

# F R E E M A N

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

## 2014 WMA Convention & Expo

October 14-15, 2014  
Planet Hollywood Resort & Casino  
Las Vegas, Nevada

### SERVICE INFORMATION

#### BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high Black back drape, 3' high Black side dividers, one 6' Black draped table, two side chairs, one wastebasket, and a 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

Order early to take advantage of advance order discount rates. Place your order by **SEPTEMBER 23, 2014.**

### SHOW SCHEDULE

#### EXHIBITOR MOVE-IN

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

Tuesday                      October 14, 2014                      12:00 p.m. - 4:00 p.m.

All exhibits must be fully installed by **Tuesday, October 14, 2014 at 4:00 p.m.**

#### EXHIBIT HOURS

Tuesday                      October 14, 2014                      5:00 p.m. - 7:30 p.m.  
Wednesday                      October 15, 2014                      8:00 a.m. - 2:30 p.m.

**Grand Prize Drawings in Expo Hall**                      4:00 p.m. - 5:00 p.m.

#### EXHIBITOR MOVE-OUT

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

Wednesday                      October 15, 2014                      2:30 p.m. - 5:00 p.m.

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

#### DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers on **Wednesday, October 15, 2014 at 2:30 p.m.**
- All exhibitor materials must be removed from the exhibit facility by **Wednesday, October 15, 2014 at 5:00 p.m.** Any materials remaining in the facility will be re-routed via Freeman's choice or returned to warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **Wednesday, October 15, 2014 at 3:30 p.m.**

#### POST SHOW PAPERWORK AND LABELS

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

## SERVICE CONTRACTOR CONTACTS/INFORMATION:

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

FREEMAN EXHIBIT TRANSPORTATION  
(800) 995-3579 Toll Free US & Canada  
(817) 607-5100 Local & International  
(469) 621-5810 Fax

## SERVICE CENTER HOURS

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

Tuesday	October 14, 2014	12:00 p.m.	-	4:00 p.m.
Wednesday	October 15, 2014	2:30 p.m.	-	5:00 p.m.

## FREEMAN ONLINE

Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by **SEPTEMBER 23, 2014 at 5:00 p.m.**

Our Internet online ordering service, Freeman OnLine, is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online, you will receive an email which includes a direct link to Freeman OnLine.

To place online orders, you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine, click on the "Login" link to create a new account. To access Freeman OnLine without using the email link, visit [www.freemanco.com/store](http://www.freemanco.com/store) and click on the "Login" link. If you need assistance with Freeman OnLine, please call our Customer Support Center at (888) 508-5054 US and Canada or (817) 607-5000 Local and International.

## SHIPPING INFORMATION

Warehouse shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**2014 WMA Convention & Expo**  
C/O FREEMAN  
6675 West Sunset Road  
Las Vegas, NV 89118

FREEMAN will accept crated, boxed or skidded materials beginning **SEPTEMBER 15, 2014** at the above address. Materials arriving after **OCTOBER 7, 2014** will be received at the warehouse with an additional after deadline charge. Warehouse freight will be delivered prior to exhibitor set up. If warehouse freight has to be moved in on a weekend in order to be in the exhibitors booth for move-in day, an overtime charge may apply. **Warehouse receiving hours are 8:00 a.m. - 3:30 p.m., Monday-Friday.**

Showsite shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**2014 WMA Convention & Expo**  
C/O FREEMAN  
Planet Hollywood Resort & Casino  
3667 Las Vegas Blvd So  
Las Vegas, Nevada 89109

FREEMAN will receive shipments at the exhibit facility beginning at **12:00 P.M.** on **OCTOBER 14, 2014**. 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: Overtime rates will apply on all shipments, inbound/outbound, between 5:00 p.m. - 8:00 a.m., Monday - Friday; ALL DAY on Saturdays, Sundays and Holidays.**

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

## LABOR INFORMATION

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

## ASSISTANCE

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

WE APPRECIATE YOUR BUSINESS.

## FREEMAN GENERAL INFORMATION

### TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Las Vegas Exhibitor Services at (702) 579-1700 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

### HELPFUL HINTS

#### SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by **SEPTEMBER 23, 2014**.

#### AVOID DELAY

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

#### SAFETY TIPS

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

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

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

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

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

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

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

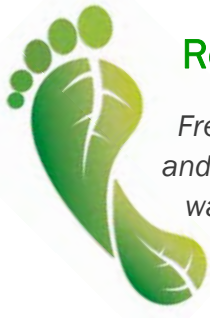
The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

#### EXHIBITOR ASSISTANCE

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

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

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



## Reducing Your Footprint

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

## Green Tips for Exhibitors

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

### Supplies and Ordering

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

### Printing, Recycling and Waste Management

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

### Shipping and Transportation

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



### Personnel and Best Practices

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



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

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**EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION**

Show Management has selected Freeman to be the Official Services Contractor for your upcoming show. As the Official Services Contractor, Freeman has the responsibility for material handling and booth cleaning services. We hope this document will assist you in planning for your upcoming event.

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

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

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

**PER SHOW MANAGEMENT**

<b><u>TASK</u></b>	<b><u>EXHIBITORS MAY</u></b>	<b><u>FREEMAN RESPONSIBILITIES</u></b>
<b>Material Handling</b>	<ul style="list-style-type: none"><li>• As an exhibitor you may "hand carry" material. Hand carry is defined as small items such as cartons and packages that an exhibitor is able to carry.</li><li>• Any mechanical assistance is limited to a small dolly.</li><li>• The assistance of any motorized device or pallet jack is not permitted.</li><li>• When exhibitors choose to "hand carry" they may not access designated material handling areas.</li><li>• Must use specified exhibitor hand carry areas or main entrance of the facility.</li><li>• In all other circumstances items should be considered material handling.</li></ul> <p><b>In no circumstance is any exhibitor authorized to use Freeman material handling equipment for any purpose.</b></p>	<ul style="list-style-type: none"><li>• Freeman has been contracted to be the exclusive provider for material handling contract services as ordered by the exhibitor.</li><li>• Freeman has the responsibility to manage all freight docks and to schedule all vehicles into and out of all designated material handling areas for the show. This will assure the smooth, orderly and efficient move in and move out of the tradeshow.</li><li>• Freeman has the sole responsibility for loading and unloading all trucks, trailers, common and contract carriers at its facilities or designated material handling areas.</li><li>• Freeman is not responsible for any material it does not handle.</li><li>• For the convenience of all exhibitors on the show, order forms for material handling services are included in this service manual and are available on Freeman's website at <a href="http://www.freemanco.com/store">www.freemanco.com/store</a>.</li></ul>
<b>Booth Cleaning and Porter Service</b>	<ul style="list-style-type: none"><li>• Clean and wipe down products and display merchandise and other parts of the exhibit.</li><li>• Exhibitor Appointed Contractors (EAC's) are not permitted to vacuum or utilize floor cleaning equipment on the show floor.</li></ul>	<ul style="list-style-type: none"><li>• All booth vacuuming and porter service.</li></ul>
<b>Booth Installation and Dismantle</b>	<ul style="list-style-type: none"><li>• As an Exhibitor you may choose to utilize your own personnel to set up and dismantle your exhibit.</li><li>• If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub.</li><li>• You may hire Freeman to act as your Exhibitor Appointed Contractor (EAC) to perform this work.</li><li>• You may hire an Exhibitor Appointed Contractor (EAC) to perform this work.</li><li>• All EAC's must have the appropriate credentials submitted to Show Management and the facility.</li></ul>	<ul style="list-style-type: none"><li>• When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 years of experience, our group of specialists are ready to assist you with all of your exhibit requests from beginning to end. Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible.</li><li>• To secure Freeman labor, please utilize the labor forms enclosed. Skilled Freeman Labor is available to act as your EAC.</li></ul>



# LAS VEGAS FIRE REGULATIONS

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

Clark County Fire Prevention Department:

[http://www.clarkcountynv.gov/Depts/development\\_services/fire\\_prevention/Pages/SpecialEvents.aspx](http://www.clarkcountynv.gov/Depts/development_services/fire_prevention/Pages/SpecialEvents.aspx)

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

- Display Vehicles
- Single-Level Covered Exhibit Booths  
(if they contain vehicles, open flame, or hot works or if they will be in place more than seven show days)
- Tents and/or Canopies
- Temporary Membrane Structures
- Candles and Open Flames
- Flame Effects
- Temporary Outdoor Structures
- Compressed Gases, Cryogenic Fluids, Hot Works (welding operations)

Clark County Fire Prevention Applications & Forms:

[http://www.clarkcountynv.gov/Depts/development\\_services/fire\\_prevention/Pages/ApplicationForms.aspx](http://www.clarkcountynv.gov/Depts/development_services/fire_prevention/Pages/ApplicationForms.aspx)

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

For information specific to the Mandalay Bay Convention Center, please contact their Exhibitor Services Department at (702) 322-3000.

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

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

- 1. IN ACCORDANCE WITH THE NEVADA CLEAN INDOOR AIR ACT, SMOKING IS PROHIBITED IN EXHIBIT AREAS.**
- 2. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE FLAME RETARDANT.** Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used. NFPA 701 is the accepted standard.
- 3. ALL EXITS AND EXIT AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED.** No furniture, signs, easels, chairs or displays may protrude into aisles unless shown on the Fire Marshal approved floor plan.
- 4. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
- 5. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH.** Crates are not to be used as exhibit supports.
- 6. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS, STROBE LIGHTS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE (3' CLEARANCE FOR HOSES AND EXTINGUISHERS) AT ALL TIMES.** This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.
- 7. EXHIBITORS WHO INTEND TO DISPLAY A VEHICLE WITHIN THE CONFINES OF THEIR EXHIBIT BOOTH MUST OBTAIN A VEHICLE DISPLAY PERMIT FROM THE CLARK COUNTY FIRE MARSHAL.** Vehicles on display must have fuel filler caps locked or sealed to prevent escape of vapors and to avoid tampering. Vehicles shall not be fueled or defueled within the building. Fuel in the tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. No leaks underneath vehicles. At least 36" clear access or aisles must be maintained around the vehicle. Vehicles must be a minimum of 20 feet from exit of door or exit pathway. External chargers are recommended for demonstration purposes.  
  
**EXCEPTION:** Permits are not required at the Las Vegas Convention Center; however, vehicles that use compressed gas are prohibited. At least one battery cable shall be removed from the batteries used to start the vehicle engine. Batteries used to power auxiliary equipment shall be permitted with prior approval from the LVCVA Safety Office.
- 8. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.
- 9. VEHICLES IN BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINE IDLING.** Exhaust gases present extreme hazards to workers on catwalks. If engine cannot be shut down, vehicle must be removed from the building as quickly as possible.

# LAS VEGAS FIRE REGULATIONS (continued)

10. **NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE.** Materials for hand-outs must be limited to one day supply and stored neatly within the booth. Violators will be notified and if not removed by show opening, Official Service Contractor will remove and store at **EXHIBITOR'S EXPENSE**.
11. **ALL 110 VOLT EXTENSION CORDS SHALL BE THREE-WIRE (GROUNDED), #14 OR LARGER AWG, COPPER WIRE. ALL CONNECTIONS MUST BE SUPPORTED AND SECURE.** Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved.
12. **CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG CONNECTORS MUST BE UL APPROVED WITH BUILT-IN OVERLOAD PROTECTION.** Connectors must not be used to exceed their listed ampere rating.
13. **ELECTRICAL WORK UNDER CARPETS OR FLOORING MUST BE INSTALLED BY THE OFFICIAL ELECTRICAL SERVICE PROVIDER.** All cords must be flat, three conductor, #14 AWG or larger.
14. **ALL TEMPORARY WIRING MUST BE ACCESSIBLE AND FREE FROM DEBRIS AND STORAGE MATERIALS.** Hard backed booths must have power supplies dropped within the booth.
15. **FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE OFFICE OF FIRE PROTECTION AND SAFETY.** Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.
16. **COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY OFFICE OF FIRE PROTECTION AND SAFETY.** Flammable gases, i.e.: butane, propane, natural gas, et al; are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

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

17. **CERTAIN HALOGEN LAMPS HAVE BEEN BANNED AT THE MANDALAY BAY CONVENTION CENTER, THE LAS VEGAS CONVENTION CENTER AND CASHMAN CENTER.**

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

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

18. **COVERED BOOTHS EXCEEDING 1,000 SQUARE FEET WILL NEED INTERIOR AUTOMATIC SPRINKLER PROTECTION IF THEY WILL BE IN PLACE FOR MORE THAN SEVEN (SHOW) DAYS OR IF THEY CONTAIN VEHICLES, OPEN FLAME, OR HOT WORKS.**
19. **THE UPPER LEVEL OF MULTI-LEVEL EXHIBIT BOOTHS EXCEEDING 300 SQUARE FEET SHALL NOT HAVE LESS THAN TWO REMOTE MEANS OF EGRESS.**

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

20. **TENTS IN EXCESS OF 400 SQUARE FEET, CANOPIES IN EXCESS OF 700 SQUARE FEET, AND TEMPORARY MEMBRANE STRUCTURES MUST BE APPROVED BY THE CLARK COUNTY FIRE MARSHAL.**

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

21. **DEMONSTRATION COOKING AND FOOD WARMING IN EXHIBITION SPACES SHALL COMPLY WITH THE CLARK COUNTY FIRE CODE AND FACILITY REGULATIONS.**

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

22. **THE USE OF CANDLES AND OTHER OPEN FLAME DECORATIVE DEVICES MUST BE APPROVED BY THE CLARK COUNTY FIRE MARSHAL.**

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

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DISCOUNT PRICE  
DEADLINE DATE  
SEPTEMBER 23, 2014

INCLUDE THIS FORM  
WITH YOUR ORDER

NAME OF SHOW: **2014 WMA Convention & Expo / October 14-15, 2014**

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

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

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

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

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

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

E-MAIL FOR INVOICE: \_\_\_\_\_ ☐ Check if you are a new Freeman customer

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

## METHOD OF PAYMENT

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

☐ COMPANY CHECK

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

Please reference (404070) on your remittance.

☐ CREDIT/DEBIT CARD

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

☐ AMERICAN EXPRESS

☐ MASTER CARD

☐ VISA

**FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO.: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

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

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

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

## ENTER TOTALS HERE

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

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: [www.freemanco.com/store](http://www.freemanco.com/store).
- 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/?404070>



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## 2014 WMA Convention & Expo / October 14-15, 2014

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

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

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

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

### THIRD PARTY CREDIT/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:

# 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 FREEMAN.

## DEFINITIONS

For purposes of this Contract, Freeman means Freeman Expositions, Inc. and its 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, or representatives.

## 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 Exhibitor's, 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.

## ELECTRICAL

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

## LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES:

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

## INDEMNIFICATION:

Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of or occasioned by the acts or omissions of Exhibitor. The Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, Show or Event Regulations and/or Rules as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.

## IMPORTANT

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

# MATERIAL HANDLING

**YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.** Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman.

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

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

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

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

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

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

**7. FORCE MAJEURE.** Freeman's performance hereunder is subject to, and Freeman shall not be responsible for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman's reasonable control, nor for ordinary wear and tear in the handling of Exhibitor's materials.

**8. CLAIM(S) FOR LOSS.** Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site and in any case not later than **thirty (30) business days** after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from Freeman's warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman **more than one (1) year** after the date of loss or damage occurred.

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

**b. MAXIMUM RECOVERY.** If found liable for any loss, Freeman's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is a less. 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 from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

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

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

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

REV 11/13

Freeman

# TRANSPORTATION COMPLETE



**SAVE MONEY  
NOW!**

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

## Double the convenience... zero surprises.

### Package includes:

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

### Benefits:

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

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

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



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



# EXHIBIT transportation

There are many transportation carriers to choose from, but Freeman has more than 85 years of experience in the events industry. No one understands exhibit transportation better than Freeman. Allow us to make the shipping process easy for you.

Between our cost effective solutions, superior customer service and all inclusive pricing, you will find Freeman Exhibit Transportation to be reputable, reliable and convenient. Our transportation experts have the ability to quickly respond to changes when necessary and are available to assist you with all of your show requirements.

As the official service contractor, Freeman partners with you and with decision makers at show site – making it easier for you to transport your exhibit to any location.

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

- Guaranteed all inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service.
- One convenient invoice with all your Freeman show services.
- On site transportation experts are available before, during and after the show.
- Customer service seven days a week, offering complete shipment visibility and expert oversight.

## questions?

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

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

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



# F R E E M A N

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

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

NAME OF SHOW: **2014 WMA Convention & Expo / October 14-15, 2014**

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

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

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

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

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

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information:  
(800) 995-3579 Toll Free US & Canada  
(817) 607-5100 Local & International

**COMPLETE THE FOLLOWING ITEMS  
ON THIS FORM:**

### PICK UP INFORMATION

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

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

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

\_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip)

### DESTINATION

- ☐ I will be shipping to the **WAREHOUSE**

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

**2014 WMA Convention & Expo**

C/O: FREEMAN

6675 WEST SUNSET ROAD

LAS VEGAS, NV 89118

MUST BE DELIVERED BY OCTOBER 07, 2014

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

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

**2014 WMA Convention & Expo**

C/O: FREEMAN

PLANET HOLLYWOOD RESORT & CASINO

3667 LAS VEGAS BLVD SO

LAS VEGAS, NV 89109-4331

CANNOT BE DELIVERED BEFORE OCTOBER 14, 2014

### TYPE OF SERVICE

- ☐ Next Day Air: Delivery next business day by 5:00 PM
- ☐ Second Day Air: Delivery second business day by 5:00 PM
- ☐ 3-5 Day Service: Delivery within 3 - 5 business days
- ☐ Declared Value \$ \_\_\_\_\_

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

- ☐ Standard Ground: Dependent on distance
- ☐ Expedited Ground: Tailored to specific requirements
- ☐ Specialized: Pad wrapped, uncrated, truck load

### SHIPPING INFORMATION

#### Items to be shipped

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

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

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

### OUTBOUND SHIPPING

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

Ship to address:

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

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

**FAX THIS COMPLETED FORM TO:  
(469) 621-5810**

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

SHOW # (404070)

**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, 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 Freeman of persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

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

10. **CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to 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 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 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, material damages, collateral damages, exemplary damages, damages awarded for gross negligence. 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**

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

(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.



