

SHOW INFORMATION

BOOTH EQUIPMENT

Each 8' x 10' booth will be set with 8' high Red, white and Blue back drape, 3' high Blue side dividers and the following:

- 1 - 6' table skirted Blue
- 2 - Limerick® Chairs by Herman Miller
- 1 - wastebasket
- 1 - 7" x 44" one-line identification sign

EXHIBIT HALL CARPET

The booths and exhibit areas are carpeted with the existing hotel carpet. 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.

Please note: Carpet ordered from Freeman will be installed on top of the existing hotel carpet.

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by **MARCH 27, 2012**.

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

SHOW SCHEDULE

EXHIBITOR MOVE-IN: *For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.*

Tuesday	April 10	8:00 a.m.	-	3:00 p.m.
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All exhibits must be fully installed by **3:00 p.m. on Tuesday, April 10, 2012**.

EXHIBIT HOURS

Tuesday	April 10	6:00 p.m.	-	8:00 p.m.
Wednesday	April 11	7:00 a.m.	-	12:15 p.m.
		1:15 p.m.	-	4:00 p.m.
Thursday	April 12	8:00 a.m.	-	4:00 p.m.

EXHIBITOR MOVE-OUT: *For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ*

Thursday	April 12	4:00 p.m.	-	7:00 p.m.
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DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers at the close of the show.
- All exhibitor materials must be removed from the exhibit facility by **7:00 p.m., Thursday, April 12**. 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 **5:30 p.m. on Thursday, April 12**.

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN

850 Spice Island Drive
Sparks, NV 89431
Ph: (775) 355-4600 Fax: (469) 621-5617

FREEMAN EXHIBIT TRANSPORTATION

Ph: (800) 995-3579 Fax: (469) 621-5810

SHIPPING INFORMATION

Warehouse shipping address:

Veterans & Small Business Training & Outreach Conf
Exhibiting Company Name
Booth # _____
C/O FREEMAN
850 Spice Island Dr.
Sparks, NV 89431

FREEMAN will accept crated, boxed or skidded materials beginning **MARCH 12, 2012** at the above address. Materials arriving after **APRIL 4, 2012** 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.

Showsite shipping address:

Veterans & Small Business Training & Outreach Conf
Exhibiting Company Name
Booth # _____
John Ascuaga's Nugget
C/O FREEMAN
Convention Center Ramp
1100 Nugget Ave.
Sparks, NV 89431

Freeman will receive shipments at the exhibit facility beginning at 8:00 a.m. on APRIL 10, 2012. 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.

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

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.

LABOR INFORMATION

Union labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising labor need to pick up and release their labor at the Freeman Service Desk. Refer to the order form under Display Labor for Straight Time and Overtime hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 775-355-4600.

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's Customer Support Center at 1-888-508-5054.

HELPFUL HINTS

SAVE MONEY

To take advantage of advance order discount rates, place your order by MARCH 27, 2012.

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 you 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 www.freemanco.com/preshowFAQ.

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Call Freeman's Exhibitor Services department at 775-355-4600 with any questions or needs you may have.

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

**11th Annual Veterans & Small Business Training & Outreach Conference
April 10 - 12, 2012**

NAME OF SHOW: _____
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information:
1-800-995-3579

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION:

REQUESTED PICK UP DATE: _____
SHIPPER NAME: _____
SHIPPER ADDRESS: _____
CITY: _____
STATE: _____ ZIP: _____

DESTINATION

- I will be shipping to the **WAREHOUSE FRTR/Exhibiting Company Name & Booth # _____**
Hold for: **Veterans & Small Business Training & Outreach Conf**
c/o FREEMAN
850 Spice Island Dr.
Sparks, NV 89431

MUST BE DELIVERED BY APRIL 4, 2012

- I will be shipping to the **SHOW SITE FRTR/Exhibiting Company Name & Booth # _____**
Hold for: **Veterans & Small Business Training & Outreach Conf**
John Ascuaga's Nugget
c/o FREEMAN
Convention Center Ramp
1100 Nugget Ave.
Sparks, NV 89431

CANNOT BE DELIVERED BEFORE 8:00 A.M. ON APRIL 10, 2012

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

Service via Air Transportation is charged based on Dimensional or Actual Weight whichever is greater.

- Standard Ground: Dependent on distance
 Expedited Ground: Tailored to specific requirements
 Specialized: Pad Wrapped, uncrated or truckload
 Declared Value \$ _____
(Optional - \$20,000 maximum)

SHIPPING INFORMATION

Items to be shipped

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

Size of largest piece: (H) _____ (W) _____ (L) _____

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

OUTBOUND SHIPPING

- I would like to schedule outbound Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature.

So we may print your Outbound Material Handling Agreement and labels, please complete the following information if **different from pick up address:**

Ship to address:

Number of Labels: _____

**FAX THIS COMPLETED FORM TO:
1-469-621-5810**

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

**ANY QUESTIONS
PLEASE CALL:
1-800-995-3579**

SHOW # 277627

FREEMAN exhibit transportation

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 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 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.

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 THE FAIR MARKET VALUE (THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$25.00**

(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.

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 identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: **(A) WHENEVER OR WHEREVER THE CLAIMED LOSS OR DAMAGE MAY OCCUR; (B) EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE, AND; (C) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.**

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

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

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

10. **CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370, 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 15 calendar 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. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

11. **CHOICE OF FORUM / ARBITRATION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF 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-weighted 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.

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

(b) Storage charges, based on Freeman's 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.

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

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

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

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

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

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

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

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

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

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370.

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.

F R E E M A N

850 Spice Island Dr.
Sparks, NV 89431
(775) 355-4600 • Fax:(469) 621-5617
FreemanRenoES@freemanco.com

**INCLUDE THIS FORM
WITH YOUR ORDER**

11th Annual Veterans & Small Business Training & Outreach Conference April 10 - 12, 2012

NAME OF SHOW: _____

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 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 277627 on your remittance.

CREDIT CARD

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

AMERICAN EXPRESS **MASTERCARD** **VISA**

FREEMAN NOW ACCEPTS DEBIT CARDS

BANK TRANSFER

Bank Transfer to Bank of America, N.A.; Dallas, TX

Wire Transfer

ABA#: 026009593 ACCT #1252039192 Freeman

International Wire Transfer

Swift Code: BOFAUS3N ACCT #1252039192 Freeman

ACH Direct Deposit

ABA# 111000012 ACCT #1252039192 Freeman

Please reference Name of Show & Booth Number so we can properly credit your account.

Note: Customers are responsible for any bank processing fees.

Account No.: _____ Exp. Date: _____

Personal Credit Card Company Credit Card

Cardholder Name (Print): _____ Signature: _____

Cardholder Billing Address: _____

City/State/Zip: _____

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	INSTALLATION LABOR	DISMANTLE LABOR	MATERIAL HANDLING
RIGGING INSTALLATION	RIGGING DISMANTLE	SIGNS	UTILITIES	EXHIBIT TRANSPORTATION	GRAND TOTAL	

- Remember to order in advance to save time and money. You may place your order by phone, fax, or mail.
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.

TELL US WHAT YOU THINK!

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

<http://feedback.freemanco.com/?277627>

FREEMAN method of payment

F R E E M A N

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Sparks, NV 89431
(775) 355-4600 • Fax:(469) 621-5617
FreemanRenoES@freemanco.com

11th Annual Veterans & Small Business Training & Outreach Conference April 10 - 12, 2012

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

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

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

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

AMERICAN EXPRESS

MASTERCARD

VISA

FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

F R E E M A N

850 Spice Island Dr.
Sparks, NV 89431
(775) 355-4600 • Fax: (469) 621-5617
FreemanRenoES@freemanco.com

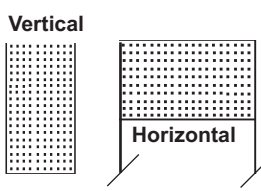
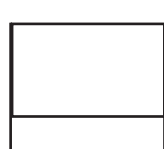
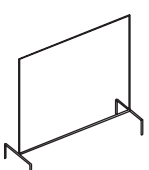

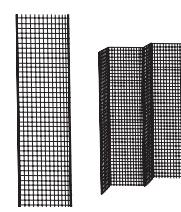
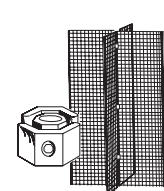
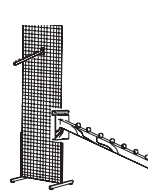
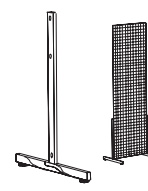
DISCOUNT PRICE
DEADLINE DATE
MARCH 27, 2012

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

11th Annual Veterans & Small Business Training & Outreach Conference April 10 - 12, 2012

NAME OF SHOW: _____
 COMPANY NAME _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS _____

For Assistance, please call 775-355-4600 to speak with one of our experts.

