F R E E M A N
8201 West 47th Street
McCook, IL 60525
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

CHICAGO DENTAL SOCIETY
2019 MIDWINTER MEETING
February 21 - 23, 2019
McCormick Place - WEST
Chicago, Illinois

FREEMAN quick facts

EASY IS NICE, ON ANY DEVICE.

FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event:

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move out process
- Access invoices after the show

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high black backwall drape and 3' high black side dividers. Booths 300 sq.ft. or less will receive a one-line identification sign. Booths larger than 300 sq.ft. may receive a one-line identification sign upon request.

Please note that electrical service is not included but to accommodate possible power requirements, electrical outlets will be installed in every inline booth. An audit will be conducted by electricians and onsite charges will apply if the electrical service is utilized without an order on file.

EXHIBIT HALL CARPET

Exhibitors are required to carpet their booth area. Rental Carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form.
The exhibit area is NOT carpeted; however, the aisles will be carpeted in Tuxedo.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by MONDAY, JANUARY 28, 2019.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to http://www.freeman.com/PreShowFAQ

Monday	February 18	8:00 a.m. - 4:30 p.m.
Tuesday	February 19	8:00 a.m. - 4:30 p.m.
Wednesday	February 20	8:00 a.m. - 4:30 p.m.

All exhibits must be fully installed by 4:30 p.m., Wednesday, February 20, 2019.

EXHIBIT HOURS

Thursday	February 21	9:00 a.m. - 5:30 p.m.
Friday	February 22	9:00 a.m. - 5:30 p.m.
Saturday	February 23	9:00 a.m. - 4:00 p.m.

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to http://www.freeman.com/PostShowFAQ

Saturday	February 23	4:00 p.m. - 9:00 p.m.
Sunday	February 24	8:00 a.m. - 4:30 p.m.
Monday	February 25	8:00 a.m. - 10:00 a.m.

NOTE: Overtime rates will apply on Saturday, February 23, 2019.
Double Time rates will apply all day on Sunday, February 24, 2019.

SERVICE CENTER HOURS

We will have staff available at show site at the Exhibitor Services Center as follows:

Monday	February 19	8:00 a.m. - 4:30 p.m.
Tuesday	February 20	8:00 a.m. - 4:30 p.m.
Wednesday	February 21	8:00 a.m. - 6:00 p.m.
Thursday	February 22	7:30 a.m. - 5:00 p.m.
Friday	February 23	7:30 a.m. - 5:00 p.m.
Saturday	February 24	7:30 a.m. - 9:00 p.m.
Sunday	February 25	8:00 a.m. - 4:30 p.m.
Monday	February 26	8:00 a.m. - 4:30 p.m.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty crates **as soon as the aisle carpet has been removed.**
- All inline booths must be dismantled on **Saturday evening, February 23, 2019.**
- All exhibitor materials must be removed from the exhibit facility by **10:00 a.m., Monday, February 25, 2019.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out deadline, please have all carriers check-in by **8:00 a.m., Monday, February 25, 2019.**

POST SHOW PAPERWORK AND LABELS

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

EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (773) 473-7080 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
8201 West 47th Street
McCook, IL 60525
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

FREEMAN AUDIO VISUAL SOLUTIONS, INC.
9260 W. 55th Street
McCook, Illinois 60525
(708) 255-7100 • Fax (469) 255-7105

FREEMAN EXHIBIT TRANSPORTATION

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freeman.com by MONDAY, JANUARY 28, 2019.. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during** and **after** your show. Additionally, you can now access FreemanOnline from any device — **desktop, laptop, tablet** or via our new **Freeman Online Mobile App**.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the "Create an Account" link. To access Freeman Online without using the email link, visit www.freeman.com. You can also download and use the FOL Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version of the Freeman Online Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

If you need assistance with Freeman Online, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

SHIPPING INFORMATION

Warehouse shipping address:

CHICAGO DENTAL SOCIETY 2019 MIDWINTER MEETING
Exhibiting Company Name
Booth # _____
c/o FREEMAN
2500 West 35th Street
Chicago, IL 60632

NOTE: Any shipment that has a single piece that weighs over 5,000 lbs. MUST have that shipment delivered direct to Show Site and NOT to Freeman's Advance Receiving Warehouse.

Freeman will accept crated, boxed or skidded materials beginning **Monday, January 21, 2019** at the above address. Materials arriving after **Friday, February 8, 2019** will be received at the warehouse with an additional after deadline charge.

Warehouse receiving hours are 8:00 a.m. to 3:30 p.m. Monday through Friday.

Show site shipping address:

CHICAGO DENTAL SOCIETY 2019 MIDWINTER MEETING
Exhibiting Company Name
Booth # _____
c/o FREEMAN
McCormick Place - WEST
2301 S. Indiana Avenue
Chicago, IL 60616

NOTE: All trucks should check-in at the McCormick Place Marshalling Yard at 3050 So. Moe Drive, Chicago, IL 60616 (See enclosed map.)

Please note that all vehicles delivering materials to McCormick Place - South, North & West Buildings must report to the Marshalling Yard at 3050 So. Moe Drive, Chicago, IL 60616, to obtain a dock pass.

This includes privately owned vehicles (cars, trucks, vans, etc.) who choose to unload their own materials at the established unloading area (see enclosed map).

No vehicle will be allowed to the dock area without a pass.

Freeman will receive shipments at the above address beginning **MONDAY, FEBRUARY 18, 2019 at 8:00 a.m.** Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

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

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

MARSHALLING YARD

McCormick Place requires payment of a fee of $23.00 for all trucks to enter the McCormick Place Marshalling Yard. This fee must be paid by the driver at the entrance to the Marshalling Yard, which is staffed by McCormick Place Security personnel. The fee can be paid in cash or with a major credit card. Checks or debit cards cannot be accepted and this fee cannot be paid in advance. Please be sure to alert your non-courier freight transportation provider. Fee subject to change. Call (312) 808-3023 with any questions or for directions.

LABOR INFORMATION

If utilizing Freeman labor, please refer to the appropriate order form to place your order for Labor. Exhibitors will need to pick up and release their labor at the Service Desk. Straight Time, Overtime and Double Time Labor invoicing will be in compliance with MPEA Legislation. Refer to the Labor Jurisdictions form for additional information.

CLEANING SERVICE

FREEMAN is the exclusive contractor. No other cleaning service, including exhibitor-appointed contractors or installation and dismantle companies, will be allowed to perform this service.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (773) 473-7080.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Chicago Exhibitor Services at (773) 473-7080 or Freeman's Customer Support Center at (888)508-5054 US & Canada or +1(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by MONDAY, JANUARY 28, 2019.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE

For more information and helpful hints on pre-show procedures and move-in, please go to http://www.freeman.com/PreShowFAQ

For more information and helpful hints on post-show procedures and move-out, please go to http://www.freeman.com/PostShowFAQ

Call Freeman's Exhibitor Services department at (773) 473-7080 with any questions or needs you may have.

FREEMAN

GREEN TIPS

REDUCING YOUR FOOTPRINT

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

Green Tips for Exhibitors

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

Supplies and Ordering

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

Printing, Recycling and Waste Management

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

Shipping and Transportation

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

Personnel and Best Practices

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

These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact goinggreen@freemanco.com.

FREEMAN
The Nature of a Successful Show

FREEMAN CARES
ABOUT OUR ENVIRONMENT

FREEMAN

8201 West 47th St
Mc Cook, IL 60525
(773) 473-7080 Fax: (469) 621-5603

DISCOUNT PRICE
DEADLINE DATE
JANUARY 28, 2019

INCLUDE THIS FORM
WITH YOUR ORDER
PLEASE USE BLACK INK

NAME OF SHOW: **CHICAGO DENTAL 2019 MIDWINTER MEETING / FEBRUARY 21-23, 2019**

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

☐ COMPANY CHECK

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

Please reference (463032) **on your remittance.**

☐ CREDIT/DEBIT CARD

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

☐ BANK TRANSFER

Bank transfer to Bank of America, N.A.; Dallas, TX
Wire Transfer
ABA#: 026009593 ACCT# 1252039192 Freeman
International Wire Transfer
Swift Code: BOFAUS3N ACCT# 1252039192 Freeman
ACH Direct Deposit
ABA#:111000012 ACCT# 1252039192 Freeman

Bank Address for Wire and ACH is 901 Main St, Dallas, TX 75202
Please reference Name of Show & Booth Number so we can properly credit your account.
Note: Customers are responsible for any bank processing fees.

☐ **AMERICAN EXPRESS** ☐ **MASTER CARD** ☐ **VISA** **We do not accept credit card information via email.**

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	UTILITIES		GRAND TOTAL

- **Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freeman.com.**
- **Orders received after the deadline or without payment will be charged the Standard price.**
- **Copies of invoices may be picked up from the Freeman Service Center prior to show closing.**
- **If you have questions or need assistance with any items not listed, please call and ask for Exhibitor Sales.**

FREEMAN method of payment

FREEMAN
8201 West 47th St
Mc Cook, IL 60525
(773) 473-7080 Fax: (469) 621-5603

FREEMAN third party authorization

CHICAGO DENTAL 2019 MIDWINTER MEETING / FEBRUARY 21-23, 2019

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE: DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME: BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT. FAX:

CONTACT'S E-MAIL:

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

- ☐ **ALL FREEMAN SERVICES**
- ☐ **I&D LABOR/SUPERVISION**
- ☐ **MATERIAL HANDLING/IN & OUT**
- ☐ **UTILITIES**
- ☐ **FREEMAN EXHIBIT TRANSPORTATION**
- ☐ **RENTAL FURNITURE/CARPET/SIGNS**
- ☐ **BOOTH CLEANING**
- ☐ **OTHER** _____

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE: EXT: FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ **AMERICAN EXPRESS** ☐ **MASTERCARD** ☐ **VISA** **We do not accept credit card information via email.**

ACCOUNT NO: EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT): CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

PAYMENT & LABOR

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

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

DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Freeman Exhibit, 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 estimate of charges and the actual charges incurred for material handling, labor time & materials, utility services or equipment usage, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

INDEMNIFICATION

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

IMPORTANT

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

MATERIAL HANDLING

YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

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

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

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

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

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

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

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

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

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

b. MAXIMUM RECOVERY. If found liable for any loss, Freeman's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to $.50 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment whichever is a less. For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of $3.00 (USD) per pound or the actual invoice price. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

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

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

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

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

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

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

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

AIR CARGO

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

4. PACKAGING AND CRATES: Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

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

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.
(b) Storage charges, based on Freeman's applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.
(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.
(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.
(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

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

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

(a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
(b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
(c) personal effects;
(d) and other inherently fragile or unique items, including prototypes, etc.
Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties:
(a) whenever or wherever the claimed loss or damage may occur;
(b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
(c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages. Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:
(a) Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.
(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.
(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys" fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within five (5) business days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via e-mail at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.
For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES [INCLUDING ADOPTED INTERNATIONAL CONVENTIONS] AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE"S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

10. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; stop the shipment in transit, or divert or reschedule same, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

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

2. FINAL CONTRACT BETWEEN THE PARTIES. In exchange for Shipper's payments and Freeman's services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contact shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

4. PACKAGING AND CRATES. Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of Freeman, Freeman's liability shall then become that of a warehouseman.
(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

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

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

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

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

7. INSURANCE. Freeman IS NOT AN INSURER. Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.

8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES. Shipper understands that even if shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. **FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE**. **(THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR $5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of $500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value. (e) For unmarked, unlabeled and improperly packaged television monitors, the maximum liability is the lesser of $3.00 (USD) per pound or the actual invoice price.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN $100,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: **(a) WHENEVER OR WHEREVER THE CLAIMED LOSS OR DAMAGE MAY OCCUR; (b) EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE, AND; (c) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.**

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:
(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.
(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of Freeman persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.
(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys" fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

10. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Sedgwick, PO Box 14151, Lexington, KY 40512-4151 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 5 business days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Notice of concealed damage must be confirmed in writing or via e-mail at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

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

12. MISCELLANEOUS. (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman's Small Packages program are lost, damaged or destroyed while in Freeman's possession, **FREEMAN'S MAXIMUM LIABILITY SHALL BE $100 per package UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** If small packages are received by the Shipper and notice of loss or damage is not received by Freeman within 15 days of the delivery of the property, the parties agree that the presumption shall arise that the property was delivered in proper quantity and in good condition.

FREEMAN
8201 West 47th St
Mc Cook, IL 60525
(773) 473-7080 Fax: (469) 621-5603

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE

JANUARY 28, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CHICAGO DENTAL 2019 MIDWINTER MEETING / FEBRUARY 21-23, 2019**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING						
Naples Group - Black Vinyl						
	810119*	Chair	367.85	404.65	515.00	
	830120*	Loveseat	493.75	543.15	691.25	
	830119*	Sofa	547.20	601.90	766.10	
Munich Group - Gray Fabric						
	810150*	Corner Chair	448.30	493.15	627.60	
	810151*	Armless Chair	391.90	431.10	548.65	
	830200*	Armless Loveseat	657.30	723.05	920.20	
	830201*	Sectional - 3 Piece	1,497.50	1,647.25	2,096.50	
Baja Group - White Vinyl						
	81050*	Chair	446.50	491.15	625.10	
	83020*	Loveseat	475.00	522.50	665.00	
South Beach Group - Platinum Suede						
	8301*	Sofa	479.55	527.50	671.35	
	8151*	Ottoman	210.50	231.55	294.70	
Key Largo Group - Black Fabric						
	830950*	Loveseat	381.90	420.10	534.65	
	830951*	Sofa	424.25	466.70	593.95	
	810950*	Chair	302.00	332.20	422.80	
Allegro Group - Blue Fabric						
	81019*	Chair	371.90	409.10	520.65	
	83015*	Sofa	593.10	652.40	830.35	
Fairfax Group - White Vinyl						
	810949*	Chair	254.70	280.15	356.60	
	830949*	Sofa	406.50	447.15	569.10	
Hopi Group - Gray Linen						
	810140*	Chair	168.50	185.35	235.90	
	830150*	Loveseat	215.25	236.80	301.35	
Tangiers Group - Beige Fabric						
	810118*	Chair	324.55	357.00	454.35	
	830220*	Loveseat	552.80	608.10	773.90	
	830118*	Sofa	458.35	504.20	641.70	
CASUAL SEATING						
Ottomans						
	815122*	Endless Square - White Vinyl	235.60	259.15	329.85	
	815123*	Endless Square - Black Vinyl	235.60	259.15	329.85	
	815953*	Endless Curve - White Vinyl	313.95	345.35	439.55	
	815952*	Endless Curve - Black Vinyl	313.95	345.35	439.55	
	815119*	Half-Bench - White Vinyl	267.80	294.60	374.90	
	81518*	Vibe Cube - Blue Vinyl	106.20	116.80	148.70	
	81519*	Vibe Cube - Red Vinyl	106.20	116.80	148.70	

FREEMAN furnishings

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COMPANY NAME: BOOTH #: BOOTH SIZE: X

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING (cont'd)						
	81525*	Vibe Cube - Orange Vinyl	106.20	116.80	148.70	
	81520*	Vibe Cube - Pink Vinyl	106.20	116.80	148.70	
	81517*	Vibe Cube - Yellow Vinyl	106.20	116.80	148.70	
	81530*	Vibe Cube - Black Vinyl	94.00	103.40	131.60	
	81531*	Vibe Cube - White Vinyl	94.00	103.40	131.60	
	81532*	Vibe Cube - Steel Blue Vinyl	106.20	116.80	148.70	
	81533*	Vibe Cube - Silver Vinyl	106.20	116.80	148.70	
	81534*	Vibe Cube - Purple Vinyl	106.20	116.80	148.70	
	815151*	Marche Swivel - Gray Fabric	166.15	182.75	232.60	
	815154*	Marche Swivel - Red Fabric	166.15	182.75	232.60	
	815159*	Marche Swivel - Blue Fabric	166.15	182.75	232.60	
	815152*	Marche Swivel - Linen Fabric	166.15	182.75	232.60	
	815157*	Marche Swivel - Meadow Green Fabric	166.15	182.75	232.60	
	815158*	Marche Swivel - Pear Yellow Fabric	166.15	182.75	232.60	
	815156*	Marche Swivel - Plum Fabric	166.15	182.75	232.60	
	815153*	Marche Swivel - Raspberry Fabric	166.15	182.75	232.60	
	815155*	Marche Swivel - Rose Quartz Fabric	166.15	182.75	232.60	
	815150*	Marche Swivel - White Vinyl	166.15	182.75	232.60	
	81526*	Edge LED Cube - High Density Plastic	149.50	164.45	209.30	
Banquettes						
	8506*	Center Cone w/Electrical Charging Outlet	442.55	486.80	619.55	
	8507*	Quarter Curve Ottoman	292.50	321.75	409.50	
Beverly Bench Ottomans						
	81550*	Black Vinyl	333.35	366.70	466.70	
	81551*	Brown Fabric	333.35	366.70	466.70	
	81552*	Gray Fabric	333.35	366.70	466.70	
	81553*	Linen Fabric	333.35	366.70	466.70	
	81554*	Ocean Blue Fabric	333.35	366.70	466.70	
	81555*	Red Fabric	333.35	366.70	466.70	
	81556*	White Vinyl	333.35	366.70	466.70	
Occasional Chairs						
	71089	Black Diamond Side Chair	160.45	176.50	224.65	
	71090	Black Diamond Arm Chair	203.00	223.30	284.20	
	810861*	Laguna Chair - Maple/Chrome	103.20	113.50	144.50	
	210108	Limerick® Chair by Herman Miller	73.85	81.25	103.40	
	8102*	Madrid Chair - Black Vinyl/Chrome	560.50	616.55	784.70	
	810816*	Madrid Chair - White Vinyl/Chrome	560.50	616.55	784.70	
	810948*	Meeting Chair - White Vinyl	176.35	194.00	246.90	
	810835*	Meeting Chair - Espresso Vinyl	137.70	151.45	192.80	
	810836*	Meeting Chair - Taupe Microfiber	179.00	196.90	250.60	
	8103*	Key West Tub Chair - Black Fabric	298.75	328.65	418.25	
	810843*	Madden Chair - Light Gray Vinyl	338.10	371.90	473.35	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Occasional Chairs (cont.)						
	810131*	Malba Chair - Gray Molded Plastic	74.70	82.15	104.60	
	810130*	Malba Chair - Green Molded Plastic	71.85	79.05	100.60	
	810846*	Christopher Chair - White Vinyl/Chrome	90.50	99.55	126.70	
	810851*	Zenith Chair - White/Chrome	116.25	127.90	162.75	
	810841*	Rustique Chair - Gunmetal	72.20	79.40	101.10	
	810837*	Razor Armless Chair - White High Density Plastic	42.45	46.70	59.45	
	810875*	Swanson Swivel Chair - White Vinyl	256.50	282.15	359.10	
	810811*	Berlin Stack Chair - White & Red Plastic/Chrome	82.60	90.85	115.65	
	810810*	Berlin Stack Chair - White & Black Plastic/Chrome	82.60	90.85	115.65	
	810847*	Wendy Chair - Clear Acrylic	88.25	97.10	123.55	
Conference Chairs						
	71046	Gray Gaslift Chair With Arms	312.70	343.95	437.80	
	71045	Gray Gaslift Chair Without Arms	294.50	323.95	412.30	
	810874*	La Brea Swivel Chair - Charcoal Gray Fabric	234.10	257.50	327.75	
	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel	123.50	135.85	172.90	
	810844*	Pro Executive High Back Chair - White Vinyl	205.45	226.00	287.65	
	810946*	Pro Executive High Back Chair - Black Vinyl	205.45	226.00	287.65	
	810945*	Pro Executive Mid Back Chair - White Vinyl	260.20	286.20	364.30	
	810944*	Pro Executive Mid Back Chair - Black Vinyl	260.30	286.35	364.40	
	810947*	Pro Executive Guest Chair - Black Vinyl	269.80	296.80	377.70	
Bars & Barstools						
	8501*	Martini Bar	999.40	1,099.35	1,399.15	
	71088	Black Diamond Stool	217.90	239.70	305.05	
	71048	Gray Gaslift Stool with Arms	430.15	473.15	602.20	
	71047	Gray Gaslift Stool without Arms	378.00	415.80	529.20	
	810860*	Laguna Barstool - Maple/Chrome	129.30	142.25	181.00	
	210109	Limerick® Stool by Herman Miller	213.90	235.30	299.45	
	810872*	Lift Barstool - Gray VinylChrome	121.60	133.75	170.25	
	810873*	Lift Barstool - Red Vinyl/Chrome	121.60	133.75	170.25	
	810871*	Lift Barstool - Black Vinyl/Chrome	121.60	133.75	170.25	
	810870*	Lift Barstool - White Vinyl/Chrome	121.60	133.75	170.25	
	810951*	Apex Barstool - Black Vinyl	150.10	165.10	210.15	
	810952*	Apex Barstool - Blue Ultra Suede	150.10	165.10	210.15	
	810953*	Apex Barstool - Red Vinyl	150.10	165.10	210.15	
	810954*	Apex Barstool - White Vinyl	150.10	165.10	210.15	
	810103*	Banana Barstool - White Vinyl/Chrome	142.55	156.80	199.55	
	810104*	Banana Barstool - Black Vinyl/Chrome	142.55	156.80	199.55	
	810850*	Zenith Barstool - White/Chrome	116.25	127.90	162.75	
	810840*	Zoey Barstool - White Vinyl/Chrome	223.70	246.05	313.20	
	810834*	Zoey Barstool - Black Vinyl/Chrome	233.70	257.05	327.20	
	810848*	Christopher Barstool - White	155.70	171.25	218.00	
	810202*	Shark Swivel Barstool - White Plastic/Chrome	248.60	273.45	348.05	
	810839*	Rustique Barstool - Gunmetal	79.80	87.80	111.70	
	810200*	Oslo Barstool - Blue Plastic/Chrome	179.65	197.60	251.50	
	810201*	Oslo Barstool - White Plastic/Chrome	179.65	197.60	251.50	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Draped Tables & Counters						
Draped Tables - Tables are 24" wide ☐ Black ☐ Blue ☐ Brown ☐ Green ☐ Flax ☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White						
	124330	Draped Table 3'L x 30"H	136.65	150.30	191.30	
	124430	Draped Table 4'L x 30"H	141.10	155.20	197.55	
	124630	Draped Table 6'L x 30"H	180.85	198.95	253.20	
	124830	Draped Table 8'L x 30"H	218.50	240.35	305.90	
	12404630	4th Side Drape 6'L x 30"H	47.20	51.90	66.10	
	12404830	4th Side Drape 8'L x 30"H	47.20	51.90	66.10	
	124342	Draped Counter 3'L x 42"H	157.10	172.80	219.95	
	124442	Draped Counter 4'L x 42"H	173.90	191.30	243.45	
	124642	Draped Counter 6'L x 42"H	216.35	238.00	302.90	
	124842	Draped Counter 8'L x 42"H	251.30	276.45	351.80	
	12404642	4th Side Drape 6'L x 42"H	62.80	69.10	87.90	
	12404842	4th Side Drape 8'L x 42"H	62.80	69.10	87.90	
Undraped Tables & Counters						
	125330	Undraped Table 3'L x 30"H	41.20	45.30	57.70	
	125430	Undraped Table 4'L x 30"H	47.40	52.15	66.35	
	125630	Undraped Table 6'L x 30"H	62.30	68.55	87.20	
	125830	Undraped Table 8'L x 30"H	75.40	82.95	105.55	
	125342	Undraped Counter 3'L x 42"H	74.05	81.45	103.65	
	125442	Undraped Counter 4'L x 42"H	80.10	88.10	112.15	
	125642	Undraped Counter 6'L x 42"H	95.20	104.70	133.30	
	125842	Undraped Counter 8'L x 42"H	107.95	118.75	151.15	
Table Top Risers - Risers are 8" wide						
	1504100	Black 4'L x 7"H Corrugated Riser	35.20	38.70	49.30	
	1504101	White 4'L x 7"H Corrugated Riser	35.20	38.70	49.30	
	1506100	Black 6'L x 7"H Corrugated Riser	41.25	45.40	57.75	
	1506101	White 6'L x 7"H Corrugated Riser	41.25	45.40	57.75	
	1508100	Black 8'L x 7"H Corrugated Riser	47.65	52.40	66.70	
	1508101	White 8'L x 7"H Corrugated Riser	47.65	52.40	66.70	
	1504200	Black 4'L x 14"H Corrugated Riser	53.85	59.25	75.40	
	1504201	White 4'L x 14"H Corrugated Riser	53.85	59.25	75.40	
	1506200	Black 6'L x 14"H Corrugated Riser	65.95	72.55	92.35	
	1506201	White 6'L x 14"H Corrugated Riser	65.95	72.55	92.35	
	1508200	Black 8'L x 14"H Corrugated Riser	77.95	85.75	109.15	
	1508201	White 8'L x 14"H Corrugated Riser	77.95	85.75	109.15	
Pedestal Tables - Soho Series						
	72069	Black Top Cafe Table - 30"H x 24"W	235.65	259.20	329.90	
	72067	Black Top Cafe Table - 30"H x 36"W	242.25	266.50	339.15	
	72066	Black Top Mini Table - 18"H x 18"W	129.00	141.90	180.60	
	72070	Black Top Bistro Table - 42"H x 24"W	257.30	283.05	360.20	
	72068	Black Top Bistro Table - 42"H x 36"W	264.40	290.85	370.15	
Pedestal Tables - Chelsea Series						
	72063	Butcher Block Top Cafe Table - 30"H x 30"W	242.25	266.50	339.15	
	72064	Butcher Block Top Cafe Table - 30"H x 36"W	242.25	266.50	339.15	

FREEMAN furnishings

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NAME OF SHOW: **CHICAGO DENTAL 2019 MIDWINTER MEETING / FEBRUARY 21-23, 2019**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Pedestal Tables - Chelsea Series (continued)						
	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	264.40	290.85	370.15	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	264.40	290.85	370.15	
Pedestal Tables						
	8201208*	Hydraulic Base Cafe Table - Maple.....	259.05	284.95	362.65	
	8201207*	Hydraulic Base Bar Table - Maple.....	269.75	296.75	377.65	
	8201203**	Standard Base Cafe Table - Blue Steel.....	179.35	197.30	251.10	
	8201204**	Standard Base Bar Table - Blue Steel.....	188.10	206.90	263.35	
	8201209*	Hydraulic Base Cafe Table - Graphite.....	288.85	317.75	404.40	
	8201211*	Hydraulic Base Bar Table - Graphite.....	296.60	326.25	415.25	
	8201206*	Hydraulic Base Cafe Table - Maple.....	294.70	324.15	412.60	
	8201205*	Hydraulic Base Bar Table - Maple.....	290.85	319.95	407.20	
	820126*	Hydraulic Base Cafe Table - White Laminate.....	294.70	324.15	412.60	
	820125*	Hydraulic Base Bar Table - White Laminate.....	308.25	339.10	431.55	
	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.	230.60	253.65	322.85	
	820240*	Madison Hydraulic Base Bar Table - Gray Acajou...	230.60	253.65	322.85	
	820265*	Madison Cafe Table - Gray Acajou.....	181.85	200.05	254.60	
	820264*	Madison Bar Table - Gray Acajou.....	199.10	219.00	278.75	
	8201220*	30" Cafe Table Black Base - White Laminate.....	193.30	212.65	270.60	
	8201221*	30" Bar Table Black Base - White Laminate.....	207.95	228.75	291.15	
	8201222*	30" Bar Table Chrome Base - White Laminate.....	297.80	327.60	416.90	
	8201223*	30" Cafe Table Chrome Base - White Laminate.....	297.80	327.60	416.90	
	820920*	30" Bar Table Chrome Hydraulic Base - Red.....	230.60	253.65	322.85	
	820921*	30" Cafe Table Chrome Hydraulic Base - Red.....	230.60	253.65	322.85	
	820922*	30" Bar Table Chrome Hydraulic Base - Gray.....	230.60	253.65	322.85	
	820923*	30" Cafe Table Chrome Hydraulic Base - Gray.....	230.60	253.65	322.85	
	820924*	30" Bar Table Chrome Hydraulic Base - Silver.....	281.10	309.20	393.55	
	820925*	30" Cafe Table Chrome Hydraulic Base - Silver.....	281.10	309.20	393.55	
Occasional, End & Cocktail Tables						
	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	192.75	212.05	269.85	
	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	204.60	225.05	286.45	
	820252*	Alondra End Table - Glass/Chrome.....	168.50	185.35	235.90	
	820250*	Alondra Cocktail Table - Glass/Chrome.....	233.80	257.20	327.30	
	820253*	Alondra End Table - Wood/Chrome.....	168.50	185.35	235.90	
	820251*	Alondra Cocktail Table - Wood/Chrome.....	233.80	257.20	327.30	
	8201224*	Atomic 36" Round Table - Glass/Chrome.....	260.20	286.20	364.30	
	8201225*	Atomic 42" Round Table - Glass/Chrome.....	260.20	286.20	364.30	
	82028*	Geo End Table - Wood/Black Steel.....	199.60	219.55	279.45	
	82027*	Geo Cocktail Table - Wood/Black Steel.....	203.75	224.15	285.25	
	82035*	Geo End Table - Glass/Chrome.....	147.55	162.30	206.55	
	82034*	Geo Cocktail Table - Glass/Chrome.....	137.70	151.45	192.80	
	82054*	Sydney End Table - Black Laminate/Brushed Steel..	179.00	196.90	250.60	
	82055*	Sydney End Table - White Laminate/Brushed Steel..	179.00	196.90	250.60	
	82052*	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	216.60	238.25	303.25	
	82053*	Sydney Cocktail Table - White Laminate/Brushed Steel.....	216.60	238.25	303.25	

