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WEST

PRESENTED BY



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WORLD'S BEST ASHWAGANDHA

2018

EXHIBITOR

Service Kit

NOVEMBER 6-10, 2018

Expo Hall November 8 & 9
Mandalay Bay, Las Vegas, NV

west.supplysideshow.com

Dear Exhibitor,

Thank you for exhibiting at SupplySide West 2018. We have compiled the following documents, tools and services for your use. Please review this information carefully as **many things have changed this year.**

New this Year/Required Items

- **Booth Approval Form: NEW** - ALL booths (except for booth packages) will be required to submit a booth approval form along with drawings or pictures of their booths for approval by **September 25, 2018**. Submit your form [here](#).
- **Booth Rules and Regulations: NEW** – Many changes have been made this year that will affect all booth types. Please be aware that the new Booth Rules and Regulations will be strictly enforced.
- **Carpet/Flooring:** ALL booths are **REQUIRED** to have carpet/flooring. Carpet is not included with booth space, it can be rented through Freeman or exhibitors can bring their own flooring. ALL flooring must be laid no later than **8:00pm on Wednesday, November 7th**.
- **Certificate of Insurance:** Exhibitors must carry and maintain Insurance 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. See Show Rules and Regulations for more details.

Show Schedule

Thursday	November 8	10:00am – 5:30pm
Friday	November 9	10:00am – 5:00pm

Official Vendors and Ordering Information

SupplySide West has partnered with several service providers to offer you everything you need to have a successful show. All services and/or furnishings should be ordered in advance to save you money and ensure a timely move in. Use the Deadlines Checklist to keep track of important deadlines and Official Contractors list for contact information.

Exhibitor Registration

Exhibitors will receive four (4) complimentary booth personnel badges per 10' x 10' (100 sq. ft.) exhibit space. Complete your exhibitor badge registration and housing here:

<https://registration.experientevent.com/ShowVGO185/Flow/EXH#/registrant//ExhibitingCompanySearch/>

Hotel & Travel Information

Experient is the Official Housing Provider of SupplySide West. 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. Neither Experient, nor SupplySide West have any affiliation with these organizations and cannot vouch for their services in any way. Entering into financial agreements with non-endorsed companies can potentially cost you thousands of dollars with no

guarantee of an actual hotel reservation. Reservations through these agencies or companies are made at your own risk and responsibility.

Lead Retrieval

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 can easily and accurately collect data from attendees in their booths. We recommend ordering this service in advance (early bird deadline is September 12, 2018, and the advanced deadline is September 27, 2018) using Experient's Lead Retrieval Order Form located in the Exhibitor Service Kit.

Shipping Information

To ensure the receipt of your exhibiting materials on time and to avoid unloading delays on-site, we recommend shipping in advance to the Freeman warehouse. All shipping information and associated costs can be found under the Material Handling section of the Exhibitor Service Kit. Use provided shipping labels in the Exhibitor Service Kit to expedite handling.

As your Client Services Team, we are here to help you plan a successful show. If you should have any questions, please don't hesitate to contact us.

Sincerely,

Jen Dulay

Phone: 480.281.6783

Email: jenilee.dulay@informa.com

International and East Coast

CA, DE, FL, GA, MA, MD, ME, NC, NH, NJ, NY, PA, RI, SC, VA, VT, WV

Deanna Brown

Phone: 303.998.9125

Email: deanna.brown@informa.com

West Coast and Central United States

AK, AL, AR, AZ, CA, CO, HI, IA, ID, IL, IN, KS, KY, LA, MI, MN, MO, MS, MT, ND, NE, NM, NV, OH, OR, SD, TN, TX, UT, WA, WI, WY

DEADLINES CHECKLIST

DATE	TASK	REQUESTED BY
Now	Read Exhibitor Service Kit (ESK) in its entirety (Online/PDF)	Informa/Freeman
Now	Final Payment for Booth Space Deadline (reference your invoice)	Informa
Now	Note Your Target Move-In Time	Freeman
Now	Register Exhibit Booth Personnel and Make Hotel Reservations	Experient
July 17	Update Your Company Listing to be included in the printed Expo Preview. (Listing includes company name, business class, and website)	Informa
Sept. 12	Order Lead Retrieval for Early-Bird Pricing	Experient
Sept. 25	Submit Booth Approval Form (Mandatory for all exhibitors)	Informa
Sept. 27	Order Lead Retrieval for Advanced Pricing	Experient
Oct. 4	Update Your Company Listing to be included in the printed Show Guide. (Listing includes company name and booth number)	Informa
Oct. 9	Advance Shipments : 1st Day Warehouse Accepts Freight	Freeman
Oct. 16	Freeman deadline to order with discount pricing: furnishings & accessories, material handling, graphics/signs, carpet, display labor	Freeman
Oct. 16	Order Electrical for Advance Pricing	MBCC: Utilities Rigging
Oct. 16	Order Internet & Telephone Services for Advance Pricing	MBCC: Utilities Rigging
Oct. 16	Order Booth Catering Orders for Advance Pricing	MBCC
Oct. 16	Order Booth Cleaning and Trash Removal for Advance Pricing	MBCC
Oct. 30	Advance Shipments : Last Day Warehouse Accepts Freight	Freeman
Nov. 6	Direct Shipments – 1 st Day exhibit facility accepts freight	Freeman
Nov. 6	Target Move-In Starts	Freeman
Nov. 7	All Booths –Move In	Freeman
Nov. 7	Empties must be tagged for removal by 4:00pm.	Informa
Nov. 7	All Booths must be Set and Show Ready by 8:00pm. All Empties removed from show floor. ALL Booths must have flooring/carpet down.	Informa
Nov. 8	Final Booth wipe-down and vacuum 8:00am – 9:30am. NO BOOTH MOVE-IN ALLOWED	Informa/Freeman
Nov. 8	SupplySide West opens 10am	

OFFICIAL CONTRACTORS

VENDOR	PHONE NUMBER	EMAIL	WEBSITE
CATERING Mandalay Bay Convention Center	855.408.1349	exhibitorservices@mandalaybay.com	mandalaybayexhibitorservices.com
ELECTRICAL Edlen	702.322.5707	mandalaybay@edlen.com	mandalaybayexhibitorservices.com
FLORAL National Plant & Floral, Inc.	702.956.8011	exhibitorservice@nationalplantfloral.com	nationalplantfloral.com
GENERAL SERVICE CONTRACTOR (material handling, display labor, cleaning) Freeman	702.579.1700	FreemanLasVegasES@freemanco.com	freemanco.com
HOUSING Experient	800.974.9786 (US) 240.439.2969 (International)	suppliesidwestgroups@experient-inc.com	
INSURANCE K&K Insurance	800.328.2317	info@eventinsurance-kk.com	
LEAD RETRIEVAL Experient	866.297.5247	Ann.cusimano@experient-inc.com	exhibitor.experientswap.com
PHOTOGRAPHY Christie's Photographic Solutions	702.638.2711	photos@christiesphotographic.com	
SECURITY Dan Taylor & Associates (DTA)	214.734.6560	dan.taylor@dtamg.com	
SHIPPING (domestic air freight and ground services) Freeman Transportation	800.995.3579	exhibit.transportation@freemanco.com	
SCOOTER / WHEELCHAIR RENTAL Mandalay Bay Bell Desk	702.632.7106		
SHOW MANAGEMENT (operational/regulation issues, questions) SupplySide West	480.281.6783 (Jenilee Dulay) 303.998.9125 (Deanna Brown)	jenilee.dulay@informa.com (International and East Coast, CA, DE, FL, GA, MA, MD, ME, NC, NH, NJ, NY, PA, RI, SC, VA, VT, WV) deanna.brown@informa.com (West Coast and Central United States AK, AL, AR, AZ, CA, CO, HI, IA, ID, IL, IN, KS, KY, LA, MI, MN, MO, MS, MT, ND, NE, NM, NV, OH, OR, SD, TN, TX, UT, WA, WI, WY)	

TELEPHONE & INTERNET Mandalay Bay Convention Center	855.408.1349	exhibitorservices@mandalaybay.com	mandalaybayexhibitorservices.com
UTILITIES AT CONVENTION CENTER Mandalay Bay Convention Center (hanging signs, rigging, water, drain) Mandalay Bay Convention Center	855.408.1349	exhibitorservices@mandalaybay.com	mandalaybayexhibitorservices.com

SHOW RULES AND REGULATIONS

Exhibits are required to conform to the following rules and regulations. Exhibits must comply 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., SupplySide West, 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 SupplySide West. 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 SupplySide West's Exhibit Space Application & Contract (SupplySide West 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 SupplySide West Show Management and may be amended at any time, with reasonable notice.

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 (20'x20') and larger. Any balloon that becomes loosened or damages air ducts/vents will have a clean-up fee charged to the exhibitor.

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 carpet/floor covering for their entire booth space. 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 company business 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.

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 carpet or floor covering for the entire booth space.

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.

BOOTH STAFFING

Exhibits must be manned during official show hours. Booth representatives must wear badge credentials furnished by SupplySide West. No other identification will be considered valid if worn without the official show badge. All booth representatives must keep Photo I.D. on them at all times.

CARPET / FLOOR COVERING

Exhibitors must provide carpet or floor covering for the entire booth floor space. Carpet must be installed by 8:00pm, November 7th. 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. Please design your booth display accordingly.

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 or drapes. 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 arrange for storage.

DELIVERIES

Deliveries that are over 150 lbs. must be shipped to Freeman's Advanced Shipping Warehouse or to Show Site, c/o Freeman. If trade show shipments over 150 lbs. are shipped to the hotel, the FedEx Business Center 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 Business Center. Please note there are fees associated with freight deliveries.

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. Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued. Sound levels may not be higher than 85 decibels from a minimum of ten feet away. In addition, all samples, literature and giveaways must be distributed within the limits of the contracted exhibit space.

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 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.

All product demonstrations involving any moving and potentially hazardous machines, displays or parts must have hazard barriers to prevent accidental injury to spectators. Demonstrations must always be supervised by exhibitor personnel who can stop the demonstration in an emergency. All demonstrations involving potentially hazardous by-products, such as dust, fumes, sparks or flames, must be approved in writing by Show Management prior to the Show. Demonstrations must be set back at least 3ft (.914m) from the aisles.

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 Fri. November 9, 2018. Early dismantling, packing or move-out may result in loss of future exhibit opportunities.

DISPLAY VEHICLES

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.

DOOR PRIZES/EXHIBITOR GIVEAWAYS

Exhibitors may 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 - Edlen 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 Edlen at 702-322-5707.

EXHIBITOR APPOINTED CONTRACTORS (EAC)

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 limits for bodily injury and property damage.

Rules & Regulations Governing EACs

- The EAC will refrain from placing an undue burden on Freeman by interfering in any way with Freeman's work.
- The EAC will not solicit business on the show floor at any time.
- The EAC will cooperate fully with Freeman 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 Freeman.
- ALL EACs and their labor must have EAC wristbands given through Security. No one will be allowed on the show floor without a wristband.
- 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.

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 materials 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 west.suppliesideshow.com

trash.

- No storage of any kind is allowed behind booths, drapes 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, Freeman will remove and store at exhibitor's expense.

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 cord is 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 (amp) rating.
- Electrical work under carpets or flooring must be installed by the official Electrical Service - Edlen. 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. The 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.

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, 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.
- Gasoline, kerosene, diesel fuel, combustible gases and other flammable liquids may not be stored (permanently or temporarily) in the Mandalay Bay Convention Center during an event or its move-in and move-out activities.

GAS - COMPRESSED/INERT

- Compressed gases are only allowed inside of the Mandalay Bay Convention Center 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. 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 and Clark County Fire Department. The Mandalay Bay Convention Center 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 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 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, 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 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 SupplySide West 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.

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/ RIGGING AND TRUSS

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 October 30, 2018. 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. Label all signs with the Hanging Signs Label for shipping.

All rigging orders must be placed through [Freeman OnLine®](#) or [Mandalay Bay Convention Center](#).

- 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 Mandalay Bay.
- Nothing will be hung from air wall tracks.

Exhibitors **MAY**:

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

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.

INSURANCE/LIABILITY

Liability insurance, property insurance and worker's compensation insurance must be taken out by each exhibitor at its own expense and must comply with state laws. Insurance can be obtained by the exhibitor's insurance company. A rider to existing policies may be taken out providing complete protection for the

period of the Show, from move-in to move-out.

All exhibitors must carry and maintain insurance. DO NOT send a copy of your certificate of Insurance (COI) to Show Management, keep a copy of the COI in the booth. 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 (2020 N. Central Ave, Suite 400, Phoenix, AZ 85004) as Certificate Holder and as an additional insured.
4. List show name- **SupplySide West** in the Description of Operations.

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 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.

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 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.

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 SupplySide West harmless from any action brought against Informa Exhibitions or SupplySide West by ASCAP, BMI, SESAC or other licensing organization for the playing of such music.

NON-EXHIBITING COMPANIES/SUITCASING

There are manufacturers and distributors who will attend SupplySide West, 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. Suitcasing is the act of soliciting business in the aisles during the exhibit or in other public spaces, including another company's booth or a hotel lobby. This practice is prohibited by SupplySide West 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 SupplySide West Show Management and the firm whose booth is being photographed/ filmed. The exemption to this is the SupplySide West official photographer. Any imagery collected by this photographer (who will be properly badged and identified) will be used for the sole purpose of SupplySide West 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.

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. See Official Contractors list.

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.

CLEAR FLOOR POLICY

Please tag all empties by 8:00pm on Wednesday, November 7, 2018, 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.

BOOTH RULES AND REGULATIONS

Booth Approval: ALL booths, regardless of booth type, are required to submit their Booth Approval Form along with diagrams or pictures for **approval by September 25, 2018**. Access the Booth Approval Form [here](#).

Carpet/Flooring: All booths REQUIRE carpet/ flooring. (Carpet is not included with booth space, it can be rented through Freeman or exhibitors can bring their own flooring.)

Storage: Fire regulations prohibit storage behind drapery. 1 day's storage can be in the booth, additional storage must be ordered from Freeman in the Exhibitor Services Kit (ESK) at an additional cost.

In-Line Booths

In-Line booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. (10ft x 10ft, 10ft x 20ft, etc.) (3.05m x 3.05m, 3.05m x 6.10m, etc.)

- **In-Line Booth:** Generally arranged in a straight line with neighboring exhibitors on their immediate right and left leaving only one side exposed to the aisle. Individual booths may be combined to form a larger In-Line booth space.
- **Corner Booth:** In-Line booth exposed on two sides with an immediate neighbor on one side (all guidelines for In-Line booths apply).

Peninsula Booth

Exhibit with two or more standard booths (10ft x 10ft) (3.05m x 3.05m) with aisles on three sides. There are two types of Peninsula Booths.

- **Peninsula Booth:** Backs up to another Peninsula Booth, the two booths share a common back wall drape 8ft 3in (2.5m) high.
- **End-Cap Peninsula Booth:** The exhibiting booth backs to the side wall of two In-Line booths. (Only applies to 20ft x 20ft booth) (6.10m x 6.10m)

Island Booth

- Exhibit space enclosed by aisles on all four sides of the booth space. Island booths do not include drapery. Drapery can be ordered at an additional cost from Freeman if needed.

Multi-Story Booth

Exhibit spaces that have a 2nd-story.

Canopy / Ceiling Regulations

An exhibit component supported over an exhibitor's space for decorative purposes only.

Pop-Up Tent

Pop-Up Tents are collapsible frames with four legs and a canvas cover. **Pop-Up tents are not allowed.**

Hanging Signs and Ceiling Rigging

- **Hanging Signs – See booth space for details.**
- **Lighting/Truss –** Hanging truss or suspending lights from facility ceiling requires approval.
- Exhibitors must also comply with the Show Rules and Regulations in the Exhibitor Service Kit.

Additional questions or clarification should be directed to your Client Services Specialist.

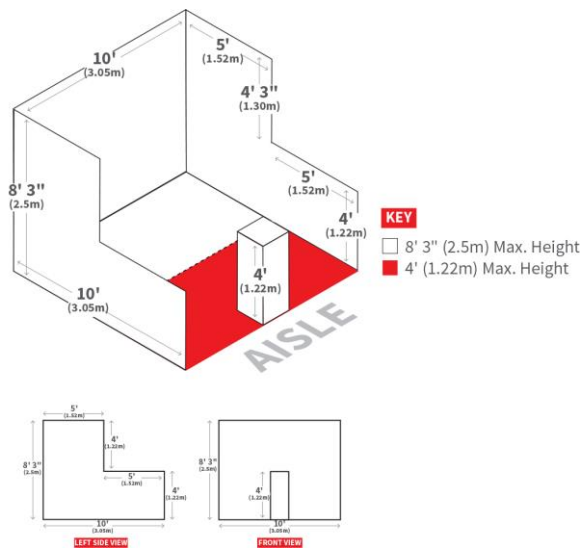
Please remember building fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

Rules and Regulations are subject to change.

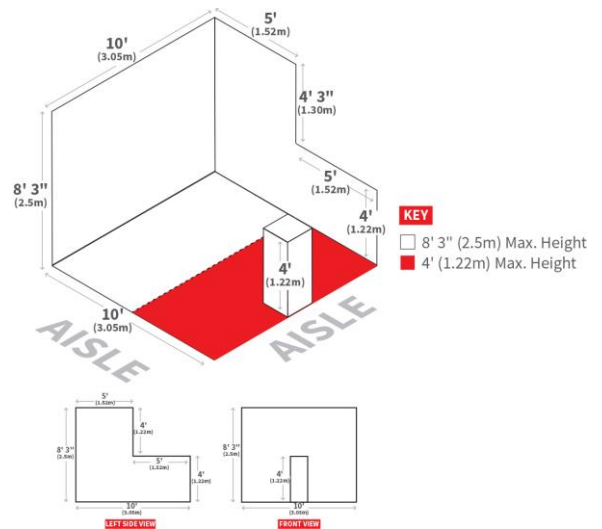
In-Line Booths

RULES

- Exhibits must be constructed with enough space to allow for utility service at the rear of booth (back drape, rails, power drop).
- Hanging signs are not allowed in In-Line Booths.
- Pop-Up Tents are not allowed.
- Front of booth – no items over 4ft (1.22m) in height can be within 5ft (1.52m) of aisle (red area of diagram) as it blocks sight line.
- Rear of booth (maximum of 5ft (1.52m) from the back drape in a 10ft x 10ft (3.05m x 3.05m) booth or maximum of 4ft (1.22m) in an 8ft x 10ft booth (2.43m x 3.05m) cannot exceed 8ft 3in (2.5m) in height.
- Any signage or side wall facing the neighbor cannot have any logo or identification facing the neighboring booth. Any side wall must be finished carpentry.
- Any portion of an exhibit over 8ft 3in (2.5m) is not allowed and will have to be moved or removed.
- When three or more In-Line booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



