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## SHOW INFORMATION

### BOOTH EQUIPMENT

Each 8' x 10' booth will be provided with 8' high blue and white back drape, 3' high blue side dividers and a 7" x 44" one-line identification sign. The booth package will consist of pipe and drape only.

### EXHIBIT HALL CARPET

The exhibit area is carpeted. *Enhance your booth with Freeman carpet. New Discount Carpet Pricing! See the enclosed Carpet Order Form.*

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

Wednesday, November 3, 2004                      11:00AM - 5:00PM  
Thursday, November 4, 2004                      7:00AM - 11:00AM

***All exhibits must be fully installed by Thursday, November 4, 2004 at 11:00AM.***

### EXHIBIT HOURS

Thursday, November 4, 2004                      12:30PM - 6:00PM  
Friday, November 5, 2004                         7:30AM - 3:00PM

### EXHIBITOR MOVE-OUT

Friday, November 5, 2004                         3:00PM - 6:00PM

### OVERTIME CHARGES

Please be advised that overtime charges may apply during MOVE-IN and MOVE-OUT.

All exhibitor materials must be removed from the exhibit facility by Friday, November 5, 2004 at 6:00PM.

All carriers must check-in no later than Friday, November 5, 2004 at 5:00PM. Freeman Decorating Services will begin rerouting freight at 6:00PM on Friday, November 5, 2004.

### SERVICE CENTER HOURS

Staff will be available at the Exhibitor Service Center during the following hours:

Wednesday, November 3, 2004                      11:00AM - 6:00PM  
Thursday, November 4, 2004                         7:00AM - 1:00PM  
Friday, November 5, 2004                             1:00PM - 6:00PM

### SERVICE CONTRACTOR CONTACTS/INFORMATION:

**Freeman Decorating Company**  
4493 Florence Street  
Denver, CO 80238-2479  
(303) 320-5100 fax (303) 329-6710

**Freeman Transportation**  
(800) 995-3579 fax: (214) 615-6515

## DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment **by October 20, 2004**.

## FREEMAN ONLINE®

Our Internet online ordering service, Freeman OnLine®, is available for your convenience to order all Freeman Services, view important dates, or print order forms. You will receive an e-mail with a direct link to Freeman OnLine®. Simply click on the link and type in your Login ID and Password. If this is your first time to use Freeman OnLine®. Simply click on the link and type in your Login ID and Password: [www.myfreemanonline.com/showMain.jsp?show=116387](http://www.myfreemanonline.com/showMain.jsp?show=116387).

If this is your first time to use Freeman OnLine®, click on "New User" to create your unique Login ID and Password. To place an order using Freeman OnLine you will need a Login ID and Password. If you have not already created a Login and Password, you will be asked to provide the show number (116387), your booth number, and company zip/postal code. To access Freeman OnLine® without using the link, go to [www.myfreemanonline.com](http://www.myfreemanonline.com) and click on the login button in the top left corner of the screen. If you need assistance please call 1-303-320-5100. If you require technical assistance, please call 1-888-508-5054.

## SHIPPING INFORMATION

### Warehouse shipping address:

**2004 PPS ANNUAL CONFERENCE & EXPO**

**Exhibiting Company Name**

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

**c/o Freeman Decorating Services**

**4493 Florence Street**

**Denver, CO 80238-2479**

Freeman Decorating Services will accept crated, boxed or skidded materials beginning Wednesday, October 20, 2004 at the above address. Freight will be received from 8:00AM to 4:00PM, Monday through Friday. To avoid additional after deadline charges, materials must arrive by Friday, October 29, 2004.

### Show site shipping address:

**2004 PPS ANNUAL CONFERENCE & EXPO**

**Exhibiting Company Name**

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

**c/o Freeman Decorating Services**

**Broadmoor Hotel**

**One Lake Circle**

**Colorado Springs, CO 80906**

**Shipments to show site must not arrive prior to 8:00AM, Wednesday, November 3, 2004. SHIPMENTS ARRIVING PRIOR TO THIS DATE WILL BE REFUSED. Freeman Decorating must receive all shipments and deliver them to each exhibitor's booth.**

Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

## LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Refer to the Display Labor Order Form for Straight Time and Overtime hours.

## ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 303-320-5100.

**WE APPRECIATE YOUR BUSINESS.**

F R E E M A N

Transportation

1-800-995-3579

USE ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY FREEMAN TRANSPORTATION

NAME OF SHOW: 2004 PPS ANNUAL CONFERENCE & EXPO • NOVEMBER 4 - 5, 2004

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

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

E-MAIL ADDRESS: \_\_\_\_\_ FAX#: \_\_\_\_\_

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

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

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

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

(City) (State) (Zip)

DESTINATION

- I will be shipping to the WAREHOUSE
FRTR/Exhibiting Company Name
Hold for: 2004 PPS Annual Conference & Expo
Booth #
c/o Freeman Decorating Services
4493 Florence Street
Denver, CO 80238
MUST BE DELIVERED BY FRI, OCT 29, 2004

- I will be shipping to SHOW SITE
FRTR/Exhibiting Company Name
2004 PPS Annual Conference & Expo
Booth #
c/o Freeman Decorating Services
Broadmoor Hotel
One Lake Circle
Colorado Springs, CO 80906
CANNOT BE DELIVERED BEFORE 8:00AM, WED, NOV 3, 2004

TYPE OF SERVICE - Choose One

- 1 Day: Delivery next business day
2 Day: Delivery by 5:00 P.M. second business day
Deferred: Delivery within 4 business days
Declared Value \$
(Optional for air freight - Declaring value is an additional charge.)
Standard Ground: 4 - 7 business days
Expedited Ground: Tailored to specific requirements
Specialized: Pad wrapped, uncrated, or truckload

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 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: \_\_\_\_\_

SCHEDULE YOUR PICK UP BY CALLING

1-800-995-3579

FAX THIS ORDER FORM AND METHOD OF PAYMENT FORM TO:

214-615-6515

OFFICIAL USE ONLY

Branch Fax #: 303-393-7930

Shipper Ref. #: 116387

Confirmation #: \_\_\_\_\_

Freeman Transportation

F R E E M A N

**Decorating**

4493 Florence Street  
 Denver, Colorado 80238-2479  
 Ph: 303-320-5100 • Fax: 303-329-6710

**DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 20, 2004**

NAME OF SHOW: **2004 PPS ANNUAL CONFERENCE & EXPO • NOVEMBER 4 - 5, 2004**

COMPANY NAME:		BOOTH#:	
ADDRESS:		BOOTH SIZE	
<small>(STREET)</small>	<small>(P.O. BOX)</small>	X	
<small>(CITY)</small>	<small>(STATE)</small>	<small>(ZIP)</small>	TFC #:
PHONE #:		EXT.:	FAX #:
ORDERED BY:		PRINT NAME:	
EMAIL:		DATE:	

**METHOD OF PAYMENT**

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

- COMPANY CHECK**  
 Please make check payable to: Freeman Decorating Services. 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 116387 on your remittance.**
- BANK TRANSFER**  
 Bank Transfer to Bank of America, N.A.; Dallas, TX 75202  
 ABA#: 111000012  
 Freeman Decorating Services  
 FFC/ACCT# 125-203-919-2  
**Please reference Name of Show and Booth Number on all Bank Transfers so we may properly credit your account.  
 Note: Customers are responsible for any bank processing fees.**

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

- AMERICAN EXPRESS     DISCOVER     MASTERCARD     VISA     CARTE BLANCHE     DINERS CLUB

Account No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 Personal Credit Card     Company Credit Card

Cardholder Name: (Please Print) \_\_\_\_\_

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

Cardholder Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**ENTER TOTALS HERE**

FURNISHINGS/ ACCESSORIES	CARPET	CLEANING/ SERVICE	MOD. RENTAL/ CUSTOM ACC.	INSTALLATION LABOR	DISMANTLE LABOR
MATERIAL HANDLING	SIGNS & GRAPHICS	FREEMAN TRANSPORTATION	GRAND TOTAL		

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

**Method of Payment**

F R E E M A N

*Decorating*

4493 Florence Street  
Denver, Colorado 80238-2479  
Ph: 303-320-5100 • Fax: 303-329-6710

NAME OF SHOW: **2004 PPS ANNUAL CONFERENCE & EXPO • NOVEMBER 4 - 5, 2004**

**FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR:**

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

- ALL SERVICES
- I&D LABOR/SUPERVISION
- MATERIAL HANDLING/IN & OUT
- FREEMAN TRANSPORTATION
- RENTAL FURNITURE/CARPET/SIGNS
- BOOTH CLEANING
- OTHER \_\_\_\_\_

YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE KIT.

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

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

**THIRD PARTY AGENT INFORMATION**

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

- PERSONAL CREDIT CARD
- COMPANY CREDIT CARD

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

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

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

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

THIRD PARTY COMPANY NAME: \_\_\_\_\_ TFC #: \_\_\_\_\_ (IF KNOWN)

THIRD PARTY BILLING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_ EXT. \_\_\_\_\_ FAX: \_\_\_\_\_  
(AREA CODE) (AREA CODE)

**E-MAIL ADDRESS FOR INVOICE NOTIFICATION:** \_\_\_\_\_

**EXHIBITING COMPANY INFORMATION**

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

EXHIBITING COMPANY ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
(CITY) (STATE) (ZIP)

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

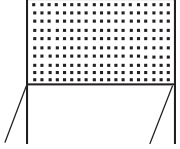


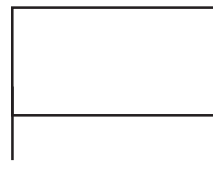
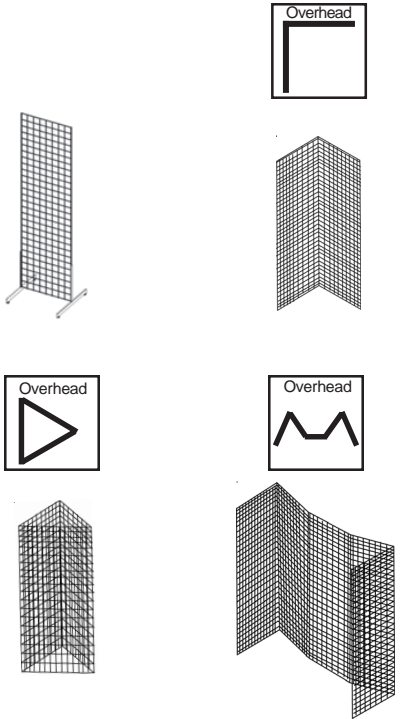
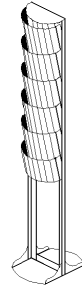
E-MAIL: \_\_\_\_\_

Job #116387

**THIRD PARTY Authorization**

NAME OF SHOW: **2004 PPS ANNUAL CONFERENCE & EXPO • NOVEMBER 4 - 5, 2004**

For your special display needs, choose from the following Freeman Accessories. To order, complete the **Furnishings & Freeman Accessories** portion of the order form.