FREEMAN furnishings

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Occasional, End & Cocktail Tables (continued)						
	82075*	Regis End Table - Brushed Metal	176.60	194.25	247.25	
	82074*	Regis Bench Table - Brushed Metal	249.75	274.75	349.65	
	820844*	Aura Round Table - White Metal	97.50	107.25	136.50	
	82057*	Edge LED Cube Table-White Plastic/Clear Acrylic	149.50	164.45	209.30	
	82043*	Geo Square-Round Table - Glass/Black Steel	236.05	259.65	330.45	
	82044*	Geo Square-Round Table - Glass/Chrome	236.05	259.65	330.45	
	82088*	Oliver End Table - Walnut Finish	173.10	190.40	242.35	
	82087*	Oliver Table - Walnut Finish	194.75	214.25	272.65	
	8201226*	Rustique Square Metal Bar Table - Gray	228.85	251.75	320.40	
Conference Tables						
	82041*	Geo Conference Table - Glass/Black Steel	294.50	323.95	412.30	
	82051*	Geo Conference Table - Glass/Chrome	291.15	320.25	407.60	
	820260*	Madison Conference Table - Gray Acajou	311.40	342.55	435.95	
	820708*	42" Round Conference Table - White Laminate	306.55	337.20	429.15	
	820203*	6' Oval Conference Table - Graphite Nebula	419.00	460.90	586.60	
	820261*	Madison 5' Conference Table - Gray Acajou	377.25	415.00	528.15	
	820262*	Madison 8' Conference Table - Gray Acajou	753.45	828.80	1,054.85	
	820263*	Madison 10' Conference Table - Gray Acajou	753.45	828.80	1,054.85	
	82058*	G30 Cafe Table - Maple w/ Grommets	375.70	413.25	526.00	
	82067*	G30 Cafe Table - Maple	375.70	413.25	526.00	
	82063*	G30 Cafe Table - White	375.70	413.25	526.00	
	820951*	Ventura Bar Table - Maple w/ Grommets	564.55	621.00	790.35	
	820952*	Ventura Communal Bar Table - Black	552.90	608.20	774.05	
	820953*	Ventura Bar Table - White w/ Grommets	564.55	621.00	790.35	
	820954*	Ventura Communal Bar Table - Maple	564.55	621.00	790.35	
	820956*	Ventura Communal Bar Table - White	564.55	621.00	790.35	
Office						
	84075*	Madison Desk - Gray Acajou	443.80	488.20	621.30	
	84077*	Madison Credenza - Gray Acajou	370.15	407.15	518.20	
	84078*	Madison Bookcase - Gray Acajou	415.90	457.50	582.25	
Computer Desks/Tables						
	820706*	Work Desk - White Laminate	264.10	290.50	369.75	
	820707*	Merlin Table - Gray Laminate	274.70	302.15	384.60	
POWERED						
Powered Seating						
	810120*	Naples Chair, Powered - Black Vinyl	522.40	574.65	731.35	
	830122*	Naples Loveseat, Powered - Black Vinyl	701.35	771.50	981.90	
	830121*	Naples Sofa, Powered - Black Vinyl	807.45	888.20	1,130.45	
	81021*	Roma Chair, Powered - White Vinyl	522.40	574.65	731.35	
	83017*	Roma Sofa, Powered - White Vinyl	807.45	888.20	1,130.45	
Powered Tables						
	820950*	Ventura Communal Bar Table, Powered - Black	684.00	752.40	957.60	
	820955*	Ventura Communal Bar Table, Powered - White	621.80	684.00	870.50	
	82071*	G30 Cafe Table, Powered - White	476.00	523.60	666.40	
	82069*	G30 Cafe Table w/ Grommets, Powered - White	375.70	413.25	526.00	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
POWERED						
Powered Tables (continued)						
	84083*	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal	458.75	504.65	642.25	
	84084*	Tech Desk, Powered - Black Metal	402.30	442.55	563.20	
	82076*	Sydney Cocktail Table, Powered - Black	311.40	342.55	435.95	
	82073*	Sydney Cocktail Table, Powered - White	311.40	342.55	435.95	
Powered Product Pedestals						
	85060*	Powered Locking Pedestal 36" H, Black	380.80	418.90	533.10	
	85061*	Powered Locking Pedestal 36" H, White	380.80	418.90	533.10	
	85062*	Powered Locking Pedestal 42" H, Black	455.05	500.55	637.05	
	85063*	Powered Locking Pedestal 42" H, White	455.05	500.55	637.05	
DISPLAY & ACCESSORIES						
Product Storage						
	84080*	3 Door File Cabinet on Castors - Black	140.05	154.05	196.05	
	74082	File Cabinet w/Lock - Two Drawer - Standard Size	178.10	195.90	249.35	
	74081	File Cabinet w/Lock - Four Drawer - Standard Size	277.95	305.75	389.15	
	85020*	Posh Shelving w/ Chrome Frame - White	416.10	457.70	582.55	
Refrigerator						
	75057	Small Refrigerator	297.25	327.00	416.15	
	8503001*	Refrigerator - White	592.80	652.10	829.90	
Lighting						
	850707*	Mason Table Lamp - White/Brushed Silver	116.05	127.65	162.45	
	850708*	Mason Floor Lamp - White/Brushed Silver	173.10	190.40	242.35	
Display						
	75020	Display Cylinder - Black - Low	300.55	330.60	420.75	
	75021	Display Cylinder - Black - Medium	300.55	330.60	420.75	
	75022	Display Cylinder - Black - High	300.55	330.60	420.75	
	75030	Display Cube - Black - 12" Small	296.30	325.95	414.80	
	75031	Display Cube - Black - 18" Medium	317.35	349.10	444.30	
	75032	Display Cube - Black - 24" Large	359.55	395.50	503.35	
	75079	Orion Computer Kiosk - Black	583.40	641.75	816.75	
	72056	Display Counter - Black	292.55	321.80	409.55	
Tablet Stand						
	850714*	Mobile Tablet Stand - White	142.50	156.75	199.50	
	850715*	Mobile Tablet Stand - Black	142.50	156.75	199.50	
Tablet Stand Accessories						
	850711*	Brochure Holder - Black	21.65	23.80	30.30	
	850712*	Wireless Printer Holder - Black	21.65	23.80	30.30	
	850713*	Charging Shelf - Black	21.65	23.80	30.30	
Accessories						
	220121	Chrome Stanchion w/ 8' Retractable Belt	96.10	105.70	134.55	
	220118	Chrome Sign Holder	125.70	138.25	176.00	
	750135	Round Literature Rack	275.25	302.80	385.35	
	750136	Flat Literature Rack	243.40	267.75	340.75	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY & ACCESSORIES						
Accessories (continued)						
	220109	Chrome Coat Tree	46.60	51.25	65.25	
	220134	Aluminum Easel	49.50	54.45	69.30	
	220110	Chrome Bag Rack	125.70	138.25	176.00	
	10201484	Floor Standing Bulletin Board	303.15	333.45	424.40	
	220106	Corrugated Wastebasket	15.05	16.55	21.05	
Special Drape						
	12103	Special Drape 3'H (per ft.)	24.00	26.40	33.60	
	12108	Special Drape 8'H (per ft.)	32.70	35.95	45.80	

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

TOTAL COST

_____ + _____ = _____

Sub-Total 9% Tax Total Cost

Taxes: Due to varying taxes across counties and cities for various categories, applicable taxes will be applied to your order accordingly based on the jurisdictions of the show city.

***Asterisk indicates item is a Freeman Select furnishing**

FREEMAN furnishings

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FREEMAN
8201 West 47th St
Mc Cook, IL 60525
(773) 473-7080 Fax: (469) 621-5603

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
JANUARY 28, 2019

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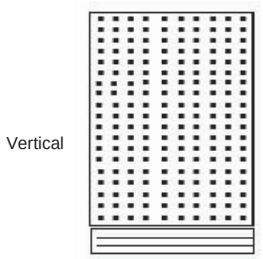
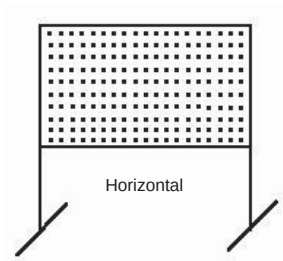
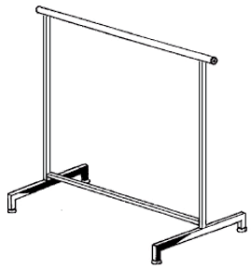
ACCESSORIES

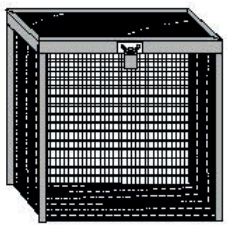


PERFBOARD SINGLE SIDED



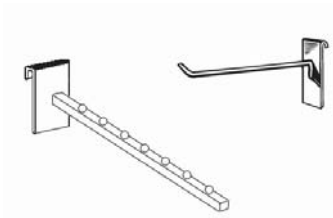
PERFBOARD SINGLE SIDED


CHROME GARMENT RACK


COLLAPSIBLE SECURITY CONTAINER

2 WAY STRAIGHT ARM

4 WAY SLANT ARM

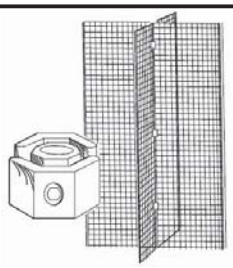

GRID ACCESSORIES

GRID LEGS

PERFBOARD HOOKS AND ACCESSORIES

TICKET TUMBLER

2' x 8' GRID PANELS


4 WAY CONNECTORS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
PERFBOARDS / BULLETIN BOARDS						
____	10201178	1M x 8'H Single Side-Vert (White)...	298.15	327.95	417.40	____
____	10201179	1M x 8'H Single Side-Vert (Gray)....	N/A	N/A	N/A	____
____	10201182	1/2 M x 8'H Single Side-Vert.....	224.50	246.95	314.30	____
____	10201480	4' x 8' Single Side-Horz.....	298.15	327.95	417.40	____
____	102040	4" Single Hook.....	3.95	4.35	5.55	____
____	102060	6" Single Hook.....	3.95	4.35	5.55	____
____	102080	8" Single Hook.....	3.95	4.35	5.55	____
____	10205	12" Shelf Bracket.....	24.60	27.05	34.45	____
____	10207	7-Ball Waterfall Arm.....	46.10	50.70	64.55	____
GRIDS						
____	103028	Chrome Grid.....	134.00	147.40	187.60	____
____	103010	Black Grid.....	134.00	147.40	187.60	____
____	103011	White Grid.....	N/A	N/A	N/A	____
____	103040	Grid Legs (Chrome).....	51.40	56.55	71.95	____
____	103041	Grid Legs (Black).....	51.40	56.55	71.95	____
____	103042	Grid Legs (White).....	N/A	N/A	N/A	____
____	103030	Grid Connectors.....	16.80	18.50	23.50	____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
GRIDS (continued)						
____	10303	3-Ball Waterfall Arm.....	38.65	42.50	54.10	____
____	10305	5-Ball Waterfall Arm.....	41.25	45.40	57.75	____
____	10307	7-Ball Waterfall Arm.....	46.10	50.70	64.55	____
____	10309	Cleaver Clip.....	N/A	N/A	N/A	____
____	103044	4" Single Hook.....	3.95	4.35	5.55	____
____	103046	6" Single Hook.....	3.95	4.35	5.55	____
____	103048	8" Single Hook.....	3.95	4.35	5.55	____
ACCESSORIES						
____	151010	Collapsible Security Container.....	N/A	N/A	N/A	____
____	15905	Fish Bowl.....	43.60	43.60	61.05	____
____	159011	Ticket Tumbler - Small.....	164.80	164.80	230.70	____
____	10405	Garment Rack.....	179.05	196.95	250.65	____
____	10404	4-way Slant Arm.....	224.50	246.95	314.30	____
____	10403	2-way Straight Arm.....	178.40	196.25	249.75	____

TOTAL COST

_____ + _____ = _____

Sub-Total 9 % Tax Total Cost

FREEMAN accessories

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FREEMAN

8201 West 47th St
Mc Cook, IL 60525
(773) 473-7080 Fax: (469) 621-5603

ONLINE PRICE
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DEADLINE DATE
JANUARY 28, 2019

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COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

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For Assistance, please call **(773) 473-7080** to speak with one of our experts.

- **Orders received after the deadline or without payment will be charged the Standard price.**
- **All utility lines must be installed before carpet installation. Utilities should be ordered in advance.**
- **Pricing includes delivery, material handling, installation and removal.**
- **All carpets, padding and plastic covering contain recycled content and are recyclable.**

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

10' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
	10' x 10' Classic Carpet	$ 419.30	$ 461.25	$ 587.00	
	10' x 20' Classic Carpet	$ 838.75	$ 922.65	$ 1,174.25	
	10' x 30' Classic Carpet	$ 1,258.05	$ 1,383.85	$ 1,761.25	
	10' x 40' Classic Carpet	$ 1,677.40	$ 1,845.15	$ 2,348.35	
	10' x 10' Carpet Padding - Single Layer	$ 132.30	$ 145.55	$ 185.20	
	10' x 20' Carpet Padding - Single Layer	$ 264.60	$ 291.05	$ 370.45	
	10' x 30' Carpet Padding - Single Layer	$ 396.90	$ 436.60	$ 555.65	
	10' x 40' Carpet Padding - Single Layer	$ 529.20	$ 582.10	$ 740.90	
	10' x 10' Carpet Padding - Double Layer	$ 264.60	$ 291.05	$ 370.45	
	10' x 20' Carpet Padding - Double Layer	$ 529.20	$ 582.10	$ 740.90	
	10' x 30' Carpet Padding - Double Layer	$ 793.80	$ 873.20	$ 1,111.30	
	10' x 40' Carpet Padding - Double Layer	$ 1,058.40	$ 1,164.25	$ 1,481.75	
	Plastic Covering (price per sq. ft.)	$ .65	$ .70	$ .90	

9' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
	9' x 10' Classic Carpet	$ 274.25	$ 301.70	$ 383.95	
	9' x 20' Classic Carpet	$ 548.20	$ 603.00	$ 767.50	
	9' x 30' Classic Carpet	$ 822.40	$ 904.65	$ 1,151.35	
	9' x 40' Classic Carpet	$ 1,096.45	$ 1,206.10	$ 1,535.05	
	9' x 10' Carpet Padding - Single Layer	$ 119.05	$ 130.95	$ 166.65	
	9' x 20' Carpet Padding - Single Layer	$ 238.15	$ 261.95	$ 333.40	
	9' x 30' Carpet Padding - Single Layer	$ 357.20	$ 392.90	$ 500.10	
	9' x 40' Carpet Padding - Single Layer	$ 476.30	$ 523.95	$ 666.80	
	9' x 10' Carpet Padding - Double Layer	$ 238.15	$ 261.95	$ 333.40	
	9' x 20' Carpet Padding - Double Layer	$ 476.30	$ 523.95	$ 666.80	
	9' x 30' Carpet Padding - Double Layer	$ 714.40	$ 785.85	$ 1,000.15	
	9' x 40' Carpet Padding - Double Layer	$ 952.55	$ 1,047.80	$ 1,333.55	
	Plastic Covering (price per sq. ft.)	$ .65	$ .70	$ .90	

9' carpet is laid toward the front edge, leaving 1' at the back of the booth for access to utility ports.

TOTAL COST

Sub- Total	+	**9% Tax**	=	Total Cost

FREEMAN standard size carpet

Take advantage of the Online price by ordering at www.freeman.com before JANUARY 28, 2019

FREEMAN

8201 West 47th St
Mc Cook, IL 60525
(773) 473-7080 Fax: (469) 621-5603

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
JANUARY 28, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CHICAGO DENTAL 2019 MIDWINTER MEETING / FEBRUARY 21-23, 2019**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call **(773) 473-7080** to speak with one of our experts.

- **Guaranteed new, high-quality carpet.**
- **Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.**
- **Prestige and Custom Cut Classic Carpet are subject to a 100% cancellation charge.**
- **All utility lines must be installed before carpet installation. Utilities should be ordered in advance.**
- **All carpets, padding and plastic covering contain recycled content and are recyclable.**

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

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

- **Order Custom Cut Classic Carpeting by the sq. ft. if your size is not listed on the standard size order form.**

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ $ 4.40

CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:

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

16 oz. Carpet Rental - Price per sq. ft (100 sq. ft. minimum)		Online Price	Discount Price	Standard Price	Total
Per sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 4.40	$ 4.85	$ 6.15	

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

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

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

28 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)		Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 5.85	$ 6.45	$ 8.20	
Over 700 sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 5.00	$ 5.50	$ 7.00	

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

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

40 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)		Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 6.85	$ 7.55	$ 9.60	
Over 700 sq. ft.	Booth Size: ____ x ____ = ____ sq. ft. @	$ 6.20	$ 6.80	$ 8.70	

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

- **Order Carpet Padding by the sq. ft. if your size is not listed on the standard size order form.**

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ $ 1.35

Qty	Description Price per sq. ft. (90 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
	Carpet Padding -1/2" (90 - 700 sq. ft.)	$ 1.35	$ 1.50	$ 1.90	
	Carpet Padding-1/2" (Over 700 sq. ft.)	$ 1.15	$ 1.25	$ 1.60	
	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)	$ 2.70	$ 3.00	$ 3.80	
	Double Carpet Padding -1/2" (Over 700 sq. ft.)	$ 2.30	$ 2.50	$ 3.20	

TOTAL COST		
Sub- Total	+ 9% Tax	= Total Cost

FREEMAN cut to size carpet

Take advantage of the Online price by ordering at www.freeman.com before JANUARY 28, 2019

FREEMAN

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Mc Cook, IL 60525
(773) 473-7080 Fax: (469) 621-5603

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CHICAGO DENTAL 2019 MIDWINTER MEETING / FEBRUARY 21-23, 2019**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

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

CLEANING SERVICES

- **Cleaning is an exclusive service. This includes all floor services and trash removal**.
- Prices are based on total square footage of booth regardless of area to be cleaned.
- **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	.65	.90	_____
_____	610200	Booth Vacuuming - 2 Days	1.30	1.80	_____
_____	610300	Booth Vacuuming - 3 Days	1.95	2.70	_____
_____	610400	Booth Vacuuming - 4 Days	N/A	N/A	_____

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time	1.20	1.70	_____
_____	630200	Shampoo Carpet - 2 Days	2.40	3.40	_____
_____	630300	Shampoo Carpet - 3 Days	3.60	5.10	_____

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.	87.40	122.35	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	125.35	175.50	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	150.30	210.40	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.			Call for Quote

TOTAL COST

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

FREEMAN cleaning

FREEMAN
8201 West 47th St
Mc Cook, IL 60525
(773) 473-7080 Fax: (469) 621-5603

DISCOUNT PRICE
DEADLINE DATE
JANUARY 28, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CHICAGO DENTAL 2019 MIDWINTER MEETING / FEBRUARY 21-23, 2019**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

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

SMARTFABRIC EXHIBIT

SmartFabric Exhibits provide a custom printed fabric graphic to keep and reuse on future events.

SmartFabric Rental Exhibit Includes:
- 116.5" X 92.5" Custom Fabric Graphic (Purchased item to keep)
- Carrying Case for Graphic (To carry the purchased fabric graphic)
- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 3-Arm Lights (per 10 ft.)
- Power for LIGHTS only

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

Qty	Description	Discount	Standard	Total
	10' x 10' SmartFabric Exhibit.....	$ 2,155.00	$ 3,017.00	
	10' x 20' SmartFabric Exhibit.....	$ 4,155.00	$ 5,817.00	

CUSTOM GRAPHICS

A Freeman Exhibitor Sales Specialist will be contacting you to review the process for providing graphic files and helpful tips that will ensure a successful graphic print.

FRAME ONLY UNIT

The SmartFabric frame only unit is for exhibitors who have previously rented the SmartFabric exhibit (above) and have the fabric graphic ready for reuse. If you need a new graphic made, please select the SmartFabric Rental Exhibit (above). No fabric graphics will be printed without the rental unit.

Frame Only Unit Includes:
- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 3-Arm Lights (per 10 ft.)
- Power for LIGHTS only

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

Qty	Description	Discount	Standard	Total
	10' x 10' Frame Only Unit.....	$ 1,410.00	$ 1,974.00	
	10' x 20' Frame Only Unit.....	$ 2,350.00	$ 3,290.00	

ACCESSORIES

Qty	Description	Discount	Standard	Total
	SmartFabric Arm Light	$ 65.00	$ 91.00	
	SmartFabric Acrylic Shelf (supports up to 15 lbs).....	$ 150.00	$ 210.00	
	SmartFabric Carrying Case (purchase).....	$ 20.00	$ 28.00	

QUICK TIPS

• Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. All graphics are subject to a 100% cancellation charge once production begins.

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

9' carpet is laid toward the front edge, leaving 1' at the back of the booth for access to utility ports.

TOTAL COST		
Sub-Total	+ 9 % Tax	= Total Cost

FREEMAN smartfabric

FREEMAN
8201 West 47th St
Mc Cook, IL 60525
(773) 473-7080 Fax: (469) 621-5603

DISCOUNT PRICE DEADLINE DATE
JANUARY 28, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CHICAGO DENTAL 2019 MIDWINTER MEETING / FEBRUARY 21-23, 2019**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call **(773) 473-7080** to speak with one of our experts.

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

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

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

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price	
Package 1	☐ **10' x 10'**	3,709.50	5,193.30	☐ **10' x 20'**	7,265.00	10,171.00	_____
Package 2	☐ **10' x 10'**	2,208.00	3,091.20	☐ **10' x 20'**	4,261.50	5,966.10	_____
Package 3	☐ **10' x 10'**	3,135.00	4,389.00	☐ **10' x 20'**	6,115.50	8,561.70	_____
Package 4	☐ **10' x 10'**	3,143.50	4,400.90	☐ **10' x 20'**	6,117.50	8,564.50	_____
Package 5	☐ **10' x 10'**	3,302.00	4,622.80	☐ **10' x 20'**	6,473.00	9,062.20	_____
Package 6	☐ **10' x 10'**	3,442.50	4,819.50	☐ **10' x 20'**	6,805.50	9,527.70	_____

CHOOSE YOUR PANEL

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

CARPET

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

Check color choice

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

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

LIGHTING

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

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

Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

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

☐ Black ☐ Blue ☐ Brown ☐ Burgundy ☐ PMS Color _____
☐ Red ☐ Teal ☐ White ☐ Green ☐ Font Type _____

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

Indicate exactly how you want your company name to appear:

ENHANCE YOUR EXHIBIT

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

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

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

TOTAL COST

_____ + _____ = _____
Sub-Total 9 % Tax Total Cost

rental exhibits

FREEMAN

FREEMAN
8201 West 47th St
Mc Cook, IL 60525
(773) 473-7080 Fax: (469) 621-5603

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DEADLINE DATE
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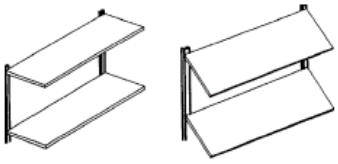
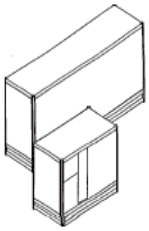
ACCESSORIES FOR RENTAL UNITS

LIGHTS (use only on rentals)

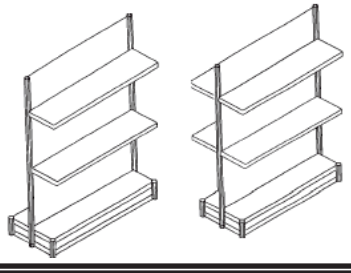
SHELVES (use only on rentals)



CABINETS

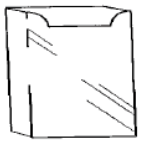


GONDOLAS



RADIUS CABINET (does not have doors)

LITERATURE POCKETS



LIGHT FIXTURES
(electrical service & labor to install lights not included)

Qty	Part #	Description	Discount Price	Standard Price	Total
___	172512	Arm Light	140.70	197.00	
___	172514	4' Tracklight (3 lights)	427.90	599.05	
___	17252	Halogen Light	N/A	N/A	

CABINETS & LOCKS

Cabinets
☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White PVC

Qty	Part #	Description	Discount Price	Standard Price	Total
___	17305	1M x ½M x 36" High.....	739.00	1,034.60	
___	17306	1M x ½M x 42" High.....	827.50	1,158.50	
___	17308	2M x ½M x 36" High.....	930.65	1,302.90	
___	17309	2M x ½M x 42" High.....	974.55	1,364.35	
___	173010	1M Radius x ½M x 36" High.	691.95	968.75	
___	173011	1M Radius x ½M x 42" High..	809.40	1,133.15	
		(Radius Cabinets do not have doors)			
___	17301	Cabinet Lock	29.95	41.95	
		Inside Shelves Available ..... Quoted on Request			

GONDOLAS

Gondolas
☐ Blue Fabric ☐ Gray Fabric ☐ Perfboard ☐ White PVC

Qty	Part #	Description	Discount Price	Standard Price	Total
___	174541	Single Sided 1M x 4' High...	501.90	702.65	
___	174542	Double Sided 1M x 4' High..	627.50	878.50	
___	174581	Single Sided 1M x 8' High...	695.00	973.00	
___	174582	Double Sided 1M x 8' High..	868.90	1,216.45	

SHELVES

Qty	Part #	Description	Discount Price	Standard Price	Total
___	17201	1M Straight (37" x12")	128.30	179.60	
___	17206	1M Angled (37" x 12")	128.30	179.60	

LITERATURE POCKETS

Qty	Part #	Description	Discount Price	Standard Price	Total
___	174015	For 8½ x 11 Literature	44.40	62.15	

TOTAL COST

_____ Sub-Total + _____ 9% Tax = _____ Total Cost

Don't see what you need?
Please call Exhibitor Sales at (773) 473-7080.

07/17 (463032)

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

FREEMAN exhibit accessories

FREEMAN

8201 West 47th St
Mc Cook, IL 60525
(773) 473-7080 Fax: (469) 621-5603

DISCOUNT PRICE
DEADLINE DATE
JANUARY 28, 2019

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COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

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

TABLETOP UNIT

Rental Units Include:
Draped Table (select color below)
Classic Carpet 9' X 10 '(select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-200 Watt Halogen Light (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:
1-Case
One Time Installation & Dismantle

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

RENTAL

Size	DiscountPrice	Standard Price	QTY	TOTAL
40"H x 6'W	1,366.70	1,913.40		
40"H x 8'W	1,594.35	2,232.10		

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6'W	1,709.85	2,393.80		
40"H x 8'W	1,936.05	2,710.45		

*Shipping Not Included

Fabric Panel Colors for All Units: ☐ Black ☐ Gray ☐ Blue

Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Table Drape:
☐ Black ☐ Blue ☐ Brown ☐ Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

FLOOR UNIT

Rental Units Include:
Classic Carpet 9' X 10' (select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-Podium - 8'H X 10'W unit only
2-200 Watt Halogen Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:
2-Cases
One Time Installation & Dismantle
1-Podium - 8'H X 10'W unit only

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

RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	2,280.75	3,193.05		
8'H x 10'W	2,727.20	3,818.10		

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	3,876.60	5,427.25		
8'H x 10'W	4,550.90	6,371.25		

*Shipping Not Included

Fabric Panel Colors for All Units: ☐ Black ☐ Gray ☐ Blue

Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

• All Classic carpet contain recycled content and are recyclable.

CUSTOM GRAPHIC / PHOTO PANELS

☐ Our custom graphic panels can dramatically enhance your exhibit's appearance.
Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

OPTIONAL ACCESSORIES

		RENTAL				PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit		259.65	363.50			369.05	516.65	
1715801	1-200 Watt Halogen Light Kit		136.65	191.30			268.80	376.30	
1715802	Straight Shelf		104.70	146.60			186.70	261.40	
1715803	Angled Shelf		104.70	146.60			186.70	261.40	

QUICK TIPS

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

PURCHASE UNITS TOTAL COST				
Sub-Total	+	10.25% Tax	=	Total Cost

RENTAL UNITS TOTAL COST				
Sub-Total	+	9% Tax	=	Total Cost

totalflex FREEMAN

FREEMAN
8201 West 47th Street
McCook, IL 60525
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

DISCOUNT PRICE DEADLINE DATE
JANUARY 21, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CHICAGO DENTAL SOCIETY 2019 MIDWINTER MEETING / FEBRUARY 21 - 23, 2019**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

STANDARD PURCHASE -- Standard Framing, Sizes, and Fabric

- Single-sided graphics and frame hardware.
- Complete the "Hanging Sign" order form. (Labor and hardware to hang sign are NOT included.)
- Orders received after the deadline date are subject to availabilty and will be charged standard prices.

An Exhibitor Sales Solutionist will contact you for details.