10ft x 10ft (3.05m x 3.05m) In-Line

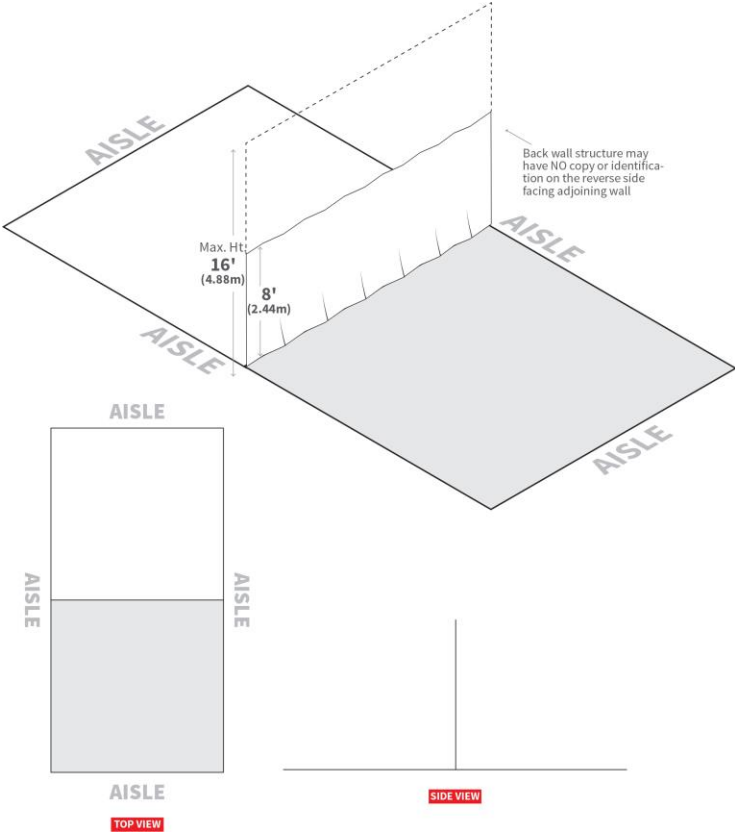


10ft x 10ft (3.05m x 3.05m) Corner

Peninsula Booth

RULES

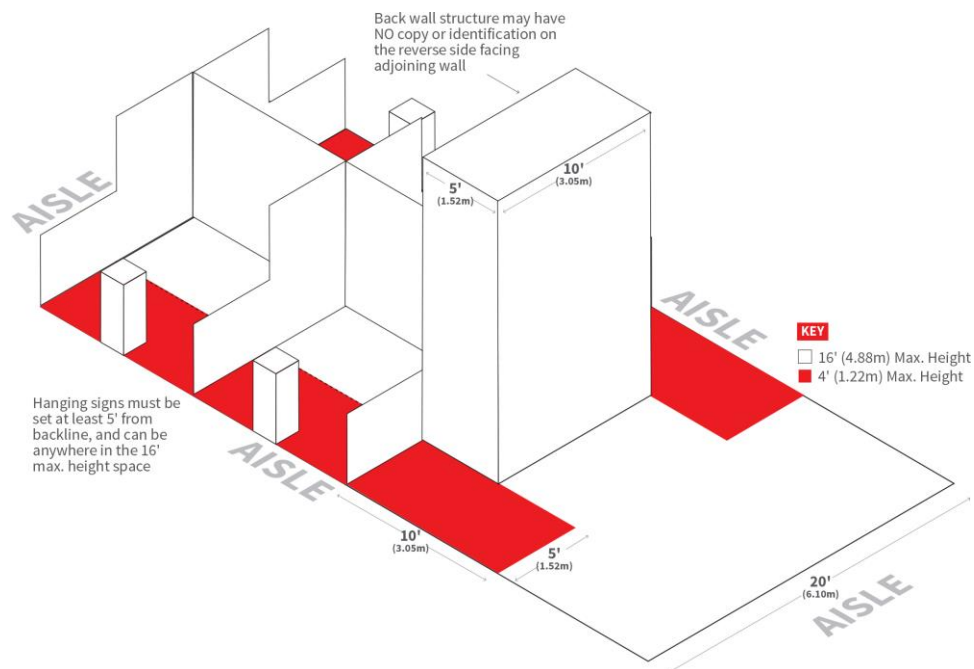
- Exhibits must be constructed with enough space to allow for utility service at the rear of booth (back drape, rails, power drop).
- No Pop-Up Tents allowed.
- Hanging signs must be set back 10ft (3.05m) from the adjacent booth and no higher than 20ft (6.10m) from top of sign to the floor. Booth height may not exceed 16ft (4.88m).
- Booths share a back-wall drape of 8ft 3in (2.5m) high.
- Any signage facing the neighbor (behind) cannot have any logo or identification facing the neighboring booth.
- The back wall of any booth must be finished carpentry on the back side facing other booths.
- Hanging Signs are allowed with approval.



End-Cap Peninsula Booth

RULES

- Exhibits must be constructed with enough space to allow for utility service at the rear of booth (back drape, rails, power drop).
- No Pop-Up Tents allowed.
- Hanging signs must be set back 10ft (3.05m) from the adjacent booth and no higher than 20ft (6.10m) from top of sign to the floor.
- Sixteen feet (16ft) (4.88m) is the maximum height allowance, including signage for the center portion of the back wall (where ceiling heights permit).
- When an End-Cap Peninsula Booth backs up to two In-Line booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining In-Line booths.
- The back wall of any booth must be finished carpentry on the back side facing other booths. Any signage facing the neighbor (behind) cannot have any logo or identification facing the neighboring booth.
- The center portion of the structure may extend from the back of the booth to the aisle.
- Hanging Signs are allowed with approval.
- *Rules only apply to 20ft x 20ft booth. (6.10m x 6.10m)

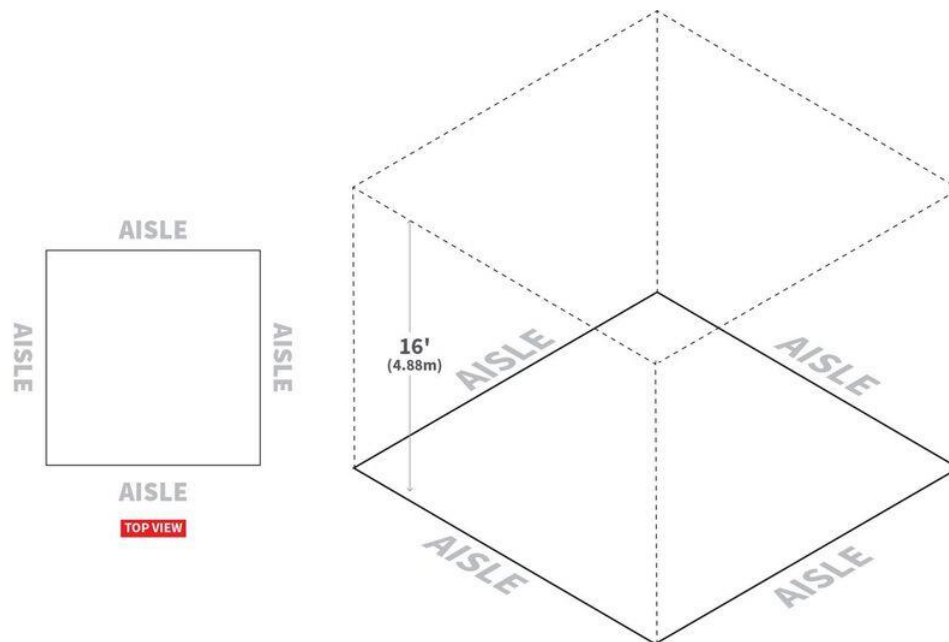


20ft x 20ft (6.10m x 6.10m) End-Cap Peninsula
Hanging Sign Allowed

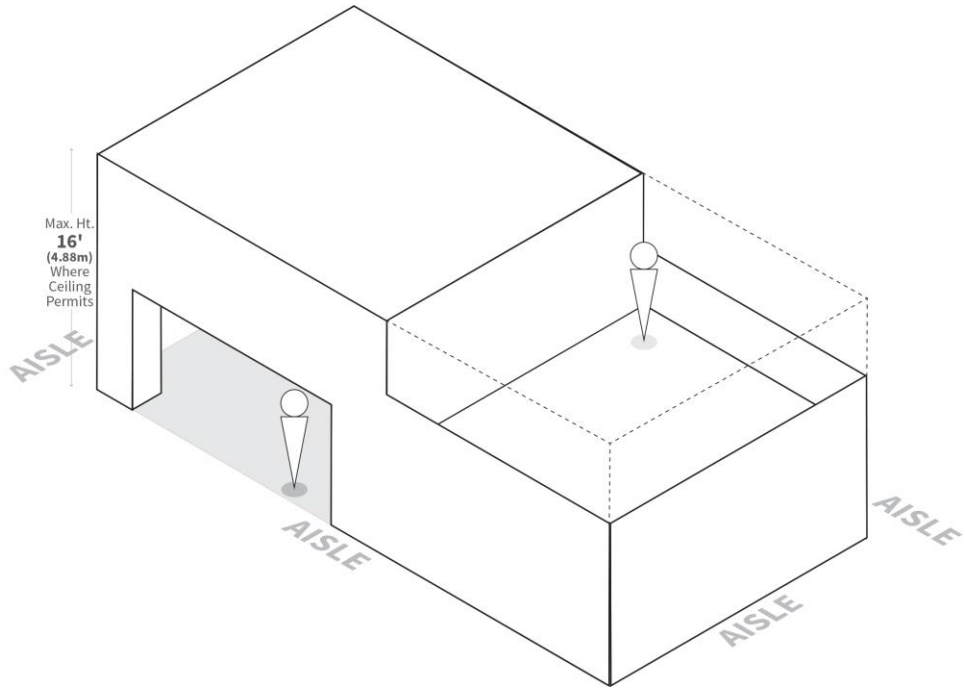
Island Booth

RULES

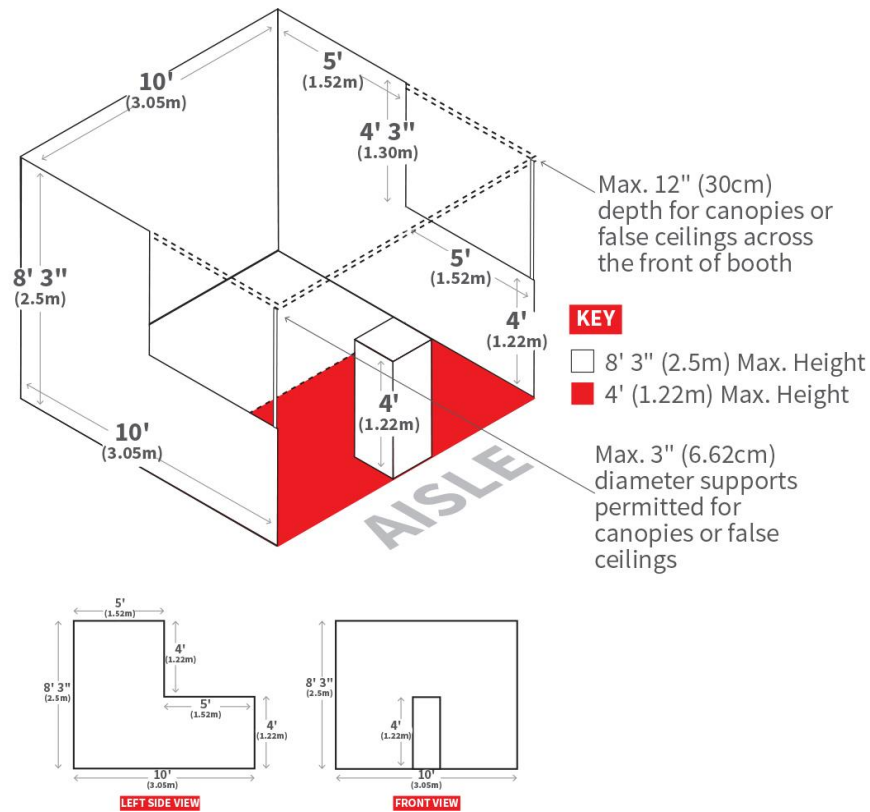
- Exhibitors are prohibited from installing roofed or multi-story exhibit booths (double-deck) without advance written approval from Show Management and Fire Marshal.
- Hanging signs are allowed with approval.
- Booth structure cannot exceed 16ft (4.88m) in height.
- Hanging sign cannot exceed 20ft (6.10m) in height from the top of the sign to the floor.



- **Multi-Story Booth:** All multi-Story exhibits, regardless of whether people will occupy the upper area or not, and all exhibit fixtures and components exceeding 16ft (4.88m) in height, must have drawings available for inspection at all times.



- Canopy / Ceiling Regulations:** Exhibitors are cautioned when installing a display with a ceiling or canopy to check with the Fire Department to ensure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc. All canopies, false ceilings and roofs must be approved by Show Management & Fire Marshall. Umbrellas are prohibited.



- Pop-Up Tent:** Pop-Up Tents are collapsible frames with 4 legs and a canvas cover. **Pop-Up Tents are not allowed.**

CERTIFICATE OF INSURANCE (COI) Instructions

General Insurance Requirements

- Exhibitor shall, at its own expense, secure and maintain at all times during the event, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of Exhibitor and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with Exhibitor's obligations under this section.
- CONDITIONS Workers' compensation and employer's liability insurance complying with the laws of the state in which the Event is being held.
- Comprehensive General Liability insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable).
- Automobile Liability insurance with limits not less than \$500,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators.
- The Exhibitor's Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insureds (i) Informa Exhibitions LLC and its affiliates, *Revised as of 7/18/2017* and each of their direct and indirect subsidiaries and (ii) the Event Facility.
- If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies, satisfactory to IE, shall be promptly furnished to IE. Certified copies of the Certificates of Insurance or policies shall provide that they may not be cancelled without 30 days' advance written notice to IE.
- The Exhibitor shall obtain a waiver of subrogation from the carrier of each policy described above and the carrier of each other policy that provides fire, explosion or any other risk coverage insuring the Exhibitor's property, in each case releasing in full such carrier's subrogation rights.

*IE = Informa Exhibitions

Domestic Exhibitors

All exhibitors must carry and maintain insurance. DO NOT send a copy of your certificate of insurance to Show Management. 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. If you need to purchase Insurance for SupplySide West 2018, please contact [K&K Insurance](#).

International Exhibitors

All International exhibitors must carry and maintain insurance. DO NOT send a copy of your certificate of insurance to Show Management. 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. If you need to purchase Insurance for SupplySide West 2018, please contact [exhibitorinsurance.com](#).

Exhibitor Appointed Contractors

EAC General Insurance Requirements

EACs providing services at Mandalay Bay Convention Center must provide Show Management with a COI including the following:

- Coverage of \$3,000,000 per occurrence on carpet and \$5,000,000 per occurrence on concrete. If your company works in Mandalay Bay multiple times in a year, an annual COI is acceptable. It should span yearly (ex. April 2016 to April 2017). Any contractor / vendor that does not have a current COI on file with Show Management is not authorized to work on the premises.
- Worker's Compensation insurance in the amounts required by statutory worker's compensation requirements. Employer's liability limits of \$100,000 each accident.
- Comprehensive general liability insurance providing at least \$1,000,000 in coverage and naming Informa Media Inc, Informa Business Media Inc, and their respective affiliates, Mandalay Bay Convention Center and Freeman as additional insured.

How to Submit Your EAC Insurance

1. Go to [exhibitorinsurance.com](#)
 - a. Click "**Upload Certificate**"
 - i. **Event Name:** SupplySide West 2018
 - ii. **Event City:** Las Vegas
 - iii. **Organizer Name:** Informa Exhibitions



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
Month/Date/Year

PRODUCER Insurance Agent/Broker Name Insurance Agent/Broker Street Address or P.O. Box Insurance Agent/Broker City, State & Zip Code Contact & Phone Number	<p style="text-align: center;">THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURERS AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A: Name of Insurance Company</td> <td>Enter NAIC#</td> </tr> <tr> <td>INSURER B: Name of Insurance Company (if applicable)</td> <td>Enter NAIC#</td> </tr> <tr> <td>INSURER C: Name of Insurance Company (if applicable)</td> <td>Enter NAIC#</td> </tr> <tr> <td>INSURER D: Name of Insurance Company (if applicable)</td> <td>Enter NAIC#</td> </tr> <tr> <td>INSURER E: Name of Insurance Company (if applicable)</td> <td>Enter NAIC#</td> </tr> </table>	INSURERS AFFORDING COVERAGE	NAIC #	INSURER A: Name of Insurance Company	Enter NAIC#	INSURER B: Name of Insurance Company (if applicable)	Enter NAIC#	INSURER C: Name of Insurance Company (if applicable)	Enter NAIC#	INSURER D: Name of Insurance Company (if applicable)	Enter NAIC#	INSURER E: Name of Insurance Company (if applicable)	Enter NAIC#
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INSURER D: Name of Insurance Company (if applicable)	Enter NAIC#												
INSURER E: Name of Insurance Company (if applicable)	Enter NAIC#												
INSURED Exhibitor Name Address													

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	<input checked="" type="checkbox"/>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Enter Policy #	Enter Effective Date	Enter Expiration Date	EACH OCCURENCE	\$1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,000
						MED EXP (Any one person)	\$N/A
						PERSONAL & ADV INJURY	\$1,000,000
						GENERAL AGGREGATE	\$2,000,000
						PRODUCTS - COMP/OP AGG	\$1,000,000
							\$
A	<input type="checkbox"/>	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	Enter Policy #	Enter Effective Date	Enter Expiration Date	COMBINED SINGLE LIMIT (Each Occurrence)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
A	<input type="checkbox"/>	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____	Enter Policy # (if required)	Enter Effective Date	Enter Expiration Date	AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
A	<input checked="" type="checkbox"/>	EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$Enter Amount	Enter Policy # (if required)	Enter Effective Date	Enter Expiration Date	EACH OCCURENCE	\$Enter Limit
						AGGREGATE	\$Enter Limit
							\$
							\$
							\$
A	<input type="checkbox"/>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	Enter Policy #	Enter Effective Date	Enter Expiration Date	<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
	<input type="checkbox"/>	OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Informa Media Inc, Informa Business Media Inc, and thei respective affiliates

Event facility

General Service Contractor

Any additional vendors that exhibitor contracts with for the event.

CERTIFICATE HOLDER Exhibiting company	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURER AFFORDING COVERAGE WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
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AUTHORIZED REPRESENTATIVE

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

Hanging Signs and Ceiling Rigging

Hanging Sign Regulations:

Hanging signs will only be permitted in Booth Blocks, Island Booths, Peninsula Booths and End-Cap Peninsula Booths (20ft x 20ft or larger). Hanging signs are not permitted over In-Line Booths or 10ft x 20ft End-cap Peninsula Booths. **Signs hung without approval will be removed at the exhibitor's expense.**

Definition: An exhibit component suspended above or displayed on top of an exhibit for the purpose of displaying graphics or identification.

Height: Hanging identification signs and graphics will be permitted to a maximum height of 20ft (6.10m) (where ceiling heights allow) from the top of the sign to the floor. Hanging signs must be set back 10ft (3.05m) from adjacent booths.

Intent: Hanging signs are part of the overall exhibit presentation. All identifying signs, whether suspended from the ceiling (hung) or attached to the exhibit fixture (ground supported), will be permitted to a maximum height of 20ft. Booth structure may not go higher than 16ft unless solely used for supporting an identifying sign in lieu of hanging from the ceiling.

Please contact Freeman to order rigging and confirm service availability. All Hanging Signs must be shipped to Freeman Advanced Warehouse prior to the event to receive discount pricing. Signs shipped direct to show site may not be able to be hung.

Lighting/Truss:

Exhibitors intending to use hanging light systems should include those items when submitting drawings for approval. No overhead lighting is allowed outside the boundaries of the exhibit space.

Lead Management Order Form

2018 SupplySide West November 6-10, 2018 • Expo Hall November 8 & 9
Mandalay Bay Hotel and Casino, 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 9/12/18	from 9/13/18 to 9/27/18	after 9/27/18	number of units	sub total	TOTAL
SWAP[®] "3 Pack" One license and three activations.	\$499	\$499	\$499		\$	
Additional SWAP Activations Additional activations available with purchase of SWAP "3 Pack", RT2000 or Tablet.	\$129	\$129	\$129		\$	
SWAP products not taxed for this event.					SWAP Total	\$
Optium[™] RT2000 Includes Optional Custom Survey	\$470	\$545	\$575		\$	
RT2000 Portable Bluetooth printer	\$75	\$100	\$125		\$	
SWAP Enabled Tablet	\$399	\$425	\$475		\$	
Developer's Kit for Real Time Data Services (RTS)- 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		\$	
Delivery of Reader to Booth (Post show pickup not available)	\$100	\$100	\$100		\$	
See page 2 for system descriptions and requirements.					Sub-Total	\$
NOTE: 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
					8.25% Sales Tax	\$
					Total	\$

Order Confirmation will be delivered via email.

Note: All orders 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 using the company's online portal.

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:

Ann Cusimano

P: 866.297.5247

E: ann.cusimano@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 qualifier
- All leads consolidate in your SWAP Portal for immediate follow-up
- Ability to attach and send marketing materials from your device



Optium RT2000

- A mobile device for capturing lead information
- High speed scanning and extended battery life
- Custom lead qualifier
- 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®

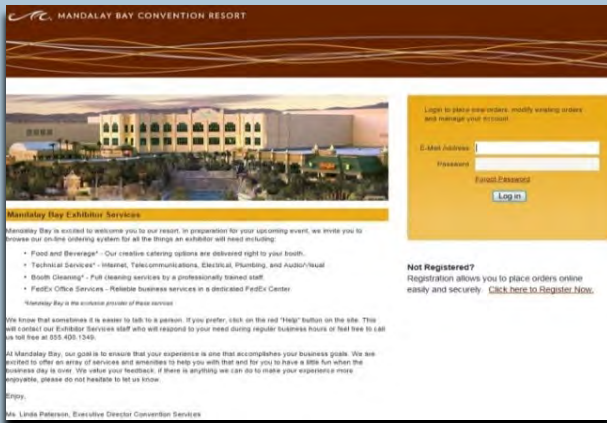
RESORT AND CASINO, LAS VEGAS

Mandalay Bay Exhibitor Services
Welcomes

SupplySide West 2018

Order Online!

