

**SERVICE INFORMATION****BOOTH EQUIPMENT**

Each 10' x 10' booth will be set up with 8' high white and blue back drape, 36" high blue side dividers, and a 7" x 44" one-line identification sign.

**EXHIBIT HALL CARPET**

The exhibit booths will NOT be carpeted; however, the aisles will be carpeted in blue.

**DISCOUNT PRICE DEADLINE DATE**

Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by January 05, 2012.

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

**SHOW SCHEDULE****EXHIBITOR MOVE-IN**

Individual exhibitor move-in and move out schedule will be distributed closer to the show dates.

**EXHIBIT HOURS**

Thursday	January 19, 2012	12:00 PM - 9:00 PM
Friday	January 20, 2012	12:00 PM - 9:00 PM
Saturday	January 21, 2012	10:00 AM - 9:00 PM
Sunday	January 22, 2012	10:00 AM - 6:00 PM

**EXHIBITOR MOVE-OUT**

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

Sunday	January 22, 2012	6:00 PM - 11:45 PM
Monday	January 23, 2012	6:00 AM - 3:00 PM

**We will begin returning empty containers once aisle carpet is removed.**

**DISMANTLE AND MOVE-OUT INFORMATION**

All exhibitor materials must be removed from the exhibit facility by Monday, January 23, 2012 at 3:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Monday, January 23, 2012 at 10:00 AM.

**POST SHOW PAPERWORK AND LABELS**

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

**SERVICE CONTRACTOR CONTACTS / INFORMATION:****FREEMAN**

3323 I H 35 North, Ste 120  
San Antonio, TX 78219  
(210) 227-0341 fax (469) 621-5611  
FreemanSanAntonioES@freemanco.com

**FREEMAN EXHIBIT TRANSPORTATION**

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

**FREEMAN ONLINE®**

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

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

**SHIPPING INFORMATION**

Warehouse Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**2012 AUSTIN BOAT, SPORT & OUTDOOR SHOW**  
C/O FREEMAN / AUSTIN WHSE DIST  
RACEWAY CROSSING, BLDG 3, 16310 BRATTON LANE, STE 300  
AUSTIN, TX 78728

Freeman will accept crated, boxed or skidded materials beginning Monday, December 19, 2011, at the above address. Material arriving after January 11, 2012 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.

Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**2012 AUSTIN BOAT, SPORT & OUTDOOR SHOW**  
C/O FREEMAN  
AUSTIN CONVENTION CENTER  
500 E CESAR CHAVEZ ST  
AUSTIN, TX 78701

Freeman will receive shipments at the exhibit facility beginning Monday, January 16, 2012. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

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

#### **LABOR INFORMATION**

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

#### **ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (210) 227-0341.

#### **WE APPRECIATE YOUR BUSINESS!**

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICES**

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (210) 227-0341 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early to take advantage of advance order discount rates, place your order by January 05, 2012.

#### **AVOID DELAY**

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

#### **SAFETY TIPS**

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

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

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

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

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

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

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

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

#### **EXHIBITOR ASSISTANCE**

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

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

Call Freeman's Exhibitor Services department at (210) 227-0341 with any questions or needs you may have.

# F R E E M A N

3323 I H 35 North, Ste 120  
 San Antonio, TX 78219  
 (210) 227-0341 Fax: (469) 621-5611  
 FreemanSanAntonioES@freemanco.com

DISCOUNT PRICE  
 DEADLINE DATE  
 JANUARY 05, 2012

INCLUDE THIS FORM  
 WITH YOUR ORDER

NAME OF SHOW: **2012 AUSTIN BOAT, SPORT & OUTDOOR SHOW / JANUARY 19-22, 2012**

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

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

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

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

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

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

E-MAIL FOR INVOICE: \_\_\_\_\_  Check if you are a new Freeman customer  
**Invoices will be sent by e-mail; please provide e-mail address of the person who reconciles your invoices if different than contact's email.**

## METHOD OF PAYMENT

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

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

**Please reference (282008) on your remittance.**

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

**AMERICAN EXPRESS**     **MASTER CARD**     **VISA**

**BANK TRANSFER**  
 Bank transfer to Bank of America, N.A.; Dallas, TX  
*Wire Transfer*  
 ABA#: 026009593 ACCT 1252039192 Freeman  
*International Wire Transfer*  
 Swift Code: BOFAUS3N ACCT# 1252039192 Freeman  
*ACH Direct Deposit*  
 ABA#:111000012 ACCT# 1252039192 Freeman  
**Please reference Name of Show & Booth Number so we can properly credit your account.**  
**Note: Customers are responsible for any bank processing fees.**

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

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

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

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

## ENTER TOTALS HERE

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

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

### TELL US WHAT YOU THINK

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

<http://feedback.freemanco.com/?282008>

# FREEMAN method of payment

# F R E E M A N

3323 I H 35 North, Ste 120  
San Antonio, TX 78219  
(210) 227-0341 Fax: (469) 621-5611  
FreemanSanAntonioES@freemanco.com

## 2012 AUSTIN BOAT, SPORT & OUTDOOR SHOW / JANUARY 19-22, 2012

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

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

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

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

### THIRD PARTY CREDIT CARD AUTHORIZATION

- AMERICAN EXPRESS     MASTERCARD     VISA

CREDIT CARD ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

# FURNISHING essentials



Your exhibit space should reflect your company's distinctive look and feel, which is why the furniture you choose to fill it is so important. Freeman Furnishing Essentials has everything you need, with an assortment of superior, professional pieces in eye-catching shapes and styles to suit any budget or design essential. In addition, the quality control standards and in-house maintenance that Freeman adheres to are outstanding, so you always know you're getting the best furniture possible to make your show experience a total success.

Browse through this brochure, and if you don't find what you want, don't worry. We will work with you every step of the way to make sure you get exactly what you're looking for. Our prices are all-inclusive and cover shipping and material handling, with no hidden fees. Also, Freeman has multiple warehouse locations across the country, so delivering your furniture solution is always quick and simple.

# seating

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

## **diva series**

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

### **diva counter stool**

17"W 16"L 36"H – N71092  
The intermediate 25" seating height makes this stool ideal for theater or demo areas.

### **diva chair**

18"W 16"L 31"H – N71091  
A natural complement to modern exhibit designs.



### **santana armchair**

24"W 20"L 31"H – N710102  
Modern styling with ergonomic shape; as striking as it is comfortable.

**forestdale chair**

21"W 21"L 31"H – N71085  
Padded seat and back in distinct geometric fabric with a sturdy lightweight frame.



**director stool**

17"W 24"L 45"H – N710142

**director chair**

17"W 24"L 32"H – N71042

**custom imprinting**

Ask us about custom logo imprinting on the Director Chair or Stool back fabric. – N710998



Royal Blue



Black



Bright Green



Yellow



Orange



Red



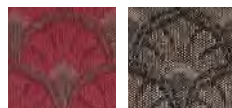
Purple



Bright Blue

**cherry barrel chair**

*Cranberry or Taupe*  
23"W 22"L 29"H – N71038  
Traditional style in a cherry finish with classic fabric pattern options.



**diplomat chair**

*Black Diamond Fabric*  
25"W 28"L 36"H – N710144  
Comfortable, yet compact for office or conference table seating.



**gray gaslift stool**

24"W 20"L 46"H  
With Arms – N71048  
No Arms – N71047

**gray gaslift chair**

26"W 20"L 38"H  
With Arms – N71046  
No Arms – N71045

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

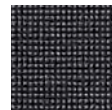


**executive chair**

*Black Tweed*  
28"W 25"L 45"H – N71044

**bugle base chair**

*Black or Blue Tweed*  
21"W 20"L 32"H – N71041



Bugle Base Table (page 8)



**black diamond side chair**

21"W 23"L 32"H – N71089

**black diamond stool**

22"W 18"L 46"H – N71088

**black diamond armchair**

20"W 21"L 33"H – N71090



Soho Bistro Table (page 8)

**limerick® chair**

By Herman Miller

Gray

18"W 18"L 33"H – C210108



**casey padded stool**

Black or Gray Fabric

20"W 21.5"L 42.5"H – C210112





# lounge seating

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



**signature loveseat**

*Black*

33"W 60"L 33"H – N73091

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

**signature chair**

*Black*

33"W 35"L 33"H – N71093



### kennedy sectional series

*Blue or Black Tweed*

Flexible sofa-style seating in a variety of configurations.