☐ Square Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
_____	10'	3'	40'	$3,307.65	$4,961.50	_____
_____	10'	4'	40'	$4,332.60	$6,498.90	_____
_____	15'	3'	60'	$4,897.20	$7,345.80	_____
_____	15'	4'	60'	$6,442.20	$9,633.30	_____
_____	20'	4'	80'	$8,985.00	$13,477.50	_____

☐ Rectangle Signs

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

○ Circle Signs

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

△ Triangle Signs

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

∿ Serpentine Signs

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

Total: _____ **x 10.25 %(Tax)** _____ **=** _____

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

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

FREEMAN fabric graphics

F R E E M A N
8201 West 47th Street
McCook, IL 60525
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
JANUARY 28, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CHICAGO DENTAL SOCIETY 2019 MIDWINTER MEETING / FEBRUARY 21 - 23, 2019**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

SHOWCASES

FULL VISION CASE

HALF VISION CASE

TOWER CASE

QUARTER VISION CASE

CORNER VISION CASE

WALLCASE

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total

FULL VISION CASE
1-8” & 1-10” Glass Shelf with Adjustable Brackets
26” High Front Glass Display Section
Case is 20” Deep
Available in 4’, 5’ and 6’ lengths

_____	101043	4’	$753.30	$828.65	$1,054.60	$ _____
_____	101051	5’	$753.30	$828.65	$1,054.60	$ _____
_____	101061	6’	$753.30	$828.65	$1,054.60	$ _____

HALF VISION CASE
1-10” Glass Shelf with Adjustable Brackets
18” High Front Glass Display Section
Case is 20” Deep
Available in 4’, 5’ and 6’ lengths

_____	101042	4’	$753.30	$828.65	$1,054.60	$ _____
_____	101050	5’	$753.30	$828.65	$1,054.60	$ _____
_____	101060	6’	$753.30	$828.65	$1,054.60	$ _____

TOWER CASE
Dimensions are 20”L x 20”D x 80”H
3 Glass Shelves
Lights
Locks
Available in 20 x 20 Square Only

_____	1010200	20 x 20	$987.75	$1,086.55	$1,382.85	$ _____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total

QUARTER VISION CASE
12” High Front Glass Display Section
Case is 20” Deep
Available in 4’, 5’ and 6’ lengths

_____	101044	4’	$753.30	$828.65	$1,054.60	$ _____
_____	101052	5’	$753.30	$828.65	$1,054.60	$ _____
_____	101062	6’	$753.30	$828.65	$1,054.60	$ _____

CORNER VISION CASE
Includes Rear Access and Glass Shelves
Case is 20” Deep
Available in Full, Half, and Quarter Sizes
*Cases on the sides in picture above are not included

_____	101091	Full	$920.75	$1,012.85	$1,289.05	$ _____
_____	101090	Half	$920.75	$1,012.85	$1,289.05	$ _____
_____	101092	Quarter	$920.75	$1,012.85	$1,289.05	$ _____

WALLCASE
Dimensions are 48”L x 20”D x 72” H
(4) 12” Glass Shelves
Adjustable Brackets
Lights
Locks
60” High Sliding Glass Doors
Available in See-Thru (pictured above) and Solid

_____	1010203	Solid	$954.25	$1,049.70	$1,335.95	$ _____
_____	1010204	See-Thru	$954.25	$1,049.70	$1,335.95	$ _____

- All showcases are 20”D x 38”H, have lights, locks, sliding mirror doors, gray exterior, and off-white interior aluminum frames.
- All keys must be left with the showcase or a charge of $10.00 will be assessed.
- Electrical services are **NOT** included. Please order the electrical service from the electrical contractor.

TOTAL COST

*Sub-Total*_____ *+ Tax (9%)*_____ *= TOTAL* _____

FOL_Incentive_MSTD FY19 (463032)

FREEMAN showcases

Take advantage of the Online price by ordering online at www.freeman.com

FREEMAN

SHOWCASE PLACEMENT

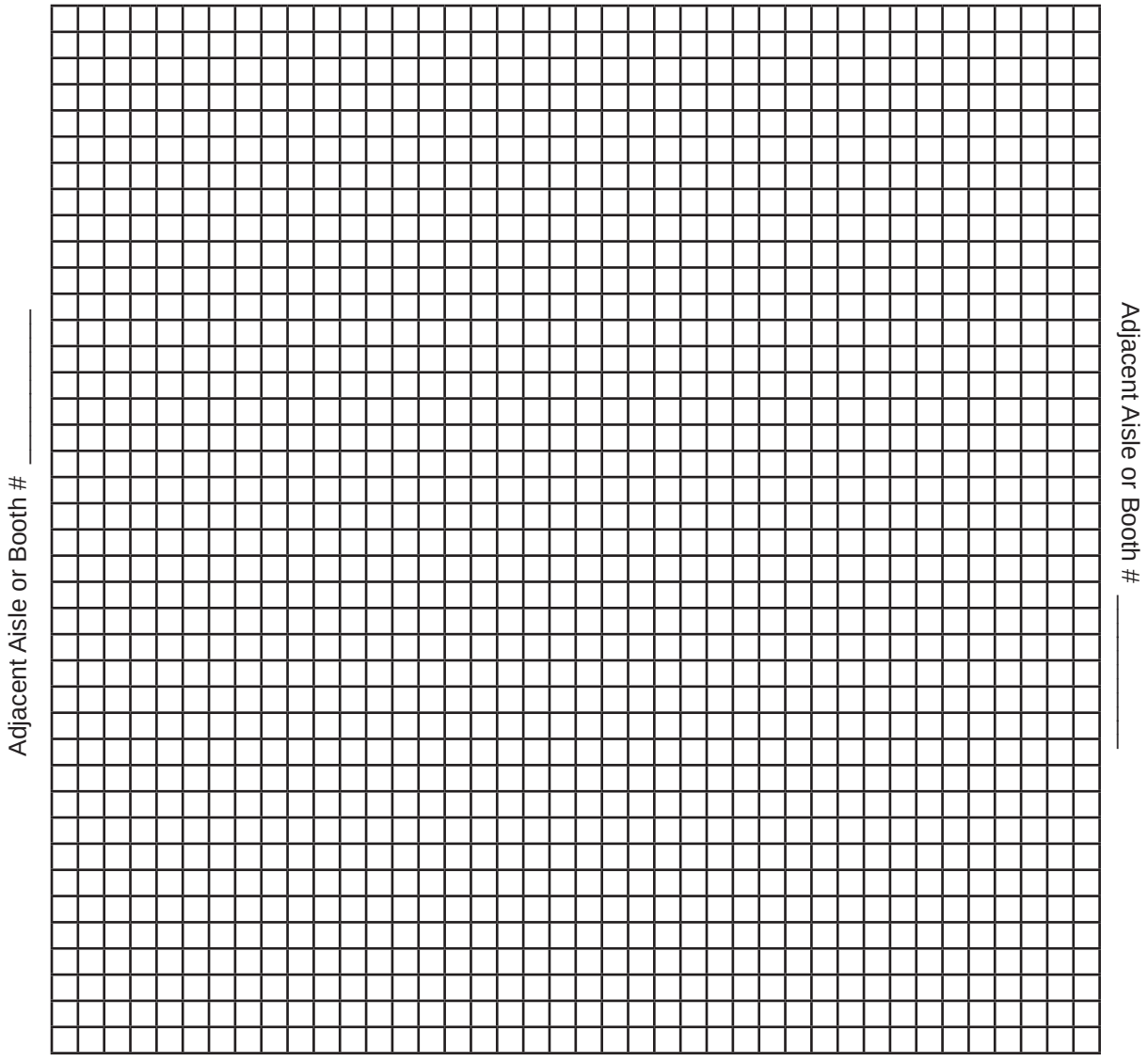
The grid below may be printed to layout the placement of your showcase. Please complete as clearly as possible, indicating the following:

1. **Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

Show Name: _____ Dates: _____

Company Name: _____ Booth #:_____

Adjacent Aisle or Booth # _____



Adjacent Aisle or Booth # _____

A measurement scale can be applied as necessary to reflect the size of your booth. (Minimum: 1 square = 1 foot)

SCALE: 1 SQUARE = _____FOOT/FEET or _____INCHES

FREEMAN
8201 West 47th St
Mc Cook, IL 60525
(773) 473-7080 Fax: (469) 621-5603

DISCOUNT PRICE
DEADLINE DATE
JANUARY 28, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CHICAGO DENTAL 2019 MIDWINTER MEETING / FEBRUARY 21-23, 2019**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

GRAPHICS

To order your graphics, complete this order form and attach your sign copy or electronic file.
Please see 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. _____ **x** **$ 21.80 per sq. ft. discount price** **or** **= $** _____
$ 32.70 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:

- ☐ Freeman Foam (Foamcore)
- ☐ Freeman PVC (PVC)
- ☐ Freeman HD Foam (Gatorfoam)
- ☐ Freeman Polyfoam (Ultra Board)
- ☐ Masonite
- ☐ Plexi
- ☐ Freeman Honeycomb (Eco-Board)
- ☐ Other

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

Vertical ☐ Horizontal ☐ Use Your Judgment For Sign Layout ☐

Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

	QTY.		Discount Price	Standard Price	TOTAL
7" x 11"	_____	@	40.30	60.45 =	_____
7" x 22"	_____	@	40.30	60.45 =	_____
7" x 44"	_____	@	56.60	84.90 =	_____
9" x 44"	_____	@	73.10	109.65 =	_____
11" x 14"	_____	@	40.30	60.45 =	_____
14" x 22"	_____	@	56.60	84.90 =	_____
14" x 44"	_____	@	113.25	169.90 =	_____
22" x 28"	_____	@	113.25	169.90 =	_____
28" x 44"	_____	@	228.65	343.00 =	_____
20" x 60" (white only)	_____	@	228.65	343.00 =	_____

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 **+** _____ 10.25 % Tax **=** _____ Total Cost

FREEMAN graphics

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

RASTER ART (photos, logos containing any continuous tone images):

- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

VECTOR ART:

- Logos should be vector and have outlined fonts(if provided as bitmap, please use high-res images)

FONTS and LINKS

- Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines
- Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving.

COLOR

- If PMS color matching is required, please use original Pantone + Solid Coated swatches in your artwork. Modifying Pantone names will result in printing default color (CMYK)
- CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified Color Proofs (Gracol, Swop, Fogra), please provide ICC file information used to print your samples. Best option would be to include ICC chart on your prints.

ARTWORK IN THE STRUCTURE

- Please note that any panels going in the metal frame will hide 1/4" of your art all the way around. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop

Always provide the following:

- Native files with fonts and links (zipped)
- High-res PDF-X/4 exports of the files

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

- AI CLOUD (CC) file with Packaged supporting links and fonts. You may keep images linked but Packaging feature must be used.
- AI (CS6, CS5, CS4...) file with embedded links and outlined fonts
- EPS file with embedded links and outlined fonts
- INDD file with Packaged supporting links and fonts

PRINT FILES:

- High-res PDF-X/4 (preferred)
- AI with PDF content (choose this option when saving file)
- EPS files with embedded links and outlined fonts

RASTER OR BITMAP ART:

- Photoshop EPS (preferred, use 8-bit preview, Max, Quality JPG compression)
- PSD (make sure font layers are rasterized)
- TIFF, JPG (quality 8 and higher)

Mac users: Use Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts)

WAYS TO SEND ARTWORK

•Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (773) 473-7080 for assistance.

EXHIBITOR BOOTH SET-UP / DISMANTLE INFORMATION

There are two options available to exhibitors to have their displays set-up and taken down at McCormick Place. Exhibitors can either set-up / dismantle their display with their own employees, or the exhibitor can hire union labor. The guidelines for both options are detailed below. If you have any questions, please contact Freeman.

(1) Consistent with safety and the skills and training necessary to perform the task, as determined by the Authority, an exhibitor and exhibitor employees ("Exhibitor employee" means any person who has been employed by the exhibitor as a full-time employee for a minimum of 6 months before the show's opening date) are permitted in a booth of any size with the use of the exhibitor's ladders and hand tools to:

- **(i) Set-up and dismantle exhibits displayed on Authority premises;**
- **(ii) Assemble and disassemble materials, machinery, or equipment on Authority premises; and**
- **(iii) Install all signs, graphics, props, balloons, other decorative items, and the exhibitor's own drapery, including the skirting of exhibitor tables, on the Authority's premises.**

(2) An exhibitor and exhibitor employees are permitted in a booth of any size to deliver, set-up, plug in, interconnect, and operate an exhibitor's electrical equipment, computers, audio-visual devices, and other equipment.

(3) An exhibitor and exhibitor employees are permitted in a booth of any size to skid, position, and re-skid all exhibitor material, machinery, and equipment on Authority premises.

Please note: (4) An exhibitor and exhibitor employees are prohibited at any time from using scooters, forklifts, pallet jacks, condors, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.

UNION JURISDICTIONS AT McCORMICK PLACE

Should you choose to utilize a contractor for your labor, the following guidelines apply at McCormick Place. (see McCormick Place forms for jurisdictions pertaining to services provided by McCormick Place):

McCormick Place is a union building, and jurisdictions are clearly established.
Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

Above all, there should be no need for disputes. If there is a disagreement, contact your Floor Manager. They will contact the appropriate contractor, who will take up the matter with the appropriate union official.There are established procedures for settling disagreements and using them will prevent problems.

RIGGERS

Responsible for uncrating, unskidding, positioning and reskidding of all machinery.

TEAMSTERS

Responsible for the handling of all material (except machinery) in and out of the exhibit hall.

DISPLAY LABOR (Unified Labor Force Combining Carpenters and Decorators)

Responsible for uncrating of exhibits and display materials; installing and dismantling exhibits, including cabinets, fixtures, shelving units, furniture; laying of floor tile and carpets; hanging and installation of non-electric signs; recrating of exhibits and machinery; installing and dismantling scaffolding, bleachers and ganging of chairs; installing of all drape, cloth and/or tacked fabric panels; and velcro signs.

HANGING SIGNS

Depending on the type of hanging sign, it will be assembled & installed by decorators or electricians.See Freeman hanging sign form and/or McCormick Place forms for jurisdictions.

CLEANING/PORTER SERVICE

Freeman is the exclusive cleaning contractor. No other cleaning services, including exhibitor appointed contractors are allowed to perform these services.

ELECTRICIANS

Labor must be ordered for the following: Distribution of electrical services overhead and under flooring, connection of all service to the building, connection of all services 208v and higher, assembly of truss, lighting, etc. that is suspended from the building structure.

SPECIAL NOTES: All labor is entitled to certain break times and lunch breaks. Below is an approximate schedule:

Morning Breaks (approximately):	**9:30 a.m.**	**to**	**9:45 a.m.**
Lunch Schedules (approximately):	**12:00 Noon**	**to**	**12:30 p.m.**
Afternoon Breaks (approximately):	**2:30 p.m.**	**to**	**2:45 p.m.**

LEGISLATIVE CHANGES AT McCORMICK PLACE, CHICAGO, IL

STRAIGHT TIME WINDOW - EFFECTIVE 11/30/11

The Illinois General Assembly, the contractors, MPEA and the unions have all agreed to enact changes to expand the straight time window available to exhibitors. These windows are as follows:

Teamsters			
Sunday	Monday - Friday	Saturday	Holidays
Double Time for all time worked	Straight Time 6:00 am - 10:00 pm for any consecutive 8 hour period	Over Time for all time worked	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight		New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day
	Double Time from midnight to 6:00 am		

Riggers			
Sunday	Monday - Friday	Saturday	Holidays
Double Time for all time worked	Straight Time 6:00 am - 10:00 pm for any consecutive 8 hour period	Over Time First 8 hours worked	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight	Double Time after 8 consecutive hours worked	New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day
	Double Time from midnight to 6:00 am		

Decorators			
Sunday	Monday - Friday	Saturday	Holidays
Double Time	Straight Time 6:00 am - 10:00 pm for any consecutive 8 hour period	Over Time First 8 consecutive hours	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight	Double Time after 8 consecutive hours worked	New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, Good Friday, Martin Luther King Day
	Double Time from midnight to 6:00 am		

Carpenters			
Sunday	Monday - Friday	Saturday	Holidays
Double Time	Straight Time 8:00 am - 4:30 pm	Over Time 6:00 am - 6:30 pm	Double Time for all time worked
	Over Time after 4:30 pm and 8 consecutive hours worked until 8:30 pm • See below		New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day
	Double Time after 8:30 pm		

• If less than 8 hours worked 4:30 pm to 6:30 pm Over Time. After 6:30 pm Double Time.
• **Example:** Carpenter worked 12:30 pm through 4:30 pm Carpenter shall be paid Over Time until 6:30 pm and Double Time after 6:30 pm.

Carpenters (Break of Show)	
Monday - Friday	Saturday
Straight Time for all hours worked until 8:30 p.m.	6:00 a.m. - 6:30 p.m. Over Time for all hours worked
Over Time until Midnight (This does not alter Over Time after 8 hours worked)	

Electricians			
Sunday	Monday - Friday	Saturday	Holidays
Double Time until Monday 6:00 am start time	Straight Time 6:00 am - 10:00 pm for any consecutive 8 hour time period	6:00 am start shall be Over Time for the 8 consecutive hours	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight	Double Time after 8 consecutive hours or 4:30 pm whichever comes first	New Years Day Memorial Day Independence Day Labor Day, Thanksgiving Day, Christmas Day
	Double Time after midnight until 6:00 am		

Please return form to:

CHICAGO DENTAL SOCIETY
401 NO MICHIGAN AVE., SUITE 200
CHICAGO, IL 60611-4272
Attn: LISA GIRARDI
Phone: 312-836-7327 Fax: 312-836-7339\
Email: LGIRARDI@CDS.ORG

DEADLINE DATE

JANUARY 21, 2019

NOTIFICATION OF INTENT to use eac

NAME OF SHOW: **CHICAGO DENTAL SOCIETY 2019 MIDWINTER MEETING / FEBRUARY 21 - 23, 2019**

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.

FREEMAN
8201 West 47th Street
McCook, Illinois 60525
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

DISCOUNT PRICE DEADLINE DATE JANUARY 28, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CHICAGO DENTAL SOCIETY 2019 MIDWINTER MEETING / FEBRUARY 21 - 23, 2019**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

DISPLAY LABOR (Half Hour Minimum per Worker)

Description	Advance Price Per Hour	Standard Price Per Hour
Straight Time - 8:00 AM to 4:30 PM Monday through Friday	$ 165.00	$ 231.00
Overtime - 4:30 PM to 8:30 PM Monday through Friday; 6:00 AM - 6:30 PM Saturday	$ 247.50	$ 346.50

If a Display Laborer has not worked eight (8) straight time hours on that day between 8:00 AM and 4:30 PM, Monday through Friday (Holidays excluded), Double Time rates will apply for that day during the hours of 6:30 p.m. to 8:30 p.m., Monday through Friday.

Double Time - 8:30 PM - 8:00 AM Monday through Friday (unless noted above); Before 6:00 a.m. and after 6:30 p.m. Saturday; ALL DAY Sunday and Holidays. ..... $ 330.00 $ 462.00

NOTE: On the break of a show occurring on Monday through Friday, work performed from: 12:00 Noon to 8:30 PM shall be charged at Straight Time; from 8:30 PM to Midnight shall be charged at Overtime (time and a half). (For shows that close prior to 12:00 Noon, Overtime charges will apply after 8 hours).

- **Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.**
- **Show Site prices will apply to all labor orders placed at show site.**
- Price is per person/per hour
- Start time guaranteed only when labor is requested for the start of the working day (8:00 AM), unless the official set up time begins later in the day.
- Half hour minimum per man--labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pick up laborers. Upon completion of work, supervisor must return to Service Desk to release laborers.
- Labor must be cancelled 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 supervising 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 and inbound shipping information with this order.

INSTALLATION LABOR

☐ ***SUPERVISION BY FREEMAN I&D*** **Please complete the information on the reverse side**

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

Emergency Contact: _____ Phone Number: _____

☐ ***SUPERVISION BY EXHIBITOR PERSONNEL***

Supervisor will be: _____ Phone Number: _____

Date	Time	No. of People		Approx.Hours		Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x	_____	=	_____	@ $_____	= $_____
_____	_____	_____	x	_____	=	_____	@ $_____	= $_____

Freeman Supervision (30%/$45.00) = $_____

Total Installation = $_____

REMINDER: Display Labor does not include the installation of any Electrical Materials or Equipment. (See Electrical Labor Order Form)

DISMANTLE LABOR

☐ ***SUPERVISION BY FREEMAN I&D*** **Please complete the information on the reverse side**

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

Emergency Contact: _____ Phone Number: _____

☐ ***SUPERVISION BY EXHIBITOR PERSONNEL***

Supervisor will be: _____ Phone Number: _____

Date	Time	No. of People		Approx.Hours		Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x	_____	=	_____	@ $_____	= $_____
_____	_____	_____	x	_____	=	_____	@ $_____	= $_____

Freeman Supervision (30%/$45.00) = $_____

Total Dismantle = $_____

FREEMAN installation & dismantle labor

FREEMAN

NAME OF SHOW: **CHICAGO DENTAL SOCIETY 2019 MIDWINTER MEETING / FEBRUARY 21 - 23, 2019**

COMPANY NAME: BOOTH #: BOOTH SIZE: X

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 AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING INFORMATION AND SET-UP INFORMATION:

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

Total No. of: Crates _____ Cartons _____ Fiber Cases _____

Other (Specify) _____

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 CARRIER: (Please indicate the carrier's name)**

☐ 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**

☐ **Delivery back to warehouse at Exhibitor's Expense.**

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

FREEMAN installation & dismantle labor

F R E E M A N
8201 West 47th Street
McCook, Illinois 60525
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

HANGING SIGNS
Hanging of Signs in McCormick Place
Procedures and Rules

CHICAGO DENTAL SOCIETY 2019 MIDWINTER MEETING / FEBRUARY 21 - 23, 2019

Hanging of signs, both electrical and non-electrical, is permitted in McCormick Place facilities with permission, under the following conditions and limitations. These conditions have been reviewed and provide absolute limits which cannot be exceeded under any conditions.

1. The top of the sign may not exceed the height limitation specific to your booth type and building. Please refer to the General Information Bulletin to determine your height limitation.

2. All hanging signs must be sent to the Freeman warehouse, 2500 West 35th Street, Chicago, IL 60632, and be received by FRIDAY, FEBRUARY 8, 2019.

3. The weight of signs or materials is not to exceed 250 lbs. per hanging point. Any sign weighing in excess of 500 lbs. will require a "structural integrity" form.

4. All signs, regardless of size, should be constructed of lightweight metals and plastics to allow greater flexibility and ease of installation.

5. The placement of all "hanging signs" shall be determined by Freeman prior to installation to insure minimum stress to the supporting framework.

6. No signs are to be hung from any electrical fixtures, raceways, any water, gas, air, fire protection piping, supports or hangers.

7. All electrical and neon signs must conform to electrical codes of the City of Chicago.

8. Freeman is responsible for all hanging signs. Freeman will pre-assemble all signs. No display house will be allowed to assemble or disassemble any hanging sign.

9. Set-up instructions must be included with the Order Form and with sign crates.

10. Because of the structure of the ceiling, and the location of exhibits, in relation to support beams, your sign may have to be moved from your original specifications.

11. Exhibitor personnel or your display house may supervise on your behalf. Exhibitors who do NOT provide supervision (either company personnel or display house) agree to accept the charges for time, materials and equipment as determined by Freeman and/or the Electrical Contractor.

12. YOU ARE REQUIRED TO MAKE ALL ARRANGEMENTS PRIOR TO MOVE-OUT FOR THE OUTBOUND DISMANTLING, PACKING AND SHIPPING OF YOUR HANGING SIGN. FREEMAN CANNOT BE HELD LIABLE FOR DAMAGES OR MISPLACEMENT OF SIGN(S) SHOULD OUTBOUND DISMANTLING ARRANGMENTS NOT BE MADE. ALL PERTINENT INFORMATION AND ARRANGEMENTS MUST BE GIVEN TO THE FREEMAN SERVICE CENTER IN EACH FACILITY.

FREEMAN
8201 West 47th Street
McCook, Illinois 60525
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

DISCOUNT PRICE DEADLINE DATE JANUARY 28, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CHICAGO DENTAL SOCIETY 2019 MIDWINTER MEETING / FEBRUARY 21 - 23, 2019**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.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.
- 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 by the warehouse shipping deadline. 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 and Local 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.
- To Insure Freeman Installs, Hangs & Dismantle's your sign to your specification please fill out the next 2 pages and submit to Freeman.
- In order to accommodate your PREFERRED Installation & Dismantle requests please send us back the information on the next 2 pages as soon as possible.
- Scheduling is done on a first come, first served basis.
- If you have any questions or require further assistance, you may reach us at the email address below: ChicagoHangingSigns@Freeman.com

LABOR RATES TO HANG SIGNS

Straight Time
8:00 A.M. to 4:30 P.M., Monday through Friday

Overtime
4:30 P.M. to Midnight, Monday through Friday
8:00 A.M. to 4:30 P.M. Saturday

Double Time
Midnight to 6:00 A.M. Monday through Friday
4:30 P.M. to Midnight Saturday
ALL DAY SUNDAY AND HOLIDAYS
Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation

Crew Size
MINIMUM of two (2) people under normal circumstances. However, at Freemans discretion, based on the scope of work and safety, 3 or more men may be required.

Materials
Cable, clamps, etc. are additional and charged accordingly

Equipment With Crew

- **Standard prices will apply to all orders placed after the deadline date.**
- Rates are per lift and crew per hour
- Half hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

	Straight Time	Overtime	Double Time
Condor Condor with 2 Man Crew (up to 500 lbs lift capacity)			
Advance Price	$666.00	$ 833.00	$1000.00
Standard Price	$932.40	$1166.20	$1400.00
Additional Crew Assembly Labor (Per person / Per hour)			
Advance Price	$165.00	$247.50	$330.00
Standard Price	$231.00	$346.50	$462.00
Electrical Assembly Assembly Labor (Per person/Per hour)			
Advance Price	$111.00	$161.00	$212.00
Standard Price	$155.50	$225.50	$297.00

FREEMAN HARD HAT POLICY

OSHA (Occupational Safety Health Administration) has clearly stated that head protection must be worn where hazard of objects falling from above exists. Where there is a risk of injury from overhead work, head protection must be worn. This is applicable to employees, contractors (including EAC's) exhibitors and visitors when working at or visiting locations while engaged in overhead operations where the hazard of falling objects exists. Appropriate signage will be displayed on the show floor indicating hard hat areas and if circumstances warrant, the area may be cordoned off with safety measures easily recognizable.

FREEMAN hanging sign labor

NAME OF SHOW: **CHICAGO DENTAL SOCIETY 2019 MIDWINTER MEETING / FEBRUARY 21 - 23, 2019**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

HANGING SIGN LABOR AND EQUIPMENT

SUPERVISION

Supervision for assembly/dismantle 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/dismantle below.

☐ ***SUPERVISION BY FREEMAN*** **Please complete the information on the following page**
- Installation of your Hanging Sign will be completed at our discretion prior to show opening.

☐ ***SUPERVISION BY EXHIBITOR PERSONNEL or DISPLAY HOUSE***

Supervisor will be: _____ Phone Number: _____

Date: _____ Time: _____

Installation Condor/Crew Estimate

Preferred Installation Date(s): _____

Approx Hours Hourly Rate Total Estimated Cost

_____ @ _____ = _____

Dismantle Condor/Crew Estimate

Preferred Dismantle Date(s): _____

Approx Hours Hourly Rate Total Estimated Cost

_____ @ _____ = _____

Installation Assembly Estimate

Preferred Installation Date(s): _____

Approx Hours Hourly Rate Total Estimated Cost

_____ @ _____ = _____

Dismantle Assembly Estimate

Preferred Dismantle Date(s): _____

Approx Hours Hourly Rate Total Estimated Cost

_____ @ _____ = _____

SIGN DESCRIPTION, SIZE & WEIGHT

For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined. **Please complete the diagram on the following page.**

Type: Cloth Banner _____ Metal or Wood _____ Other _____

Shape: _____ Weight of Sign: _____

Size: Height _____ Length _____ Width _____

Does Your Sign Require Electricity _____ Assembly Crew Size: _____

Is Your Sign Designed to Rotate? _____

Are You Shipping to the Adv. Warehouse? _____

Does your sign require a Chain Fall? **(A Chain Fall is a manual Hoist)** _____

Number of feet from floor to top of sign: _____

Location of sign within booth: _____

Tie off structure/wall? _____

FREEMAN hanging sign labor

FREEMAN

HANGING SIGN PLACEMENT DIAGRAM

The grid below may be printed to layout the placement of your Hanging Sign. Please complete as clearly as possible, indicating the following:

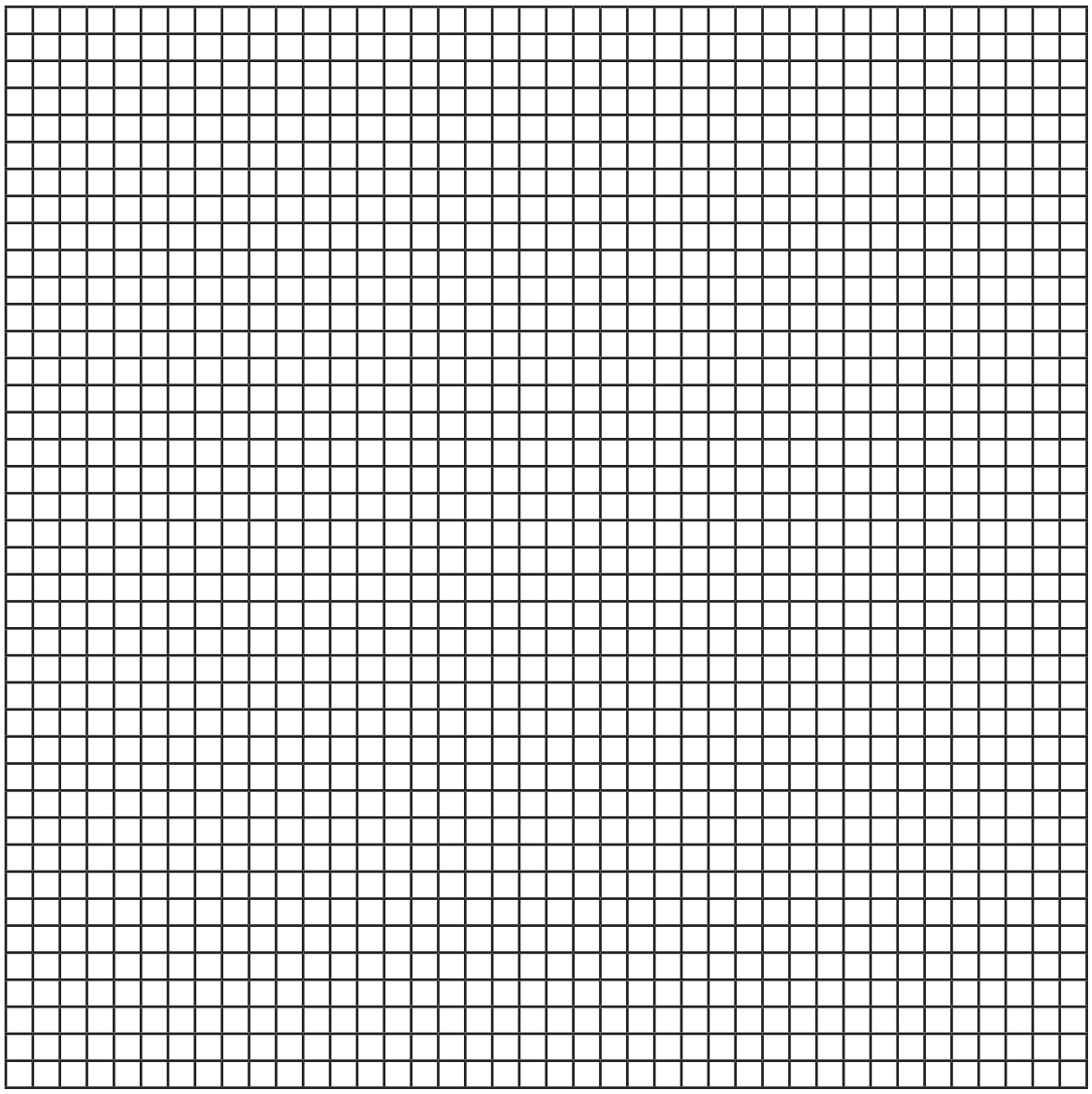
1. Booth orientation: Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.
2. Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
3. The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.
4. Number of feet from the floor to top of sign: _____

Show Name: _____ Dates:_____

Company Name: _____ Booth #: _____

_____ Feet in from the back Aisle # _____

Feet in from the left Aisle # _____



Feet in from the right Aisle # _____

_____ Feet in from the front Aisle # _____

A measurement scale can be applied as necessary to reflect the size of your booth.