Take advantage of discounted pricing until October 16th!



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

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 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.

Carpet or flooring is required. Carpet or flooring must be laid by Wednesday, November 7th at 8:00 p.m.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates. Place your order by OCTOBER 16, 2018.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

Tuesday	November 6, 2018	8:00 a.m.	-	5:00 p.m.	Targeted Exhibitors Only
Wednesday	November 7, 2018	8:00 a.m.	-	9:00 p.m.	*
* <i>Empties must be tagged for removal by 4:00 p.m.</i>					
Thursday	November 8, 2018	7:00 a.m.	-	9:30 a.m.	**
** <i>Final booth wipe down and vacuum will begin at 8:00 a.m. NO BOOTH MOVE-IN ALLOWED.</i>					

EXHIBIT HOURS

Thursday	November 8, 2018	10:00 a.m.	-	5:30 p.m.
Friday	November 9, 2018	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](#).

Friday	November 9, 2018	5:00 p.m.	-	11:00 p.m.
Saturday	November 10, 2018	7:00 a.m.	-	12:00 p.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 **Saturday, November 10, 2018 at 12:00 p.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 **Saturday, November 10, 2018 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.

EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and a disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of published exhibitor move-out that is not labeled for an 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. Please call our Exhibitor Services Department at (702) 579-1700 for a quote.

FREEMANONLINE®

Take advantage of discount pricing by ordering online at www.freeman.com by **OCTOBER 16, 2018**. 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. You can also download and use the FOL Mobile App from the Apple or Android store, or here: <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 2018
 C/O FREEMAN
 6675 W Sunset Rd
 Las Vegas, NV 89118

FREEMAN will accept crated, boxed or skidded materials beginning **OCTOBER 9, 2018** at the above address. Materials arriving after **OCTOBER 31, 2018** 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 2018
 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 **NOVEMBER 6, 2018**. 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:

Tuesday	November 6, 2018	8:00 a.m.	-	5:00 p.m.
Wednesday	November 7, 2018	8:00 a.m.	-	9:00 p.m.
Thursday	November 8, 2018	7:00 a.m.	-	5:30 p.m.
Friday	November 9, 2018	10:00 a.m.	-	11:00 p.m.
Saturday	November 10, 2018	7:00 a.m.	-	1:00 p.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 **OCTOBER 16, 2018**.

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.

SupplySide West 2018

Target Move-In Map

NOVEMBER 8-9, 2018

MANDALAY BAY - BAYSIDE A-F - LAS VEGAS, NV



REVISION
Date: 4/30/2018
By: GISELA, NRDC

BOOTH COUNT

BLDG. LEGEND:

Legend	
Yellow	Tuesday, November 6, 2018 8am
Blue	Tuesday, November 6, 2018 1pm
Pink	Wednesday, November 7, 2018 8am
Red Line	No Freight Aisle

DRAWING INFO

Passport Line Item Number:

Facility:
MANDALAY BAY

Hall / Level:
BAYSIDE A-F
City & State:
LAS VEGAS, NV
Scale: CUSTOM
Job #: XXXX
AE: K.D.
Prod. AE: K. D.
Started: 2/1/2018
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.
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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\2018\11-Nov\SupplySide West (Proposal)\SSW 18 target.dwg | Tab Name: 11x17L

FREEMAN

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

ORDER FORM
DEADLINE DATE
OCTOBER 16, 2018

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SupplySide West Global Expo & Conference 2018 / November 8-9, 2018**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

TARGET CHANGE REQUEST

DEADLINE: OCTOBER 16, 2018

- Targeted move-in date and time is for freight delivery only. It does not apply to booth installation.
- Exhibitors requesting a revised targeted move-in date and time must complete and return this form to Freeman by **OCTOBER 16, 2018**.
- All Target Change requests must be authorized by Freeman.
- Freeman will make every attempt to schedule you on the day that you have requested; however, due to the number of requests, we reserve the right to refuse your request.
- You will be notified by fax or email via this form of your revised move-in date and time.
- There will be NO CHARGE for requesting a target change.

_____		_____
Exhibiting Company		Booth Number
_____	_____	_____
Primary Contact	Telephone	Fax

Email		

Estimated Weight of Materials		
Shipping to: <input type="checkbox"/> Advance Warehouse <input type="checkbox"/> Direct to Show Site		
Please indicate day requested for new target move-in:		
Original Target Date & Time: _____		
Requested Target Date & Time: _____		

For Office Use Only

_____ Approved _____ Denied

Signed: _____

New Target: _____

Reason Denied: _____

Email or Mail Completed Form by

OCTOBER 16, 2018

Freeman
Attn: Jimmy Welch
6555 West Sunset Road
Las Vegas, NV 89118
jimmy.welch@freeman.com

FREEMAN target change request



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.



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

<u>TASK</u>	<u>EXHIBITORS MAY</u>	<u>FREEMAN RESPONSIBILITIES</u>
Material Handling	<ul style="list-style-type: none"> 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. Any mechanical assistance is limited to a small dolly. 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 specific exhibitor hand carry areas or main entrance of the facility. In all other circumstances items should be considered material handling. <p>In no circumstance is any exhibitor authorized to use Freeman material handling equipment for any purpose.</p>	<ul style="list-style-type: none"> 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 tradeshow. 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 on Freeman's website at www.freemanco.com/store.
Non-Electrical Hanging Signs	<ul style="list-style-type: none"> Install and dismantle a non-electric sign attached to a booth by the exhibitor's full-time employee or approved EAC. 	<ul style="list-style-type: none"> Assembly and disassembly of hanging signs under 200 lbs. Hanging of non-electrical signs and decorative materials from the ceiling (under 200 lbs).
Rigging and Truss	<ul style="list-style-type: none"> Exhibitors MAY NOT install or assemble electrical hanging signs and truss. Exhibitors MAY NOT use any type of motorized lift for rigging or focusing. 	<ul style="list-style-type: none"> 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. 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.

EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION *(continued)*

<u>TASK</u>	<u>EXHIBITORS MAY</u>	<u>FREEMAN RESPONSIBILITIES</u>
<p>Booth Installation and Dismantle</p>	<ul style="list-style-type: none"> • As an Exhibitor you 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. • You may hire Freeman to act as your Exhibitor Appointed Contractor (EAC) to perform this work. • You may hire an Exhibitor Appointed Contractor (EAC) to perform this work. • All EAC's must have the appropriate credentials submitted to Show Management and the facility. 	<ul style="list-style-type: none"> • 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. • To secure Freeman labor, please utilize the labor forms enclosed. Skilled Freeman Labor is available to act as your EAC.

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

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>

Clark County Fire Permit by Inspection - Application:

<http://www.clarkcountynv.gov/building/Forms/PermitByInspectionApplication.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.

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. **Please note: These are Clark County Fire Department guidelines. Please contact the the event facility for specific guidelines.**

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.

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
OCTOBER 16, 2018**

INCLUDE THIS FORM
WITH YOUR ORDER
PLEASE USE BLACK INK

NAME OF SHOW: **SupplySide West Global Expo & Conference 2018 / November 8-9, 2018**

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 (426100) 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
Bank address for Wire and ACH is 901 Main St, Dallas, TX 75202
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.
- 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 Freeman Service Center 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 2018 / November 8-9, 2018

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:

(426100)

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, Inc., Exhibit Surveys, Inc., Freeman Exhibit, Freeman Transportation, FreemanXP, Inc., Stage Rigging, Inc., The Freeman Company, Freeman Electrical, Inc., Freeman Digital Ventures, Inc., 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. secure 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 charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. 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 (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR'S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the 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. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. 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 EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. 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

If FREEMAN provides electrical services, 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. Please note that electrical services are NOT automatically included in Audio Visual rentals and must be ordered separately from the designated electrical provider.

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. If any labor secured through Freeman is conducting overhead work, the Exhibitor is responsible for ensuring that everyone in the area of overhead work is wearing a hard hat. If the Exhibitor does not have its own hard hats, Freeman can assist with obtaining them. 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 less. All shipment weights are subject to correction and final charges determined by the actual or re-weighted 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 JURISDICITON 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 email 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 claim 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 either unmarked, unlabeled, or 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 email 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. 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 final 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.

THE WORLD WITHIN REACH

From pre-event planning to on-site execution, Freeman delivers. No matter where you're showing next, Exhibit Transportation from Freeman offers hassle-free delivery options as a seamless extension of the services we provide in all stages of the exhibition process. For an exhibitor, there's nothing quite like arriving at your show site with set-up ready to go. So pack your carry-on bags and leave the rest to us.



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

PREFERRED INTERNATIONAL FREIGHT FORWARDER

As the official service contractor, Freeman makes it easier for you to transport your exhibit to the show and on to its next destination, anywhere in the world. With reliable, flexible and cost-effective freight solutions that deliver your exhibit properties where they need to be, when they need to be there, logistical headaches are a thing of the past.

Freeman Exhibit Transportation is an EPA Smartway Partner dedicated to supporting efforts and partners that are focused on improving fuel efficiency, and reducing greenhouse gas and air pollution from the transportation supply chain.

Some of the benefits of working with Freeman Exhibit Transportation include:

The Freeman Exhibit Transportation promise:

- // ONE CONVENIENT INVOICE ENCOMPASSING ALL FREEMAN SHOW SERVICES
- // ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- // RELIABLE CUSTOMER SERVICE, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION

Freeman can help you with your exhibit material movement across the world. We are proud to offer the following services:

- Local pickup and delivery of exhibit materials
- Global transportation of exhibit goods/materials
- Import customs clearance
- ATA Carnet entries
- Food and Drug Administration clearances
- Federal Communications Commission clearances
- Storage
- Inbound domestic forwarding
- Outbound forwarding
- Outbound customs clearance

questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit freeman.com

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

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

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

(800) 995-3579 Toll Free US & Canada
(817) 607-5183 Local & International

**COMPLETE THIS FORM ONLY IF YOU
REQUIRE INTERNATIONAL SHIPPING USING
FREEMAN EXHIBIT TRANSPORTATION**

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

NAME OF SHOW: **SupplySide West Global Expo & Conference 2018 / November 8-9, 2018**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 817-607-5183 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

INTERNATIONAL 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:
(817) 607-5183

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION:

Requested Pick Up Date: _____

SHIPPER NAME: _____

SHIPPER ADDRESS: _____

(City) (Province/State) (Postal Code)

(Country)

TYPE OF SERVICE - Choose One

- AIR FREIGHT (Transportation & Customs Clearance)
- OCEAN FREIGHT (Transportation & Customs Clearance)

DESTINATION

- I will be shipping to the **WAREHOUSE**
FREEMAN/Exhibiting Company Name/Booth #
Hold for: **SupplySide West Global Expo & Conference 2018**
6675 W Sunset Rd
Las Vegas, NV 89118

MUST BE DELIVERED BY OCTOBER 31, 2018

- I will be shipping to **SHOW SITE**
FREEMAN/Exhibiting Company Name/Booth #
SupplySide West Global Expo & Conference 2018
c/o FREEMAN
Mandalay Bay Convention Resort
3970 Las Vegas Blvd S
Las Vegas, NV 89119

CANNOT BE DELIVERED BEFORE NOVEMBER 6, 2018

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 my international outbound shipping with Freeman Exhibit Transportation. Please provide me with a SLI/Commercial Invoice for my shipping instructions and signature. (If you secure your inbound and outbound shipping needs in advance through Freeman Exhibit Transportation, you will receive the SLI/Commercial Invoice for your completion prior to the show move-in date.) Please complete the following information **if different from pick up address:**

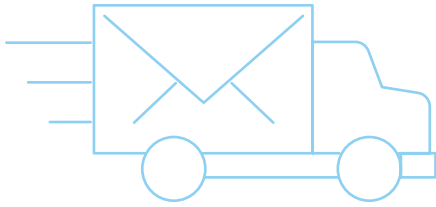
Ship to address:

Number of Labels: _____

SEND COMPLETED FORM VIA:
E-mail: international.freight@freeman.com
or
Fax: (469) 621-5810

**AN INTERNATIONAL TRANSPORTATION
EXPERT WILL CONTACT YOU TO
CONFIRM RECEIPT OF YOUR SHIPMENT
REQUEST AND FINALIZE DETAILS**

SHOW # _____ **426100** _____



TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

Turn to Freeman for one-stop transportation services. Our all-inclusive round trip standard ground shipping and material handling package means transporting materials to any exhibit location has never been easier or more affordable. Plus, Freeman works directly with you and show site decision makers to streamline the process, so it's faster than ever to get on the road to success.

The Freeman Exhibit Transportation promise:

- ▮ ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- ▮ PICK-UP AND TRANSPORTATION FROM POINT OF ORIGIN TO YOUR CHOICE OF EITHER ADVANCE WAREHOUSE OR SHOW SITE
- ▮ 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
- ▮ PRE-PRINTED SHIPPING LABELS AND 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
- ▮ LTL (LESS THAN TRUCK LOAD) SHIPPING

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

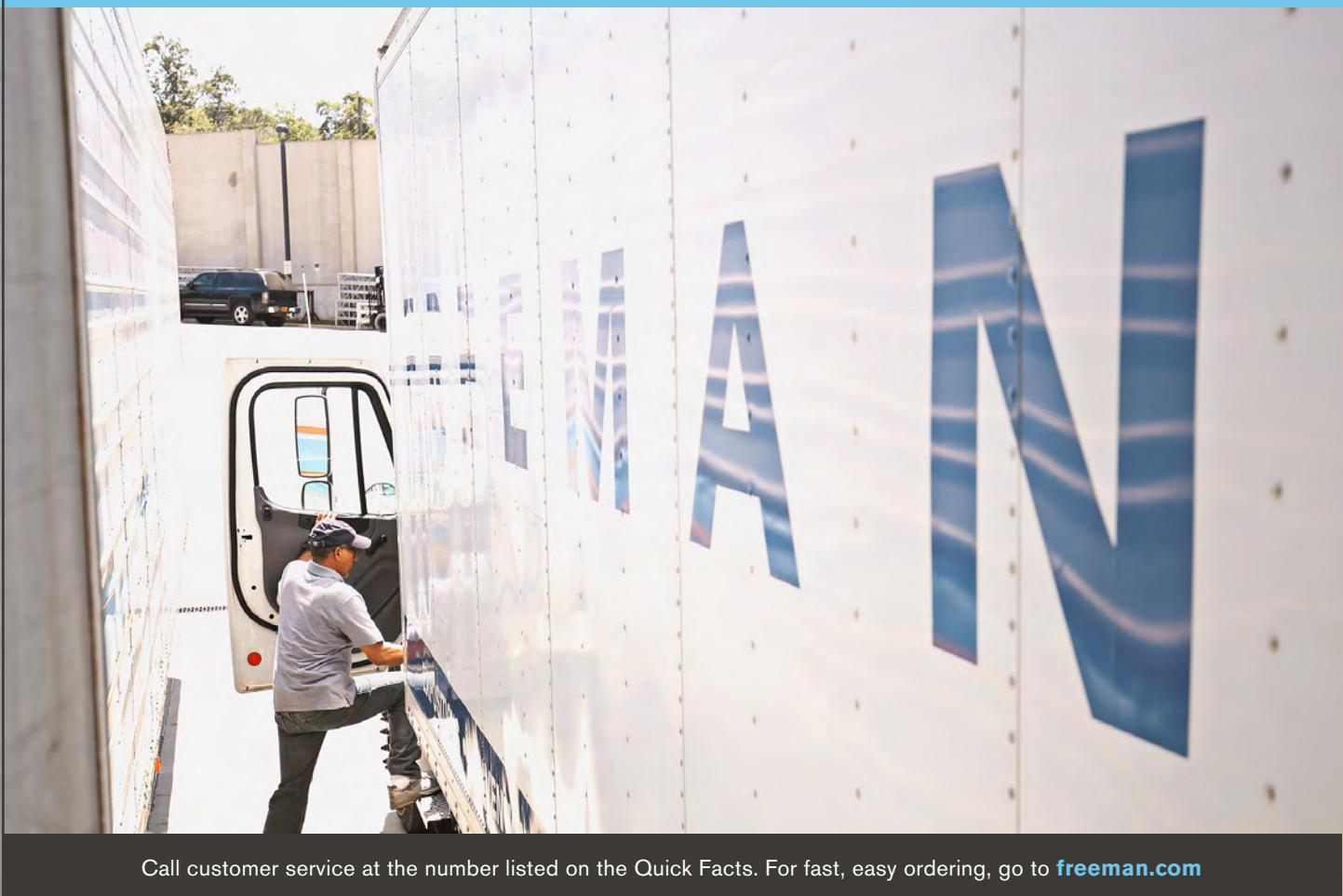


To take advantage, call **1-800-995-3579** or email **exhibit.transportation@freeman.com** for a quote.

RESULTS, DELIVERED

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 freeman.com

EXHIBIT TRANSPORTATION SERVICES

Freeman works directly with you and show site decision makers to transport your exhibit to any location with ease. Freeman Exhibit Transportation is an EPA Smartway Partner dedicated to supporting efforts and partners that are focused on improving fuel efficiency, and reducing greenhouse gas and air pollution from the transportation supply chain.

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

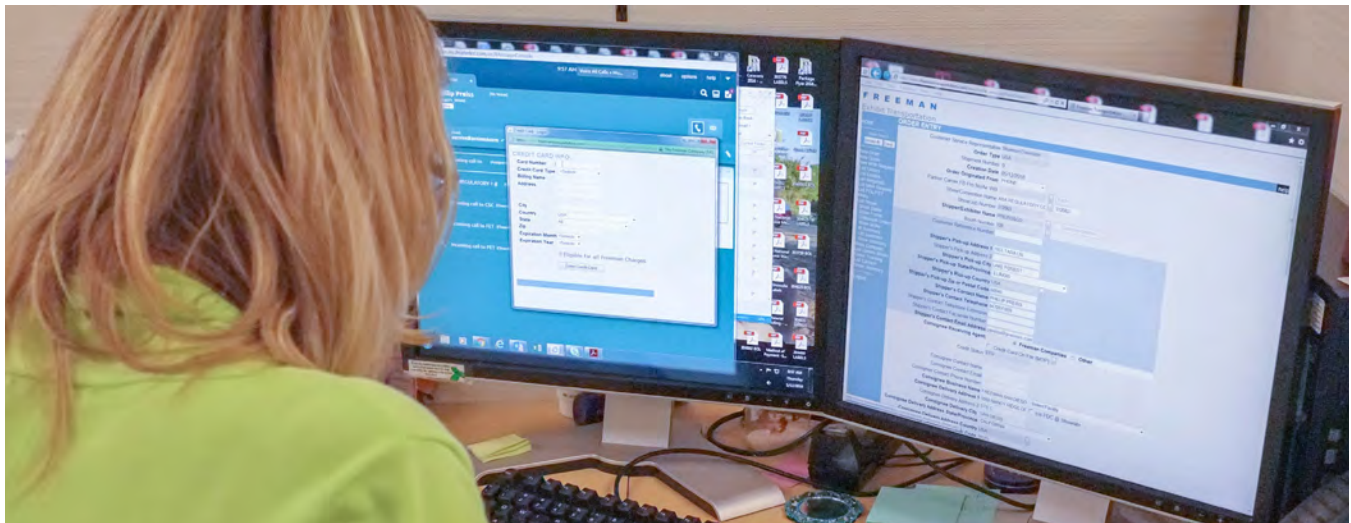
questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit **freeman.com**

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

International Exhibitors: Contact our exhibit transportation experts at **+1.817.607.5183** or via email at **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) 607-5183 Local & International

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

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SupplySide West Global Expo & Conference 2018 / November 8-9, 2018**

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

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) 607-5183 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 2018**
6675 W Sunset Rd
Las Vegas, NV 89118

MUST BE DELIVERED BY OCTOBER 31, 2018

- I will be shipping to **SHOW SITE**
FREEMAN/Exhibiting Company Name/Booth #
SupplySide West Global Expo & Conference 2018
c/o FREEMAN
Mandalay Bay Convention Resort
3970 Las Vegas Blvd S
Las Vegas, NV 89119

CANNOT BE DELIVERED BEFORE NOVEMBER 6, 2018

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
or
Fax: (469) 621-5810

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

SHOW # _____ 426100 _____

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.