 <p><b>PERFBOARD</b> 102014830 - 4' x 8' Horiz. DS Perfboard Panel</p>	 <p><b>15905 - FISH BOWL</b></p>
 <p><b>10202</b>      <b>10203</b>      <b>10204</b></p> <p><b>PERFBOARD HOOKS</b> 10202 - Loop Hooks 10203 - Single Hooks 10204 - Double Hooks</p>	 <p><b>BULLETIN BOARD</b> 10201484 - 4' x 8' Horizontal</p>
 <p><b>CHROME GRIDS</b> Each wire grid is 2' wide by 7' high. All wire grid panels are chrome. Mix and match, create your own design. 103027 - Chrome Grid (1 pc) 103027 - Chrome Corner Unit (2 pcs) 103027 - Chrome Triangle Display (3 pcs) 103027 - Chrome Backwall (5 pcs)</p>	 <p><b>220135-Literature Rack</b></p>

F R E E M A N

Decorating

4493 Florence Street  
 Denver, Colorado 80238-2479  
 Ph: 303-320-5100 • Fax: 303-329-6710

DISCOUNT PRICE  
 DEADLINE DATE  
**OCTOBER 20, 2004**

**METHOD OF PAYMENT MUST  
 ACCOMPANY YOUR ORDER**

NAME OF SHOW: **2004 PPS ANNUAL CONFERENCE & EXPO • NOVEMBER 4 - 5, 2004**

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

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

**FURNISHINGS**  
 Qty Part # Description Discount Price Standard Price Total

**CHAIRS**  
 Pages 1 & 2

___	N71092	Diva Counter Stool .....	115.00	149.50	___
___	N71091	Diva Chair .....	100.00	130.00	___
___	N710102	Santana Chair .....	100.00	130.00	___
___	N71085	Forestdale Chair .....	55.00	71.50	___
___	N710144	Diplomat Chair .....	120.00	156.00	___

**\*Please circle color for Cherry Barrel Chair:**  
**Cranberry                      Taupe**  
 \_\_\_ N71038 Cherry Barrel Chair\* ..... 88.20 114.65 \_\_\_

**\*Please circle color for Directors Chair and Bar Stool:**  
**Black Royal Blue Bright Green Yellow Orange**  
**Red Purple Bright Blue**

___	N710142	Director Stool* .....	78.00	101.40	___
___	N71042	Director Chair* .....	65.00	84.50	___
___	N710998	Custom Imprinting/Director .....			___

___	N71047	Gray Gaslift Stool w/Arms ....	142.65	185.45	___
___	N71048	Gray Gaslift Stool .....	124.05	161.25	___
___	N71046	Gray Gaslift Chair w/Arms ....	114.25	148.55	___
___	N71045	Gray Gaslift Chair .....	99.25	129.05	___
___	N71044	Executive Chair .....	120.00	156.00	___

**\*Please circle color for Bugle Base Chair:**  
**Blue Tweed                      Black Tweed**  
 \_\_\_ N71041 Bugle Base Chair\* ..... 66.25 86.15 \_\_\_  
 \_\_\_ N71088 Black Diamond Stool ..... 85.00 110.50 \_\_\_  
 \_\_\_ N71089 Black Diamond Side Chair ..... 50.00 65.00 \_\_\_  
 \_\_\_ N71090 Black Diamond Arm Chair ..... 65.00 84.50 \_\_\_  
 \_\_\_ C210105 Opal Side Chair ..... 32.00 41.60 \_\_\_

**\*Please circle color for Arm Chair:**  
**Blue Burgundy Gray**  
 \_\_\_ C210101 Carson Arm Chair\* ..... 45.00 58.50 \_\_\_

___	N71049	Sibley Brass Bar Stool.....	78.00	101.40	___
___	C210112	Casey Padded Stool .....	55.00	71.50	___

**\*Please circle color for Tilt Swivel Chair:**  
**Blue Tweed Gray Tweed Black Tweed**  
 \_\_\_ N71040 Tilt Swivel Chair\* ..... 99.25 129.05 \_\_\_

**\*Please circle color for Brass/Chrome Conference Chair:**  
**Blue Tweed                      Black Tweed**  
 \_\_\_ N71016 Brass Conference Chair\* ..... 71.00 92.30 \_\_\_  
 \_\_\_ N710116 Chrome Conference Chair\* ..... 71.00 92.30 \_\_\_  
 \_\_\_ N710216 Black Conference Chair ..... 71.00 92.30 \_\_\_

**LOUNGE SEATING**  
 Pages 6

___	N73091	Signature Loveseat .....	290.00	377.00	___
___	N71093	Signature Chair .....	200.00	260.00	___

**\*Please circle color for Kennedy Sectional Series:**  
**Blue Tweed                      Black Tweed**  
 \_\_\_ N730313 Kennedy Sofa - 3 piece\* ..... 346.50 450.45 \_\_\_  
 \_\_\_ N730213 Kennedy Loveseat 2 piece .. 231.00 300.30 \_\_\_  
 \_\_\_ N73013 Kennedy Corner Section ..... 115.50 150.15 \_\_\_  
 \_\_\_ N70314 Kennedy Center Section ..... 115.50 150.15 \_\_\_

**FURNISHINGS**  
 Qty Part # Description Discount Price Standard Price Total

**TABLES**  
 Pages 7 & 8

___	N72026	Cherry Cocktail Table .....	82.95	107.85	___
___	N72027	Cherry End Table .....	71.95	93.55	___
___	N72028	Metro Slate Cocktail Table .....	82.95	107.85	___
___	N72029	Metro Slate End Table .....	71.95	93.55	___
___	C115103	Studio Black Cocktail Table ....	60.50	78.65	___
___	C115104	Studio Black End Table .....	49.35	64.15	___

**\*Please circle color for Glass Conference Table:**  
**Black Brass Chrome**  
 \_\_\_ N72015 Glass Conference Table\* ..... 120.00 156.00 \_\_\_  
 \_\_\_ N72065 Bugle Base Table/White ..... 115.50 150.15 \_\_\_

**Pedestal Tables - SoHo Series**  
 \_\_\_ N72066 Black-Top Mini 18"H x 18"W ..... 75.00 97.50 \_\_\_  
 \_\_\_ N72069 Black-Top Cafe 30"H x 24"W ..... 75.00 97.50 \_\_\_  
 \_\_\_ N72070 Black-Top Bistro 42"H x 24"W ..... 85.00 110.50 \_\_\_

**\*Please circle color for 36"W SoHo Table:**  
**Black Gray**  
 \_\_\_ N72067 Cafe Table 30"H x 36"W\* ..... 85.00 110.50 \_\_\_  
 \_\_\_ N72068 Bistro Table 42"H x 36"W\* ..... 100.00 130.00 \_\_\_

**Pedestal Tables - Chelsea Series - Butcher Block Top**  
 \_\_\_ N72063 Cafe Table 30"H x 30"W ..... 85.00 110.50 \_\_\_  
 \_\_\_ N72064 Cafe Table 30"H x 36"W ..... 85.00 110.50 \_\_\_  
 \_\_\_ N720163 Bistro Table 42"H x 30"W ..... 100.00 130.00 \_\_\_  
 \_\_\_ N720164 Bistro Table 42"H x 36"W ..... 100.00 130.00 \_\_\_

**OFFICE FURNITURE**  
 Pages 9 & 10

___	N72093	Milano Table/Blonde Top .....	231.00	300.30	___
___	N72092	Milano Table/Black Top .....	231.00	300.30	___
___	N72095	Luna Table/Blonde Top .....	325.00	422.50	___
___	N72094	Luna Table/Black Top .....	325.00	422.50	___

**\*Please circle color for Writing Table:**  
**Black Gray**  
 \_\_\_ N720191 Hemingway Writing Table\* ... 200.00 260.00 \_\_\_  
 \_\_\_ N74061 Cherry Desk/5-foot .....

**DISPLAY FURNITURE**  
 Pages 11 & 12

**\*Please circle color for Display Counter:**  
**Black Gray**  
 \_\_\_ N72056 Display Counter\* ..... 187.00 243.10 \_\_\_  
 \_\_\_ N74079 Alpha Adjustable Stand ..... 235.00 305.50 \_\_\_  
 \_\_\_ N75079 Orion Computer Kiosk ..... 205.00 266.50 \_\_\_  
 \_\_\_ N75030 Black Display Cube/Small ..... 115.00 149.50 \_\_\_  
 \_\_\_ N75031 Black Display Cube/Med ..... 125.00 162.50 \_\_\_  
 \_\_\_ N75032 Black Display Cube/Large .... 145.00 188.50 \_\_\_

**\*Please circle color for Display Cylinders listed below:**  
**Black Gray**  
 \_\_\_ N75020 Display Cylinder/Low\* ..... 115.00 149.50 \_\_\_  
 \_\_\_ N75021 Display Cylinder/Med\* ..... 125.00 162.50 \_\_\_  
 \_\_\_ N75022 Display Cylinder/Large\* ..... 145.00 188.50 \_\_\_

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

FREEMAN Price/Order Form

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

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

**FURNISHINGS**

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

**\*Please circle color for drape: Black Blue Berry Burgundy Dark Green Gold Gray Plum Red Teal White**

**DRAPED TABLES** - Tables are 30" wide

Qty	Part #	Description	Discount Price	Standard Price	Total
___	C130330	3' Draped Table/30"H*	60.50	78.65	___
___	C130430	4' Draped Table/30"H*	69.75	90.70	___
___	C130630	6' Draped Table/30"H*	79.00	102.70	___
___	C130830	8' Draped Table/30"H*	90.75	118.00	___
___	C12404630	4th Side Drape-6'x30"H*	25.00	32.50	___
___	C12404830	4th Side Drape-8'x30"H*	25.00	32.50	___
___	C130342	3' Draped Counter/42"H*	85.00	110.50	___
___	C130442	4' Draped Counter/42"H*	94.25	122.55	___
___	C130642	6' Draped Counter/42"H*	103.50	134.55	___
___	C130842	8' Draped Counter/42"H*	115.25	149.85	___
___	C12404642	4th Side Drape-6'x42"H*	25.00	32.50	___
___	C12404842	4th Side Drape-8'x42"H*	25.00	32.50	___

**UNDRAPED TABLES** - Tables are 30" wide

Qty	Part #	Description	Discount Price	Standard Price	Total
___	C131330	3' Undraped Table/30"H	27.50	35.75	___
___	C131430	4' Undraped Table/30"H	31.75	41.30	___
___	C131630	6' Undraped Table/30"H	36.50	47.45	___
___	C131830	8' Undraped Table/30"H	42.00	54.60	___
___	C131342	3' Undraped Counter/42"H	42.50	55.25	___
___	C131442	4' Undraped Counter/42"H	46.75	60.80	___
___	C131642	6' Undraped Counter/42"H	51.50	66.95	___
___	C131842	8' Undraped Counter/42"H	57.00	74.10	___