10 x 10 use 1 square = 1/4 foot 20 x 20 use 1 square = 1/2 foot 40 x 40 use 1 square = 1 foot

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DEADLINE DATE
JANUARY 28, 2019

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 C**HICAGO DENTAL SOCIETY 2019 MIDWINTER MEETING** 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, McCORMICK PLACE, 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 250 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

IMPORTANT ELECTRICAL EXHIBITING INFORMATION

Exhibitors requiring electrical services should thoroughly read and understand the rules and regulations posted in the Exhibitor Service Kit.

All questions or concerns can be directed to Freeman's electrical department for clarification at +1(773) 379-5040 or faxed to +1(773) 379-5042.

All exhibitor provided equipment for connection to Freeman electrical or for distribution of power within the exhibit may require an inspection to ensure compliance with all Federal, State and Local Codes as listed on the Electrical Order Form.

Exhibitor provided equipment for electrical distribution or equipment connection shall require Freeman to make the final connection from Freeman's power distribution equipment to the exhibit. This is required only to ensure proper voltage and connection prior to energizing any exhibits.

As an exhibitor, should you choose to provide equipment with electrical connectors to plug directly into Freeman electrical equipment, the following list provided will ensure the proper connection:

500 Watts to 2000 Watts - Standard U-Ground 15 or 20 Amp Cord Cap / 515 or 520

20 Amp 120/208 5 Wire - Hubbel Male - HBL 2511 / L2120P

30 Amp 120/208 5 Wire – Hubbel Male – HBL 2811/L2130P

30 Amp Y277 / 480 5 Wire - Hubbel Male - HBL 2821 / L2230P

60 Amp 208v & 480v Daniel Woodhead 5 Wire - Male Y560P

100 Amp 208v & 480v Mini-Cam - Male Leviton 15SDM - Female 15SDF
(Hots – Male Neutral & Ground – Female)

200 / 400 Amp 208v & 480v Large-Cam - Male Hubbel HBL 400PT EKE - Female Hubbel HBL 400CT (Hots – Male Neutral &Ground – Female)

All of the above listed items may be found at your local electrical wholesale houses. Should you require additional information, please contact Freeman's electrical department.

Hopefully, you find this information useful in planning your event. If we can provide further assistance, please don't hesitate to contact Freeman's electrical department.

We appreciate your business.

FREEMAN

ELECTRICAL SERVICES

The grid below may be printed to lay out your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

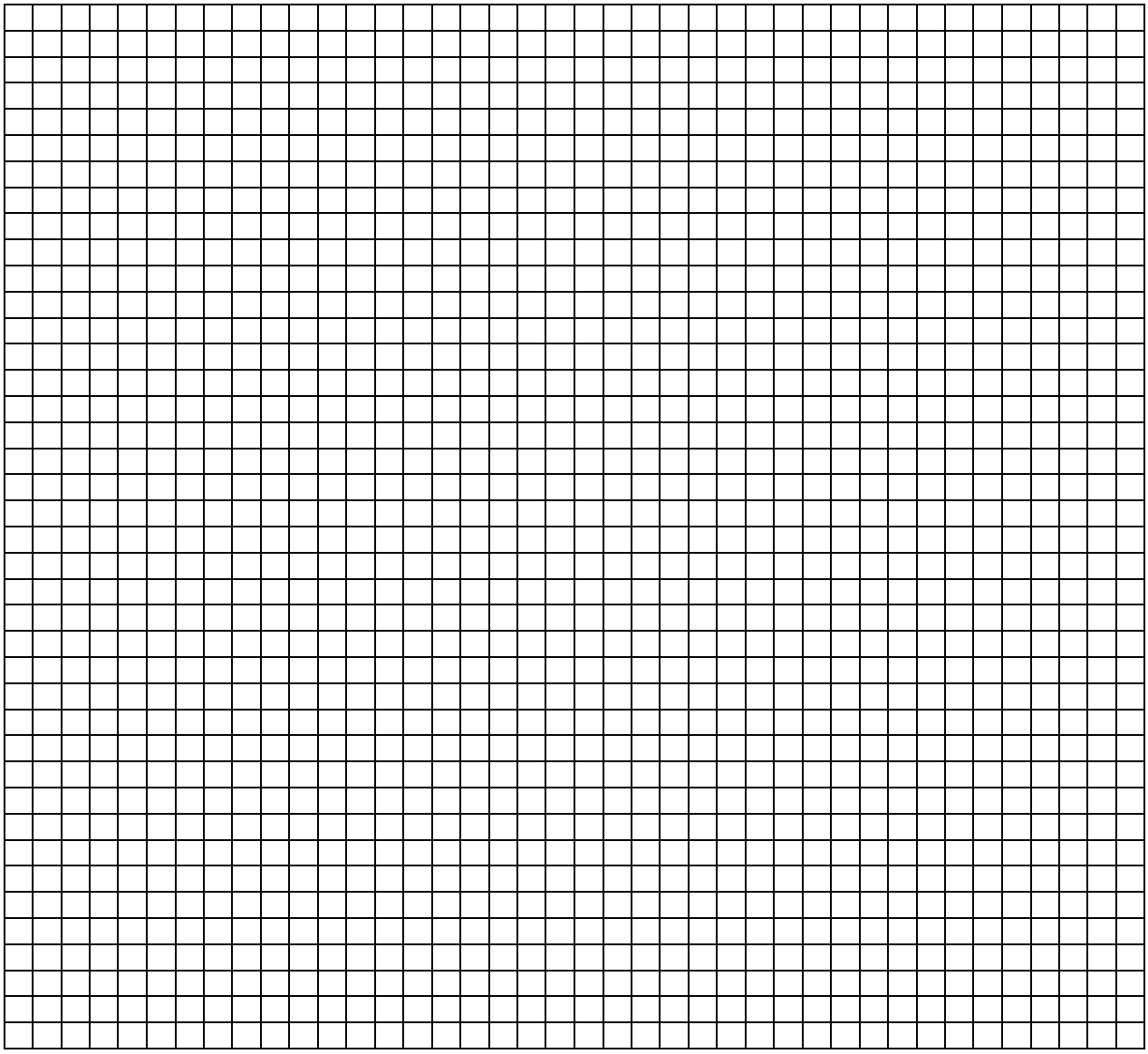
1. **Location of the main power drop**. Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
2. **Location and load of all outlets**. Please provide specific dimensions and wattages/amperages. *Please **do not** simply place an X where power is required.*
3. **Booth orientation**. Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

SHOW NAME _____ DATES _____

COMPANY NAME _____ BOOTH # _____

Adjacent Aisle or Booth# _____

Adjacent Aisle or Booth # _____



Adjacent Aisle or Booth # _____

Adjacent Aisle or Booth # _____

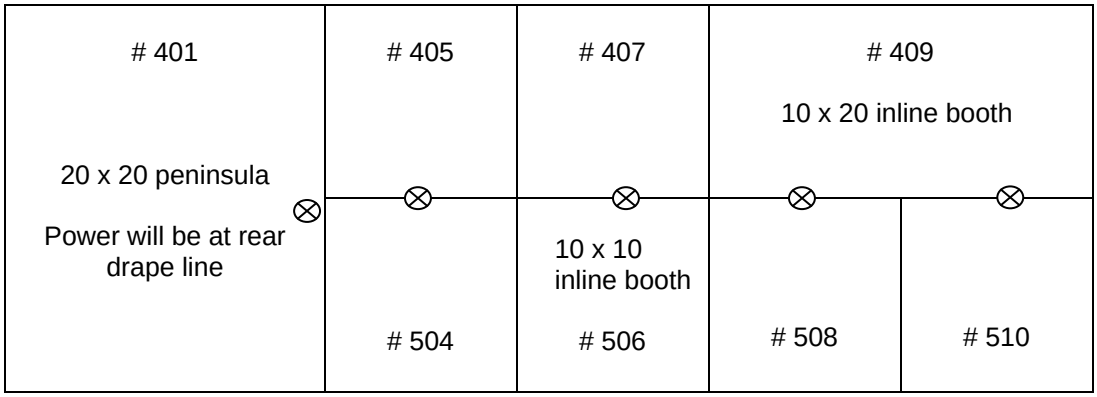
A measurement scale can be applied as necessary to reflect the size of your booth.

10 x 10 use 1 square = 1/4 foot **20 x 20 use 1 square = ½ foot** **40 x 40 use 1 square = 1 foot**

SAMPLE LAYOUTS

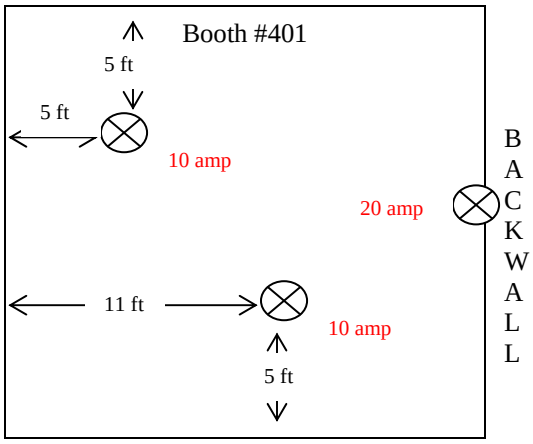
INLINE BOOTHS

Power is run or dropped to inline booths along the back walls or drape line of multi booth sections. The “main power locations” therefore are always located at the back of inline and peninsula booths. Outlets may not be in the exact center of the back wall. 120 volt outlets are shared by back to back booths. Example: Outlet = ⊗

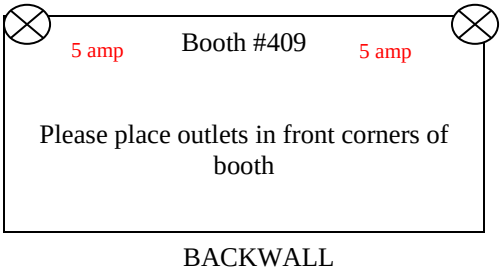


Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations **must be included**. Examples based on above floor plan:

20 x 20 Peninsula – Booth # 401
Order = 2-10 amp, 1-20 amp outlets



10 x 20 Inline – Booth # 409
Order = 2 x 5 amp outlets

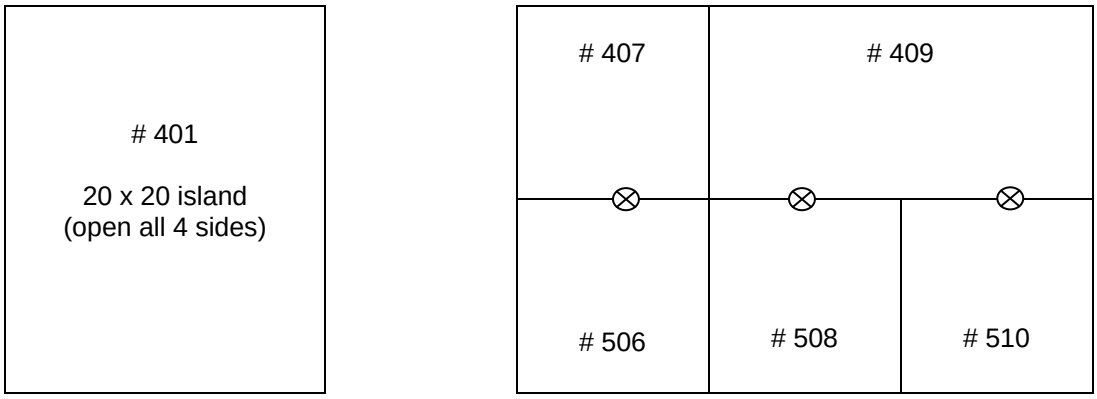


ISLAND BOOTHS

Electrical layouts are always required for island booths and **must include** the following information:

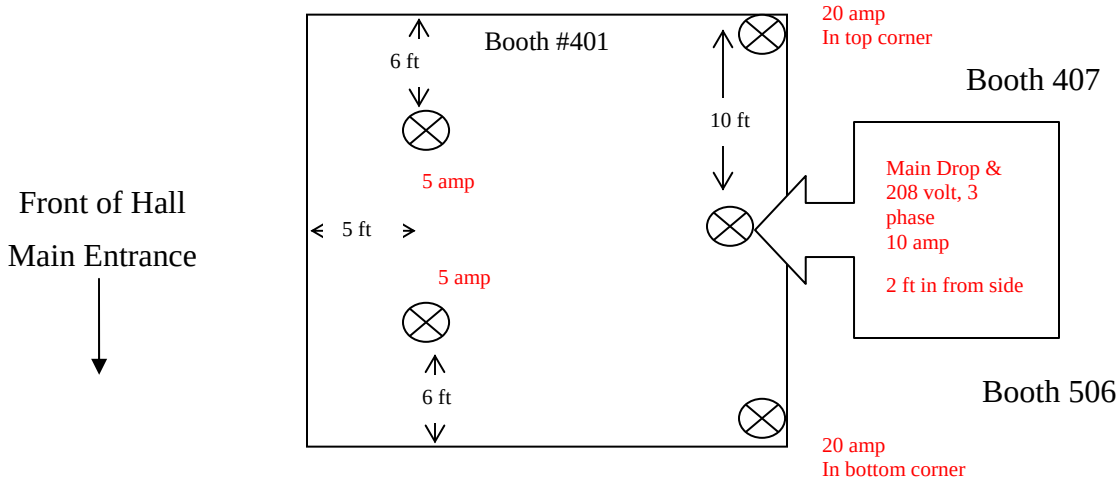
1. **Main Drop.**
   Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.
2. **Location and load of all outlets.**
   Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.
3. **Booth orientation.**
   Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

Section of show floor plan



20 x 20 Island – Booth # 401

Order = 1 x 208 volt, 3 phase, 10 amp + 120 volt, 2 x 20 amp + 2 x 5 amp outlets



ELECTRICAL USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. We recommend that you refer to a specification sheet or the electrical stamp or label usually located on the back or bottom of any electrical apparatus and order one outlet for each piece of equipment to avoid tripping/power outages during the event.

100 WATTS = 1 AMP

	WATTAGE
Blender	1000
Can Opener	500
Credit Card Reader / Lead Retrieval	100
Cash Register	100 - 200
Coffee Pot	
Household size	1200
Large Brewer	1500 - 2000
Computers	
Desk Top (monitor & CPU)	200 - 900
Lap Top	150 - 300
Monitor (independent)	50 - 200
Computer Printer	
Dot Matrix	100 - 500
Laser	400 - 1000
Crock Pot	200 -1000
DVD Player	100
Electric Frying Pan	1200 - 2000
Fax Machine	1000
Food Processor	500 – 2000
Glue Gun	300
Griddle	1500
Hair Dryer	1000 - 1900
Heat Lamps (per lamp)	250
Heater (portable)	1500 - 2000
Hot Plate	
Single	1000
Double	1500 – 2000
Hot Water Heater	30 amp/208 volt/Single Phase

	WATTAGE
Imprinter for T-Shirts	2000
Iron	700 - 1100
Juicer	
Single	500
Double	1000
Laminator	2000
Lead Retrieval / Card Reader	100
Lights with Freeman rental booths	200 each
Microwave Oven	500 – 2000
Mixer	500 – 1000
Photocopier	dependent upon size – may require 208v
Pizza Oven (small)	30 amp/120 volt Special Connection
Plasma TV – 32” to 50”	1000
Popcorn Maker	2000
Projector (May be dependent upon size)	1000
Refrigerator	
Small	100
Regular	700
Meat Slicer	500 - 1000
Steamer	2000
Stereo (amplifier)	100 - 500
Television	100 - 500
Toaster	1000
Toaster Oven	1500
Typewriter	100
Vacuum Cleaner	1500
Water Cooler	100

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DISCOUNT PRICE DEADLINE DATE
JANUARY 28, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CHICAGO DENTAL SOCIETY 2019 MIDWINTER MEETING / FEBRUARY 21 - 23, 2019**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please email our experts at **chicagoelectrical@freeman.com** or call 773-473-7080.

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

ELECTRICAL LABOR

LABOR RATES & SCHEDULE:

Straight Time - 8:00 am - 4:30 pm Monday through Friday (Excluding Holidays)
Overtime - 4:30 pm to Midnight Monday through Friday; First (8) hours at work on Saturday up to 4:30 pm.
Double Time - After (8) hours at work on Saturday, or after 4:30 pm on Saturday; regardless of starting time.
ALL DAY Sunday and Holidays and Midnight to 6:00 am Monday through Friday
Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

Description	Advance Price	Show Site Price
Electrician - ST	**$111.00**	**$155.50**
Electrician - OT	**$161.00**	**$225.50**
Electrician - DT	**$212.00**	**$297.00**
Scissor Lift w/crew - ST	**$399.50**	**$559.50**
Scissor Lift w/crew - OT	**$449.50**	**$629.50**
Scissor Lift w/crew - DT	**$500.50**	**$700.75**
Condor w/crew - ST	**$602.75**	**$844.00**
Condor w/crew - OT	**$703.75**	**$985.25**
Condor w/crew - DT	**$807.75**	**$1,131.00**

Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

- **Show site price applies to all labor orders placed at show site.**
- **Start time guaranteed only at start of working day.**

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman service desk to confirm that you are ready for service.

Note: For more information and an example of a completed floorplan please see the following page.

FLOOR WORK:

Floor work is the distribution of electrical under carpet and flooring.

☐ **OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date_____ Time _____

Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.

PRINT NAME: _____

AUTHORIZED SIGNATURE:_____

☐ **EXHIBITOR SUPERVISION (DO NOT PROCEED):**

Date_____Time_____# of Electricians _____

NAME OF ON-SITE CONTACT:_____

CELL PHONE:_____

Special Instructions:_____

_____

_____

_____

_____

BOOTH WORK:

Booth work is any of the following. Please check all that apply:

- ☐ Distribution of electrical overhead (more than one drop location in your booth).
- ☐ Distribution of electrical through booth structure.
- ☐ Mounting of plasmas/LCD monitors and lights.
- ☐ Connection or hard wiring of all exhibitor equipment.
- ☐ Lighting used as spot or flood lights.
- ☐ Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss).
- ☐ Wiring of overhead signs.
- ☐ Installation of electrical headers and/or light boxes.
- ☐ Other_____

Labor Request

Date_____Time_____Est. # Hours_____# Electrician_____

Date_____Time_____Est. # Hours_____# Electrician_____

Date_____Time_____Est. # Hours____Lift Type_____

NAME OF ON-SITE CONTACT: _____

CELL PHONE:_____

Special Instructions: _____

_____

_____

FREEMAN electrical labor

ELECTRICAL INSTRUCTIONS

1 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.

2 A minimum charge of one half (1/2) hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of one half (1/2) hour.

3 Charges for labor commence at time of dispatch to service the labor call. A one half (1/2) hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.

4 Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.

5 Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

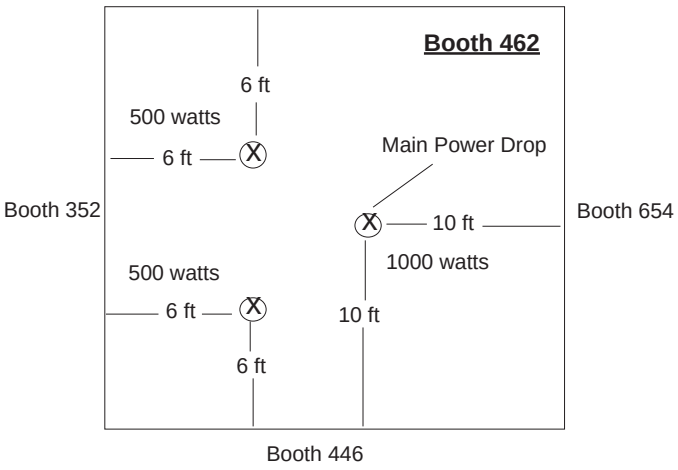
CANCELLATION POLICY

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

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

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



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FREEMAN electrical

NAME OF SHOW: **CHICAGO DENTAL SOCIETY 2019 MIDWINTER MEETING / FEBRUARY 21 - 23, 2019**

COMPANY NAME: BOOTH #:

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E-MAIL ADDRESS:

For Assistance, please email our experts at chicagoelectrical@freeman.com or call 773-473-7080.

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ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see the Electrical Labor order form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

110/120 VOLT

	Quantity (For Show Hours Only) Show	Quantity (For 24 hrs/day Double Price) 24 Hr.	Discount Price	Standard Price	TOTAL
500 Watts (5 amps)	_____	_____	140.00	210.00	= $_____
1000 Watts (10 amps)	_____	_____	249.00	373.50	= $_____
2000 Watts (20 amps)	_____	_____	386.50	579.75	= $_____

208 VOLT SINGLE PHASE (Labor Required for Connection)

20 Amps	_____	_____	622.00	933.00	= $_____
30 Amps	_____	_____	653.00	979.50	= $_____
60 Amps	_____	_____	717.00	1,075.50	= $_____
100 Amps*	_____	_____	1,430.00	2,145.00	= $_____

208 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	779.00	1,168.50	= $_____
30 Amps	_____	_____	856.00	1,284.00	= $_____
60 Amps	_____	_____	926.00	1,389.00	= $_____
100 Amps*	_____	_____	1,509.00	2,263.50	= $_____
200 Amps*	_____	_____	3,017.00	4,525.50	= $_____
400 Amps*	_____	_____	5,189.00	7,783.50	= $_____

Transformer to Boost 208V to Approx. 230V - $9.50 per Amp (20 Amp Min.)

Qty of Amps _____ X Price $ _____ = $_____

480 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	936.00	1,404.00	= $_____
30 Amps	_____	_____	988.00	1,482.00	= $_____
60 Amps	_____	_____	1,339.00	2,008.50	= $_____
100 Amps*	_____	_____	1,551.00	2,326.50	= $_____
200 Amps*	_____	_____	3,084.00	4,626.00	= $_____

LIGHTING (Price Includes Power & Labor for Installation)

Single Light Stand (200w)	_____	197.00	295.50	= $_____
Double Light Stand (400w)	_____	302.50	453.75	= $_____
Arm Light**	_____	190.00	285.00	= $_____
Overhead Light	_____	717.00	1,075.50	= $_____

For single or double light stand; price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

*May require labor and/or lift at additional charge. Please contact ChicagoElectrical@Freeman.com for estimated charges.

**Requires a hard wall surface for installation.

ADDITIONAL INFORMATION

FOR ADVANCE PAYMENT PRICE

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:

DEADLINE DATE OF: JANUARY 28, 2019

MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS

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

ISLAND BOOTHS

For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

INLINE AND PENINSULA BOOTHS

Power will be placed in the back of the booth unless otherwise specified.

24 HOUR SERVICES

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

SEPARATE OUTLETS

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

CANCELLATION

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

OVERHEAD POWER

If you require your power from overhead, additional materials and labor may be incurred.
Please contact chicagoelectrical@freeman.com.

EXTENSION CORDS AND POWER STRIPS

Extension cords and power strips are available for rental at the Freeman Service Desk.
Extension cords and power strips owned and used by Exhibitors MUST comply with the City of Chicago Electrical Code. Please contact us for additional information.

TOTAL COST

Outlet(s)	$ _____
Lighting	$ _____
Tax 9% Rental	$ _____
GRAND TOTAL	$ _____

ELECTRICAL INSTRUCTIONS

HOW TO DETERMINE ELECTRICAL REQUIREMENTS

For Equipment

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

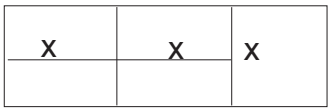
For Lighting

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

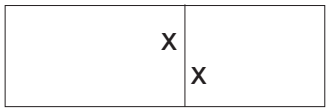
LOCATION OF POWER IN YOUR BOOTH

In-Line and Peninsula Booths

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



IN-LINE BOOTHS / PENINSULA

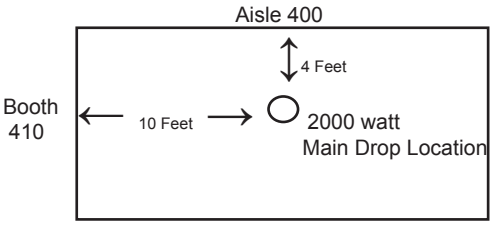


BACK TO BACK PENINSULA

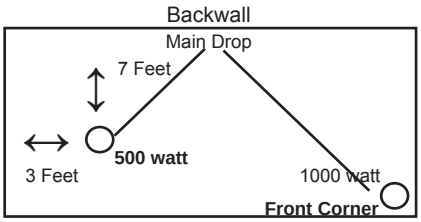
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below: A grid is available at freemanco.com to print as a base layout.



Island Booth with one outlet



10 X 20 Booth with multiple outlets
Labor Required

OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details. Please complete the labor order form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the nearest half hour.
3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman . All equipment will be removed at the close of the show by Freeman.
4. All equipment regardless of power source, must comply with Federal, State and local codes. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitors' equipment will be modified to conform to Freeman receptacles. Labor and materials to install or change a cord cap will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.

FREEMAN electrical instructions

FREEMAN
8201 West 47th Street
McCook, Illinois 60525
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CHICAGO DENTAL SOCIETY 2019 MIDWINTER MEETING / FEBRUARY 21 - 23, 2019**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our ELECTRICAL EXPERTS.

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

24 HOUR POWER

Please note that 24 hour power orders are for SHOW DAYS only. If 24 hour power is ordered it will begin 30 min prior to Show Day start time Thursday, February, 21, 2019 and runs through 30 min after show end Saturday, February 23, 2019. Please refer to the Electrical Order Form to place your order for 24 hour power.

EXTENDED POWER

Power is turned on each day per the schedule outlined below. If you require power outside any of the scheduled install days/times below, or during dismantle this is considered Extended Power. Extended Power can be ordered for a **flat fee per day in addition to the outlet price**, see pricing listed below. If you need Extended Power please place an order in advance or during the show.

POWER SCHEDULE

Monday	February 19	8:00 a.m. - 4:30 p.m.
Tuesday	February 20	8:00 a.m. - 4:30 p.m.
Wednesday	February 21	8:00 a.m. - 4:30 p.m.

EXTENDED POWER

		Price (per day)	Dates Needed
110 Volt	_____	$150.00	_____
208 Volt	_____	$300.00	_____
480 Volt	_____	$500.00	_____
Any Combination	_____	$800.00	_____

TOTAL COST

*Sub-Total*_____ *+ Tax* N/A *TOTAL* _____

Freeman extended power

F R E E M A N
8201 West 47th Street
McCook, IL 60525
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

IMPORTANT INFORMATION - PLEASE READ PRIOR TO ORDERING

HANGING TRUSS & LIGHTING EQUIPMENT

OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES

- Freeman personnel/employees must operate all chain motors, including the final trim.
- Freeman personnel/employees only will be allowed in aerial lifts.
- Freeman personnel/employees only will be allowed to operate mechanized equipment.
- Freeman personnel/employees must assemble and disassemble any and all overhead rigging. This includes, but is not limited to:
  * The assembly of all truss
  * The attachment and disassembly of light fixtures to truss
  * The installation and dismantle of power sources, programmable dimmable lighting packages, chain motors and span sets.
- The Electrical Contractor will run all initial power sources and Freeman personnel will make all connections to the dimmable power sources.
- Freeman Electricians install/dismantle all programmable dimmable lighting fixtures, video walls, audio, and projection.
- Electrical contractor will install chain hoist and attach sign to the hoist for signs over 250 lbs
- Power for chain hoist must be included with your order for electrical services.

PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Method of Payment
- Complete the Hanging Truss & Chain Hoist Order Form
- Complete the Electrical Order Form for chain hoist power
- Complete the Electrical Labor Order Form for chain hoist power
- Include Rigging Plot in a DWG format with the order forms - plot must reflect the following:
  1. Hang point locations
  2. Height above the floor of each hang point
  3. Elevation with dimensions from floor to all hanging properties and truss
  4. Exhibit plan showing the location of the hang points and the structure as it pertains to the exhibit plan and surrounding booths on the show floor
- **Complete the Structural Integrity Statement**
- **Complete the Grid on the Hanging Sign order form**
- Send the above information to Freeman at the address on the order forms

GROUND-SUPPORTED TRUSS & LIGHTING EQUIPMENT

OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES

- Freeman Electricians will provide installation and dismantle labor of self-climbing and/or mechanized truss systems.
- Freeman Electricians must install and dismantle any programmable dimmable lighting fixtures that are attached to any ground-supported truss.
- Freeman Electricians must assemble and disassemble as well as install and dismantle all electrical hanging signs.

PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Method of Payment
- Complete the Hanging Truss & Chain Hoist Order Form
- **Complete the Structural Integrity Statement**
- **Complete the Grid on the Hanging Sign order form**
- Send the above information to Freeman at the address on the order forms

IMPORTANT INFORMATION (continued)

ELECTRICAL HANGING SIGNS

OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES

- Electrical contractor will assemble and disassemble all electrical hanging signs.
- Electrical contractor will install and dismantle all electrical hanging signs.

PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Hanging Sign Order Form
- Complete the Electrical Labor Order Form
- Complete the Electrical Services Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- **Complete the Grid on the Hanging Sign order form**
- Send the above information to electrical contractor at the address on the order forms
- Ship sign to Freeman warehouse using the “Hanging Sign” shipping labels provided

ELECTRICAL HANGING SIGNS

(OVER 250 POUNDS - CHAIN HOIST IS REQUIRED)

OFFICIAL CONTRACTOR RESPONSIBILITIES

- Freeman personnel/employees must assemble and disassemble all hanging signs.
- Freeman personnel/employees must install and dismantle all hanging signs.

PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- **Complete the Grid on the Hanging Sign order form**
- Send the above information to electrical contractor at the address on the order forms
- Ship sign to Freeman warehouse using the “Hanging Sign” shipping labels provided

IMPORTANT INFORMATION (continued)

NON-ELECTRICAL HANGING SIGNS

OFFICIAL CONTRACTOR RESPONSIBILITIES

- Freeman personnel/employees must assemble and disassemble, install and dismantle all hanging signs.

PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- **Complete the Grid on the Hanging Sign order form**
- Send the above information to Freeman at the address on the order forms
- Ship sign to Freeman warehouse using the “Hanging Sign” shipping labels provided

NON-ELECTRICAL HANGING SIGNS

(OVER 250 POUNDS - CHAIN FALL IS REQUIRED.)
A CHAIN FALL IS A NON-ELECTRICAL HOIST. THEY COME IN 1/2 TON AND 1 TON OPTIONS.
NO ORDER FORM IS REQUIRED FOR A CHAIN FALL

OFFICIAL CONTRACTOR RESPONSIBILITIES

- Freeman personnel/employees must assemble and disassemble all hanging signs.
- Freeman personnel/employees must install and dismantle all hanging signs.

PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- **Complete the Grid on the Hanging Sign order form**
- **No order form is required for a Chain Fall**
- Send the above information to Freeman at the address on the order forms
- Ship sign to Freeman warehouse using the “Hanging Sign” shipping labels provided

F R E E M A N
8201 West 47th Street
McCook, Illinois 60525
(708) 255-7100 • Fax (469) 621-5603
Email: **RiggingChicagoAV@Freeman.com**

DISCOUNT PRICE DEADLINE DATE JANUARY 28, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CHICAGO DENTAL SOCIETY 2019 MIDWINTER MEETING / FEBRUARY 21 - 23, 2019**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please email our experts at **RiggingChicagoAV@Freeman.com** or call 708-255-7100.

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

HANGING TRUSS & THEATRICAL LIGHTING EQUIPMENT AND LABOR

- All rigging must comply with MPEA and Show Management rules and regulations and facility limitations.
- All overhead rigging and flown objects must be assembled and disassembled by FREEMAN. Exhibitor's display company and/or I & D representatives may supervise only and will not be allowed to assemble/disassemble or install and remove rigging or flown objects. No one other than Freeman employees will be permitted in lifts.
- FREEMAN requires an engineered print of all truss and lighting rigging, including rigging point loads per our facility agreement. Failure to provide a DWG file of the rigging plot with load and required information three (3) weeks prior to move-in may prohibit your rig from being hung.
- All electrical components provided by outside vendors are considered freight and may be subject to material handling charges.
- All hoists brought in by an outside vendor must adhere to ANSI E1.6-2 - 2013 or they will not be hung by Freeman. Yearly maintenance records with dates and serial numbers must be provided prior to arriving at show site.
- Time will commence per exhibitors request. Failure to start at the requested time will result in a 4 hour minimum charge per labor person requested, unless 24-hour advance notice is provided in writing.
- Freeman labor installs/dismantles all programmable dimmable lighting fixtures, video walls, audio, and projection equipment.
- For Pre Rigging: Please contact FREEMAN for availability.

Straight Time: 8:00 A.M. to 4:30 P.M. Monday through Friday
Overtime: 4:30 P.M. to Midnight Monday through Friday; First (8) hours at work on Saturday up to 4:30 P.M.
Double Time: After (8) hours at work on Saturday, or after 4:30 P.M. on Saturday; regardless of starting time.
ALL DAY Sunday and Holidays and Midnight to 6:00 a.m. Monday through Friday
• Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

LIGHTING DESIGNER INFORMATION:

Name: _____ Phone: ( ) _____

Company Name: _____

Description	Advance Price	Standard Price
RIGGING EQUIPMENT		
• Rates are per lift and crew, per hour		
Condor crew consists of 1 Operator and 1 Ground Man		
Condor and Crew - ST	$602.75	$844.00
Condor and Crew - OT	703.75	985.25
Condor and Crew - DT	807.75	1,131.00
Scissor Lift consists of 1 Operator ONLY		
Scissor Lift and Operator - ST	$399.50	$ 559.50
Scissor Lift and Operator - OT	449.50	629.50
Scissor Lift and Operator - DT	500.50	700.75
MISCELLANEOUS LABOR		
• Charges do not apply if your electrical needs consist of 20 amps or less.		
Turn-On / Turn-Off Charge - ST	$111.00	$ 111.00
Turn-On / Turn-Off Charge - OT	161.00	161.00
Turn-On / Turn-Off Charge - DT	212.00	212.00
MISCELLANEOUS EQUIPMENT		
_____ One Ton Hoist (power not included - complete Electrical Order Form)	$703.00	$1054.50
_____ Half Ton Hoist (power not included - complete Electrical Order Form)	668.00	1002.00
_____ 20.5" Box Truss (per foot) - Silver	34.50	51.75
_____ 12" x 18" Box Truss (per foot) - Black	31.50	47.25
_____ 12" Box Truss (per foot) - Silver	29.00	43.50
_____ Small Rotator	352.00	528.00
_____ Large Rotator	703.00	1,054.50
_____ Design Fee	276.50	276.50
_____ Corner Blocks	134.00	201.00

Please attach a detailed production schedule that includes a daily list of labor and equipment needed for the duration of the show.

FREEMAN hanging truss & chain hoist

NAME OF SHOW: **CHICAGO DENTAL SOCIETY 2019 MIDWINTER MEETING / FEBRUARY 21 - 23, 2019**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For assistance, please email our experts at **RiggingChicagoAV@Freeman.com** or call 708-255-7100.

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

HANGING TRUSS & THEATRICAL LIGHTING EQUIPMENT AND LABOR

INSTALLATION LABOR

☐ ***SUPERVISION BY FREEMAN ELECTRIC RIGGING LABOR***

Please complete the information below

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is the total installation labor bill, with **$145.00 per hour charge**.

Emergency Contact: _____ Phone Number: _____

REMINDER: Please fill out the Hanigng Sign Labor Form if Truss/Motors have a hanging sign attached. For assistance please email ChicagoHangingSigns@Freeman.com.

☐ ***SUPERVISION BY EXHIBITOR PERSONNEL***

Supervisor will be: _____ Phone Number: _____

Date	Time	No. of People		Approx.Hours		Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x	_____	=	_____	@ $_____	= $_____
_____	_____	_____	x	_____	=	_____	@ $_____	= $_____
							Freeman Supervision ($145.00)	= $_____
							Total Installation	= $_____

DISMANTLE LABOR

☐ ***SUPERVISION BY FREEMAN ELECTRIC RIGGING LABOR***

Please complete the information below

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is the total dismantle labor bill, with **$145.00 per hour charge**.

Emergency Contact: _____ Phone Number: _____

☐ ***SUPERVISION BY EXHIBITOR PERSONNEL***

Supervisor will be: _____ Phone Number: _____

Date	Time	No. of People		Approx.Hours		Total Hours	Hourly Rate	Total Estimated Cost
_____	_____	_____	x	_____	=	_____	@ $_____	= $_____
_____	_____	_____	x	_____	=	_____	@ $_____	= $_____
							Freeman Supervision ($145.00)	= $_____
							Total Dismantle	= $_____

PLEASE NOTE:
IF EXHIBITOR APPOINTED CONTRACTOR (EAC) DOES NOT SHOW UP AT THE DESIGNATED TIME, THE CLIENT COULD BE RESPONSIBLE FOR THE ORDERED ELECTRICAL LABOR.

FREEMAN HARD HAT POLICY

OSHA (Occupational Safety Health Administration) has clearly stated that head protection must be worn where hazard of objects falling from above exists. Where there is a risk of injury from overhead work, head protection must be worn. This is applicable to employees, contractors (including EAC's) exhibitors and visitors when working at or visiting locations while engaged in overhead operations where the hazard of falling objects exists. Appropriate signage will be displayed on the show floor indicating hard hat areas and if circumstances warrant, the area may be cordoned off with safety measures easily recognizable.

FREEMAN hanging truss & chain hoist

NAME OF SHOW: **CHICAGO DENTAL SOCIETY 2019 MIDWINTER MEETING / FEBRUARY 21 - 23, 2019**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For assistance, please email our experts at **RiggingChicagoAV@Freeman.com** or call 708-255-7100.

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

HANGING SIGN LABOR AND EQUIPMENT

If you have a sign hanging from the TRUSS/MOTORS please fill out the information below.

SUPERVISION

Supervision for assembly/dismantle 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/dismantle below.

☐ ***SUPERVISION BY FREEMAN*** **Please complete the information on the following page**
- Installation of your Hanging Sign will be completed at our discretion prior to show opening.

☐ ***SUPERVISION BY EXHIBITOR PERSONNEL or DISPLAY HOUSE***

Supervisor will be: _____ Phone Number: _____

Date: _____ Time: _____

Installation Assembly Estimate

Preferred Installation Date(s): _____

Approx Hours Hourly Rate Total Estimated Cost

_____ @ _____ = _____

Dismantle Assembly Estimate

Preferred Dismantle Date(s): _____

Approx Hours Hourly Rate Total Estimated Cost

_____ @ _____ = _____

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: _____ Weight of Sign: _____

Size: Height _____ Length _____ Width _____

Are You Shipping to the Adv. Warehouse? _____

Number of feet from floor to top of sign: _____

Location of sign on TRUSS/MOTORS in booth: _____

FREEMAN hanging truss & chain hoist

F R E E M A N
8201 West 47th Street
McCook, Illinois 60525
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

DISCOUNT PRICE DEADLINE DATE JANUARY 28, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CHICAGO DENTAL SOCIETY 2019 MIDWINTER MEETING / FEBRUARY 21 - 23, 2019**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please email our experts at **chicagoelectrical@freeman.com** or call 773-473-7080.

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

COMPRESSED AIR: 90-100 lbs. PSI *(Rental tax of 9% applies)*

	QTY.	Discount Price	Standard Price	TOTAL
Service charge for 1st outlet	_____	809.00	1213.50 = $	_____
Additional outlets within 15 feet	_____	406.50	609.75 = $	_____
Air line footage per foot	_____	7.50	7.50 = $	_____

Total _____

Standard connection is a 1/4" AMFLO C-1 quick disconnect. **Note:** Our Plumbing Department will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water. Exhibitors are not allowed to bring air compressors on the show floor.

WATER *(Rental tax of 9% applies)*

Service Charge for water outlet	_____	723.00	1084.50 = $	_____
Water line footage per foot	_____	7.50	7.50 = $	_____

Total _____

Note: Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.

DRAINS *(Rental tax of 9% applies)*

Service Charge for first drain outlet at rear of booth	_____	723.00	1084.50 = $	_____
Drain Line Footage per foot	_____	7.50	7.50 = $	_____

Total _____

FILL & DRAINS *(Purchase tax of 10.25% applies)*

0 - 200 Gallons	_____	428.50	642.75 = $	_____
201 - 400 Gallons	_____	676.00	1014.00 = $	_____
Each Additional 100 Gallons (after 400 Gallons)	_____	53.50	80.25 = $	_____

Total _____

NOTE: Plumbing Contractor not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained. Prices for fill & drains are based on straight time, one hour minimum. Additional labor charges may be incurred if equipment leaks and/or endangers other property.

Ramps over utility lines in a booth are provided on a time and material basis. A minimum of 1/2 hour additional labor charge will apply to lay lines under the carpet. A minimum of 1/2 hour labor will apply to remove lines. Please attach floor plan with order to show location of lines.

GASES & MISCELLANEOUS EQUIPMENT
(Rental tax of 9% applies to equipment and material - purchase tax of 10.25% applies to Gas Type)

Please call for an estimate and complete the following:

Gas Type _____ $ _____

Equipment/Material _____ $ _____

LABOR *(Tax not applicable)*

	Advance Price	Standard Price	
Straight Time	$ 111.00	$ 155.50 = $	_____
Overtime	$ 161.00	$ 225.50 = $	_____
Double Time	$ 212.00	$ 297.00 = $	_____

Straight Time: 8:00 A.M. to 4:30 P.M. Monday through Friday
Overtime: 4:30 P.M. to 8:00 A.M. Monday through Friday; First (8) hours at work on Saturday up to 4:30 P.M.
Double Time: After (8) hours at work on Saturday, or after 4:30 P.M. on Saturday; regardless of starting time. ALL DAY Sunday and Holidays.

Dismantle labor will be charged at 50% of the total install time rounded to the next half-hour.

In order to obtain the DISCOUNT price, your order and Method of Payment form must be received by deadline date.

PURCHASE TOTAL COST					
_____	+	_____	=	$	_____
Subtotal		10.25% Tax			Total Cost

RENTAL TOTAL COST					
_____	+	_____	=	$	_____
Subtotal		9% Tax			Total Cost

FREEMAN air / water / drain / gas

PLUMBING CONDITIONS AND REGULATIONS

1. To receive discount prices, order must be received by Freeman with full payment.
2. Dismantle labor will be charged at 50% of the total install time rounded to the next half-hour.
3. Credit will not be given for connections installed and not used.
4. All material and equipment furnished by Freeman for this service order shall remain Freeman property and shall be removed **ONLY BY FREEMAN** at the close of the show.
5. All equipment must comply with state and local safety codes.
6. Claims will not be considered unless filed by exhibitor prior to close of show, no exceptions.
7. Under no circumstances shall anyone other than “Qualified Plumbing Personnel” make service connections.
8. All equipment using water must have inlet and outlet properly tagged.
9. Unless otherwise directed, Freeman Plumbing Personnel are authorized to cut floor coverings to permit installation of service.
10. Rates listed are for services only. Additional labor and material charges may apply.
11. Service outlet size will be determined by the volume required.
12. All work performed within booth attaching lines to equipment will be charged on a time and material basis.
13. All outlets will be installed on the floor at the backwall of booth if no floorplan is provided.
14. Freeman will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
15. Freeman must have 30 days notice in order to supply special regulators, strainers, traps, etc.
16. Exhibitors are not allowed to bring air compressors on the show floor.
17. Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
18. Please contact our Plumbing Department at 773-473-7080 for an estimate regarding labor or additional footage.

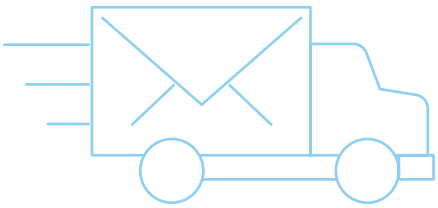
ATTENTION:

Most bottled gases are required to be removed nightly from the show floor per MPEA regulations. Additional charges for removal and re-installation will apply.
If you have questions regarding this, please contact our plumbing department at: 773-473-7080.

Natural gas lines are required to be installed with hard piping. Additional labor charges will apply to the outlet pricing.
Please contact our plumbing department at: 773-473-7080 for quotation.

Certain areas require overhead drops for air, water and gas lines. Additional labor charges will apply for overhead work.
Please contact our plumbing department at: 773-473-7080 for information.

- **Electricity or electrical labor to connect and operate any plumbing apparatus is NOT INCLUDED.**
- **All electrical requirements must be ordered on the Electrical Order Form.**



TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

The Freeman Exhibit Transportation promise:

- ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- PICK-UP AND TRANSPORTATION FROM POINT OF ORIGIN TO YOUR CHOICE OF EITHER ADVANCE WAREHOUSE OR SHOW SITE
- ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION
- PRE-PRINTED SHIPPING LABELS AND OUTBOUND PAPERWORK

Benefits:

- TURNKEY PRICING ENSURES PRECISE BUDGETING
- NO ADDITIONAL HANDLING, PICK-UP OR DELIVERY FEES
- NO ADDITIONAL FUEL SURCHARGES OR OVERTIME SURCHARGES
- NO CARRIER WAITING TIME FEES
- EXPERIENCED ON-SITE TRANSPORTATION REPS FROM MOVE-IN THROUGH MOVE-OUT
- LTL (LESS THAN TRUCK LOAD) SHIPPING

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

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

FREEMAN

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

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

NAME OF SHOW: **CHICAGO DENTAL 2019 MIDWINTER MEETING / FEBRUARY 21-23, 2019**

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.freeman.com

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the US must be cleared through customs. Please call for additional information:
  (800) 995-3579 Toll Free US & Canada
  (817) 607-5183 Local & International

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date:

SHIPPER NAME

SHIPPER ADDRESS

(City) (State) (Zip Code)

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #

CHICAGO DENTAL 2019 MIDWINTER MEETING

C/O: FREEMAN
2500 WEST 35TH ST
CHICAGO, IL 60632

MUST BE DELIVERED BY FEBRUARY 08, 2019

☐ I will be shipping to **SHOW SITE**

FREEMAN / Exhibiting Company Name / Booth #

CHICAGO DENTAL 2019 MIDWINTER MEETING

C/O: FREEMAN
MCCORMICK PLACE WEST
2301 S INDIANA AVE
CHICAGO, IL 60616

CANNOT BE DELIVERED BEFORE FEBRUARY 18, 2019

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 VIA:

E-mail:
exhibit.transportation@freeman.com
or
Fax: (469) 621-5810

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

SHOW # (463032)

07/17

FREEMAN exhibit transportation

FREEMAN

RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE FEBRUARY 18, 2019

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
MCCORMICK PLACE WEST
2301 S INDIANA AVE

CHICAGO, IL 60616

SHOW SITE

EVENT: ***CHICAGO DENTAL 2019 MIDWINTER MEETING***

BOOTH NO: _____ NO. ____ OF ____ PCS

FREEMAN

RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE FEBRUARY 18, 2019

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
MCCORMICK PLACE WEST
2301 S INDIANA AVE

CHICAGO, IL 60616

SHOW SITE

EVENT: *CHICAGO DENTAL 2019 MIDWINTER MEETING*

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.

FREEMAN

RUSH

DO NOT DELAY

RECEIVING DATE BEGINS: JANUARY 21, 2019

DEADLINE DATE IS: FEBRUARY 08, 2019

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

2500 WEST 35TH ST

CHICAGO, IL 60632

WAREHOUSE

EVENT: ***CHICAGO DENTAL 2019 MIDWINTER MEETING***

BOOTH NO: _____ NO. ____ OF ____ PCS

FREEMAN

RUSH

DO NOT DELAY

RECEIVING DATE BEGINS: JANUARY 21, 2019

DEADLINE DATE IS: FEBRUARY 08, 2019

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

2500 WEST 35TH ST

CHICAGO, IL 60632

WAREHOUSE

EVENT: CHICAGO DENTAL 2019 MIDWINTER MEETING

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.

FREEMAN

RUSH

DO NOT DELAY

DELIVER BY FEBRUARY 8, 2019

TO: _____

EXHIBITOR NAME

C/O FREEMAN
2500 WEST 35TH STREET
CHICAGO, IL 60632

HANGING SIGN

CHICAGO DENTAL SOCIETY MIDWINTER MTG.

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

CARRIER _____

FREEMAN

RUSH

DO NOT DELAY

DELIVER BY FEBRUARY 8, 2019

TO: _____

EXHIBITOR NAME

C/O FREEMAN
2500 WEST 35TH STREET
CHICAGO, IL 60632

HANGING SIGN

CHICAGO DENTAL SOCIETY MIDWINTER MTG

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

CARRIER _____

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

WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.

HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

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

Carpet and/or Pad Only: shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

- All inbound and outbound shipments are subject to overtime charges if the shipments are received, loaded or unloaded during the overtime hours specified on the Material Handling Order Form. This includes both warehouse and show site shipments.
- Add any late delivery or off-target charges listed on the Material Handling Order Form if the freight will be received after the deadlines listed on the Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

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

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Freeman Service Center at show site for your shipping documents.
- Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handing Agreement and labels will be available for pick up at the Freeman Service Center.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the Terms and Conditions, which can be found in the exhibit service manual or online at www.freeman.com.

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

01/17 | 55880

F R E E M A N
8201 W. 47th Street
McCook, IL 60525
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CHICAGO DENTAL SOCIETY 2019 MIDWINTER MEETING / FEBRUARY 21 - 23, 2019**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

Let Freeman OnLine® estimate your material handling charges for you. Log on to www.freeman.com, select your show and click on "Estimate My Material Handling Costs". From 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: (See definitions on back) Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express**, **UPS, & DHL** are included in this category due to their delivery procedures.

Uncrated: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

Carpet and/or Pad Only: Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday

Overtime - 4:30 P.M. to 12:00 a.m. (Midnight) Monday through Friday; ALL DAY Saturday

Double Time- ALL DAY Sunday and Holidays and Midnight to 6:00 a.m.; Monday through Friday
(Overtime/Double Time 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.)

• Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

OVERTIME CHARGES

There will be no overtime charges assessed on inbound or outbound shipments.

Description	Price per CWT	200 lbs. Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum) - **Includes all surcharges.**		
Crated or Skidded Shipment	$ 161.00	$ 322.00
Showsite Shipment (200 lb. minimum) - Includes all surcharges.		
Crated or Skidded Shipment	$ 141.00	$ 282.00
Small Package - Maximum weight is 30 lbs. per shipment*	$ 45.00	

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

OVERTIME CHARGES

There will be no overtime charges assessed on inbound or outbound shipments.

Description	Weight CWT	Price per CWT	Estimated Total Cost
	÷ 100 =		
Surcharges	÷ 100 =		
		Sub-Total	
		TOTAL	

SPECIAL HANDLING DEFINITIONS

For frequently asked questions and material handling estimator tools, go to www.freeman.com

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

What is Ground Loading/Unloading?
Vehicles that are not dock height, preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not at 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 by-passed to reach target freight.

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

What are Stacked Shipments?
Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items place 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?
Alternate Delivery Location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building or to other buildings in the same facility.

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

What does it mean if I have "No Documentation"?
Shipments arrive from a small package carrier (including, among others, Federal Express, UPS, & DHL) without an individual Bill of Lading, requiring additional time, labor, and equipment to process.

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

What about carpet only shipments?
Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

F R E E M A N
8201 West 47th Street
McCook, Illinois 60525
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

DISCOUNT PRICE DEADLINE DATE
JANUARY 28, 2019

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CHICAGO DENTAL SOCIETY 2019 MIDWINTER MEETING / FEBRUARY 21 - 23, 2019**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

RIGGING EQUIPMENT AND LABOR

LEGISLATIVE CHANGES AT McCORMICK PLACE, CHICAGO, IL

STRAIGHT TIME WINDOW - EFFECTIVE 11/30/11

The Illinois General Assembly, the contractors, MPEA and the unions have all agreed to enact changes to expand the straight time window available to exhibitors. This window is as follows:

Straight Time, Overtime, Double Time Window

Sunday	Monday - Friday	Saturday	Holidays
Double Time for all time worked	Straight time 6:00 am - 10:00 pm for any consecutive 8 hour period	Over Time 1st 8 hours worked	Double Time for all time worked
	After the first 8 hours worked, Overtime until midnight	Double Time after 8 consecutive hours worked	New Years Day Memorial Day Independence Day Labor Day Thanksgiving Day Christmas Day
	Double Time from midnight - 6:00 am	Double Time	

Please contact Freeman Exhibitor Services at (773) 473-7080 for details.

- Consistent with Safety and the skills and training necessary to perform the task, an exhibitor and exhibitor employees are permitted in a booth of any size in regards to set up and dismantle of machinery or equipment.
- An exhibitor and exhibitor employees are permitted in a booth of any size to skid, position and re-skid all exhibitor material, machinery, and equipment.
- An exhibitor and exhibitor employees are prohibited at any time from using scooters, forklifts, pallet jacks, condors, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment.
- It is understood that an “Exhibitor Employee” is defined as any person who has been employed by the exhibitor as a full-time employee for a minimum of six months before the show’s opening date.

Your show manager has established parameters for the normal work day/straight time that is available to you the exhibitor. However, if you would like to utilize Straight Time on Monday through Friday, and Overtime on Saturday outside of your shows published hours, the following conditions must be met:

- You must receive permission from Show Management to work before or after established Exhibitor Installation and Dismantle times for the event.
- Labor orders must be placed in advance and confirmed 48 hours prior to your requested start date and time.
- ••Labor orders may be subject to a 4-hour billable charge, and a prorated share of applicable foremen/steward costs. If this situation exists, Freeman will communicate this to you allowing you to decide whether you want to incur this additional cost.
- Cancellations must be received 24 hours in advance of the requested start date and time, or you will be subject to the charges as stated in ••item #3 above. These charges would also be applicable to an exhibitor who fails to appear and begin work at the requested time.

FREEMAN forklift / rigging labor

NAME OF SHOW: **CHICAGO DENTAL SOCIETY 2019 MIDWINTER MEETING / FEBRUARY 21 - 23, 2019**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

RIGGING EQUIPMENT AND LABOR

Part #	Description	Advance Price per Hour	Standard
Forklift Labor			
Prices do not include crew (Half hour minimum per forklift)			
3090600	Man Cage for Forklift	$ 79.25	$110.95
3090700	Boom for Forklift	$105.50	$147.70
30405	Sm.Forklift - up to 5,000 lbs	$133.50	$186.90
304015	Lg.Forklift - up to 15,000 lbs	$176.00	$246.40
30404	4- Stage Forklift	$148.00	$207.20
Two Man Rigging Crew (Half hour minimum)			
3020500	Rigging Crew - ST	$325.00	$455.00
3020501	Rigging Crew - OT	$487.50	$682.50
3020502	Rigging Crew - DT	$650.00	$910.00
Additional Rigging Labor (Half hour minimum per person)			
3020100	Rigger - ST	$162.50	$227.50
3020101	Rigger - OT	$243.75	$341.25
3020102	Rigger - DT	$325.00	$455.00

PLEASE NOTE: There may be situations due to safety concerns or unusual circumstances where the contractor, at their discretion, may need to modify crew size.

•Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

Please complete the forms below and return with your completed Method of Payment Form.

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____

Sub-Total	
Tax	N/A
Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____

Sub-Total	
Tax	N/A
Total	

FREEMAN forklift / rigging labor

MSTD FY19 Rev.07-17 (Project #14-463032)

F R E E M A N
8201 West 47th Street
McCook, Illinois 60525
1-773-473-7080 • Fax 1-469-621-5603
Email: FreemanChicagoES@freeman.com

ALL FREIGHT MUST BE ACCOMPANIED BY A CERTIFIED SCALE TICKET

ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION ON THEIR BILLS OF LADING:

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. SHIPPER'S NAME
4. PIECE SUMMARY
5. ACTUAL HEAVY & LIGHT WEIGHT CERTIFIED SCALE TICKETS
6. NET, GROSS AND TARE WEIGHT

PIECE SUMMARIES MUST BE BROKEN INTO THE FOLLOWING CATEGORIES:

1. CRATES .....(WOODEN BOXES)
2. CARTONS.....(CARDBOARD BOXES)
3. CARPETS .....(RUGS AND PADS)
4. SKIDS .....(PALLETS)
5. BUNDLES
6. MACHINES
7. MISCELLANEOUS.....(LOOSE OR UNPACKED ITEMS)

ALL BILLS MUST CONTAIN THIS INFORMATION
BEFORE THE FREIGHT CLERK CAN ACCEPT THEM

WE REQUIRE TWO COPIES OF YOUR BILLS OF LADING

IF YOU CANNOT PROVIDE ANY OF THE REQUESTED INFORMATION, PLEASE CONTACT YOUR DISPATCH OR CHECK YOUR FREIGHT CLERK

PLEASE KEEP YOUR C.B. RADIO TUNED TO CHANNEL 35 WHILE IN THE McCORMICK PLACE COMPLEX

F R E E M A N
8201 West 47th Street
McCook, Illinois 60525
1-773-473-7080 • Fax 1-469-621-5603
Email: FreemanChicagoES@freeman.com

OUTBOUND freight procedures

ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION TO PICK UP FREIGHT FROM A SHOW:

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. DESTINATION OF THE FREIGHT
4. CARRIER'S NAME (OR BROKER'S NAME)
5. AREA WHERE VEHICLE IS PARKED

IF THE LOAD HAS BEEN BROKERED OUT TO YOUR COMPANY, YOU MUST HAVE THE EXHIBITOR OR THE BROKER FAX THE FREEMAN COMPANY A RELEASE ON THEIR LETTERHEAD.