#### **sofa, three-piece**

31"W 87"L 28"H – N730313

#### **loveseat, two-piece**

31"W 62"L 28"H – N730213

#### **corner section**

31"W 31"L 28"H – N73013

#### **center section**

31"W 25"L 28"H – N73014





**glass conference table**

*Black or Chrome Pedestal*  
42"W 42"L 30"H – N72015  
Rounded square glass top is supported by stylish metal frame in a choice of two colors.



**cherry cocktail table**

19"W 36"L 17"H – N72026

**cherry end table**

20"W 20"L 20"H – N72027

# tables

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



### metro series

Black

#### slate end table

20"W 20"L 17"H – N72029

#### slate cocktail table

20"W 40"L 15"H – N72028



### pedestal tables

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

### soho series

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

### chelsea series

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



### studio series

#### black end table

17"W 17"L 18"H – C115104

#### black cocktail table

36"W 20"L 15"H – C115103

#### bugle base table

White

36"W 27"H – N72065



# office furniture

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



## **milano table**

42"W 84"L 29"H

*Blonde Top with Black Base – N72093*

*Black Top with Black Base – N72092*

The latest seven-foot conference table by Freeman features clean curved lines and a wealth of work space.



## **luna table**

36"W 72"L 29"H

*Black Top with Black Base – N72094*

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



Cherry Tables (page 7)  
 Cherry Barrel Chairs (page 2)  
 Black Table Lamp (page 14)



**hemingway writing table**

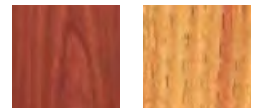
*Black*  
 24"W 49"L 29"H – N720191

**office series**

*Cherry or Oak*

**five-foot desk**

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



**credenza**

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

**bookcase**

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



# display



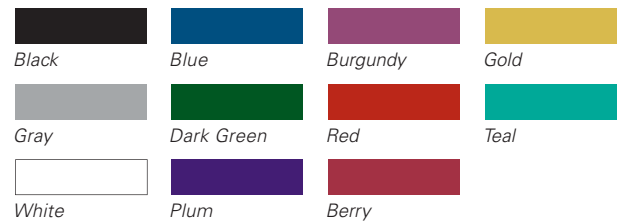
Some of the most essential elements of your exhibit are the surfaces on which you display your show materials. That's why we have an appealing variety of displays, from standing cylinders to sleek computer desks to draped tables and counters, to ensure your show space will be both attractive and interactive.



## draped or undraped tables & counters

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

	3'	4'	6'	8'
<b>tables</b> (30" height)				
Draped	C130330	C130430	C130630	C130830
Draped on fourth side			C12404630	C12404830
Undraped	C131330	C131430	C131630	C131830
<b>counters</b> (42" height)				
Draped	C130342	C130442	C130642	C130842
Draped on fourth side			C12404642	C12404842
Undraped	C131342	C131442	C131642	C131842



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



**display cubes**

Black

**12" small**

12"W 12"L 42"H – N75030

**18" medium**

18"W 18"L 36"H – N75031

**24" large**

24"W 24"L 42"H – N75032



**display cylinders**

Black

**low**

30"W 15"H – N75020

**medium**

18"W 20"H – N75021

**high**

24"W 36"H – N75022



**orion computer kiosk**

Black

28"L 28"D 40.5"H – N75079

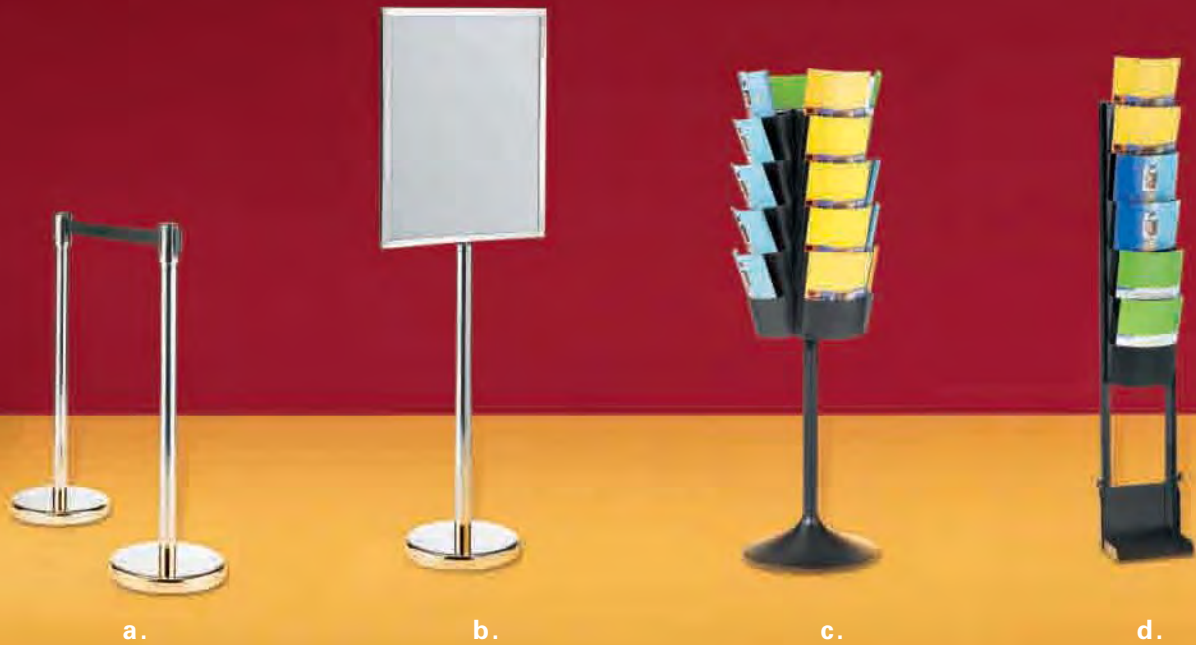
Pedestal for computer demo with keyboard tray and interior storage. (Computer not included.)



**display counter**

Black

24"W 49"L 42"H – N72056



# accessories

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

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

42"H – C220121

**b. chrome sign holder**

Holds 22"x 28" sign – C220118

**c. round literature rack**

17"W 17"L 57"H – N750135

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

**d. flat literature rack**

10"W 55"H – N750136

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

**e. chrome coat tree**

C220109

**f. chrome easel**

C220134

**g. chrome bag rack**

C220110

**h. contempo trash receptacle**

8"W 24"H

*Black* – N75053

*Aluminum* – N75054

**wastebasket**

Wastebasket color may vary.

C220107





e.



f.



g.



h.

**small refrigerator\***

19"W 19"L 34"H – N75057



**file cabinet with lock**

Standard Size

**two-drawer**

15"W 29"L 28"H – N74082

**four-drawer**

15"W 29"L 50"H – N74081



**table lamp\***

Black

25"H – N75052



**floor-standing  
bulletin board**

48"W 96"L 78"H – C10201484

\*Note: Electrical power must be ordered separately.  
For ideas on furniture pairings, go to [www.freemanco.com/furniturepairing](http://www.freemanco.com/furniturepairing)

**F R E E M A N**

# FREEMAN

3323 IH 35 North, Ste 120  
 San Antonio, TX 78219  
 (210) 227-0341 Fax: (469) 621-5611  
 FreemanSanAntonioES@freemanco.com

DISCOUNT PRICE  
 DEADLINE DATE  
 JANUARY 05, 2012

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2012 AUSTIN BOAT, SPORT & OUTDOOR SHOW / JANUARY 19-22, 2012**

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

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

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

For Assistance, please call (210) 227-0341 to speak with one of our experts.