**TABLE TOP RISERS**

Qty	Part #	Description	Discount Price	Standard Price	Total
___	C150410	4'Lx7"H Single Step Riser	31.00	40.30	___
___	C150410	4'Lx14"H Single Step Riser	35.65	46.35	___
___	C150410	4'L Double Step Riser	40.00	52.00	___
___	C150610	6'Lx7"H Single Step Riser	38.75	50.40	___
___	C150610	6'Lx14"H Single Step Riser	44.50	57.85	___
___	C150610	6'L Double Step Riser	50.40	65.50	___
___	C150810	8'Lx7"H Single Step Riser	46.50	60.45	___
___	C150810	8'Lx14"H Single Step Riser	53.50	69.55	___
___	C150810	8'L Double Step Riser	60.45	78.60	___

**ACCESSORIES**  
Pages 13 & 14

___	C220117	Chrome Stanchion	38.00	49.40	___
___	C2205	Velour Rope/5'	23.10	30.05	___
___	C2206	Velour Rope/6'	28.90	37.55	___
___	C2208	Velour Rope/8'	34.65	45.05	___
___	C22010	Velour Rope/10'	40.45	52.60	___
___	C220119	White Plastic Chain-per ft.	3.00	3.90	___
___	C220121	Chrome Stanchion w/belt	53.00	68.90	___
___	C220118	Chrome Sign Holder	53.00	68.90	___
___	C750135	Round Literature Rack	105.00	136.50	___
___	C750136	Flat Literature Rack	90.00	117.00	___
___	C220109	Chrome Coat Tree	32.50	42.25	___
___	C220134	Chrome Easel	30.00	39.00	___
___	C220110	Chrome Bag Rack	45.00	58.50	___
___	N75055	Brass Trash Container	39.00	50.70	___
___	N75054	Aluminum Trash Container	39.00	50.70	___
___	C220107	Wastebasket	11.50	14.95	___
___	N75057	Small Refrigerator	204.75	266.20	___
___	N75052	Black Table Lamp	52.00	67.60	___
___	N74082	File Cabinet/2 Drawer	66.15	86.00	___
___	N74081	File Cabinet/4 Drawer	85.60	111.30	___
___	C10201484	Bulletin Board	99.75	129.70	___

**Sub-Total** \_\_\_\_\_ + **Tax (6.4%)** \_\_\_\_\_ = **TOTAL** \_\_\_\_\_

**FREEMAN ACCESSORIES**

**PERFBOARD**

Qty	Part #	Description	Discount Price	Standard Price	Total
___	10201280	2'x8'-Single Sided/Vert	75.00	97.50	___
___	10201282	2'x 8'-Double Sided/Horz	112.50	146.25	___
___	10201483	4'x 8'-Double Sided/Horz	145.00	188.50	___
___	10201	Straight Hook	.25	.35	___
___	10202	Loop Hook	.25	.35	___
___	10203	Single Hook	.35	.40	___
___	10204	Double Hook	.25	.35	___

**MISCELLANEOUS**

___	10405	Garment Rack	55.00	71.50	___
___	103027	Chrome Display Grid (1pc)	57.00	74.10	___
___	103027	Chrome Corner Grid (2pcs)	114.00	148.20	___
___	103027	Chrome Triangle Grid (3pcs)	171.00	222.30	___
___	103027	Chrome Backwall Grid (5pcs)	228.00	296.40	___
___	103010	Black Grid 2'x8'	60.00	78.00	___
___	15905	Fishbowl	20.00	26.00	___

\*Please circle color for drape: (4 ft. minimum)

Qty	Part #	Description	Discount Price	Standard Price	Total
___	12103	Special Drape-3'High-per ft*	11.00	14.30	___
___	12108	Special Drape-8'High-per ft*	13.50	17.55	___

**Sub-Total** \_\_\_\_\_ + **Tax(6.4%)** \_\_\_\_\_ = **TOTAL** \_\_\_\_\_

**Price/Order Form**

F R E E M A N

**To order Carpet and Cleaning services, please see the Carpet & Cleaning order form included in the your service manual.**

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



# F R E E M A N

## Companies

4493 Florence St. • Denver, CO 80238-2479  
Ph: 303-320-5100 • Fax: 303-329-6710

DISCOUNT PRICE  
DEADLINE DATE  
**OCTOBER 20, 2004**

**METHOD OF PAYMENT MUST  
ACCOMPANY YOUR ORDER**

Carpet

F R E E M A N

NAME OF SHOW: **2004 PPS ANNUAL CONFERENCE & EXPO • NOVEMBER 4 - 5, 2004**

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

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

## New Pricing

- If you would like a quote on digitally produced carpet logos, please contact our Exhibit Sales Department

### PRESTIGE CARPET LINE - (includes Visqueen covering)

- Guaranteed new, high quality carpet available in a variety of designer colors.
- Price includes , visqueen covering, delivery, installation, carpet tape, and removal.
- No MATERIAL HANDLING charges on carpet ordered from Freeman!

#### CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

Black     Charcoal     Gray Pearl     Navy     Sea Breeze     White

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

**40 oz. Carpet** up to 699 sqft Booth Size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq.ft. @ **\$ 2.60** = \$ \_\_\_\_\_

**700-1200 sqft** Booth Size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq.ft. @ **\$ 2.35** = \$ \_\_\_\_\_

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

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

**28 oz. Carpet** up to 699 sqft Booth Size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq.ft. @ **\$ 2.20** = \$ \_\_\_\_\_

**700-1200 sqft** Booth Size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq.ft. @ **\$ 1.95** = \$ \_\_\_\_\_

For FREE samples, digitally produced carpet (logos, image, etc.) or a quote on orders over 1200 sq. ft., please call our Exhibitor Sales Department (303)329-3442.

Orders placed after the deadline date will cost an additional 30% and are subject to availability.

### CUSTOM CUT CLASSIC CARPET - (includes Visqueen covering)

- Our Custom Cut Classic Carpeting is available in custom cut sizes, and in nine standard colors.
- Price includes visqueen covering, delivery, installation, carpet tape, and removal.
- No MATERIAL HANDLING charges on carpet ordered from Freeman!

#### CHOOSE YOUR CARPET COLOR:

Berry     Burgundy     Gray     Teal     Blue     Plum     Red     Green     Black

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

**16 oz. Custom Cut Carpet** Booth Size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq.ft. @ **\$ 1.60** = \$ \_\_\_\_\_

For FREE samples or a quote on orders over 1200 sq. ft., please call our Exhibitor Sales Department (303) 329-3442.

Orders placed after the deadline date will cost an additional 30% and are subject to availability.

### STANDARD CARPET - Visqueen Covering not included

- Our 16 oz. Standard Classic Carpeting is available in nine standard colors.
- Price includes delivery, installation, carpet tape, and removal.
- No MATERIAL HANDLING charges on carpet ordered from Freeman!

#### CHOOSE YOUR CARPET COLOR:

Berry     Burgundy     Gray     Teal     Blue     Plum     Red     Green     Black

Qty	Description	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet .....	75.00	97.50	\$ _____
_____	9' x 20' Classic Carpet .....	150.00	195.00	\$ _____
_____	9' x 30' Classic Carpet .....	225.00	292.50	\$ _____
_____	9' x 40' Classic Carpet .....	300.00	390.00	\$ _____

### CARPET PADDING AND VISQUEEN

- Price includes delivery, installation, and removal
- No MATERIAL HANDLING charges on carpet padding ordered from Freeman!

Carpet Padding-1/2"(90- 700 sq.ft.) Booth Size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq.ft. @\$ .45 = \$ \_\_\_\_\_

Carpet Padding-1/2"(Over 700sq.ft.) Booth Size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq.ft. @\$ .30 = \$ \_\_\_\_\_

Visqueen Covering (per sq.ft.) Booth Size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq.ft. @\$ .20 = \$ \_\_\_\_\_

#### TOTAL CARPET COST

Sub-Total \_\_\_\_\_ +Tax (6.4%) \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

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

F R E E M A N

Companies

4493 Florence St. • Denver, CO 80238-2479  
 Ph: 303-320-5100 • Fax: 303-329-6710

DISCOUNT PRICE  
 DEADLINE DATE  
**OCTOBER 20, 2004**

**METHOD OF PAYMENT MUST  
 ACCOMPANY YOUR ORDER**

NAME OF SHOW: **2004 PPS ANNUAL CONFERENCE & EXPO • NOVEMBER 4 - 5, 2004**

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

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

**CLEANING SERVICES**

- Prices are based on total square footage of booth regardless of area to be cleaned.
- Show Management has designated The Freeman Companies as the exclusive cleaning contractor for this event. No other cleaning service, including exhibitor appointed contractors may perform this service.
- If you have any questions or need assistance, please call your Exhibitor Service representative at (303)-320-5100.

To Figure Cleaning Cost:

Booth Size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ Total Square Feet of Booth

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
 Total Sq. Ft. Price Per Sq. Ft. Total Cost  
 (100 sq.ft. min.)

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

Qty	Part #	Description	Price	Total
_____	610100	Booth Vacuuming-One Time .....	.35	_____

**TOTAL CLEANING COST**  
 Sub-Total \_\_\_\_\_ + Tax (6.4%) NA = TOTAL \$ \_\_\_\_\_

*If you have questions or need assistance in completing your order, please contact our Exhibitor Services Department at the above phone number.*

Cleaning

F R E E M A N

# F R E E M A N

## Decorating

4493 Florence Street  
 Denver, Colorado 80238-2479  
 Ph: 303-320-5100 • Fax: 303-329-6710

DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 20, 2004

**METHOD OF PAYMENT MUST  
 ACCOMPANY YOUR ORDER**

NAME OF SHOW: **2004 PPS ANNUAL CONFERENCE & EXPO • NOVEMBER 4 - 5, 2004**

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

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

E-MAIL ADDRESS: \_\_\_\_\_ FAX#: \_\_\_\_\_

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

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

	VERSION A	VERSION B	VERSION C
SYSTEM 1 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 1010 \$2,395.00 10x10 - Part# 1000 \$1,195.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 1030 \$3,795.00 10x10 - Part# 1020 \$1,895.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 1050 \$6,395.00 10x10 - Part# 1040 \$3,195.00
	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 2010 \$2,495.00 10x10 - Part# 2000 \$1,225.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 2030 \$3,875.00 10x10 - Part# 2020 \$1,925.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 2050 \$6,525.00 10x10 - Part# 2040 \$3,295.00
SYSTEM 3 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 3010 \$2,525.00 10x10 - Part# 3000 \$1,250.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 3030 \$3,895.00 10x10 - Part# 3020 \$1,945.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 3050 \$6,595.00 10x10 - Part# 3040 \$3,295.00
	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 4010 \$2,595.00 10x10 - Part# 4000 \$1,295.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 4030 \$3,975.00 10x10 - Part# 4020 \$1,985.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 4050 \$6,625.00 10x10 - Part# 4040 \$3,325.00

**SYSTEMS 1 - 2 - 3 - 4 VERSION D / CUSTOM EXHIBITS & EXHIBITS LARGER THAN 10 X 20**



An Exhibitor Sales Specialist will contact you to assist you in creating an unique exhibit that meets your specific needs!