THE FAX NUMBER FOR THE MARSHALLING YARD IS

1-312-674-0748

WE MUST RECEIVE THE RELEASE BEFORE WE CAN ISSUE THE HARDCARD TO PICK UP THE FREIGHT

THERE MAY BE A WAITING PERIOD BEFORE THE FREIGHT IS READY TO BE PICKED UP
PLEASE WAIT IN THE MARSHALLING YARD UNTIL YOU ARE ISSUED A BILL FROM THE FREIGHT CLERK

PLEASE KEEP YOUR C.B. RADIO TUNED TO CHANNEL 35 WHILE IN THE McCORMICK PLACE COMPLEX

IF YOU DO NOT HAVE ANY OF THE REQUESTED INFORMATION PLEASE CONTACT YOUR DISPATCH FOR ASSISTANCE

MP 4/95

FREEMAN

8201 West 47th St
Mc Cook, IL 60525
(773) 473-7080 Fax: (469) 621-5603

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **CHICAGO DENTAL 2019 MIDWINTER MEETING / FEBRUARY 21-23, 2019**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (773) 473-7080 to speak with one of our experts.

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

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM TO THE FREEMAN SERVICE CENTER.

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

_____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: ☐ Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

_____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

METHOD OF SHIPMENT

Select a Carrier:

☐ **Freeman Exhibit Transportation**

No need to schedule your outbound shipment.
Charges will appear on your Freeman invoice.

☐ **Other Carrier**

Carrier Name: _____
Carrier Phone: _____

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

Select a Level of Service:

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

Select Shipment Options (if applicable)

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

Select Desired Number of Labels: _____

Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.

07/17 (463032)

FREEMAN outbound shipping

DIRECTIONS & ADDRESS TO:
McCORMICK PLACE MARSHALLING AREA

(2900 So. Moe Drive, Chicago, IL 60616)

North of Chicago to McCormick Place: **Interstate 90 (Kennedy Expressway) to Interstate 55 North. Take I-55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!!**

West of Chicago to McCormick Place: **Interstate 290 (Eisenhower Expressway) east to Interstate 94 (Dan Ryan Expressway). South on Interstate 94 (Dan Ryan Expressway) to Interstate 55 North. Take I-55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!!**

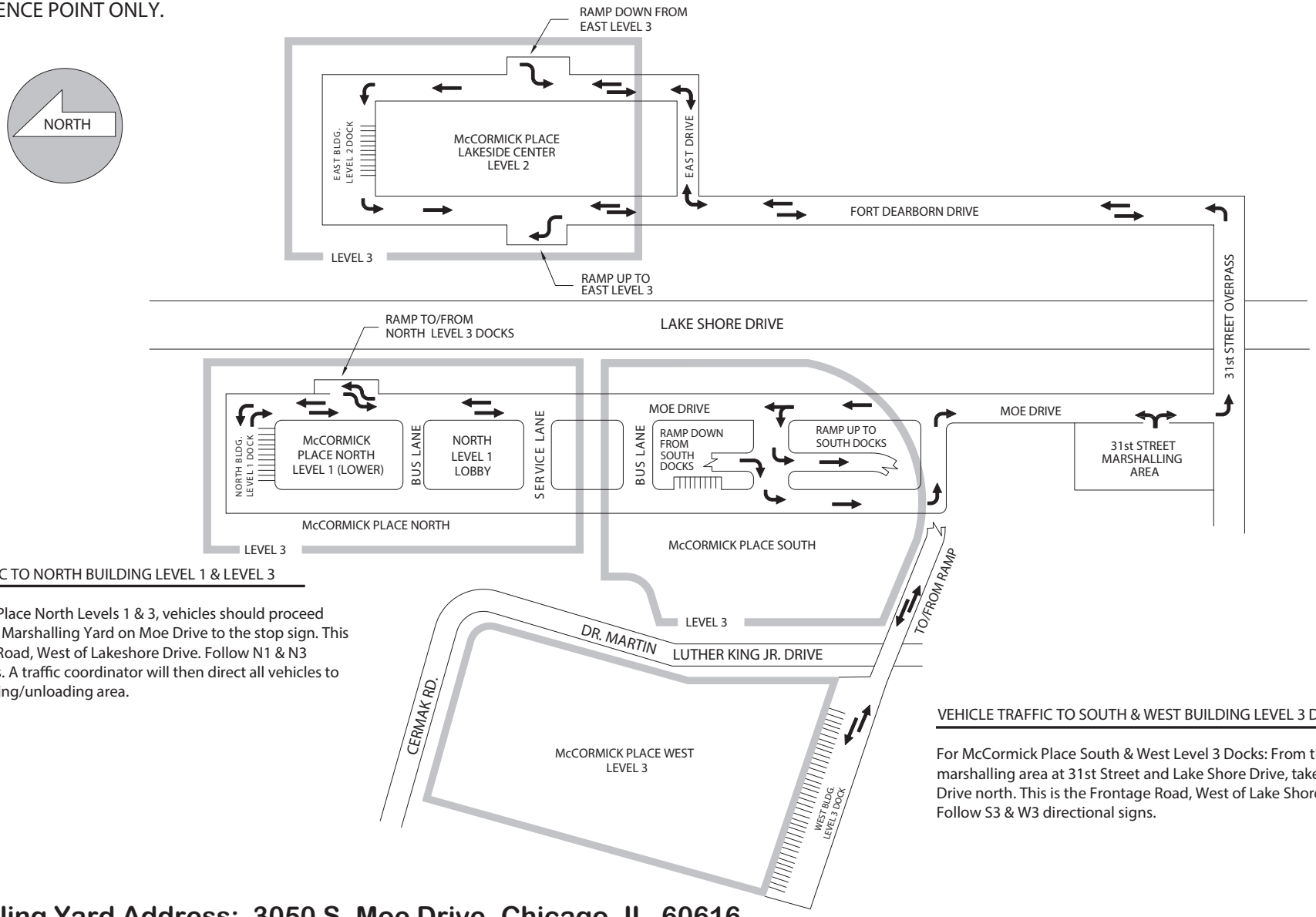
Southwest of Chicago to McCormick Place: **Interstate 55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!!**

South of Chicago to McCormick Place: **Interstate 94 (Dan Ryan Expressway) to Interstate 55 North (Stevenson Expressway). Take I-55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!!**

EXHIBITOR notes

AUTOMOBILES & SMALL UTILITY VEHICLES LOADING AND UNLOADING

VEHICLES NEED NOT ENTER MARSHALLING YARD. THIS IS A REFERENCE POINT ONLY.



VEHICLE TRAFFIC TO LAKESIDE CENTER LEVEL 2 & LEVEL 3

To reach the Lakeside Center (East Building), vehicles will leave the Marshalling Yard and travel over the 31st Street Overpass to Fort Dearborn Drive. This is the Frontage Road, East of Lake Shore Drive. Follow E2 & E3 directional signs.

VEHICLE TRAFFIC TO NORTH BUILDING LEVEL 1 & LEVEL 3

For McCormick Place North Levels 1 & 3, vehicles should proceed north out of the Marshalling Yard on Moe Drive to the stop sign. This is the Frontage Road, West of Lakeshore Drive. Follow N1 & N3 directional signs. A traffic coordinator will then direct all vehicles to the proper loading/unloading area.

VEHICLE TRAFFIC TO SOUTH & WEST BUILDING LEVEL 3 DOCKS

For McCormick Place South & West Level 3 Docks: From the marshalling area at 31st Street and Lake Shore Drive, take Moe Drive north. This is the Frontage Road, West of Lake Shore Drive. Follow S3 & W3 directional signs.

Marshalling Yard Address: 3050 S. Moe Drive, Chicago, IL 60616

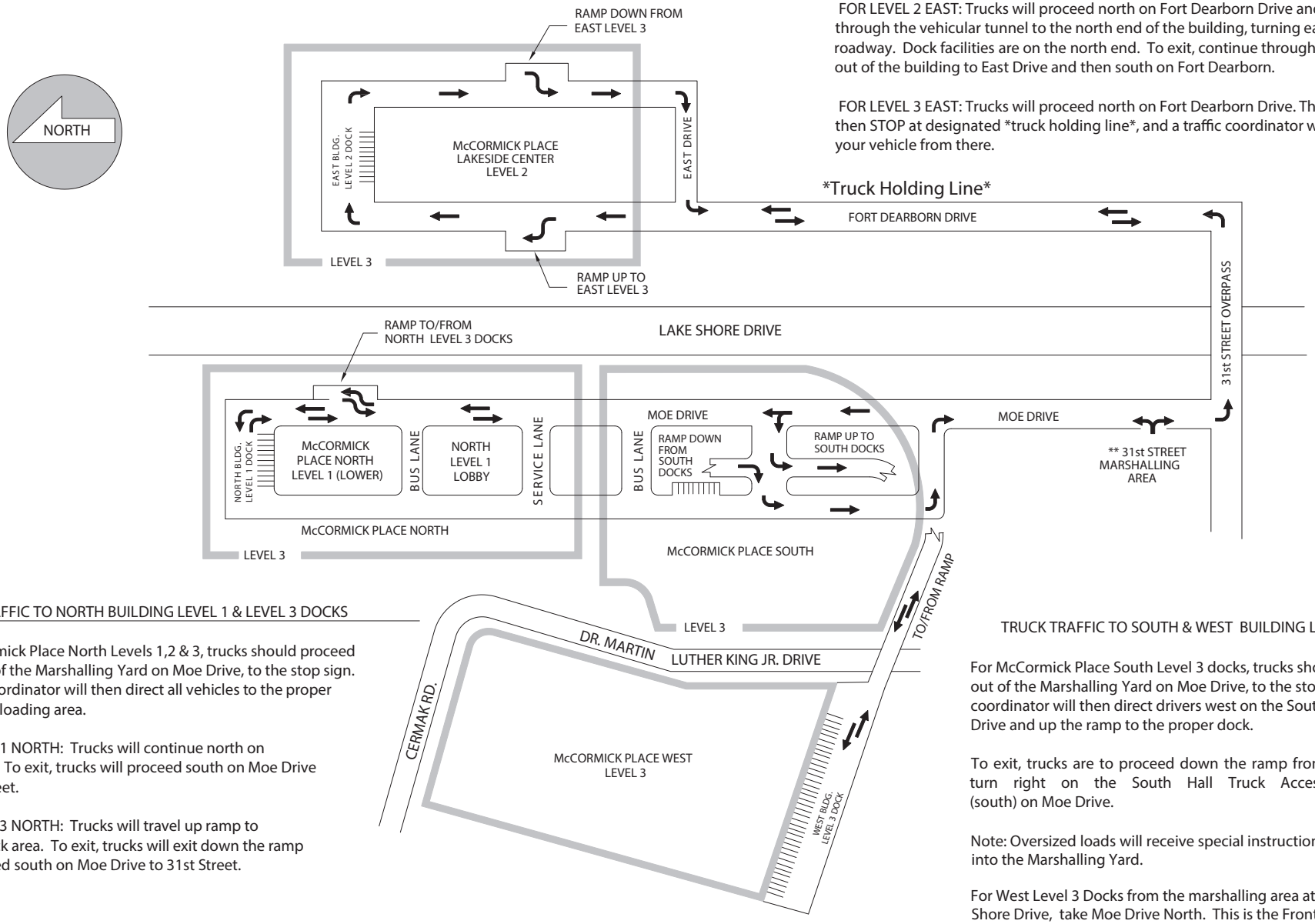
McCORMICK PLACE
VEHICLE TRAFFIC ROUTES

TRUCK TRAFFIC TO LAKESIDE CENTER LEVEL 2 & LEVEL 3 DOCKS

To reach the Lakeside Center (East Building) trucks will leave the Marshalling Yard and travel over the 31st Street Overpass to Fort Dearborn Drive.

FOR LEVEL 2 EAST: Trucks will proceed north on Fort Dearborn Drive and continue through the vehicular tunnel to the north end of the building, turning east on inside roadway. Dock facilities are on the north end. To exit, continue through tunnel south out of the building to East Drive and then south on Fort Dearborn.

FOR LEVEL 3 EAST: Trucks will proceed north on Fort Dearborn Drive. They will then STOP at designated *truck holding line*, and a traffic coordinator will direct your vehicle from there.



TRUCK TRAFFIC TO NORTH BUILDING LEVEL 1 & LEVEL 3 DOCKS

For McCormick Place North Levels 1,2 & 3, trucks should proceed north out of the Marshalling Yard on Moe Drive, to the stop sign. A traffic coordinator will then direct all vehicles to the proper loading/unloading area.

FOR LEVEL 1 NORTH: Trucks will continue north on Moe Drive. To exit, trucks will proceed south on Moe Drive to 31st Street.

FOR LEVEL 3 NORTH: Trucks will travel up ramp to Level 3 dock area. To exit, trucks will exit down the ramp and proceed south on Moe Drive to 31st Street.

TRUCK TRAFFIC TO SOUTH & WEST BUILDING LEVEL 3 DOCKS

For McCormick Place South Level 3 docks, trucks should proceed north out of the Marshalling Yard on Moe Drive, to the stop sign. A traffic coordinator will then direct drivers west on the South Hall Truck Access Drive and up the ramp to the proper dock.

To exit, trucks are to proceed down the ramp from the Level 3 docks; turn right on the South Hall Truck Access Drive and left (south) on Moe Drive.

Note: Oversized loads will receive special instructions upon checking into the Marshalling Yard.

For West Level 3 Docks from the marshalling area at 31st St. and Lake Shore Drive, take Moe Drive North. This is the Frontage Road, West of Lake Shore Drive. Follow S3 and W3 directional signs.

****Marshalling Yard Address: 3050 S. Moe Drive, Chicago, IL 60616**

FREEMAN
8201 West 47th Street
McCook, IL 60525
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freeman.com

McCORMICK PLACE TRUCK TRAFFIC ROUTES

FREEMAN
8201 West 47th Street
McCook, IL 60525
+1(773) 473-7080 • Fax +1(469) 621-5603
Email: FreemanChicagoES@freeman.com

TRUCK scale locations

1. SOUTHSIDE FUEL CENTER
   Truck Wash & Scale
   970 W. Pershing Road (39th Street)
   Chicago, IL 60609
   +1(773) 523-1362
   Cost: $8 fee to go over scale

2. TRAVEL CENTERS OF AMERICA
   A. 76 AUTO/TRUCK
   Intersection of Interstate 55 & Interstate 53
   +1(630) 739-7006
   Hours: 7 days a week, 24 hour service
   Cost: $7 platform scale

   B. Elgin West, Hampshire, IL
   Intersection of Interstate 90 & Route 20
   +1(847) 683-4550
   Hours: 7 days a week, 24 hour service
   Cost: $6 platform scale

3. PETRO/Monee
   Monee Manhatten road (Right off Interstate 57 at Milemarker 335)
   +1(708) 534-0400
   Hours: 7 days a week, 24 hour service
   Cost: $7 platform scale

PLEASE GIVE YOUR CARRIER THESE DIRECTIONS

RECYCLED
RECYCLABLE

EXHIBITOR BILL OF RIGHTS

An Exhibitor Employee may perform work in a booth of any size. They can work within the booth using their own ladders or hand tools, cordless tools, power tools and other tools designated by McCormick Place/SMG. An exhibitor and exhibitor employees are prohibited at all times from using scooters, forklifts, genie lifts, pallet jacks, condors, scaffolding, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.

"Exhibitor Employee" is defined as any person who has been employed by exhibitor as a full-time employee for a minimum of 6 months before the show's opening date. Proof of employment in the form of a W-2, payroll document or other documentation may be required upon request if deemed necessary by McCormick Place management. Documentation must be furnished within 24 hours of notification.

In addition to the work currently performed, exhibitors may also perform the following work within their booth:

- Setting-up and dismantling exhibits
- Assembling and disassembling materials, machinery or equipment
- Installing all signs, graphics, props, other decorative items and drapery, including the skirting of tables
- Delivering, setting-up, plugging-in, interconnecting and operating electrical equipment, computers, audio-visual devices and other equipment
- Skidding, positioning and re-skidding all exhibitor materials, machinery and equipment using their own non-motorized hand trucks, non-hydraulic hand trucks and dollies

Exhibitors can load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program visit the Exhibitor section of the McCormick Place website: www.mccormickplace.com.

Please call 312-791-7299, if you have any questions or need clarification regarding the Exhibitor Bill of Rights. Leave a detailed message including Your Name, Company Name, Telephone Number, Date and Time of the call.

Your call will be promptly returned between the hours of 7:00 a.m. — 6:30 p.m.

EXHIBITOR RIGHTS "DO NOT APPLY"

To: McCormick Place Registered Contractors

Re: Exhibitor Rights **do not** apply to contractor personnel

All registered companies and contractors operating at McCormick Place must be in compliance with the new State of Illinois Legislation regarding display installation/dismantling.

One of the significant changes of the new legislation is that it allows "Full Time Exhibitor Personnel" to perform work on their display without any size limitation. This work includes the use of tools both hand and power tools and electrical work.

IT IS IMPORTANT TO NOTE THAT THE NEW LEGISLATION DOES NOT ALLOW EXHIBITORS TO TRANSFER THEIR RIGHTS TO CONTRACTOR PERSONNEL.

Any registered contractor who attempts to take advantage of these changes created by the new legislation by posing as an exhibitor employee will incur serious consequences-including the possible revocation of "Right of Entry" agreement. It is the contractor's responsibility to have a complete understanding of all jurisdiction rules and McCormick Place rules that apply to any specific work.

For more information visit the McCormick Place website: www.mccormickplace.com or you may contact the following personnel:

Tom Cassell	tcassell@mccormickplace.com	312-617-0115
Pat Allen	pallen@mpea.com	312-791-6551
Alichia Johnson	ajohnson@mpea.com	312-791-7186

EXHIBITOR BILL OF RIGHTS
COMMUNICATION/REVIEW PROCEDURE

Greetings Exhibitors:

The Exhibitor Bill of Rights grant an exhibiting company's employee permission to perform work in a booth of any size, using their own ladders, hand tools, cordless tools, power tools and other tools approved by McCormick Place/SMG. An employee is defined as one who has been employed by the exhibiting company for 6 months or longer.

Exhibitors can also load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program visit the Exhibitor section of the McCormick Place website: www.mccormickplace.com.

The Exhibitor Bill of Rights is the protection of your rights and the right to request a review of your invoices. If you have any questions or feel that your exhibitor rights are not being complied with please contact the following McCormick Place personnel via email or telephone. Be prepared to discuss the details of your experience and provide a written report and any documentation/invoices.

Exhibitor Rights Hotline	312-791-7299	
Alichia Johnson	312-791-7186	ajohnson@mpea.com
Patrick Allen	312-791-6551	pallen@mpea.com
Tom Cassell	312-617-0115	tcassell@mccormickplace.com

The following will occur upon request:

- You will be contacted within 5-7 business days.
- Your case will be reviewed by McCormick Place management.
- You will receive feedback from us no later than 30 days after all documentation has been submitted.
- Your written report will be submitted to the McCormick Place Advisory Council for review.

CHICAGO IS NOW THE MOST CUSTOMER-FRIENDLY CONVENTION AND TRADE SHOW DESTINATION AND WE WILL ENSURE THAT YOUR "EXHIBITOR'S RIGHTS" ARE COMPLIED WITH.

4.2014

McCORMICK PLACE®
CHICAGO
SMG

TECHNOLOGY SERVICES

ORDERING GUIDE AND FACILITY INFORMATION

CHICAGO DENTAL SOCIETY
THE RESPECTED LEADER IN SCIENTIFIC DENTAL MEETINGS℠

Advance Rate Deadline Date:
FEBRUARY 1, 2019

Complimentary WI-FI

High Speed Complimentary Wi-Fi is available on the exhibit floor.

Please contact us if you need assistance.
(312) 791-6113 (Call Center)
technology@mccormickplace.com (E-Mail)

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$$ SAVING TIPS $$

Following are some tips that will help contribute to a successful event and save you money.

- Save time by ordering your services via our Online Ordering System. Visit us at www.mccormickplace.com.
- Provide floor plans with all service orders.
- If you are ordering Internet services, please call Technology Services at (312) 791-6113 to ensure the services you are ordering are correct for your needs.
- Please pay attention to the DEADLINE DATE. Having your order, floor plans and full payment submitted by your DEADLINE DATE will save you money.
- McCormick Place requires an approved credit card to be on file for all orders, regardless of the method of payment you select. Please be sure to submit this information when placing your order to prevent any processing delays.
- Be sure to check in at our Service Desk upon your arrival to notify our staff when you are ready for your services. Our labor hours are as follows: **ST- Straight Time / OT- Overtime / DT- Double Time**

<table>
<tr><th></th><th>MONDAY-FRIDAY</th><th>SATURDAY</th><th>SUNDAY/HOLIDAY</th></tr>
<tr><td>12:00am-5:59am</td><td>DT</td><td rowspan="2">12:00am-4:30pm
OT for 1st Eight Consecutive Hours & DT Only After Eight Hours</td><td rowspan="3">DT</td></tr>
<tr><td>6:00am-10:00pm</td><td>ST for 1st Eight Consecutive Hours & OT Only After Eight Hours</td></tr>
<tr><td>10:01pm-11:59pm</td><td>OT</td><td>4:31pm-11:59pm
DT</td></tr>
</table>

PLACING AN ORDER

When placing an order, pay particular attention to the **deadline date**. If you place your order by the deadline date, **you will save money.** Orders received after the deadline date or orders received without full payment will be billed at the standard rate.

The **Advance** rates apply when your **complete order and payment** are received by us on or before the deadline date. The **Standard** rates apply to all orders received after the deadline date (Late Order), orders received before the deadline date without full payment and floor plans (Partial Order), and all orders placed or changed on site (On-Site Order).

A COMPLETE ORDER CONTAINS ALL OF THE FOLLOWING ELEMENTS:

- Order and Payment Summary Form
- Technology Service Order Form(s)
- Floor Plan Template

During the event you will receive an On-Site Invoice for your technology services including itemized inbound labor and non-itemized tear out labor. **You will remit payment for the On-Site Invoice at this time.**

This invoice will not include any telephone usage. Telephone usage is calculated at the close of the event and charged to your credit card at that time.

TELEPHONE SERVICES

1. Once installed, telephone service is active 24 hours a day for the entire length of the event. The dial tone is typically deactivated in the morning following the last day of the event. If you require service beyond that, please contact our Service Desk. Reactivating fees apply if service needs to be re-established.
2. The cost of our telephone service includes telephone usage*. All telephone calls made from your telephone line once it is installed are your responsibility. Credit will not be given for telephone calls made over installed lines. To guard against unauthorized use, be sure to secure your telephone each night. Telephone usage will be billed to your credit card shortly after the close of the event. If you need a detail of all calls made, contact us at (312) 791-6113.
3. **Telecommunications Tax:** In the State of Illinois and the City of Chicago a Telecommunications Tax is required. These taxes are based upon current communications tax rates, and are subject to change without notice. Tax exemptions do not apply for these items.
4. **International Usage Deposit:** For internationally billed companies, a usage deposit of $300.00 per line is required before "calling out" restrictions are lifted. Including the deposit at the time of your initial order will ensure that you will be able to call out as soon as you plug your telephone into the line. If your total usage is less than the usage deposit, the balance will be applied towards any outstanding charges.

DESCRIPTION OF TELEPHONE SERVICES

Telephone usage (if applicable) is billed after the close of the event and billed to your credit card.

1. **Analog Single Line Service:** Includes the installation of a touch-tone line and rental of a single line telephone instrument. We do not require that you return the trimline telephone instruments.
2. **Extension - Single Line:** Is an extension of the main Single Line service. This would be ordered if you need one telephone number shared by two telephone instruments (Only if you have ordered an Analog Single-Line Service)
3. **Digital Multi-Line Service:** Includes the installation of a touch-tone line and one multi-line telephone with a maximum capacity of up to seven appearances of the telephone line. Voicemail, if requested, is included along with fixed features such as hold, conference and transfer. These telephones are to be returned to avoid being charged a telephone replacement fee.
4. **Extension - Multi-Line:** Is an extension of the Digital Multi-Line service. This would be ordered if you need one telephone number shared by two telephone instruments (Only if you have ordered a Digital Multi-Line service).
5. **Voicemail System:** Our system is designed to ensure that all incoming calls to your booth will always be answered. Voicemail is operational 24 hours a day for the duration of the event.
6. **Other Carrier Services:** Any service delivered by an outside vendor such as POT's (Plain Old Telephone), T1's and ISDN.

***Some exceptions may apply. Please refer to your order form or visit our website for complete details.**

CABLE TELEVISION ACCESS

(South and West Buildings only)

INTERNET SERVICE

We also offer a full menu of Wired and Wireless Internet to meet a wide range of technical needs and budgets. All services include 24-hour access through the move-in, event and move-out. The Technology Services department will work with you and your staff to meet your technical needs. If you have Internet questions, call (312) 791-6113 or E-mail: technology@mccormickplace.com.

Please note:

- The State of Illinois and the City of Chicago require a non-exempt telecommunications tax for all telephone and Internet Services. These taxes are excise, and are not resale or sales tax exempt.

DESCRIPTION OF INTERNET SERVICES

The following chart highlights the services offered. Please note the number of additional IP addresses available with each wired service. All wired services are delivered via Category 5 or 6 wiring with RJ45 terminated ends. For wired services, you must supply a device with an Ethernet NIC (Network Interface Card), installed TCP/IP, and an Internet browser. For wireless services, you must provide a device with an 802.11 a, b, g, or n wireless receiver. Our wireless network is optimized for 802.11 a and n devices transmitting and receiving at 5.0 Ghz. Your quality of service on the wireless network may vary widely depending upon hardware and environmental factors such as booth structures, attendee traffic, and location. For mission critical applications, McCormick Place strongly recommends using a wired dedicated service whenever possible. There are no firewalls or filtering on our connection to the Internet. Please consider your vulnerabilities: make sure you have up-to-date anti-virus software installed on your computer and consider the use of a firewall (we offer firewalls for rental). All Internet prices are a flat rate; no per minute usage or connection charges apply.

Service	Connection Speed	IP Addresses	Recommended Uses
Associate Class Shared Wired Service	Typical speeds up to 512 Kbps	Includes 1 DHCP IP address	For an individual user who wants easy plug and play access to E-mail and light web surfing on one device. This service is not designed to consistently support streaming audio or video. **Connecting a wireless access point is not permitted on this service.**
Executive Class Shared Wired Service	Typical speeds up to 1 Mbps	Includes 4 DHCP Private IP addresses, up to 6 additional addresses can be purchased.	For a user who needs a little more bandwidth and the ability to access the internet over multiple devices with plug and play capability. Executive Class service can be used for light to moderate web surfing. **Connecting a wireless access point is not permitted on this service.**
Executive Class Plus Shared Wired Service	Typical speeds up to 1 Mbps	Includes 4 routable public IP addresses, up to 6 additional addresses can be purchased.	Provides the same speeds and service found in the Executive Class Wired Service but uses routable IP addresses. **Connecting a wireless access point is not permitted on this service.**
Dedicated Wired 1.54 Mbps	1.54 Mbps	Includes 10 IP addresses. Up to 10 additional addresses can be added.	1.54 Mbps. **Connecting a wireless access point is not permitted on this service.**
Dedicated Wired 3.0 Mbps	3.0 Mbps	Includes 15 IP addresses. Up to 14 additional addresses can be added.	3.0 Mbps. **Connecting a wireless access point is not permitted on this service.**
Dedicated Wired 6.0 Mbps	6.0 Mbps	Includes 20 IP addresses. Up to 9 additional addresses can be added.	6.0 Mbps
Dedicated Services Greater than 6.0 Mbps - Please contact Technology Services at (312) 791-6113 or technology@mccormickplace.com.			

"READ CAREFULLY BEFORE USING OUTSIDE INTERNET PROVIDERS"

McCormick Place is proud to provide industry-leading, high quality wired and wireless internet services to meet the information needs of show managers, exhibitors, and event attendees. As the exclusive provider of wired and 802.11 wireless internet service, McCormick Place's competitive service offerings are capable of meeting the needs of any customer class. As leaders in the field of convention center internet delivery, McCormick Place offers many right-sized services and strives to lead the industry in both pricing and quality of service. Inasmuch as McCormick Place recognizes the need for competition to help maintain fair and honest pricing, that competition does exist between facilities. When comparing like services and their standard rates, McCormick Place leads the way in providing the most value for the dollar. The biggest threat to successful implementation of a well-deployed Wi-Fi infrastructure is interference. Given the nature of wireless services in an environment such as a convention center, McCormick Place closely monitors Wi-Fi usage to ensure our customers receive the best possible service.