# 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

# F R E E M A N

# F R E E M A N

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

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2014 WMA Convention & Expo / October 14-15, 2014**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

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

## MATERIAL HANDLING SERVICES

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

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

(See definitions on back)

**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.)

**WAREHOUSE HOURS:** 8:00 A.M. to 3:30 P.M. Monday through Friday, Holidays excluded.

Description	Price Per CWT	Minimum
<b>RATE CLASSIFICATIONS:</b>		
<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 94.50	189.00
Special Handling Shipment.....	\$ 123.00	246.00
<b>Show Site Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 89.50	179.00
Special Handling Shipment.....	\$ 116.50	233.00
Uncrated or Pad Wrapped Shipment.....	\$ 134.25	268.50
<b>Small Package - Maximum weight is 30 lbs per shipment*</b>		
Per Shipment .....	\$ 45.00	

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

### ADDITIONAL SURCHARGES:

#### Shipment Delivered after Deadline Date (in addition to above rates)

Warehouse Shipment after OCTOBER 7, 2014.....	\$ 23.75	47.50
Show Site Shipment after OCTOBER 14, 2014.....	\$ 22.50	45.00

#### Overtime Charge - Inbound (in addition to above rates)

Crated or Skidded Shipment.....	\$ 22.50	45.00
Special Handling Shipment.....	\$ 29.25	58.50
Uncrated or Pad Wrapped Shipment.....	\$ 33.75	67.50

#### Overtime Charge - Outbound (in addition to above rates)

Crated or Skidded Shipment.....	\$ 22.50	45.00
Special Handling Shipment.....	\$ 29.25	58.50
Uncrated or Pad Wrapped Shipment.....	\$ 33.75	67.50

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
<b>Surcharges</b>	÷ 100 =		
<b>Tips to Save on Material Handling</b>		<b>8.1% Tax</b>	<b>N/A</b>
		<b>Total</b>	

• Consolidate shipments - when total weight is less than 200 lbs. For Example:

3 Separate Shipments

60 lbs. charged @ 200 lbs. \$ 189.00

52 lbs. charged @ 200 lbs. \$ 189.00

65 lbs. charged @ 200 lbs. \$ 189.00 = \$567.00

1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. @ 200 lbs = \$189.00

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



# SPECIAL HANDLING DEFINITIONS

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

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

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

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

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

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

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

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

## **What are Stacked Shipments?**

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

## **What is Shipment Integrity?**

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

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

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

## **What are Mixed Shipments?**

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

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

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

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

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

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

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

**F R E E M A N**

**IMPORTANT INFORMATION**  
PLEASE GIVE THIS INFORMATION  
TO YOUR CARRIER

# ADVANCE WAREHOUSE RECEIVING CROSS DOCK

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

**Please note:**

**Warehouse Hours:** 8:00 a.m. to 3:30 p.m. Monday through Friday, Holidays excluded

**Directions:**

### From I-15 Northbound or Southbound

Exit 1-215 West

Exit Jones Boulevard (stay in center lanes)

Cross over Jones Blvd staying to the right

Continue on Raphael Rivera Way

Freeman will be on right

From US-93 / I-515 Northbound

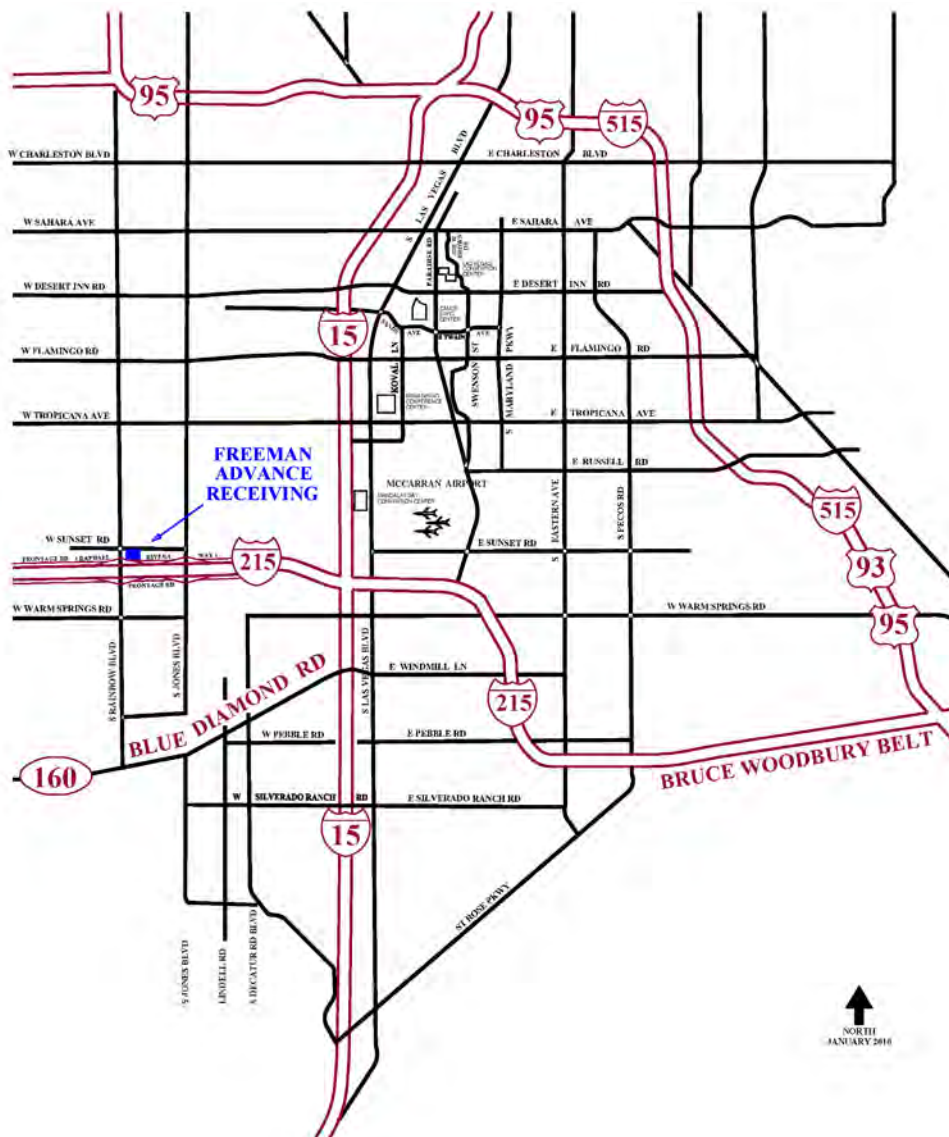
Exit I-215 West

Exit Jones Boulevard (stay in center lanes)

Cross over Jones Blvd staying to the right

Continue on Raphael Rivera Way

Freeman will be on right



# FREEMAN freight delivery information

# F R E E M A N

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

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

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

## OWNER OF MATERIALS

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

## HOLD FOR

SHOW: 2014 WMA Convention & Expo	FACILITY: Planet Hollywood Resort & Casino	
COMPANY NAME:	BOOTH #:	
ADDRESS: 3667 Las Vegas Blvd So		
CITY: Las Vegas	STATE: Nevada	ZIP: 89109
COMMENTS:		

## INVOICE TO

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

## DESCRIPTION OF MATERIALS TO BE STORED

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

## RATES AND CHARGES

DESCRIPTION OF CHARGE	RATE (FORMULA)	MINIMUM CHARGE	TOTAL
Short Term Storage (90 days or less)	\$7.25 per cwt ( _____cwt @ 7.25 per cwt)	\$ 72.50 per month	\$
Long Term Storage - Stackable (over 90 days)	\$0.28 per cu ft ( _____cu ft @ 0.28 per cu ft)	\$ 70.00 per month	\$
Long Term Storage - Non-Stackable (over 90 days)	\$0.32 per cu ft ( _____cu ft @ 0.32 per cu ft)	\$ 80.00 per month	\$
Handling Rate (in or out)	\$6.00 per cwt ( _____cwt @ 6.00 per cwt)	\$ 60.00 each way	\$
Returned Shipments	\$15.50 per cwt ( _____cwt @ 15.50 per cwt)	\$155.00	\$
Transportation Charges (2 hour minimum)	\$177.50 per hr ST ( _____hrs @ 177.50 per hr ST)	\$355.00	\$
<b>TOTAL</b>			<b>\$</b>

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

NAME OF SHOW: **2014 WMA Convention & Expo / October 14-15, 2014**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

**PAYMENT TERMS:** All accounts must have a valid credit card on file. Storage will be billed on a monthly basis and charges will be placed in full on such credit card at the time of invoicing. Prior arrangements must be made in writing to have invoices billed with a (30) day net and if such payment is not received within (30) days from the invoice date, the full payment will be applied to the credit card on file. Rates are subject to change with (30) days notice to Client. All charges due Freeman for all services must be paid in full prior to the release of materials from storage. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If Client's account remains in default for (60) days after the date of the invoice, goods may be subject to sale as outlined in this Agreement. In the event of any dispute between the Client and Freeman relative to any loss, damage, or claim, Client shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Any claim against Freeman shall be considered a separate transaction, and shall be resolved on its own merits.

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

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

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

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

FREEMAN storage agreement

**F R E E M A N**

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

<b>OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS</b>
---

NAME OF SHOW: **2014 WMA Convention & Expo / October 14-15, 2014**

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

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

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

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

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

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

### SHIPPING INFORMATION

**FROM:** SHIPPER/EXHIBITOR NAME: \_\_\_\_\_

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

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

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

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

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

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

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

### METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

#### FREEMAN EXHIBIT TRANSPORTATION

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

☐ OTHER COMMON CARRIER \_\_\_\_\_

☐ OTHER VAN LINE \_\_\_\_\_

☐ OTHER AIR FREIGHT \_\_\_\_\_

☐ Next Day    ☐ 2nd Day    ☐ Deferred

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

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

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

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

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

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



**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***MUST DELIVER BY OCTOBER 07, 2014***

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

*EXHIBITOR NAME*

**C/O: FREEMAN**

**6675 WEST SUNSET ROAD**

**LAS VEGAS, NV 89118**

**WAREHOUSE**

EVENT: 2014 WMA Convention & Expo

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

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***MUST DELIVER BY OCTOBER 07, 2014***

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

*EXHIBITOR NAME*

**C/O: FREEMAN**

**6675 WEST SUNSET ROAD**

**LAS VEGAS, NV 89118**

**WAREHOUSE**

EVENT: 2014 WMA Convention & Expo

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

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

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***CANNOT DELIVER BEFORE OCTOBER 14, 2014***

**TO:**

*EXHIBITOR NAME*

**C/O: FREEMAN**

**PLANET HOLLYWOOD RESORT & CAS  
3667 LAS VEGAS BLVD SO**

**LAS VEGAS, NV 89109-4331**

**SHOW SITE**

**EVENT:** 2014 WMA Convention & Expo

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***CANNOT DELIVER BEFORE OCTOBER 14, 2014***

**TO:**

*EXHIBITOR NAME*

**C/O: FREEMAN**

**PLANET HOLLYWOOD RESORT & CASI  
3667 LAS VEGAS BLVD SO**

**LAS VEGAS, NV 89109-4331**

**SHOW SITE**

**EVENT:** 2014 WMA Convention & Expo

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

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



# FURNISHING essentials

## seating

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

### diva series

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

#### diva counter stool

17"W 16"L 36"H – N71092

The intermediate 25" seating height makes this stool ideal for theater or demo areas.

#### diva chair

18"W 16"L 31"H – N71091

A natural complement to modern exhibit designs.



### gray gaslift stool

24"W 20"L 46"H

With Arms – N71048

No Arms – N71047

### gray gaslift chair

26"W 20"L 38"H

With Arms – N71046

No Arms – N71045

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



## seating

### cherry barrel chair

*Cranberry or Taupe*

23"W 22"L 29"H – N71038

Traditional style in a cherry finish with classic fabric pattern options.



### executive chair

*Black Tweed*

28"W 25"L 45"H – N71044



### black diamond side chair

21"W 23"L 32"H – N71089

### black diamond armchair

20"W 21"L 33"H – N71090



### diplomat chair

*Black Diamond Fabric*

25"W 28"L 36"H – N710144

Comfortable, yet compact for office or conference table seating.



## seating

### **limerick® stool by Herman Miller**

*Gray*

18"W 17.75"L 44"H – C210109

### **limerick® chair by Herman Miller**

*Gray*

18"W 17.75"L 33"H – C210108



### **black diamond stool**

22"W 18"L 46"H – N71088



soho bistro table (page 6)

# lounge seating

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



### **signature loveseat**

*Black*

33"W 60"L 33"H – N73091

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

### **signature chair**

*Black*

33"W 35"L 33"H – N71093





# tables

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

## glass conference table

*Black or Chrome Pedestal*

42"W 42"L 30"H – N72015

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



## cherry cocktail table

19"W 36"L 17"H – N72026

## cherry end table

20"W 20"L 20"H – N72027



Milano Table (page 7)  
Diplomat Chair (page 3)

## tables

### pedestal tables

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

#### soho series

Black-Top Mini	18" Round 18"H	N72066
Black-Top Café	24" Round 30"H	N72069
Black-Top Bistro	24" Round 42"H	N72070
Black-Top Café	36" Round 30"H	N72067
Black-Top Bistro	36" Round 42"H	N72068



#### chelsea series

Butcher Block-Top Café	30" Round 30"H	N72063
	36" Round 30"H	N72064
Butcher Block-Top Bistro	30" Round 42"H	N720163
	36" Round 42"H	N720164



#### metro series

Black

#### slate end table

20"W 20"L 17"H – N72029

#### slate cocktail table

20"W 40"L 15"H – N72028



#### studio series

#### black end table

17"W 17"L 18"H – C115104

#### black cocktail table

36"W 20"L 15"H – C115103



# office furniture

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



Cherry Tables (page 5)  
Cherry Barrel Chairs (page 3)  
Black Table Lamp (page 11)

## office series

Cherry or Oak

### five-foot desk

30"W 60"L 30"H  
Cherry – N74061  
Oak – N74071

### credenza

16"W 60"L 30"H  
Cherry – N74064  
Oak – N74074

### bookcase

12"W 36"L 72"H  
Cherry – N74065  
Oak – N74075



### milano table

42"W 84"L 29"H  
*Blonde Top with Black Base* – N72093  
*Black Top with Black Base* – N72092

Freeman's latest seven-foot conference table, featuring clean curved lines and a wealth of work space.



### luna table

36"W 72"L 29"H  
*Black Top with Black Base* – N72094

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



### hemingway writing table

*Black*  
24"W 49"L 29"H – N720191





# display

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

## draped or undraped table counters

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



### tables (30" height)

Draped	C130330	C130430	C130630	C130830
Draped on fourth side			C12404630	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

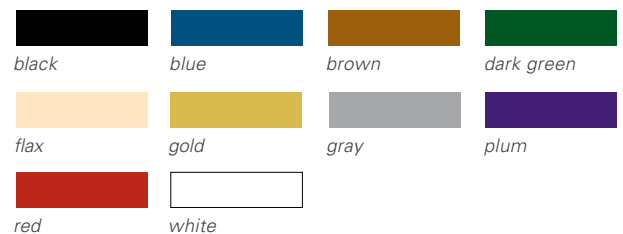


Table-top risers are also available in a variety of sizes. See order form for details.

## display

### display cubes

*Black*

#### 12" small

12"W 12"L 42"H – N75030

#### 18" medium

18"W 18"L 36"H – N75031

#### 24" large

24"W 24"L 42"H – N75032



### display cylinders

*Black*

#### low

30"W 15"H – N75020

#### medium

18"W 20"H – N75021

#### high

24"W 36"H – N75022



### display counter

*Black*

24"W 49"L 42"H – N72056



### orion computer kiosk

*Black*

28"L 28"D 40.5"H – N75079

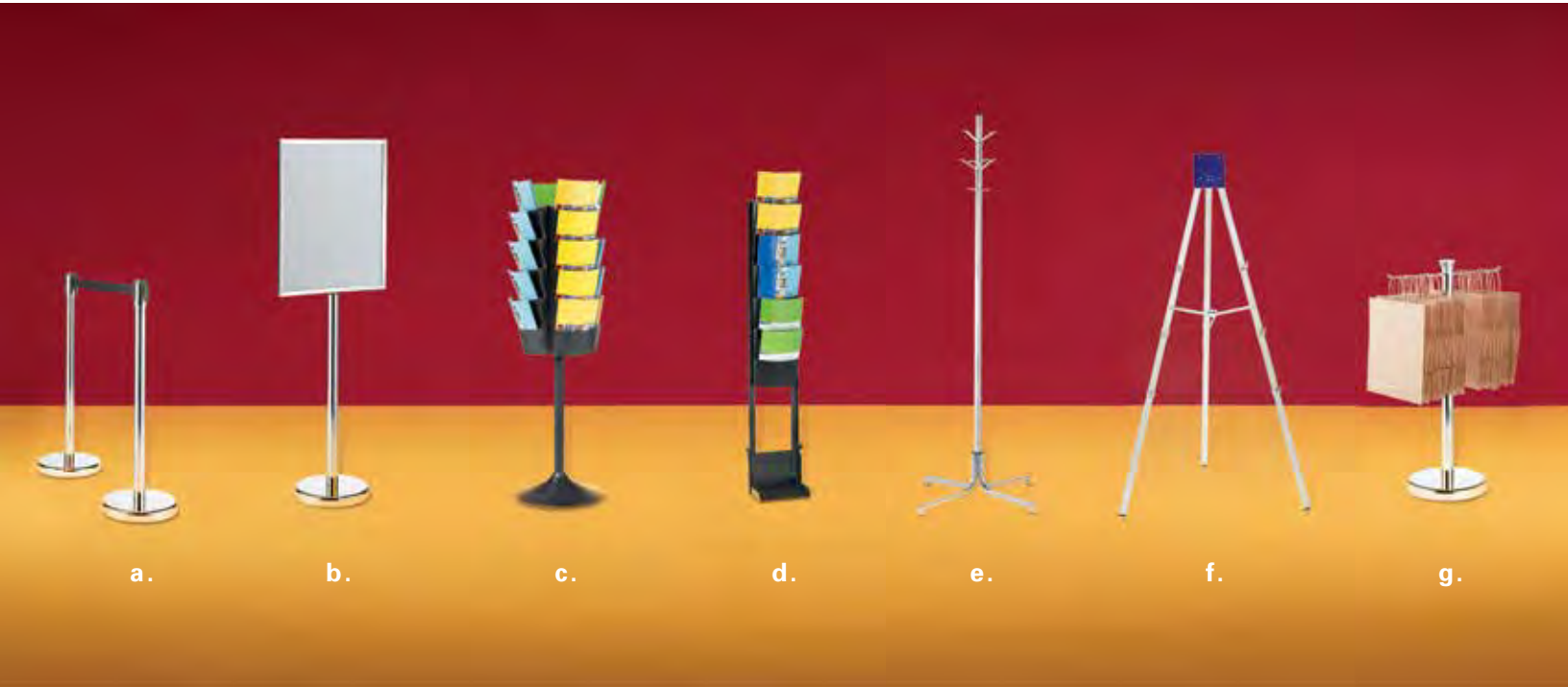
Pedestal for computer demo with keyboard tray and interior storage. (Computer not included.)