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

## FURNISHINGS

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>CHAIRS</b> Pages 1 & 2					
___	N71092	Diva Counter Stool .....	155.10	201.65	___
___	N71091	Diva Chair.....	132.15	171.80	___
___	N710102	Santana Chair .....	120.90	157.15	___
___	N71085	Forestdale Chair .....	63.05	81.95	___
___	N710144	Diplomat Chair .....	168.20	218.65	___
___	N71038	Cherry Barrel Chair .....	145.75	189.50	___
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe			

Director Series							
<input type="checkbox"/>	Black	<input type="checkbox"/>	Blue	<input type="checkbox"/>	Bright Green	<input type="checkbox"/>	Orange
<input type="checkbox"/>	Purple	<input type="checkbox"/>	Red	<input type="checkbox"/>	Royal Blue	<input type="checkbox"/>	Yellow

___	N710142	Director Stool .....	103.00	133.90	___
___	N71042	Director Chair .....	88.55	115.10	___
___	N710998	Custom Imprinting/Director .....		Call for Quote	___

### Pages 3 & 4

___	N71048	Gray Gaslift Stool w/Arms ....	167.70	218.00	___
___	N71047	Gray Gaslift Stool .....	167.70	218.00	___
___	N71046	Gray Gaslift Chair w/Arms ....	155.80	202.55	___
___	N71045	Gray Gaslift Chair .....	155.80	202.55	___
___	N71044	Executive Chair .....	179.85	233.80	___
___	N71041	Bugle Base Chair .....	110.30	143.40	___
		<input type="checkbox"/> Black Tweed <input type="checkbox"/> Blue Tweed			
___	N71088	Black Diamond Stool .....	90.80	118.05	___
___	N71089	Black Diamond Side Chair ..	47.50	59.50	___
___	N71090	Black Diamond Arm Chair....	67.00	83.50	___
___	C210108	Limerick® Chair by Herman Miller.....	42.00	54.60	___
___	C210112	Casey Padded Stool.....	75.50	94.25	___
		<input type="checkbox"/> Black <input type="checkbox"/> Gray			

## LOUNGE SEATING

Pages 5 & 6

___	N73091	Signature Loveseat .....	457.00	594.10	___
___	N71093	Signature Chair .....	297.15	386.30	___

Kennedy Sectional Series					
<input type="checkbox"/>	Black Tweed	<input type="checkbox"/>	Blue Tweed		

___	N730313	Kennedy Sofa - 3 piece .....	491.25	638.65	___
___	N730213	Kennedy Loveseat - 2 piece	328.15	426.60	___
___	N73013	Kennedy Corner Section ...	165.15	214.70	___
___	N73014	Kennedy Center Section ...	165.15	214.70	___

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>TABLES</b> Pages 7 & 8					
___	N72026	Cherry Cocktail Table .....	134.05	174.25	___
___	N72027	Cherry End Table .....	110.80	144.05	___
___	N72028	Metro Slate Cocktail Table .....	118.60	154.20	___
___	N72029	Metro Slate End Table .....	87.45	113.70	___
___	C115103	Studio Black Cocktail Table ....	103.00	133.90	___
___	C115104	Studio Black End Table .....	79.75	103.70	___
___	N72015	Glass Conference Table .....	151.15	196.50	___
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome			
___	N72065	Bugle Base Table/White .....	169.80	220.75	___

Pedestal Tables - SoHo Series					
___	N72066	Black-top Mini 18"W x 18"H ....	N/A	N/A	___
___	N72069	Black-top Cafe 24"W x 30"H ...	135.25	175.85	___
___	N72070	Black-top Bistro 24"W x 42"H	135.25	175.85	___
___	N72067	Black-top Café Table 36"x30"	135.65	176.35	___
___	N72068	Black-top Bistro 36"W x 42"H ..	135.65	176.35	___

Pedestal Tables - Chelsea Series - Butcher Block Top					
___	N72063	Café Table 30"W x 30"H .....	69.75	83.75	___
___	N72064	Café Table 36"W x 30"H .....	124.75	162.20	___
___	N720163	Bistro Table 30"W x 42"H .....	88.75	106.50	___
___	N720164	Bistro Table 36"W x 42"H .....	124.70	162.10	___

## OFFICE FURNITURE

Pages 9 & 10

___	N72093	Milano Table/Blonde Top .....	302.80	393.65	___
___	N72092	Milano Table/Black Top .....	293.95	382.15	___
___	N72094	Luna Table/Black Top .....	434.45	564.80	___
___	N720191	Hemingway Writing Table .....	258.30	335.80	___
___	N74061	Cherry Desk 5' .....	408.45	531.00	___
___	N74065	Cherry Bookcase .....	137.80	179.15	___
___	N74064	Cherry Credenza .....	314.70	409.10	___
___	N74071	Oak Desk 5' .....	376.25	489.15	___
___	N74075	Oak Bookcase .....	138.70	180.30	___
___	N74074	Oak Credenza .....	290.90	378.15	___

## OFFICE FURNITURE

Pages 11 & 12

___	N72056	Display Counter .....	258.30	335.80	___
___	N75079	Orion Computer Kiosk .....	289.35	376.15	___
___	N75030	Black Display Cube/Small .....	155.10	201.65	___
___	N75031	Black Display Cube/Medium ...	168.40	218.90	___
___	N75032	Black Display/Large .....	194.95	253.45	___

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

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

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

For Assistance, please call (210) 227-0341 to speak with one of our experts.

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

**FURNISHINGS**

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

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>Display Cylinders</b>					
___	N75020	Black Display Cylinder/Low ...	121.60	158.10	___
___	N75021	Black Display Cylinder/Med	143.40	186.40	___
___	N75022	Black Display Cylinder/High....	160.45	208.60	___

**Draped Tables - Tables are 30" wide**  
 Black  Blue  Burgundy  Dark Green  Gold  
 Gray  Plum  Red  Teal  White

___	C130330	Draped Table 3'L x 30"H .....	76.65	99.65	___
___	C130430	Draped Table 4'L x 30"H .....	87.00	105.75	___
___	C130630	Draped Table 6'L x 30"H .....	106.00	128.00	___
___	C130830	Draped Table 8'L x 30"H .....	123.00	148.50	___
___	C12404630	4th Side Drape 6'L x 30"H ..	40.25	50.00	___
___	C12404830	4th Side Drape 8'L x 30"H .	40.25	50.00	___
___	C130342	Draped Counter 3'L x 42"H ...	110.80	144.05	___
___	C130442	Draped Counter 4'L x 42"H ...	117.75	147.25	___
___	C130642	Draped Counter 6'L x 42"H ...	133.50	166.50	___
___	C130842	Draped Counter 8'L x 42"H ...	153.25	192.00	___
___	C12404642	4th Side Drape 6'L x 42"H ..	40.25	50.00	___
___	C12404842	4th Side Drape 8'L x 42"H ..	40.25	50.00	___

**Undraped Tables - Tables are 30" wide**

___	C131330	Undraped Table 3'L x 30"H .	33.10	43.05	___
___	C131430	Undraped Table 4'L x 30"H .	51.00	63.25	___
___	C131630	Undraped Table 6'L x 30"H.	62.75	78.50	___
___	C131830	Undraped Table 8'L x 30"H .	74.75	92.25	___
___	C131342	Undraped Counter 3'Lx42"H	51.00	66.30	___
___	C131442	Undraped Counter 4'Lx42"H	72.25	88.00	___
___	C131642	Undraped Counter 6'Lx42"H	83.50	103.50	___
___	C131842	Undraped Counter 8'Lx42"H	90.25	113.00	___