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

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

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SupplySide West Global Expo & Conference 2018 / November 8-9, 2018**

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, 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: (See definitions on back)	Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad-wrapped material, 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
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 94.75	189.50
Special Handling Shipment.....	\$ 123.25	246.50
Carpet and/or Pad Only Shipment.....	\$ 142.25	284.50
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 89.00	178.00
Special Handling Shipment.....	\$ 115.75	231.50
Uncrated or Pad Wrapped Shipment.....	\$ 133.50	267.00
Carpet and/or Pad Only Shipment.....	\$ 133.50	267.00
Small Package - Maximum weight is 30 lbs per shipment*		
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:

Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after OCTOBER 31, 2018.....	\$ 23.75	47.50
Show Site Shipment after NOVEMBER 8, 2018.....	\$ 22.25	44.50
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 22.25	44.50
Special Handling Shipment.....	\$ 29.00	58.00
Uncrated or Pad Wrapped Shipment.....	\$ 33.50	67.00
Carpet and/or Pad Only Shipment.....	\$ 33.50	67.00
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 22.25	44.50
Special Handling Shipment.....	\$ 29.00	58.00
Uncrated or Pad Wrapped Shipment.....	\$ 33.50	67.00
Carpet and/or Pad Only Shipment.....	\$ 33.50	67.00

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

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to 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

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SupplySide West Global Expo & Conference 2018 / November 8-9, 2018**

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.....	\$53.00 / per cwt
5,001 - 10,000 lbs.....	\$49.50 / per cwt
10,001 - 20, 000 lbs.....	\$46.50 / per cwt
20,001 - 30,000 lbs.....	\$43.25 / per cwt
30,001 - 40,000 lbs.....	\$39.25 / per cwt
40,001 - 50,000 lbs.....	\$36.75 / per cwt
50,001 lbs & Over.....	\$33.75 / 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

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SupplySide West Global Expo & Conference 2018 / November 8-9, 2018**

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 \$60.75 per trip or a round trip rate of \$121.50. 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

Wednesday November 7, 2018 8:00 a.m. - 5:00 p.m.
Thursday November 8, 2018 7:00 a.m. - 9:30 a.m.

MoveOut

Friday November 9, 2018 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



Commercial van



Rentals



Bobtail



Stakebed

Description	Price per One-Way Trip	Number of Trips	Date Service Required	Estimated Time of Service	Total
Dock to Booth	\$60.75				
Booth to Dock	\$60.75				

FREEMAN

Mandalay Bay Convention Resort

POV / Cart Service Map & Directions

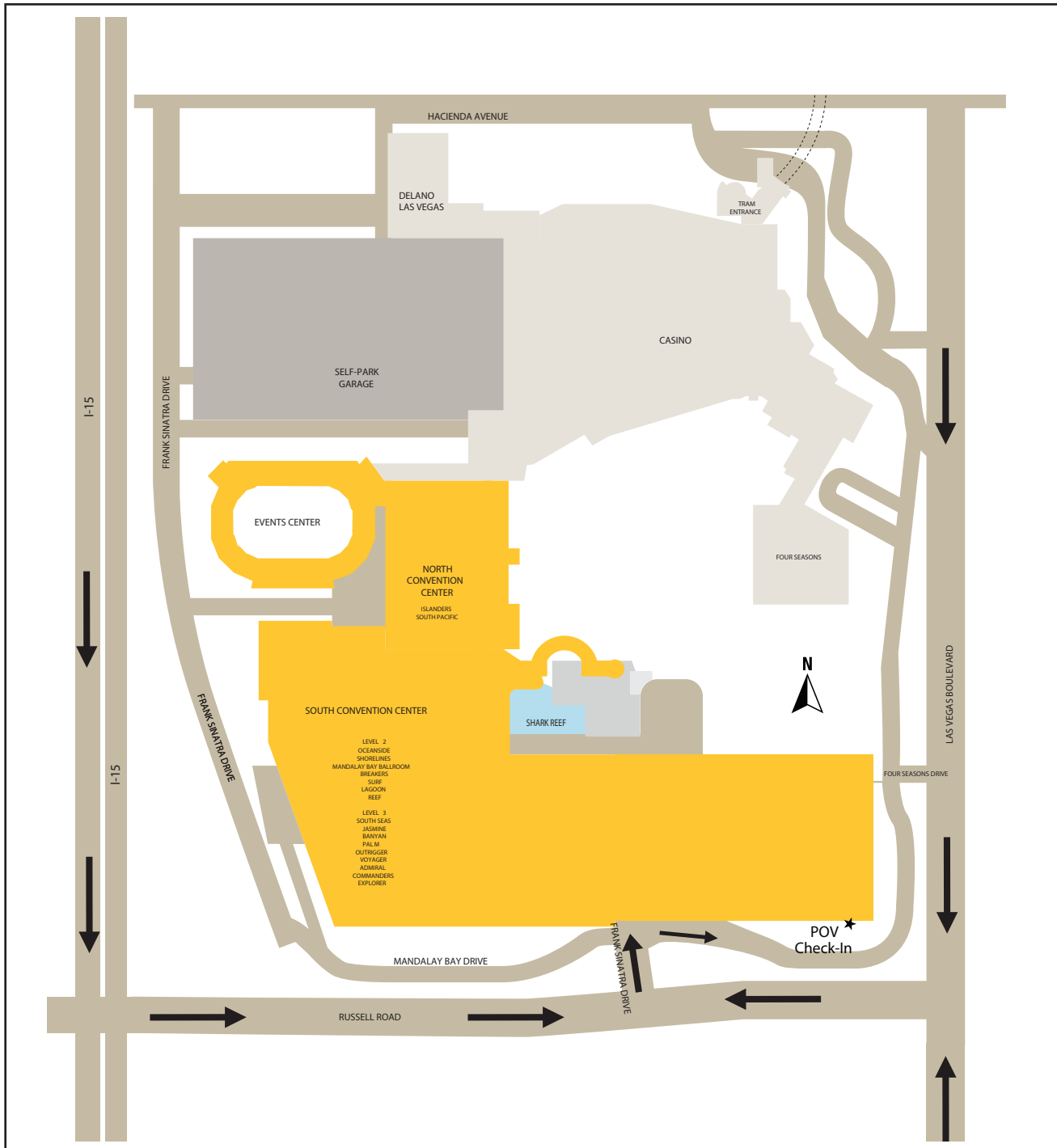
Directions:

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

**DISCOUNT PRICE
DEADLINE DATE
OCTOBER 16, 2018**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SupplySide West Global Expo & Conference 2018 / November 8-9, 2018**

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
- **Refrigerated/Frozen products are NOT accepted at the warehouse.**

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 **SATURDAY, NOVEMBER 10, 2018 AT 1:00 P.M.** 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. (426100)

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

	Discount Price	Standard Price
30 cubic feet or less.....	15.45	20.10
31 to 60 cubic feet	14.70	19.10
61 to 120 cubic feet	13.95	18.15
121 to 180 cubic feet	13.20	17.15
181 to 240 cubic feet	12.45	16.20
Over 240 cubic feet	11.70	15.20

Example: 80 cubic ft shipped to show
80 X 13.95 = \$1,116.00 (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.....	\$214.50 (per trip)
Over Time	\$337.00 (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 **NOVEMBER 6, 2018.**

Label all shipments as shown. Specify on label if material is refrigerated or frozen.

(labels are provided for your convenience)

Exhibiting Company Name

Booth # _____

Hold For: SupplySide West Global Expo & Conference 2018

c/o FREEMAN

REFRIGERATED or FROZEN STORAGE

Mandalay Bay Convention Resort

3970 Las Vegas Blvd S

Las Vegas, NV 89119

Containers must be marked either Frozen or Refrigerated. The SupplySide West Global Expo & Conference 2018, 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		
	TOTALS		

RATES AND CHARGES			
DESCRIPTION OF CHARGE	RATE (FORMULA)	MINIMUM CHARGE	TOTAL
Short Term Storage (90 days or less)	\$8.25 per cwt (____cwt @ 8.25 per cwt)	\$82.50 per month	\$
Long Term Storage - Stackable (over 90 days)	\$0.32 per cu ft (____cu ft @ 0.32 per cu ft)	\$80.00 per month	\$
Long Term Storage - Non-Stackable (over 90 days)	\$0.36 per cu ft (____cu ft @ 0.36 per cu ft)	\$90.00 per month	\$
Handling Rate (in or out)	\$7.00 per cwt (____cwt @ 7.00 per cwt)	\$70.00 each way	\$
Returned Shipments	\$17.75 per cwt (____cwt @ 17.75 per cwt)	\$177.50	\$
Transportation Charges (2 hour minimum)	\$200.25 per hr ST (____hrs @ 200.25 per hr ST)	\$400.50	\$
TOTAL			\$

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

FREEMAN storage agreement

NAME OF SHOW: **SupplySide West Global Expo & Conference 2018 / November 8-9, 2018**

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

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **SupplySide West Global Expo & Conference 2018 / November 8-9, 2018**

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

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 Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at the exhibitor's expense.

(426100)

FREEMAN outbound shipping

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: OCTOBER 9, 2018

DEADLINE DATE IS: OCTOBER 31, 2018

TO: _____
EXHIBITING COMPANY NAME

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

WAREHOUSE

EVENT: SupplySide West Global Expo & Conference 2018

BOOTH NO. _____ **NO. OF PIECES** _____

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: OCTOBER 9, 2018

DEADLINE DATE IS: OCTOBER 31, 2018

TO: _____
EXHIBITING COMPANY NAME

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

WAREHOUSE

EVENT: SupplySide West Global Expo & Conference 2018

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: NOVEMBER 6, 2018

TO: _____
EXHIBITING COMPANY NAME

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

SHOWSITE

EVENT: SupplySide West Global Expo &
Conference 2018

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: NOVEMBER 6, 2018

TO: _____
EXHIBITING COMPANY NAME

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

SHOWSITE

EVENT: SupplySide West Global Expo &
Conference 2018

BOOTH NO. _____ **NO. OF PIECES** _____

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R U S H

DO NOT DELAY

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TO: _____
EXHIBITING COMPANY NAME

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

WAREHOUSE
HANGING SIGN

EVENT: SupplySide West Global Expo & Conference 2018

BOOTH NO. _____ **NO. OF PIECES** _____

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: OCTOBER 9, 2018

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EXHIBITING COMPANY NAME

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

WAREHOUSE
HANGING SIGN

EVENT: SupplySide West Global Expo & Conference 2018

BOOTH NO. _____ **NO. OF PIECES** _____

F R E E M A N

R U S H

DO NOT DELIVER PRIOR TO:
NOVEMBER 6, 2018

TO: _____
EXHIBITING COMPANY NAME

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

REFRIGERATED
STORAGE

SupplySide West Global Expo &
Conference 2018

EVENT _____

BOOTH # _____ No. _____ of _____ Pcs.

CARRIER _____

F R E E M A N

R U S H

DO NOT DELIVER PRIOR TO:
NOVEMBER 6, 2018

TO: _____
EXHIBITING COMPANY NAME

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

REFRIGERATED
STORAGE

SupplySide West Global Expo &
Conference 2018

EVENT _____

BOOTH # _____ No. _____ of _____ Pcs.

CARRIER _____

F R E E M A N

R U S H

DO NOT DELIVER PRIOR TO:
NOVEMBER 6, 2018

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EXHIBITING COMPANY NAME

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

REFRIGERATED
STORAGE

SupplySide West Global Expo &
Conference 2018

EVENT _____

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F R E E M A N

R U S H

DO NOT DELIVER PRIOR TO:
NOVEMBER 6, 2018

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EXHIBITING COMPANY NAME

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

REFRIGERATED
STORAGE

SupplySide West Global Expo &
Conference 2018

EVENT _____

BOOTH # _____ No. _____ of _____ Pcs.

CARRIER _____

F R E E M A N

R U S H

DO NOT DELIVER PRIOR TO:
NOVEMBER 6, 2018

TO: _____
EXHIBITING COMPANY NAME

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

FROZEN
STORAGE

SupplySide West Global Expo &
Conference 2018

EVENT _____

BOOTH # _____ No. _____ of _____ Pcs.

CARRIER _____

F R E E M A N

R U S H

DO NOT DELIVER PRIOR TO:
NOVEMBER 6, 2018

TO: _____
EXHIBITING COMPANY NAME

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

FROZEN
STORAGE

SupplySide West Global Expo &
Conference 2018

EVENT _____

BOOTH # _____ No. _____ of _____ Pcs.

CARRIER _____

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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 Swivel Chair | 810875 | **Page 12**

Silverado Cocktail Table | 82014 | **Page 21**

Powered Locking Pedestal, 42" | 85063 | **Page 31**



SEATING

Naples



CHAIR *SELECT*
black vinyl **810119**

36"L 30"D 33"H
⊕ Powered options available



LOVESEAT *SELECT*
black vinyl **830120**

62"L 30"D 33"H
⊕ Powered options available



SOFA *SELECT*
black vinyl **830119**

87"L 30"D 33"H
⊕ Powered options available

Munich



CORNER CHAIR *SELECT*
gray **810150**

26"L 27"D 28.5"H



ARMLESS CHAIR *SELECT*
gray **810151**

22.5"L 27"D 28.5"H



ARMLESS LOVESEAT *SELECT*
gray **830200**

45"L 27"D 28.5"H



SECTIONAL - 3 PIECE *SELECT*
gray **830201**

93.5"L 27"D 28.5"H

Baja

CHAIR *SELECT*
white vinyl **81050**

36"L 30.5"D 28"H

LOVESEAT *SELECT*
white vinyl **83020**

61"L 30.5"D 28"H



⊕ See pages 30 and 31 for all Powered options.

*Electrical power must be ordered separately

SEATING

South Beach

SOFA *SELECT*
platinum suede **8301**

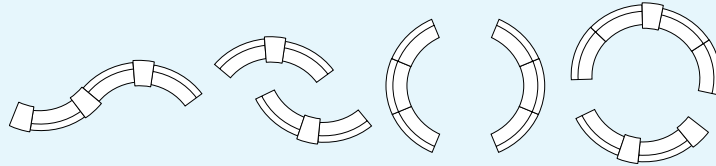
69"L 29"D 33"H

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

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



SEATING

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*
ivory/cream/beige fabric **810118**
34"L 37"D 36"H



LOVESEAT *SELECT*
ivory/cream/beige fabric **830220**
57.5"L 37"D 37"H



SOFA *SELECT*
ivory/cream/beige fabric **830118**
78"L 37"D 36"H



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 OTTOMAN **SELECT**
white vinyl **815122**
black vinyl **815123**

34"L 34"D 15"H



ENDLESS CURVE OTTOMAN **SELECT**
white vinyl **815953**
black vinyl **815952**

60.5"L 37.5"D 15"H



ITEMS PICTURED BELOW

Roma Sofa, Powered | 83017 | **Page 30**

Regis Bench/Table | 82074 | **Page 23**

Swanson Swivel Chair | 810875 | **Page 12**

Regis End Table | 82075 | **Page 23**



OTTOMANS

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

39"L 23"D 18"H



**VIBE CUBE
OTTOMAN** *SELECT*

blue vinyl **81518**
red vinyl **81519**
orange vinyl **81525**
pink vinyl **81520**
yellow vinyl **81517**
black vinyl **81530**
white vinyl **81531**
steel blue vinyl **81532**
silver vinyl **81533**
purple vinyl **81534**

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

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 CURVE OTTOMAN **SELECT** 8507

53"L 22"D 18"H

possible configurations



(4) quarter curve ottoman

72" Round 18"H



(1) center cone
(4) quarter curve ottomans

72" Round 51"H

⊗ See pages 30 and 31 for all Powered options.
*Electrical power must be ordered separately

OTTOMANS



BEVERLY BENCH OTTOMAN *SELECT*
black vinyl **81550**

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN *SELECT*
brown fabric **81551**

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN *SELECT*
gray fabric **81552**

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN *SELECT*
linen fabric **81553**
ivory/cream/beige

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN *SELECT*
ocean blue fabric **81554**

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN *SELECT*
red fabric **81555**

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN *SELECT*
white vinyl **81556**

60"L 20"D 18"H

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

LAGUNA CHAIR **SELECT**
maple/chrome 810861

18"L | 19"D | 34"H



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

18"W | 17.75"L | 33"H

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

30"L | 30"D | 31"H



ITEMS PICTURED BELOW

Powered Locking Pedestal, 36" | 85061 | **Page 31**

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



OCCASIONAL CHAIRS

MEETING CHAIR **SELECT**

white vinyl **810948**
 espresso vinyl **810835**
 taupe microfiber **810836**

25.5"L 23.5"D 34"H



KEY WEST CHAIR **SELECT**

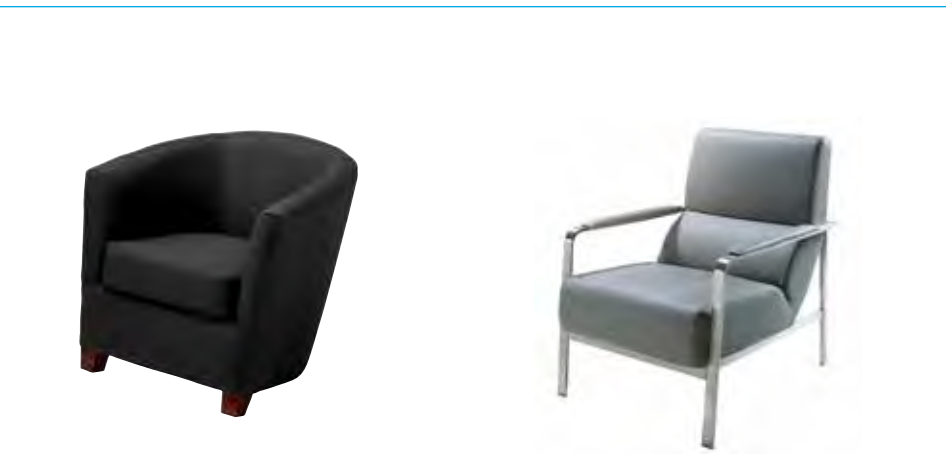
black fabric **8103**

31"L 31"D 31"H

MADDEN CHAIR **SELECT**

light gray vinyl **810843**

27"L 32"D 33"H



MALBA CHAIR **SELECT**

gray molded plastic **810131**
 green molded plastic **810130**

20"L 20"D 32"H



FREEMAN

OCCASIONAL CHAIRS

CHRISTOPHER CHAIR **SELECT**

white vinyl/chrome **810846**

17"L 19"D 35"H

ZENITH CHAIR **SELECT**

white/chrome **810851**

19"L 22"D 32"H

RUSTIQUE CHAIR **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 SWIVEL 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

LA BREA SWIVEL CHAIR **SELECT**

charcoal gray fabric **810874**

35"L 27"D 40"H

ALTURA GUEST CHAIR **SELECT**

black fabric/black steel **81063**

25"L 20"D 34"H



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



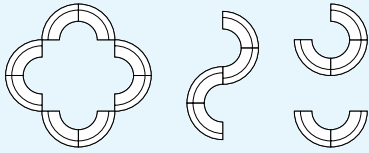
FREEMAN

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

LAGUNA BARSTOOL **SELECT**
maple/chrome **810860**

18"L | 20"D | 47"H



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

18"W | 17.75"L | 44"H

LIFT 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 **810951**
blue ultra suede **810952**
red vinyl **810953**
white vinyl **810954**

21"L | 21"D | 33"H



BARS & BARSTOOLS

BANANA BARSTOOL **SELECT**

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

21"L 22"D 41"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 Adjustable



CHRISTOPHER BARSTOOL **SELECT**

white **810848**

19"L 15"D 41"H

SHARK 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

OSLO BARSTOOL **SELECT**

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

17"L 20"D 45"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.