# accessories

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



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

42"H – C220121

**b. chrome sign holder**

Holds 22"x 28" sign – C220118

**c. round literature rack**

17"W 17"L 57"H – N750135

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

**d. flat literature rack**

10"W 55"H – N750136

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

**e. chrome coat tree**

C220109

**f. chrome easel**

C220134

**g. chrome bag rack**

C220110

**special draping**

*(not pictured)*

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

## accessories

### file cabinet with lock

Standard Size

#### two-drawer

15"W 29"L 28"H – N74082

#### four-drawer

15"W 29"L 50"H – N74081



### floor-standing bulletin board

48"W 96"L 78"H – C10201484



### table lamp\*

Black

25"H – N75052



### small refrigerator\*

19"W 19"L 34"H – N75057



### wastebasket

Wastebasket color may vary.

C220107



### corrugated wastebasket

C220106



\*Note: Electrical power must be ordered separately.

# F R E E M A N

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

ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE

SEPTEMBER 23, 2014

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2014 WMA Convention & Expo / October 14-15, 2014**

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

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

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

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## FURNISHINGS

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

___	N71092	Diva Counter Stool .....	197.50	217.25	276.50	___
___	N71091	Diva Chair .....	171.75	188.95	240.45	___
___	N710144	Diplomat Chair .....	240.00	264.00	336.00	___
___	N71038	Cherry Barrel Chair .....	213.25	234.60	298.55	___
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe				
___	N71048	Gray Gaslift Stool w/Arms .	259.00	284.90	362.60	___
___	N71047	Gray Gaslift Stool .....	241.75	265.95	338.45	___
___	N71046	Gray Gaslift Chair w/Arms ..	226.00	248.60	316.40	___
___	N71045	Gray Gaslift Chair .....	199.25	219.20	278.95	___
___	N71044	Executive Chair .....	356.50	392.15	499.10	___
___	N71089	Black Diamond Side Chair..	109.00	119.90	152.60	___
___	N71090	Black Diamond Arm Chair..	139.50	153.45	195.30	___

### CHAIRS

___	N71088	Black Diamond Stool .....	168.75	185.65	236.25	___
___	C210108	Limerick® Chair.....	67.00	73.70	93.80	___
		by Herman Miller				
___	C210109	Limerick® Stool.....	112.50	123.75	157.50	___
		by Herman Miller				

### LOUNGE SEATING

___	N73091	Signature Loveseat .....	592.00	651.20	828.80	___
___	N71093	Signature Chair .....	443.50	487.85	620.90	___

### TABLES

___	N72026	Cherry Cocktail Table.....	219.75	241.75	307.65	___
___	N72027	Cherry End Table.....	192.00	211.20	268.80	___
___	N72015	Glass Conference Table.....	223.00	245.30	312.20	___
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome				
___	N72028	Metro Slate Cocktail Table...	214.00	235.40	299.60	___
___	N72029	Metro Slate End Table.....	164.50	180.95	230.30	___
___	C115103	Studio Black Cocktail Table.	93.25	102.60	130.55	___
___	C115104	Studio Black End Table.....	82.50	90.75	115.50	___

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

### TABLES

<b>Pedestal Tables - SoHo Series</b>						
___	N72066	Black-top Mini 18"W x 18"H ....	135.75	149.35	190.05	___
___	N72069	Black-top Cafe 24"W x 30"H ...	158.50	174.35	221.90	___
___	N72070	Black-top Bistro 24"W x 42"H	210.00	231.00	294.00	___
___	N72067	Black-top Café Table 36"x30".	183.25	201.60	256.55	___
___	N72068	Black-top Bistro 36"W x 42"H ..	229.00	251.90	320.60	___

<b>Pedestal Tables - Chelsea Series - Butcher Block Top</b>						
___	N72063	Café Table 30"W x 30"H .....	172.25	189.50	241.15	___
___	N72064	Café Table 36"W x 30"H .....	181.25	199.40	253.75	___
___	N720163	Bistro Table 30"W x 42"H .....	231.25	254.40	323.75	___
___	N720164	Bistro Table 36"W x 42"H .....	253.00	278.30	354.20	___

### OFFICE FURNITURE

___	N72093	Milano Table/Blonde Top .....	471.50	518.65	660.10	___
___	N72092	Milano Table/Black Top .....	471.50	518.65	660.10	___
___	N72094	Luna Table/Black Top .....	557.00	612.70	779.80	___
___	N720191	Hemingway Writing Table .....	360.00	396.00	504.00	___
___	N74061	Cherry Desk 5' .....	557.00	612.70	779.80	___
___	N74065	Cherry Bookcase .....	385.50	424.05	539.70	___
___	N74064	Cherry Credenza .....	454.00	499.40	635.60	___
___	N74071	Oak Desk 5' .....	557.00	612.70	779.80	___
___	N74075	Oak Bookcase .....	385.50	424.05	539.70	___
___	N74074	Oak Credenza .....	454.00	499.40	635.60	___

### DISPLAY FURNITURE

___	N72056	Display Counter.....	385.50	424.05	539.70	___
___	N75079	Orion Computer Kiosk.....	385.00	423.50	539.00	___
___	N75030	Black Display Cube/Small.....	214.25	235.70	299.95	___
___	N75031	Black Display Cube/Medium....	214.25	235.70	299.95	___
___	N75032	Black Display Cube/Large.....	214.25	235.70	299.95	___

<b>Display Cylinders</b>						
___	N75020	Black Display Cylinder/Low.	189.50	208.45	265.30	___
___	N75021	Black Display Cylinder/Med.	202.25	222.50	283.15	___
___	N75022	Black Display Cylinder/Lg....	229.00	251.90	320.60	___

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

NAME OF SHOW: **2014 WMA Convention & Expo / October 14-15, 2014**

COMPANY NAME:

BOOTH::

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X

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## FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>DISPLAY FURNITURE</b>						
<b>Draped Tables - Tables are 24" wide</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
___	C130330	Draped Table 3'L x 30"H....	105.00	115.50	147.00	___
___	C130430	Draped Table 4'L x 30"H....	131.25	144.40	183.75	___
___	C130630	Draped Table 6'L x 30"H....	156.75	172.45	219.45	___
___	C130830	Draped Table 8'L x 30"H....	178.75	196.65	250.25	___
___	C1240463	4th Side Drape 6'L x 30"H...	44.00	48.40	61.60	___
___	C1240483	4th Side Drape 8'L x 30"H...	44.00	48.40	61.60	___
___	C130342	Draped Counter 3'L x 42"H.	142.00	156.20	198.80	___
___	C130442	Draped Counter 4'L x 42"H.	162.50	178.75	227.50	___
___	C130642	Draped Counter 6'L x 42"H.	183.25	201.60	256.55	___
___	C130842	Draped Counter 8'L x 42"H.	205.00	225.50	287.00	___
___	C1240464	4th Side Drape 6'L x 42"H...	50.75	55.85	71.05	___
___	C1240484	4th Side Drape 8'L x 42"H...	50.75	55.85	71.05	___

<b>Undraped Tables - Tables are 24" wide</b>						
___	C131330	Undraped Table 3'L x 30"H..	41.25	45.40	57.75	___
___	C131430	Undraped Table 4'L x 30"H..	50.75	55.85	71.05	___
___	C131630	Undraped Table 6'L x 30"H..	58.75	64.65	82.25	___
___	C131830	Undraped Table 8'L x 30"H..	66.75	73.45	93.45	___
___	C131342	Undraped Counter 3'Lx42"H	71.25	78.40	99.75	___
___	C131442	Undraped Counter 4'Lx42"H	81.25	89.40	113.75	___
___	C131642	Undraped Counter 6'Lx42"H	90.75	99.85	127.05	___
___	C131842	Undraped Counter 8'Lx42"H	98.25	108.10	137.55	___

<b>Table Top Risers</b>						
___	C150410	Single Step Riser 4'L x 7"H	66.25	72.90	92.75	___
___	C150610	Single Step Riser 6'L x 7"H	90.75	99.85	127.05	___
___	C150810	Single Step Riser 8'L x 7"H	105.00	115.50	147.00	___
___	C150414	Single Step Riser 4'Lx14"H	70.25	77.30	98.35	___
___	C150614	Single Step Riser 6'L x14"H	97.50	107.25	136.50	___
___	C150814	Single Step Riser 8'L x14"H	110.50	121.55	154.70	___
___	C150420	Double Step Riser 4'L .....	135.25	148.80	189.35	___
___	C150620	Double Step Riser 6'L .....	166.25	182.90	232.75	___
___	C150820	Double Step Riser 8'L .....	214.50	235.95	300.30	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>ACCESSORIES</b>						
___	C220121	Chrome Stanchion w/belt ..	75.75	83.35	106.05	___
___	C220118	Chrome Sign Holder .....	81.25	89.40	113.75	___
___	N750135	Round Literature Rack .....	302.00	332.20	422.80	___
___	N750136	Flat Literature Rack .....	214.00	235.40	299.60	___
___	C220109	Chrome Coat Tree .....	56.75	62.45	79.45	___
___	C220134	Chrome Easel .....	53.25	58.60	74.55	___
___	C220110	Chrome Bag Rack .....	115.25	126.80	161.35	___
___	220107	Wastebasket .....	21.75	23.95	30.45	___
___	220106	Corrugated Wastebasket.....	15.50	17.05	21.70	___
___	N75057	Small Refrigerator .....	304.00	334.40	425.60	___
___	N75052	Black Table Lamp .....	89.25	98.20	124.95	___
___	N74082	File Cabinet/2 Drawer .....	226.50	249.15	317.10	___
___	N74081	File Cabinet/4 Drawer .....	312.00	343.20	436.80	___
___	10201484	Bulletin Board .....	189.25	208.20	264.95	___

<b>Special Drape</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
___	12103	Special Drape 3'H (per ft.) ..	14.50	15.95	20.30	___
___	12108	Special Drape 8'H (per ft.) ...	16.50	18.15	23.10	___

### TOTAL COST

___	+	___	=	___
Sub-Total		8.1 % Tax		Total Cost

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



# SELECT furnishings

## seating

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

### lisbon



#### chair

*Black Leather*

40" L 36" D 34" H – 81011



#### loveseat

*Black Leather*

64" L 36" D 34" H – 8303



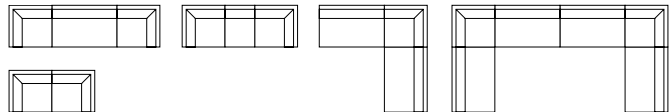
#### sofa

*Black Leather*

88" L 36" D 34" H – 8302

### newport

#### possible configurations:



#### loveseat

*Charcoal Leather*

54" L 34" D 33" H – 8308



#### armless chair

*Charcoal Leather*

24" L 34" D 33" H – 8109



#### corner chair

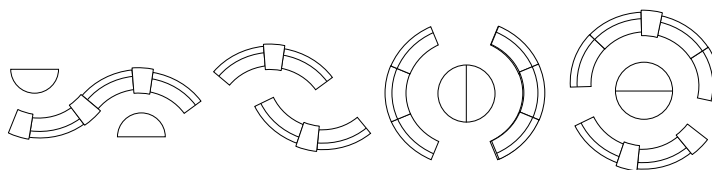
*Charcoal Leather*

34" L 34" D 33" H – 81010



## south beach

possible configurations (featuring the half round ottomans from page 5):



### sofa

*Platinum Suede*

69" L 29"D 33"H – 8301



### ottoman

*Platinum Suede*

25" L 31"D 18"H – 8151

## key west



### loveseat

*Black Fabric*

57" L 35"D 33"H – 8307



### sofa

*Black Fabric*

85" L 35"D 33"H – 8306



### tub chair

*Black Fabric*

31" L 31"D 31"H – 8103



## allegro

### chair

*Blue Fabric*  
36"L 34.5"D 30"H – 81019

### sofa

*Blue Fabric*  
73"L 34.5"D 29.5"H – 83015



## marrakesh

### chair

*Beige Fabric*  
34"L 37"D 38"H – 810808

### sofa

*Beige Fabric*  
83"L 36"D 29"H – 83062



## memphis

### chair

*Black Fabric*  
27.25"L 31.75"D 27.5"H – 810812

### sofa (compact)

*Black Fabric*  
55"L 31"D 28"H – 83064



## roma

### chair

*White Vinyl*  
37"L 31"D 33"H – 81020

### sofa

*White Vinyl*  
78"L 31"D 33"H – 83016



# casual seating

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

## ottomans

### square ottoman

*Black Leather – 8154*

*White Leather – 8152*

40"L 40"D 17"H



### half round ottoman

*White Leather – 81514*

*Black Leather – 81513*

72"L 36"D 17"H

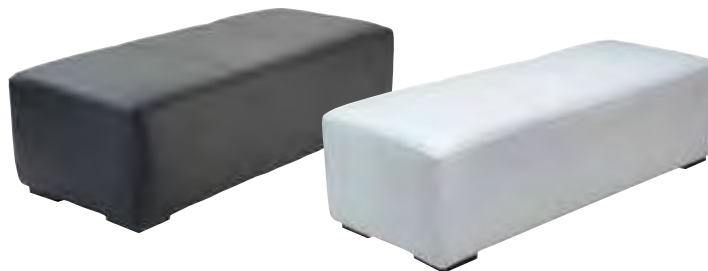


### bench ottoman

*Black Leather – 8155*

*White Leather – 8153*

60"L 24"D 17"H



### leather cube

*Black Leather – 81512*

*White Leather – 81511*

17"L 17"D 18"H



### edge LED cube

*High Density Plastic*

20"L 20"D 20"H – 81526



## ottomans

### vibe cube

Blue Vinyl – 81518  
 Pink Vinyl – 81520  
 Red Vinyl – 81519  
 Yellow Vinyl – 81517  
 Orange Vinyl – 81525  
 18"L 18"D 18"H



## occasional chairs

### madrid chair

Black Leather/Chrome  
 30"L 30"D 31"H – 8102



### madrid chair

White Leather/Chrome  
 30"L 30"D 31"H – 810816



### meeting chair (espresso)

Bonded Leather/Wood Legs  
 25.5"L 23.5"D 34"H – 810835



### meeting chair (taupe)

Microfiber/Wood Legs  
 25.5"L 23.5"D 34"H – 810836



## occasional chairs

### t-vac chair

*Translucent/Chrome Legs*  
25"L 23"D 30"H – 8101



### globus occasional chair

*White Vinyl/Chrome Base*  
28"L 26"D 28"H – 810819



### ICE side chair

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



### fusion chair (black/white)

*White/Black High Density Plastic*  
19"L 21"D 32"H – 810838



### christopher chair

*White Vinyl/Chrome*  
17"L 19"D 35"H – 810846



### iso mesh pull-up chair

*Black Vinyl/Black Steel*  
26"L 24"D 38"H – 810707





## occasional chairs

### razor armless chair

*High Density Plastic*

15.38"L 15.5"D 30.5"H – 810837



### new york chair

*Onyx/Maple Wood/Chrome*

23"L 32"D 33"H – 81090



### panton chair

*White Plastic*

20"L 24"D 33"H – 81017



### jetson chair

*Black Vinyl/Black Steel*

19"L 18"D 31"H – 810702



### berlin stack chair

*White & Red Plastic/Chrome – 810811*

*White & Black Plastic/Chrome – 810810*

18"L 22"D 32"H



## conference chairs

### luxor executive chair

*Black Leather*

27"L 28"D 47"H

Adjustable – 810807



### tilt executive chair

*Onyx Fabric*

26"L 25"D 34"H – 81075



### pro executive chair

*White Vinyl*

27.5"L 27.5"D 45.7"H – 810844



### perth highback chair

*Black Leather/Chrome*

23"L 21"D 43"H

Adjustable – 810813



## conference chairs

---

### **altura conference/ guest chair**

*Black Fabric/Black Steel*  
25"L 20"D 34"H – 81063



### **altura junior executive chair**

*Black Fabric*  
25"L 25"D 37"H  
Adjustable – 81073



### **flex chair**

*Black Plastic/Chrome*  
24"L 22"D 31"H – 81018

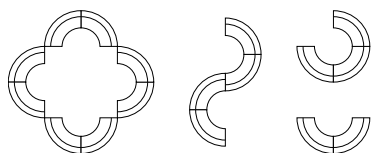


## bars & barstools

### **martini bar**

*Gray metal rounded bar with frosted glass top and chrome legs*  
67"L 50"D 47"H – Radius 76.5" – 8501

**possible configurations:**



### **lift barstool**

*Gray Vinyl/Chrome*  
15" Round 23-33.5"H  
Adjustable – 810842



### **ICE barstool**

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



Tables in coordinating colors are available upon request.

## bars & barstools

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### ohio barstool

*Gray Fabric/Chrome – 810100*

*Red Fabric/Chrome – 810101*

*Black Fabric/Chrome – 810102*

18" Round 31" H Adjustable



### jetson barstool

*Black Vinyl/Black Steel*

18" L 19" D 29" H – 810706



### shark swivel barstool

*White Plastic/Chrome*

22" L 19" D 34-44" H

Adjustable – 810202





## bars & barstools

### oslo barstool

Blue Plastic/Chrome – 810200

White Plastic/Chrome – 810201

17" L 20" D 30" H



### zoey barstool

Vinyl/Chrome

15" L 17" D 31-35" H – 810834



### banana barstool

White Vinyl/Chrome – 810103

Black Vinyl/Chrome – 810104

21" L 22" D 30" H



### gin barstool

Maple Wood/Chrome

16" L 16" D 29" H – 810505



# tables

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

## occasional end & cocktail tables

### mosaic table (set of 3)

*Metal/Wood* – 820846

12" L 14" D 16" H

16.5" L 15" D 18" H

20.5" L 16" D 20" H



### candy table

*White Plastic/Black Laminated*

18" L 18" D 18" H – 82056



### aura round table

*White Metal*

15" Round 22" H – 820844



### edge LED lighted table

*White Plastic/Clear Acrylic*

20" L 20" D 20" H – 82057



## occasional end & cocktail tables



### silverado

#### end table

*Tempered Glass/Painted Steel*  
24" Round 22"H – 82015

#### table

*Tempered Glass/Painted Steel*  
36" Round 17"H – 82014



### inspiration

#### end table

*Tempered Glass/Painted Steel*  
24"L 28"D 22"H – 82023

#### table

*Tempered Glass/Painted Steel*  
42"L 28"D 18"H – 82022



### geo

#### end table

*Glass/Black Steel* – 82025  
*Glass/Chrome* – 82035  
26"L 26"D 20"H

#### table

*Glass/Black Steel* – 82024  
*Glass/Chrome* – 82034  
50"L 22"D 16"H



### sydney

#### end table

*Black Laminate/Brushed Steel* – 82054  
*White Laminate/Brushed Steel* – 82055  
27"L 23"D 22"H

#### table

*Black Laminate/Brushed Steel* – 82052  
*White Laminate/Brushed Steel* – 82053  
48"L 24"D 18"H



## conference tables

### nova white oval table

*White Laminate/Chrome*

71"L 35.5"D 29"H – 82060



### geo conference table

*Glass/Black Steel* – 82041

*Glass/Chrome* – 82051

60"L 36"D 29"H



### communal table (maple with grommets)

*Laminate/Metal*

72"L 26"D 30"H – 82058

72"L 26"D 42"H – 82059



### manhattan table

*Glass/Black Steel*

42" Round 29"H – 82033



### communal table (maple)

*Laminate/Metal*

72"L 26"D 30"H – 82067

72"L 26"D 42"H – 82068



### communal table (white)

*Laminate/Metal*

72"L 26"D 30"H – 82063

72"L 26"D 42"H – 82066



# rustique

Want to stand out from the crowd? Our new Rustique collection consisting of tables, chairs and barstools can add texture, style and charm to any space.