**Table Top Risers**

___	C150410	Single Step Riser 4'L x 7"H	37.90	49.25	___
___	C150610	Single Step Riser 6'L x 7"H	56.45	73.40	___
___	C150810	Single Step Riser 8'L x 7"H	72.00	93.60	___
___	C150414	Single Step Riser 4'L x14"H	52.25	65.50	___
___	C150614	Single Step Riser 6'L x14"H	63.00	79.00	___
___	C150814	Single Step Riser 8'L x14"H	74.25	93.00	___
___	C150420	Double Step Riser 4'L .....	72.00	93.60	___
___	C150620	Double Step Riser 6'L .....	109.20	141.95	___
___	C150820	Double Step Riser 8'L .....	138.70	180.30	___

**ACCESSORIES**  
Pages 13 & 14

Qty	Part #	Description	Discount Price	Standard Price	Total
___	C220121	Chrome Stanchion w/belt .....	84.95	108.30	___
___	C220118	Chrome Sign Holder .....	65.70	83.70	___
___	N750135	Round Literature Rack .....	141.80	184.35	___
___	N750136	Flat Literature Rack .....	121.85	158.40	___
___	C220109	Chrome Coat Tree .....	35.40	45.10	___
___	C220134	Chrome Easel .....	33.10	42.20	___
___	C220110	Chrome Bag Rack .....	56.45	71.95	___
___	N75053	Black Trash Receptacle .....	N/A	N/A	___
___	N75054	Aluminum Trash Receptacle .	65.70	85.40	___
___	220107	Wastebasket .....	16.85	21.45	___
___	220106	Corrugated Wastebasket.....	N/A	N/A	___
___	N75057	Small Refrigerator .....	286.30	372.20	___
___	N75052	Black Table Lamp .....	72.00	93.60	___
___	N74082	File Cabinet/2 Drawer .....	92.25	119.95	___
___	N74081	File Cabinet/4 Drawer .....	120.15	156.20	___
___	10201484	Bulletin Board .....	130.05	169.05	___

**Special Drape**  
 Black  Blue  Burgundy  Dark Green  Gold  
 Gray  Plum  Red  Teal  White

___	12103	Special Drape 3'H (per ft.) ....	6.50	10.75	___
___	12108	Special Drape 8'H (per ft.) ...	12.50	16.25	___

<b>TOTAL COST</b>		
_____	+	_____ = _____
Sub-Total		8.25% Tax Total Cost

FREEMAN furnishing essentials

# F R E E M A N

3323 IH-35 North Ste 120  
 San Antonio, Texas 78219  
 Ph: 210/227-0341 • Fax 469/621-5611

**DISCOUNT PRICE  
 DEADLINE DATE  
 JANUARY 05, 2012**

METHOD OF PAYMENT MUST  
 ACCOMPANY YOUR ORDER

NAME OF SHOW: **2012 AUSTIN BOAT, SPORT & OUTDOOR SHOW / JANUARY 19-22, 2012**

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

ADDRESS: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_  
(STREET) (P.O. BOX)

PHONE #: \_\_\_\_\_ EXTENSION: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_  
(CITY) (STATE) (ZIP)

ORDERED BY: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

## SAVE TIME & MONEY WITH A BOOTH FURNITURE PACKAGE

**This package contains those items most often ordered to create the proper selling environment in your exhibit space. Furthermore, these furnishings will be waiting for you in your booth when you arrive, saving you delays in setting up your exhibit. Save time and money by ordering NOW. No substitutions please.**

ITEM #	PART #	DESCRIPTION	ADVANCE RATE	STANDARD RATE
11-80-60		Booth Package.....	\$165.00	\$175.00

This special package for each 10' x 10' booth includes:

- 1 - 9' x 10' Blue Carpet
- 1 - 6' X 30" W X 30" H White Skirted Table
- 1 - Wastebasket
- 2 - Side Chairs

(Price includes delivery to and removal from your booth space.)

### FURNITURE PACKAGE

Part #	Description	Quantity	Unit Price	Total Price
			Sub-Total	
			8.25% Tax	
			<b>Total</b>	

#### QUICK TIPS FOR EASY EXHIBITING

- If you have any questions or need assistance with any items not listed, please call and ask for our Exhibitor Sales Representative.

**FREEMAN booth furniture package**



# digital graphics



## creating visual excitement

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

## state-of-the-art capabilities

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

## superior quality control

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

## depth of resources

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

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

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

## questions?

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

# F R E E M A N

3323 I H 35 North, Ste 120  
 San Antonio, TX 78219  
 (210) 227-0341 Fax: (469) 621-5611  
 FreemanSanAntonioES@freemanco.com

DISCOUNT PRICE  
 DEADLINE DATE  
 JANUARY 05, 2012

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2012 AUSTIN BOAT, SPORT & OUTDOOR SHOW / JANUARY 19-22, 2012**

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

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

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

For Assistance, please call (210) 227-0341 to speak with one of our experts.

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

## GRAPHICS & SIGNS

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

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

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

### DIGITAL GRAPHICS

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

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq.ft.

sq. ft. \_\_\_\_\_ \$ 16.00 per sq. ft. discount price  
 x or = \$ \_\_\_\_\_  
 \$ N/A per sq. ft. standard price

- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)

### LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

File Information:

Electronic File Name \_\_\_\_\_

Application \_\_\_\_\_

PMS Colors \_\_\_\_\_

#### Backing Material:

Foamcore  Masonite

PVC  Plexi

Gatorfoam  Other

Vertical Horizontal Use Your Judgment For Sign Layout

#### Special Instructions

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" @ _____	39.80	59.70 =	_____
7" x 22" @ _____	46.90	70.35 =	_____
7" x 44" @ _____	51.15	76.75 =	_____
9" x 44" @ _____	63.85	95.80 =	_____
11" x 14" @ _____	45.00	67.50 =	_____
14" x 22" @ _____	50.00	75.00 =	_____
14" x 44" @ _____	99.45	149.20 =	_____
22" x 28" @ _____	78.00	106.00 =	_____
28" x 44" @ _____	117.00	150.00 =	_____
20" x 60" @ _____	174.75	262.15 =	_____

(white only)

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

### INDICATE YOUR SIGN COPY HERE:

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

Vertical Horizontal Use Your Judgment For Sign Layout

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

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

TOTAL COST		
Sub-Total	+	8.25 % Tax
		= Total Cost

Freeman graphics & signs

## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

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

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

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

### ACCEPTABLE FILE SOFTWARE FORMATS

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

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

Files should always be saved in their native format.

### ACCEPTABLE FILE TYPES

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

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

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

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

### WAYS TO SEND ARTWORK

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

• Files may also be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (210) 227-0341 for assistance.



# carpet

When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers superior carpet options designed to fit the requirements of your exhibit space. With classic, custom or prestige carpet available to suit your needs. Freeman has endless carpet options to choose from. Here are some facts about our first-rate carpet services:

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time
- Freeman employees supervise the laying of your carpet
- To ensure quality, we thoroughly inspect each refurbished carpet
- All of our carpet padding has recently been upgraded to above industry standards

Freeman Prestige Carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Six popular colors are available in a luxurious 40-ounce weight, and all 15 designer colors are available in a 28-ounce weight. Freeman Prestige Carpet packages include brand-new, 10-foot-wide carpet, delivery, visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Price includes environmentally friendly disposal of carpet after usage. Foam padding is available for a minimal fee. If you have a large order, call to find out about our extra discounts.

## prestige CARPET

### custom options

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



white\*



sea breeze\*



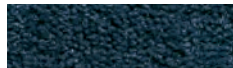
gray pearl\*



charcoal\*



black\*



navy\*



wedgewood



toast



cream



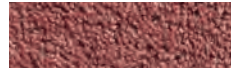
baywater



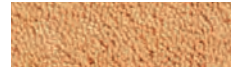
pine



cabernet



raspberry



peach



cardinal

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

Actual colors may vary slightly.

### questions?

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

# classic CARPET

## custom cut

Freeman Classic Carpet is available in a range of colors and includes delivery, visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam padding is available for a minimal fee. If you have a large order, call to find out about our extra discounts.

## standard cut

Our Classic Carpet comes in a variety of sizes: 9' x 10', 9' x 20', 9' x 30', 9' x 40' and larger. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam padding and visqueen covering are available for a small surcharge. As always, there are no hidden fees.