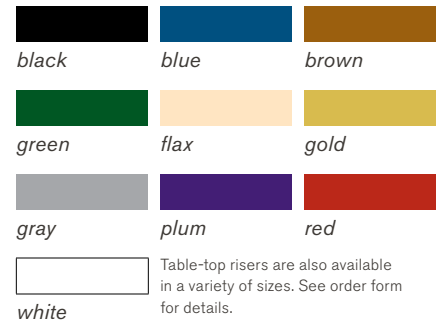
ITEMS PICTURED BELOW

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

Geo End Table | 82035 | **Page 22**



DRAPED OR UNDRAPED TABLES & COUNTERS



ESSENTIALS

TABLES

24"D / 30"H	3'L	4'L	6'L	8'L
Draped	124330	124430	124630	124830
Draped on Fourth Side			12404630	12404830
Undraped	125330	125430	125630	125830

COUNTERS

24"D / 42"H	3'L	4'L	6'L	8'L
Draped	124342	124442	124642	124842
Draped on Fourth Side			12404642	12404842
Undraped	125342	125442	125642	125842

TABLES*

30"D / 30"H	3'L	4'L	6'L	8'L
Draped	130330	130430	130630	130830
Draped on Fourth Side			12404630	12404830
Undraped	131330	131430	131630	131830

COUNTERS*

30"D / 42"H	3'L	4'L	6'L	8'L
Draped	130342	130442	130642	130842
Draped on Fourth Side			12404642	12404842
Undraped	131342	131442	131642	131842

*Table and counter widths available in select cities



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



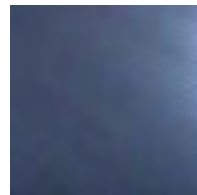
HYDRAULIC BASE CAFÉ TABLE *SELECT*
maple 8201208

30" Round 29"H



HYDRAULIC BASE BAR TABLE *SELECT*
maple 8201207

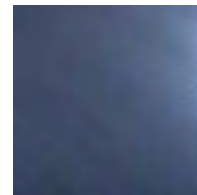
30" Round 45"H



actual color

STANDARD BASE CAFÉ TABLE *SELECT*
blue steel 8201203

30" Round 29"H



actual color

STANDARD BASE BAR TABLE *SELECT*
blue steel 8201204

30" Round 42"H

PEDESTAL TABLES



**HYDRAULIC BASE
CAFÉ TABLE** *SELECT*
graphite **8201209**
36" Round 29"H



**HYDRAULIC BASE
BAR TABLE** *SELECT*
graphite **8201211**
36" Round 45"H



**HYDRAULIC BASE
CAFÉ TABLE** *SELECT*
maple **8201206**
36" Round 29"H



**HYDRAULIC BASE
BAR TABLE** *SELECT*
maple **8201205**
36" Round 45"H



**HYDRAULIC BASE
CAFÉ TABLE** *SELECT*
white laminate **820126**
36" Round 29"H



**HYDRAULIC BASE
BAR TABLE** *SELECT*
white laminate **820125**
36" Round 45"H



**MADISON HYDRAULIC BASE
CAFÉ TABLE** *SELECT*
gray acajou **820241**
30" Round 29"H



**MADISON HYDRAULIC BASE
BAR TABLE** *SELECT*
gray acajou **820240**
30" Round 45"H



**MADISON
CAFÉ TABLE** *SELECT*
gray acajou **820265**
30" Round 29"H



**MADISON
BAR TABLE** *SELECT*
gray acajou **820264**
30" Round 42"H

PEDESTAL TABLES



**30" CAFE TABLE W/ BLACK
BASE - WHITE TOP** *SELECT*
white laminate **8201220**
30" Round 29"H



**30" BAR TABLE W/ BLACK
BASE - WHITE TOP** *SELECT*
white laminate **8201221**
30" Round 42"H



**30" BAR TABLE W/
HYDRAULIC BASE
-WHITE TOP** *SELECT*
white laminate **8201222**
30" Round 45"H



**30" CAFE TABLE W/
HYDRAULIC BASE
-WHITE TOP** *SELECT*
white laminate **8201223**
30" Round 29"H



**30" BAR TABLE W/
HYDRAULIC BASE - RED**
SELECT
red laminate **820920**
30" Round 45"H



**30" CAFE TABLE W/
HYDRAULIC BASE - RED**
SELECT
red laminate **820921**
30" Round 29"H



**30" BAR TABLE W/
HYDRAULIC BASE
-GRAPHITE** *SELECT*
gray laminate **820922**
30" Round 45"H



**30" CAFE TABLE W/
HYDRAULIC BASE
-GRAPHITE** *SELECT*
gray laminate **820923**
30" Round 29"H



**30" BAR TABLE W/
HYDRAULIC BASE - SILVER**
SELECT
silver **820924**
30" Round 45"H



**30" CAFE TABLE W/
HYDRAULIC BASE - SILVER**
SELECT
silver **820925**
30" Round 29"H

OCCASIONAL, END & COCKTAIL TABLES

Silverado

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

24" Round 22"H

COCKTAIL 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



Atomic

36" ROUND TABLE **SELECT**
glass/chrome **8201224**

36" Round 30"H

42" ROUND TABLE **SELECT**
glass/chrome **8201225**

42" Round 30"H



FREEMAN

OCCASIONAL, END & COCKTAIL TABLES

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



COCKTAIL TABLE **SELECT**
glass/chrome **82034**

50"L 22"D 16"H

Sydney

END TABLE **SELECT**
black laminate/brushed steel **82054**
white laminate/brushed steel **82055**

27"L 23"D 22"H



COCKTAIL TABLE **SELECT**
black laminate/brushed steel **82052**
white laminate/brushed steel **82053**

48"L 26"D 18"H

⊕ Powered options available

⊕ See pages 30 and 31 for all Powered options.

*Electrical power must be ordered separately

OCCASIONAL, END & COCKTAIL TABLES

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



GEO SQUARE-ROUND TABLE *SELECT*

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

42"L 42"D 29"H



OCCASIONAL, END & COCKTAIL TABLES

Oliver

END TABLE **SELECT**
walnut finish **82088**

22" Round 22"H

TABLE **SELECT**
walnut finish **82087**

47"L 27"D 19"H



Rustique

SQUARE METAL BAR TABLE **SELECT**
gray finish **8201226**

23.75"L 23.75"D 41.25"H



ITEMS PICTURED BELOW

Endless Curve Ottoman | 815953 | **Page 6**

Silverado Cocktail Table | 82014 | **Page 21**



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

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



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

G30 CAFÉ TABLE (MAPLE W/ GROMMETS) **SELECT**

laminated/metal

82058

72"L 26"D 30"H



G30 CAFÉ TABLE (SOLID MAPLE TOP) **SELECT**

laminated/metal

82067

72"L 26"D 30"H

G30 CAFÉ TABLE (SOLID WHITE TOP) **SELECT**

laminated/metal

82063

72"L 26"D 30"H



CONFERENCE TABLES



VENTURA BAR TABLE *SELECT*
W/ GROMMET HOLES
maple **820951**
 72.25"L 26.25"D 42"H



VENTURA COMMUNAL *SELECT*
BAR TABLE
black **820952**
 72.25"L 26.25"D 42"H



VENTURA BAR TABLE *SELECT*
W/ GROMMET HOLES
white **820953**
 72.25"L 26.25"D 42"H



VENTURA COMMUNAL *SELECT*
BAR TABLE
maple **820954**
 72.25"L 26.25"D 42"H



VENTURA COMMUNAL *SELECT*
BAR TABLE
white **820956**
 72.25"L 26.25"D 42"H

FREEMAN

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

ITEMS PICTURED BELOW

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

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

Sydney Table, Powered | 82076 | **Page 31**

Aura Round Table | 820844 | **Page 23**

Black Diamond Stool | 71088 | **Page 14**

Soho Black Top Bistro | 36" Round - 72068 | **Page 18**



POWERED

Powered options do not include charging adapters with rental and will need to be supplied by the exhibitor if needed.

POWERED SEATING

NAPLES CHAIR, POWERED* **SELECT**

black vinyl **810120**

36"L 30"D 33"H



Power Panel Detail



NAPLES LOVESEAT, POWERED* **SELECT**

black vinyl **830122**

62"L 30"D 33"H



Power Panel Detail



NAPLES SOFA, POWERED* **SELECT**

black vinyl **830121**

87"L 30"D 33"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

VENTURA COMMUNAL BAR TABLE POWERED* **SELECT**
black **820950**

72.25"L | 26.25"D | 42"H



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

72"L | 26"D | 30"H



G30 CAFÉ TABLE, W/ GROMMETS POWERED* **SELECT**
white top **82069**

72"L | 26"D | 30"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

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

BANQUETTE

CENTER CONE **SELECT**
8506

38" Round | 51"H

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



*Electrical power must be ordered separately

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



POSH SHELVING
W/ CHROME FRAME **ESSENTIALS**
white 85020

36"W 18"L 72"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



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 66" 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

8 1/4"W (21"W at the base) x 69 1/2"H

BRUSHED ALUMINUM EASEL *ESSENTIALS*
220134

When open 5 1/4" (W) x 64 1/4" (H) 26"W x 62"H

CHROME BAG RACK *ESSENTIALS*
220110

1"W (3" at center) x 41" H x 26"W



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

FREEMAN

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

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
OCTOBER 16, 2018**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SupplySide West Global Expo & Conference 2018 / November 8-9, 2018**

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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SEATING

Naples Group - Black Vinyl

_____	810119 *	Chair	\$543.75	\$598.15	\$761.25	\$ _____
_____	830120 *	Loveseat	\$731.25	\$804.40	\$1,023.75	\$ _____
_____	830119 *	Sofa	\$809.50	\$890.45	\$1,133.30	\$ _____

Munich Group - Gray Fabric

_____	810150 *	Corner Chair	\$649.00	\$713.90	\$908.60	\$ _____
_____	810151 *	Armless Chair	\$568.50	\$625.35	\$795.90	\$ _____
_____	830200 *	Armless Loveseat	\$951.75	\$1,046.95	\$1,332.45	\$ _____
_____	830201 *	Sectional - 3 Piece	\$2,166.75	\$2,383.45	\$3,033.45	\$ _____

Baja Group - White Vinyl

_____	81050 *	Chair	\$610.00	\$671.00	\$854.00	\$ _____
_____	83020 *	Loveseat	\$671.00	\$738.10	\$939.40	\$ _____

South Beach Group - Platinum Suede

_____	8301 *	Sofa	\$699.25	\$769.20	\$978.95	\$ _____
_____	8151 *	Ottoman	\$304.25	\$334.70	\$425.95	\$ _____

Key Largo Group - Black Fabric

_____	830950 *	Loveseat	\$571.75	\$628.95	\$800.45	\$ _____
_____	830951 *	Sofa	\$631.50	\$694.65	\$884.10	\$ _____
_____	810950 *	Chair	\$450.00	\$495.00	\$630.00	\$ _____

Allegro Group - Blue Fabric

_____	81019 *	Chair	\$553.00	\$608.30	\$774.20	\$ _____
_____	83015 *	Sofa	\$881.75	\$969.95	\$1,234.45	\$ _____

Fairfax Group - White Vinyl/Brushed Metal

_____	810949 *	Chair	\$379.50	\$417.45	\$531.30	\$ _____
_____	830949 *	Sofa	\$606.75	\$667.45	\$849.45	\$ _____

Hopi Group - Gray Linen

_____	810140 *	Chair	\$244.00	\$268.40	\$341.60	\$ _____
_____	830150 *	Loveseat	\$312.50	\$343.75	\$437.50	\$ _____

Tangiers Group - Beige Fabric

_____	810118 *	Chair	\$483.50	\$531.85	\$676.90	\$ _____
_____	830220 *	Loveseat	\$800.50	\$880.55	\$1,120.70	\$ _____
_____	830118 *	Sofa	\$674.75	\$742.25	\$944.65	\$ _____

CASUAL SEATING

Ottomans

_____	815122 *	Endless Square - White Vinyl	\$347.75	\$382.55	\$486.85	\$ _____
_____	815123 *	Endless Square - Black Vinyl	\$347.75	\$382.55	\$486.85	\$ _____
_____	815953 *	Endless Curve - White Vinyl	\$470.75	\$517.85	\$659.05	\$ _____
_____	815952 *	Endless Curve - Black Vinyl	\$470.75	\$517.85	\$659.05	\$ _____
_____	815119 *	Half Bench - White Vinyl	\$387.75	\$426.55	\$542.85	\$ _____

FREEMAN furnishings

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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CASUAL SEATING

Ottomans (continued)

_____	81518 *	Vibe Cube - Blue Vinyl.....	\$156.00	\$171.60	\$218.40	\$ _____
_____	81519 *	Vibe Cube - Red Vinyl.....	\$156.00	\$171.60	\$218.40	\$ _____
_____	81525 *	Vibe Cube - Orange Vinyl.....	\$156.00	\$171.60	\$218.40	\$ _____
_____	81520 *	Vibe Cube - Pink Vinyl.....	\$156.00	\$171.60	\$218.40	\$ _____
_____	81517 *	Vibe Cube - Yellow Vinyl.....	\$156.00	\$171.60	\$218.40	\$ _____
_____	81530 *	Vibe Cube - Black Vinyl.....	\$136.50	\$150.15	\$191.10	\$ _____
_____	81531 *	Vibe Cube - White Vinyl.....	\$136.50	\$150.15	\$191.10	\$ _____
_____	81532 *	Vibe Cube - Steel Blue Vinyl.....	\$156.00	\$171.60	\$218.40	\$ _____
_____	81533 *	Vibe Cube - Silver Vinyl.....	\$156.00	\$171.60	\$218.40	\$ _____
_____	81534 *	Vibe Cube - Purple Vinyl.....	\$156.00	\$171.60	\$218.40	\$ _____
_____	815151 *	Marche Swivel - Gray Fabric.....	\$241.50	\$265.65	\$338.10	\$ _____
_____	815154 *	Marche Swivel - Red Fabric.....	\$241.50	\$265.65	\$338.10	\$ _____
_____	815159 *	Marche Swivel - Blue Fabric.....	\$241.50	\$265.65	\$338.10	\$ _____
_____	815152 *	Marche Swivel - Linen Fabric.....	\$241.50	\$265.65	\$338.10	\$ _____
_____	815157 *	Marche Swivel - Meadow Green Fabric.....	\$241.50	\$265.65	\$338.10	\$ _____
_____	815158 *	Marche Swivel - Pear Yellow Fabric.....	\$241.50	\$265.65	\$338.10	\$ _____
_____	815156 *	Marche Swivel - Plum Fabric.....	\$241.50	\$265.65	\$338.10	\$ _____
_____	815153 *	Marche Swivel - Raspberry Fabric.....	\$241.50	\$265.65	\$338.10	\$ _____
_____	815155 *	Marche Swivel - Rose Quartz Fabric.....	\$241.50	\$265.65	\$338.10	\$ _____
_____	815150 *	Marche Swivel - White Vinyl.....	\$241.50	\$265.65	\$338.10	\$ _____
_____	81526 *	Edge LED Cube - High Density White Plastic.....	\$221.50	\$243.65	\$310.10	\$ _____

Banquettes

_____	8506 *	Center Cone with Electrical Charging Outlet.....	\$653.00	\$718.30	\$914.20	\$ _____
_____	8507 *	Quarter Curve Ottoman.....	\$431.50	\$474.65	\$604.10	\$ _____

Beverly Bench Ottomans

_____	81550 *	Black Vinyl.....	\$483.25	\$531.60	\$676.55	\$ _____
_____	81551 *	Brown Fabric.....	\$483.25	\$531.60	\$676.55	\$ _____
_____	81552 *	Gray Fabric.....	\$483.25	\$531.60	\$676.55	\$ _____
_____	81553 *	Linen Fabric.....	\$483.25	\$531.60	\$676.55	\$ _____
_____	81554 *	Ocean Blue Fabric.....	\$483.25	\$531.60	\$676.55	\$ _____
_____	81555 *	Red Fabric.....	\$483.25	\$531.60	\$676.55	\$ _____
_____	81556 *	White Vinyl.....	\$483.25	\$531.60	\$676.55	\$ _____

Occasional Chairs

_____	71089	Black Diamond Side Chair.....	\$122.50	\$134.75	\$171.50	\$ _____
_____	71090	Black Diamond Armchair.....	\$157.00	\$172.70	\$219.80	\$ _____
_____	810861*	Laguna Chair - Maple/Chrome.....	\$148.75	\$163.65	\$208.25	\$ _____
_____	210108	Limerick® Chair by Herman Miller.....	\$75.50	\$83.05	\$105.70	\$ _____
_____	8102 *	Madrid Chair - Black Vinyl/Chrome.....	\$874.50	\$961.95	\$1,224.30	\$ _____
_____	810816 *	Madrid Chair - White Vinyl/Chrome.....	\$874.50	\$961.95	\$1,224.30	\$ _____
_____	810948 *	Meeting Chair - White Vinyl.....	\$312.00	\$343.20	\$436.80	\$ _____
_____	810835 *	Meeting Chair - Espresso Vinyl.....	\$233.75	\$257.15	\$327.25	\$ _____
_____	810836 *	Meeting Chair - Taupe Microfiber.....	\$306.50	\$337.15	\$429.10	\$ _____
_____	8103 *	Key West Chair - Black Fabric.....	\$435.75	\$479.35	\$610.05	\$ _____
_____	810843 *	Madden Chair - Light Gray Vinyl.....	\$501.00	\$551.10	\$701.40	\$ _____
_____	810131 *	Malba Chair - Gray Molded Plastic.....	\$107.50	\$118.25	\$150.50	\$ _____
_____	810130 *	Malba Chair - Green Molded Plastic.....	\$105.00	\$115.50	\$147.00	\$ _____
_____	810846 *	Christopher Chair - White Vinyl/Chrome.....	\$135.75	\$149.35	\$190.05	\$ _____
_____	810851 *	Zenith Chair - White/Chrome.....	\$168.50	\$185.35	\$235.90	\$ _____
_____	810841 *	Rustique Chair - Gunmetal.....	\$135.75	\$149.35	\$190.05	\$ _____
_____	810837 *	Razor Armless Chair - White High Density Plastic.....	\$63.00	\$69.30	\$88.20	\$ _____
_____	810875 *	Swanson Swivel Chair - White Vinyl.....	\$296.75	\$326.45	\$415.45	\$ _____
_____	810811 *	Berlin Stack Chair - White & Red Plastic/Chrome.....	\$118.25	\$130.10	\$165.55	\$ _____
_____	810810 *	Berlin Stack Chair - White & Black Plastic/Chrome.....	\$118.25	\$130.10	\$165.55	\$ _____
_____	810847 *	Wendy Chair - Clear Acrylic.....	\$133.50	\$146.85	\$186.90	\$ _____

FREEMAN furnishings
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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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CASUAL SEATING

Conference Chairs

_____	71046	Gray Gaslift Chair With Arms.....	\$254.50	\$279.95	\$356.30	\$ _____
_____	71045	Gray Gaslift Chair Without Arms.....	\$224.25	\$246.70	\$313.95	\$ _____
_____	810874 *	La Brea Swivel Chair - Charcoal Gray Fabric.....	\$347.75	\$382.55	\$486.85	\$ _____
_____	81063 *	Altura Guest Chair - Black Fabric/Black Steel.....	\$347.75	\$382.55	\$486.85	\$ _____
_____	810844 *	Pro Executive High Back Chair - White Vinyl.....	\$306.50	\$337.15	\$429.10	\$ _____
_____	810946 *	Pro Executive High Back Chair - Black Vinyl.....	\$312.00	\$343.20	\$436.80	\$ _____
_____	810945 *	Pro Executive Mid Back Chair - White Vinyl.....	\$387.25	\$426.00	\$542.15	\$ _____
_____	810944 *	Pro Executive Mid Back Chair - Black Vinyl.....	\$375.50	\$413.05	\$525.70	\$ _____
_____	810947 *	Pro Executive Guest Chair - Black Vinyl.....	\$405.25	\$445.80	\$567.35	\$ _____