## e table

Wood

15.5"L 27.5"D 21"H – 820845

*Some configurations require two tables. Only one table per order.*

possible configurations:



## rustique chair with arms

Gunmetal

20"L 18"D 31"H – 810841



## rustique barstool

Gunmetal

13"L 13"D 30"H – 810839



## timber table

Wood

16" Round 27.5"D 17"H – 820843



## product display

---

### etagere

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



### locking door pedestal

*Black Laminate*  
 24" L 24" D 42" H – 85078



## lighting

---

### mason table lamp\*

*White/Brushed Silver*  
 16" Round 26" H – 850707



### mason floor lamp\*

*White/Brushed Silver*  
 18" Round 55" H – 850708



## refrigerators

---

### refrigerator\*

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



\*Electrical power must be ordered separately.



## tablet stand

### mobile tablet stand

White – 850714

Black – 850715

14"L 13"D 44.5"H

The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75"x9.375" but not larger than 8.5"x12.5", including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.



## tablet stand accessories

### brochure holder\*

Black – 850711

8.625"L 1.1"D 11.325"H



### wireless printer holder\*

Black – 850712

3.3"L 1.9"D 5.28"H



### charging shelf\*

Black – 850713

14.85"L 7.17"D 1"H



\*To be ordered with the tablet stand.

# F R E E M A N

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

## Lisbon Group - Black Leather

_____	81011	Chair.....	471.50	518.65	660.10	_____
_____	8303	Loveseat.....	632.00	695.20	884.80	_____
_____	8302	Sofa.....	701.00	771.10	981.40	_____

## Newport Group -Charcoal Leather

_____	8308	Loveseat.....	640.00	704.00	896.00	_____
_____	8109	Armless Chair.....	364.00	400.40	509.60	_____
_____	81010	Corner Chair.....	425.00	467.50	595.00	_____

## South Beach Group - Platinum Suede

_____	8301	Sofa.....	617.00	678.70	863.80	_____
_____	8151	Ottoman.....	270.50	297.55	378.70	_____

## Key West Group - Black Fabric

_____	8307	Loveseat.....	503.00	553.30	704.20	_____
_____	8306	Sofa.....	556.00	611.60	778.40	_____
_____	8103	Tub Chair.....	387.00	425.70	541.80	_____

## Allegro Group - Blue Fabric

_____	81019	Chair.....	487.00	535.70	681.80	_____
_____	83015	Sofa.....	778.00	855.80	1,089.20	_____

## Marrakesh Group - Beige Fabric

_____	810808	Chair.....	418.00	459.80	585.20	_____
_____	83062	Sofa.....	586.00	644.60	820.40	_____

## Memphis Group - Black Fabric

_____	810812	Chair.....	427.00	469.70	597.80	_____
_____	83064	Sofa (compact).....	594.00	653.40	831.60	_____

## Roma Group - White Vinyl

_____	81020	Chair.....	545.00	599.50	763.00	_____
_____	83016	Sofa.....	836.00	919.60	1,170.40	_____

## CASUAL SEATING

### Ottomans

_____	8154	Square - Black Leather.....	308.50	339.35	431.90	_____
_____	8152	Square - White Leather.....	308.50	339.35	431.90	_____
_____	8155	Bench - Black Leather.....	371.00	408.10	519.40	_____
_____	8153	Bench - White Leather.....	371.00	408.10	519.40	_____
_____	81513	Half Round - Black Leather.....	387.00	425.70	541.80	_____
_____	81514	Half Round - White Leather.....	387.00	425.70	541.80	_____

### Cubes

_____	81518	Vibe - Blue Vinyl.....	138.50	152.35	193.90	_____
_____	81520	Vibe - Pink Vinyl.....	138.50	152.35	193.90	_____
_____	81519	Vibe - Red Vinyl.....	138.50	152.35	193.90	_____
_____	81517	Vibe - Yellow Vinyl.....	138.50	152.35	193.90	_____
_____	81525	Vibe - OrangeVinyl.....	138.50	152.35	193.90	_____
_____	81511	Leather Cube - White Leather.....	107.50	118.25	150.50	_____
_____	81512	Leather Cube - Black Leather.....	107.50	118.25	150.50	_____
_____	81526	Edge LED Cube.....	196.75	216.45	275.45	_____

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

**Occasional Chairs**

_____	8102	Madrid Chair - Black Leather.....	771.00	848.10	1,079.40	_____
_____	810816	Madrid Chair - White Leather.....	771.00	848.10	1,079.40	_____
_____	810835	Meeting Chair (Espresso).....	207.75	228.55	290.85	_____
_____	810836	Meeting Chair (Taupe).....	272.50	299.75	381.50	_____
_____	8101	T-vac Chair - Translucent/Chrome .....	302.00	332.20	422.80	_____
_____	810819	Globus Occasional Chair - White Vinyl/Chrome.....	257.00	282.70	359.80	_____
_____	810814	ICE Side Chair - Transparent/Chrome.....	203.50	223.85	284.90	_____
_____	810838	Fusion Chair Black/White.....	143.25	157.60	200.55	_____
_____	810846	Christopher Chair - White Vinyl/Chrome.....	120.75	132.85	169.05	_____
_____	810707	ISO Mesh Pull-up Chair - Black Vinyl/Black Steel.....	295.00	324.50	413.00	_____
_____	810837	Razor Armless Chair.....	56.00	61.60	78.40	_____
_____	81090	New York Chair - Onyx/Maple Wood/Chrome.....	183.25	201.60	256.55	_____
_____	81017	Panton Chair - White Plastic.....	185.50	204.05	259.70	_____
_____	810702	Jetson Chair - Black Vinyl/Black Steel.....	183.25	201.60	256.55	_____
_____	810811	Berlin Stack Chair - White & Red Plastic/Chrome.....	105.00	115.50	147.00	_____
_____	810810	Berlin Stack Chair - White & Black Plastic/Chrome.....	105.00	115.50	147.00	_____

**Conference Chairs**

_____	810807	Luxor Executive Chair - Black Leather.....	409.00	449.90	572.60	_____
_____	81075	Tilt Executive Chair - Onyx Fabric.....	302.00	332.20	422.80	_____
_____	81018	Flex Chair - Black Plastic/Chrome.....	152.00	167.20	212.80	_____
_____	81063	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	308.50	339.35	431.90	_____
_____	810813	Perth Highback Chair - Black Leather/Chrome.....	427.00	469.70	597.80	_____
_____	81073	Altura Junior Executive Chair - Black Fabric.....	340.00	374.00	476.00	_____
_____	810844	Pro Executive Chair - White Vinyl.....	272.50	299.75	381.50	_____

**Bars & Bar Stools**

_____	8501	Martini Bar - Grey metal rounded bar with frosted glass top and chrome legs.....	1,352.00	1,487.20	1,892.80	_____
_____	810100	Ohio Barstool - Grey Fabric/Chrome.....	167.75	184.55	234.85	_____
_____	810101	Ohio Barstool - Red Fabric/Chrome.....	167.75	184.55	234.85	_____
_____	810102	Ohio Barstool - Black Fabric/Chrome.....	167.75	184.55	234.85	_____
_____	810202	Shark Swivel Barstool - White Plastic/Chrome.....	326.50	359.15	457.10	_____
_____	810103	Banana Barstool - White Vinyl/Chrome.....	183.25	201.60	256.55	_____
_____	810104	Banana Barstool - Black Vinyl/Chrome.....	183.25	201.60	256.55	_____
_____	810815	ICE Barstool - Transparent/Chrome.....	216.75	238.45	303.45	_____
_____	810505	Gin Barstool - Maple Wood/Chrome.....	163.25	179.60	228.55	_____
_____	810706	Jetson Barstool - Black Vinyl/Black Steel.....	255.00	280.50	357.00	_____
_____	810200	Oslo Barstool - Blue Plastic/Chrome.....	232.50	255.75	325.50	_____
_____	810201	Oslo Barstool - White Plastic/Chrome.....	232.50	255.75	325.50	_____
_____	810834	Zoey Barstool.....	297.00	326.70	415.80	_____
_____	810842	Lift Barstool - Gray Vinyl/Chrome.....	147.50	162.25	206.50	_____

**TABLES****Occasional End & Cocktail Tables**

_____	820846	Mosaic Table (set of 3).....	199.00	218.90	278.60	_____
_____	820844	Aura Round Table - White Metal.....	127.50	140.25	178.50	_____
_____	82056	Candy Table.....	170.00	187.00	238.00	_____
_____	82057	Edge LED Lighted Table.....	196.75	216.45	275.45	_____
_____	82015	Silverado End Table - Tempered Glass/Painted Steel.....	248.00	272.80	347.20	_____

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CONTACT NAME : PHONE #:

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

## Occasional End &amp; Cocktail Tables (Continued)

	82014	Silverado Table - Tempered Glass/Painted Steel.....	263.50	289.85	368.90	
	82025	Geo End Table - Glass/Black Steel.....	223.50	245.85	312.90	
	82035	Geo End Table - Glass/Chrome.....	190.00	209.00	266.00	
	82024	Geo Table - Glass/Black Steel.....	248.00	272.80	347.20	
	82034	Geo Table - Glass/Chrome .....	210.00	231.00	294.00	
	82023	Inspiration End Table - Tempered Glass/Painted Steel.....	286.50	315.15	401.10	
	82022	Inspiration Table - Tempered Glass/Painted Steel....	302.00	332.20	422.80	
	82054	Sydney End Table - Black Laminate/Brushed Steel..	230.25	253.30	322.35	
	82055	Sydney End Table - White Laminate/Brushed Steel..	230.25	253.30	322.35	
	82052	Sydney Table - Black Laminate/Brushed Steel.....	279.50	307.45	391.30	
	82053	Sydney Table - White Laminate/Brushed Steel.....	279.50	307.45	391.30	

## Conference Tables

	82060	Nova White Oval Table - White Laminate/Chrome....	559.00	614.90	782.60	
	82033	Manhattan Table - Glass/Black Steel.....	295.00	324.50	413.00	
	82041	Geo Conference Table - Glass/Black Steel.....	418.00	459.80	585.20	
	82051	Geo Conference Table - Glass/Chrome.....	373.50	410.85	522.90	
	82058	Communal Table 30"H (Maple with Grommets).....	489.50	538.45	685.30	
	82059	Communal Table 42"H (Maple with Grommets).....	686.00	754.60	960.40	
	82067	Communal Table 30"H Maple.....	489.50	538.45	685.30	
	82068	Communal Table 42"H Maple.....	686.00	754.60	960.40	
	82063	Communal Table 30"H White.....	489.50	538.45	685.30	
	82066	Communal Table 42"H White.....	686.00	754.60	960.40	

## RUSTIQUE COLLECTION

	820845	Rustique E Table.....	167.75	184.55	234.85	
	810841	Rustique Chair with Arms.....	120.75	132.85	169.05	
	810839	Rustique Barstool.....	120.75	132.85	169.05	
	820843	Rustique Timber Table.....	143.25	157.60	200.55	

## PRODUCT DISPLAYS, TABLET STANDS AND MORE

## Product Display

	850604	Etagere - Black.....	306.50	337.15	429.10	
	850605	Etagere -Pewter.....	306.50	337.15	429.10	
	85078	Locking Door Pedestal - Black Laminate.....	456.00	501.60	638.40	

## Refrigerator

	8503001	Refrigerator - White.....	764.00	840.40	1,069.60	
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## Lighting

	850707	Mason Table Lamp - White/Brushed Silver.....	152.00	167.20	212.80	
	850708	Mason Floor Lamp - White/Brushed Silver.....	225.75	248.35	316.05	

## Tablet Stand

	850714	Mobile Tablet Stand - White.....	293.00	322.30	410.20	
	850715	Mobile Tablet Stand - Black.....	293.00	322.30	410.20	

## Tablet Stand Accessories

	850711	Brochure Holder.....	29.00	31.90	40.60	
	850712	Wireless Printer Holder.....	29.00	31.90	40.60	
	850713	Charging Shelf.....	29.00	31.90	40.60	

## TOTAL COST

	+		=	
Sub-Total		8.1% Tax		Total Cost

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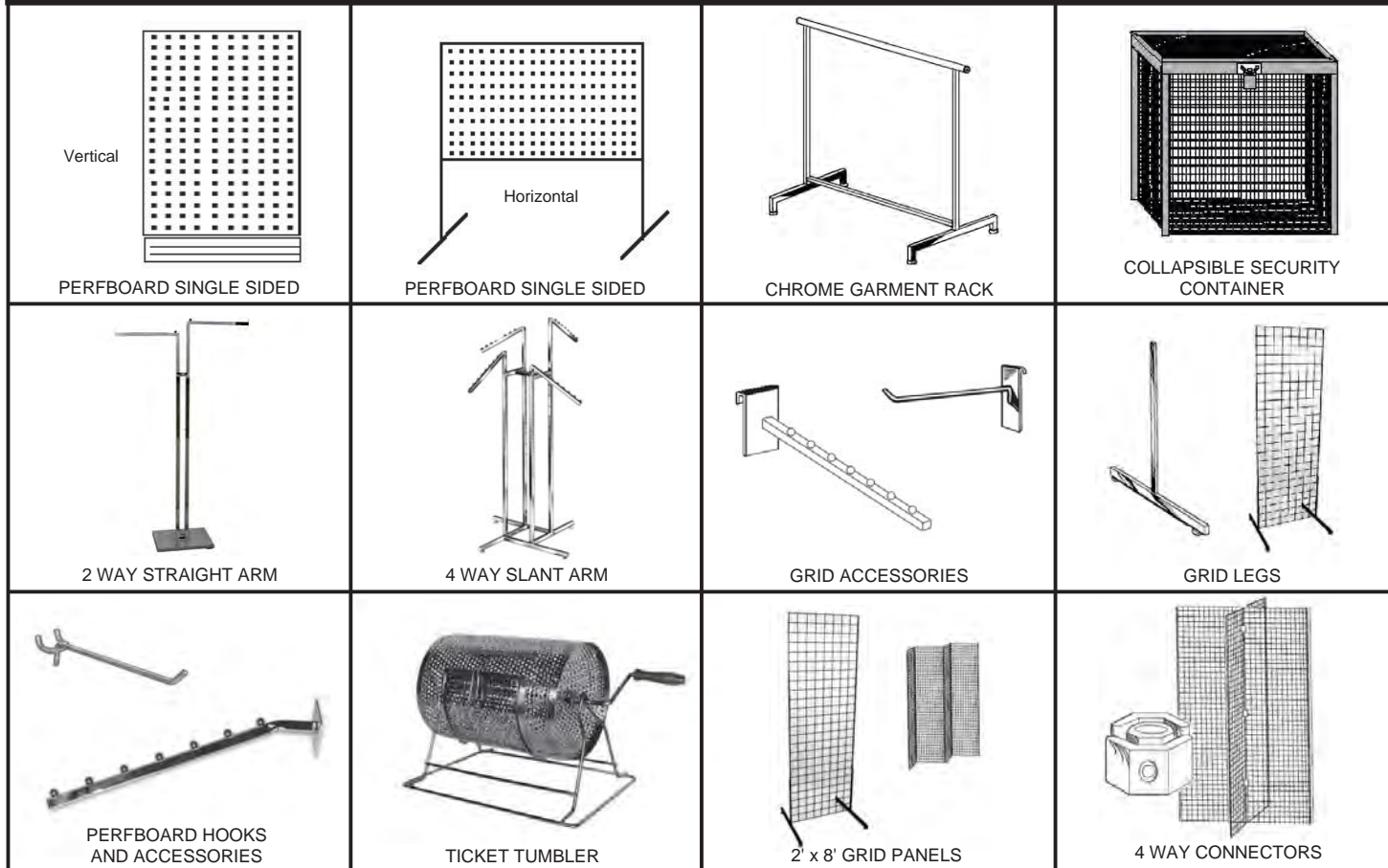
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## ACCESSORIES



Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>PERFBOARDS / BULLETIN BOARDS</b>						
___	10201178	1M x 8'H Single Side-Vert (White)...	208.25	229.10	291.55	
___	10201179	1M x 8'H Single Side-Vert (Gray)...	N/A	N/A	N/A	
___	10201182	1/2 M x 8'H Single Side-Vert.....	156.75	172.45	219.45	
___	10201480	4' x 8' Single Side-Horz.....	208.25	229.10	291.55	
___	102040	4" Single Hook.....	2.75	3.05	3.85	
___	102060	6" Single Hook.....	2.75	3.05	3.85	
___	102080	8" Single Hook.....	2.75	3.05	3.85	
___	10205	12" Shelf Bracket.....	17.25	19.00	24.15	
___	10207	7-Ball Waterfall Arm.....	32.25	35.50	45.15	

<b>GRIDS</b>						
___	103028	Chrome Grid.....	89.25	98.20	124.95	
___	103010	Black Grid.....	89.25	98.20	124.95	
___	103011	White Grid.....	89.25	98.20	124.95	
___	103040	Grid Legs (Chrome).....	26.25	28.90	36.75	
___	103041	Grid Legs (Black).....	26.25	28.90	36.75	
___	103042	Grid Legs (White).....	26.25	28.90	36.75	
___	103030	Grid Connectors.....	32.25	35.50	45.15	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>GRIDS (continued)</b>						
___	10303	3-Ball Waterfall Arm.....	27.00	29.70	37.80	
___	10305	5-Ball Waterfall Arm.....	28.75	31.65	40.25	
___	10307	7-Ball Waterfall Arm.....	32.25	35.50	45.15	
___	10309	Cleaver Clip.....	5.30	5.85	7.40	
___	103044	4" Single Hook.....	2.75	3.05	3.85	
___	103046	6" Single Hook.....	2.75	3.05	3.85	
___	103048	8" Single Hook.....	2.75	3.05	3.85	