*gray*



*tuxedo*



*blue*



*black*



*red*



*plum*



*green*



*burgundy*

*Actual colors may vary slightly.*

## questions?

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

**F R E E M A N**

# FREEMAN

3323 IH 35 North, Ste 120  
 San Antonio, TX 78219  
 (210) 227-0341 Fax: (469) 621-5611  
 FreemanSanAntonioES@freemanco.com

DISCOUNT PRICE  
 DEADLINE DATE  
 JANUARY 05, 2012

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2012 AUSTIN BOAT, SPORT & OUTDOOR SHOW / JANUARY 19-22, 2012**

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

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

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

For Assistance, please call (210) 227-0341 to speak with one of our experts.

- For FREE samples or a quote on **orders over 1200 sq. ft.** please call our Exhibitor Sales Department at (210) 227-0341.
- **No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- **Orders received after the deadline or without payment will be charged the Standard Price and are subject to availability.** Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.

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

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

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

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

- Black     Charcoal     Gray Pearl     Navy     Sea Breeze     White

<b>40 oz. Carpet Rental</b> - Price per sq. ft. (100 sq. ft. minimum)	Discount	Standard	Total
1 - 700 sq. ft.    Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.85	\$ 5.00	_____
701 - 1200 sq. ft.    Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.55	\$ 4.60	_____

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

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

<b>28 oz. Carpet Rental</b> - Price per sq. ft. (100 sq. ft. minimum)	Discount	Standard	Total
1 - 700 sq. ft.    Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.35	\$ 4.35	_____
701 - 1200 sq. ft.    Booth Size: _____ x _____ = _____ sq. ft. @	\$ 2.85	\$ 3.70	_____

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

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

**CHOOSE YOUR CARPET COLOR:**

- Black     Blue     Burgundy     Gray     Green     Plum     Red     Teal     Tuxedo

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

<b>16 oz. Carpet Rental</b>	Discount	Standard	Total
Per sq. ft.    Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.75	\$ 4.90	_____

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

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

**CHOOSE YOUR CARPET COLOR:**

- Black     Blue     Burgundy     Gray     Green     Plum     Red     Teal     Tuxedo

Qty	Description	Discount	Standard	Total
_____	9' x 10' Classic Carpet .....	\$ 132.25	\$ 164.25	_____
_____	9' x 20' Classic Carpet .....	\$ 237.75	\$ 295.75	_____
_____	9' x 30' Classic Carpet .....	\$ 343.00	\$ 427.50	_____
_____	9' x 40' Classic Carpet .....	\$ 449.25	\$ 560.50	_____

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

- **Price is per sq. ft.**

Qty	Description	Discount	Standard	Total
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.).....	\$ .75	\$ .85	_____
_____	Carpet Padding - 1/2" (Over 700 sq. ft.).....	\$ .72	\$ .95	_____
_____	Plastic Covering .....	\$ .75	\$ .85	_____

<b>TOTAL COST</b>		
_____	+ _____	= _____
Sub- Total	8.25% Tax	Total Cost

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

**FREEMAN carpet**

# F R E E M A N

3323 I H 35 North, Ste 120  
 San Antonio, TX 78219  
 (210) 227-0341 Fax: (469) 621-5611  
 FreemanSanAntonioES@freemanco.com

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2012 AUSTIN BOAT, SPORT & OUTDOOR SHOW / JANUARY 19-22, 2012**

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

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

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

For Assistance, please call (210) 227-0341 to speak with one of our experts.

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

### CLEANING SERVICES

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

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

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

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

_____	610100	Booth Vacuuming - One Time .....	.34	N/A	_____
_____	610200	Booth Vacuuming - 2 Days .....	.64	N/A	_____
_____	610300	Booth Vacuuming - 3 Days .....	1.02	N/A	_____
_____	610400	Booth Vacuuming - 4 Days .....	1.36	N/A	_____

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

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

_____	630100	Shampoo Carpet - One Time .....	.85	N/A	_____
_____	630200	Shampoo Carpet - 2 Days .....	N/A	N/A	_____
_____	630300	Shampoo Carpet - 3 Days .....	N/A	N/A	_____

### PORTER SERVICE (per day)

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

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

_____	620500	Exhibit Area / Under 500 sq.ft. ....	65.00	N/A	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft. ....	75.00	N/A	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft. ....	85.00	N/A	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

TOTAL COST				
_____	+	_____	=	_____
Sub-Total		8.25 %Tax		Total Cost

# FREEMAN cleaning

# F R E E M A N

3323 IH 35 North, Suite 120  
 San Antonio, Texas 78219  
 (210) 227-0341 • Fax: (469) 621-5611  
 FreemanSanAntonioES@freemanco.com

**DISCOUNT PRICE  
 DEADLINE DATE  
 JANUARY 05, 2012**

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

NAME OF SHOW: **2012 AUSTIN BOAT, SPORT & OUTDOOR SHOW / JANUARY 19-22, 2012**

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

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

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

For Assistance, please call 210-227-0341 to speak with one of our experts.

We will install your carpet, tape all necessary seams and roll-up at the close of the show. This is a labor service and does not include the carpet rental. The pricing below will apply provided the following requirements are met.

- A carpet layout plan is provided to Freeman AND carpet is labeled and numbered correctly.
- Carpet runs (lengths) of 50' (feet) or more are provided.

If these requirements cannot be met, standard hourly labor will apply and can be ordered on our Installation & Dismantle order form included in this packet. If you desire to rent our carpet, please refer to the Carpet order form included in this packet.

**Installation - Price based on square footage**

Installation - Price per sqft (100 sqft minimum)

9,000 sqft & up	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 0.12	\$ _____
5,000 - 8,999 sqft	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 0.14	\$ _____
2,500 - 4,999 sqft	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 0.16	\$ _____

**Cleaning - Price based on square footage**

**THIS OFFER IS ONLY AVAILABLE FOR BOOTHS 5,000 SQFT OR LARGER.  
 All other booth sizes please refer to the Carpet order form included in this packet.**

Cleaning - Price per sqft (100 sqft minimum)

9,000 sqft & up	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 0.04	\$ _____
5,000 - 8,999 sqft	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 0.05	\$ _____

If this service is required, please contact Exhibitor Services at 210-227-0341 for assistance.

<b>TOTAL COST</b>	
Sub-Total _____	+ Tax (8.25%) _____ = TOTAL _____

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

**FREEMAN bulk carpet installation**

## SAN ANTONIO, AUSTIN & SOUTH TEXAS AREA

To assist you in planning your show, we would like to provide you with the following information regarding your labor jurisdictions.

### **LABOR SERVICE**

FREEMAN has exclusive labor to assist with your Installation and Dismantling needs as well as Freight Services. Full time employees with Exhibiting Companies may set their own booths without assistance from our labor.

### **MATERIAL HANDLING**

FREEMAN is the exclusive provider of freight services. Full time employees of exhibiting companies may move their own materials to their booth space with 2 wheel dollies ONLY. Vehicles being unloaded must be owned or leased and operated by a full time employee of the exhibiting company. No pallet jacks nor motorized forklifts can be operated by anyone other than the Official Freight Service Company. Hotel Bellmen, Porters, Taxi Drivers, Day Laborers, etc. are not allowed on the show floor and cannot move any materials to and from the exhibitor's booth. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/move-out. Exhibitors wishing to move their own materials in or out of the show will be provided a space in the dock area to load or unload their vehicles on a first come basis.

### **PLEASE NOTE:**

- Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Freeman and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.
- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Freeman. Please refrain from voicing complaints directly to craft personnel.
- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.