In order to help our customers who, need the type of service that is delivered by "internet in a briefcase" providers, McCormick Place has developed a service offering to deliver an improved version of what these outside providers sell, and do so at a lower net cost. The chart below compares a sample third party's offering with McCormick Place's improved service;

	Third Party	McCormick Place VIP Wireless
Basic Service for one device	$499 *(4 devices maximum)*	$300 *($300 for the first device, $150 each for the next 9 and less each from there. Unlike 3rd party offerings, this service can extend to any number of devices needed at a continually reducing scale.)*
Only services from McCormick Place will extend the full run of the facility (public spaces, expo halls, ball rooms and meeting rooms). Services offered by outside vendors only work in range of the device they send. Additionally, onsite support is not available for any Wi-Fi- provider other than McCormick Place.		
Additional days beyond 3	$125	No charge
The basic service from our sample provider only covers 3 days.		
Shipping	$60	No charge
Estimated total for a 4-day show	**$684**	**$300**

Although the initial appearance is that the "bring your own internet" option is attractive, clearly it is advantageous to purchase directly from the facility. To recap some of the benefits to McCormick Place's VIP Wireless offering:

- Price: McCormick Place VIP Wireless is more cost effective than outside providers of Wi-Fi.
- Support: The only supported wireless provider is McCormick Place. As such, we:
  - Visit customers who are having issues
  - Help customers with device configuration
  - Work to resolve interference issues with neighboring exhibitors who may not be following McCormick Place rules for Wi-Fi use
  - Add equipment directly to an affected user's booth if necessary
- Convenience: There is no need to utilize a freight carrier such as Fed Ex or UPS to transport devices, etc. The in-house, in place equipment is all that is required.
- Service: Unlike "bring your own" options, McCormick Place VIP Wireless works throughout the facility.

COMPLIMENTARY WI-FI

High Speed Complimentary Wi-Fi is available on the exhibit floor.

WIRELESS ACCESS POINT WAIVER

- McCormick Place is the exclusive provider of wired and IEEE Standard 802.11 Wireless (Wi-Fi) Internet Services in all McCormick Place Facilities except for the McCormick Place Hyatt Hotel.
- McCormick Place may offer a waiver to allow an exhibitor to provide their own wireless. A waiver will only be provided under the following conditions:
    - The exhibitor must register their access point(s) using the McCormick Place Wi-Fi Waiver Form, and provide all required information at least 30 days in advance of the first move-in day for the show.
    - The exhibitor must purchase a 6 MBPS or greater dedicated wired internet service from the facility.
    - Any approved access points must be capable of manual power output and channel selection adjustments.
    - The exhibitor must configure the approved access point to the requirements specified by the facility.
    - Notwithstanding our best efforts to eliminate interference, if the exhibitor provided unit interferes with the facility's Wi-Fi system, the exhibitor will be required to disable it. If the access points were registered with the facility, the exhibitor will receive a refund for their wired service (excluding any labor to set up their equipment) and be allowed to purchase Wi-Fi service on the facility network.
    - If an exhibitor is found to be operating a non-approved wireless network using a McCormick Place wired service, the wired service will be terminated.
    - Exhibitors who are granted a waiver will not have access to the facility Wi-Fi network for areas outside their broadcast area unless they purchase those services from the facility.

There are several vendors who currently provide small portable Wi-Fi systems which connect to a cellular carrier and provide Wi-Fi service to linked devices. While this may appear to be a great solution to an individual who wants to provide temporary Wi-Fi services, it typically interferes with the Wi-Fi signal provided to users on the facility system. **These vendors are not authorized nor allowed to enter the complex for any service related issues.** McCormick Place provides a competitively priced exhibitor targeted Wi-Fi service which can be used throughout the facility and which is supported by an in-house staff. McCormick Place does not allow the transmission of IEEE standard 802.11(Wi-Fi) signals from self-contained portable Wi-Fi systems.

MCCORMICK PLACE
TERMS AND CONDITIONS FOR NETWORK - INTERNET SERVICES

1. **Pricing and taxes.** Customer agrees to pay the fees and other charges for Internet services and other services and products provided hereunder. The prices listed on this Agreement do not include Federal, State, or Local taxes. Taxes will be included on your final bill.

2. **Additional costs.** The Authority reserves the right to bill the Customer for any additional cost the Authority incurs in:
   a) assisting in trouble diagnosis or problem resolution found not to be the fault of the Authority or
   b) collecting information required to complete the installation that customer fails to provide.

3. **Use of Internet Services.**

   a) APPLICABILITY Please read this acceptable use policy prior to using the service; by using the Wi-Fi service, you, the user, are agreeing to the terms of this acceptable use policy. You are responsible for any violation of this acceptable use policy or misuse of the service through the use of your device, even if the misuse was conducted by a third party or other end user with access to your device, whether permitted by you or not. It is your responsibility to secure your computer(s), and/or mobile device so that such misuse is prevented.

   b) REVISIONS TO POLICY McCormick place may revise this acceptable use policy from time to time without notice by posting any such revision on mccormickplace.com or any successor URL. Any revision of this acceptable use policy is effective immediately upon such posting. As such, you should regularly visit mccormickplace.com and review the posted acceptable use policy. In the event of a conflict between any user or customer agreement and this acceptable use policy, the terms of this acceptable use policy will govern.

   c) VIOLATIONS McCormick place reserves the right to immediately terminate your access without notice at McCormick place's sole discretion if you or others who use your account violate this acceptable use policy. You agree to defend, hold harmless, and indemnify McCormick place, its manager, and their affiliates, directors, officers, employees, agents, licensees, and other partners and employees, from any loss, liability, claim, or demand, including reasonable attorney's fees, made by any third party due to or arising out of your breach of any provision of this acceptable use policy.

   d) COMMERCIAL USE If you have purchased and are using a VIP Wireless service, this paragraph 4 shall not apply to your use of Wi-Fi at McCormick Place. Wi-Fi Service is provided for personal use within McCormick Place. You agree that you will not use, nor allow others to use, the Wi-Fi Service to operate any type of business or commercial enterprise or to use the Wi-Fi Service as an Internet service provider. You agree that you will not use, nor allow others to use, your mobile device as a Web Server, FTP Server, file server or game server or to run any other server applications.

   e) NO RESELLING OF SERVICES User will not resell or redistribute, or allow others to resell or redistribute, access to the Wi-Fi Service in any manner, including by wireless means.

TERMS AND CONDITIONS FOR NETWORK (continued)

f) **NO ILLEGAL OR FRAUDULENT USE** You agree that you will not use, and not encourage or allow others to use, the Wi-Fi Service to violate any applicable federal, state, local or international laws orders or regulations. You agree that you will not use, nor allow others to use, the Wi-Fi Service to plan or commit, or encourage or help others to plan or commit, a crime, fraud or act of terrorism, including but not limited to posting or transmitting information, data or material that is unlawful, abusive, libelous, slanderous, obscene, profane, unlawful, threatening, or defamatory, posting or transmitting child pornography or obscene material, engaging in a pyramid, Ponzi or other illegal soliciting schemes, sending chain e-mail that request money or other items of value, illegal gambling, the offering for sale of illegal weapons or substances, the promotion or publication of any material that may violate hate crime laws, or exporting software or technical information in violation of U.S. export control laws. You agree to indemnify, defend and hold harmless McCormick Place and its affiliates, suppliers, and agents against all claims and expenses (including reasonable attorney fees) resulting from you engaging in any act prohibited by this Acceptable Use Policy or resulting from your violation of this Acceptable Use Policy. This paragraph will survive any termination or expiration of any applicable subscriber agreement.

g) **NO INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS** You agree that you will not use, nor allow others to use, the Wi-Fi Service to send or receive any information that infringes the intellectual property, including without limitation patents, trademarks, copyrights, trade secrets or proprietary rights of any other person or entity. This includes, but is not limited to digitized music, movies, books, photographs, art or other copyrighted materials or software.

h) **NO THREATS OR HARASSMENT** You agree that you will not use, nor allow others to use, the Wi-Fi Service to transmit any material that threatens or encourages bodily harm or destruction of property or which harasses, abuses, defames or invades the privacy or rights of any other person or entity.

i) **NO HARM TO AND PROTECTION OF MINORS** You agree that you will not use, nor allow others to use, the Wi-Fi Service to harm or attempt to harm a minor, including but not limited to using the Wi-Fi Service to send pornographic, obscene or profane materials, or violating the Children's Online Privacy Protection Act.

j) **NO "SPAMMING"** You agree that you will not use, nor allow others to use, the Wi-Fi Service to send materials in a manner inconsistent with federal and state laws, including without limitation the CAN-SPAM Act of 2003 (15 U.S.C. §§ 7701-7713 and 18 U.S.C. § 1037). These materials include without limitation mass or bulk e-mail, numerous copies of the same or substantially similar messages, empty messages, or messages which contain no substantive content. We reserve the right, in our sole discretion, to determine whether such postings or transmissions constitute an advertisement, promotional material or any other form of solicitation in violation of such laws.

k) **NO "HACKING"** You agree that you will not use, nor allow others to use, the Wi-Fi Service to access the accounts of others or to attempt to penetrate security measures of the Wi-Fi Service or access any other person's computer or computer system, software, data, confidential or proprietary information of others without the owner's knowledge and consent ("hacking") or to cause a disruption of service to other on-line users. You agree that you will not use, nor allow others to use, tools designed for compromising network security, such as password guessing programs, cracking tools, packet sniffers or network probing tools.

TERMS AND CONDITIONS FOR NETWORK (continued)

l) NO SYSTEM DISRUPTION You agree that you will not use, nor allow others to use, the Wi-Fi Service to disrupt, restrict, destroy, impair or create any unusually large burden, disrupt any backbone network nodes or network service used by McCormick Place or others. You also agree that you will not use, nor allow others to use, the Wi-Fi Service to disrupt other Internet service providers or services, including but not limited to by e-mail bombing or the use of mass mailing programs, viruses, locks, keys, worms, Trojan horse or other harmful or debilitating feature; distribute mass or unsolicited e-mail, including commercial advertising, announcements or junk mail; or otherwise generate large levels of traffic sufficient to impede other's ability to send or receive information.

m) NO IMPERSONATION OR FORGERY You agree that you will not, nor allow others to, impersonate another user, falsify one's user name, age, digital or manual signature or identity in e-mail or in any post or transmission to any newsgroup or mailing list or other similar groups or lists. You agree that you will not, nor allow others to, forge any message header of any electronic transmission, originating or passing through the Wi-Fi Service, or use an IP address not assigned to you.

n) NO ABUSE OF NEWSGROUPS You agree that will not, nor allow others to, post a similar item to more than three (3) newsgroups or mailing lists. You agree that you will not, nor allow others to, post or transmit any private, third party e-mail to any newsgroup or mailing list without the explicit approval of the sender.

o) NO "VIRUSES" You agree that you will not use, nor allow others to use, the Wi-Fi Service to restrict, inhibit, or otherwise interfere with the ability of any other person to use or enjoy the Wi-Fi Service or any features of the Wi-Fi Service, any Equipment or the Internet, regardless of intent, purpose or knowledge, including, without limitation, by posting or transmitting any information or software which contain computer "viruses," worms, "Trojan horses" or other harmful software programs and that you will use your best efforts to prevent the unintentional transmission of such viruses.

p) Wi-Fi MONITORING. McCormick Place reserves the right at any time to monitor bandwidth, usage, transmissions, and content on the Wi-Fi Service from time to time; to seek or identify violations of this Policy; and/or to protect the network, the Wi-Fi Service and McCormick Place users. McCormick Place may not, however, routinely monitor the activity of your Wi-Fi Service account for violations of this Acceptable Use Policy. McCormick Place's failure to enforce this Acceptable Use Policy, for whatever reason, shall not be construed as a waiver of any right to do so at any time. You agree that any portion of this Acceptable Use Policy held invalid or unenforceable will as much as possible be construed consistent with the intent and applicable law; the remaining portions of this Acceptable Use Policy will remain in full force and effect.

4. **Wireless Specific.** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.

5. **Performance Disclaimer.** The Authority does not warrant that the services provided hereunder will meet Customer's requirements or that Customer's access to and use of the services will be uninterrupted or free of errors or omissions. The Authority cannot and does not guarantee the privacy, security, authenticity and non-corruption of any information transmitted through, or stored in any system connected to the internet. The Authority shall not be responsible for any delays, errors, failures to perform, or disruptions in the Hosting services caused by or resulting from any act, omission or condition beyond the Authority's reasonable control. In situations involving performance or nonperformance of services furnished under this Agreement, Customer's sole remedy shall be a refund of a prorated portion of the price paid for services which were not provided. Credit will only be issued for periods of loss greater than 24 hours.

TERMS AND CONDITIONS FOR NETWORK (continued)

6. **Internet Security Disclaimer.** The Authority does not provide security, such as, but not limited to, firewalls, for any Internet service it provides. It is the sole responsibility of the Customer to provide any necessary security. With execution of this document, Customer agrees to the Terms and Conditions of this Agreement and will hold the Authority, it's board members, officers, employees, agents, and consultants harmless for any and all liabilities arising from the use of non-secured Internet services.

7. **No Warranties.** The Authority makes no warranty of any kind with respect to services and products provided under this Agreement. The Authority disclaims all warranties, express and implied, including the warranties of Merchant ability and the fitness for a particular purpose.

8. **Limitation on Liability.** The Authority will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the Authority's Internet services or related products unless such damages are caused by an intentional and willful act of the Authority. The Authority will not be liable for any special or consequential damages, or for loss, damage, or expense directly or indirectly arising from Customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind, including loss of business profits, based upon breach of warranty, breach of contract, negligence, strict tort, or any other legal theory whether or not the Authority or it suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall the liability of the Authority exceed an amount equal to the price of products and services purchased by Customer during the twelve-month period preceding the event which caused the damages or injury.

9. **Indemnity.** Customer agrees to indemnify and hold the Authority, its board members, officers, employees, agents, and consultants harmless against any claim or demand by any third party due to or arising out of the use by Customer of Internet services and related products provided hereunder.

10. **Termination.** Customer's failure to comply with the terms and conditions of this Agreement will result in immediate termination of Internet services provided hereunder. Customer acknowledges that the Authority reserves the right to terminate this Agreement for convenience.

11. **Changes.** The Authority reserves the right to change these terms and conditions at any time. The terms and conditions in effect at the time of services are ordered shall apply. Customer may view the most current terms and conditions by visiting: www.mccormickplace.com.

12. **Miscellaneous.** This Agreement constitutes the entire agreement of the parties and supersedes any prior or contemporaneous agreements between the parties with respect to the subject of this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of laws principles.

PAYMENT POLICY

Your on- site representative must be aware of this payment policy and be prepared to make payment upon installation of technology services. **Payment must be made by credit card, company check or wire transfer.** Regardless of the method of payment you select, **an approved credit card must be on file.**

The exhibiting firm is responsible for payment. If a third party (i.e. agent, exhibitor appointed contractor, etc.) is hired to handle display and/or billing for any services, the exhibiting firm agrees that they are responsible for payment of the charges in the event that the named third party (i.e. agent / exhibitor appointed contractor, etc.) does not discharge payment of the invoice prior to the last day of the show. All charges would then revert to the exhibiting company. All invoices are due and payable upon receipt by either party by the close of the event.

For charges that are invoiced, payment is due upon receipt of invoice. Any charges unpaid 30 days after the invoice date will incur a finance charge of 1.5% per month, 18% annually, or the maximum legally allowable rate, whichever is lower. In addition, all future orders will be on a pre-paid basis only.

This payment policy agreement shall be governed by and construed in accordance with laws of the STATE OF ILLINOIS.

CANCELLATION POLICY

For full cancellation of all technology services ordered and not yet installed, a cancellation fee in the amount of 10% of the value of the services ordered will be charged.

For partial cancellation of technology services ordered, but not yet installed, no cancellation fees will be incurred.

For partial cancellation of technology services ordered and installed, but not yet used by the exhibitor, the installation labor costs will be charged.

For cancellation of an Internet line that has been installed but not yet used, a 10% cancellation fee plus labor will be charged.

For cancellation of telecommunication services that have been installed and used, the full cost will be charged.

LIMITATION OF LIABILITY

Any liability of McCormick Place for the provision of services, or the failure to provide services or with respect to any claim, loss or cause of action arising from the provision of services or the failure to so provide is limited to the amount actually paid for the services in question.

SUBMITTING YOUR ORDER

ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK. MAKE CHECK PAYABLE TO: "MCCORMICK PLACE / SMG"

- US mail/First Class Mail/Couriers or Overnight Express (remember to allow ten days):
  Metropolitan Pier and Exposition Authority • McCormick Place/SMG
  301 E. Cermak Road • Chicago, IL 60616

- Wire Transfer:
  BMO Harris Bank, N.A. • 111 West Monroe Street, Chicago, IL 60603 • ABA Routing # 071000288 •ACH Routing # 071000288 • Account #329-793-4 • Attn: SMG McCormick Place Depository
  All wire transfers should include the following information:
  • Your company name • The event/show name • Your booth/space number • Your order/invoice number (if applicable).

PAYMENT USING A CREDIT CARD

Ctrl+Click here to access the Calendar of Events and begin your On-Line order.

Or go to: www.mccomickplace.com

Federal Tax ID Number: 366009091
Illinois Tax ID Number: E9988509303

ORDER AND PAYMENT SUMMARY FORM

Show/Event: CDS MWM	**Event ID/Code: 19869**
Deadline Date for Advance Rate: FEBRUARY 1, 2019	**Event Dates: February 21 - 23, 2019**

Bill To: *(check one)* **Exhibiting Company ☐**	**or EAC (Exhibitor Appointed Contractor) ☐**
Exhibiting Company Name:	**Booth:**
Address:	
City, State, Zip Code:	
Phone Number: ( )	
EAC (If Applicable):	
Address:	
City, State, Zip Code:	
Phone Number: ( )	
On-site Contact Name:	
Order Submitted by:	
Email Address:	

METHOD OF PAYMENT OPTIONS

ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK

PLEASE MARK APPROPRIATE SPACE BELOW:

□ Check#: _____ **Make checks payable to: McCormick Place / SMG

Mailing Address (US mail/First Class Mail/Couriers or Overnight Express please allow ten days):
Metropolitan Pier and Exposition Authority c/o McCormick Place/SMG 301 E. Cermak Road, Chicago, IL 60616

□ Credit Card: To pay via credit card, Ctrl+Click here to access the Calendar of Events and begin your On-Line order.

□ Wire Transfer

All wire transfers must include: Your company name, the event/show name, your booth/space number & your order #
BMO Harris Bank, N.A. • 111 West Monroe Street, Chicago, IL 60603 • ABA Routing # 071000288 •
ACH Routing # 071000288 • Account #329-793-4 • Attn: SMG McCormick Place Depository

PLEASE CALCULATE YOUR SUBTOTAL FROM THE ORDER FORMS IN THE AREA BELOW	
Telephone Service(s)	$
Cable TV Service(s)	$
Internet Service(s)	$
Telecommunication Taxes: 14.5%	$
Total	$

YOUR SIGNATURE INDICATES THAT YOU HAVE READ AND FULLY UNDERSTAND OUR PAYMENT POLICY, TERMS AND CONDITIONS	
Signature:	Printed Name:

OFFICE USE ONLY	
Date Received:	Order #:
Customer #:	Batch #:

INTERNET SERVICES ORDER FORM

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE

EVENT NAME:	**CDS MWM**	**EVENT DATES:**	**February 21 - 23, 2019**
COMPANY NAME:		**BOOTH #:**	**DATE:**
PHONE #:		**EMAIL ADDRESS:**	

DIGITAL INTERNET SERVICES

All services include the installation of ONE 10Base T network cable, terminated on an RJ45 end. Additional wiring is done by our Installers on a time and materials basis. You must supply all necessary hardware and software. **PLEASE REFER TO PAGE 3 FOR A DESCRIPTION OF SERVICES OR CALL (312) 791-6113.**

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3401		Associate Class Wired Service	$500.00	$625.00	
3402		Executive Class Wired Service	$1,200.00	$1,500.00	
3403		Executive Class Plus Wired Service	$1,400.00	$1,750.00	

DEDICATED WIRED INTERNET SERVICES

3404		1.54 mbps Service	$3,510.00	$4,390.00	
3405		3.0 mbps Service	$5,700.00	$7,125.00	
3406		6.0 mbps Service	$8,700.00	$10,875.00	
Dedicated Services Greater than 6.0 Mbps Please call us at (312) 791-6113					
3354		Additional TCP/IP Address	$125.00	$160.00	
3358 3376 3377		Hub Rental – If you're connecting more than one computer, you'll need a hub. We offer hubs in 8, 16 and 24 port varieties.	$125.00 – 8 ports $200.00 – 16 ports $250.00 – 24 ports	$160.00 – 8 ports $250.00 – 16 ports $315.00 – 24 ports	
3367		Firewall Rental – We offer Cisco Pix ® firewalls. Includes basic programming.	$625.00	$780.00	

See terms and conditions. We cannot guarantee speeds on the Internet. Speeds listed are determined by your device and our Internet gateway. By placing an order, you agree to all terms and conditions. Services include one connection only. Additional drops or fanning of cables within the booth will be done on a time & materials basis.

LABOR

LABOR RATES ARE EFFECTIVE:
June 1, 2018 – May 31, 2019

Straight Time	**$99.00**
Overtime	**$144.00**
Double Time	**$189.00**

DEADLINE DATE

Submit Your Complete Order and Full Payment by, **FEBRUARY 1, 2019** to receive the Advanced Rate.

TAX BREAKDOWN

State Excise	**7%**
State Infrastructure	**0.50%**
City Excise	**7%**

Please note: Connecting a wireless access point is not permitted on the following service codes:

3401 Associate Class
3402 Executive Class
3403 Executive Class Plus
3404 1.54mbps
3405 3.0 mbps

WIRELESS ACCESS POINT WAIVER FORM

EVENT NAME:	**CDS MWM**	**EVENT DATES:**	**February 21 - 23, 2019**
COMPANY NAME:		**BOOTH #:**	**DATE:**
PHONE #:		**EMAIL ADDRESS:**	

PLEASE COMPLETE ONE (1) FORM PER WIRELESS ACCESS POINT AND RETURN TO US BY FEBRUARY 1, 2019.

1. Have you ordered Internet Services? **Yes ☐** **No ☐**

If so, please provide your Technology Services Order Number:
(Located on the Service Order Confirmation email that you received after your Internet order was placed.)

2. What services have been ordered? *(must be a Dedicated Wired Internet Service to qualify / 6 mbps or greater)*

_____ _____

3. Is your access point capable of manual power output and channel selection adjustments? **Yes ☐** **No ☐**

Please List Technical Specifications:

AP MAC Address:_____ **SSID:**_____

AP Manufacturer:_____ **AP Model:**_____

Intended 2.4 Ghz Channel (please check one): 1☐ 6 ☐ 11 ☐ **Intended 2.4 Ghz Signal Strength:**_____

Intended 5 Ghz Channel:_____ **Intended 5 Ghz Signal Strength:**_____

Intended Mounting Height:_____

Your signature indicates that you have read and fully understand our terms and conditions as stated in pages 4-5.

Signature:_____

Printed Name:_____

Date:_____

Please contact us for assistance.
(312) 791-6113 (Call Center)
technology@mccormickplace.com (E-Mail)
Order Technology Services On-Line At www.mccormickplace.com

TELEPHONE / CABLE SERVICES ORDER FORM

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE

EVENT NAME:	**CDS MWM**	**EVENT DATES:**	**February 21 - 23, 2019**
COMPANY NAME:		**BOOTH #:**	**DATE:**
PHONE #:		**EMAIL ADDRESS:**	

TELEPHONE SERVICES

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3310		SINGLE LINE MAIN* – includes the use of our telephone instruments; if additional instruments that share the same phone number are required also order code 3321 extension service.	$290.00	$435.00	
3321		SINGLE LINE EXTENSION* – cannot be ordered without at least one MAIN service, code 3310; service includes the use of our telephone instruments.	$140.00	$210.00	
3315		MULTI-LINE MAIN* – Includes voicemail (by request) and use of telephone instruments; if additional instruments that share the same phone number are required also order code 3322 extension service.	$620.00	$930.00	
3322		MULTI-LINE EXTENSION* – cannot be ordered without at least one MAIN service, code 3315; service includes the use of our telephone instruments.	$315.00	$475.00	
		USAGE DEPOSIT PER PHONE LINE – required for internationally billed customers.	$300.00	$300.00	
3311		(Voice Mail) Per Single Line Telephone	$60.00	$90.00	
3319		OTHER CARRIER SERVICES	$265.00	$398.00	
3340		POLYCOM SOUND STATION - Line charge is separate (electrical service required)	$210.00	$210.00	
3337		SINGLE LINE SPEAKER – Line charge is separate	$12.00	$18.00	
				SUB-TOTAL	

Do you want your telephone number published in the Event Directory? **Yes** □ **No** □

If yes, please print how your company's name should appear : _____

CABLE TELEVISION SERVICES

South & West Buildings Only

Code	Qty	Description	Advance Rate Per Unit	Standard Rate Per Unit	Total
1560		CABLE ACCESS	$245.00	$368.00	
1570		1 ADDITIONAL CONNECTION FROM THE MAIN SERVICE	$32.00	$47.00	
				SUB-TOTAL	

Our telephone services include:

- **Unlimited Free Toll-free calls**
- **Unlimited Local (Chicago Metro Area) Calls**
- **Up to 100 minutes of Domestic Long Distance calls at no charge**

We charge for all international calls

DEADLINE DATE

Submit Your Complete Order and Full Payment by, **FEBRUARY 1, 2019** to receive the Advanced Rate.

COMMUNICATION SERVICES LABOR TICKET

Please complete this form along with your Order and Payment Summary Form (pg. 11) if you require service installation by a specific date or networking/fanning out of CAT5 cables. Contact us at 312-791-6113 or technology@mccormickplace.com for assistance with placing a "labor only" order. NOTE: For "labor only" orders, a detailed floor plan with locations must be submitted.

EVENT NAME:	**CDS MWM**	**EVENT DATES:**	**February 21 - 23, 2019**
COMPANY NAME:		**REQUESTED BY (Name):**	
BOOTH #:		**DATE:**	
BUILDING :	**□ NORTH □ SOUTH □ EAST □ WEST**		
THE LINE BELOW IS FOR INTERNAL USE			
WORK ORDER #:		**MCCORMICK PLACE ASSIGNED PHONE #'S:**	

DATE & TIME LABOR REQUESTED: _____

DESCRIPTION OF WORK:

□ Pre-wire booth prior/early installation
□ Install inside booth wiring for customer owned phone system
□ Fanning out network (Internet/fiber/etc.) drops inside booth
□ Other: Please specify _____

THE TABLE BELOW IS FOR INTERNAL USE

Date	Technician	Straight Time Hours Code 3930 @ $99.00	Overtime Hours Code 3940 @ $144.00	Double time Hours Code 3950 @ $189.00	Inbound or Outbound Labor (Designate below)

I acknowledge that by signing this ticket I agree to pay the total charges at the time of invoicing.

Authorized Signature: _____

Print Name: _____ Date: _____

Technology Services Routing Instructions
Original: Keep in show site folder
Copy: fax copy to the telephone equipment room.

Total Amount $

FLOOR PLAN TEMPLATE

Event Name: CDS MWM **Event Dates:** February 21 - 23, 2019

Deadline Date: February 1, 2019 **Company Name:** _____

Booth #: _____ **Phone #:** _____

Fax #: _____ **On-Site Contact Name:** _____

Contact Arrival Date: _____

Equipment Delivery Date: _____ **Carpet Installation Date:** _____

Using the legend below, please complete this form for all Telecommunication services ordered. A change of location on an installed or partially installed service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- Your company name, booth number, your office phone and fax #s, your on-site contact and their expected arrival date, your equipment delivery date and your carpet (flooring) installation date.
- Be sure to check in at the Service Desk upon your arrival to notify our staff when you are ready for your service

TO AVOID BOOTH INSTALLATION CHARGES PLEASE BE SURE TO SUBMIT FLOOR PLANS ALONG WITH YOUR ORDERS.

1 square = 1 square foot (Unless otherwise noted)

Back of Booth

Adjacent Booth # _____

Adjacent Booth # _____

Aisle

▲ **- TELEPHONE JACKS**

▽ **- INTERNET ACCESS**

BOOTH DIMENSIONS:

_____ **(L) X** _____ **(W)**

19869

FACILITY REGULATIONS

Animals and Pets

- Domestic animals: If you plan to use a domestic animal (i.e., cat or dog) in your exhibit, be sure to contact your Show Manager for approval. An insurance disclaimer will need to be completed. Upon proof of show management approval, disclaimer forms can be obtained through the McCormick Place Risk Management Department at (312) 791-7113.
- Non-domestic, endangered or exotic animals: The use of these animals must be approved by your Show Manager. In addition to the disclaimer form, you must also contact our Loss Prevention Manager at (312) 791-7113.

Balloons, Radio-Operated Air Devices, Drones and Aircraft Landing

- Radio-operated blimps and similar devices are permitted on the event floor with pre-approval in writing from Show Management and with a certificate of accident insurance.
- To prevent escape to the ceiling, helium-filled balloons and similar objects must be secured. If they do escape to the ceiling, you may be charged removal fees.
- Helium-filled balloons or any other helium-filled object may not be distributed.
- Mylar balloons are prohibited due to their effect on the fire detection systems.
- Exhibitors are not permitted to use a drone within the Complex for proprietary and safety reasons.
- The City of Chicago does not allow small aircrafts to land within city limits, unless in designated locations.

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Smoking

- In accordance with the City of Chicago Fire Department and the City of Chicago, smoking is not permitted in McCormick Place. Smoking stations are located outside of the facility.

Exhibits in Meeting Rooms

- If a meeting room has been assigned to your company for exhibit or meeting use, please contact the McCormick Place Event Management Department for specific meeting room guidelines.
- Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
- Crates, cartons, pallets, pallet jacks, forklifts, etc., are not allowed in meeting rooms. All freight must be uncrated or removed from pallets prior to entering the room. Movement of freight should be done using flat trucks dedicated to carpet use. If other flat trucks or dollies are used, appropriate floor protection (Visqueen or Masonite) must be installed.
- Storage of containers, skids, etc. is prohibited inside the facility. These items must be moved to the appropriate crate storage area. Please contact your Contractor or the official event service contractor to assist you. Removal of such items is a Fire Safety regulation and subject to inspection by the Fire Marshal.