Part# 999 ..... QUOTED UPON REQUEST

# Order Form

# RENTAL EXHIBITS

CHOOSE YOUR PANELS	
<b>VERSION A</b>	<b>VERSIONS B &amp; C (HARDWALL)</b>
<input type="checkbox"/> BLUE FABRIC	<input type="checkbox"/> BEIGE
<input type="checkbox"/> GRAY FABRIC	<input type="checkbox"/> NAVY
<input type="checkbox"/> BLACK FABRIC	<input type="checkbox"/> FOREST GREEN
<input type="checkbox"/> WHITE HARDWALL	<input type="checkbox"/> WHITE
	<input type="checkbox"/> BLACK
<b>VERSION D</b>	
<input type="checkbox"/> CUSTOM PANEL COLOR	
An Exhibitor Sales Specialist will contact you to assist in making your selections	

CARPET
Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colors are available.
Check color choice
<input type="checkbox"/> Plum <input type="checkbox"/> Berry <input type="checkbox"/> Teal <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Red <input type="checkbox"/> Gray <input type="checkbox"/> Burgundy <input type="checkbox"/> Green
You may upgrade your carpet to one of our 15 designer colors in our PRESTIGE carpet line. Now available in <b>28 oz.</b> and <b>40 oz.</b> weight. Refer to our enclosed Carpet order form for color selections and pricing.
<input type="checkbox"/> <b>PRESTIGE CARPET</b> Please check to have an Exhibitor Sales Specialist contact you regarding pricing.

LIGHTING
Each Rental Exhibit includes 2 Arm Lights (per 10' unit). <b>Order electrical power for your exhibit on the electrical order form included in your service manual.</b>
<b>QUICK TIPS FOR EASY EXHIBITING</b>
<ul style="list-style-type: none"> <li>Please see the <b>Custom Accessories</b> order form, or contact our Exhibitor Sales Specialist to assist in selecting custom accessories for your exhibit.</li> <li>Consider ordering floral accessories to enhance your exhibit on the <b>Floral Services</b> order form.</li> <li>If you are shipping literature or products, please refer to the <b>Material Handling</b> order form to arrange for delivery of those items to your exhibit.</li> <li>Order in advance to save time, money and ensure availability. <b>Orders received after the deadline date or without payment will cost an additional 30% over prices indicated.</b></li> </ul>

HEADER IDENTIFICATION SIGN
<b>VERSIONS A &amp; B</b> Circle the font style for your header identification sign, and then indicate your color preference.
<b>CLARENDON MEDIUM</b> ENVIRO <b>EUROSTILE BOLD</b>  HELVETICA BOLD    TIMES NEW ROMAN
Other _____
<b>Indicate color of background:</b>
<input type="checkbox"/> Beige <input type="checkbox"/> Navy <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Forest Green
Indicate which color lettering you would like. We have a wide variety of standard colors available:
<b>Letter color desired:</b> _____
Indicate exactly how you want your company name to appear:
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<b>10' X 20' Rental Exhibits</b> indicate copy of second header:
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<b>Custom Logo Header</b>
<input type="checkbox"/> Please check to have an Exhibitor Sales Specialist contact you regarding pricing.
<b>VERSIONS C &amp; D</b>
An Exhibitor Sales Specialist will contact you to assist with your custom graphics.
<b>If you have any questions or need assistance in completing your order, please call us and ask for your Exhibitor Sales Specialist.</b>

TOTAL COST		
Subtotal	+	6.4% Tax = \$ Total Cost

# F R E E M A N

## Decorating

4493 Florence Street  
 Denver, Colorado 80238-2479  
 Ph: 303-320-5100 • Fax: 303-329-6710

DISCOUNT PRICE  
 DEADLINE DATE  
**OCTOBER 20, 2004**

**METHOD OF PAYMENT MUST  
 ACCOMPANY YOUR ORDER**

NAME OF SHOW: **2004 PPS ANNUAL CONFERENCE & EXPO • NOVEMBER 4 - 5, 2004**

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

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

E-MAIL ADDRESS: \_\_\_\_\_ FAX#: \_\_\_\_\_



### RENTAL PRICING PURCHASE PRICING

TABLETOP UNITS*			QTY.	TOTAL
Part#	Size	Price		
175155	40"Hx6"W	\$ 599	_____	_____
175150	40"Hx8"W	\$ 699	_____	_____
175145	5'Hx6"W	\$ 799	_____	_____
175140	5'Hx8"W	\$ 899	_____	_____

FLOOR UNITS			QTY.	TOTAL
Part#	Size	Price		
175115	8'Hx4"W	\$ 799	_____	_____
175110	8'Hx6"W	\$ 899	_____	_____
175105	8'Hx8"W	\$ 999	_____	_____
175100	8'Hx10"W**	\$1195	_____	_____

TABLETOP UNITS			QTY.	TOTAL
Part#	Size	Price		
175255	40"Hx6"W	\$ 749	_____	_____
17550	40"Hx8"W	\$ 849	_____	_____
175245	5'Hx6"W	\$ 949	_____	_____
175240	5'Hx8"W	\$1099	_____	_____

FLOOR UNITS			QTY.	TOTAL
Part#	Size	Price		
175215	8'Hx4"W	\$ 999	_____	_____
175210	8'Hx6"W	\$1199	_____	_____
175205	8'Hx8"W	\$1699	_____	_____
175200	8'Hx10"W**	\$1995	_____	_____

**Rental Units include:** (Electrical service not included)  
 Material Handling, Installation & Dismantle of Exhibit  
 Nightly Vacuuming  
 1-200 watt Halogen Light/Table Top Unit  
 2-200 watt Halogen Lights/Floor Unit  
 \*\*Podium - Part # 150100 only  
 Header Identification Sign - Indicate copy below:

**\*Table Top includes Draped Table (Circle Color):**  
 Berry Black Blue Burgundy Gold  
 Gold Gray Green Plum Red Teal White

**Fabric Panel (Circle Color):** Black Gray

**9'x10' Classic Carpet (Circle Color):** Berry Black  
 Blue Burgundy Gray Plum Red Teal

**SHIPPING NOT INCLUDED**  
**Purchase includes:** (Electrical Service not included)  
 1 Case (Table Top Unit)  
 2 Cases (Floor Unit)  
 \*\*Podium - Part#150200 only

**Velcro Compatible Fabric Panels (Circle Color):**  
 Blaze Red Blueberry Coal (Black) Emerald  
 Koala (Gray) Blaze Imperial Blue Silver  
**\*Other Colors Also Available\***

### CUSTOM GRAPHIC/PHOTO PANELS

Our custom graphic panels can dramatically enhance your exhibit's appearance. Please check to have an Exhibitor Sales Specialist contact you regarding pricing.

Orders received after the deadline date or without payment will cost an additional 30%.

OPTIONAL ACCESSORIES		PURCHASE		RENTAL		TOTAL	
Part#	Description	QTY.	Price	QTY.	Price		
175800	2-200 Watt Halogen Lights Kit ***	_____	\$178	_____	\$125	_____	_____
175801	1-200 Watt Halogen Light Kit	_____	\$130	_____	\$ 65	_____	_____
175802	Straight Shelf	_____	\$ 90	_____	\$ 50	_____	_____
175803	Angle Shelf	_____	\$ 90	_____	\$ 50	_____	_____
175806	Podium Kit	_____	\$400	_____	\$225	_____	_____

\*\*\*Available with purchase of Floor Unit only

<b>TOTAL COST</b>	
Subtotal	+ _____ =
Tax (6.4%)	_____
\$	Total Cost

# TOTALFLEX

# F R E E M A N

# F R E E M A N

## Decorating

4493 Florence Street  
 Denver, Colorado 80238-2479  
 Ph: 303-320-5100 • Fax: 303-329-6710

**DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 20, 2004**

**METHOD OF PAYMENT MUST  
 ACCOMPANY YOUR ORDER**

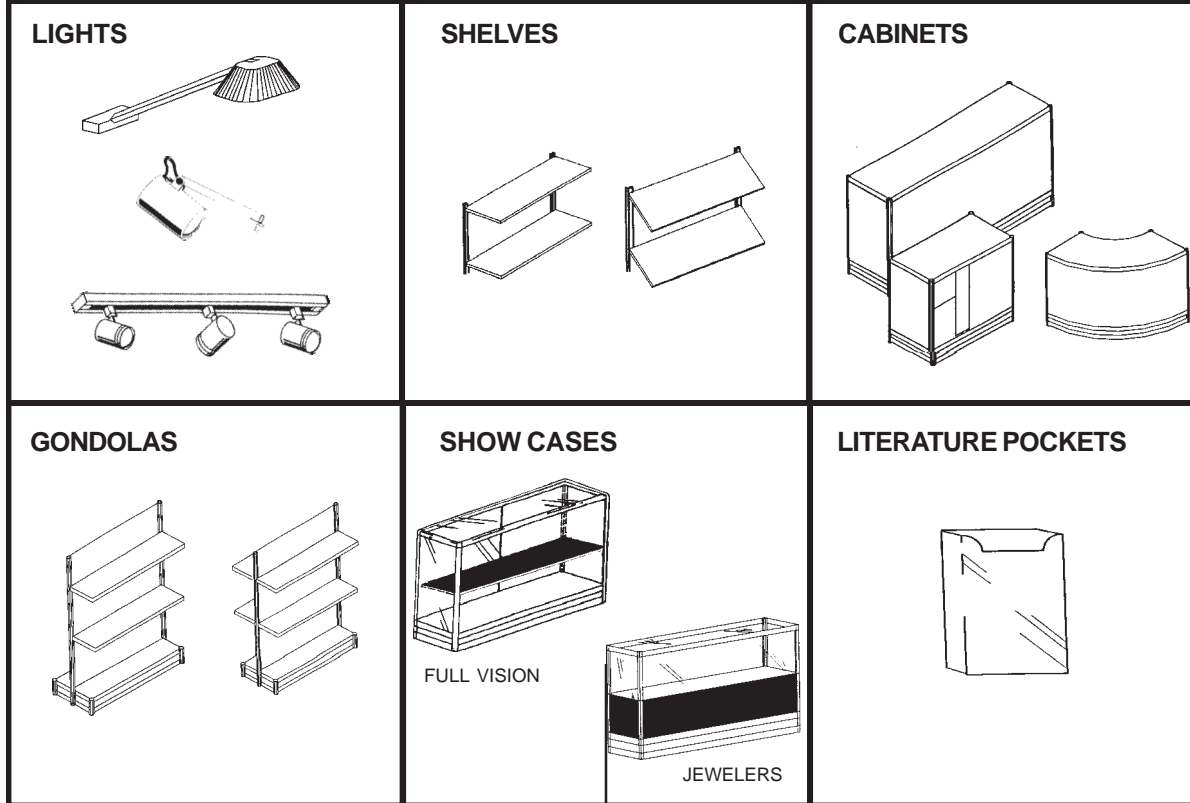
NAME OF SHOW: **2004 PPS ANNUAL CONFERENCE & EXPO • NOVEMBER 4 - 5, 2004**