<b>ACCESSORIES</b>						
___	151010	Collapsible Security Container.....	313.00	344.30	438.20	
___	15905	Fish Bowl.....	30.50	33.55	42.70	
___	159011	Ticket Tumbler - Small.....	114.75	126.25	160.65	
___	10405	Garment Rack.....	125.25	137.80	175.35	
___	10404	4-way Slant Arm.....	156.75	172.45	219.45	
___	10403	2-way Straight Arm.....	124.75	137.25	174.65	

TOTAL COST		
Sub-Total	8.1 % Tax	Total Cost

Freeman accessories

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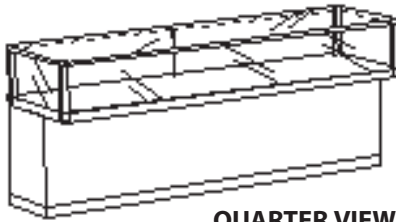
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## SHOWCASES



QUARTER VIEW



HALF VIEW



FULL VIEW

### THE STANDARD WHITE LINE (Fluorescent)

Fluorescent Lighting  
Sliding Doors w/Lock (No Mirrors)  
Solid Sides  
Matte White Formica Exterior  
Closed Storage area (Quarter & Half View Cases)  
Available in 4', 5', and 6' lengths & 34" Corner Cases  
**Available in Quarter, Half & Full View**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
___	101044	4' Quarter View Fluorescent....	450.00	495.00	630.00	_____
___	101052	5' Quarter View Fluorescent....	450.00	495.00	630.00	_____
___	101062	6' Quarter View Fluorescent....	450.00	495.00	630.00	_____
___	101042	4' Half Fluorescent.....	450.00	495.00	630.00	_____
___	101050	5' Half Fluorescent.....	450.00	495.00	630.00	_____
___	101060	6' Half Fluorescent.....	450.00	495.00	630.00	_____
___	101043	4' Full Fluorescent.....	450.00	495.00	630.00	_____
___	101051	5' Full Fluorescent.....	450.00	495.00	630.00	_____
___	101061	6' Full Fluorescent.....	450.00	495.00	630.00	_____
___	101092	Corner Quarter View.....	495.00	544.50	693.00	_____
___	101090	Corner Half View.....	495.00	544.50	693.00	_____

### THE DELUXE LINE (Fluorescent)

Fluorescent Lighting  
Mirrored Sliding Doors w/Lock  
Glass Sides  
Polished Bronze Frame  
Glossy Black Formica Exterior  
Rear Storage w/Locked Sliding Doors  
Available in 4', 5', and 6' lengths & 34" Corner Cases  
**Available in Quarter & Half View**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
___	1014111	4' Quarter View Fluorescent....	521.00	573.10	729.40	_____
___	1014121	5' Quarter View Fluorescent....	521.00	573.10	729.40	_____
___	1014131	6' Quarter View Fluorescent....	521.00	573.10	729.40	_____
___	1014110	4' Half View Fluorescent.....	521.00	573.10	729.40	_____
___	1014120	5' Half View Fluorescent.....	521.00	573.10	729.40	_____
___	1014130	6' Half View Fluorescent.....	521.00	573.10	729.40	_____
___	1014101	Corner Quarter View.....	560.00	616.00	784.00	_____
___	1014100	Corner Half View.....	560.00	616.00	784.00	_____

### THE DESIGNER LINE (Fluorescent or Halogen)

Fluorescent Lighting (Quarter & Half View)  
Halogen Lighting (Quarter View Only)  
Mirrored Sliding Doors w/Lock  
Glass Sides  
Brushed Silver Frame  
Textured Gray Formica Exterior  
Rear Storage w/Locked Sliding Doors  
Available in 4', 5', and 6' lengths & 34" Corner Cases  
**Available in Quarter & Half View**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
___	1012400	4' Quarter View Fluorescent....	500.00	550.00	700.00	_____
___	1012500	5' Quarter View Fluorescent....	500.00	550.00	700.00	_____
___	1012600	6' Quarter View Fluorescent....	500.00	550.00	700.00	_____
___	1012401	4' Half View Fluorescent.....	500.00	550.00	700.00	_____
___	1012501	5' Half View Fluorescent.....	500.00	550.00	700.00	_____
___	1012601	6' Half View Fluorescent.....	500.00	550.00	700.00	_____
___	1011400	4' Quarter View Halogen.....	602.00	662.20	842.80	_____
___	1011500	5' Quarter View Halogen.....	602.00	662.20	842.80	_____
___	1011600	6' Quarter View Halogen.....	602.00	662.20	842.80	_____
___	101214	Corner Quarter View Fluorescent	538.00	591.80	753.20	_____
___	101212	Corner Half View Fluorescent	538.00	591.80	753.20	_____
___	101142	Corner Quarter View Halogen	651.00	716.10	911.40	_____

### THE ELITE LINE (Halogen)

Halogen Lighting  
Mirrored Sliding Doors w/Lock  
Glass Sides  
Brushed Gold Frame  
Green w/Etched Verdigris Formica Exterior  
Rear Storage w/Locked Sliding Doors  
Available in 4', 5', and 6' lengths & 34" Corner Cases  
**Available in Quarter & Half View**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
___	1013400	4' Quarter View Halogen.....	602.00	662.20	842.80	_____
___	1013500	5' Quarter View Halogen.....	602.00	662.20	842.80	_____
___	1013600	6' Quarter View Halogen.....	602.00	662.20	842.80	_____
___	1013401	4' Half View Halogen.....	602.00	662.20	842.80	_____
___	1013501	5' Half View Halogen.....	602.00	662.20	842.80	_____
___	1013601	6' Half View Halogen.....	602.00	662.20	842.80	_____
___	101314	Corner Quarter View.....	651.00	716.10	911.40	_____
___	101312	Corner Half View.....	651.00	716.10	911.40	_____

## TOTAL COST

_____	+	_____	=	_____
Sub-Total		8.1 % Tax		Total Cost





# carpet

When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers several color options in both Classic and Prestige carpet designed to fit the requirements of your exhibit space.

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time
- All Classic and Prestige carpets contain recycled content and are recyclable
- Our carpet padding consists of 95-100% recycled urethane foam and is also 100% recyclable according to the manufacturers specifications

## prestige CARPET

Freeman's Prestige carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Five popular colors are available in a luxurious 40-ounce weight and all nine designer colors are available in a 28-ounce weight.

Freeman's Prestige carpet packages include new, 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

### custom options

Prestige carpets can also be customized to fit your exhibit needs with unique logos, patterns and borders. Call the phone number on the Quick Facts for assistance.



*black\**



*cardinal*



*charcoal\**



*cream*



*gray pearl\**



*navy\**



*toast*



*wedgewood*



*white\**

**\*Color(s) available in both 28 oz. and 40 oz.**

*Actual color(s) may vary slightly.*

# classic CARPET

## custom cut

Freeman Classic carpet is available in a range of colors and includes delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

## standard cut

Our Classic carpet comes in a variety of sizes: 9' x 10', 9' x 20', 9' x 30', 9' x 40' and larger. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



*black*



*blue*



*gray*



*green*



*latte*



*midnight blue*



*plum*



*red*



*red pepper*



*tuxedo*

*Actual color(s) may vary slightly.*

## questions?

*Call customer service at the number listed on the Quick Facts. For fast, easy ordering, visit us at [www.freemanco.com](http://www.freemanco.com).*

# FREEMAN

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

ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
SEPTEMBER 23, 2014

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2014 WMA Convention & Expo / October 14-15, 2014**

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

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

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

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

- Orders received after the deadline or without payment will be charged the Standard Price and are subject to availability. Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.

- All Classic and Prestige carpets contain recycled content and are recyclable.

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

**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. Carpet:**

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

**40 oz. Carpet Rental** - Price per sq. ft. (100 sq. ft. minimum)

					Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	4.20	\$	4.60	\$	5.90	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	3.75	\$	4.15	\$	5.25	_____

**CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:**

☐ Black ☐ Cardinal ☐ Charcoal ☐ Cream ☐ Gray Pearl ☐ Navy ☐ Toast ☐ Wedgewood ☐ White

**28 oz. Carpet Rental** - Price per sq. ft. (100 sq. ft. minimum)

					Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	3.60	\$	3.95	\$	5.05	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	3.30	\$	3.65	\$	4.60	_____

**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 standard colors.

**CHOOSE YOUR CARPET COLOR:**

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

**16 oz. Carpet Rental** - Price per square foot (100 sq. ft. minimum)

					Online Price	Discount Price	Standard Price	Total
Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$	2.85	\$	3.15	\$	4.00	_____

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

- Our 16 oz. Classic Carpeting is available in a variety of standard colors in the following standard sizes.

**CHOOSE YOUR CARPET COLOR:**

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet .....	\$ 169.00	\$ 185.90	\$ 236.60	_____
_____	9' x 20' Classic Carpet .....	\$ 338.00	\$ 371.80	\$ 473.20	_____
_____	9' x 30' Classic Carpet .....	\$ 507.00	\$ 557.70	\$ 709.80	_____
_____	9' x 40' Classic Carpet .....	\$ 676.00	\$ 743.60	\$ 946.40	_____

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Carpet Padding .....	\$ 84.60	\$ 93.05	\$ 118.45	_____
_____	9' x 20' Carpet Padding .....	\$ 169.20	\$ 186.10	\$ 236.90	_____
_____	9' x 30' Carpet Padding .....	\$ 253.80	\$ 279.20	\$ 355.30	_____
_____	9' x 40' Carpet Padding .....	\$ 338.40	\$ 372.25	\$ 473.75	_____
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.) (price per sq. ft.)	\$ .94	\$ 1.05	\$ 1.30	_____
_____	Carpet Padding - 1/2" (Over 700 sq. ft.) (price per sq. ft.)	\$ .69	\$ .75	\$ .95	_____
_____	Plastic Covering (price per sq. ft.) .....	\$ .57	\$ .60	\$ .80	_____

Our carpet padding consists of 95 -100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recycled content.

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

**TOTAL COST**

Sub- Total	+	8.1% Tax	=	Total Cost
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FREEMANcarpet

Take advantage of the Online price  
by ordering at [www.freemanco.com/store](http://www.freemanco.com/store)  
before SEPTEMBER 23, 2014

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

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

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

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

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

## CLEANING SERVICES

- Cleaning Services include vacuuming of booth area and emptying wastebasket at 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.**

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
---------------	--------	-------------	---------------	-----------------	-------

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

_____	610100	Booth Vacuuming - One Time .....	.40	.55	_____
_____	610200	Booth Vacuuming - 2 Days .....	.75	1.05	_____
_____	610300	Booth Vacuuming - 3 Days .....	N/A	N/A	_____
_____	610400	Booth Vacuuming - 4 Days .....	N/A	N/A	_____

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
---------------	--------	-------------	---------------	-----------------	-------

_____	630100	Shampoo Carpet - One Time .....	.66	.90	_____
_____	630200	Shampoo Carpet - 2 Days .....	1.32	1.85	_____
_____	630300	Shampoo Carpet - 3 Days .....	1.98	2.75	_____

### PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
--------------	--------	-------------	---------------	-----------------	-------

- Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.

_____	620500	Exhibit Area / Under 500 sq.ft. ....	120.25	168.35	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft. ....	149.25	208.95	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft. ....	174.75	244.65	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

### TOTAL COST

_____	+	_____	=	_____
Sub-Total		N/A %Tax		Total Cost



# RENTAL exhibits



Package 1



Package 1 upgraded with graphics and cabinet



Package 2



Package 2 upgraded with graphics and cabinet



Package 3



Package 3 upgraded with graphics and cabinet





Package 4



Package 4 upgraded with graphics and cabinet



Package 5



Package 5 upgraded with graphics and cabinet



Package 6



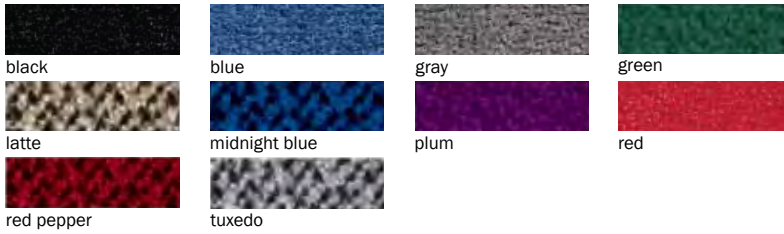
Package 6 upgraded with graphics and cabinet

\* All exhibits include: installation & dismantle of exhibit, material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

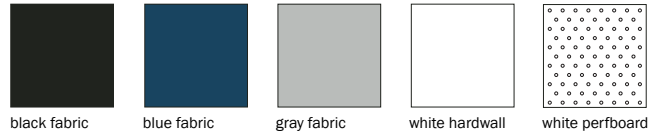
**Questions?** All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For fast easy ordering, go to [www.freemanco.com](http://www.freemanco.com).



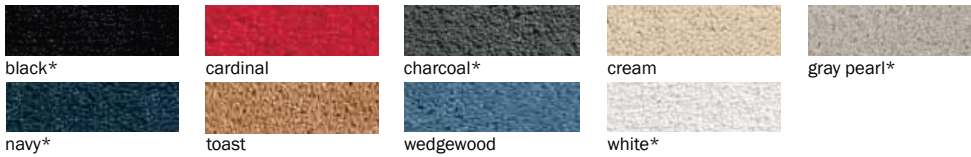
## Color Options - Classic Carpet



## Color Options - Fabric and Hardwall Panels



## Upgraded Color Options - Prestige Carpet



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

## Questions?

All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For additional custom examples click on the link below.

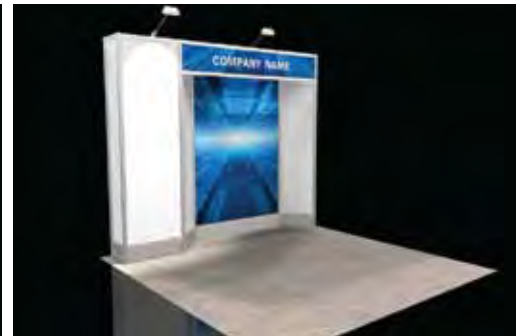
## Upgrades available for under \$500



Slatwall & Shelves



Black Metal



Graphics & Custom Logo



Cabinets & Counters



Colored Panels

## To view additional custom designs



[www.freemanco.com/customexhibits](http://www.freemanco.com/customexhibits)

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NAME OF SHOW: **2014 WMA Convention & Expo / October 14-15, 2014**

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

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

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

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

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

**All Exhibits Include:** installation & dismantle of exhibit, material handling of exhibit, 9' x 10' or 9' x 20' classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

To place your order, please check the appropriate box and complete the remaining selections at the bottom of the form.

## RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price
Package 1	<input type="checkbox"/> 10' x 10'	3,495.00	4,893.00	<input type="checkbox"/> 10' x 20'	5,734.00	8,027.60
Package 2	<input type="checkbox"/> 10' x 10'	2,377.00	3,327.80	<input type="checkbox"/> 10' x 20'	3,944.00	5,521.60
Package 3	<input type="checkbox"/> 10' x 10'	3,340.00	4,676.00	<input type="checkbox"/> 10' x 20'	4,907.00	6,869.80
Package 4	<input type="checkbox"/> 10' x 10'	4,112.00	5,756.80	<input type="checkbox"/> 10' x 20'	7,493.00	10,490.20
Package 5	<input type="checkbox"/> 10' x 10'	2,887.00	4,041.80	<input type="checkbox"/> 10' x 20'	4,801.00	6,721.40
Package 6	<input type="checkbox"/> 10' x 10'	2,748.00	3,847.20	<input type="checkbox"/> 10' x 20'	4,059.00	5,682.60

## CHOOSE YOUR PANEL

☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White Hardwall ☐ White Perfboard



## CARPET

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

Check color choice

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

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

Our carpet padding consists of 95 - 100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recyclable content.

## LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit).

Note: Power and labor to hang the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 Watts.

Additional power must be ordered separately.

## HEADER IDENTIFICATION SIGN

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

☐ Black ☐ Blue ☐ Brown ☐ Burgundy ☐ PMS Color \_\_\_\_\_  
☐ Red ☐ Teal ☐ White ☐ Dark Green ☐ Font Type \_\_\_\_\_

\*Unless font type is indicated, Helvetica will be used.

Indicate exactly how you want your company name to appear:

## ENHANCE YOUR EXHIBIT

Enhance your exhibit and have an Exhibitor Sales Specialist contact you for pricing by checking any of the following boxes:

☐ Slatwall & Shelves ☐ Cabinets & Counters ☐ Specialty Colored Metal ☐ Recyclable Graphics  
☐ Colored Panels ☐ Creating a Custom Exhibit ☐ Graphics & Custom Logo ☐ White Eco-Board



The product offered has recyclable content or has eco-friendly attributes and is 100% recyclable according to manufacturer's specifications.

TOTAL COST		
Sub-Total	+	8.1 % Tax
	=	Total Cost

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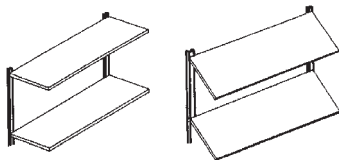
E-MAIL ADDRESS:

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

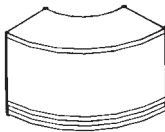
For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## ACCESSORIES FOR RENTAL UNITS

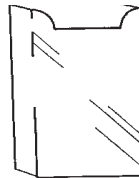
### STRAIGHT AND ANGLED SHELVES



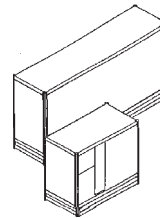
### RADIUS COUNTER (Does Not Have Doors)



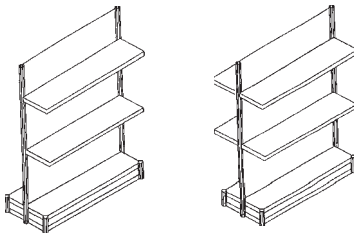
### LITERATURE POCKETS (Plexiglass)



### COUNTERS & CABINETS

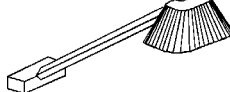


### GONDOLAS



(Lights may only be used on rentals.  
Electrical service & labor to install  
lights is not included.)