ACCESSORIES			
<p>PERFBOARD - SINGLE</p>  <p>Vertical Horizontal</p>	<p>BULLETIN BOARD</p> 	<p>CHROME GARMENT RACK</p> 	<p>2-WAY STRAIGHT ARM</p>  <p>4-WAY SLANT ARM</p>
<p>2' x 8' GRID PANELS</p> 	<p>4 WAY CONNECTORS</p> 	<p>GRID ACCESSORIES</p> 	<p>GRID LEGS</p> 

Qty	Part #	Description	Discount Price	Standard Price	Total
PERFBOARD / BULLETIN BOARDS					
		<input type="checkbox"/> Horizontal	<input type="checkbox"/> Vertical		
___	10201178	1M x 8'H-Vertical/ Single Side.....	149.20	193.95	_____
___	10201182	1/2M x 8'H-Vertical/ Single Side.....	112.35	146.05	_____
___	10201480	4' x 8' Horizontal/ Single Side.....	149.20	193.95	_____
___	1020410	1M x 12" Perfboard Shelf.....	71.85	93.40	_____
___	10240	4" Single Hook.....	2.10	2.75	_____
___	10260	6" Single Hook.....	2.10	2.75	_____
___	10280	8" Single Hook.....	2.10	2.75	_____
___	10205	12" Shelf Bracket.....	12.30	16.00	_____
___	10207	7-Ball Waterfall.....	23.05	29.95	_____
GRIDS					
___	103028	Chrome Grid.....	119.75	155.70	_____
___	103010	Black Grid.....	119.75	155.70	_____
___	103011	White Grid.....	119.75	155.70	_____
___	103040	Grid Legs - Chrome.....	18.75	24.40	_____
___	103041	Grid Legs - Black.....	18.75	24.40	_____
___	103042	Grid Legs - White.....	18.75	24.40	_____
___	103030	Grid Connectors.....	23.05	29.95	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
GRIDS					
___	10305	5-Ball Waterfall (for grids).....	20.65	26.85	_____
___	10307	7-Ball Waterfall (for grids).....	23.05	29.95	_____
___	103044	4" Single Hook (for grids).....	2.10	2.75	_____
___	103046	6" Single Hook (for grids).....	2.10	2.75	_____
___	103048	8" Single Hook (for grids).....	2.10	2.75	_____
ACCESSORIES					
___	10406	Garment Rack.....	89.65	116.55	_____
___	15905	Fish Bowl.....	27.00	35.10	_____
___	109011	Ticket Tumbler - small.....	82.25	106.95	_____
___	10404	4-way Slant Arm.....	112.35	146.05	_____
___	10403	2-way Straight Arm.....	89.40	116.20	_____
TOTAL COST					
Sub-Total		+ Tax (7.725%)			= TOTAL

Don't see what you need?
Please call Exhibitor Services at 775-355-4600.

FREEMAN accessories

furnishings



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



a. forestdale chair
21"W 21"L 31"H – N71085

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

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

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



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

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



g. display cylinders*
Black

low
30"W 15"H – N75020

medium
18"W 20"H – N75021

high
24"W 36"H – N75022

*Available in rectangular sizes.



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

i. pedestal tables

A range of tabletop sizes and materials with pedestals in various heights to fit any space.

soho series

Black-Top Mini	18"H x 18"W	N72066
Black-Top Cafe	30"H x 24"W	N72069
Black-Top Bistro	42"H x 24"W	N72070
Black-Top Cafe	30"H x 36"W	N72067
Black-Top Bistro	42"H x 36"W	N72068

chelsea series

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



j. limerick® chair

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



k. casey padded stool

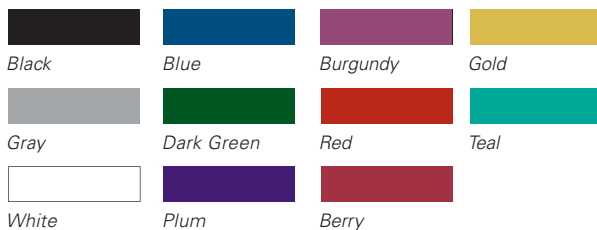
Black or Gray Fabric
 20"W 21.5"L 42.5"H – C210112



l. draped or undraped tables & counters

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

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



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

questions?

Call customer service at the number listed on Quick Facts. For fast, easy ordering, visit us at www.freemanco.com.



F R E E M A N

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Sparks, NV 89431
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FreemanRenoES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
MARCH 27, 2012

**INCLUDE THE FREEMAN METHOD
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11th Annual Veterans & Small Business Training & Outreach Conference April 10 - 12, 2012

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

For Assistance, please call 775-355-4600 to speak with one of our experts.

Qty	Part #	Description	Discount Price	Standard Price	Total
CHAIRS					
Pages 1 & 2					

___	N71092	Diva Counter Stool	141.25	183.65	_____
___	N71091	Diva Chair.....	122.75	159.60	_____
___	N710102	Santana Chair	122.75	159.60	_____
___	N71085	Forestdale Chair.....	71.70	93.20	_____
___	N710144	Diplomat Chair.....	153.45	199.50	_____
___	N71038	Cherry Barrel Chair	146.80	190.85	_____

Cranberry Taupe

Director Series								
<input type="checkbox"/>	Black	<input type="checkbox"/>	Blue	<input type="checkbox"/>	Bright Green	<input type="checkbox"/>	Orange	
<input type="checkbox"/>	Purple	<input type="checkbox"/>	Red	<input type="checkbox"/>	Royal Blue	<input type="checkbox"/>	Yellow	
___	N710142	Director Stool.....	120.50	156.65	_____			
___	N71042	Director Chair	87.75	114.10	_____			
___	N710998	Custom Imprinting/Director.....	Call for Quote					

Pages 3 & 4					
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___	N71048	Gray Gaslift Stool w/Arms ...	174.40	226.70	_____
___	N71047	Gray Gaslift Stool	166.95	217.05	_____
___	N71046	Gray Gaslift Chair w/Arms...	152.90	198.75	_____
___	N71045	Gray Gaslift Chair.....	147.30	191.50	_____
___	N71044	Executive Chair	328.70	427.30	_____
___	N71041	Bugle Base Chair	101.90	132.45	_____

Black Tweed Blue Tweed

___	N71088	Black Diamond Stool	103.10	134.05	_____
___	N71089	Black Diamond Side Chair ...	80.55	104.70	_____
___	N71090	Black Diamond Armchair	93.60	121.70	_____
___	C210108	Limerick® Chair by Herman Miller	47.70	62.00	_____
___	C210112	Casey Padded Stool.....	69.70	90.60	_____

Black Gray

LOUNGE SEATING					
Pages 5 & 6					

___	N73091	Signature Loveseat	501.75	652.30	_____
___	N71093	Signature Chair	348.90	453.55	_____

Kennedy Sectional Series:					
<input type="checkbox"/>	Black Tweed	<input type="checkbox"/>	Blue Tweed		
___	N730313	Kennedy Sofa - 3 piece	572.10	743.75	_____
___	N730213	Kennedy Loveseat - 2 piece	381.45	495.90	_____
___	N73013	Kennedy Corner Section	190.75	248.00	_____
___	N73014	Kennedy Center Section	190.75	248.00	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
TABLES					
Pages 7 & 8					

___	N72026	Cherry Cocktail Table	159.60	207.50	_____
___	N72027	Cherry End Table.....	140.10	182.15	_____
___	N72028	Metro Slate Cocktail Table...	181.65	236.15	_____
___	N72029	Metro Slate End Table	158.35	205.85	_____
___	C115103	Studio Black Cocktail Table ...	68.50	89.05	_____
___	C115104	Studio Black End Table	62.65	81.45	_____
___	N72015	Glass Conference Table	159.60	207.50	_____
<input type="checkbox"/> Black <input type="checkbox"/> Chrome					
___	N72065	Bugle Base Table/White	186.65	242.65	_____

Pedestal Tables - SoHo Series					
--------------------------------------	--	--	--	--	--

___	N72066	Black-Top Mini 18"H x 18"W.....	97.25	126.45	_____
___	N72069	Black-Top Cafe 30"H x 24"W....	113.55	147.60	_____
___	N72070	Black-Top Bistro 42"H x 24"W .	150.40	195.50	_____
___	N72067	Black-Cafe 30"H x 36"W.....	131.10	170.45	_____
___	N72068	Black-Bistro 42"H x 36"W	163.90	213.05	_____

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

___	N72063	Cafe Table 30"H x 30"W	123.45	160.50	_____
___	N72064	Cafe Table 30"H x 36"W	129.85	168.80	_____
___	N720163	Bistro Table 42"H x 30"W	165.75	215.50	_____
___	N720164	Bistro Table 42"H x 36"W.....	181.15	235.50	_____

OFFICE FURNITURE					
Pages 9 & 10					

___	N72093	Milano Table/Blonde Top	337.65	438.95	_____
___	N72092	Milano Table/Black Top.....	337.65	438.95	_____
___	N72094	Luna Table/Black Top	398.95	518.65	_____
___	N720191	Hemingway Writing Table ...	257.90	335.25	_____
___	N74061	Cherry Desk 5'.....	398.95	518.65	_____
___	N74065	Cherry Bookcase.....	276.20	359.05	_____
___	N74064	Cherry Credenza	325.30	422.90	_____
___	N74071	Oak Desk 5'	398.95	518.65	_____
___	N74075	Oak Bookcase	276.20	359.05	_____
___	N74074	Oak Credenza	325.30	422.90	_____

DISPLAY FURNITURE					
Pages 11 & 12					

___	N72056	Display Counter	276.20	359.05	_____
___	N75079	Orion Computer Kiosk	275.95	358.75	_____
___	N75030	Black Display Cube/Small ...	153.45	199.50	_____
___	N75031	Black Display Cube/Med.....	153.45	199.50	_____
___	N75032	Black Display Cube/Large	153.45	199.50	_____

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

FREEMAN furnishing essentials

**11th Annual Veterans & Small Business Training & Outreach Conference
April 10 - 12, 2012**

NAME OF SHOW: _____
 COMPANY NAME _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS _____

For Assistance, please call 775-355-4600 to speak with one of our experts.