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

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

E-MAIL ADDRESS: \_\_\_\_\_ FAX#: \_\_\_\_\_

### ACCESSORIES FOR RENTAL UNITS



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

**LIGHT FIXTURES** (Electrical Service Not Included)

*(For Rental Units Only)*

___	17251	Arm Light (200w) .....	48.00	62.40	___
___	172514	4' Tracklight (3 lights) .....	180.00	234.00	___
___	17252	Halogen Lights .....	65.00	84.50	___

**SHELVES**

___	17201	1M Straight (37" x 12") .....	55.00	71.50	___
___	17206	1M Angled (37" x 12") .....	60.00	78.00	___

**CABINETS & LOCKS**

*(Circle Color) Blue Fabric, Gray Fabric, White PVC*

___	17305	1M x 1/2M x 36" High .....	250.00	325.00	___
___	17306	1M x 1/2M x 42" High .....	275.00	357.50	___
___	17308	2M x 1/2M x 36" High .....	350.00	455.00	___
___	17309	2M x 1/2M x 42" High .....	375.00	487.50	___
___	173010	1M Radius x 1/2M x 36" High .	350.00	455.00	___
___	173011	2M Radius x 1/2M x 42" High .	375.00	487.50	___

(Radius Cabinets do not have doors)  
 Inside Shelves Available ..... Quoted on Request

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

**GONDOLAS**

*(Circle Color) Blue Fabric, Gray Fabric, White PVC*

___	1745600	Single Sided 1M x 48" High .....	200.00	260.00	___
___	1745601	Single Sided 1M x 72" High .....	275.00	357.50	___
___	1745700	Double Sided 1M x 48" High .....	275.00	357.50	___
___	1745701	Double Sided 1M x 72" High .....	300.00	390.00	___

**SHOWCASES** (White PVC Only-Lights not available)

___	17551202	Full Vision 1M x 1/2M x 42" H ...	375.00	487.50	___
___	17551203	Full Vision 2M x 1/2M x 42" H ...	425.00	552.50	___
___	17551204	Jewelers 1M x 1/2M x 42" H .....	400.00	520.00	___
___	17551207	Jewelers 2M x 1/2M x 42" H .....	450.00	585.00	___

(Showcases also available in 36" high. Call for pricing.)

**LITERATURE POCKETS**

___	174015	For 8 1/2 x 11 Literature .....	25.00	32.50	___
-----	--------	---------------------------------	-------	-------	-----

**Sub-Total** \_\_\_\_\_ **+ Tax(6.4%)** \_\_\_\_\_ **= TOTAL** \_\_\_\_\_

# F R E E M A N

## Decorating

4493 Florence Street  
 Denver, Colorado 80238-2479  
 Ph: 303-320-5100 • Fax: 303-329-6710

**DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 20, 2004**  
**PLEASE INCLUDE THIS FORM  
 WITH YOUR ORDER FORM**

NAME OF SHOW: **2004 PPS ANNUAL CONFERENCE & EXPO • NOVEMBER 4 - 5, 2004**

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

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

E-MAIL: \_\_\_\_\_ DATE: \_\_\_\_\_

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

### DIGITAL GRAPHICS

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

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq. ft.  
 sq. ft. \_\_\_\_\_ x \$10.00 = \$ \_\_\_\_\_

- \$10.00 per sq. ft. (standard price \$15.00)
- Minimum order 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:

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

Vertical <input type="checkbox"/>	Horizontal <input type="checkbox"/>	User Your Judgement For Sign Layout <input type="checkbox"/>
		

**Special Instructions** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### STANDARD SIZES




#### CHOOSE YOUR SIZE:

	QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	_____ @	\$32.00	\$48.00 =	\$ _____
7" x 44"	_____ @	\$41.75	\$62.65 =	\$ _____
11" x 14"	_____ @	\$41.75	\$62.65 =	\$ _____
14" x 22"	_____ @	\$52.50	\$78.75 =	\$ _____
22" x 28"	_____ @	\$74.25	\$111.40 =	\$ _____
28" x 44"	_____ @	\$112.25	\$168.40 =	\$ _____
40" x 60" (onfoamcore)	_____ @	\$171.25	\$256.85 =	\$ _____
38" x 87" - Self standing 40" x 8' high panel, single sided (onfoamcore)	_____ @	\$369.25	\$554.00 =	\$ _____
Other size	_____ @	\$17.75/sqft	\$26.65/sqft =	\$ _____

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

#### INDICATE YOUR SIGN COPY HERE:

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

Vertical <input type="checkbox"/>	Horizontal <input type="checkbox"/>	Use Your Judgment For Sign Layout <input type="checkbox"/>
		

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

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

<b>Subtotal</b>	\$ _____
<b>Tax(6.4%)</b>	\$ _____
<b>Total Cost</b>	\$ _____

# Graphics & Signs

# F R E E M A N

## GUIDELINES FOR SUBMITTING ARTWORK TO FREEMAN DECORATING COMPANY

To a large extent, you are responsible for the quality of the final product. These guidelines will help ensure you get the product you want and will keep set charges and turnaround time to a minimum.

### ACCEPTABLE APPLICATIONS:

Freeman Decorating is capable of working with PC or MAC based software.

Current software now in use as follows:

**Adobe** Illustrator, Indesign & Photoshop

**Corel**Draw

**Macromedia** Freehand

**QuarkXpress**

Always save files in their native format.

### FILE FORMATS MADE EASY:

**VECTOR** graphics, .eps, .ai, .cdr, .qxd, .fh (line art, majority of logos should be in this format)

**PIXEL-BASED** graphics, .tif, .bmp, .psd, .jpg (images made of pixels or dots, such as photos)

### COMPRESSED FILES:

.zip = WINZIP/PKZIP

.sit = Stuffit Expander

### SCANNED IMAGES:

**In house scanning capabilities include:  
slides, color prints, transparencies,  
negatives, black & white line art.**

### RESOLUTION:

Our preference for resolution is 100dpi at final size. Please note example below for scanning images at the correct resolution.

**FOR EXAMPLE** - If you scan a 4" x 5" transparency to create a 36" x 48" poster, divide the 36" finished width of the poster by the 4" width of the original transparency size. Then multiply the factor by 100 for your scanning resolution.

$$\frac{\text{width (or height) of final poster}}{\text{width (or height) of original image}} \times 100 \text{ dpi} = \text{Final Size Resolution}$$

$$\frac{36}{4} \times 100 \text{ dpi} = 900 \text{ dpi}$$

### WHAT TO SEND:

CD's, Zip Disks (100MB or 250MB), Jaz Cartridges (1.0GB or 2.0GB), or 3.5" Floppy Disks.

All disks provided should include the following:

- Contact person with phone number.
- Index of usable files on disk.
- Color print with color specs (PMS, CMYK, percentages, or an approved color print)
- Files should be proportional and no smaller than 1/4" scale.
- Include ALL fonts or convert text to outlines (both screen & printer versions)
- Try and keep files under 250MB.
- E-mail files cannot be larger than 4MB.

These are general guidelines for submitting artwork. If you have specific question please call the Graphics Department at 303-329-3442.



# **COLORADO LABOR CONDITIONS CONVENTION, DISPLAY, TRADE SHOW**

All decorating, display, and material handling labor related to conventions, trade shows, promotional displays and consumer shows is performed by the Official Service Contractor.

## **DISPLAY AND EXHIBIT WORK - INSTALLATION, DISMANTLING AND DECORATING:**

Full-time employees of an exhibiting firm may install and dismantle their own and respective company displays. Any outside or additional labor required for installation and dismantle, or decorating is to be performed by the Official Service Contractor or by exhibitor appointed contractors under the guidelines established by the International Association for Exposition Management.

## **MATERIALS DELIVERED TO OR PICKED UP FROM SHOW/JOB SITE:**

All materials received, other than those in exhibitor owned vehicles as described below, will be handled by the Official Service Contractor. Please refer to the enclosed shipping instructions and material handling information.

### **EXHIBITOR OWNED VEHICLES:**

Exhibitors, show organizers and other clients may handle their own materials which can be carried by hand by one person. Exhibitors may not bring or use carts, pallet jacks or other material handling equipment which would interfere with the operations of the Official Service Contractor. The above will be strictly followed.

All materials, other than exhibitor handled materials as described above, are chargeable as material handling and will be handled through the Official Service Contractor. There are no storage facilities available for materials handled by exhibitors.

Space is limited at showsite. To ensure the orderly move in and move out of the show, all docks and vehicle traffic are under the exclusive control of the Official Service Contractor. As conditions permit, space may be made available for exhibitor owned vehicles to load or unload. One person should remain with the vehicle at all times. Due to volume and time constraints, exhibitor owned vehicles must be capable of being loaded/unloaded within fifteen minutes.

Any questions should be addressed to the Official Service Contractor or show management.

To arrange for display labor or material handling, complete the enclosed order forms.

F R E E M A N

*Decorating*

4493 Florence Street  
 Denver, Colorado 80238-2479  
 Ph: 303-320-5100 • Fax: 303-329-6710

**METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER**

NAME OF SHOW: **2004 PPS ANNUAL CONFERENCE & EXPO • NOVEMBER 4 - 5, 2004**

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

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

**DISPLAY LABOR (One Hour Minimum per Worker)**

- Straight Time-** 8:00AM to 4:30PM, Monday through Friday ..... \$ 49.75 Per Person/Per Hour  
**Overtime-** 6:00AM to 8:00AM & 4:30PM to 12:00AM, Monday through Friday  
 6:00AM to 12:00AM, Saturday, Sunday and Holidays ..... \$ 74.25 Per Person/Per Hour  
**Double Time-** 12:00AM to 6:00AM, ALL DAYS ..... \$ 98.75 Per Person/Per Hour
- Start time guaranteed only at start of working day
  - Supervisor must check in at Service Desk to pick up labor
  - Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker

**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 Hours	Hourly Rate	Estimated Total Cost
_____	_____	x	_____	= _____	@ \$ _____	= \$ _____
_____	_____	x	_____	= _____	@ \$ _____	= \$ _____
_____	_____	x	_____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/45.00)						= \$ _____
Tax 6.4%						= \$ <b>NA</b>
Total Installation						= \$ _____

**DISMANTLE LABOR**

- Freeman Supervised Labor - Please complete the reverse side of this form.**
- The Freeman Companies 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 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 Hours	Hourly Rate	Estimated Total Cost
_____	_____	x	_____	= _____	@ \$ _____	= \$ _____
_____	_____	x	_____	= _____	@ \$ _____	= \$ _____
_____	_____	x	_____	= _____	@ \$ _____	= \$ _____
Freeman Supervision (30%/45.00)						= \$ _____
Tax 6.4%						= \$ <b>NA</b>
Total Dismantle						= \$ _____

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

Order Form  
LABOR

NAME OF SHOW: **2004 PPS ANNUAL CONFERENCE & EXPO • NOVEMBER 4 - 5, 2004**

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

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

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

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

**FREEMAN SUPERVISED LABOR**

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

**INBOUND SHIPPING & SET UP INFORMATION**

Freight will be shipped to Warehouse \_\_\_\_\_ Showsite \_\_\_\_\_ Date Shipped \_\_\_\_\_

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

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

Electrical Placement: Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

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

\_\_\_\_\_

**OUTBOUND SHIPPING INFORMATION**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**METHOD OF SHIPMENT**

**Freeman Transportation:**

Common Carrier

Van Line

Air Freight

Next Day

2nd Day

Deferred

**Other (list carrier name & phone number):**

Other Common Carrier: \_\_\_\_\_

Other Van Line: \_\_\_\_\_

Other Air Freight: \_\_\_\_\_

**Freight Charges**

Prepaid

Collect

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

\_\_\_\_\_

\_\_\_\_\_

If assigned carrier fails to show for pick up, should we reassign carrier?  YES  NO

(If no, shipment will be returned to Freeman's warehouse at exhibitor's expense.)

