zip Code:   
 Card number:       Expiration:       AVS/Security Code:







# EXHIBIT PHOTOGRAPHY SERVICES



The revolutionary **iLite Camera** is a tablet based camera system designed to provide fun photo entertainment at your event. The iLite photos feature a custom branded border on every shot. Photographers capture guests experiencing your event, and photos are immediately sent by email or can be shared to a company Facebook page. The quick turnaround allows for guests to share their photos on social media or to friends.

You also have the option of printing iLite photos at your event, allowing attendees to take home a branded gift in a quality folder. Share your company's brand both online and in print!



Another fun, interactive way to share event photos is by featuring the fresh, new PhotoShare Kiosk system. The **PhotoShare Kiosk** can be set up independently at your registration desk, in a cyber café, or anywhere with attendee traffic. You can utilize the PhotoShare Kiosk as a Headshot Station, Red Carpet Paparazzi, Step & Repeat Photobooth, Greenscreen Activation and much more.

Through our cutting edge software, attendees can view and share event photos by email, Facebook, Twitter, or Pinterest. Due to the extent of our branding possibilities this is a great way to sponsor an event and showcase your brand. E-mail subject lines and signatures can be customized for your event, and our Kiosk can provide post event analytics including the popularity of each feature!

A popular use of the Kiosk is to pair it with a green screen station or print package. Attendees can share fun event photos on a custom background, and can walk away with your brand fresh in their minds thanks to a printed photo.



Green screen stations are popular with conference attendees, bringing attention to your company. You can add a logo or custom text to the custom green screen background. Let our graphics team create the perfect background, giving attendees a lasting impression of your brand with a printed photo!



In addition to the iLite camera, PhotoShare Kiosk, and Green Screen as noted above, we also offer coverage photography for your booth. Contact us today for a quote!