# F R E E M A N

3323 IH-35 North Ste 120  
San Antonio, Texas 78219  
Ph: 210/227-0341

PLEASE FAX TO 469-621-5611

**DEADLINE DATE**

**JANUARY 05, 2012**

NOTIFICATION OF INTENT to use eac

NAME OF SHOW: **2012 AUSTIN BOAT, SPORT & OUTDOOR SHOW / JANUARY 19-22, 2012**

EXHIBITING COMPANY NAME:

BOOTH #:

PRINT NAME:

BOOTH SIZE: X

SIGNATURE:

DATE:

*If your company plans to use a firm which is not the official service contractor as designated by Show Management, please complete this form and mail to the address listed above.*

Company Name: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Contact at Show: \_\_\_\_\_

Exhibitor Appointed Contractor: \_\_\_\_\_

Address of Contractor: \_\_\_\_\_

Type of Service to be Performed: \_\_\_\_\_

*Inform your **Exhibitor Appointed Contractor** that they **MUST** send a copy of their General Liability Insurance Certificate no later than **30 days** prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit.*

*It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.*

*This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.*

# F R E E M A N

3323 IH 35 North, Suite 120  
 San Antonio, Texas 78219  
 (210) 227-0341 • Fax: (469) 621-5611  
 FreemanSanAntonioES@freemanco.com

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2012 AUSTIN BOAT, SPORT & OUTDOOR SHOW / JANUARY 19-22, 2012**

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

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

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

For Assistance, please call 210-227-0341 to speak with one of our experts.

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

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

Description	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 5:00 P.M. Monday through Friday .....	\$ 50.00	\$ 62.50
<b>Overtime-</b> 6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday ALL DAY SATURDAY, SUNDAY & HOLIDAYS .....	\$ 75.00	\$93.75

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

**INSTALLATION LABOR**

- Freeman Supervised Labor - Please complete the reverse side of this form.**
- Installation of your exhibit will be completed at our discretion prior to show opening.
  - The charge for this service is 25% of the total installation labor bill, with a minimum of \$25.00.

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

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

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

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
Freeman Supervision (25%/\$25.00)						= \$ _____
Tax						= \$ <b>(N/A)</b>
Total Installation						= \$ _____

**DISMANTLE LABOR**

- Freeman Supervised Labor - Please complete the reverse side of this form.**
- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
  - The charge for this service is 25% of the total dismantle labor bill, with a minimum of \$25.00.

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

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

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

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
Freeman Supervision (25%/\$25.00)						= \$ _____
Tax						= \$ <b>(N/A)</b>

FREEMAN installation & dismantle

NAME OF SHOW: **2012 AUSTIN BOAT, SPORT & OUTDOOR SHOW / JANUARY 19-22, 2012**

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

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

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

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

**FREEMAN SUPERVISED LABOR**

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

**INBOUND SHIPPING & SET UP INFORMATION**

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

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

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

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

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

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

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

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

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

**OUTBOUND SHIPPING INFORMATION**

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

**METHOD OF SHIPMENT**

Freeman Exhibit Transportation:

- Common Carrier
- Air Freight       Next Day       2nd Day       Deferred       Expedited

Other (list carrier name & phone number):

- Other Common Carrier: \_\_\_\_\_
- Other Air Freight: \_\_\_\_\_
- Van Line: \_\_\_\_\_

**FREIGHT CHARGES**

- Prepaid       Collect

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

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

- Reroute via Freeman's choice
- Deliver back to Freeman warehouse at Exhibitor's expense.

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

**FREEMAN installation & dismantle**

# FREEMAN

3323 IH 35 North, Suite 120  
 San Antonio, Texas 78219  
 (210) 227-0341 • Fax: (469) 621-5611  
 FreemanSanAntonioES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2012 AUSTIN BOAT, SPORT & OUTDOOR SHOW / JANUARY 19-22, 2012**

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

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

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

For Assistance, please call 210-227-0341 to speak with one of our experts.

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

**FORKLIFT / RIGGING EQUIPMENT AND LABOR**

**Straight Time -** 8:00 A.M. to 5:00 P.M. Monday through Friday  
**Overtime -** 6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday  
 ALL DAY SATURDAY, SUNDAY & HOLIDAYS

- Show site prices will apply to all labor orders placed at show site
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pick up labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$125.00	\$156.25
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$168.75	\$210.94
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$120.00	\$156.00
3140101	Forklift w/operator - up to 10,000 lbs - OT.....	\$157.00	\$204.10
3140150	Forklift w/operator - up to 15,000 lbs - ST.....	\$126.00	\$163.80
3140151	Forklift w/operator - up to 15,000 lbs - OT.....	\$163.00	\$211.90
3140300	Forklift w/operator - up to 30,000 lbs - ST.....	\$148.00	\$192.40
3140301	Forklift w/operator - up to 30,000 lbs - OT.....	\$185.00	\$240.50
3090600	Man Cage for Forklift.....	\$ 29.00	
3090700	Boom for Forklift.....	\$ 29.00	
<b>RIGGING LABOR</b>			
3020200	Rigger Foreman - ST.....	\$ 75.00	\$ 97.50
3020201	Rigger Foreman - OT.....	\$112.00	\$145.60
3020100	Rigger - ST.....	\$ 74.00	\$ 96.20
3020101	Rigger - OT.....	\$111.00	\$144.30
<b>MOBILE UNIT SPOTTING FEE</b>			
257024	Mobile Unit Spotting Fee (Each Way) .....	\$ 65.00	

**INSTALLATION**

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax	N/A
_____							<b>Total</b>	

**DISMANTLE**

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax	N/A
_____							<b>Total</b>	

**FREEMAN forklift / rigging labor**

# FREEMAN

3323 IH-35 North Ste 120  
 San Antonio, Texas 78219  
 Ph: 210/227-0341 • Fax: 469/621-5611  
 FreemanSanAntonioES@freemanco.com

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2012 AUSTIN BOAT, SPORT & OUTDOOR SHOW / JANUARY 19-22, 2012**

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

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

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

For Assistance, please call 210-227-0341 to speak with one of our experts.

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

## HANGING SIGN LABOR AND EQUIPMENT

### INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

### SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner \_\_\_\_\_ Metal or Wood \_\_\_\_\_ Other \_\_\_\_\_

Shape: Square \_\_\_\_\_ Triangle \_\_\_\_\_ Rectangle \_\_\_\_\_ Other \_\_\_\_\_

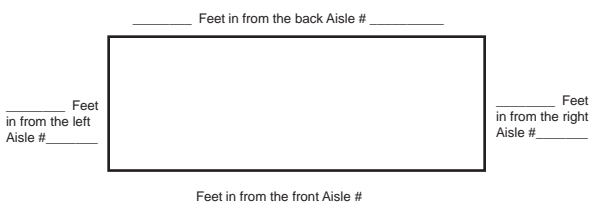
Size: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_

Weight of Sign: \_\_\_\_\_

Does Your Sign Require Electricity \_\_\_\_\_ Assembly \_\_\_\_\_

### PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



Number of feet from floor to top of sign: \_\_\_\_\_

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Straight Time

8:00 A.M. to 5:00 P.M., Monday through Friday

#### Overtime

6:00 A.M. to 8:00 A.M. & 5:00 P.M. to 12:00 A.M.