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

F R E E M A N

*Decorating*

4493 Florence Street  
 Denver, Colorado 80238-2479  
 Ph: 303-320-5100 • Fax: 303-329-6710

**METHOD OF PAYMENT MUST  
 ACCOMPANY YOUR ORDER**

NAME OF SHOW: **2004 PPS ANNUAL CONFERENCE & EXPO • NOVEMBER 4 - 5, 2004**

COMPANY NAME: \_\_\_\_\_ BOOTH#: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE#: \_\_\_\_\_

**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 the carrier in such a manner that it requires additional handling, such as ground unloading, side door unloading, constricted space unloading, designated piece unloading, and stacked shipments; 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.

**Note: 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.**

**Straight Time-** 8:00AM to 4:30PM, Monday through Friday

**Overtime-** 4:30PM to 8:00AM, Monday through Friday; ALL DAY Saturday, Sunday, and Holidays

**NOTE:** Freight may be assessed inbound and outbound overtime charges.

Part #	Description	Price per CWT	Minimum
<b>Warehouse Shipment</b>			
251100	Crated or Skidded Shipment .....	\$ 46.25	\$ 46.25
251200	Special Handling Shipment .....	\$ 57.75	\$ 57.75
<b>Show Site Shipment</b>			
2530100	Crated or Skidded Shipment .....	\$ 42.00	\$ 42.00
2530200	Special Handling Shipment .....	\$ 52.50	\$ 52.50
2530300	Uncrated or Pad Wrapped Shipment.....	\$ 63.00	\$ 63.00
<b>Shipment Delivered after Deadline Date (in addition to above rates)</b>			
251103	Warehouse Shipment after Friday, October 29, 2004 .....	\$ 11.50	\$ 11.50
2530103	Showsite Shipment after Wednesday, November 3, 2004 at 6:00PM .....	\$ 10.25	\$ 10.25
<b>Overtime Charge - Inbound (in addition to above rates)</b>			
2730100	Crated or Skidded Shipment .....	\$ 12.50	\$ 12.50
2730101	Special Handling Shipment .....	\$ 15.25	\$ 15.25
2730102	Uncrated or Pad Wrapped Shipment .....	\$ 18.50	\$ 18.50
<b>Overtime Charge - Outbound (in addition to above rates)</b>			
2730100	Crated or Skidded Shipment .....	\$ 12.50	\$ 12.50
2730101	Special Handling Shipment .....	\$ 15.25	\$ 15.25
2730102	Uncrated or Pad Wrapped Shipment .....	\$ 18.50	\$ 18.50

Part #	Description	Weight	CWT	Unit Price	Estimated Total Cost
251100	S A M P L E	1200 ÷ 100 =	12	\$ 46.25	\$555.00
		÷ =			
		÷ =			
		÷ =			
		÷ =			
				Sub-Total	
				Tax 6.4%	N/A
				<b>Total</b>	

**Order Form**

MATERIAL HANDLING

F R E E M A N

*Decorating*

4493 Florence Street  
Denver, Colorado 80238-2479  
Ph: 303-320-5100 • Fax: 303-329-6710

**OUTBOUND MATERIAL HANDLING  
AND SHIPPING LABELS**

Outbound Shipping

NAME OF SHOW: **2004 PPS ANNUAL CONFERENCE & EXPO • NOVEMBER 4 - 5, 2004**

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

EXHIBITING COMPANY ADDRESS: \_\_\_\_\_

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

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

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

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

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

**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 SHOWSITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.**

**SHIPPING INFORMATION**

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

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

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

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

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

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

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

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

**METHOD OF SHIPMENT**

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW.

- FREEMAN TRANSPORTATION
  - 1 Day: Delivery next business day
  - 2 Day: Delivery by 5:00 P.M. second business day
  - Deferred: Delivery within 3-4 business days
  - Standard Ground: Delivery within 4-7 business days
  - Specialized: Pad wrapped, uncrated, or truckload
- OTHER CARRIER \_\_\_\_\_
- OTHER VANLINE \_\_\_\_\_
- OTHER AIR FREIGHT \_\_\_\_\_
  - Next Day    Second Day    Deferred

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

**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 SIGNATURE IS ON THE MATERIAL HANDLING AGREEMENT PRIOR TO SHIPPING OUT, OR MATERIAL WILL BE RETURNED TO FREEMAN'S WAREHOUSE AT EXHIBITOR'S EXPENSE.**

F R E E M A N F R E E M A N

*Decorating*

*Decorating*

**R U S H**

**R U S H**

**ADVANCE TO WAREHOUSE**

**ADVANCE TO WAREHOUSE**

TO: \_\_\_\_\_  
(EXHIBITOR NAME)

TO: \_\_\_\_\_  
(EXHIBITOR NAME)

c/o FREEMAN DECORATING SERVICES  
4493 FLORENCE STREET  
DENVER, CO 80238-2479

c/o FREEMAN DECORATING SERVICES  
4493 FLORENCE STREET  
DENVER, CO 80238-2479

**MUST BE DELIVERED BY  
FRIDAY, OCTOBER 29, 2004**

**MUST BE DELIVERED BY  
FRIDAY, OCTOBER 29, 2004**

Event 2004 PPS ANNUAL CONFERENCE & EXPO

Event 2004 PPS ANNUAL CONFERENCE & EXPO

Booth No. \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ pcs.

Booth No. \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ pcs.

Carrier \_\_\_\_\_

Carrier \_\_\_\_\_

F R E E M A N F R E E M A N

*Decorating*

*Decorating*

**R U S H**

**R U S H**

**ADVANCE TO WAREHOUSE**

**ADVANCE TO WAREHOUSE**

TO: \_\_\_\_\_  
(EXHIBITOR NAME)

TO: \_\_\_\_\_  
(EXHIBITOR NAME)

c/o FREEMAN DECORATING SERVICES  
4493 FLORENCE STREET  
DENVER, CO 80238-2479

c/o FREEMAN DECORATING SERVICES  
4493 FLORENCE STREET  
DENVER, CO 80238-2479

**MUST BE DELIVERED BY  
FRIDAY, OCTOBER 29, 2004**

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FRIDAY, OCTOBER 29, 2004**

Event 2004 PPS ANNUAL CONFERENCE & EXPO

Event 2004 PPS ANNUAL CONFERENCE & EXPO

Booth No. \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ pcs.

Booth No. \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ pcs.

Carrier \_\_\_\_\_

Carrier \_\_\_\_\_

F R E E M A N F R E E M A N

*Decorating*

*Decorating*

**R U S H**

**R U S H**

**DIRECT TO SHOW SITE**

**DIRECT TO SHOW SITE**

TO: \_\_\_\_\_  
(EXHIBITOR NAME)

TO: \_\_\_\_\_  
(EXHIBITOR NAME)

c/o FREEMAN DECORATING SERVICES  
BROADMOOR HOTEL  
ONE LAKE CIRCLE  
COLORADO SPRINGS, CO 80906

c/o FREEMAN DECORATING SERVICES  
BROADMOOR HOTEL  
ONE LAKE CIRCLE  
COLORADO SPRINGS, CO 80906

**CANNOT BE DELIVERED PRIOR TO  
8:00AM, WEDNESDAY, NOVEMBER 3, 2004**

**CANNOT BE DELIVERED PRIOR TO  
8:00AM, WEDNESDAY, NOVEMBER 3, 2004**

Event 2004 PPS ANNUAL CONFERENCE & EXPO

Event 2004 PPS ANNUAL CONFERENCE & EXPO

Booth No. \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ pcs.

Booth No. \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ pcs.

Carrier \_\_\_\_\_

Carrier \_\_\_\_\_

F R E E M A N F R E E M A N

*Decorating*

*Decorating*

**R U S H**

**R U S H**

**DIRECT TO SHOW SITE**

**DIRECT TO SHOW SITE**

TO: \_\_\_\_\_  
(EXHIBITOR NAME)

TO: \_\_\_\_\_  
(EXHIBITOR NAME)

c/o FREEMAN DECORATING SERVICES  
BROADMOOR HOTEL  
ONE LAKE CIRCLE  
COLORADO SPRINGS, CO 80906

c/o FREEMAN DECORATING SERVICES  
BROADMOOR HOTEL  
ONE LAKE CIRCLE  
COLORADO SPRINGS, CO 80906

**CANNOT BE DELIVERED PRIOR TO  
8:00AM, WEDNESDAY, NOVEMBER 3, 2004**

**CANNOT BE DELIVERED PRIOR TO  
8:00AM, WEDNESDAY, NOVEMBER 3, 2004**

Event 2004 PPS ANNUAL CONFERENCE & EXPO

Event 2004 PPS ANNUAL CONFERENCE & EXPO

Booth No. \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ pcs.

Booth No. \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ pcs.

Carrier \_\_\_\_\_

Carrier \_\_\_\_\_

# Material Handling

Page 1 of 2

## **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 The Freeman Companies and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

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

**1. DEFINITIONS.** For purposes of this Contract, "The Freeman Companies" ("TFC") means Freeman Decorating Services, Inc. ("FDSI"), Freeman Decorating Ltd. ("FDL"), C.D. Displays, Inc. dba Freeman Exhibit Company ("FEC"), AVW-TELAV Inc. ("AVW-TELAV"), Stage Rigging, Inc., Freeman Transportation, Hoffend Xposition, Kerry Technical Services, Sullivan Rigging, and their employees, directors, officers, agents, assigns, affiliated companies, and related entities including without limitation any subcontractors TFC may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC"). Further, EXHIBITOR is in fact the "Shipper" for all purposes and circumstances notwithstanding anything contained herein to the contrary.

**2. PACKAGING AND CRATES.** TFC 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 materials. In addition, TFC 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.

**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. TFC assumes no responsibility for:

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

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

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

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

**6. DELIVERY TO THE CARRIER FOR RELOADING.** TFC 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. TFC 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. TFC assumes no responsibility for loss, damage, theft or disappearance of EXHIBITOR'S materials that arises out of improperly loaded materials.

**7. DESIGNATED CARRIERS.** In order to expedite removal of materials from show site as required by Show Management and/or the facility, TFC 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 TFC be responsible for any loss resulting from such rerouting designation.