Bars & Barstools

_____	8501 *	Martini Bar.....	\$1,522.25	\$1,674.50	\$2,131.15	\$ _____
_____	71088	Black Diamond Stool.....	\$189.75	\$208.75	\$265.65	\$ _____
_____	71048	Gray Gaslift Stool With Arms.....	\$292.00	\$321.20	\$408.80	\$ _____
_____	71047	Gray Gaslift Stool Without Arms.....	\$272.00	\$299.20	\$380.80	\$ _____
_____	810860 *	Laguna Barstool - Maple/Chrome.....	\$187.75	\$206.55	\$262.85	\$ _____
_____	210109	Limerick® Stool by Herman Miller.....	\$126.75	\$139.45	\$177.45	\$ _____
_____	810872 *	Lift Barstool - Gray Vinyl/Chrome.....	\$178.50	\$196.35	\$249.90	\$ _____
_____	810873 *	Lift Barstool - Red Vinyl/Chrome.....	\$178.50	\$196.35	\$249.90	\$ _____
_____	810871 *	Lift Barstool - Black Vinyl/Chrome.....	\$178.50	\$196.35	\$249.90	\$ _____
_____	810870 *	Lift Barstool - White Vinyl/Chrome.....	\$178.50	\$196.35	\$249.90	\$ _____
_____	810951 *	Apex Barstool - Black Vinyl.....	\$226.25	\$248.90	\$316.75	\$ _____
_____	810952 *	Apex Barstool - Blue Ultra Suede.....	\$226.25	\$248.90	\$316.75	\$ _____
_____	810953 *	Apex Barstool - Red Vinyl.....	\$226.25	\$248.90	\$316.75	\$ _____
_____	810954 *	Apex Barstool - White Vinyl.....	\$226.25	\$248.90	\$316.75	\$ _____
_____	810103 *	Banana Barstool - White Vinyl/Chrome.....	\$206.25	\$226.90	\$288.75	\$ _____
_____	810104 *	Banana Barstool - Black Vinyl/Chrome.....	\$206.25	\$226.90	\$288.75	\$ _____
_____	810850 *	Zenith Barstool - White/Chrome.....	\$168.50	\$185.35	\$235.90	\$ _____
_____	810840 *	Zoey Barstool - White Vinyl/Chrome.....	\$334.25	\$367.70	\$467.95	\$ _____
_____	810834 *	Zoey Barstool - Black Vinyl/Chrome.....	\$334.25	\$367.70	\$467.95	\$ _____
_____	810848 *	Christopher Barstool - White.....	\$231.50	\$254.65	\$324.10	\$ _____
_____	810202 *	Shark Barstool - White Plastic/Chrome.....	\$367.75	\$404.55	\$514.85	\$ _____
_____	810839 *	Rustique Barstool - Gunmetal.....	\$135.75	\$149.35	\$190.05	\$ _____
_____	810200 *	Oslo Barstool - Blue Plastic/Chrome.....	\$261.50	\$287.65	\$366.10	\$ _____
_____	810201 *	Oslo Barstool - White Plastic/Chrome.....	\$261.50	\$287.65	\$366.10	\$ _____

TABLES

Draped & Undraped Tables & Counters

Black Blue Brown Flax Gold Gray Green Plum Red White

Draped Tables & Counters - Tables are 24" wide

_____	124330	Draped Table 3'L x 30"H.....	\$118.25	\$130.10	\$165.55	\$ _____
_____	124430	Draped Table 4'L x 30"H.....	\$147.75	\$162.55	\$206.85	\$ _____
_____	124630	Draped Table 6'L x 30"H.....	\$176.50	\$194.15	\$247.10	\$ _____
_____	124830	Draped Table 8'L x 30"H.....	\$201.00	\$221.10	\$281.40	\$ _____
_____	12404630	4th Side Drape 6'L x 30"H.....	\$49.50	\$54.45	\$69.30	\$ _____
_____	12404830	4th Side Drape 8'L x 30"H.....	\$49.50	\$54.45	\$69.30	\$ _____
_____	124342	Draped Counter 3'L x 42"H.....	\$160.00	\$176.00	\$224.00	\$ _____
_____	124442	Draped Counter 4'L x 42"H.....	\$183.00	\$201.30	\$256.20	\$ _____
_____	124642	Draped Counter 6'L x 42"H.....	\$206.25	\$226.90	\$288.75	\$ _____
_____	124842	Draped Counter 8'L x 42"H.....	\$230.75	\$253.85	\$323.05	\$ _____
_____	12404642	4th Side Drape 6'L x 42"H.....	\$57.00	\$62.70	\$79.80	\$ _____
_____	12404842	4th Side Drape 8'L x 42"H.....	\$57.00	\$62.70	\$79.80	\$ _____

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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TABLES

Undraped Tables & Counters - Tables are 24" wide

_____	125330	Undraped Table 3'L x 30"H.....	\$46.25	\$50.90	\$64.75	\$ _____
_____	125430	Undraped Table 4'L x 30"H.....	\$57.00	\$62.70	\$79.80	\$ _____
_____	125630	Undraped Table 6'L x 30"H.....	\$66.00	\$72.60	\$92.40	\$ _____
_____	125830	Undraped Table 8'L x 30"H.....	\$75.00	\$82.50	\$105.00	\$ _____
_____	125342	Undraped Counter 3'L x 42"H.....	\$80.25	\$88.30	\$112.35	\$ _____
_____	125442	Undraped Counter 4'L x 42"H.....	\$91.50	\$100.65	\$128.10	\$ _____
_____	125642	Undraped Counter 6'L x 42"H.....	\$102.25	\$112.50	\$143.15	\$ _____
_____	125842	Undraped Counter 8'L x 42"H.....	\$110.75	\$121.85	\$155.05	\$ _____

Table Top 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	\$ _____
_____	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 - Soho Series

_____	72069	Black-Top Cafe Table - 30"H x 24"W.....	\$178.50	\$196.35	\$249.90	\$ _____
_____	72067	Black-Top Cafe Table - 30"H x 36"W.....	\$206.25	\$226.90	\$288.75	\$ _____
_____	72066	Black-Top Mini Table - 18"H x 18"W.....	\$152.75	\$168.05	\$213.85	\$ _____
_____	72070	Black-Top Bistro Table - 42"H x 24"W.....	\$236.50	\$260.15	\$331.10	\$ _____
_____	72068	Black-Top Bistro Table - 42"H x 36"W.....	\$257.50	\$283.25	\$360.50	\$ _____

Pedestal Tables - Chelsea Series

_____	72063	Butcher Block-Top Cafe Table - 30"H x 30"W.....	\$194.00	\$213.40	\$271.60	\$ _____
_____	72064	Butcher Block-Top Cafe Table - 30"H x 36"W.....	\$204.00	\$224.40	\$285.60	\$ _____
_____	720163	Butcher Block-Top Bistro Table - 42"H x 30"W.....	\$260.50	\$286.55	\$364.70	\$ _____
_____	720164	Butcher Block-Top Bistro Table - 42"H x 36"W.....	\$284.75	\$313.25	\$398.65	\$ _____

Pedestal Tables

_____	8201208 *	Hydraulic Base Cafe Table - Maple.....	\$375.50	\$413.05	\$525.70	\$ _____
_____	8201207 *	Hydraulic Base Bar Table - Maple.....	\$390.25	\$429.30	\$546.35	\$ _____
_____	8201203 *	Standard Base Cafe Table - Blue Steel.....	\$261.00	\$287.10	\$365.40	\$ _____
_____	8201204 *	Standard Base Bar Table - Blue Steel.....	\$312.50	\$343.75	\$437.50	\$ _____
_____	8201209 *	Hydraulic Base Cafe Table - Graphite.....	\$417.75	\$459.55	\$584.85	\$ _____
_____	8201211 *	Hydraulic Base Bar Table - Graphite.....	\$429.50	\$472.45	\$601.30	\$ _____
_____	8201206 *	Hydraulic Base Cafe Table - Maple.....	\$427.00	\$469.70	\$597.80	\$ _____
_____	8201205 *	Hydraulic Base Bar Table - Maple.....	\$424.25	\$466.70	\$593.95	\$ _____
_____	820126 *	Hydraulic Base Cafe Table - White Laminate.....	\$427.00	\$469.70	\$597.80	\$ _____
_____	820125 *	Hydraulic Base Bar Table - White Laminate.....	\$446.50	\$491.15	\$625.10	\$ _____
_____	820241 *	Madison Hydraulic Base Cafe Table - Gray Acajou.....	\$334.25	\$367.70	\$467.95	\$ _____
_____	820240 *	Madison Hydraulic Base Bar Table - Gray Acajou.....	\$334.25	\$367.70	\$467.95	\$ _____
_____	820265 *	Madison Cafe Table - Gray Acajou.....	\$263.75	\$290.15	\$369.25	\$ _____
_____	820264 *	Madison Bar Table - Gray Acajou.....	\$288.00	\$316.80	\$403.20	\$ _____
_____	8201220 *	30" Cafe Table Black Base - White Laminate.....	\$280.75	\$308.85	\$393.05	\$ _____
_____	8201221 *	30" Bar Table Black Base - White Laminate.....	\$300.25	\$330.30	\$420.35	\$ _____
_____	8201222 *	30" Bar Table Chrome Base - White Laminate.....	\$431.75	\$474.95	\$604.45	\$ _____
_____	8201223 *	30" Cafe Table Chrome Base - White Laminate.....	\$431.75	\$474.95	\$604.45	\$ _____
_____	820920 *	30" Bar Table Chrome Hydraulic Base - Red.....	\$334.25	\$367.70	\$467.95	\$ _____
_____	820921 *	30" Cafe Table Chrome Hydraulic Base - Red.....	\$334.25	\$367.70	\$467.95	\$ _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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TABLES

Pedestal Tables (continued)

_____	820922 *	30" Bar Table Chrome Hydraulic Base - Gray	\$334.25	\$367.70	\$467.95	\$ _____
_____	820923 *	30" Cafe Table Chrome Hydraulic Base - Gray	\$334.25	\$367.70	\$467.95	\$ _____
_____	820924 *	30" Bar Table Chrome Hydraulic Base - Silver	\$407.25	\$448.00	\$570.15	\$ _____
_____	820925 *	30" Cafe Table Chrome Hydraulic Base - Silver	\$407.25	\$448.00	\$570.15	\$ _____

Occasional, End & Cocktail Tables

_____	82015 *	Silverado End Table - Tempered Glass/Painted Steel.....	\$279.25	\$307.20	\$390.95	\$ _____
_____	82014 *	Silverado Cocktail Table - Tempered Glass/Painted Steel	\$296.75	\$326.45	\$415.45	\$ _____
_____	820252 *	Alondra End Table - Glass/Chrome	\$244.00	\$268.40	\$341.60	\$ _____
_____	820250 *	Alondra Cocktail Table - Glass/Chrome.....	\$338.75	\$372.65	\$474.25	\$ _____
_____	820253 *	Alondra End Table - Wood/Chrome.....	\$244.00	\$268.40	\$341.60	\$ _____
_____	820251 *	Alondra Cocktail Table - Wood/Chrome.....	\$338.75	\$372.65	\$474.25	\$ _____
_____	8201224 *	Atomic 36" Round Table - Glass/Chrome	\$376.00	\$413.60	\$526.40	\$ _____
_____	8201225 *	Atomic 42" Round Table - Glass/Chrome	\$376.00	\$413.60	\$526.40	\$ _____
_____	82028 *	Geo End Table - Wood/Black Steel	\$288.00	\$316.80	\$403.20	\$ _____
_____	82027 *	Geo Cocktail Table - Wood/Black Steel.....	\$295.50	\$325.05	\$413.70	\$ _____
_____	82035 *	Geo End Table - Glass/Chrome.....	\$213.75	\$235.15	\$299.25	\$ _____
_____	82034 *	Geo Cocktail Table - Glass/Chrome	\$236.50	\$260.15	\$331.10	\$ _____
_____	82054 *	Sydney End Table - Black Laminate/Brushed Steel	\$259.00	\$284.90	\$362.60	\$ _____
_____	82055 *	Sydney End Table - White Laminate/Brushed Steel	\$259.00	\$284.90	\$362.60	\$ _____
_____	82052 *	Sydney Cocktail Table - Black Laminate/Brushed Steel	\$314.75	\$346.25	\$440.65	\$ _____
_____	82053 *	Sydney Cocktail Table - White Laminate/Brushed Steel.....	\$314.75	\$346.25	\$440.65	\$ _____
_____	82075 *	Regis End Table - Brushed Metal	\$263.75	\$290.15	\$369.25	\$ _____
_____	82074 *	Regis Bench/Table - Brushed Metal	\$371.75	\$408.95	\$520.45	\$ _____
_____	820844 *	Aura Round Table - White Metal.....	\$143.50	\$157.85	\$200.90	\$ _____
_____	82057 *	Edge LED Cube Table - White Plastic/Clear Acrylic	\$221.50	\$243.65	\$310.10	\$ _____
_____	82043 *	Geo Square-Round Table - Glass/Black Steel.....	\$341.50	\$375.65	\$478.10	\$ _____
_____	82044 *	Geo Square-Round Table - Glass/Chrome.....	\$341.50	\$375.65	\$478.10	\$ _____
_____	82088 *	Oliver End Table - Walnut Finish	\$256.25	\$281.90	\$358.75	\$ _____
_____	82087 *	Oliver Table - Walnut Finish.....	\$288.00	\$316.80	\$403.20	\$ _____
_____	8201226 *	Rustique Square Metal Bar Table - Gray.....	\$332.00	\$365.20	\$464.80	\$ _____

Conference Tables

_____	82041 *	Geo Conference Table - Glass/Black Steel	\$470.75	\$517.85	\$659.05	\$ _____
_____	82051 *	Geo Conference Table - Glass/Chrome.....	\$420.25	\$462.30	\$588.35	\$ _____
_____	820260 *	Madison Conference Table - Gray Acajou.....	\$451.75	\$496.95	\$632.45	\$ _____
_____	820708 *	42" Round White Conference Table - White Laminate	\$453.75	\$499.15	\$635.25	\$ _____
_____	820203 *	6' Oval Conference Table - Granite Nebula	\$604.50	\$664.95	\$846.30	\$ _____
_____	820261 *	Madison 5' Conference Table - Gray Acajou	\$546.00	\$600.60	\$764.40	\$ _____
_____	820262 *	Madison 8' Conference Table - Gray Acajou	\$1,090.75	\$1,199.85	\$1,527.05	\$ _____
_____	820263 *	Madison 10' Conference Table - Gray Acajou	\$1,090.75	\$1,199.85	\$1,527.05	\$ _____
_____	82058 *	G30 Cafe Table - Maple with Grommets.....	\$555.25	\$610.80	\$777.35	\$ _____
_____	82067 *	G30 Cafe Table - Maple	\$555.25	\$610.80	\$777.35	\$ _____
_____	82063 *	G30 Cafe Table - White.....	\$555.25	\$610.80	\$777.35	\$ _____
_____	820951 *	Ventura Bar Table - Maple with Grommets.....	\$776.00	\$853.60	\$1,086.40	\$ _____
_____	820952 *	Ventura Communal Bar Table - Black.....	\$800.50	\$880.55	\$1,120.70	\$ _____
_____	820953 *	Ventura Bar Table - White with Grommets	\$776.00	\$853.60	\$1,086.40	\$ _____
_____	820954 *	Ventura Communal Bar Table - Maple.....	\$776.00	\$853.60	\$1,086.40	\$ _____
_____	820956 *	Ventura Communal Bar Table - White	\$776.00	\$853.60	\$1,086.40	\$ _____

Office

_____	84075 *	Madison Desk - Gray Acajou	\$656.00	\$721.60	\$918.40	\$ _____
_____	84077 *	Madison Credenza - Gray Acajou.....	\$549.00	\$603.90	\$768.60	\$ _____
_____	84078 *	Madison Bookcase - Gray Acajou.....	\$466.50	\$513.15	\$953.10	\$ _____

Computer Desk/Table

_____	820706 *	Work Desk - White Laminate	\$387.25	\$426.00	\$542.15	\$ _____
_____	820707 *	Merlin Table - Gray Laminate.....	\$407.25	\$448.00	\$570.15	\$ _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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POWERED

Powered Seating

_____	810120 *	Naples Chair, Powered - Black Vinyl	\$749.75	\$824.75	\$1,049.65	\$ _____
_____	830122 *	Naples Loveseat, Powered - Black Vinyl	\$1,009.50	\$1,110.45	\$1,413.30	\$ _____
_____	830121 *	Naples Sofa, Powered - Black Vinyl.....	\$1,160.75	\$1,276.85	\$1,625.05	\$ _____
_____	81021 *	Roma Chair, Powered - White Vinyl.....	\$749.75	\$824.75	\$1,049.65	\$ _____
_____	83017 *	Roma Sofa, Powered - White Vinyl.....	\$1,160.75	\$1,276.85	\$1,625.05	\$ _____

Powered Tables

_____	820950 *	Ventura Communal Bar Table, Powered - Black	\$990.50	\$1,089.55	\$1,386.70	\$ _____
_____	820955 *	Ventura Communal Bar Table, Powered - White	\$900.50	\$990.55	\$1,260.70	\$ _____
_____	82071 *	G30 Cafe Table, Powered - White	\$683.00	\$751.30	\$956.20	\$ _____
_____	82069 *	G30 Cafe Table with Grommets, Powered - White.....	\$554.00	\$609.40	\$775.60	\$ _____
_____	84083 *	Tech Desk with 3 Drawer File Cabinet, Powered - Black Metal..	\$684.00	\$752.40	\$957.60	\$ _____
_____	84084 *	Tech Desk, Powered - Black Metal.....	\$602.50	\$662.75	\$843.50	\$ _____
_____	82076 *	Sydney Cocktail Table, Powered - Black	\$465.50	\$512.05	\$651.70	\$ _____
_____	82073 *	Sydney Cocktail Table, Powered - White.....	\$465.50	\$512.05	\$651.70	\$ _____

Powered Product Pedestals

_____	85060 *	Powered Locking Pedestal 36"H - Black.....	\$543.75	\$598.15	\$761.25	\$ _____
_____	85061 *	Powered Locking Pedestal 36"H - White	\$543.75	\$598.15	\$761.25	\$ _____
_____	85062 *	Powered Locking Pedestal 42"H - Black.....	\$653.00	\$718.30	\$914.20	\$ _____
_____	85063 *	Powered Locking Pedestal 42"H - White	\$653.00	\$718.30	\$914.20	\$ _____

DISPLAY & ACCESSORIES

Product Storage

_____	84080 *	3 Door File Cabinet on Castors - Black.....	\$208.75	\$229.65	\$292.25	\$ _____
_____	74082	File Cabinet with Lock - Two Drawer - Standard Size.....	\$255.00	\$280.50	\$357.00	\$ _____
_____	74081	File Cabinet with Lock - Four Drawer - Standard Size.....	\$351.25	\$386.40	\$491.75	\$ _____
_____	85020 *	Posh Shelving with Chrome Frame - White	\$602.50	\$662.75	\$843.50	\$ _____

Refrigerator

_____	75057	Small Refrigerator	\$342.00	\$376.20	\$478.80	\$ _____
_____	8503001 *	Refrigerator - White - 14.0 Cubic Feet.....	\$865.25	\$951.80	\$1,211.35	\$ _____

Lighting

_____	850707 *	Mason Table Lamp - White/Brushed Silver.....	\$171.00	\$188.10	\$239.40	\$ _____
_____	850708 *	Mason Floor Lamp - White/Brushed Silver	\$254.25	\$279.70	\$355.95	\$ _____

Display

_____	75020	Display Cylinder - Black - Low	\$213.25	\$234.60	\$298.55	\$ _____
_____	75021	Display Cylinder - Black - Medium	\$227.75	\$250.55	\$318.85	\$ _____
_____	75022	Display Cylinder - Black - High.....	\$257.50	\$283.25	\$360.50	\$ _____
_____	75030	Display Cube - Black - 12" Small	\$241.00	\$265.10	\$337.40	\$ _____
_____	75031	Display Cube - Black - 18" Medium	\$241.00	\$265.10	\$337.40	\$ _____
_____	75032	Display Cube - Black - 24" Large	\$241.00	\$265.10	\$337.40	\$ _____
_____	75079	Orion Computer Kiosk - Black.....	\$433.75	\$477.15	\$607.25	\$ _____
_____	72056	Display Counter - Black.....	\$434.25	\$477.70	\$607.95	\$ _____

Tablet Stands

_____	850714 *	Mobile Tablet Stand - White.....	\$330.00	\$363.00	\$462.00	\$ _____
_____	850715 *	Mobile Tablet Stand - Black	\$330.00	\$363.00	\$462.00	\$ _____

Tablet Stand Accessories

_____	850711 *	Brochure Holder - Black.....	\$32.75	\$36.05	\$45.85	\$ _____
_____	850712 *	Wireless Printer Holder - Black	\$32.75	\$36.05	\$45.85	\$ _____
_____	850713 *	Charging Shelf - Black	\$32.75	\$36.05	\$45.85	\$ _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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DISPLAY & ACCESSORIES

Accessories

_____	220121	Chrome Stanchion with 8' Retractable Belt.....	\$85.25	\$93.80	\$119.35	\$ _____
_____	220118	Chrome Sign Holder.....	\$91.50	\$100.65	\$128.10	\$ _____
_____	750135	Round Literature Rack.....	\$340.00	\$374.00	\$476.00	\$ _____
_____	750136	Flat Literature Rack.....	\$240.75	\$264.85	\$337.05	\$ _____
_____	220109	Chrome Coat Tree.....	\$63.75	\$70.15	\$89.25	\$ _____
_____	220134	Aluminum Easel.....	\$60.00	\$66.00	\$84.00	\$ _____
_____	220110	Chrome Bag Rack.....	\$129.75	\$142.75	\$181.65	\$ _____
_____	10201484	Floor-Standing Bulletin Board.....	\$213.00	\$234.30	\$298.20	\$ _____
_____	220106	Corrugated Wastebasket.....	\$17.50	\$19.25	\$24.50	\$ _____
_____	220107	Wastebasket (color may vary).....	\$24.75	\$27.25	\$34.65	\$ _____

Special Drape

Black
 Blue
 Brown
 Flax
 Gold
 Gray
 Green
 Plum
 Red
 White

_____	12103	Special Drape - 3'H (per ft.).....	\$16.50	\$18.15	\$23.10	\$ _____
_____	12108	Special Drape - 8'H (per ft.).....	\$18.50	\$20.35	\$25.90	\$ _____

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.