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

Qty	Part #	Description	Discount Price	Standard Price	Total
Display Cylinders					
_____	N75020	Black Display Cylinder/Low	135.70	176.40	_____
_____	N75021	Black Display Cylinder/Med.	144.60	188.00	_____
_____	N75022	Black Display Cylinder/High	163.90	213.05	_____

Draped Tables - Tables are 24" wide

Black Blue Gold Burgundy Dark Green
 Gray Plum Red Teal White

_____	C124330	3' Draped Table/30"H*	75.20	97.75	_____
_____	C124430	4' Draped Table/30"H*	93.90	122.05	_____
_____	C124630	6' Draped Table/30"H*	112.35	146.05	_____
_____	C124830	8' Draped Table/30"H*	127.95	166.35	_____
_____	C12404630	4th Side Drape-6'x30"H* ...	31.35	40.75	_____
_____	C12404830	4th Side Drape-8'x30"H* ...	31.35	40.75	_____
_____	C124342	3' Draped Counter/42"H*	101.60	132.10	_____
_____	C124442	4' Draped Counter/42"H*	116.40	151.30	_____
_____	C124642	6' Draped Counter/42"H*	131.10	170.45	_____
_____	C124842	8' Draped Counter/42"H*	146.80	190.85	_____
_____	C12404642	4th Side Drape-6'x42"H* ...	36.30	47.20	_____
_____	C12404842	4th Side Drape-8'x42"H* ...	36.30	47.20	_____

Undraped Tables - Tables are 24" wide

_____	C125330	3' Undraped Table/30"H.....	29.75	38.70	_____
_____	C125430	4' Undraped Table/30"H.....	36.30	47.20	_____
_____	C125630	6' Undraped Table/30"H.....	42.05	54.65	_____
_____	C125830	8' Undraped Table/30"H.....	47.60	61.90	_____
_____	C125342	3' Undraped Counter/42"H	51.05	66.35	_____
_____	C125442	4' Undraped Counter/42"H	58.35	75.85	_____
_____	C125642	6' Undraped Counter/42"H	65.05	84.55	_____
_____	C125842	8' Undraped Counter/42"H	70.25	91.35	_____

Table Top Risers

_____	C150410	4'Lx7"H Single Step Riser	47.25	61.45	_____
_____	C150414	4'Lx14"H Single Step Riser ...	50.30	65.40	_____
_____	C150420	4'L Double Step Riser.....	96.70	125.70	_____
_____	C150610	6'Lx7"H Single Step Riser	65.05	84.55	_____
_____	C150614	6'Lx14"H Single Step Riser ...	69.70	90.60	_____
_____	C150620	6'L Double Step Riser.....	119.05	154.75	_____
_____	C150810	8'Lx7"H Single Step Riser	75.20	97.75	_____
_____	C150814	8'Lx14"H Single Step Riser ...	79.20	102.95	_____
_____	C150820	8'L Double Step Riser.....	153.75	199.90	_____

**ACCESSORIES
Pages 13 & 14**

Qty	Part #	Description	Discount Price	Standard Price	Total
_____	C220121	Chrome Stanchion w/belt	54.30	70.60	_____
_____	C220118	Chrome Sign Holder.....	58.35	75.85	_____
_____	C750135	Round Literature Rack	223.45	290.50	_____
_____	C750136	Flat Literature Rack	193.35	251.35	_____
_____	C220109	Chrome Coat Tree.....	38.05	49.45	_____
_____	C220134	Chrome Easel.....	40.55	52.70	_____
_____	C220110	Chrome Bag Rack	82.60	107.40	_____
_____	N75053	Black Trash Receptacle.....	65.05	84.55	_____
_____	N75054	Aluminum Trash Receptacle.....	65.05	84.55	_____
_____	C220107	Wastebasket	16.30	21.20	_____
_____	C220106	Corrugated Wastebasket.....	12.25	15.95	_____
_____	N75057	Small Refrigerator	261.50	339.95	_____
_____	N75052	Black Table Lamp	113.55	147.60	_____
_____	N74082	File Cabinet/2 Drawer.....	162.40	211.10	_____
_____	N74081	File Cabinet/4Drawer.....	223.45	290.50	_____
_____	C10201484	Bulletin Board.....	142.15	184.80	_____

Special Drape

Black Blue Gold Burgundy Dark Green
 Gray Plum Red Teal White

_____	12103	Special Drape 3' H (per ft.).....	11.70	15.20	_____
_____	12108	Special Drape 8' H (per ft.)....	14.75	19.20	_____

TOTAL COST		
Sub-Total _____	+ Tax (7.725%) _____	= TOTAL _____

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

FREEMAN furnishing essentials

F R E E M A N

850 Spice Island Dr.
Sparks, NV 89431
(775) 355-4600 • Fax: (469) 621-5617
FreemanRenoES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
MARCH 27, 2012

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

11th Annual Veterans & Small Business Training & Outreach Conference April 10 - 12, 2012

NAME OF SHOW: _____
 COMPANY NAME _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS _____

- For Assistance, please call 775-355-4600 to speak with one of our experts.
- For FREE samples or a quote on **orders over 1200 sq. ft.**, or to request quotes on carpet logos please call our Exhibitor Services Department at 775-355-4600.
 - **No MATERIAL HANDLING charges apply.** 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 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.**

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

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

CHOOSE YOUR CARPET COLOR - 40 oz.

- Black Charcoal Gray Pearl Navy Sea Breeze White

40 oz. Rental	- Price per square foot (100 sq. ft. minimum)	Discount	Standard	
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.15	\$ 4.10	\$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.85	\$ 3.70	\$ _____

CHOOSE YOUR CARPET COLOR - 28 oz.

- Baywater Cardinal Gray Pearl Pine Toast
 Black Charcoal Navy Raspberry Wedgewood
 Cabernet Cream Peach Sea Breeze White

28 oz. Rental	- Price per square foot (100 sq. ft. minimum)	Discount	Standard	
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.70	\$ 3.50	\$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.40	\$ 3.10	\$ _____

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

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

CHOOSE YOUR CARPET COLOR:

- Black Tuxedo Burgundy Gray Teal Blue Plum Red Green

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

16 oz. Carpet Rental		Discount	Standard	
Per sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.05	\$ 2.65	\$ _____

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

CHOOSE YOUR CARPET COLOR:

- **Our 16 oz. Classic Carpeting is available in eight standard colors in the following standard sizes.**

- Black Tuxedo Burgundy Gray Teal Blue Plum Red Green

Qty	Description	Discount	Standard	Total
_____	9' x 10' Classic Carpet	125.15	162.70	\$ _____
_____	9' x 20' Classic Carpet	250.30	325.40	\$ _____
_____	9' x 30' Classic Carpet	375.45	488.10	\$ _____
_____	9' x 40' Classic Carpet	500.60	650.80	\$ _____

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

_____ Carpet Padding - 1/2" (90 - 700 sq ft)	0.65	0.85	\$ _____
_____ Carpet Pdding - 1/2" (Over 700 sq ft)	0.45	0.60	\$ _____
_____ Plastic Covering (per sq. ft)	0.35	0.45	\$ _____

TOTAL COST	
Sub-Total _____	+ Tax (7.725%) _____ = TOTAL _____

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

Please check if you have ordered Wired Internet Service (not applicable for Wireless)

FREEMAN carpet

F R E E M A N

850 Spice Island Dr.
 Sparks, NV 89431
 (775) 355-4600 • Fax: (469) 621-5617
 FreemanRenoES@freemanco.com

INCLUDE THE FREEMAN METHOD
 OF PAYMENT WITH YOUR ORDER

FREEMAN cleaning

11th Annual Veterans & Small Business Training & Outreach Conference April 10 - 12, 2012

NAME OF SHOW: _____

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 775-355-4600 to speak with one of our experts.

CLEANING SERVICES

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

BOOTH VACUUMING (per sq ft - 100 sq ft minimum)

Qty	Part #	Description	Advance Price	Show Site Price	Total
• Price includes emptying of your booth's wastebaskets at the time of vacuuming.					
_____	612100	Booth Vacuuming - One Time	0.30	0.40	_____
_____	612200	Booth Vacuuming - 2 Days.....	0.60	0.80	_____
_____	612300	Booth Vacuuming - 3 Days.....	0.90	1.15	_____

SHAMPOOING (per sq ft - 100 sq ft minimum)

Qty	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time	0.48	0.60	_____

PORTER SERVICE (per day)

Qty	Part #	Description	Advance Price	Show Site Price	Total
• Price includes emptying of wastebaskets and policing of your exhibit area at two-hour intervals during show hours.					
_____	620500	Exhibit Area / Under 500 sq. ft.	89.25	116.05	_____
_____	6201500	Exhibit Area / 501 - 1500 sq. ft.	110.25	143.35	_____
_____	6202500	Exhibit Area / 1501 - 2500 sq. ft.	130.20	169.25	_____
_____	6203500	Exhibit Area / Over 2500 sq. ft.	Call For Quote		

TOTAL COST		
Sub-Total _____	+ Tax N/A	= TOTAL _____

F R E E M A N

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Sparks, NV 89431
(775) 355-4600 • Fax: (469) 621-5617
FreemanRenoES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
MARCH 27, 2012

**INCLUDE THE FREEMAN METHOD
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**11th Annual Veterans & Small Business Training & Outreach Conference
April 10 - 12, 2012**

NAME OF SHOW: _____
 COMPANY NAME _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS _____

For Assistance, please call 775-355-4600 to speak with one of our experts.