### STEM LIGHT



### TRACKLIGHT



### WIRE WALL PANELS

(Available in Black or White)  
Usable Surface: 36" w x 86" h  
Overall Size: 41-3/16" w x 96" h x 28" d



### SLAT WALL PANELS

(Available in White)  
Usable Surface: 37-1/2" x 86-1/4"  
Overall Size: 41-3/16" w x 96" h x 28" d



Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
(electrical service & labor to install lights not included)					
___	172512	Stem Light .....	161.75	226.45	___
___	172514	4' Tracklight (3 lights).....	328.00	459.20	___
<b>CABINETS &amp; COUNTERS</b>					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 36" High Cabinet .....	420.00	588.00	___
___	17306	1M x 42" High Counter .....	420.00	588.00	___
___	17308	2M x 36" High Cabinet .....	520.00	728.00	___
___	17309	2M x 42" High Counter .....	520.00	728.00	___
___	173010	1M x 36" High Radius Cabinet ...	600.00	840.00	___
___	173011	1M x 42" High Radius Counter ...	600.00	840.00	___
<b>GONDOLAS</b>					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Black Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfbord <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High .....	400.50	560.70	___
___	174542	Double Sided 1M x 4' High .....	533.00	746.20	___
___	174581	Single Sided 1M x 8' High .....	488.00	683.20	___
___	174582	Double Sided 1M x 8' High .....	622.00	870.80	___
<b>SHELVES</b>					
___	17201	Straight Shelf - 1M .....	59.25	82.95	___
___	17206	Angled Shelf - 1M .....	59.25	82.95	___

Don't see what you need?  
Please call an Exhibitor Services Representative at 702-579-1700.  
(404070) LV-H1 14/15

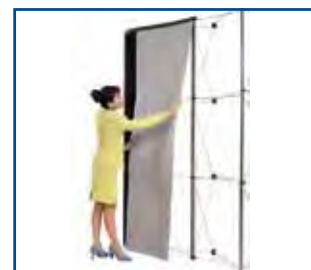
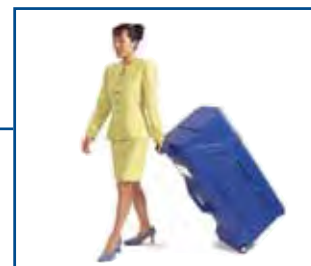
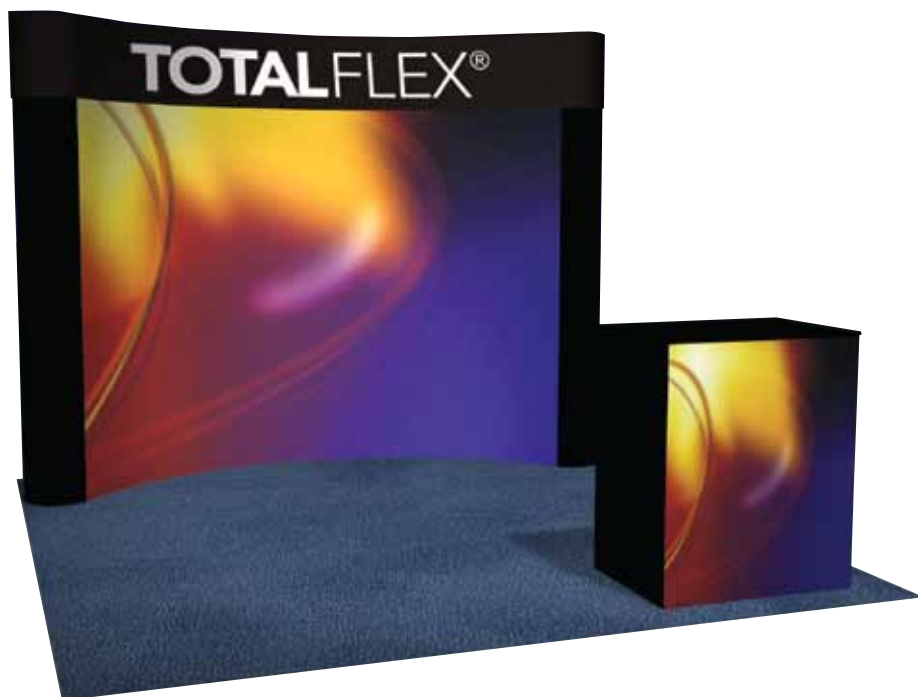
Qty	Part #	Description	Discount Price	Standard Price	Total
<b>WIRE WALL</b>					
Wire Wall					
<input type="checkbox"/> Black <input type="checkbox"/> White					
___	173518	1M x 8' High Wire Wall .....	533.00	746.20	___
___	17353	3-Ball Waterfall .....	28.75	40.25	___
___	17355	5-Ball Waterfall .....	30.75	43.05	___
___	17357	7-Ball Waterfall .....	34.25	47.95	___
___	173510	Cleaver Clip .....	5.65	7.90	___
___	1735468	4" Single Hook .....	2.95	4.15	___
___	1735468	6" Single Hook .....	2.95	4.15	___
___	1735468	8" Single Hook .....	2.95	4.15	___
<b>SLAT WALL</b>					
___	1736100	1M x 8' High Slat Wall .....	400.50	560.70	___
___	173650	1/2M x 8' High Slat Wall .....	300.00	420.00	___
___	173611	Slat Wall Shelf .....	97.25	136.15	___
___	17365	5-Ball Waterfall .....	34.25	47.95	___
<b>LITERATURE POCKET</b>					
___	174015	For 8 1/2 x 11 Literature .....	33.75	47.25	___
<b>TOTAL COST</b>					
Sub-Total _____ + Tax (8.1%) _____ = TOTAL _____					

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

FREEMAN exhibit accessories

# TOTALFLEX<sup>®</sup>

By Freeman



Available to rent or purchase, TotalFlex provides more options for configuring exhibits to fit your space, budget and vision. This pop-up display is versatile, lightweight, portable, durable, and needs just minutes and no tools to set up.

- Cases easily convert into a podium.
- Velcro compatible fabric panels available in a wide selection of colors.
- Compatible with shelves, lights and other innovative trade show accessories.
- Freeman can produce high-resolution digital graphics in virtually any size as well as photomural panels to enhance your exhibit's appearance.
- Available in a variety of sizes for rental or purchase, including a table top version shown below.
- All TotalFlex units include Installation & Dismantle of exhibit.

## **floor units**

*8'H x 8'W Floor Standing Unit*

*8'H x 10'W Floor Standing Unit*

## **table top units**

*40"H x 6'W Table Top Unit*

*40"H x 8'W Table Top Unit*



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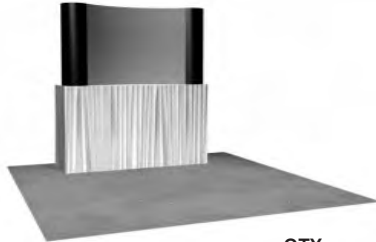
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## TABLE TOP UNIT



### RENTAL

Size	Discount Price	Standard Price	QTY.	TOTAL
40" H x 6' W	\$1,282.00	\$1,794.80	_____	_____
40" H x 8' W	\$1,441.00	\$2,017.40	_____	_____

### PURCHASE\*

Size	Discount Price	Standard Price	QTY.	TOTAL
40" H x 6' W	\$1,502.00	\$2,102.80	_____	_____
40" H x 8' W	\$1,646.00	\$2,304.40	_____	_____

\*Shipping Not Included

### Rental Units Include:

Draped Table (Select color below)  
Classic Carpet 9' X 10' (Select color below)  
Installation & Dismantle of Exhibit  
Material Handling of Exhibit  
Nightly Vacuuming  
1-Light (Power (500 watts) for LIGHTS only and Labor to hang lights)

### Purchase Units Include:

1-Case  
One Time Installation & Dismantle

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

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

### Additional Fabric Panel Colors for Purchase Units Only:

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

\*Other Colors Also Available for Purchase Units\*

9'x10' Classic Carpet: ☐ Black ☐ Blue ☐ Gray ☐ Green  
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

### Table Drape:

☐ Black ☐ Blue ☐ Brown ☐ Dark Green  
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

## FLOOR UNIT



### RENTAL

Size	Discount Price	Standard Price	QTY.	TOTAL
8' H x 8' W	\$1,923.00	\$2,692.20	_____	_____
8' H x 10' W	\$2,237.00	\$3,131.80	_____	_____

### PURCHASE\*

Size	Discount Price	Standard Price	QTY.	TOTAL
8' H x 8' W	\$2,889.00	\$4,044.60	_____	_____
8' H x 10' W	\$3,321.00	\$4,649.40	_____	_____

\*Shipping Not Included

### Rental Units Include:

Classic Carpet 9' X 10' (Select color below)  
Installation & Dismantle of Exhibit  
Material Handling of Exhibit  
Nightly Vacuuming  
1-Podium (8'H x 10'W unit only)  
2-Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

### Purchase Units Include:

1-Case  
1-Podium (8'H x 10'W unit only)  
One Time Installation & Dismantle

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

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

### Additional Fabric Panel Colors for Purchase Units Only:

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

\*Other Colors Also Available for Purchase Units\*

9'x10' Classic Carpet: ☐ Black ☐ Blue ☐ Gray ☐ Green  
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

All Classic carpets contain recycled content and are recyclable.

## CUSTOM GRAPHIC / PHOTO PANELS

☐ Our custom graphic panels can dramatically enhance your exhibit's appearance.

Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

OPTIONAL ACCESSORIES				RENTAL			PURCHASE			
Part #	Description	Qty.	Discount Price	Standard Price	Total	Qty.	Discount Price	Standard Price	Total	
1715800	2-200 Watt Halogen Light Kit	_____	\$195.25	\$273.35	_____	_____	\$251.00	\$351.40	_____	_____
1715801	1-200 Watt Halogen Light Kit	_____	\$100.25	\$140.35	_____	_____	\$183.75	\$257.25	_____	_____
1715802	Straight Shelf	_____	\$ 77.00	\$107.80	_____	_____	\$128.00	\$179.20	_____	_____
1715803	Angle Shelf	_____	\$ 77.00	\$107.80	_____	_____	\$128.00	\$179.20	_____	_____

## QUICK TIPS

- If shipping literature or products, material handling rates will apply.
- Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will be charged the Standard Price.**

### PURCHASE UNITS TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (8.1%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

### RENTAL UNITS TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (8.1%) \_\_\_\_\_ = TOTAL \_\_\_\_\_





# digital graphics



## creating visual excitement

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

## state-of-the-art capabilities

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

## superior quality control

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

## depth of resources

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

## freeman specializes in the digital graphic reproduction and installation of:

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

## questions?

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



# FREEMAN

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

DISCOUNT PRICE  
DEADLINE DATE  
SEPTEMBER 23, 2014

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2014 WMA Convention & Expo / October 14-15, 2014**

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

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

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

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

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

## GRAPHICS

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

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

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

### DIGITAL GRAPHICS

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

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq.ft.  
\$ 15.00 per sq. ft. discount price  
sq. ft. \_\_\_\_\_ x or \_\_\_\_\_ = \$ \_\_\_\_\_  
\$ 22.50 per sq. ft. standard price

- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- 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:

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Foamcore    | <input type="checkbox"/> Masonite  |
| <input type="checkbox"/> PVC         | <input type="checkbox"/> Plexi     |
| <input type="checkbox"/> Gatorfoam   | <input type="checkbox"/> Eco-Board |
| <input type="checkbox"/> Ultra-Board | <input type="checkbox"/> Other     |

The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.

Vertical \_\_\_\_\_ Horizontal \_\_\_\_\_ Use Your Judgment For Sign Layout \_\_\_\_\_

#### Special Instructions

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

	QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	@	44.00	66.00 =	
7" x 22"	@	52.00	78.00 =	
7" x 44"	@	63.25	94.90 =	
9" x 44"	@	69.25	103.90 =	
11" x 14"	@	54.00	81.00 =	
14" x 22"	@	63.25	94.90 =	
14" x 44"	@	87.50	131.25 =	
22" x 28"	@	87.50	131.25 =	
28" x 44"	@	178.75	268.15 =	
20" x 60"	@	173.00	259.50 =	

(white only)

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

#### INDICATE YOUR SIGN COPY HERE:

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

Vertical

Horizontal

Use Your Judgment  
For Sign Layout

Background Color: \_\_\_\_\_

Lettering Color: \_\_\_\_\_

#### TOTAL COST

Sub-Total + 8.1 % Tax = Total Cost

FREEMAN graphics

## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

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

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

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

### ACCEPTABLE FILE SOFTWARE FORMATS

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

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

Files should always be saved in their native format.

### ACCEPTABLE FILE TYPES

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

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

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

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

### WAYS TO SEND ARTWORK

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

• Files may also be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (702) 579-1700 for assistance.



# installation & dismantle

When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With over 80 years of experience, our group of specialists is ready to assist you with all of your exhibit requests, from beginning to end.

Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible.

## **installation and dismantling services available**

Freeman will work closely with you to coordinate every phase of your trade show participation, including:

- Preplanning and budget consultation
- Support service coordination – electrical, furnishings, floral and more
- Shipping and storage management
- On-site supervisors with dedicated floor managers
- Skilled labor and technicians for installation and dismantling
- Full, in-house carpentry
- Graphics production
- Emergency repairs and refurbishing
- Postshow evaluations
- Multiple show coordination

Supervise any labor yourself, or if you need assistance, Freeman I&D experts will do it for you.

## **if you use Freeman staff**

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors. We charge 30% of the total labor charge, with a minimum \$45 fee.

## **if you supervise yourself**

**Installation** – Your labor supervisor must check in at the exhibitor service center to pick up laborers. Upon completion of work, your supervisor must return to the exhibitor service center to release the laborers. Start time is guaranteed only when labor is requested for the start of the working day.

**Dismantling** – When scheduling dismantling labor, be sure to allow time for empty containers to be returned to the booth after the close of your show. Start time is guaranteed only when labor is requested for the start of the working day.

## **questions?**

For questions and assistance with labor estimates, call customer service at the number listed on Quick Facts.

For fast, easy ordering, visit us at [www.freemanco.com](http://www.freemanco.com).

# F R E E M A N

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

ORDER FORM  
DEADLINE DATE  
SEPTEMBER 23, 2014

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2014 WMA Convention & Expo / October 14-15, 2014**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1400 and ask to speak with our I & D Department.

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

## DISPLAY LABOR (One Hour Minimum per Worker)

	Description	Advance Price	Show Site Price
<b>Straight Time-</b>	8:00 A.M. to 5:00 P.M. Monday through Friday .....	\$ 99.50	\$ 139.50
<b>Overtime-</b>	5:00 P.M. to 8:00 A.M. Monday through Friday, All day Saturday, Sunday and recognized holidays .....	\$ 165.00	\$ 231.00

- Show Site prices will apply to all labor orders placed at show site.
- Price is per person/per hour.
- Start time guaranteed only at start of working day and at the close of the show.
- One hour minimum per man - labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pickup labor.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

## INSTALLATION LABOR

☐ **Freeman Supervised Labor** - Please complete the reverse side of this form.

- Installation of your exhibit will be completed at our discretion prior to show opening
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

☐ **Exhibitor Supervised Labor**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

## DISMANTLE LABOR

☐ **Freeman Supervised Labor** - Please complete the reverse side of this form.

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

☐ **Exhibitor Supervised Labor**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

If you have questions or need assistance in completing your order, please call your Freeman I & D Representative.

NAME OF SHOW: **2014 WMA Convention & Expo / October 14-15, 2014**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1400 and ask to speak with our I & D Department.

### FREEMAN SUPERVISED LABOR

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

### INBOUND SHIPPING & SET UP INFORMATION

**PLEASE NOTE:** Should you have more than one shipment, please provide the information for all shipments.

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

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

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

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

Electrical Placement/Order: Drawing Attached (required) \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware/Equipment Required: \_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION

**PLEASE NOTE:** Should you have more than one shipment, please provide the information for all shipments.

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

### METHOD OF SHIPMENT

☐ Freeman Exhibit Transportation:

☐ Common Carrier

☐ Air Freight

☐ Next Day

☐ 2nd Day

☐ Deferred

☐ Expedited

☐ Other (list carrier name & phone number):

☐ Other Common Carrier: \_\_\_\_\_

☐ Other Air Freight: \_\_\_\_\_

☐ Van Line: \_\_\_\_\_

### FREIGHT CHARGES

☐ Prepaid

☐ Collect

Bill To: \_\_\_\_\_

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

☐ Reroute via Freeman's choice

☐ Deliver back to Freeman warehouse at Exhibitor's expense.

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

FREEMAN installation & dismantle labor

## COMPANY INFORMATION

**COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**ADDRESS (continued):** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_

**ZIP:** \_\_\_\_\_ **COUNTRY:** **United States**

**TELEPHONE:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

## EVENT INFORMATION

**EVENT NAME:** \_\_\_\_\_

**ROOM #:** \_\_\_\_\_

**ONSITE CONTACT:** \_\_\_\_\_

**BEO/REF #:** \_\_\_\_\_

**DELIVER** Date: \_\_\_\_\_ Time: \_\_\_\_\_

**PICKUP** Date: \_\_\_\_\_ Time: \_\_\_\_\_

## CONTACT US

encore @ Planet Hollywood  
3667 Las Vegas Blvd. South,  
Las Vegas, NV 89109  
p | 702.785.5506  
f | 702.785.5531

ph@encore-us.com

last updated 12/30/2013

qty	description	# days	price	total
-----	-------------	--------	-------	-------

## Popular Packages

<b>PACKAGE # 1</b>	1	\$158.00	\$0.00
Meeting Room Screen	<input type="checkbox"/> Add Wireless Lav & Audio Mixer (+ \$350)		
Projection Cart	<input type="checkbox"/> Add Computer Audio Patch (+ \$50)		
Electrical Power & Cables	<input type="checkbox"/> Add Wireless Mouse - USB (+ \$65)		
<b>PACKAGE #2</b>	1	\$883.00	\$0.00
Meeting Room LCD Projector & Screen	<input type="checkbox"/> Add Wireless Lav & Audio Mixer (+ \$350)		
Projection Cart/Stand	<input type="checkbox"/> Add Computer Audio Patch (+ \$27)		
All Cabling, Extension Cords, etc.	<input type="checkbox"/> Add Wireless Mouse - USB (+ \$65)		
<b>PACKAGE #3</b>	1	\$310.00	\$0.00
Standing Podium	<input type="checkbox"/> Add a Wireless Lavalier Mic (+ \$195)		
Podium Microphone & Mixer	<input type="checkbox"/> Add Flipchart Package w/3M paper (+ \$60)		
Electrical Power & Cables	<input type="checkbox"/> Add a CD Player (+ \$80)		
<b>PACKAGE #4</b>	1	\$735.00	\$0.00
DVD Combo Player	<input type="checkbox"/> Add additional 42" Monitor (+ \$525)		
42" Plasma Monitor with Stand	<input type="checkbox"/> Add Wireless Lav & Audio Mixer (+ \$310)		
All Cabling, Extension Cords, Etc.			
<b>PACKAGE #5</b>	1	\$860.00	\$0.00
50" Plasma Monitor with Stand	<input type="checkbox"/> Add additional 50" Monitor (+ \$650)		
DVD Combo Player	<input type="checkbox"/> Add Wireless Lav & Audio Mixer (+ \$310)		
All Cabling, Extension Cords, Etc.			