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

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

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

event shall a suit or action be brought against TFC 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 TFC relative to any loss, damage, or claim, EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due TFC for its services as an offset against the amount of any alleged loss or damage. Any claims against TFC shall be considered a separate transaction and shall be resolved on their own merits.

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

**(c) BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY.** TFC'S liability shall be limited to any loss or damage which results solely from TFC'S NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall TFC 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 TFC 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 TFC has been advised or has notice of the possibility of such damages, or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR'S responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.

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

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

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

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

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

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

**F R E E M A N**  
Companies

TERMS & CONDITIONS



# Payment & Labor

Page 2 of 2

## **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 The Freeman Companies 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 THE FREEMAN COMPANIES; OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH THE FREEMAN COMPANIES.

### **DEFINITIONS**

For purposes of this Contract, "The Freeman Companies" ("TFC") means Freeman Decorating Services, Inc. ("FDSI"), Freeman Decorating Ltd. ("FDL"), C.D. Displays, Inc. dba Freeman Exhibit Company ("FEC"), AVW-TELAV Inc. ("AVW-TELAV"), Stage Rigging, Inc., Freeman Transportation, Hoffend Xposition, Kerry Technical Services, Sullivan Rigging, and their employees, directors, officers, agents, assigns, affiliated companies, and related entities including without limitation any subcontractors TFC may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

### **PAYMENT TERMS**

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of TFC 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 services have already been provided at the time of cancellation, a 30% restocking fee will be applied to all TFC rental items with the exception of Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items, which will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond TFC'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. TFC will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the TFC 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, TFC requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, TFC requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show, terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by TFC shall be either applied to reduce the principal unpaid balance or refunded to the payer. 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 TFC 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 TFC for its services, as an off-set against the amount of any alleged loss or damage. Any claim against TFC shall be considered a separate transaction, and shall be resolved on its own merits. TFC 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 TFC 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, TFC hereby provides notice that it reserves the right, and EXHIBITOR authorizes TFC, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on EXHIBITOR'S account.

### **OPTION A: LABOR UNDER THE SUPERVISION OF TFC**

#### **RESPONSIBILITIES:**

TFC shall be responsible for the performance of labor provided under this option. TFC does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under TFC'S direct supervision and control. In no event shall TFC be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. TFC shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond TFC'S reasonable control.

#### **INDEMNIFICATION:**

TFC agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to TFC'S employees, or property damage arising out of work performed by labor provided by and supervised by TFC, except when EXHIBITOR exercises direction and/or control over the work being performed.

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

### **IMPORTANT**

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



# Motor Cargo Service Request and Shipping Instructions Contract

TERMS & Conditions

Page 1 of 2

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 signing page one of this document or electronic acknowledgment of receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman Transportation. The Shipper agrees that this shipment is subject to the TERMS stated herein and the Terms and Conditions of the Contract in the Service Guide ("Service Guide") in effect on the date of shipment, which are incorporated herein by reference, and made a part of this Contract. The Service Guide shall control in the event of conflict with these TERMS or any other documents. The Service Guide is available at <http://www.myfreemanonline.com>, at show site, or by writing to FRTR.

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

**2. FINAL CONTRACT BETWEEN THE PARTIES:** In exchange for Shipper's payments and FRTR's services, which the parties have specified in this two-page Contract, (including Service Request and Shipping Instructions), FRTR and Shipper each agree that this Contract shall govern their respective rights and obligations with regard to transport of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of FRTR, and the responsibility of FRTR 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. RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED:** FRTR is responsible for the satisfactory performance of only those services which it directly provides under this Contract. FRTR shall never be responsible for the performance of individuals or firms who are not under the direct supervision or control of FRTR. FRTR shall never 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, defect 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 FRTR. FRTR 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 FRTR; nor shall FRTR 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 and shipment using ordinary care. FRTR makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association.

**5. PERISHABLE GOODS:** Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage is subject to the special services and charges offered in the FRTR tariff. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by FRTR and before the trailer is received by FRTR. FRTR 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 FRTR. When a loaded trailer is received, FRTR will verify that the thermostatic controls are set to maintain trailer temperature as requested. FRTR 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 FRTR. 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 FRTR is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, FRTR's liability shall then become that of a warehouseman.

(a) FRTR shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the Service Request and Shipping Instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

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

(c) If FRTR does not receive disposition instructions within 48 hours of the time of FRTR's attempted first notification, FRTR will attempt to issue a second and final confirmed notification. Such notice shall advise that if FRTR does not receive disposition instructions within 10 days of that notification, FRTR may offer the shipment for sale at a public auction and FRTR has the right to offer the shipment for sale. The amount of sale will be applied to FRTR'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 FRTR has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of FRTR, 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, FRTR may dispose of property to the best advantage. When FRTR 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, the risk after unloading or delivery shall not be that of FRTR.

**7. INSURANCE:** FRTR IS NOT AN INSURER. Shipper is responsible for obtaining insurance for its property. FRTR 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, delayed or damaged, FRTR does not pay replacement or restoration cost of any property. FRTR'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF THE FAIR MARKET VALUE (THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS,

ARM'S LENGTH SALE.) OR \$5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):

- (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures;
- (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing;
- (c) Personal effects, including without limitation, papers and documents;
- (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by FRTR 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, FRTR'S MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$20,000 PER SHIPMENT. Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, FRTR shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, 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 FRTR 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 Contract at the time the services are requested. The existence of a dispute between Shipper and FRTR 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 FRTR unless Shipper's account is current.

(b) Shipper understands and acknowledges that FRTR 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 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 FRTR, 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 FRTR.

**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 FRTR no later than two (2) years and one (1) day from the day when written notice is given by FRTR to the claimant that FRTR has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to: Freeman Transportation Claims, c/o Gallagher Bassett Services, Attn: Claims Adjuster, 6504 International Parkway, Suite 2100, Plano, TX 75093 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 FRTR within 72 hours of the receipt of the property, it is agreed between FRTR and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

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

**12. MISCELLANEOUS:** (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. (b) Shipper understands that once its property is shipped by FRTR 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 FRTR to control the handling of the property and all matters related to payment for the shipment.

FREEMAN  
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# Air Cargo Service Request and Shipping Instructions Contract

TERMS & Conditions

Page 2 of 2

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 FRTR 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 and the Terms and Conditions of the Contract in the Service Guide ("Service Guide") in effect on the date of shipment, which are incorporated herein by reference, and made a part of this Contract. The Service Guide shall control in the event of conflict with these TERMS or any other documents. The Service Guide is available at <http://www.myfreemanonline.com>, at show site, or by writing to FRTR. 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 Transportation" ("FRTR") means Freeman Decorating Services, Inc. dba Freeman Transportation and all of its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by FRTR. The term "Shipper" means the person or business for whom the property is being transported, and includes its respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excepting only FRTR. "Property" is all objects of any type received from the Shipper for transport by FRTR as described herein. "Consignee" is the party to whom Shipper has designated the goods be delivered.

**2. FINAL CONTRACT BETWEEN THE PARTIES:** In exchange for Shipper's payments and FRTR's services, which the parties have specified in this two-page Contract, FRTR and Shipper each agree that this Contract shall govern their respective rights and obligations with regard to transport of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of FRTR, and the responsibility of FRTR 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. FRTR'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED:** FRTR is responsible for the satisfactory performance of only those services which it directly provides under this Contract. FRTR shall never be responsible for the performance of individuals of firms who are not under the direct supervision or control of FRTR. FRTR shall never 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 FRTR. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS (SEE "SERVICE GUIDE"), FRTR 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. FRTR makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. FRTR 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 FRTR is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, FRTR's liability shall then become that of a warehouseman.

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

(c) If FRTR does not receive disposition instructions within 48 hours of the time of FRTR's attempted first notification, FRTR will attempt to issue a second and final confirmed notification. Such notice shall advise that if FRTR does not receive disposition instructions within 10 days of that notification, FRTR may offer the shipment for sale at a public auction and FRTR has the right to offer the shipment for sale. The amount of sale will be applied to FRTR'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 FRTR has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of FRTR, 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, FRTR may dispose of property to the best advantage. Where FRTR 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, FRTR's liability for the shipment shall terminate after unloading or delivery.

**6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES:** FRTR'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 FRTR'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, FRTR'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 FRTR 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, FRTR shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties:

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

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

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

(a) Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and FRTR 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 FRTR does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

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

**8. CLAIMS:** Shipper, Consignee, or any other party claiming an interest in the shipment must notify FRTR 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 FRTR. The shipment, its container(s), and packing material must be made available to FRTR for inspection at the delivery location. All shipments are subject to opening for inspection by FRTR; however, FRTR is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to FRTR within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by FRTR. 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 FRTR'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 FRTR within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against FRTR 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 FRTR 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 FRTR 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 FRTR of service of process of the action on FRTR. Claims for loss or damage must be delivered to the following address: Freeman Transportation Claims, c/o Gallagher Bassett Services, Attn: Claims Adjuster, 6504 International Parkway, Suite 2100, Plano, TX 75093.

**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. FRTR 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:** (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 FRTR 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; (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 FRTR to control the handling of the property and all matters related to payment for the shipment.

# The BRO<sup>A</sup>DMOOR

## ELECTRICAL SERVICE ORDER FORM

Send all correspondence to the attention of:

Conference Planning Department  
P.O. Box 1439, Colorado Springs, CO 80901  
Phone: 719-577-5777 Fax: 719-577-5779  
E-Mail: [ConferenceConcierge@broadmoor.com](mailto:ConferenceConcierge@broadmoor.com)

- Ordering:** To order electrical service for your booth, please fill out this form and return it with your payment to the above address at least two weeks prior to the installation date.
- Pricing:** All prices are for show dates only. Extensive hook-ups may require additional charges. please call The BRO<sup>A</sup>DMOOR Conferences Services Department for price and availability of any additional requirements.
- Payment:** Payment must be made in advance by credit card or check made payable to the BRO<sup>A</sup>DMOOR. **Requests will not be honored until payment is received.** On-site orders will be charged at a 20% higher rate.
- Connections:** To prevent overloading circuits, exhibitors will not be permitted to connect into the building's existing electrical system, only in the electrical box installed at your booth.