GRAPHICS AND SIGNS

**To order your graphics, complete this order form and attach your sign copy or electronic file.
Please see guidelines for electronic files on the reverse side of this form.**

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.
 sq. ft. _____ x \$11.15 = \$ _____

- \$11.15 per sq. ft. (standard price \$16.75)
- 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:

Foamcore Masonite
 PVC Plexi
 Gatorfoam Other

Vertical Horizontal Use Your Judgment For Sign Layout




Special Instructions _____

STANDARD SIZES




CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" _____ @	\$49.00	\$73.50 = \$	_____
7" x 22" _____ @	\$50.25	\$75.40 = \$	_____
7" x 44" _____ @	\$51.50	\$77.25 = \$	_____
9" x 44" _____ @	\$54.55	\$81.85 = \$	_____
11" x 14" _____ @	\$60.15	\$90.25 = \$	_____
14" x 22" _____ @	\$61.80	\$92.70 = \$	_____
14" x 44" _____ @	\$73.80	\$110.70 = \$	_____
22" x 28" _____ @	\$77.40	\$116.10 = \$	_____
28" x 44" _____ @	\$93.55	\$140.35 = \$	_____
20" x 60" (white only) _____ @	\$152.80	\$229.20 = \$	_____

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 (7.725%) _____ = TOTAL _____

FREEMAN graphics & signs

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

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

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

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

ACCEPTABLE FILE SOFTWARE FORMATS

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

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

Files should always be saved in their native format.

ACCEPTABLE FILE TYPES

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

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

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

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

WAYS TO SEND ARTWORK

- Artwork files that are of acceptable resolution as listed above will typically be too large to send via e-mail. Files should be sent via overnight delivery on either a CD-ROM or a DVD. A printed hard proof needs to accompany the files.
- Files may also be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup must be sent via overnight delivery in addition to posting the electronic files.

Please visit us at: www.freemanco.com/store

UNION JURISDICTIONS IN RENO/SPARKS, NEVADA

To assist you in planning for your participation in the show, we are certain you will appreciate knowing in advance that Freeman's labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following.

EXHIBIT LABOR

Freeman, as show contractor, has jurisdiction for the erection, touch-up, dismantling, and repair of all exhibits when this work is done by persons other than your full-time company personnel. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.

Jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or a payroll stub.

This rule prohibits the utilization of workers hired from a non-licensed and insured company. Prior proof and approval will be required.

To secure labor, please utilize the labor forms enclosed.

FREIGHT HANDLING

Freeman, as show contractor, has jurisdiction for the loading and unloading of all trucks, trailers, and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. It also has the jurisdiction for the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

Freeman has the responsibility of receiving and handling all exhibit materials and empty crates. It is our responsibility to manage 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.

An exhibitor may "hand carry" material provided they do not use material handling equipment to assist them. When exhibitors choose to "hand carry" material, they may not be permitted access to the loading dock/freight door areas.

GRATUITIES

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 Freeman 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.

IN GENERAL

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

F R E E M A N

850 Spice Island Dr.
 Sparks, NV 89431
 (775) 355-4600 • Fax: (469) 621-5617
 FreemanRenoES@freemanco.com

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

11th Annual Veterans & Small Business Training & Outreach Conference April 10 - 12, 2012

NAME OF SHOW: _____

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 775-355-4600 to speak with one of our experts.

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	\$ 72.00	\$ 93.60
Overtime- 5:00 P.M. to 8:00 A.M. Monday through Friday		
All day Saturday, Sunday and recognized Holidays.....	\$ 116.00	\$ 150.80

- **Show Site prices will apply to all labor orders placed at show site.**
 - Price is per person/per hour.
 - Start time guaranteed only at start of working day.
 - One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
 - Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.

- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

INSTALLATION LABOR

- Freeman Supervised Labor - Please complete the reverse side of this form.**
 - Installation of your exhibit will be completed at our discretion prior to show opening.
 - The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.
- Emergency contact: _____ Phone Number: _____

- Exhibitor Supervised Labor** (Supervisor must check in at Service Desk to pick up labor)

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ (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 must check in at Service Desk to pick up labor)

Supervisor will be: _____ Phone Number: _____

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

FREEMAN installation & dismantle

**11th Annual Veterans & Small Business Training & Outreach Conference
April 10 - 12, 2012**

NAME OF SHOW: _____

COMPANY NAME: _____

BOOTH#: _____

CONTACT NAME: _____

PHONE#: _____

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse _____ Show Site _____ Date Shipped _____

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

Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ Size _____

Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

Freeman Exhibit Transportation:

Common Carrier

Air Freight

Next Day

2nd Day

Deferred

Expedited

Other (list carrier name & phone number):

Other Common Carrier: _____

Other Air Freight: _____

Van Line: _____

FREIGHT CHARGES

Prepaid

Collect

Bill To: _____

In the event your selected carrier fails to show on final move-out day, please select one of the following options:

Reroute via Freeman's choice

Deliver back to Freeman warehouse at Exhibitor's expense.

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

FREEMAN installation & dismantle

ELECTRICAL SERVICES

From under carpet wiring to overhead lighting, Freeman has the power to simplify your electrical needs and installation. We've answered your most common questions below to help you place your order or prepare for a detailed discussion. Whether you require basic household/office power or a more technical installation for equipment, audio-visual presentations or truss lights, our electrical specialists and qualified electricians are always available to assist you.

How do I know how much power I need?

First, review a layout of your exhibit, noting all of the items in it that require power. Consider lighting, computer equipment, and your own product. Are you bringing or renting any a/v equipment or ordering catering services that might need power? Will you be using a lead retrieval machine? If it's an item that plugs into a standard wall outlet found in a home or office (in North America), it will require 110/120 volt power. 208 or 480 volt power is generally used for machinery or industrial cooking devices and is ordered by single or 3 phase.

Next, mark the voltage and wattage or amperage (referred to as "load") (100 watts = 1 amp) of each piece of equipment at it's location in the booth. This information should be provided on a name plate or stamp usually located on the back or bottom of the equipment. If not indicated, check our accompanying electrical usage guide for estimated wattages for common items used at trade shows or call your rental company/caterer for specifics. For lighting, loads are dictated by the wattage of the bulbs. Arm lights included with Freeman exhibit packages use 200 watt bulbs. Keep in mind that you need to order power for any lighting within your booth unless the lights are ordered directly from the Electrical Department (those listed on the Freeman electrical order form).

Finally, total the wattage for the 120 volt devices in each area and select an outlet that meets or exceeds that total. Separate outlets should be ordered for each piece of equipment and/or each power location to help minimize tripping/power outages. It is always safer to slightly overestimate your power requirements. Wattage or amperages cannot be combined for 208 or 480 volt apparatus. Please order separate outlets for each.

Do I need to order labor?

As the official service contractor, electrical installations must be performed by Freeman union labor. Labor is required for any electrical work over and above the delivery of outlets to the back wall of inline booths. Labor orders will automatically be input upon receipt of an electrical layout for under carpet installation (floor work) or to connect any 208 volt or higher services (hook up). Dismantle labor for electrical services is calculated at 50% of the installation time since much of the work is performed on a mass basis after booths are removed from the exhibit hall. Please see the electrical labor order form for further details, rules and regulations.

What is an electrical layout and why do I need one?

Like your own home, electrical boxes and wiring should not be visible once the exhibit is completed. At show site, they are the first things to be installed so that they can be hidden by drape, walls or counters and under flooring or carpet. Electricians, therefore, work on a blank slate. A good electrical layout or floor plan provides them with a simple overhead view of your booth indicating the locations and load of each electrical outlet and the orientation of your booth within the show itself. The layout should be to scale and provide specific measurements to each outlet along with surrounding aisle or booth numbers to ensure accuracy. For island booths, a main power location must also be indicated as it is the location from which other outlets are fed. Please see the sample layouts and electrical grid for further information.

When a layout and credit card are provided in advance, Freeman makes every effort to ensure that the floor work is completed before you arrive so that there is no delay in assembling your booth. Once carpet is laid, installing or changing electrical services becomes much more difficult and potentially costly.

Please note that layouts, complete with mandatory information, are required prior to the deadline date for electrical orders to be eligible for advance rates. Layouts are not required if all outlets are located at the back wall in inline booths.

Is the price for power per day?

Outlet or connection prices are typically for an entire show.

What is 24 hour power?

Many facilities these days are energy conscious and therefore turn off power overnight during show days. Power is turned off 1/2 hour after the show closes at the earliest and restored no later than 1/2 hour before the show opens the following day. 24 hour power is, as it sounds, power that is continuously on 24 hours per day.

If your booth includes, for example, refrigeration equipment, an aquarium or programmable apparatus that depends on uninterrupted power, you should consider ordering 24 hour service. Power is usually not turned off during move-in or move-out.

Where does the power come from?

Depending on the facility, the power can come from overhead catwalks, floor ports, columns, wall outlets or a combination of these sources. Check with the local Freeman branch office for more information.

Where will my power be located?

In-line and peninsula booths will find their main power source on the floor somewhere along the rear drape line of their booth. Island booths need to submit an electrical layout. Please see the sample layouts and electrical grid for further information.

What if I need power at another location besides the rear of my booth? What if I have multiple power locations?