Monday through Friday,

ALL DAY SATURDAY, SUNDAY & HOLIDAYS

#### Crew Size - MINIMUM of two people

#### Materials

Cable, clamps, etc. additional and charged accordingly

### Equipment With Crew

- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

	Straight time	Overtime
Condor/Boom/Snorkel With crew (up to 200 lbs lift capacity)		
Advance Price	\$295.00	\$368.75

	Assembly Labor (Per person / Per hour)	
Additional Crew		
Advance Price	\$75.75	\$113.60

### Installation Estimate

#### Condor/Boom/Snorkel

Approx Hours	Hourly Rate	Total Estimated Cost
_____	@ _____	= _____

#### Additional Crew Assembly Labor

Approx Hours	Hourly Rate	Total Estimated Cost
_____	@ _____	= _____

### Dismantle Estimate

#### Condor/Boom/Snorkel

Approx Hours	Hourly Rate	Total Estimated Cost
_____	@ _____	= _____

#### Additional Crew Disassembly Labor

Approx Hours	Hourly Rate	Total Estimated Cost
_____	@ _____	= _____

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

- Freeman  
 Exhibitor Personnel  
 Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

# FREEMAN hanging sign labor

# F R E E M A N

3323 IH 35 N, Ste 120  
San Antonio, Texas 78219  
210/227-0341 • Fax: 469/621-5611  
FreemanSanAntonioES@freemanco.com

DEADLINE DATE  
JANUARY 05, 2012

PLEASE INCLUDE THIS FORM  
WITH YOUR HANGING SIGN  
ORDER FORM

---

## STRUCTURAL INTEGRITY STATEMENT

THIS FORM MUST BE RETURNED  
FOR ALL SUSPENDED STRUCTURES

---

\_\_\_\_\_, the contracted exhibitor at the **2012 AUSTIN BOAT, SPORT & OUTDOOR SHOW** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, AUSTIN CONVENTION CENTER, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

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

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

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Display House/Builder (if applicable): \_\_\_\_\_

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

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Complete and return form to address listed at the top of this form.**

**FREEMAN structural integrity statement**

**FREEMAN**

**RUSH**

**DO NOT DELAY**

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

C/O: FREEMAN / AUSTIN WHSE DIST  
RACEWAY CROSSING, BLDG 3  
16310 BRATTON LANE, STE 300  
AUSTIN, TX 78728

**HANGING SIGNS**

*2012 AUSTIN BOAT, SPORT  
& OUTDOOR SHOW*

EVENT: \_\_\_\_\_

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

**FREEMAN**

**RUSH**

**DO NOT DELAY**

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

C/O: FREEMAN / AUSTIN WHSE DIST  
RACEWAY CROSSING, BLDG 3  
16310 BRATTON LANE, STE 300  
AUSTIN, TX 78728

**HANGING SIGNS**

*2012 AUSTIN BOAT, SPORT  
& OUTDOOR SHOW*

EVENT: \_\_\_\_\_

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

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

# WHAT ARE FREIGHT SERVICES?

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

## How do I ship to the warehouse?

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

## How do I ship to show site?

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

## What about prepaid or collect shipping charges?

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

## How should I label my freight?

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

## How do I estimate my Material Handling charges?

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

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

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

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

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

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

## What happens to my empty containers during the show?

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

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

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

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

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

## Where do I get a forklift?

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

## Do I need insurance?

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

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

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

# F R E E M A N

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

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

NAME OF SHOW: **2012 AUSTIN BOAT, SPORT & OUTDOOR SHOW / JANUARY 19-22, 2012**

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

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

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

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

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

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

### PICK UP INFORMATION

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

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

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

\_\_\_\_\_

(City) (State) (Zip)

### DESTINATION

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

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

**2012 AUSTIN BOAT, SPORT & OUTDOOR SHOW**

C/O: FREEMAN / AUSTIN WHSE DIST  
 RACEWAY CROSSING, BLDG 3, 16310 BRATTON  
 LANE, STE 300  
 AUSTIN, TX 78728

MUST BE DELIVERED BY JANUARY 11, 2012

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

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

**2012 AUSTIN BOAT, SPORT & OUTDOOR SHOW**

C/O: FREEMAN  
 AUSTIN CONVENTION CENTER  
 500 E CESAR CHAVEZ ST  
 AUSTIN, TX 78701

CANNOT BE DELIVERED BEFORE JANUARY 16, 2012

### TYPE OF SERVICE

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

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

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

### SHIPPING INFORMATION

#### Items to be shipped

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

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

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

### OUTBOUND SHIPPING

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

Ship to address:

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

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

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

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

SHOW #           (282008)          

FREEMAN exhibit transportation

# F R E E M A N

3323 IH 35 North, Suite 120  
 San Antonio, Texas 78219  
 (210) 227-0341 • Fax: (469) 621-5611  
 FreemanSanAntonioES@freemanco.com

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2012 AUSTIN BOAT, SPORT & OUTDOOR SHOW / JANUARY 19-22, 2012**

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

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

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

For Assistance, please call 210-227-0341 to speak with one of our experts.

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

## MATERIAL HANDLING SERVICES

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

Description	Price Per CWT	200 lbs. Minimum
<b>RATE CLASSIFICATIONS:</b>		
<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 60.00	120.00
Special Handling Shipment.....	\$ 75.00	150.00
<b>Show Site Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 60.00	120.00
Special Handling Shipment.....	\$ 75.00	150.00
<b>Small Package - Maximum weight is 30 lbs per shipment*</b>		
Per Shipment .....	\$ 40.00	

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

**ADDITIONAL SURCHARGES:**

<b>Overtime Charge - Inbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 15.00	30.00
Special Handling Shipment.....	\$ 18.75	37.50
<b>Overtime Charge - Outbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 15.00	30.00
Special Handling Shipment.....	\$ 18.75	37.50

**LATE SHIPMENT FEES:**

If freight is received in the warehouse after **Wednesday, January 11, 2012** ..... **\$150.00** per shipment.

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

**Tips to Save on Material Handling**

- **Consolidate shipments** - when total weight is less than 200 lbs.

For Example:

3 Separate Shipments  
 60 lbs. charged @ 200 lbs. \$120.00  
 52 lbs. charged @ 200 lbs. \$120.00  
 65 lbs. charged @ 200 lbs. \$120.00 = \$360.00

1 Consolidated Shipment  
 3 pieces (1 shipment)  
 177 lbs. charged @ 200 lbs = \$120.00

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

# FREEMAN material handling

# SPECIAL HANDLING DEFINITIONS

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

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

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

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

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

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

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

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

## **What are Stacked Shipments?**

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

## **What is Shipment Integrity?**

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

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

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

## **What are Mixed Shipments?**

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

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

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

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

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

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

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

# F R E E M A N

3323 IH-35 North Ste 120  
San Antonio, Texas 78219  
Ph: 210/227-0341 • Fax 469/621-5611  
FreemanSanAntonioES@freemanco.com

METHOD OF PAYMENT MUST  
ACCOMPANY YOUR ORDER

NAME OF SHOW: **2012 AUSTIN BOAT, SPORT & OUTDOOR SHOW / JANUARY 19-22, 2012**

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

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

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

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

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

CUSTOMER #: \_\_\_\_\_ OR  CHECK BOX IF YOU ARE A NEW FREEMAN CUSTOMER

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

## *Privately Owned Vehicle Cart Service*

### *Rates and Procedures*

Understanding that not all of our customers require standard material handling services, we have made accommodations for POVs. Please note that the definition of a POV or privately owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include pick-ups, passenger vans, taxis, limos, etc.

#### **Cart Rate: \$100.00 per cart (round trip)**

Service to include:

- Unloading and delivery of exhibit materials from the dock to booth
- Storage of empty containers during show hours and return of crates and containers at end of show
- Delivery of exhibit materials/containers from your booth to the dock and the loading of materials into vehicles

Exhibitor will need to complete the Method of Payment form and provide a credit card for imprint at the time of service.

Exhibitors who require this service must check in at the designated Cart Service area.

The above rates and procedures apply ***ONLY*** to passenger size vehicles. ***NO*** trucks or commercial vehicles will be unloaded at the rates. See the enclosed Material Handling Order Form for material handling rates for truck and commercial carriers. Freeman personnel will determine what constitutes a cartload.