## Video Components

Video / Data Monitors				
22-inch LCD Computer Monitor	1	\$170.00	\$0.00	
32-inch Monitor	1	\$280.00	\$0.00	
42-inch Monitor	1	\$450.00	\$0.00	
50-inch Monitor	1	\$730.00	\$0.00	
80-inch Monitor	1	\$1,260.00	\$0.00	
DVD Player	1	\$75.00	\$0.00	
Video / Data Projectors				
4k - 6k Projector	1	\$810.00	\$0.00	
7k - 8k Projector	- CALL FOR PRICING -			
10k - 12k Projector	- CALL FOR PRICING -			

## Electrical

Power Services				
Standard Outlet - 120V / 10 AMP/ 1000W	1	\$180.00	\$0.00	
CALL FOR ADDITIONAL ELECTRICAL SERVICES				

## Labor

qty	description	# hrs	days	price	total
1	Technician			CALL FOR RATES AND TERMS	

please complete form and return by email or fax:  
email | ph@encore-us.com fax | 702.785.5531

qty	description	# days	price	total
-----	-------------	--------	-------	-------

## Screens & Drape

Standard Screens				
6' X 6' Tripod Screen	1	\$60.00	\$0.00	
8' X 8' Tripod Screen	1	\$60.00	\$0.00	
10' X 10' Cradle Base	1	\$80.00	\$0.00	
12' X 12' Cradle Base	1	\$90.00	\$0.00	
Fast Fold Screens				
6' x 11' Fast Fold Screen	1	\$150.00	\$0.00	
7.5' x 13' Fast Fold Screen	1	\$305.00	\$0.00	
9' x 16' Fast Fold Screen	1	\$410.00	\$0.00	
10' x 18' Fast Fold Screen	1	\$740.00	\$0.00	
Drape				
16' x 10' Black Drape (labor not included)	1 week	\$190.00	\$0.00	
22' x 10' Black Drape (labor not included)	1 week	\$190.00	\$0.00	

## Audio Components

Microphones				
UHF Wireless Microphoning System	1	\$195.00	\$0.00	
<input type="radio"/> Handheld <input type="radio"/> headset <input type="radio"/> Lavalier				
Wired Microphone	1	\$35.00	\$0.00	
<input type="radio"/> Handheld <input type="radio"/> headset <input type="radio"/> Lavalier				
Mixers / Amplifiers				
12 Channel Stereo Mixer	1	\$155.00	\$0.00	
16 Channel Stereo Mixer	1	\$190.00	\$0.00	
Speakers and Players / Recorders				
Full Range Powered Speaker w/Tripod Stand	1	\$100.00	\$0.00	
Computer, iPod, or iPad Audio Patch	1	\$27.00	\$0.00	
CD Player	1	\$80.00	\$0.00	

## Event Support Equipment

Miscellaneous				
Podium	1	\$90.00	\$0.00	
Flipchart with Markers and Paper	1	\$60.00	\$0.00	
Whiteboard and Markers	1	\$60.00	\$0.00	
AC Cord	1	\$12.00	\$0.00	
Powerstrip	1	\$12.00	\$0.00	
Computers				
Laptop Computer (Advance Order)	1	\$250.00	\$0.00	
Wireless Mouse / Laser Pointer	1	\$65.00	\$0.00	

THIS AGREEMENT IS SUBJECT TO THE ATTACHED TERMS & CONDITIONS. PLEASE READ BEFORE PLACING ORDER

Your Order's Sub Total **\$0.00**



return completed form by email to [ph@encore-us.com](mailto:ph@encore-us.com) or fax to **702.785.5531**

## COMPANY INFORMATION

**COMPANY:**

**ADDRESS:**

**ADDRESS (continued):**

**CITY:**  **STATE:**

**ZIP:**  **COUNTRY:**

**TELEPHONE:**

**FAX:**

**ORDERED BY:**

**EMAIL ADDRESS:**

## EVENT INFORMATION

**EVENT NAME:**

**ROOM #:**

**ONSITE CONTACT:**

**BEO/REF #:**

**DELIVER** Date:  Time:

**PICKUP** Date:  Time:

## CONTACT US

encore @ Planet Hollywood  
3667 Las Vegas Blvd. South,  
Las Vegas, NV 89109  
p | 702.785.5506  
f | 702.785.5531

[ph@encore-us.com](mailto:ph@encore-us.com)

last updated 12/30/2013

## Event Labor Rates and Terms

Call and speak to an account executive for an explanation of labor rates and terms and for an estimate of the labor required for your event.

**CALL 702.785.5506**

## Cancellation

Written cancellation of ordered equipment and services must be received 48 hours prior to delivery. Failure to do so will result in a 100% charge to your account

Prices effective January 1, 2014 and are subject to change without notice.

Prices reflect daily rates unless otherwise noted. To ensure availability, please reserve equipment 30 days in advance. Premium charges may apply to orders placed within 48 hours of meeting date.

## Your Order Totals

Services/Equipment Total	\$0.00
Labor (min. \$192, 2 hours @ \$96/hr for load in/out)	\$192.00
24% of Equipment Sub Total (\$25 minimum)	\$25.00
Additional Hourly Labor/Facility/Handling if Required	\$0.00
<b>TOTAL</b>	<b>\$217.00</b>

credit card information

☐ Visa ☐ Mastercard ☐ AmEx ☐ Discover

card #:  v code \*

expiration: month  year

\* 3 digit number on back of Visa, MC and Discover cards OR 4 digit number on front of AmEx card.

The undersigned has read and agrees to all of the terms and conditions, and labor rates of this rental agreement. The undersigned authorizes Encore to charge the above listed credit card for the equipment, labor and/or services detailed in this agreement, and for any client approved add-ons and change orders.

Digital Signature \_\_\_\_\_

## PRODUCTION & CREATIVE SERVICES

event design from concept to closing curtain  
message assessment and strategy  
theme creation and development  
scripting  
story boarding  
show design  
show direction  
video conception and creation  
music design  
art direction  
2d and 3d graphics  
animations  
speaker support  
set design and construction  
talent and speaker booking

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

Unique.  
Creative.  
Innovative.

## encore rental agreement - terms & conditions

### 1. PAYMENT TERMS

Lessee agrees to pay Encore Event Technologies (hereinafter "Encore") all charges indicated on this Rental Contract which includes these Terms and Conditions and any equipment that is rented pursuant to the terms set forth herein (the "Equipment") or labor overages. Payment is due and payable in full upon signing this Rental Contract unless otherwise negotiated and agreed to in writing on a Commencement of Work document.

### 2. ESTIMATES

In connection with this Rental Contract or any contract entered into between Encore and Lessee, any estimate provided to Lessee in connection with the expected labor hours and number of days the Equipment is solely an estimate. In the event that the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal, Lessee will be charged for those overages at Encore's standard rates less any applicable discounts.

### 3. DAMAGE WAIVER

All Equipment has been inspected upon delivery and Lessee acknowledges and warrants that all Equipment was received in good and working order. Lessee agrees to pay for any and all damages on account of lost, damaged or stolen equipment and/or loss caused by Lessee's accident, misuse or neglect. Should the Equipment listed on this Rental Contract malfunction for any reason and at no fault of Lessee, Encore will only be responsible for the repair of listed Equipment but WILL NOT be held responsible for any damages or loss caused as a result of the Equipment malfunctioning.

### 4. SUBLEASE

With the prior written consent of Encore, Lessee shall have the right to sublease the Equipment and, in the event of a sublease, Lessee shall be fully responsible for all insurance on, repair and replacement of, and reclamation of the Equipment. Encore reserves the right to replace the Equipment at Lessee's expense at full retail value if the subleased Equipment is lost, damaged or untimely returned.

### 5. TITLE

The parties intend to create a rental agreement and the relationship of lessor and lessee between themselves. The terms set forth herein shall not be construed or interpreted to create or imply the existence of a finance lease or installment lease or sales contract. Title to the Equipment shall at all times be vested in Encore, and no right, title or interest in the Equipment shall pass to Lessee other than the use of the Equipment for the rental period as agreed to by the parties, which right is conditioned upon Lessee's compliance with this Rental Contract.

### 6. SURRENDER / EQUIPMENT HANDLING

On the expiration or earlier termination of this Rental Contract, Lessee shall return the Equipment in good repair, condition and working order, subject only to reasonable wear and tear. All Equipment must be handled by Encore personnel only. Equipment may not be moved, stored, or serviced by Lessee or any other party. Lessee may not operate the Equipment unless authorized by Encore. Lessee agrees that Encore shall have the right to enter the premises where the Equipment is located and shall have access to the Equipment at all times.

### 7. CANCELLATION

Unless otherwise negotiated or agreed to in writing on a Commencement of Work Document, the following monies shall be payable by Lessee to Encore in the event of cancellation prior to the expiration of the rental period set forth on this Rental Contract: (1) if cancellation is made by Lessee more than seventy-two (72) hours prior to the scheduled performance then said expenses paid by Encore on Lessee's behalf (including contractual obligations) plus fifty percent (50%) of the fee shall be charged to and immediately paid by Lessee to Encore; or (2) if cancellation is made within seventy-two (72) hours, full rental contract price for the entire duration set forth on this Rental Contract is due and payable.

### 8. DEFAULT

If Lessee fails to pay rent or otherwise fails to observe, keep or perform any provision of this Rental Contract, or if Lessee should enter into voluntary or involuntary bankruptcy or receivership or other legal impediment which could impair the Equipment, Encore shall have the right to:

- (a) Enter Lessee's premises and reclaim the Equipment at Lessee's premises or at site of any subleases without demand or notice to Lessee or court order or other processes of law, and declare the entire amount of rent immediately due and payable without demand or notice to Lessee. Lessee waives any damages occasioned by such reclamation. Any reclamation shall not constitute a termination of this Rental Contract unless Encore expressly notifies Lessee in writing;
- (b) Sue to recover all rents and any other amounts owed or accruing to Encore;
- (c) Terminate this Rental Contract as to any or all items of Equipment; and/or
- (d) Exercise any other remedy at law or equity.

All such remedies are cumulative and may be exercised concurrently or separately. The exercise of any remedy shall not release Lessee from this Rental Contract and Lessee shall remain liable for the full performance of all obligations to be performed by Lessee under this Rental Contract.

### 9. CREDIT TERMS

All open accounts require prior credit approval. Should collection under the terms of this Rental Contract commence, Lessee agrees to pay all collection costs which include, but are not limited to, Equipment recovery costs, storage charges, attorneys' fees and court costs.

### 10. CHOICE OF LAW AND VENUE

The interpretation and affect of this Rental Contract and the related agreements shall be governed by and construed in accordance with the internal laws (as opposed to the conflicts of law provisions) of the State of Nevada. Any litigation arising out of or related to this Rental Contract shall be instituted and prosecuted only in the appropriate state or federal court situated in Clark County, Nevada. The parties submit to the exclusive jurisdiction and venue of such courts for purposes of any such action and the enforcement of any judgment or order arising therefrom. Each party waives any right to a change of venue and any and all objections to the jurisdiction of the state and federal courts located in Clark County, Nevada.

### 11. ATTORNEY'S FEES

In the event either party, institutes any action arising out of, related to, or for the breach of, this Rental Contract, the prevailing party shall be awarded reasonable attorneys' fees and costs.

### 12. CONDITION OF EQUIPMENT

Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. Encore does not, however, warrant or guarantee that the Equipment or services being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the event for any reason whatsoever, Lessee agrees to immediately notify Encore's on-site representative. Encore will attempt to remedy the problem as soon as possible so that the event is not interrupted. Lessee agrees and acknowledges that Encore assumes no responsibility for any loss, cost, damage or injury to persons or property in connection or as a result of inoperable Equipment or otherwise.

### 13. LIMITATION OF LIABILITY AND INSURANCE

Lessee agrees to defend, indemnify and hold Encore and its officers, directors, employees, successors and assigns harmless from any and all claims arising out of any violation of any law, rule, regulation or order, and from any and all claims or liabilities for loss, damages or injury to persons or property of whatever kind or nature arising from the use or operation of the Equipment, or from the negligence or carelessness of the agents or employees of Lessee. Additionally, Encore shall not be liable for any special or consequential damages including lost profits arising relating to the Equipment, the services or this Rental Contract. Lessee shall notify Encore promptly of any accident involving the Equipment. Lessee shall obtain contractual insurance in connection with this Rental Contract and pursuant to this paragraph, in an amount satisfactory to Encore and provide proof of such insurance upon request of Encore.

### 14. SEVERABILITY

In the event that any provision of this Rental Contract shall be unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of hereof.

### 15. CONSTRUCTION CLAUSE

For the purpose of interpretation, the language in this Rental Contract shall be deemed to be the language of both parties and neither party shall be deemed to be the drafting party.

### 16. SURVIVAL

All provisions of this Rental Contract related to indemnification, disclaimers and limitations on liability and all other obligations of the parties that arise in connection with Lessee's rental of Equipment from Encore shall survive the termination of the rental of such Equipment.

### 17. ENTIRE AGREEMENT

This Rental Contract incorporates by reference any attached Schedules, Contract, and Commencement of Work, related to this rental order, and contains the parties' entire understanding and may not be modified except in written form signed by both parties.

**MAIL OR FAX FORMS WITH PAYMENT TO :**

ENCORE EVENT TECHNOLOGIES AT Planet Hollywood Las Vegas

5150 So. Decatur Blvd., Las Vegas, Nevada 89118

Ph: (702) 967-4300 Fax: (702) 967-3844 Email: services@encoreproductions.net

**Encore Event Technologies AT PLANET HOLLYWOOD LAS VEGAS**

<b>Booth Number:</b>	To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.		<b>EVENT NAME:</b>
<b>EVENT DATES:</b>		<b>INSTALL LOCATION IN ROOM/BOOTH:</b> (Provide floor plan if available)	
<b>EXHIBITING COMPANY NAME:</b>			
<b>BILLING ADDRESS:</b>			
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>	<b>ON-SITE CONTACT:</b>
<b>TELEPHONE NUMBER:</b>		<b>FAX NUMBER:</b>	<b>ON-SITE PHONE:</b>
<b>ORDERED BY:</b>		<b>EMAIL ADDRESS:</b>	
<b>CREDIT CARD TYPE:</b>	<b>EXP. DATE:</b>	<b>CREDIT CARD NUMBER:</b>	
<b>CARDHOLDERS SIGNATURE:</b>		<b>PRINT CARDHOLDERS NAME:</b>	

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. **NO CHECKS ACCEPTED**

**ELECTRICAL SERVICES FORM**

Encore Event Technologies, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

<b>Please call for additional services that are not listed on this order form, or for custom quotes for large orders</b>	Dedicated & 24 hour power will be at 2x the listed price. Please indicate these requirements below if needed.	<b>Installation cannot begin until order is finalized and payment method has been received</b>
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ELECTRICAL SERVICES	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY	QUANTITY OF 24 HOUR POWER	SUBTOTAL
120 VOLTS - 500 WATTS OR 5 AMPS	\$86.00	\$130.00			
120 VOLTS - 1000 WATTS OR 10 AMPS	\$150.00	\$230.00			
120 VOLTS - 2000 WATTS OR 20 AMPS	\$200.00	\$300.00			
208 VOLTS SINGLE PHASE - 2000 WATTS OR 20 AMPS	\$310.00	\$465.00			
ELECTRICAL MATERIALS	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY		
6' OUTLET PLUG STRIP	\$25.00	\$30.00			
25' EXTENSION CORD	\$25.00	\$30.00			

**PLEASE SUBMIT A FLOOR PLAN FOR ALL ISLAND BOOTHS AND UNDER CARPET ELECTRICAL RUNS**

ADDITIONAL ELECTRICAL SERVICES	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY	QUANTITY OF 24 HOUR POWER	
208 VOLTS SINGLE PHASE 30 AMPS	\$395.00	\$590.00			
208 VOLTS SINGLE PHASE 60 AMPS	\$640.00	\$960.00			
208 VOLTS SINGLE PHASE 100 AMPS	\$980.00	\$1,475.00			

**SUBTOTAL****PRICING IS BASED ON A 3 DAY SHOW, ADDITIONAL DAYS WILL REQUIRE A 25% PER DAY CHARGE****ALL ELECTRICAL MATERIALS & SERVICES WILL REQUIRE A 10% SERVICE FEE****10% SERVICE FEE****ALL ISLAND BOOTHS AND ADDITIONAL SERVICES REQUIRE ELECTRICAL LABOR****MATERIAL AND SERVICES TOTAL**

LABOR RATES: STRAIGHT TIME - \$100.00 OVERTIME - \$200.00

**LABOR TOTAL**

MINIMUM 1 HOUR LABOR INSTALL AND MINIMUM 1/2 HOUR LABOR DISMANTLE

**GRAND TOTAL**

LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

Setup/Disconnect Labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.

**ELECTRICAL IS AN EXCLUSIVE OF PLANET HOLLYWOOD**

Prices Subject to change without Notice

Rev 1/2/14

## Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot ever lose power and/or other equipment that must remain on throughout the show during overnight hours.
- 3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.
- 6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/room designated by the client.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with FCC Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

**AUTHORIZED SIGNATURE:**

**ENCORE**

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

rev. 1/2/14



MAIL OR FAX FORMS WITH PAYMENT TO :  
ENCORE EVENT TECHNOLOGIES AT PLANET HOLLYWOOD LAS VEGAS  
5150 So. Decatur Blvd., Las Vegas, Nevada 89118  
Ph: (702) 967-4300 Fax: (702) 967-3844 Email: services@encoreproductions.net



### Encore Event Technologies AT PLANET HOLLYWOOD LAS VEGAS

<b>Booth Number:</b>	To receive advance order rate, Encore Event Technologies must receive your completed order form, with billing information, fourteen (14) days prior to move-in.	<b>EVENT NAME:</b>
<b>EVENT DATES:</b>		<b>INSTALL LOCATION IN ROOM/BOOTH:</b>
<b>EXHIBITING COMPANY NAME:</b>		
<b>ONSITE CONTACT:</b>		<b>ON-SITE PHONE:</b>
<b>ORDERED BY:</b>		<b>EMAIL ADDRESS:</b>

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

## BOOTH LAYOUT FORM

**Instructions:** 1.) Use BOLD lines to indicate the outline of your booth. 2.) Mark different services with separate symbols. 3.) Indicate the scale of the grid, (i.e., 1 square = 1 foot) or indicate the dimensions of your booth. 4.) Mark the adjacent booth numbers or aisle number for reference. 5.) Indicate if your booth will be carpeted and if the cables need to be installed under the carpeting. **NOTE:** Labor is required for all electrical runs under booth carpet.