Exhibitors requiring power at any location other than a back wall must submit an electrical layout. Please see the sample layouts and electrical grid for further information.

How many places will I have to plug in? How many things can I plug in?

For planning purposes, you should always assume that there is only one connection point per outlet ordered. Power strips can provide additional sockets but do not confuse having more places to plug in with additional power. For example – An order is placed for a 500 watt outlet. A track light with 4 – 100 watt bulbs is plugged in to a power strip connected to the outlet, using 400 of the 500 watts. Any lighting or equipment now plugged in to a second socket may not exceed 100 watts.

Also keep in mind that power strips are designed, for safety purposes, to trip at 1500 watts or 15 amps. Using a power strip with a 2000 watt (20 amp) outlet will reduce it to a 1500 watt outlet.

All orders exceeding 120 volt/20 amps provide one connection point only, cannot accommodate power strips and require labor for installation.

F R E E M A N

Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)

Exhibitors may use their own extension cords and power strips under the following conditions:

- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labor is required to lay the cords.)
- All power strips must have circuit protection.

Can I run my extension cords under the carpet myself?

For safety reasons, exhibitors are not allowed to run any electrical wiring under any type of floor covering or where they may be concealed in the booth structure. The show's electrical contractor is liable for electrical installations and therefore must perform all floor or booth work.

Will my floor work be completed before I arrive?

Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:

- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

Labor and material charges apply.

When will my power be turned on?

Power is only guaranteed to be installed before the show opens. If Freeman is allowed early access to the facility, power is normally ready the first day of move-in for exhibitors but any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

Do I need lighting?

Lighting can dramatically change the impact of an exhibit, no matter the size. Used effectively, lighting can emphasize specific areas of a booth or highlight products. Also, an exhibit will appear dark and uninviting if the surrounding booths are lit and yours is not.

Can I hang my own lights?

10 x 10 booths with pop-up displays (a display that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labor. Typically, exhibitors themselves can hang up to 7 lights as long as they require no more than 20 amps in total but it is best to clarify with the local branch. If a decorating company (including Freeman) has been contracted to install a display, electrical labor is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.

Do I need to order power for my lighting?

Exhibitors ordering Electrical Services lighting (those listed on the Freeman electrical order form) do not need to order power. It is included in the rental. Exhibitors supplying their own lighting or renting lights need to order power. Labor may be required to hang the lights.

Do I need to order labor to plug in my lights or equipment?

Most 120 volt connections do not require labor. Exhibitors are welcome to plug in their own standard office devices. Labor is required for all 208 or 480 volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

How can I save money and frustration when ordering electrical services?

Most importantly, be sure to submit your order before the discount price deadline date. If an electrical layout is needed, it also must be received, complete with mandatory information, before the deadline date to be eligible for discount pricing. Late orders can be subject up to a 50% increase in cost because of the behind-the-scenes planning required to distribute power.

Don't underestimate your power requirements and work within the local rules, regulations and union jurisdictions. They have been implemented to avoid problems. While it may seem simple to plug in lights and equipment, it is not uncommon for exhibit or non electrical staff to overload circuits. Trouble calls can become expensive when it takes time to find the source of a problem.

If unsure about labor, call us for direction and if necessary, place a "will call" order before the discount price deadline date. You will only incur a charge if labor is dispatched to your booth but you'll have secured the advance pricing. And, check in with the electrical or service desk as soon as you know you need labor, not at the time you want the electricians in your booth. It will help to avoid delays as we can schedule accordingly.

Lastly, try to resolve any disputes at show site. It is much easier to discuss electrical issues when both parties can physically review the installation.

Additional questions?

Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to www.myfreemanonline.com.

F R E E M A N

ELECTRICAL SERVICES USAGE GUIDE

To estimate your power usage, refer to the name plate label or stamp located on the back or bottom of the electrical apparatus. To avoid power interruptions during the event it is recommended you order one outlet for each piece of equipment. The formula for wattage is voltage x amperage (115volts x 1amp = 115watts). To simplify your calculations we use the standard 100 watts = 1amp (which is an approximate). The following wattages are approximates and are dependant on the size of your piece of equipment. **

For assistance ordering to save you time & money at showsite contact us at 775-355-4600.

	Wattage		Wattage
Amplifier, basic	100-500	Laminator	2000
Arm Light Halogen - Freeman	200	Lead Retrieval / Card Reader	100
Blender	1000	Microwave Oven	750 – 2000
Bread Maker	600-800	Mixer	500 – 1000
Cappuccino Machine depends on size may require 208v		Monitor - LCD Flat Screen 19"up to 37"	200
Can Opener	500	Monitor - LCD Flat Screen 38" – 46"	400
Credit Card Reader / Lead Retrieval	100	Monitor – Plasma 38" to 46"	480
Cash Register	100 - 200	Monitor – Plasma 50" – 65"	1000
Chain Hoists	depends on quantity	Neon Sign depending on size & how old	550-700
Coffee Pot Household size	1200	P.A. System w/2 speakers & a mixer	500
Coffee Pot Large Brewer	1500 - 2000	Pizza Oven (small)30 amp/120 volt Special Connection	
Computer Desktop w/monitor (average 500)	900	Popcorn Maker	2000
Computer Lap Top	150 - 300	Printer – Laser (desktop)	1000
Computer Monitor (independent)	50 - 200	Printer, Dot Matrix	100 - 500
Copier – High Speed (may require 208v)	2000	Projector, basic	1000
Crock Pot	200 -1000	Rotating Motor	Depends on size
DVD Player	100	Refrigerator, small	100 24hr
Electric Frying Pan	1200 - 2000	Refrigerator, regular	700 24hr
Entrance Unit (depends on the number or lights)	500	Refrigerated Showcase standard	1000 24 hr
Fax Machine	1000	Refrigerated Showcase large	1500-2000 24hr
Fluorescent Bulb 6' (10watts per ft. per bulb)	60	Registration Counters (add for printers)	500
Food Processor	500 – 2000	Service Desk (add for printers)	500
Freezer, basic	500 - 1000 24hr	Showcase w/fluorescent light	40-80
Glue Gun	300	Speaker, basic	100
Griddle	1500-2000	Steamer	2000
Hair Dryer	1000 - 2000	Stereo, basic	100 - 500
Heat Lamps, per lamp	250	Television	100 – 500
Heater, portable	1000 - 2000	TV - Plasma – 32" to 50"	1000
Hot Plate, single	1000	Toaster	1000
Hot Plate, double	1500 – 2000	Toaster Oven (small)	1500
Hot Water Heater medium 30amp/208 volt/Single Ph		Track Light - MR16 per light	50
Imprinter for T-Shirts	2000	Track Light - incandescent (see bulb)	
Ice Cream Freezer Cabinet	2000 24hr	Typewriter	100
Iron	700 - 1100	Vacuum Cleaner	1500
Juicer, single	500	Water Cooler	100
Juicer, double	1000		

**To accommodate possible showsite power orders, electrical outlets are installed at the back of every inline and peninsula booth. For safety purposes an electrical audit will be conducted at show open, and additional charges at standard rates will apply for utilizing electrical power services that were not ordered.

FREEMAN

850 Spice Island Dr.
Sparks, NV 89431
(775) 355-4600 • Fax: (469) 621-5617
FreemanRenoES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
MARCH 27, 2012**

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

11th Annual Veterans & Small Business Training & Outreach Conference April 10 - 12, 2012

NAME OF SHOW: _____

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 775-355-4600 to speak with one of our experts.

ELECTRICAL OUTLETS (Double Price for 24 Hour Service) ADDITIONAL INFORMATION

110/120 VOLT

	QTY <u>Show</u>	QTY <u>24 Hr.</u>	Discount <u>Price</u>	Standard <u>Price</u>	<u>TOTAL</u>
500 Watts (5 amps)	_____	_____	79.00	118.50 = \$	_____
1000 Watts (10 amps)	_____	_____	157.00	235.50 = \$	_____
2000 Watts (20 amps)	_____	_____	209.00	313.50 = \$	_____

208 VOLT SINGLE PHASE (Labor Required for Connection)

20 Amps	_____	_____	393.00	589.50 = \$	_____
30 Amps	_____	_____	470.00	705.00 = \$	_____
60 Amps	_____	_____	617.00	925.50 = \$	_____
100 Amps	_____	_____	814.00	1,221.00 = \$	_____

208 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	528.00	792.00 = \$	_____
30 Amps	_____	_____	632.00	948.00 = \$	_____
60 Amps	_____	_____	828.00	1,242.00 = \$	_____
100 Amps	_____	_____	1,092.00	1,638.00 = \$	_____
200 Amps	_____	_____	1,644.00	2,466.00 = \$	_____
400 Amps	_____	_____	3,005.00	4,507.50 = \$	_____

Transformer to Boost 208V to Approx. 230V - \$4.25 per Amp (20 Amp Min.)
Qty _____ Amps _____ = \$ _____

480 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	633.00	949.50 = \$	_____
30 Amps	_____	_____	758.00	1,137.00 = \$	_____
60 Amps	_____	_____	993.00	1,489.50 = \$	_____
100 Amps	_____	_____	1,310.00	1,965.00 = \$	_____
200 Amps	_____	_____	1,974.00	2,961.00 = \$	_____

LIGHTING (Price Includes Power & Labor for Installation*)

Single Light Stand	_____	103.00	154.50 = \$	_____
Double Light Stand	_____	158.00	237.00 = \$	_____
4' Track with 3 Lights	_____	175.00	262.50 = \$	_____
1000 Watt Overhead Quartz Lights	_____	275.00	412.50 = \$	_____

* Overhead lights may require labor and/or lift at an additional charge.
May not be available in all locations.