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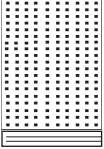
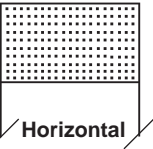
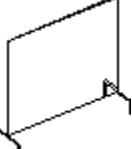
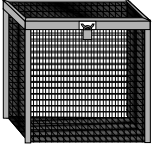


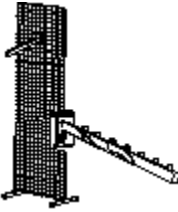


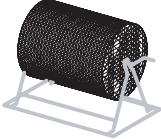
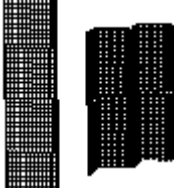

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ACCESSORIES

 Vertical PERFBOARD - SINGLE SIDED	 Horizontal PERFBOARD - SINGLE SIDED	 CHROME GARMENT RACK	 COLLAPSIBLE SECURITY CONTAINER
 2 WAY STRAIGHT ARM	 4 WAY SLANT ARM	 GRID ACCESSORIES	 GRID LEGS
 PERFBOARD HOOKS AND ACCESSORIES	 TICKET TUMBLER	 2' x 8' GRID PANELS	 4 WAY CONNECTORS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
PERFBOARD / BULLETIN BOARDS						
_____	10201178	1M x 8'H Single Side-Vert.....	234.50	257.95	328.30	_____
_____	10201182	1/2M x 8'H Single Side-Vert.....	176.50	194.15	247.10	_____
_____	10201480	4' x 8' Single Side-Horz.....	234.50	257.95	328.30	_____
_____	102040	4" Single Hook.....	3.15	3.45	4.40	_____
_____	102060	6" Single Hook.....	3.15	3.45	4.40	_____
_____	102080	8" Single Hook.....	3.15	3.45	4.40	_____
_____	10205	12" Shelf Bracket.....	19.25	21.20	26.95	_____
_____	10207	7-Ball Waterfall.....	36.25	39.90	50.75	_____
GRIDS						
_____	103028	Chrome Grid.....	100.50	110.55	140.70	_____
_____	103010	Black Grid.....	100.50	110.55	140.70	_____
_____	103011	White Grid.....	100.50	110.55	140.70	_____
_____	103040	Grid Legs - Chrome.....	29.25	32.20	40.95	_____
_____	103041	Grid Legs - Black.....	29.25	32.20	40.95	_____
_____	103042	Grid Legs - White.....	29.25	32.20	40.95	_____
_____	103030	Grid Connectors.....	36.25	39.90	50.75	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
GRIDS (continued)						
_____	10303	3-Ball Waterfall.....	30.25	33.30	42.35	_____
_____	10305	5-Ball Waterfall.....	32.50	35.75	45.50	_____
_____	10307	7-Ball Waterfall.....	36.25	39.90	50.75	_____
_____	10309	Cleaver Clip.....	5.90	6.50	8.25	_____
_____	103044	4" Single Hook.....	3.15	3.45	4.40	_____
_____	103046	6" Single Hook.....	3.15	3.45	4.40	_____
_____	103048	8" Single Hook.....	3.15	3.45	4.40	_____
ACCESSORIES						
_____	151010	Collapsible Security Contr.	352.25	387.50	493.15	_____
_____	15905	Fish Bowl.....	34.50	37.95	48.30	_____
_____	159011	Ticket Tumbler - Small.....	129.25	142.20	180.95	_____
_____	10405	Garment Rack.....	140.75	154.85	197.05	_____
_____	10404	4-way Slant Arm.....	176.50	194.15	247.10	_____
_____	10403	2-way Straight Arm.....	140.25	154.30	196.35	_____
TOTAL COST						
Sub-Total _____			+ Tax (8.25%) _____		= TOTAL _____	

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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..	506.75	557.45	709.45	_____
_____	101052	5' Quarter View Fluorescent..	506.75	557.45	709.45	_____
_____	101062	6' Quarter View Fluorescent..	506.75	557.45	709.45	_____
_____	101042	4' Half View Fluorescent.....	506.75	557.45	709.45	_____
_____	101050	5' Half View Fluorescent.....	506.75	557.45	709.45	_____
_____	101060	6' Half View Fluorescent.....	506.75	557.45	709.45	_____
_____	101043	4' Full View Fluorescent.....	506.75	557.45	709.45	_____
_____	101051	5' Full View Fluorescent.....	506.75	557.45	709.45	_____
_____	101061	6' Full View Fluorescent.....	506.75	557.45	709.45	_____
_____	101092	Corner Quarter View	557.25	613.00	780.15	_____
_____	101090	Corner Half View	557.25	613.00	780.15	_____

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..	587.00	645.70	821.80	_____
_____	1014121	5' Quarter View Fluorescent..	587.00	645.70	821.80	_____
_____	1014131	6' Quarter View Fluorescent..	587.00	645.70	821.80	_____
_____	1014110	4' Half View Fluorescent.....	587.00	645.70	821.80	_____
_____	1014120	5' Half View Fluorescent.....	587.00	645.70	821.80	_____
_____	1014130	6' Half View Fluorescent.....	587.00	645.70	821.80	_____
_____	1014101	Corner Quarter View	630.25	693.30	882.35	_____
_____	1014100	Corner Half View	630.25	693.30	882.35	_____

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..	562.50	618.75	787.50	_____
_____	1012500	5' Quarter View Fluorescent..	562.50	618.75	787.50	_____
_____	1012600	6' Quarter View Fluorescent..	562.50	618.75	787.50	_____
_____	1012401	4' Half View Fluorescent.....	562.50	618.75	787.50	_____
_____	1012501	5' Half View Fluorescent.....	562.50	618.75	787.50	_____
_____	1012601	6' Half View Fluorescent.....	562.50	618.75	787.50	_____
_____	1011400	4' Quarter View Halogen	677.75	745.55	948.85	_____
_____	1011500	5' Quarter View Halogen	677.75	745.55	948.85	_____
_____	1011600	6' Quarter View Halogen	677.75	745.55	948.85	_____
_____	101214	Corner Quarter View Fluorescent..	605.75	666.35	848.05	_____
_____	101212	Corner Half View Fluorescent.....	605.75	666.35	848.05	_____
_____	101142	Corner Quarter View Halogen	733.25	806.60	1026.55	_____

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	677.75	745.55	948.85	_____
_____	1013500	5' Quarter View Halogen	677.75	745.55	948.85	_____
_____	1013600	6' Quarter View Halogen	677.75	745.55	948.85	_____
_____	1013401	4' Half View Halogen	677.75	745.55	948.85	_____
_____	1013501	5' Half View Halogen	677.75	745.55	948.85	_____
_____	1013601	6' Half View Halogen	677.75	745.55	948.85	_____
_____	101314	Corner Quarter View	733.25	806.60	1026.55	_____
_____	101312	Corner Half View	733.25	806.60	1026.55	_____

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
- Renting carpet from Freeman minimizes your shipping footprint



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to 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. Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show. 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.



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

CLASSIC CARPET

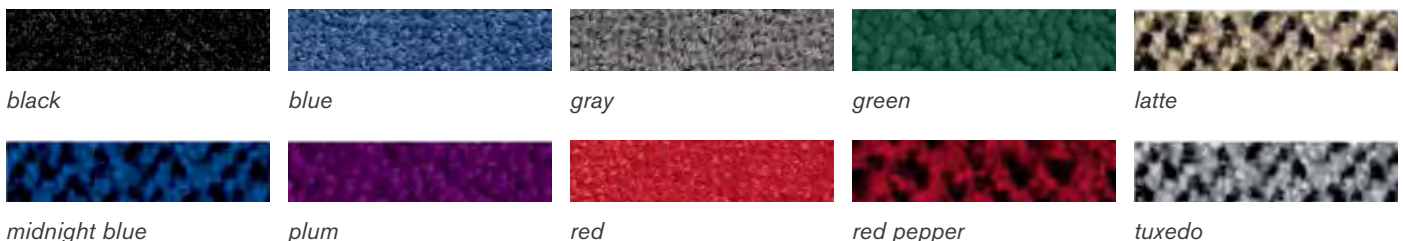
Custom Cut

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.

Freeman Classic carpet is reused a minimum of four times before retired from inventory and recycled. Darker colored carpets such as black and gray, as well as the two-toned carpet are made of 20-25% recycled content.

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.



Actual colors may vary slightly

FREEMAN

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

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
OCTOBER 16, 2018**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SupplySide West Global Expo & Conference 2018 / November 8-9, 2018**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

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	\$323.75	\$356.15	\$453.25	\$ _____
_____	10' x 20' Classic Carpet	\$647.50	\$712.25	\$906.50	\$ _____
_____	10' x 30' Classic Carpet	\$971.25	\$1,068.40	\$1,359.75	\$ _____
_____	10' x 40' Classic Carpet	\$1,295.00	\$1,424.50	\$1,813.00	\$ _____
_____	10' x 10' Carpet Padding - Single Layer	\$106.00	\$116.60	\$148.40	\$ _____
_____	10' x 20' Carpet Padding - Single Layer	\$212.00	\$233.20	\$296.80	\$ _____
_____	10' x 30' Carpet Padding - Single Layer	\$318.00	\$349.80	\$445.20	\$ _____
_____	10' x 40' Carpet Padding - Single Layer	\$424.00	\$466.40	\$593.60	\$ _____
_____	10' x 10' Carpet Padding - Double Layer	\$212.00	\$233.20	\$296.80	\$ _____
_____	10' x 20' Carpet Padding - Double Layer	\$424.00	\$466.40	\$593.60	\$ _____
_____	10' x 30' Carpet Padding - Double Layer	\$636.00	\$699.60	\$890.40	\$ _____
_____	10' x 40' Carpet Padding - Double Layer	\$848.00	\$932.80	\$1,187.20	\$ _____
_____	Plastic Covering (price per sq ft).....	\$0.70	\$0.75	\$1.00	\$ _____

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	\$190.25	\$209.30	\$266.35	\$ _____
_____	9' x 20' Classic Carpet	\$380.50	\$418.55	\$532.70	\$ _____
_____	9' x 30' Classic Carpet	\$570.75	\$627.85	\$799.05	\$ _____
_____	9' x 40' Classic Carpet	\$761.00	\$837.10	\$1,065.40	\$ _____
_____	9' x 10' Carpet Padding - Single Layer	\$95.50	\$105.05	\$133.70	\$ _____
_____	9' x 20' Carpet Padding - Single Layer	\$191.00	\$210.10	\$267.40	\$ _____
_____	9' x 30' Carpet Padding - Single Layer	\$286.50	\$315.15	\$401.10	\$ _____
_____	9' x 40' Carpet Padding - Single Layer	\$382.00	\$420.20	\$534.80	\$ _____
_____	9' x 10' Carpet Padding - Double Layer	\$191.00	\$210.10	\$267.40	\$ _____
_____	9' x 20' Carpet Padding - Double Layer	\$382.00	\$420.20	\$534.80	\$ _____
_____	9' x 30' Carpet Padding - Double Layer	\$573.00	\$630.30	\$802.20	\$ _____
_____	9' x 40' Carpet Padding - Double Layer	\$764.00	\$840.40	\$1,069.60	\$ _____
_____	Plastic Covering (price per sq ft).....	\$0.70	\$0.75	\$1.00	\$ _____

** 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 before OCTOBER 16, 2018.

FREEMAN

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

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
OCTOBER 16, 2018**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SupplySide West Global Expo & Conference 2018 / November 8-9, 2018**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

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. @ \$3.40 \$ _____

CHOOSE YOUR CARPET COLOR:

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

16 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)		Online	Discount	Standard	Total
Per sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.40	\$ 3.75	\$ 4.75	\$ _____

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

28 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)		Online	Discount	Standard	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 4.00	\$ 4.40	\$ 5.60	\$ _____
Over 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.70	\$ 4.05	\$ 5.20	\$ _____

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

Black Charcoal Gray Pearl Navy White

40 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)		Online	Discount	Standard	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 4.80	\$ 5.30	\$ 6.70	\$ _____
Over 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 4.15	\$ 4.55	\$ 5.80	\$ _____

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. @ \$1.15 \$ _____

Qty	Description	Online	Discount	Standard	Total
_____	Carpet Padding (90 - 700 sq ft) (price per sq. ft.)	1.15	1.25	1.60	\$ _____
_____	Carpet Padding (Over 700 sq ft) (price per sq. ft.)	0.90	1.00	1.25	\$ _____
_____	Double Carpet Padding (90 - 700 sq ft) (price per sq. ft.)	2.30	2.55	3.20	\$ _____
_____	Double Carpet Padding (Over 700 sq ft) (price per sq. ft.)	1.80	2.00	2.50	\$ _____

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 before **OCTOBER 16, 2018.**

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. This lightweight material provides an easy way to make a big impact and provides a small shipping footprint to reduce your shipping cost and carbon emissions.



SMARTFABRIC® RENTAL EXHIBITS

Renting exhibits can virtually eliminate your shipping footprint and carbon emissions. Using a Freeman rental exhibit includes 100% recyclable aluminum for the structure.



10 x 10 ft. unit

GRAPHIC SIZE

116"W 92.5"H



10 x 20 ft. unit

GRAPHIC SIZE

233.5"W 92.5"H

CLEAR ACRYLIC SHELF

36"W 12"H .25"D

(up to 15 lbs each)

RENTAL EXHIBITS INCLUDE:

- * Custom Fabric Graphic (fabric graphic purchased to keep)
- Zippered Carrying Case for Fabric Graphic (fabric graphic 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 back wall 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:

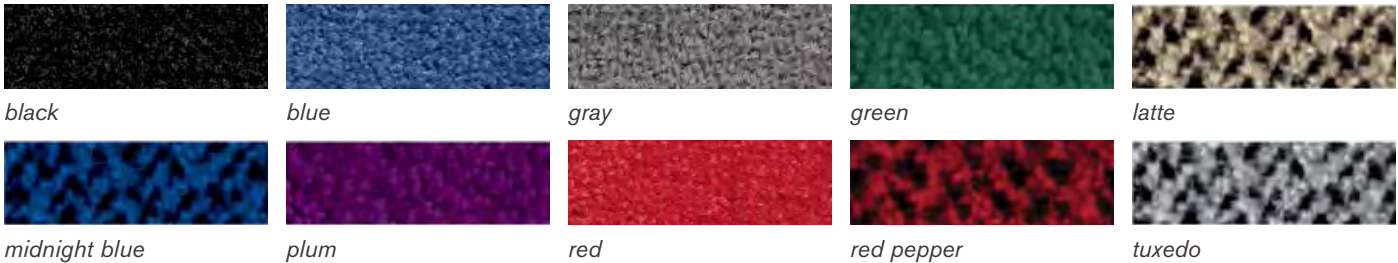
- Rental Frame
- 9'x10' or 9'x20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10' Booth
- 4 Arm Lights per 20' Booth
- 2 Clear Acrylic Shelves per 10' Booth (36"x12", up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20' Booth (36"x12", up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and labor to hang lights)

*Graphic art for the back wall is not included. Customer must provide full back wall image or Freeman can design a back wall for an additional charge.

CLASSIC CARPET

Freeman Classic carpet is reused a minimum of four times before retired from inventory and recycled. Darker colored carpets such as black and gray, as well as the two-toned carpet are made of 20-25% recycled content.

9'x10' or 9'x20' (16 oz.) – Color Options Included with Rental Package Options

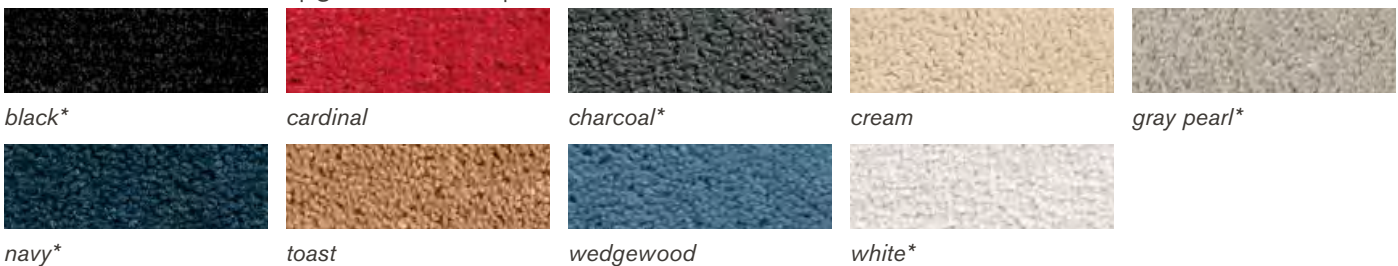


9' carpet is laid toward the front edge, leaving 1' at the back of the booth for utility port access. Actual colors may vary slightly.

PRESTIGE CARPET

Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show. Renting carpet from Freeman minimizes your shipping footprint.

(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

36"W | 8"H | 16"D



CLEAR ACRYLIC SHELF

36"W | 12"H | .25"D

(holds 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 back wall graphic. Ask your Exhibitor Sales Specialist for more information.

“CLEAN FOOTPRINT” MATERIALS

 When you select "Clean Footprint" materials for your booth we 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 reusable and 100% recyclable. Using a Freeman rental unit includes a 100% recyclable aluminum in the structure and virtually eliminates your shipping footprint and carbon emissions.