Booth Carpeting?: \_\_\_\_\_ Cables to be Run Under Carpeting?: \_\_\_\_\_

Back of Booth/Aisle Number: (indicate adjacent Booth) \_\_\_\_\_

Adjacent  
Booth #

Adjacent  
Booth #


Front of Booth/Aisle Number: (indicate adjacent Booth) \_\_\_\_\_

Event / Contact Information						
Event:				Date:		
Company:			Event Dates:			
Room(s):			Booth#:			
Install Date / Time:			Removal Date /Time:			
Contact:			Email:			
Billing Address:						
City:			State:		Zip:	
Phone #:			On-site POC Phone #:			
Fax:			Mobile:			
CSM Contact Information						
CSM Name:				Phone #:		
Group Master Account #:						
Services						
<b>Wireless High Speed Internet - Access Codes</b> <small>Non-Transferrable. Each unique device requires an access code.</small>			Qty.	First Day	Additional Day	Total
Single Device Wireless Access Code (first day, first device only) <small>Up to 15 Mbps Up/Down Speed - Best Effort Service</small>				\$ 295	\$ 50	
Additional Devices (add more codes) <small>Bulk pricing is available for orders of more than 20 codes. Please contact us for a quote.</small>				\$ 75		
<b>Wired Business Preferred (Private VLAN) High Speed Internet</b>			Qty.	Daily Price		Total
Up to 100 Mbps Up/Down Private VLAN Wired Connection (includes 3 Publicly Routable Static IP Addresses)				\$ 1,250 / Day		
Equipment Rental and Additional Services – Business Preferred ONLY						
Description			Qty	Price		Total
Additional Static IP Address (Publicly Routable)				\$ 125 each		
Ethernet Switch Rental & Installation				\$ 225 each		
Wireless Access Point Rental & Installation (Custom SSID/Shared Key)				\$ 225 each		
CAT5e Ethernet Cable (Up to 50 ft) Rental & Installation				\$ 25 each		
Dedicated On-Site Technician				\$ 100 / hr		
Expedite Fee (orders received less than 5 days prior to event)				\$ 300		
** Switch, Access Point and Cable rentals are subject to 8.1% NV Sales Tax						
Instructions/Comments:				Subtotal:		
				** Tax:		
				Other:		
				TOTAL:		

Please E-MAIL or FAX completed Order Form to:  
 Cox Business Attn: Advanced Convention Services • 1700 Vegas Drive • Las Vegas, NV 89106  
 Tel: (702) 400-0473 Fax: (702) 823-3735 E-mail: [Kristi.Davis2@cox.com](mailto:Kristi.Davis2@cox.com)

**Payment Method**

<b>Master Account:</b> <input type="checkbox"/>	Please provide Master Account ID: _____
<b>Credit:</b> <input type="checkbox"/>	For credit payment please use separate credit authorization form.



The undersigned represents that he/she is the customer or the authorized Customer Representative identified above and is authorized to sign this agreement on behalf of the Customer for the services in this agreement. The undersigned further represents that the Customer Information and the authorized Customer Representative Information is correct and true. This agreement binds Customer to the Rates, Terms, and Conditions of Service applicable to each of the services selected above, including and termination penalties that may apply. All services are subject to the Terms and Conditions on pages 2 & 3 attached hereto. Internet, Data, Web Hosting and/or Web conferencing, Cox-Mail(sm) E-Mail Services, if selected by Customer, are subject to acceptable Use Policies located at <http://www.coxbusiness.com/acceptableusepolicy.pdf> and Customer acknowledges receipt of these by signing below. Prices listed do not include applicable taxes, fees, assessment or surcharges. Until this agreement is signed by Cox, it serves as a proposal which may be withdrawn or changed at anytime by Cox. Cox will honor the prices in this proposal provided Customer delivers a signed contract to Cox within five days prior to the event start date above. If Customer terminates and Service that is part of a bundle offering, the remaining Services shall be subject to price increase for the remaining Service term. Customer agrees that Cox may execute this Agreement using an Electronic Signature.

### **Service Authorization**

**Customer-Authorized Signature:** \_\_\_\_\_ **X** **Date:** \_\_\_\_\_

**Customer-Title:** \_\_\_\_\_

CONFIDENTIALITY NOTICE: The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of this information by persons or entities other than the intended recipient is prohibited.

## Internet Booth/Room Diagram Information

Adjacent Booth									Adjacent Booth



Advanced Convention Services

## **TERMS AND CONDITIONS OF SERVICE**

1. **Service and Installation** As detailed on the first page of this Agreement, Hospitality Network, LLC ("Hospitality") shall provide Customer with certain services ("Services") and equipment ("Equipment") for the use of Customer and third parties attending or participating in an event hosted by Customer ("Conventioners"). Any Conventioners receiving Services in connection with this Agreement shall be selected solely by Customer, and Customer shall be responsible for the acts of such Conventioners in connection with the Services as if such acts were performed by Customer. Except to the extent caused by Hospitality or a Hospitality agent or subcontractor, Customer shall be responsible for damage to any Equipment provided hereunder. Neither Customer nor any Conventioners may use the Services in any manner that interferes with or impairs the Hospitality network, Equipment or facilities, and the Equipment shall be used only for the purpose of receiving the Services. For Hospitality internet services, bandwidth speed options may vary. Customer acknowledges and agrees that Customer and the Conventioners may not always receive or obtain optimal bandwidth speeds and Hospitality network management needs may require Hospitality to modify upstream and downstream speeds.
2. **Service Date and Term** This Agreement shall be effective upon execution by the parties. Services shall be provided for the applicable term set forth on the first page of this Agreement and such term shall begin upon installation of Service. Hospitality shall use reasonable efforts to make the Services available by the requested service date; provided, however, that Hospitality shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays beyond its reasonable control.
3. **Customer Responsibilities** Customer shall, and shall ensure that the Conventioners, use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer employees or Conventioners to access the internet, such employees or Conventioners will be required to agree to the terms of a Hospitality end user license agreement before accessing the internet. If Customer is purchasing bandwidth and itself controlling Conventioner or employee access to the internet, Customer agrees to require all employees or Conventioners before accessing the internet to agree to the terms of an end user license agreement reasonably acceptable to Hospitality. Customer is responsible for ensuring that any Customer or Conventioner equipment is compatible for the Services selected and with the Hospitality network.
4. **Equipment** Unless otherwise provided herein, Customer agrees that Hospitality shall retain all rights, title and interest to facilities and Equipment installed by Hospitality hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Hospitality shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Hospitality without the prior written consent of Hospitality. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Hospitality's authorized personnel. For Hospitality-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Hospitality in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Hospitality shall repair any Equipment owned by Hospitality at no charge to Customer provided that damage is not due to the negligence of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.
5. **Resale of Service** Unless authorized in writing by Hospitality, neither Customer nor any Conventioner may resell any portion of the Services to any other party.
6. **Default** If Customer or any Conventioner fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Hospitality, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by tariff or applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.
7. **IP Address** Hospitality will allocate IP addresses to Customer according to InterNIC guidelines. All IP addresses assigned by Hospitality must be relinquished by Customer upon the expiration, termination or cancellation of this Agreement.
8. **Termination** A 10% fee will be applied to all orders canceled between the date the order is placed and the installation date. No refunds will be provided to orders which have been installed. If Hospitality is delivering Services via wireless network facilities and there is signal interference with such Service, Hospitality may terminate this Agreement if Hospitality cannot resolve the interference by using commercially reasonable efforts.
9. **LIMITATION OF LIABILITY. HOSPITALITY SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL HOSPITALITY BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. HOSPITALITY SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF HOSPITALITY. UNDER NO CIRCUMSTANCES WILL HOSPITALITY BE LIABLE FOR ANY SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. HOSPITALITY'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF \$5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.**

10. **Assignment** Customer may not assign, in whole or in part, this Agreement without the prior written consent of Hospitality, which consent may be withheld in Hospitality's discretion. Hospitality may assign this Agreement and Service may be provided by one or more legally authorized Hospitality affiliates.
11. **WARRANTIES EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND HOSPITALITY DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. HOSPITALITY MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.**
12. **INDEMNITY** Customer shall indemnify and hold Hospitality and its respective affiliates, subcontractors, employees or agents harmless (including payment of reasonable attorneys fees) from and against any claims, actions or demands relating to or arising out of Customer's or a Conventioneer's use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Conventioners or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Conventioners.
13. **Viruses, Content, Customer Information** Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting its and Conventioners' network, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Hospitality may disclose Customer information to law enforcement or to any Hospitality affiliate. Hospitality may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.
14. **Public Performance** Public Performances. If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Hospitality, shall be responsible for obtaining any public performing licenses.
15. **Regulatory Authority-Force Majeure** This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.
16. **Miscellaneous** This Agreement constitutes the entire agreement between Hospitality and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or

condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written instrument signed by the parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration.



## CREDIT CARD AUTHORIZATION

\_\_\_\_\_  
GROUP NAME Planet Hollywood  
PROPERTY NAME

\_\_\_\_\_  
CARDHOLDER NAME TELEPHONE NUMBER

\_\_\_\_\_  
ADDRESS CITY STATE ZIP CODE

Final Payment/Overages \$ \_\_\_\_\_ to be charged on (date) \_\_\_\_\_

### ACCOUNT INFORMATION

CREDIT CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

### SIGNATURE

I understand this transaction is NON-reversible. I authorize and acknowledge all of the aforementioned charges and any additional authorized charges will be posted to my credit card in the form of an advance deposit or for full payment for the person(s)/function(s) designated above. I acknowledge that any cancellation fees, penalties or minimum requirements agreed to in our signed contract may also be charged to my credit card. I understand that upon receipt of this form, Harrah's Entertainment, Inc. may hold sufficient funds to cover the anticipated charges.

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

The information contained in this e-mail or fax may be legally privileged and confidential. It is intended to be read only by the person to whom it is addressed. If you have received this in error or are not the intended recipient, please immediately notify the sender and delete all copies of this message. Thank you.

**MAIL OR FAX FORMS WITH PAYMENT TO :**

ENCORE EVENT TECHNOLOGIES AT PLANET HOLLYWOOD LAS VEGAS

5150 So. Decatur Blvd., Las Vegas, Nevada 89118

Ph: (702) 967-4300 Fax: (702) 967-3844 Email: services@encoreproductions.net

**Encore Event Technologies AT PLANET HOLLYWOOD LAS VEGAS**

<b>Booth Number:</b>	To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.	<b>EVENT NAME:</b>
<b>EVENT DATES:</b>		<b>INSTALL LOCATION IN ROOM/BOOTH:</b> (Provide floor plan if available)
<b>EXHIBITING COMPANY NAME:</b>		
<b>BILLING ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>TELEPHONE NUMBER:</b>		<b>ON-SITE CONTACT:</b>
<b>FAX NUMBER:</b>		<b>ON-SITE PHONE:</b>
<b>ORDERED BY:</b>		<b>EMAIL ADDRESS:</b>
<b>CREDIT CARD TYPE:</b>	<b>EXP. DATE:</b>	<b>CREDIT CARD NUMBER:</b>
<b>CARDHOLDERS SIGNATURE:</b>		<b>PRINT CARDHOLDERS NAME:</b>
BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. <b>NO CHECKS ACCEPTED</b>		

**BOOTH LIGHTING SERVICES FORM**

Encore Event Technologies, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

Please call for additional services that are not listed on this order form, or for custom quotes for large orders

Installation cannot begin until order is finalized and payment method has been received

Lighting Package Description	ADVANCED PRICING	STANDARD PRICING		QUANTITY	SUBTOTAL
Booth Lighting Package #2 4' Track with two fixtures	\$170.00	\$220.00			
Booth Lighting Package #3 4' Track with three fixtures	\$210.00	\$260.00			
Booth Lighting Package #4 4' Track with four fixtures	\$250.00	\$300.00			
Additional MR16 Lights	\$50.00	\$60.00			
75 Watt Flood Light on Stanchion Pole	\$95.00	\$120.00			
Double Flood Light on Stanchion Pole	\$170.00	\$195.00			

**ALL LIGHTING PACKAGES INCLUDE POWER FOR THE LIGHTS****PRICING IS BASED ON A 3 DAY SHOW, ADDITIONAL DAYS WILL REQUIRE A 25% PER DAY CHARGE****ALL ELECTRICAL MATERIALS & OUTLETS WILL REQUIRE A 10% SERVICE FEE****10% SERVICE FEE****ALL LIGHTING ORDERS & ISLAND BOOTHS REQUIRE ELECTRICAL LABOR****MATERIAL AND SERVICES TOTAL****LABOR RATES: STRAIGHT TIME - \$85.00 OVERTIME - \$170.00****LABOR TOTAL****MINIMUM 1/2 HOUR TOTAL LABOR CHARGE FOR INSTALL AND DISMANTLE****GRAND TOTAL**

LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

Setup/Disconnect Labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.

**ELECTRICAL IS AN EXCLUSIVE OF PLANET HOLLYWOOD**

Prices Subject to change without Notice

Rev 1/2/14



# National Plant & Floral, Inc.

Las Vegas, Nevada

Name of Show: \_\_\_\_\_

Date: \_\_\_\_\_

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

CUSTOM DESIGNED ARRANGEMENTS	DESCRIPTION / COLOR	UNIT PRICE	QUANTITY	TOTAL
SPRING FLORAL ARRANGEMENT		65.00		
TROPICAL FLORAL ARRANGEMENT		75.00		
FLORAL ARRANGEMENT HEIGHT:      WIDTH:		100.00 or 175.00		
FLORAL ARRANGEMENT HEIGHT:      WIDTH:				
<b>TROPICAL PLANT AND BLOOMING FOLIAGE</b>				
MUM PLANTS: Yellow ____ White ____ Lavender ____		30.00		
AZALEAS: Pink ____ Red ____		35.00		
BROMELIAD		35.00		
SMALL Ivy ____ Pothos ____		30.00		
LARGE BOSTON FERN		40.00		
3 FOOT TROPICAL PLANT		49.50		
4 FOOT TROPICAL PLANT		59.50		
5 FOOT TROPICAL PLANT		69.50		
<b>CUSTOM TROPICAL PLANTS</b>				
5 FOOT TROPICAL / TOP DRESSED - SMALL IVY AND BLOOMING		125.00		
6 FOOT FICUS TREE / TOP DRESSED - SMALL IVY AND BLOOMING		169.50		
6 FOOT PALM / TOP DRESSED - SMALL IVY AND BLOOMING		169.50		
8 FOOT - 16 FOOT TROPICAL PLANT		Price on Request		
<b>CONTAINERS:</b>			<b>SUB-TOTAL</b>	
<input type="checkbox"/> WHITE <input type="checkbox"/> BLACK			<b>DELIVERY, PICK UP &amp; MAINTENANCE 10%</b>	
			<b>GRAND TOTAL</b>	

**ALL LIVE GREEN MATERIAL ON RENTAL BASIS ONLY.**  
**ALL ORDERS MUST BE PAID IN FULL PRIOR TO THE CLOSE OF THE SHOW.**  
 We accept Checks, VISA, MasterCard, and American Express.

Have National Plant & Floral's Designer call our booth on the following Date/Time: \_\_\_\_\_

**PAYMENT:**    ☐ VISA    ☐ MASTERCARD    ☐ AMEX    ☐ CHECK

CREDIT CARD #: \_\_\_\_\_

EXP DATE: \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_

CARDHOLDER NAME: \_\_\_\_\_

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

CREDIT CARD BILLING ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
 CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE #: \_\_\_\_\_

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

BOOTH CONTACT: \_\_\_\_\_

PHONE#: (\_\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

☐ EMAIL CONFIRMATION COPY    ☐ EMAIL STATEMENT COPY

**Rugug'Tgo k'vq<**  
**3223'G0UMPUGV'%7: 36'ENCUXGI CU'PX': ; 3; 5**  
**""\*924+!; 78/: 233'ÉHCZ '\*924+!; 78/: 243**  
**exhibitorservice@nationalplantfloral.com**



Print Form

Ordered by	<input type="text"/>	Send photos/invoice to (name)	<input type="text"/>
Company	<input type="text"/>	Company	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
City, ST, ZIP	<input type="text"/>	City, ST, ZIP	<input type="text"/>
Phone	<input type="text"/>	Show Name	<input type="text"/>
Email	<input type="text"/>	Show Date(s)/Time(s)	<input type="text"/>

Show Site/Facility/Specific Location	<input type="text"/>	Booth #	<input type="text"/>
Decorating Co.	<input type="text"/>	Exhibiting Co.	<input type="text"/>
		Contact (show floor)	<input type="text"/>

# of views ☐ empty booth      # of views ☐ booth w/ crowd      # of views ☐ booth & staff

- ☐ \$125 per view (includes printing and shipping of (1) 8x10 within USA)
- ☐ \$30 per additional 8x10 reprint (includes shipping within USA)
- ☐ \$170 Digital file on CD (no print, per view - includes shipping within USA)
- ☐ \$195 Digital file on CD w/ (1) 8x10 print (per view - includes shipping within USA)
- ☐ In-booth photo giveaway w/logo (please call)



*(Finished product mailed (USPS) in 10-14 business days)*

Special Instructions:

**Corporate Headquarters**  
**2430 Sandlake Rd.**  
**Orlando, FL 32809**  
**photos@christiesphotographic.com**  
**www.christiesphotographic.com**  
**fax. 407.852.0063**

*Green Screen/Event Photography (documentation, awards) available. Call for pricing and availability*

**Orlando 407.345.1100      Las Vegas 702.638.2711      Miami 305.266.1100**  
**Tampa 813.229.1101      Washington DC 202.393.1699**

<input type="checkbox"/>	  	cc # <input type="text"/>	exp. <input type="text"/>	AVS/security code <input type="text"/>
<input type="checkbox"/>	check # <input type="text"/>	Name on card <input type="text"/>	total <input type="text"/>	