LABOR (Minimum Charge for Orders - 1 hour)

Straight Time.....\$ 95.00 per hour
Monday - Friday, 8:00 am - 5:00 pm
(Excluding Holidays)

Overtime.....\$190.00 per hour
Monday - Friday, 5:00 pm - 8:00 am
All day Saturday, Sunday and Holidays

• **DISMANTLE LABOR IS CHARGED AT 50% OF THE INSTALL LABOR**

- Outlet prices for 120 Volt power include delivery of the service to one location at the rear of the booth in peninsula and in-line booths. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements please see the Electrical Labor order form for rates and instructions.

- To honor discount prices we must receive your order with full payment prior to the deadline date along with a floor plan indicating the main power location and distribution points, if applicable. (see below)

- A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on reverse. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

- Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

- If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power.

- If a dedicated circuit is required, please order 2000 watts/20 amps.

- Separate outlets should be ordered for each piece of equipment and/or each power location.

- A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

- **Extension cords and power strips are available for rent at the Show Service Desk.**

TOTAL COST

Outlet(s)	\$ _____
Lighting	\$ _____
Estimated Labor	\$ _____
Tax	\$ _____ N/A
GRAND TOTAL	\$ _____

FREEMAN electrical

ELECTRICAL INSTRUCTIONS & CONDITIONS

HOW TO DETERMINE ELECTRICAL REQUIREMENTS

For Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

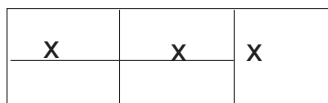
For Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

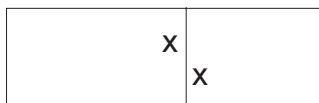
LOCATION OF POWER IN YOUR BOOTH

In-Line and Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)



IN-LINE BOOTHS / PENINSULA

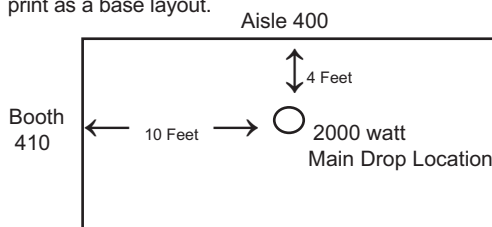


BACK TO BACK PENINSULA

If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

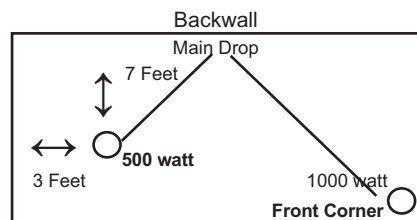
Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. Floor plans must indicate the location of the main power drop and any secondary distribution if applicable. See examples below: A grid is available at freemanco.com to print as a base layout.



Island Booth with one outlet

Aisle or booth numbers are very important to help determine booth orientation.



10 X 20 Booth with multiple outlets
Labor Required

Please indicate power by amperage or wattage, as shown, rather than X.

If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details.
2. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show.
3. All equipment regardless of power source, must comply with Federal, State and local codes. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
4. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
5. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Exhibitors' equipment will be modified to conform to Freeman receptacles. Labor to install or change a cord cap will be billed on a time and material basis.
7. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
8. The first ninety feet of cabling provided to deliver power to your booth is included in the cost of the outlet. If additional cable is necessary to power your booth, it will be charged on a time and material basis.
9. Power sharing is not permitted between exhibitors.
10. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
11. Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event.
12. 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.

FREEMAN

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(775) 355-4600 • Fax: (469) 621-5617
FreemanRenoES@freemanco.com

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

11th Annual Veterans & Small Business Training & Outreach Conference April 10 - 12, 2012

NAME OF SHOW: _____
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 775-355-4600 to speak with one of our experts.

ELECTRICAL LABOR

LABOR RATES

Straight Time \$ 95.00 per hour
Monday - Friday, 8:00 am - 5:00 pm (Excluding Holidays)
Overtime \$ 190.00 per hour
Monday - Friday, 5:00 pm - 8:00 am All day Saturday, Sunday and Holidays

STEP 1

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions, I & D houses or Exhibitors, as it falls under electrical jurisdiction. Time and material charges will apply.

Labor Is Required For:

- 1 Floorwork - Distribution of electrical under carpet and flooring.
- 2 Boothwork - Distribution of electrical overhead (more than one drop location in your booth) and/or through booth structure.
- 3 Hook Up - Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment.
- 4 Lighting -
 - a) Assembly and installation of all mechanically fastened static lighting when wattage exceeds 2000 watts or more than 4 lights.
 - b) Assembly, installation and dismantle of electrical headers and/or light boxes.
- 5 Truss Work -
 - a) Assembly and installation of all lighting hung from truss or beams (including assembly and hanging of the truss), overhead lighting and distribution of power cables throughout the truss.
 - b) Assembly of ground support truss specifically for lighting (more than 4 lights or greater than 2000 watts).
- 6 Signage - Wiring of overhead signs.
- 7 Inspection - All Exhibitor's power panels and equipment pre-wired to plug into Freeman systems.
- 8 Cabling - Coaxial and/or communication cable distribution within booth. (Exhibitor must supply cable).
- 9 Lift Services -
 - a) Forklift
 - b) Scissorlift
 - c) Boom Lift
- 10 Miscellaneous-
 - a) Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.
 - b) Mounting of single monitors over 6' (to include plasma screens, LCD & CRT) and installation of hanging brackets.
 - c) Changes to or the addition of electrical connectors to electrical apparatus.
 - d) If the combination of all outlets is greater than 2000 watts/20amps or voltage is higher than 120 volt.

STEP 2 (Applicable to Floorwork only)

Complete the authorization below and submit a scaled floor plan indicating a main power drop, exact outlet locations (with wattage or amperage) complete with dimensions and booth orientation indicating surrounding aisle or booth numbers. See example on reverse. Please also submit the Freeman Method of Payment Form with credit card information. Floorwork can only be completed in advance with a credit card on file and upon receipt of an acceptable floor plan and authorization to proceed. It is highly recommended to choose this option so that work is completed prior to your arrival and booth set up can begin immediately.

Authorized to proceed without supervision based on accompanying floor plan. Method of Payment attached.

Installation to be complete by: Date _____ Time: _____

Authorized Signature: _____ Print Name: _____

If a company representative prefers to be present during electrical distribution, please complete Step 3 indicating Floorwork or #1 as Type of Work.

***YOUR SIGNATURE ABOVE DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.**

See Reverse Side For Additional Information And Conditions

FREEMAN electrical labor

**11th Annual Veterans & Small Business Training & Outreach Conference
April 10 - 12, 2012**

NAME OF SHOW: _____

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

STEP 3

Indicate the preferred date and time that labor and/or lift is required. (Start times cannot always be guaranteed). If no time is provided, work will be performed on a first-come, first served basis only upon request. Please visit the Freeman service desk to confirm that you are ready for service. If electricians are dispatched at time of request and no supervision is available, a minimum one hour labor charge per electrician will apply.

NAME OF ON-SITE AUTHORIZED REPRESENTATIVE: _____ (Enter applicable # from Step 1)

Labor Request Day _____ Date _____ Time _____ # of Electricians _____ Type of Work _____
 Day _____ Date _____ Time _____ # of Electricians _____ Type of Work _____
 Lift Request Day _____ Date _____ Time _____ Est. # of Hours _____ Type of Lift _____

CANCELLATION POLICY

A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

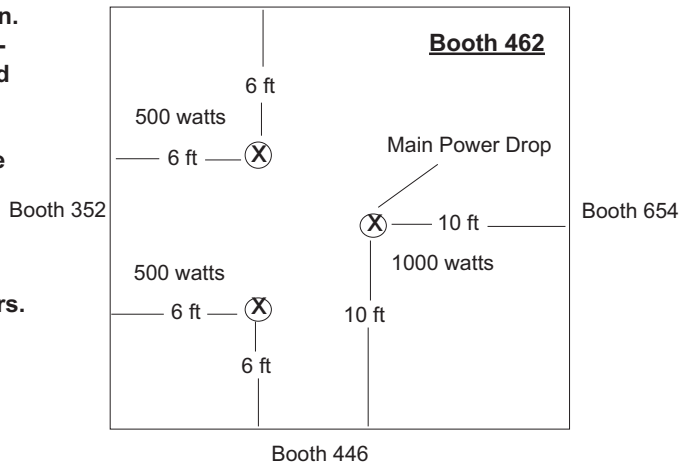
TERMS & CONDITIONS

- 1 Straight time rates apply to labor calls between the hours of 8:00 am and 4:30 pm, Monday through Friday. Overtime rates apply to labor calls before 8:00 am and after 4:30 pm, Monday through Friday, Saturdays, Sundays and Holidays.
- 2 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 3 A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour. Labor charges for dismantle will be one-half of the installation charge and will be automatically applied to your invoice.
- 4 Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 5 Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 6 Every effort will be made to dispatch electricians as requested but start times cannot be guaranteed. 8:00 am calls will be filled on a first-come first served basis as orders are received.
- 7 The first 90 feet of cable required to deliver power to your booth is provided at no charge. Additional cabling will be supplied on a time and material basis. Exhibitors may supply their own 14 gauge, 3 wire extension cords and/or power strips, both of which must be grounded and UL approved.
- 8 Lift equipment required for installation and dismantle purposes can be rented on an hourly basis, with a one hour minimum. At least one crew will be required to operate the equipment.
- 9 Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 10 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.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattages/amperages.
3. Booth orientation - please provide surrounding aisle and/or booth numbers.