Show Name			Show Location		
Date & Time Required			Date & Time Out		
Exhibitor/ Company Name			Booth #		
Address		City		State	Zip Code
Contact	Phone	Check #	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	Amer. Express <input type="checkbox"/>
Cardholder's Name	Card #	Exp. Date	Signature		

Description	Quantity	Unit Cost	Total Cost
800-1500 Watts (four electrical outlets)		\$40.00	
20 AMP Dedicated Circuit		\$50.00	
30 AMP Dedicated Circuit		\$55.00	
30-50 AMP Single Phase		\$145.00	
60-100 AMP Single Phase		\$200.00	
150-200 AMP Single Phase		\$275.00	
20-100 AMP Three Phase		\$375.00	
100-200 AMP Three Phase		\$475.00	
Other:			
<b>NOTE: Current Available —</b> 110 Volt, AC, Single Phase 60 Cycle 208 Volt, AC, Single Phase 60 Cycle 208 Volt, AC, Three Phase 60 Cycle			<b>TOTAL</b>
<b>Signature:</b>			<b>Date:</b>

# The BRO<sup>A</sup>DMOOR

## Telephone Service Order Form

All Correspondence to the attention of conference planning department  
P.O. Box 1439, Colorado Springs, CO 80901  
Phone: 719-577-5777 Fax: 719-577-5779  
E-MAIL: [ConferenceConcierge@broadmoor.com](mailto:ConferenceConcierge@broadmoor.com)

- Ordering:** We have the capability to install direct inward dial telephone and computer hook-ups. We have a limited number of telephones available, thus we do ask that you complete this form and return it with your payment to the above address at least two weeks prior to installation date in order to adequately meet your requirements.
- Pricing:** Please note any additional specific requirements. Availability and additional costs may be obtained from your conference catering manager.
- Payment:** Payment must be made in advance by credit card or check made payable to The BRO<sup>A</sup>DMOOR. **Requests will not be honored until payment is received.** On site orders will be charged at a 20% higher rate.

<b>Show Name</b>		<b>Show Location</b>			
<b>Date &amp; Time Required</b>		<b>Date &amp; Time Out</b>			
<b>Exhibitor/ Company Name</b>		<b>Booth #</b>			
<b>Address</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>	
<b>Contact</b>	<b>Phone</b>	<b>Check</b>	<b>Visa</b>	<b>Mastercard</b>	<b>American Express</b>
<b>Cardholder's Name</b>	<b>Card #</b>	<b>Exp. Date</b>	<b>Signature</b>		

**\*Set-up fee does not include cost of long distance phone calls**

Description	Quantity	Unit Cost	Total Cost
Outside line with local long distance access -This is a direct inward dial phone. It is necessary to dial "9" for all outgoing calls.		\$200.00 each	
Static IP Internet connection/High Speed Internet Access (Must have Ethernet Card)		\$500.00	
Additional IP Address		\$250.00 each	
Other			
Total			

<b>Signature:</b>	<b>Date:</b>
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# The BRO<sup>A</sup>DMOOR

## Floral Service Order Form

All correspondence to the attention of conference planning department  
 P.O. Box 1439, Colorado Springs, CO 80901  
 Phone: 719-577-5777 Fax: 719-577-5779  
 E-MAIL: [ConferenceConcierge@broadmoor.com](mailto:ConferenceConcierge@broadmoor.com)

- Ordering: To order floral for your booth, please fill out this form and return it with your payment to the above address at least two weeks prior to rental dates.
- Pricing: For custom floral, specific quotes or questions call extension 5055, Monday through Saturday, 9:00AM to 5:30PM and Sunday, 11:00AM to 4:00PM.
- Payment: Payment must be made in advance by credit card or check made payable to The BRO<sup>A</sup>DMOOR. **Requests will not be honored until payment is received.** On-site orders will be charged at a 20% higher rate.

Show Name			Show Location			
Date & Time Required			Date & Time Out			
Exhibitor/ Company Name			Booth #			
Address		City		State	Zip Code	
Contact	Phone #	Check	Visa	MasterCard	American Express	
Cardholder's Name	Card #	Exp. Date		Signature		

### Foliage plant rental

Maximum duration on plant rental is five days. Plant heights are approx.						Total Cost
Height	1 Day	2 Days	3 Days	4 Days	5 Days	
1'-2'	\$5.00	\$7.50	\$9.50	\$11.50	\$13.50	
2'-3'	\$8.00	\$12.00	\$15.00	\$18.00	\$21.00	
3'-4'	\$10.00	\$15.00	\$19.00	\$23.00	\$27.00	
4'-7'	\$25.00	\$35.00	\$46.00	\$54.00	\$62.00	
Ficus Trees	\$25.00	\$35.00	\$46.00	\$54.00	\$62.00	
Ficus Trees With Lights	\$45.00	\$55.00	\$63.00	\$71.00	\$79.00	
Hanging Basket	\$10.00	\$15.00	\$19.00	\$23.00	\$27.00	
Cactus Garden	\$10.00	\$15.00	\$19.00	\$23.00	\$27.00	
<b>Blooming Plants:</b> We do not rent flowering plants due to their perishable nature. The following blooming plants are generally available.						
Chrysanthemum, Begonia, Cyclamen						\$25.00
Kalanchoe, Persian Violet						\$25.00
Azalea						\$30.00
** Check on Quantity discounts – 5 or more**						Total
Signature:				Date:		

# The BRO<sup>A</sup>DMOOR

## AUDIO VISUAL EXHIBITOR FORM

J&S Audio Visual, Inc.

1 Lake Avenue, Colorado Springs, CO 80906

J&S Sales: 719-577-5821 / Hotel: 719-577-5777 / J&S Fax: 719-471-6116

E-MAIL: [J&SAV@broadmoor.com](mailto:J&SAV@broadmoor.com)

To return this form via e-mail: save the document, then fill out the form. Send it to the above e-mail address

- Ordering:** To order audio visual equipment for your exhibit booth, please complete this form and return it with payment to the above address by the order deadline. Faxed orders are excepted with credit card payments only.
- Pricing:** All prices shown reflect daily charges. Extensive set-ups may require additional labor charges. This is a limited listing of our inventory. Please contact us for additional equipment needs or more extensive AV and production capabilities.
- Payment:** Payment must be made in advance by credit card or check. **Equipment will not be delivered until payment is received.**

Show Name				Show Location				
Date (s) & Times of Events			Equipment Order Deadline is Seven (7) days prior to delivery					
Exhibitor/ Company Name					Booth #			
Address				City		State	Zip Code	
Contact		Phone #		Check <input type="checkbox"/>	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	American Express <input type="checkbox"/>	
Cardholder's Name			Card #		Exp. Date:	Signature		
<b>Description</b>				<b>Quantity</b>	<b>Unit Cost</b>	<b>Extended Cost<sup>1</sup></b>	<b># of Days</b>	<b>Total Cost<sup>2</sup></b>
19" Video Monitor/ VHS VCR Combo					\$100.00			
27" Video Monitor/ VHS VCR Combo					\$175.00			
17" XGA Monitor					\$175.00			
21" XGA Monitor					\$225.00			
27" XGA Monitor					\$300.00			
42" Plasma Monitor					\$650.00			
Wireless Microphone (check one)		Lavaliere <input type="checkbox"/>	Handheld <input type="checkbox"/>		\$125.00			
A/V Cart With Draping (check one)		42" <input type="checkbox"/>	54" <input type="checkbox"/>		\$20.00			
Sign Easel					\$5.00			
Overhead Lighting					Call for Pricing			
<b>Additional A/V Equipment or Production Services</b>					<b>Call for pricing</b>			
Note: Set-up & tear down labor is not applicable on orders for only a cart or easel.  <sup>1</sup> Extended Cost is the Quantity x Unit Cost. <sup>2</sup> Total Cost is the Extended Cost x the # of days. <sup>3</sup> Colorado Sales tax is applied ONLY to the Total Rental Charge, and does not apply to Set-Up & Tear Down Labor.				<b>Total Rental Charges</b>				
				<b>CO Sales Tax (Total Rental Charges x .064)<sup>3</sup></b>				
				<b>Set-up tear down labor charge</b>				\$40.00 per hour
				<b>Grand Total A/V Charges</b>				

*Signature denotes acceptance of equipment pricing, payment terms and conditions*

Authorized Signature for exhibitor \_\_\_\_\_ Title/Affiliation \_\_\_\_\_ Date \_\_\_\_\_

Contact your J&S representative at (719) 577-5821 for information about additional equipment, services available, and creative ideas for using A/V to create a booth that will stand apart from the rest.



7035 South Fulton Street  
 Centennial, Colorado 80112  
 Tele: 303-768-8555  
 Fax: 303-768-8118  
 customer\_service@ccrent.com

# PLASMAS – FLAT PANELS COMPUTER EQUIPMENT ORDER FORM

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Ordered by: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

Event Name: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Booth No: \_\_\_\_\_  
 Onsite Contact: \_\_\_\_\_  
 Delivery Date & Time: \_\_\_\_\_  
 Pickup Date & Time: \_\_\_\_\_

ITEM/SPECS	PRICE	QUANTITY	TOTAL
<b>DESKTOPS (Includes 17" Monitor &amp; WIN 2000 PRO)</b>			
Pentium 4/1.8, 256 RAM, 20GB HD	\$285.00	_____	_____
Pentium 3/733, 128 RAM, 10GB HD	\$215.00	_____	_____
Pentium 3/500, 128 RAM, 10GB HD	\$185.00	_____	_____
MAC G4/800, 256 RAM, 10GB HD	\$185.00	_____	_____
<b>LAPTOPS (Includes WIN 2000 PRO)</b>			
Pentium 4/2.8, 512 RAM, 60GB HD, DVD/CDRW	\$249.00	_____	_____
Centrino 1.4, 256 RAM, 30GB HD, DVD/CD-ROM	\$249.00	_____	_____
Pentium 3/800, 128 RAM, 12GB HD, CD-ROM	\$199.00	_____	_____
<b>DISPLAY MONITORS &amp; PLASMAS</b>			
Plasma Monitor, 42" Data Plasma	\$795.00	_____	_____
Plasma Dual Post 6' Floor Stand	\$149.00	_____	_____
20" Flat Panel	\$299.00	_____	_____
18" Flat Panel	\$199.00	_____	_____
17" Flat Panel	\$ 99.00	_____	_____
LCD Projector, 1500 Lumens (1280 x 1024)	\$499.00	_____	_____
<b>PRINTERS/FAX MACHINES</b>			
LaserJet Printer, HP 4000 Series	\$199.00	_____	_____
Color LaserJet Printer, HP 4500 Series	\$450/\$.15 pp	_____	_____
Color DeskJet Printer	\$ 85.00	_____	_____
LaserJet Fax Machine	\$ 85.00	_____	_____
<b>MISCELLANEOUS</b>			
Software - MS Office 2000/XP Pro	\$ 25.00	_____	_____
PC Speaker Set & Sound Card	\$ 25.00	_____	_____
Tech Support, PC Tech Support	\$40/Half Hour	_____	_____

\*All prices cover the duration of your event. If you need an item not listed here, please call us and we will do our best to locate it for you

**Sub Total** \$ \_\_\_\_\_  
**Sales Tax 7.2%** \$ \_\_\_\_\_  
**Total Due** \$ \_\_\_\_\_

**Payment Information**

Company Check  Visa  MC  AMX  Discover  
 Card No. \_\_\_\_\_ Exp. \_\_\_\_\_  
 Cardholder's Name (Print) \_\_\_\_\_  
 Signature \_\_\_\_\_

**Terms & Conditions**

- Exhibitor is responsible for any/all loss or damage to equipment.
- Exhibitor must be present at time of delivery.
- All payments must be made in advance in US Funds.
- A 25% fee will apply for orders cancelled less than 72 hours prior to delivery.
- Cancellations after services renders will be charged at 100%.
- All deliveries must be made between the hours of 8am-5pm.