FREEMAN PRIVATELY OWNED VEHICLE CART SERVICE

**F R E E M A N**

**F R E E M A N**

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

*MUST DELIVER BY JANUARY 11, 2012*

*MUST DELIVER BY JANUARY 11, 2012*

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

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

**C/O: FREEMAN / AUSTIN WHSE DIST  
RACEWAY CROSSING, BLDG 3  
16310 BRATTON LANE, STE 300  
AUSTIN, TX 78728**

**C/O: FREEMAN / AUSTIN WHSE DIST  
RACEWAY CROSSING, BLDG 3  
16310 BRATTON LANE, STE 300  
AUSTIN, TX 78728**

**WAREHOUSE**

**WAREHOUSE**

EVENT: 2012 AUSTIN BOAT, SPORT & OUTDOOR SHOW

EVENT: 2012 AUSTIN BOAT, SPORT & OUTDOOR SHOW

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

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

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

**F R E E M A N**

**F R E E M A N**

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE JANUARY 16, 2012**

**CANNOT DELIVER BEFORE JANUARY 16, 2012**

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

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

**C/O: FREEMAN**  
**AUSTIN CONVENTION CENTER**  
**500 E CESAR CHAVEZ ST**  
  
**AUSTIN, TX 78701**

**C/O: FREEMAN**  
**AUSTIN CONVENTION CENTER**  
**500 E CESAR CHAVEZ ST**  
  
**AUSTIN, TX 78701**

**SHOW SITE**

**SHOW SITE**

**EVENT:** 2012 AUSTIN BOAT, SPORT & OUTDOOR SHOW

**EVENT:** 2012 AUSTIN BOAT, SPORT & OUTDOOR SHOW

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

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

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

# F R E E M A N

3323 IH 35 North, Ste 120  
 San Antonio, TX 78219  
 (210) 227-0341 Fax: (469) 621-5611  
 FreemanSanAntonioES@freemanco.com

OUTBOUND MATERIAL HANDLING  
 AND SHIPPING LABELS

NAME OF SHOW: **2012 AUSTIN BOAT, SPORT & OUTDOOR SHOW / JANUARY 19-22, 2012**

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

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

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

For Assistance, please call (210) 227-0341 to speak with one of our experts.

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

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

### SHIPPING INFORMATION

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

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

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

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

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

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

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

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

### METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

**FREEMAN EXHIBIT TRANSPORTATION**

- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 P.M. second business day
- Expedited
- Deferred: Delivery within 3-4 business days
- Standard Ground
- Specialized: Pad wrapped, uncrated, or truckload
- OTHER COMMON CARRIER \_\_\_\_\_
- OTHER VAN LINE \_\_\_\_\_
- OTHER AIR FREIGHT \_\_\_\_\_
  - Next Day
  - 2nd Day
  - Deferred

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

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

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

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

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

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

# MATERIAL HANDLING

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

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

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

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

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

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

6. **DESIGNATED CARRIERS.** Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall Freeman be responsible for any loss resulting from such rerouting designation.

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

8. **CLAIM(S) FOR LOSS.** Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site, and in any case not later than **thirty (30) business days** after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when Exhibitor's materials are delivered to the carrier for transportation from the show site or from Freeman's warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman **more than two (2) years** after the date of loss or damage occurred.

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

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

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

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

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

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

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

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

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

# PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

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

## DEFINITIONS

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

## PAYMENT TERMS

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

## LABOR UNDER THE SUPERVISION OF EXHIBITOR

### RESPONSIBILITIES:

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

### INDEMNIFICATION:

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

## IMPORTANT

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



## **FIRE EXHIBIT REGULATIONS FOR ASSEMBLY OCCUPANCIES**

The information contained in this brief outline does not by any means thoroughly cover the criterion and standards contained in the Uniform Fire Code, as adopted by the City of Austin, but it does provide the fundamental rules governing exhibits in any building open to the public.

The following entities are responsible for ensuring all regulations are followed; facility client, exhibitor, service contractors and the Austin Convention Center Department (ACCD). It is a requirement that the Austin Fire Department review and approve all event pre-planning documents and floor plans.

Remember, the fire codes for Austin may be different from other cities, and exhibitors will be responsible for complying with the Uniform Fire code. ACCD will take reasonable steps to ensure that you are allowed to display your products effectively, as long as it does not create a fire or life safety hazard to yourself, other exhibitors or people attending the exhibit.

1. Floor plans for all shows are to be submitted to ACCD for review and approval. ACCD will submit the floor plans and event pre-planning documents to the Austin Fire Department's Fire Marshal for approval. An approved copy will be provided to the event client. A copy of the approved plans must be available on site.
2. No display or exhibit shall be installed or operated as to interfere with access to or with the visibility of any required exit or exit sign, nor shall any display block access to fire equipment.
3. All exhibit booths must maintain clear and appropriate exits from the booth. Any booth of 750 square feet or more must have a minimum of two exits as far from each other as possible.
4. Displays with any type of cover, i.e., tents, buildings, awnings, etc. must be 300 square feet or less; if larger than 300 square feet they must meet the following regulations:
  - a) **a single level or multi-level exhibit larger than 300 square feet with a covered ceiling requires protection from an automatic extinguishing system.**
  - b) **a booth with an open grate style ceiling does not have to meet this requirement. If there are any question please forward a copy of the booth plans for ACCD and Fire Department review.**
  - c) **the upper deck of the multi-level exhibit must have at least two remote means of egress (as far from each other as possible).**
5. The storage of combustible materials not on display (including packing materials) shall be in a storage area approved by the facility management. Any storage area that contains combustibles must be reviewed and approved by the Fire Marshal's Office.
6. All curtains, drapes, decorations and decorative or construction materials are to be non-combustible or flame retardant. Documentation affirming non-combustible or flame retardant properties must be available on site.
7. Any merchandise or material attached to drapes or table skirts is to be non-combustible or flame retardant.
8. Combustible waste is to be collected as it accumulates and should be stored in a non-combustible covered container which is emptied at least once a day.

9. The use of open flames, burning or smoke emitting materials as part of an act, display or show is prohibited unless prior written approval is received from the Fire Marshal's Office.

10. Electrical equipment is to be installed, operated and maintained in a manner which does not create a hazard to life or property.

11. Whenever, in the opinion of the Austin Fire Department, it is essential for public safety in any place of public assembly, the owner, agent or lessee shall employ one or more qualified persons, as required and approved by the Austin Fire Department, to be on duty. These individuals shall be subject to the Austin Fire Department's orders and shall be in uniform and remain on duty during the times such places are open to the public.

12. The following items may not be used without prior written approval of the Fire Marshal's Office:

- a. **Display or storage of LPG**
- b. **Flammable or combustible liquids**
- c. **Flammable gas**
- d. **Cotton, hay, paper, straw, moss, split bamboo, wood chips, etc.**
- e. **Welding or cutting equipment for demonstration purposes**
- f. **Gas-fired appliances for demonstration purposes**
- g. **Salamander stoves**
- h. **Lit candles or lanterns for demonstration purposes**
- i. **Compressed gas cylinders. If approved for use, cylinders are to be firmly secured in an upright position**
- j. **Any cooking or heat producing devices**

13. The following address the display of automotive vehicles and equipment.

- a. **There is to be no more than five gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.**
- b. **Fuel tanks are locked and all portable tanks removed. Locking the auto will be sufficient for cars in which the gas cap cover can only be unlatched from inside the vehicle.**
- c. **Battery cables are to be disconnected. Batteries used to power auxiliary equipment shall be permitted to be kept in service providing an appropriate disconnect is furnished.**
- d. **Ignition keys are to be removed and placed in a central location on site.**
- e. **The positioning of such vehicles shall be subject to approval of the Fire Marshal's Office.**
- f. **Vehicle operation will be limited to brief parade-type displays specifically approved by the Fire Marshal's Office.**
- g. **Vehicles, boats and similar exhibited products having over 100 square feet of roofed area are to have a smoke detector.**

14. The following requirements are for food shows:

- a. **One 40 BC extinguisher is to be provided for every deep fat fryer.**
- b. **Deep fat fryers are to be thermostat controlled.**
- c. **Fryer units are not to be located on tables that are along aisles. No public access to fryers.**
- d. **Deep fat fryer units are to be placed on sheet pans or similar non-combustible materials. (Foil is not acceptable.)**
- e. **Combustible materials will not be located near deep fat fryers.**
- f. **Chafing dishes are to be designed with a shelf for the fuel or chafing dish is to be placed on a sheet pan.**

15. Public display of compressed flammable or toxic gases, hazardous materials, Class II, III or IV laser, blasting agents and explosives is only permitted after a review of the materials and/or devices is conducted and the proposed display has received approval of the Fire Marshal's Office.