WHAT ARE FREIGHT SERVICES?

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

How do I ship to the warehouse?

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

How do I ship to show site?

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

What about prepaid or collect shipping charges?

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

How should I label my freight?

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

How do I estimate my Material Handling charges?

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

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

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

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

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

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

What happens to my empty containers during the show?

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

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

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

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

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

Where do I get a forklift?

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

Do I need insurance?

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

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

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

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850 Spice Island Dr.
 Sparks, NV 89431
 (775) 355-4600 • Fax: (469) 621-5617
 FreemanRenoES@freemanco.com

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

11th Annual Veterans & Small Business Training & Outreach Conference April 10 - 12, 2012

NAME OF SHOW: _____

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 775-355-4600 to speak with one of our experts.

MATERIAL HANDLING SERVICES

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

SPECIAL HANDLING: (See definitions on back) Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, Airborne Express, DHL and UPS** are included in this category due to their delivery procedures.

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

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.)

Description	Price Per CWT	200 lb. Minimum
-------------	---------------	-----------------

RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 56.20	112.40
Special Handling Shipment.....	\$ 73.05	146.10
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 52.75	105.50
Special Handling Shipment.....	\$ 68.60	137.20
Uncrated or Pad Wrapped Shipment.....	\$ 79.15	158.30
Small Package - Maximum weight is 30 lbs per shipment*	\$ 37.30	

*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 APRIL 4, 2012	\$ 14.05	28.10
Show Site Shipment after Show Opening.....	\$ 13.20	26.40
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 13.20	26.40
Special Handling Shipment.....	\$ 17.15	34.30
Uncrated or Pad Wrapped Shipment.....	\$ 19.80	39.60
Overtime Charge - Outbound (in addition to above rates)		
Crated or skidded Shipment	\$ 13.20	26.40
Special Handling Shipment.....	\$ 17.15	34.30
Uncrated or Pad Wrapped Shipment.....	\$ 19.80	39.60

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
Surcharges	÷ 100 =			

Tips to Save on Material Handling

- **Consolidate shipments** - when total weight is less than 200 lbs. For Example:
- 3 Separate Shipments
- 60 lbs. charged @ 200 lbs. \$ 112.40
- 52 lbs. charged @ 200 lbs. \$ 112.40
- 65 lbs. charged @ 200 lbs. \$ 112.40 = \$337.20

- 1 Consolidated Shipment
- 3 pieces (1 shipment)
- 177 lbs. charged @ 200 lbs = \$112.40

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

Tax	N/A
Total	

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

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, Airborne Express, DHL and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What about carpet only shipments?

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

What is the difference between Crated and Uncrated Shipments?

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

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 Sparks, NV 89431
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 FreemanRenoES@freemanco.com

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

11th Annual Veterans & Small Business Training & Outreach Conference April 10 - 12, 2012

NAME OF SHOW: _____
 COMPANY NAME _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS _____

For Assistance, please call 775-355-4600 to speak with one of our experts.

FORKLIFT RIGGING EQUIPMENT AND 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, Saturday, & 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 pick up labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$140.00	\$161.00
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$220.00	\$253.00
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$150.00	\$172.50
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$235.00	\$270.25
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$170.00	\$195.50
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$250.00	\$287.50
304040	Forklift w/operator - 4-Stage - ST.....	\$195.00	\$224.25
304041	Forklift w/operator - 4-Stage - OT.....	\$270.00	\$310.50
3090600	Man cage for Forklift	\$ 25.00	
RIGGING LABOR			
3020200	Rigger Foreman - ST.....	\$ 75.00	\$ 97.50
3020201	Rigger Foreman - OT	\$119.00	\$154.70
3020100	Rigger - ST.....	\$ 72.00	\$ 93.60
3020101	Rigger - OT.....	\$116.00	\$150.80

VEHICLE SPOTTING

257024 Vehicle Spotting (Round Trip)\$ 170.00

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 forklift / rigging labor

FREEMAN

850 Spice Island Dr.
Sparks, NV 89431
(775) 355-4600 • Fax: (469) 621-5617
FreemanRenoES@freemanco.com

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

11th Annual Veterans & Small Business Training & Outreach Conference April 10 - 12, 2012

NAME OF SHOW: _____
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 775-355-4600 to speak with one of our experts.

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____
BILLING ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
SHIP TO: COMPANY NAME: _____
DELIVERY ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE#: _____ ATTN: _____
SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 P.M. second business day
- Expedited
- Deferred: Delivery within 3-4 business days
- Standard Ground
- Specialized: Pad wrapped, uncrated, or truckload

OTHER COMMON CARRIER

OTHER VAN LINE

OTHER AIR FREIGHT

Carrier's Phone # _____

- Next Day Second Day Deferred

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

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

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

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

DESIRED NUMBER OF LABELS: _____

FREEMAN outbound shipping

F R E E M A N

R U S H

DO NOT DELAY

DEADLINE DATE APRIL 4, 2012

TO: _____

EXHIBITOR NAME

C/O FREEMAN
850 SPICE ISLAND DR.
SPARKS, NV 89431

WAREHOUSE

VETERANS & SMALL BUSINESS TRAINING & OUTREACH CONF

BOOTH # _____ NO. OF PIECES _____

CARRIER _____

F R E E M A N

R U S H

DO NOT DELAY

DEADLINE DATE APRIL 4, 2012

TO: _____

EXHIBITOR NAME

C/O FREEMAN
850 SPICE ISLAND DR.
SPARKS, NV 89431

WAREHOUSE

VETERANS & SMALL BUSINESS TRAINING & OUTREACH CONF

BOOTH # _____ NO. OF PIECES _____

CARRIER _____

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

F R E E M A N

R U S H

DO NOT DELAY

NOT BEFORE APRIL 10, 2012

TO: _____

EXHIBITOR NAME

C/O FREEMAN
JOHN ASCUAGA'S NUGGET
CONVENTION CENTER RAMP
1100 NUGGET AVE.
SPARKS, NV 89431

SHOWSITE

VETERANS & SMALL BUSINESS TRAINING & OUTREACH CONF

BOOTH # _____ NO. OF PIECES _____

CARRIER _____

F R E E M A N

R U S H

DO NOT DELAY

NOT BEFORE APRIL 10, 2012

TO: _____

EXHIBITOR NAME

C/O FREEMAN
JOHN ASCUAGA'S NUGGET
CONVENTION CENTER RAMP
1100 NUGGET AVE.
SPARKS, NV 89431

SHOWSITE

VETERANS & SMALL BUSINESS TRAINING & OUTREACH CONF

BOOTH # _____ NO. OF PIECES _____

CARRIER _____

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

MATERIAL HANDLING

YOU ARE ENTERING A 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.

1. **DEFINITIONS.** For purposes of this Contract, Freeman means Freeman Decorating Services, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, any Exhibitor Appointed Contractors ("EAC"), and any persons receiving services from Freeman.

2. **PACKAGING/CRATES AND STORAGE.** 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. 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 will 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.

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, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman's reasonable control, nor for ordinary wear and tear in the handling of materials.

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 conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when Exhibitor's materials are delivered to the carrier for transportation from the show site or from Freeman's warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman **more than two (2) years** after the date of loss or damage occurred.

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

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

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

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

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

11. **INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless Freeman and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) 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 exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Freeman's equipment; Exhibitor's violation of Federal, State, County or Local ordinances; 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 goods (including without limitation all equipment) 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.

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

PAYMENT TERMS

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES:

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

INDEMNIFICATION:

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

IMPORTANT

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

SPARKS

The Sparks Fire Department would like to welcome you to the City of Sparks and wishes you a successful and fire safe event. Please take time to read our fire safety regulations below and call us with any questions you may have.

1. **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.
2. **ALL EXITS AND EXIT AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED.** No Furniture, signs, easels, chairs or displays may protrude into aisles. All aisles must be maintained at a minimum of eight (8) feet in width unless otherwise approved on a floor plan
3. **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.
4. **ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE 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.
5. **VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING.** Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External charges are recommended for demonstration purposes. Fuel in fuel tanks shall not exceed one quarter of the tank capacity or five (5) gallons, whichever is less.
6. **COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.
7. **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, the vehicle must be removed from the building as quickly as possible.
8. **COMPRESSED AIR CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE PREVENTION OFFICE.** 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.
9. **ALL 110 VOLT EXTENSION CORDS SHALL BE THREE-WIRE (GROUNDED), #14 OR LARGER AWG, COPPER WIRE. CONNECTORS MUST NOT BE SUPPORTED BY CORDS.** 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.