FREEMAN

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

**DISCOUNT PRICE
DEADLINE DATE
OCTOBER 16, 2018**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SupplySide West Global Expo & Conference 2018 / November 8-9, 2018**

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

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:

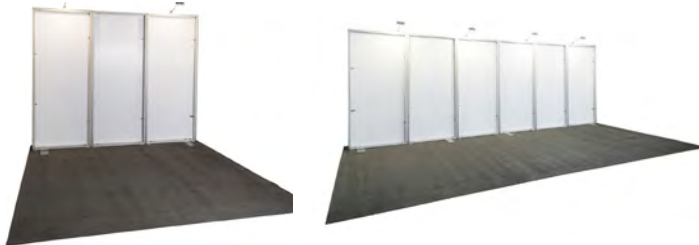
- 116.5" X 92.5" Custom Fabric Graphic (10' x 10') (Purchase)
 - 233.5" X 92.5" Custom Fabric Graphic (10' x 20') (Purchase)
 - Carrying Case for Graphic (Purchase)
 - Rental Frame
 - Classic Carpet 9'x10' or 9'x20' (Select color below)**
 - Installation & Dismantle of Exhibit
 - Material Handling of 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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(426100)

FREEMAN smartfabric

FREEMAN

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

**DISCOUNT PRICE
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NAME OF SHOW: **SupplySide West Global Expo & Conference 2018 / November 8-9, 2018**

COMPANY NAME: _____ BOOTH #: _____

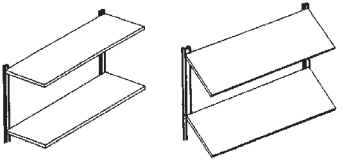
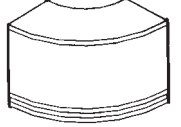
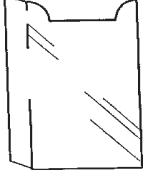
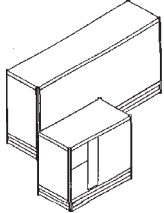
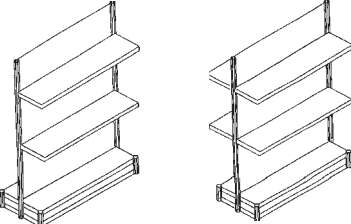
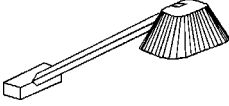



CONTACT NAME: _____ PHONE #: _____

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

ACCESSORIES FOR RENTAL UNITS

<p>STRAIGHT AND ANGLED SHELVES</p> 	<p>RADIUS COUNTER (Does Not Have Doors)</p> 	<p>LITERATURE POCKETS (Plexiglass)</p> 	<p>COUNTERS & CABINETS</p> 
<p>GONDOLAS</p> 	<p>(Lights may only be used on rentals. Electrical service & labor to install lights is not included.)</p> <p>STEM LIGHT</p>  <p>TRACKLIGHT</p> 	<p>WIRE WALL PANELS (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>SLAT WALL PANELS (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
LIGHT FIXTURES					
(electrical service & labor to install lights not included)					
___	172512	Stem Light	182.00	254.80	___
___	172514	4' Tracklight (3 lights).....	369.25	516.95	___
CABINETS & COUNTERS					
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	472.75	661.85	___
___	17306	1M x 42" High Counter.....	472.75	661.85	___
___	17308	2M x 36" High Cabinet	586.00	820.40	___
___	17309	2M x 42" High Counter.....	586.00	820.40	___
___	173010	1M x 36" High Radius Cabinet ...	675.75	946.05	___
___	173011	1M x 42" High Radius Counter ...	675.75	946.05	___
GONDOLAS					
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.....	451.25	631.75	___
___	174542	Double Sided 1M x 4' High.....	599.50	839.30	___
___	174581	Single Sided 1M x 8' High.....	550.00	770.00	___
___	174582	Double Sided 1M x 8' High.....	700.50	980.70	___
SHELVES					
___	17201	Straight Shelf - 1M.....	66.75	93.45	___
___	17206	Angled Shelf - 1M.....	66.75	93.45	___

Qty	Part #	Description	Discount Price	Standard Price	Total
WIRE WALL					
Wire Wall					
<input type="checkbox"/> Black <input type="checkbox"/> White					
___	173518	1M x 8' High Wire Wall.....	599.50	839.30	___
___	17353	3-Ball Waterfall	32.50	45.50	___
___	17355	5-Ball Waterfall	34.75	48.65	___
___	17357	7-Ball Waterfall	38.25	53.55	___
___	173510	Cleaver Clip.....	6.35	8.90	___
___	1735468	4" Single Hook.....	3.35	4.70	___
___	1735468	6" Single Hook.....	3.35	4.70	___
___	1735468	8" Single Hook.....	3.35	4.70	___
SLAT WALL					
___	1736100	1M x 8' High Slat Wall	451.25	631.75	___
___	173650	1/2M x 8' High Slat Wall.....	337.75	472.85	___
___	173611	Slat Wall Shelf	109.50	153.30	___
___	17365	5-Ball Waterfall	38.25	53.55	___
LITERATURE POCKET					
___	174015	For 8 1/2 x 11 Literature	37.75	52.85	___
TOTAL COST					
Sub-Total _____ + Tax (8.25%) _____ = TOTAL _____					

Don't see what you need?
Please call an Exhibitor Services Representative at 702-579-1700.
(426100)

***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.

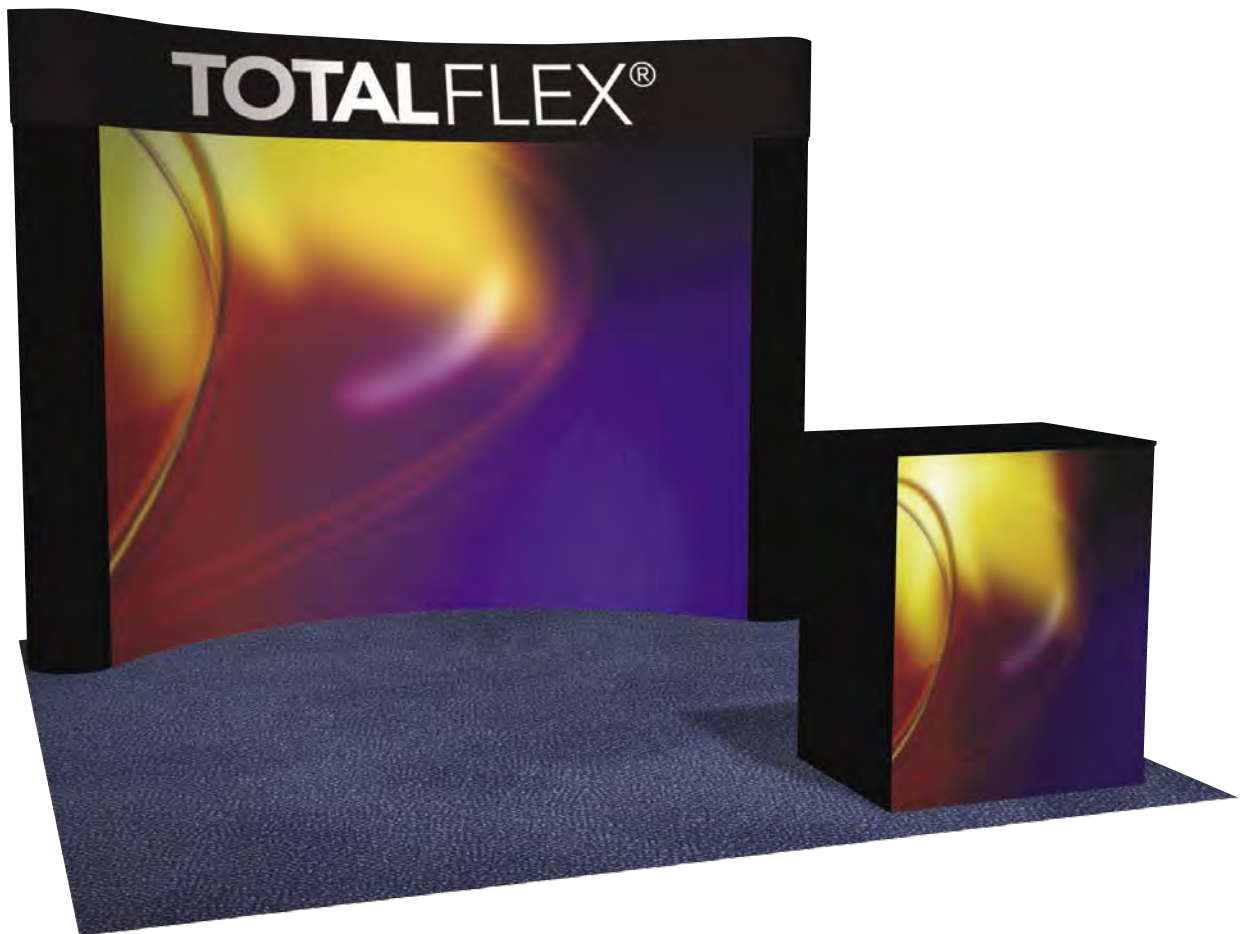


Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com

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

FREEMAN

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

**DISCOUNT PRICE
DEADLINE DATE
OCTOBER 16, 2018**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SupplySide West Global Expo & Conference 2018 / November 8-9, 2018**

COMPANY NAME: _____ BOOTH #: _____

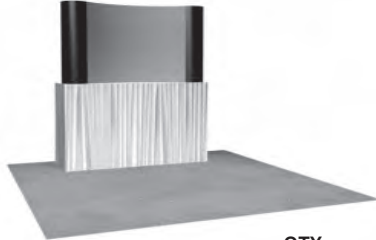
CONTACT NAME: _____ PHONE #: _____

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

TABLE TOP UNIT



RENTAL	Discount Price	Standard Price	QTY.	TOTAL
Size				
40" H x 6' W	\$1,443.00	\$2,020.20	_____	_____
40" H x 8' W	\$1,622.25	\$2,271.15	_____	_____

PURCHASE*	Discount Price	Standard Price	QTY.	TOTAL
Size				
40" H x 6' W	\$1,690.25	\$2,366.35	_____	_____
40" H x 8' W	\$1,852.00	\$2,592.80	_____	_____

*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 Blue Gray

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	\$2,164.00	\$3,029.60	_____	_____
8' H x 10' W	\$2,517.25	\$3,524.15	_____	_____

PURCHASE*	Discount Price	Standard Price	QTY.	TOTAL
Size				
8' H x 8' W	\$3,251.75	\$4,552.45	_____	_____
8' H x 10' W	\$3,739.00	\$5,234.60	_____	_____

*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 Blue Gray

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	_____	\$219.75	\$307.65	_____	_____	\$282.75	\$395.85	_____
1715801	1-200 Watt Halogen Light Kit	_____	\$112.75	\$157.85	_____	_____	\$206.75	\$289.45	_____
1715802	Straight Shelf	_____	\$ 86.75	\$121.45	_____	_____	\$144.00	\$201.60	_____
1715803	Angle Shelf	_____	\$ 86.75	\$121.45	_____	_____	\$144.00	\$201.60	_____

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 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

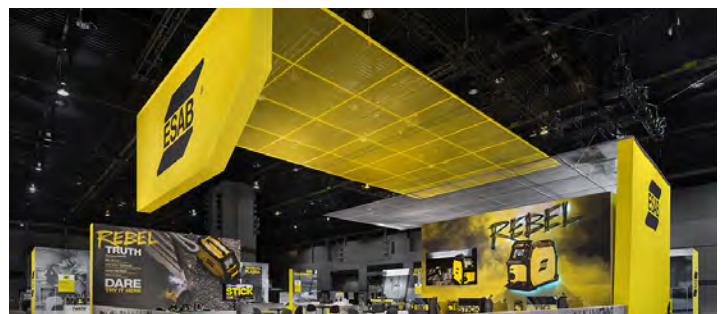
GEOMETRIC STRUCTURES

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.

GREEN

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.

SmartFabric® is an easy way to make an impact without the heavy shipping bill. This material is lightweight with a small shipping footprint to reduce your shipping cost and carbon emissions.



FREEMAN

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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

STANDARD PURCHASE -- Standard Framing, Sizes, and Fabric

- Single-sided graphics and frame hardware 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 Solutionist will contact you for details.

Square Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	40'	\$3,307.65	\$4,961.50	_____
_____	10'	4'	40'	\$4,332.60	\$6,498.90	_____
_____	15'	3'	60'	\$4,897.20	\$7,345.80	_____
_____	15'	4'	60'	\$6,442.20	\$9,663.30	_____
_____	20'	4'	80'	\$8,985.00	\$13,477.50	_____

Rectangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10' x 15'	3'	50'	\$4,370.00	\$6,555.00	_____
_____	10' x 15'	4'	40'	\$5,647.50	\$8,471.25	_____

Circle Signs

Quantity	Diameter	Height	Circumference (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	31.42'	\$2,608.95	\$3,913.45	_____
_____	10'	4'	31.42'	\$3,414.80	\$5,122.20	_____
_____	15'	3'	47.12'	\$3,861.10	\$5,791.65	_____
_____	15'	4'	47.12'	\$5,066.50	\$7,599.75	_____
_____	20'	4'	62.80'	\$6,860.85	\$10,291.30	_____

Triangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	30'	\$2,490.70	\$3,736.05	_____
_____	10'	4'	30'	\$3,259.55	\$4,889.35	_____
_____	15'	3'	45'	\$3,750.35	\$5,625.55	_____
_____	15'	4'	45'	\$4,914.80	\$7,372.20	_____
_____	20'	4'	60'	\$6,784.90	\$10,177.35	_____

Serpentine Signs

Quantity	Length	Height	Double Sided (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	20'	\$1,704.55	\$2,556.85	_____
_____	10'	4'	20'	\$2,212.85	\$3,319.30	_____
_____	15'	3'	30'	\$2,513.60	\$3,770.40	_____
_____	15'	4'	30'	\$3,276.35	\$4,914.55	_____
_____	20'	4'	40'	\$4,473.70	\$6,710.55	_____

Total: _____ x Tax (8.25%) _____ = _____

CUSTOM PURCHASE -- Custom Framing, Various Custom Sizes, and Fabrics

- Please check the box to have an Exhibitor Sales Solutionist contact you regarding FREE Samples of materials and/or quotes.

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 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 16' 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.
- Freeman offers 100% recyclable substrates that can save you money and the environment.
- 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

6555 West Sunset Road
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NAME OF SHOW: **SupplySide West Global Expo & Conference 2018 / November 8-9, 2018**

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

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.
\$17.00 per sq.ft. discount price
 sq. ft. _____ x or = \$ _____
\$25.50 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 _____

(426100)

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" _____ @	\$49.50	\$74.25 = \$	_____
7" x 22" _____ @	\$58.50	\$87.75 = \$	_____
7" x 44" _____ @	\$71.25	\$106.90 = \$	_____
9" x 44" _____ @	\$78.00	\$117.00 = \$	_____
11" x 14" _____ @	\$60.75	\$91.15 = \$	_____
14" x 22" _____ @	\$71.25	\$106.90 = \$	_____
14" x 44" _____ @	\$98.50	\$147.75 = \$	_____
22" x 28" _____ @	\$98.50	\$147.75 = \$	_____
28" x 44" _____ @	\$201.00	\$301.50 = \$	_____
20" x 60" (white only) _____ @	\$194.75	\$292.15 = \$	_____

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 _____

FREEMAN graphics

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

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

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ORDER FORM
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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

DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
Straight Time- 8:00 A.M. to 5:00 P.M. Monday through Friday	\$ 108.00	\$ 151.50
Overtime- 5:00 P.M. to 8:00 A.M. Monday through Friday, All day Saturday, Sunday and recognized holidays	\$ 174.00	\$ 244.00

- 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						= \$ (N/A)
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						= \$ (N/A)
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 2018 / November 8-9, 2018**

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: _____

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 all arrangements for Freeman Exhibit Transportation shipments.
Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select Level of Service:

- 1 Day: Delivery next business day
- 2 Day: Delivered by 5:00 PM second business day
- Deferred: Delivery within 3-5 business days
- Standard Ground
- Specialized: Pad wrapped, uncrated or truckload

Freight Charges:

Same as ship to
Bill To: _____

Select Shipment Options (if applicable):

- Have loading dock
- Inside delivery
- Pad wrap required
- Do not stack
- Lift gate required
- Air ride required
- Residential

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

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

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SupplySide West Global Expo & Conference 2018 / November 8-9, 2018**

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

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
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 214.50	\$ 300.50
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 337.00	\$ 472.00
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$ 228.50	\$ 320.00
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$ 357.00	\$ 500.00
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$ 260.50	\$ 365.00
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$ 381.50	\$ 534.50
304040	Forklift w/operator - 4-Stage - ST.....	\$ 298.00	\$ 417.50
304041	Forklift w/operator - 4-Stage - OT.....	\$ 411.00	\$ 575.50
RIGGING LABOR			
3020100	Rigger - ST.....	\$ 109.00	\$ 153.00
3020101	Rigger - OT.....	\$ 175.00	\$ 245.00
EQUIPMENT			
3090600	Forklift Cage.....	\$ 38.75	\$ 54.25
3090700	Forklift Boom.....	\$ 38.75	\$ 54.25
3090800	Pallet Jack.....	\$ 38.75	\$ 54.25

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
_____							Total	

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
_____							Total	

FREEMAN

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

**DISCOUNT PRICE
DEADLINE DATE
OCTOBER 16, 2018**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SupplySide West Global Expo & Conference 2018 / November 8-9, 2018**

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

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 _____

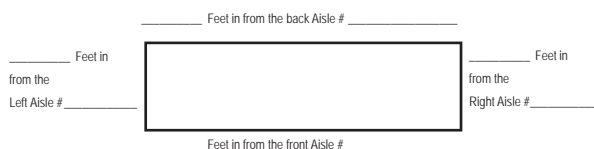
Weight of Sign: _____

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**

(426100)

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	\$671.00	\$939.50
Sign Assembly		
Sign Assembly/Ground Labor	\$134.00	\$188.00

- 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

PLEASE INCLUDE THIS FORM WITH
YOUR HANGING SIGN ORDER FORM

NAME OF SHOW: **SupplySide West Global Expo & Conference 2018 / November 8-9, 2018**

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 2018** 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 **INFORMA EXHIBITIONS, 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

**DISCOUNT PRICE
DEADLINE DATE
OCTOBER 16, 2018**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **SupplySide West Global Expo & Conference 2018 / November 8-9, 2018**

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

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..... | \$ 438.00 | \$ 613.50 |
|--------------------------|-----------|-----------|

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	\$ 97.00	\$ 136.00
Additional Crew Member - OT	\$ 194.00	\$ 272.00

Qty	Description	Advance Price	Show Site Price	Total
-----	-------------	---------------	-----------------	-------

MISCELLANEOUS EQUIPMENT

_____	Ground-Supported 20.5" Box Truss (per foot) *	\$ 29.75	\$ 41.65	\$ _____
_____	Ground-Supported 12" Box Truss (per foot) *	\$ 20.75	\$ 29.05	\$ _____
_____	Man Lift (per day).....	\$ 204.00	\$ 285.60	\$ _____
_____	Genie Hand Crank (per day).....	\$ 204.00	\$ 285.60	\$ _____

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®

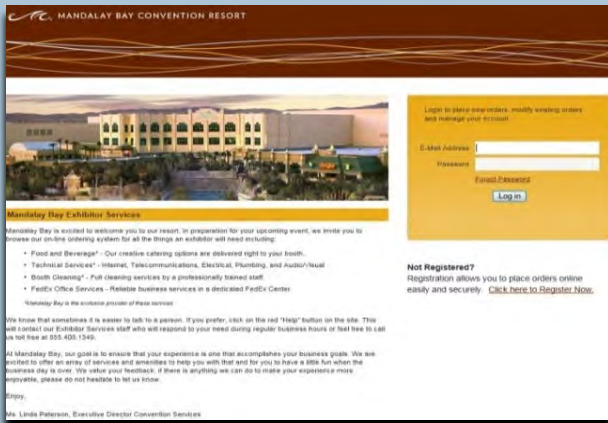
RESORT AND CASINO, LAS VEGAS

Mandalay Bay Exhibitor Services
Welcomes

SupplySide West 2018

Order Online!

Take advantage of discounted pricing until October 16th!



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



MANDALAY BAY®
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: SupplySide West 2018			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 10/16/18 Email exhibitorservices@mandalaybay.com or Fax 702.669.4575
- 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 – 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: TUESDAY, OCTOBER 16, 2018**
- 9 All cooking, warming and equipment use must conform to fire prevention regulations and be approved by Clark County Fire Department 702.249.6763. All necessary permits including the Health District and Fire Marshal, for cooking demonstrations must be secured and provided to all parties prior to the
- 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



MANDALAY BAY®

RESORT AND CASINO, LAS VEGAS

REQUEST FOR MANDALAY BAY CULINARY TEAM TO PREPARE FOOD SAMPLES

Show Name: SupplySide West 2018			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 **10/16/2018**

*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 - 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

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:

Booth Size:	Advance Rate:	Show Rate:
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 that 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).**

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: _____



Name of Show: _____

Dates: _____

Location: _____

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

SUB-TOTAL

DELIVERY, PICK UP & MAINTENANCE 10%

GRAND TOTAL

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



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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
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Total: Cardholder name:

Cardholder e-mail: Billing Zip Code:
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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!