**JOHN ASCUAGA'S NUGGET
EXHIBITOR ORDER FORM**

CONVENTION NAME:		BOOTH #
COMPANY NAME:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
PHONE NUMBER:	FAX NUMBER:	
CREDIT CARD #	EXPIRATION DATE:	
EXACT NAME ON CARD:		
NAMES OF PERSONS AUTHORIZED TO MAKE CHANGES AT THE CONVENTION SITE:		
#1	#2	

TELEPHONE SERVICE REQUESTS

Quantity	Type of Service			
	DID PHONE LINE w/ Local Access Only		\$135.00	Per Event
	DID PHONE LINE with Long Distance Access		\$135.00	Per Event, plus Long Distance Charges

Installation Date/Time _____ Disconnect Date/Time _____

AUDIO VISUAL REQUIREMENTS

Quantity	Type of Equipment	DAILY RATE	Delivery Date/Time	Pick Up Date/Time
	SMALL PA (One powered speaker on stand)	\$ 150.00		
	LCD PROJECTOR WITH CART & POWER (1,800 Lumen)	\$ 250.00		
	TRIPOD SCREEN (includes labor to set & power strip)	\$ 100.00		
	AV CART OR STAND	\$ 25.00		
	DVD PLAYER	\$ 50.00		
	1/2" VHS - VIDEOCASSETTE RECORDER (VCR)	\$ 50.00		
	27" COLOR TELEVISION (with draped cart)	\$ 100.00		
	42" PLASMA SCREEN	\$ 295.00		

**COMPUTER EQUIPMENT AVAILABLE UPON REQUEST
PLEASE RETURN COMPLETED FORM FOUR (4) WEEKS PRIOR TO SHOW DATE TO :**

JOHN ASCUAGA'S NUGGET
CONVENTION SERVICES DEPARTMENT
1100 NUGGET AVENUE, SPARKS NEVADA 89431
Phone: 800/843-2427, Ext. 3431 Fax: 775/356-3321

For additional equipment not listed on this form please call.



Convention Services
 1100 Nugget Ave., Sparks, NV 89431
 Ph: 775-356-3300 Fax: 775-356-3434

**Exhibitor / Individual Pay
 Internet Services Order Contract**

Convention Name:	Third Party Billing: (if applicable)
Company Name:	Company Name:
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Email :	Email:
Phone #: Cell #:	Phone #: Cell #:
Fax#:	Fax#:
Service Dates: Time:	Credit Card #:
Booth #: Days Online:	Expiration Date:
Meeting Room Name:	Exact Name on Card:
Credit Card # Exp. Date:	
Exact Name on Card:	

NAME OF PERSONS AUTHORIZED TO MAKE CHANGES AT THE CONVENTION SITE:

Qty: _____
 Number of Computers to Connect

ALL PRICES ARE PER DAY, UNLESS NOTED.

INTERNET SERVICES

_____ **Basic Wired** Internet Service (Cat5 384K + Shared Line with DHCP. Single notebook, PC, printer, etc.)

	Less than 1 Week Notice	Week + Notice	Subtotal	X Number of Days	Total
_____ Basic Wired Internet Service (Cat5 384K + Shared Line with DHCP. Single notebook, PC, printer, etc.)	\$295	\$245	\$		\$
_____ Additional Users or Devices on Shared line above.	\$75	\$50	\$		\$
_____ Basic Wireless Service (384K + Shared Line with DHCP addressing. Single notebook, PC, printer, etc.)	\$245	\$195	\$		\$
_____ Additional Users or Devices on Shared line above.	\$75	\$50	\$		\$
VPN INTERNET SERVICES					
_____ VPN Gateway Support	\$125 per hour	\$125 per hour			
ADDITIONAL SERVICES					
_____ 4 to 8 Port Switch with a maximum 10' patch cable	\$100	\$75	\$		\$
_____ On-site Technician Support	\$125	\$125	\$		\$
_____ Additional Cat 5 Cable Runs - 15' to 100' (PER EVENT)	\$100	\$50	\$	N/A	\$

_____ Additional Users or Devices on Shared line above.

_____ **Basic Wireless** Service (384K + Shared Line with DHCP addressing. Single notebook, PC, printer, etc.)

_____ Additional Users or Devices on Shared line above.

VPN INTERNET SERVICES

_____ VPN Gateway Support

ADDITIONAL SERVICES

_____ 4 to 8 Port Switch with a maximum 10' patch cable

_____ On-site Technician Support

_____ Additional Cat 5 Cable Runs - 15' to 100' (PER EVENT)

Note: If technical support is required there will be an additional charge of \$125 per hour (1 hour minimum). Reset fees may also apply. Should you require services not listed above please contact your Convention Services/Catering Represer Total _____

NOTE: 3 DAY CANCELLATION REQUIRED FOR FULL REFUND

I have read and agree with the terms of use conditions and will comply.

(Signature required on Terms & Conditions Page 2.)

Initial _____

Authorized Signature _____

Date _____



Giraffe inc.

3761 MILL ST. RENO, NV 89502

P:775.329.8181 F:775.329.4122

ORDERS@GIRAFFEINC.COM

WWW.GIRAFFEINC.COM

PLANT/FLORAL ORDER FORM FOR TRADE SHOWS AND SPECIAL EVENTS

ITEM	AT SITE PRICE	ADVANCE PRICE	QUANTITY	SUBTOTAL
GREEN PLANT: 2' TO 3' HEIGHT	\$36.00	\$30.00		
GREEN PLANT: 3' TO 4' HEIGHT	\$48.00	\$40.00		
GREEN PLANT: 4' TO 5' HEIGHT	\$60.00	\$50.00		
GREEN PLANT: 5' TO 6' HEIGHT	\$72.00	\$60.00		
GREEN PLANT: 6' TO 7' HEIGHT	\$84.00	\$70.00		
GREEN PLANT: 7' + HEIGHT	QUOTE ONLY	QUOTE ONLY		
IVY/FERN: SMALL SIZE	\$24.00	\$20.00		
IVY/FERN: MEDIUM SIZE	\$30.00	\$25.00		
IVY/FERN: LARGE SIZE	\$42.00	\$35.00		
BLOOMING PLANT: MUM (6" POT)	\$20.00	\$16.00		
BLOOMING PLANT: AZALEA (6"	\$24.00	\$20.00		
BLOOMING PLANT: OTHER (8" POT)	QUOTE ONLY	QUOTE ONLY		
FLORAL ARRANGEMENT: SMALL SIZE	\$48.00	\$40.00		
FLORAL ARRANGEMENT: MED SIZE	\$72.00	\$60.00		
FLORAL ARRANGEMENT: LARGE SIZE	\$108.00	\$90.00		

Nevada State Sales Tax %7.725 (floral arrangements only)	
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Total Payment Enclosed	\$
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COMPANY INFO:

EVENT NAME _____ EVENT LOCATION _____ EVENT DATE _____
 BOOTH# _____ DELIVERY DATE _____ RENTAL END DATE _____
 REPRESENTATIVE NAME _____ COMPANY NAME _____
 BILLING ADDRESS _____ PHONE _____
 FAX _____ PAYMENT METHOD ___ VISA ___ MC ___ AMEX ___ CHECK
 CREDIT CARD# _____ EXPIRATION DATE(MONTH/YEAR) _____
 AMOUNT TO BE CHARGED:\$ _____ AUTHORIZED SIGNATURE _____

* PLEASE FILL OUT COMPLETELY AND FAX OR MAIL TO GIRAFFE INC.

* ALL ORDERS WILL BE DELIVERED DURING SHOW SET UP TIME. IN THE ORDER IN WHICH ORDERS ARE RECEIVED.

*ORDERS MUST BE RECEIVED **14 DAYS PRIOR** TO SHOW OPENING DATE FOR ADVANCE PRICING AND TO GUARANTEE AVAILABILITY

*WINTER WEATHER CAN CAUSE SHIPPING DELAYS OR CANCELLATIONS OF PRODUCTS. GIRAFFE INC. IS NOT RESPONSIBLE FOR THE NON-FULFILLING OF THIS ORDER DUE TO NATURAL CALAMITIES, CIVIL DISORDER, OR DISASTER IN AREAS WHERE OUR PRODUCTS ORIGINATE.

*SPECIALTY PLANTS MAY NOT BE AVAILABLE ON SHOW DATE AND SUBSTITUTIONS MAY OCCUR AT GIRAFFE INC.'S DISCRETION.

***ALL ITEMS ARE FOR RENTAL ONLY, FOR THE DURATION OF THE SHOW/EVENT.**

EXHIBIT PHOTOGRAPHY ORDER FORM

EXPO, SPECIAL EVENTS & PUBLICITY

Jerry Newton Photography
 3365 Meridian Lane, Reno, Nevada 89509
 Phone or Fax (775) 786-4546
 Email: renonewton@charter.net

Convention Name: _____ Dates: _____
 Facility/Location: _____ Exhibit Name & No.: _____
 Requesting Firm: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: _____ Contact at Exhibit: _____
 Requested by (Print Name): _____ Title: _____
 Signature: _____ Date: _____

INDICATE VIEWS AND PRINT CHOICE

Price includes 1 8x10 print of each view indicated	Views	Price Ea.	Total
1.) 1st or original view	1	\$65.00	\$65.00
Additional views:			
2.) 2 through 5 additional views indicate number desired		55.00	
3.) 6 or more additional views indicate number desired		50.00	
4.) Total views requested (Total lines 1 through 3)		xxxx	xxxx
Additional enlargements:			
Indicate number requested per view X number of views =		14.00	
Purchase of negative or digital image on CD (ea. Image)		20.00	
TOTAL			

Request photo with exhibit: *Empty ()* *Staff ()*

Questions/Comments: _____

Make checks payable to: Jerry Newton Photography Check or credit card number **MUST** accompany order.

We also take American Express or Discover/Novus - Expiration Date _____

Name on Card _____ Acct. No. _____

For special events, publicity, or product photography, please call or email for quote.

Rev 2/08 FRMN