Hanging Items

Hanging items are defined as any materials, including but not limited to, signs and machinery, which are hung from or attached to ceilings, exhibit structures or building supports.

All requests for hanging items must be reviewed and approved by Show Management.

The responsibility to hang an item is shared by your general service contractor and the utility provider.

NOTE: Items weighing 500 lbs. or more: Drawings must be reviewed, signed and stamped by a licensed structural engineer to CERTIFY STRUCTRUAL INTEGRITY AND SAFTEY.

- These rules and regulations provide absolute limits which cannot be exceeded under any circumstances or conditions.
- Fire Retardant regulations also apply to hanging items. Refer questions regarding fire retardancy to the Fire Safety Manager at (312) 791-6079.
- No hanging items are to be hung from any electrical fixtures, raceways, water, gas, air, fire protection, communications lines, piping, supports or hangers.
- All electrical and neon items must conform to City of Chicago Electrical Codes.
- The use of MIS, Octonorm or similar components systems for hanging signs is not permitted in our facility.

Parking

Exhibitor Guaranteed Parking

A limited number of guaranteed parking spaces are available by advance order of an Exhibitor Parking Permit. This permit allows access to the garages with in-and-out privileges. Parking spaces are guaranteed even if lots fill to capacity. For more details, please visit: Click and Park

Automobile and Small Utility Vehicle (ASUV) Program

Self-loading/Unloading ASUV

McCormick Place allows exhibitors to unload and load small privately-owned vehicles without hiring labor at designated areas in the building. Show management will determine the hours of operation for each event. We encourage exhibitors to participate in the ASUV program using one of the options listed on our website. Please visit us at ASUV for complete details.

Hand Carried Items

Park the vehicle in any of the McCormick Place parking lots or garages and transport items using pedestrian building access to the show floor. Only non-motorized, non-hydraulic hand trucks and dollies may be used to transport items from your vehicle to the show floor. Parking fees will apply.

Exhibit Hall Use And Guidelines

Fire Safety Regulations

Fire Prevention reserves the right to make any final decisions regarding the outlined requirements, according to Section 2-36-220 of the Municipal Code of Chicago on Fire Prevention.

Prior to the show opening and at any time during the event, the Fire Marshal may inspect the booths to ensure these requirements are met. If they are not, adjustments can be costly, and if a booth imposes a significant fire hazard, it will be prohibited from exhibiting.

The Fire Safety Manager at 312-791-6079 or dcozzi@mccormickplace.com can answer any questions or provide a set of fire code information.

Booth Staging

In addition to equipment and furniture placed within a booth space, exhibitors are allowed to stage the following items:

- Boxed or loose product, materials or literature.
- Fiber cases used to ship pop-up displays.
- Personal items such as luggage, purses, briefcases or coats.

The following restrictions must be observed when staging these additional items:

- The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
- Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
- Items that are placed under a table must not protrude outside the table dimensions.
- Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
- Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
- Pallets, empty crates, cartons and boxes may not be stored in the booth space.
- Staging will not be allowed behind the back wall of the booth and behind the drape within the booth.

Fire Retardancy

Booth construction and decoration materials must be fire retardant. It is suggested that a certificate of retardancy be available at the show to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703 Code as well as the UL-1975 test. General guidelines for material fire retardancy include:

- Backdrops, tents, canopies, dust and table covers, drapes and similar fabrics: These fabrics can often be made fire retardant by a dry cleaner that can issue a certificate of fire retardancy. Suppliers and/or display manufacturers can also provide a certificate included with the materials.

- Corrugated cardboard/display boxes: These materials can best be made fire retardant at a factory.
- Wood and wood by-products: If wood materials are not sufficiently fire retardant, a certified fire retardant specialist using pressure impregnation or similar impregnation method must treat them.
- Polyurethane foam, plastic and similar products.

Open Flame Devices

Used for illumination or decoration, such as candles, gelled alcohol fuel fire bowls, firepots or fireplaces must comply with the following:

- Prior notification and review by McCormick Place, Fire Safety Manager, the Fire Prevention Bureau, Fire Marshal, Authority having jurisdiction for each and every display.
- Must be contained inside a non-combustible enclosure that totally encapsulates the flame providing a measure of safety to the public.
- Must be positioned on a non-combustible surface with a 24-inch clearance of the flame device from any combustibles and booth back wall.
- Must have a mechanism available to quickly and safely extinguish the flame.
- Must have at least one multipurpose fire extinguisher rated minimum 2 – A :10- B:C strategically located with the booth.
- Booth personnel should be familiar with the operation of the fire extinguisher.
- Booth personnel must be in attendance whenever the device is in use.
- Maximum one-day supply of the replacement fuel allowed in booth.
- Device must be allowed to cool before refueling.
- Flame must be extinguished ½ hour prior to closing.

Hazardous Demonstration/Display Materials/Pyrotechnics

When designing demonstrations and displays, note that the following devices require pre-approval by McCormick Place and the Chicago Fire Department.

- Lasers, open flames (including candles)
- Smoke-producing devices
- Indoor Pyrotechnics have special permitting procedures through the City of Chicago Fire Prevention Bureau. Contact the Fire Safety Manager.
- Heating appliances
- Welding, brazing or cutting equipment
- Radioactive materials
- Compressed gas or compressed liquid cylinders if applicable used in the booth must be securely anchored to prevent toppling.
- Gasoline, kerosene or other flammable, toxic liquid, solid or gas
    - A limited supply of these fuels may be stored in the demonstration device, but cannot be stored overnight.
    - All fuel transfers must use safety cans.
- When displaying a flammable or combustible labeled product, the display container shall be empty. Up to two aerosol cans may be used for demonstration purposes only.

Approval requests must be sent in 60 days before move-in of the event. The request must state how the demonstration will avoid hazards to people or nearby objects. Plexiglas or similar protection is required whenever sparking may occur. Fire extinguishers will also be required.

Any chemical, substance or material deemed hazardous by O.S.H.A. requires pre-approval and must be accompanied with the appropriate M.S D S. McCormick Place Fire Safety Office will need copies of the M.S.D.S. before the materials arrive.

Prohibited Materials

The following items are fire-hazardous and prohibited in McCormick Place:

- All flammable compressed gases, such as propane and butane
- Explosives and live ammunition
- Untreated Christmas trees, cut evergreens or similar trees
- Fireplace logs and similar materials
- Charcoal
- Untreated mulch, Hay, Straw, Bamboo and Spanish moss

Cooking and Heat-Generating Devices

If cooking or heating appliances will be used, they must be powered electrically or by natural gas. Stoves and heaters for booth usage must be UL listed/approved and also be adequately ventilated. Nothing combustible may be placed near any heat-producing appliance. A UL listed/approved, 2 – A :10 – B : C ABC-type fire extinguisher is required in such exhibits.

Exhibits or Product Displays in Meeting Rooms

Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.

Fire Hose Cabinets, Pull Stations, Aisles and Exits

- Each of these fire safety supports must be visible and accessible at all times. Adjustments to space and equipment may be required.
- Chairs, tables and other display equipment must be clear of all aisles, corridors, stairways and other exit areas.

Vehicle Displays

- Any vehicle or other apparatus that has a fuel tank and is part of a display, is required to be equipped with a locking (or taped) gas cap and can contain no more than 1/8 tank of fuel.
- Once the vehicle has been positioned, it cannot be moved until move-out begins, without prior approval by the Fire Safety Manager or Designee.
- Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during show hours.
- Refueling must be done off property.

Multi-Level Booths or Ceilings (including tents)

Double-decker booths or booths with ceilings (including tents) were previously required to be equipped with fire safety devices. However, our Fire Safety Department and major show contractors have worked with the Chicago Fire Department to develop specific codes for the trade show environment that would offer a safe and cost-effective alternative to sprinklers. These specific requirements apply to all exhibits that have a ceiling or second story.

Booths fall into one of the five following booth formats:

Format 1: Exhibits with two stories under 225 square feet
Format 2: Exhibits with two stories at or over 225 square feet
Format 3: Exhibits with ceilings under 225 square feet
Format 4: Exhibits with ceilings at or over 225 square feet
Format 5: Multiple-level exhibits, which require automatic sprinklers or any of the above exhibits with installed automatic sprinklers. Separate fire code items apply.

For booth formats 1 through 4, you will need to comply with the fire code items marked *yes* on the following table:

Fire Code Compliance
Exhibits with Multiple Levels or Ceilings

Fire Code Item	Booth Format			
	1	2	3	4
1. Maximum Dimensions	Yes	Yes	No	Yes
2. Second Level	Yes	Yes	No	No
3. Exit Stairways	Yes	Yes	No	No
4. Smoke Detectors	Yes	Yes	Yes	Yes
5. Fire Extinguishers	Yes	Yes	Yes	Yes
6. Posted Certificate of Fire Retardancy	No	Yes	No	Yes
7. Certified Approval	Yes	Yes	No	Yes
8. Fire Marshal Review	Yes	Yes	Yes	Yes

For exhibits using automatic sprinklers, the amount and type of sprinkler coverage needed depends on the booth specifications. If automatic sprinklers are preferred, or are required, contact our Fire Safety Office to discuss your options.

Fire Code Items for Multiple Level Booths

- ***Maximum Dimensions:*** To avoid the sprinkler requirement, your exhibit must be less than or equal to 2 levels high (maximum 30-foot elevation) or 5,000 square feet of enclosed area.
- ***Second Level:*** Second levels must remain open and uncovered. If they are covered, sprinkler protection will be required. Booths with a third level or more must also have special sprinkler coverage.
- ***Staircases:*** Staircases between levels must be in compliance with the Americans with Disabilities Act and meet the following requirements:

    - Minimum of 3 feet in width
    - Provide a handrail on at least one side
    - Provide handrails a maximum of 1-1/2 inches in circumference and turned into walls
    - Not be spiral or winding
    - If the top deck is designed to hold over 10 people, or exceeds 1,200 square feet in area, a second staircase is required which must be remote from the main staircase and meet the same construction requirements.
- ***Smoke Detectors:*** All areas under the second level or ceiling, including closets, need to be equipped with a UL approved (or similarly approved), battery-operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.
- ***Fire Extinguishers:*** A UL-approved (or similarly approved) 2-1/2-pound ABC-type fire extinguisher must be posted in a clearly visible and readily accessible area for each 500 square-foot enclosure.
- ***Posted Certificate of Fire Retardancy:*** A certificate verifying the fire retardancy of your booth construction materials must be posted in a conspicuous place within the exhibit.
- ***Certified Approval:*** After the booth has been designed, the blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints should include dimensions and an isometric rendering. This approval applies to all booth formats outlined previously.
- ***Fire Safety Review:*** Send stamped blueprints to McCormick Place for review with the Fire Safety Division and by the Chicago Fire Department, Fire Prevention Bureau at least 60 days before the show opens to allow sufficient time for any needed corrections. Be sure that plans show dimensions and an isometric rendering of your exhibit. In addition, all areas requiring sprinkler protection must be highlighted. If plans are not provided on time, it may cause delays or disapproval of your booth to occur during the pre-show fire inspection.
- ***Fire Guards:*** Once a multiple level booth or a booth with a ceiling is built and completed, and whenever the exhibit or show is closed for business, special fire watch coverage is required. Use of individuals designated as fire guards is subject to prior approval by the McCormick Place Fire Safety Manager.
- ***Americans with Disabilities Act:*** All exhibits must comply with the ADA. For information on compliance, contact the McCormick Place Fire Safety Manager.

Hazardous Materials Management

Neither McCormick Place Housekeeping Department nor your official service contractor manages hazardous material removal. However, your Event Manager can provide contractor names specializing in this service. Exhibitors are responsible to make their own arrangements.

FREEMAN

Proud to Serve as Your Official Audio Visual Provider

CHICAGO DENTAL SOCIETY
THE RESPECTED LEADER IN SCIENTIFIC DENTAL MEETINGS℠

Chicago Dental Society
February 21 - 23, 2019
McCormick Place | Chicago, IL

Order By: January 28, 2019 to Receive Early Order Pricing!

Exhibiting Company Name: **Booth #:**

Packages	QTY.	Early Order	Show Rate	Total
Apple iPad with Floor Stand - White		$295.00	$383.50	
32" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		$720.00	$936.00	
42" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		$870.00	$1,131.00	
46" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		$1,035.00	$1,345.50	
55" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		$1,445.00	$1,878.50	

Flat Screen Monitors	QTY.	Early Order	Show Rate	Total
24" Flat Screen - 1080P, with Dell Sound Bar - Choose One: Table Top -or- Wall Mounted		$290.00	$377.00	
32" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		$475.00	$617.50	
42" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		$625.00	$812.50	
46" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		$790.00	$1,027.00	
55" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		$1,200.00	$1,560.00	
60" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		$1,400.00	$1,820.00	
70" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		$1,800.00	$2,340.00	
80" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		$2,800.00	$3,640.00	
Please call for pricing on Flat Screens 90" and larger, LED & LCD Video Wall Options		*Please call for pricing!*		

Flat Screen Accessories	QTY.	Early Order	Show Rate	Total
Mounting Bracket - (32"- 80" Flat Screen) *Only required if providing your own Flat Screen		$150.00	$195.00	
Single Post Stand - (up to 24" Flat Screen; Mounting Bracket Required - Charges May Apply)		$150.00	$195.00	
Dual Post Stand - (32"- 80" Flat Screen; Mounting Bracket Required - Charges May Apply)		$225.00	$292.50	

Touchscreen Displays	QTY.	Early Order	Show Rate	Total
32" Touchscreen - Choose One: Table Top -or- Wall Mounted		$800.00	$1,040.00	
46" Touchscreen - Choose One: Table Top -or- Wall Mounted		$1,300.00	$1,690.00	
Please call for pricing on Touchscreens 65" and larger		*Please call for pricing!*		

Computing	QTY.	Early Order	Show Rate	Total
Desktop Computer with Monitor (3.2 GHz or faster)		$275.00	$357.50	
Laptop Computer (Core i5/2.5ghz/4GB/300GBHD/DVD)		$325.00	$422.50	
Apple iPad		$175.00	$227.50	
iPad Floor Stand - White		$150.00	$195.00	
Apple 21.5" iMac (Intel Core 2 Duo/3.06 GHz)		$300.00	$390.00	
Apple 15" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		$450.00	$585.00	
Apple 17" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		$550.00	$715.00	

Additional Audio Visual Equipment	QTY.	Early Order	Show Rate	Total
USB Media Player		$120.00	$156.00	
Choose: Blu-ray -or - DVD Player		$150.00	$195.00	
Sound Bar - 2.1 Full Range, with Built-in Subwoofer		$75.00	$97.50	
Small High Performance PA System (2 speakers, 1 Mixer/Amp)		$330.00	$429.00	
Wireless Microphone - Choose One: Handheld -or- Headset -or- Lavalier		$240.00	$312.00	

Early order rate is subject to a 30% increase when ordering equipment after January 28, 2019.

Contact Your Freeman Representative	Total Your Order	
MARTHA ARROYO martha.arroyo@freeman.com **Phone:** 708.255.7125 **Fax:** 469.621.5603 **Online at:** www.freeman.com	**Equipment Sub-Total**	
	Handling & Onsite Freeman Audio Visual Supervision: If your equipment subtotal is: Less than $430, add $130 |$430-$2,999, add $180 | Please call for quote if order is $3,000+	
	***Electrical Labor**	
	****Projectionist Labor:** Applies to show floor meeting rooms	
	State Rental Tax on Equipment Only (9%)	
	TOTAL CHARGES:	

Don't see what you are looking for?
Please call to discuss the options!

***Electrical Labor:** Freeman will charge the exhibitor directly for the in-booth delivery, set-up, and dismantle fees. Labor costs may be higher on weekends and/or holidays. Call for a quote.
Overtime rates will apply all day Saturday. Double-time rates will apply all day Sunday.

****Projectionist Labor:** is based on a 5 hr minimum -or- 8 hr minimum if an Operator is req'd:
$88 Straight Time, $132 Overtime, $176 Double Time
A Projectionist Labor Estimate for projection equipment, install, and dismantle will be provided by your Freeman representative upon confirmation of your Audio Visual order.

Please Fill in All Information Below Before Submitting Your Order

Contact Information

Your Name:	**Booth Number:**
Exhibiting Company Name:	
Company Address:	
City / State:	**Zip Code:**
Phone:	**Fax:**
Email:	
Third Party (If Applicable)**:**	
Signature:	

Delivery Information

A representative must be in your booth at the time of delivery unless alternate arrangements are made.
Delivery subject to readiness of the booth structure and set-up. Please call us at 708.255.7125 with questions.

On-Site Contact Person: **Cell Phone:**

Please Select Your Preferred Date and Time of the In-Booth Delivery & Set-Up (Choose One)**:**

Tuesday, February 19, 2019	☐ 8:30am - 12pm	☐ 1pm - 4:30pm
Wednesday, February 20, 2019	☐ 8:30am - 12pm	☐ 1pm - 4:30pm

****Electrical Labor:*** *Overtime rates will apply Saturday & double-time rates will apply Sunday for the in-booth delivery, set-up, and dismantle. Please reference the Freeman Quick Facts for dismantle dates.*

*****Projectionist Labor:*** *All Meeting Rooms, including Show Floor Meeting Rooms, will require Projectionist Labor.*

If You Have a Special Delivery Request, Please Note it Here:

Payment Information

Method of Payment (Choose One)**:**

☐ **Credit Card** * In an effort to maximize the security of customer payments, a Freeman representative will include a link to our secure portal to provide credit card payment, with your order confirmation.

☐ **Check** *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.

☐ **Key Account** *Key Account customers have been pre-approved with net 30 terms.

☐ **Bank Transfer** * Please reference the Show Name and Booth Number so we may properly credit your account.
Wire Transfer: Bank Transfer to Bank of America, N.A.; Dallas, TX
ABA#: 026-009-593, ACCT #: 4426831545 Freeman Audio Visual, Inc.
Physical address routing identifiers: 100 West 33rd Street, New York, NY

International Wire Transfer
Swift Code: BOFAUS3N ACCT # 4426831545 Freeman Audio Visual, Inc.
CHIPS address: 0959 Freeman Audio Visual, Inc.
Physical address for international routing identifiers: 100 West 33rd Street, New York, NY

ACH Direct Deposit
ABA# 111-000-012 ACCT # 4426831545 Freeman Audio Visual, Inc.
ABA routing transit number physical bank address: 901 Main Street, Dallas,TX

*** For your convenience, Freeman will use your authorization to charge your credit card account for advanced and on site orders placed by your company representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor including without limitation, any shipping charges.*
*** All payments must be made in advance in US funds.*
***Full payment, including any applicable tax, is due at the time the order is placed.*

Cancellation Policy: Any cancellation must be received within **7 days** of show open to avoid being charged one day's rental rate. Cancellations after delivery will result in a day's charge and labor incurred.

PAYMENT & LABOR

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

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

DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Inc., Exhibit Surveys, Inc., Freeman Exhibit, Freeman Transportation, FreemanXP, Inc., Stage Rigging, Inc., The Freeman Company, Freeman Electrical, Inc., Freeman Digital Ventures, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR'S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

If FREEMAN provides electrical services, claims will not be considered, or adjustments made unless filed in writing, by EXHIBITOR, prior to the close of the event. FREEMAN is not responsible for any damage or loss caused by the loss of power beyond its control and EXHIBITOR agrees to hold FREEMAN, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. EXHIBITOR shall indemnify and hold harmless FREEMAN, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with EXHIBITOR'S actions or omissions under this Agreement. Please note that electrical services are NOT automatically included in Audio Visual rentals and must be ordered separately from the designated electrical provider.

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. If any labor secured through Freeman is conducting overhead work, the Exhibitor is responsible for ensuring that everyone in the area of overhead work is wearing a hard hat. If the Exhibitor does not have its own hard hats, Freeman can assist with obtaining them. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION

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

IMPORTANT

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

MATERIAL HANDLING

YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AIR CARGO

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

4. PACKAGING AND CRATES: Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

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

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.
(b) Storage charges, based on Freeman's applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.
(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.
(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.
(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

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

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

(a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
(b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
(c) personal effects;
(d) and other inherently fragile or unique items, including prototypes, etc.
Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties:
(a) whenever or wherever the claimed loss or damage may occur;
(b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
(c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages. Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:
(a) Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.
(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.
(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys" fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within five (5) business days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via email at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151.
For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES [INCLUDING ADOPTED INTERNATIONAL CONVENTIONS] AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE'S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

10. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; stop the shipment in transit, or divert or reschedule same, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

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

2. FINAL CONTRACT BETWEEN THE PARTIES. In exchange for Shipper's payments and Freeman's services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contact shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

4. PACKAGING AND CRATES. Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of Freeman, Freeman's liability shall then become that of a warehouseman.
(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

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

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

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

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

7. INSURANCE. Freeman IS NOT AN INSURER. Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.

8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES. Shipper understands that even if shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. **FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE**. **(THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR $5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of $500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value. (e) For either unmarked, unlabeled, or improperly packaged television monitors, the maximum liability is the lesser of $3.00 (USD) per pound or the actual invoice price.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN $100,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: **(a) WHENEVER OR WHEREVER THE CLAIMED LOSS OR DAMAGE MAY OCCUR; (b) EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE, AND; (c) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.**

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:
(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.
(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of Freeman persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.
(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys" fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

10. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Sedgwick, PO Box 14151, Lexington, KY 40512-4151 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 5 business days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Notice of concealed damage must be confirmed in writing or via email at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

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

12. MISCELLANEOUS. (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman's Small Packages program are lost, damaged or destroyed while in Freeman's possession, **FREEMAN'S MAXIMUM LIABILITY SHALL BE $100 per package UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** If small packages are received by the Shipper and notice of loss or damage is not received by Freeman within 15 days of the delivery of the property, the parties agree that the presumption shall arise that the property was delivered in proper quantity and in good condition.

CHICAGO DENTAL SOCIETY

THE RESPECTED LEADER IN SCIENTIFIC DENTAL MEETINGS℠

ARMAGEDDON SERVICES

A DIVISION OF R & M SERVICES OF ILLINOIS, LLC

UNARMED GUARD
ADVANCE ORDER RATE
$ 25.00 PER HOUR
AFTER February 14, 2019
& ON -SITE RATE:
$29.00 PER HOUR

2020 North California Ave. Suite 263
Chicago, Illinois 60647
Phone: 773-735-1600
Fax:773-735-3542
info@TheArmageddonGroup.com
WWW@TheArmageddonGroup.com
"The Absolute End in Security"

NEW Place Credit Card orders on line at WWW.TheArmageddonGroup.com.

use Show Code CDS19

We accept Visa, Master Card, American Express and Discover **(3% Credit Card fee will apply)**

Name of Show **CHICAGO DENTAL SOCIETY'S MIDWINTER MEETING, February 21 - 23, 20198**

DATES OF SERVICE	HOURS OF SERVICE

Please note: All schedules must satisfy a 5 hour minimum. Any "day of" cancellations must be cancelled at least 3 hours prior to the start time of that day's schedule or incur a 5 hour charge. No schedule may commence or end between the of 12:01AM and 6:00AM.

Exhibitor _____ Booth No. _____

Address _____ City _____ State _____ Zipcode _____

Attention _____ Exhibit Hall _____

Report to _____ Phone _____

Email _____ Onsite Phone _____

It is understood and agreed by and between the parties that: the Agency is not an insurer, that insurance if any, shall be obtained by the Client: the Agency is being paid hereunder for a guard system designed to deter certain risks of loss and that all amounts being charged hereunder by the Agency are not sufficient to guarantee that no loss will occur; the Agency makes no warranty or guarantee including any implied warranty of merchantability or fitness, that the service supplied will avert or prevent occurrences of loss there from which the service is designed to detect or avert.

The Client acknowledges that the Client alone has chosen the number of guards and the type of service to be provided herein and that the Agency has informed the Client that additional guards and services are available from the Agency at an additional cost to the Client and that the Client has elected not to avail themselves of the additional guard services

Authorized by: Date:

OSCAR & ASSOCIATES

CHICAGO DENTAL SOCIETY
THE RESPECTED LEADER IN SCIENTIFIC DENTAL MEETINGS℠

PHOTOGRAPHY SERVICES

Exhibit Photography Packages - *Includes color corrected, high resolution images with unlimited usage rights shipped via ground service within 7 business days from the end of the show unless otherwise stated below. E-Delivery of images and video reel will be uploaded to secure site for 10 days within 5 business days from the end of the show. For expedited delivery on any services, please contact us.*

		QTY		TOTAL
Pro Pack A	*Includes 6 views of the exhibit delivered via E-Delivery*	_____	**$1,133.00**	_____
	Up to 5 Additional Pro Pak Views	_____	**$75.00**	_____
Pro Pack B	*Includes 15 views of the exhibit delivered via E-Delivery*	_____	**$2,240.00**	_____
	Up to 10 Additional Pro Pack Views	_____	**$75.00**	_____
Single Exhibit Views	**Each view w/ 1-8x10 print**		**$150.00**	_____
	Each view w/ CD		**$175.00**	_____
	Most Popular- Each view w/ E- Delivery		**$195.00**	_____

E-Delivery of images will be uploaded to secure site for 10 days after which the link will expire. A minimum cost of $75 will be charged for re-uploading.

BEST VALUE - Exhibit Photography w/Video Packages

Pro-Pack A w/ Videography Services _____ **$1,499.00** _____
Includes 6 views of the exhibit and 5-10 of video footage of booth of booth delivered via E-Delivery.
Video is without sound and unscheduled. Video booked in 30-minute intervals. Additional time charged at $300 per 30 minutes.

Pro-Pack B w/Videography Services _____ **$2,525.00** _____
Includes 15 views of the exhibit and 5-10 of video footage of booth of booth delivered via E-Delivery.
Video is without sound and unscheduled. Video booked in 30-minute intervals. Additional time charged at $300 per 30 minutes.

Videography Service of booth– (with 4 view minimum) _____ **$490.00** _____
5-10 minutes of video footage of booth, without sound, captured during photography session.
Booked in 30-minute intervals. Additional time charged at $300 per 30 minutes.

Videography Service of booth– (No minimum Photography Order) _____ **$700.00** _____
5-10 minutes of video footage of booth, without sound, unscheduled before or during show hours.
Please notate on Order Form (p.4) with or without people. Booked in 30-minute intervals. Additional time charged at $300 per 30 minutes.

Video Footage Edit _____ **$386.00** _____
Includes either three-6 to 10 second clips for social media or one-30 to 45 second edited video from the above service with stock music and limited graphic. Delivered electronically within 10 business days from the final day

On-site Delivery of Exhibit Photography _____ **$77.00** _____
All unmanipulated *digital images surrendered on-site on USB drive within 24 hours after image capture.*

Additional 8x10 Prints or CD of view _____ **$25.00** _____

Event Photography - *All event photography services are to be used for timed special events only and must be booked in consecutive hourly increments to obtain discounted pricing. Offsite and after 5pm two-hour minimum. Does not include exhibits or product photography.*

$385.00 for first hour, $335.00 for second hour, $285.00 for any additional hours **# Hours** _____
E-Delivery of color corrected, high-resolution images with unlimited usage rights within 7 business days from the end of the show. E-Delivery of images will be uploaded to secure site for 10 days after which the link will expire. A minimum cost of $75 will be charged for re-uploading

*Location*_____*Date*_____*Time*_____

Dynamic Exhibit Photography- ***(Ideal for Exhibit Builders and Product shots)***
Complete Studio Look with Post-Production and e-delivery per view **$515.00** _____
Imaging technicians will remove background, distracting objects or wall graphics, in addition to color correction.

Photo Booth & Professional Head Shot Lounge- Packages start at $1,200. Please contact us for further information.

Fax order forms to: 312-922-2866

Email orders@hellooa.com or call 312-922-0056 with any questions or special requests.

OSCAR & ASSOCIATES

Chicago Dental Society
Midwinter Meeting
February 22-24, 2019

VIDEO SERVICES

QTY

Production - B-Roll (general footage of action) testimonials, interviews, booth and event coverage, time lapse clips etc.

BEST VALUE All-Inclusive Video Package - $2,075.00 _____

Up to 2 consecutive hours (including setup and breakdown time) of in-booth HD shoot with 1 videographer and standard HD kit, 1 edited and produced video up to 3 minutes long with rough cut and 1 revision. Includes intro, outro, stock music and titling. First draft delivered online within 15 days from the final day of the show. Final video delivered online upon final approval.

Most Popular -B Roll 120- Scheduled Raw Footage* Capture $1,575.00 _____

Up to 2 consecutive hours (including setup and breakdown time) of in-booth HD shoot with 1 videographer and standard HD kit at the time of your choice during show hours. Delivery of raw footage on a USB drive within 10 business days from the final day of the show.

Half Day B Roll Shoot $2,075.00 _____

Up to 4 consecutive hours (including setup and breakdown time) of in-booth HD shoot with 1 videographer and standard HD kit. Delivery of raw footage on a hard disk drive within 10 business days from the final day of the show.

Full Day B Roll Shoot $3,125.00 _____

Up to 8 consecutive hours (including setup and breakdown time) of in-booth HD shoot with 1 videographer and standard HD kit. Delivery of raw footage on a hard disk drive within 10 business days from the final day of the show.

NEW - LIVE STREAMING – Stream to Facebook, YouTube, Vimeo or embedded into your own website. Pricing starts at $2,000 and must be booked 21 days in advance. Contact OA for additional details and pricing.

NEW – 360-DEGREE VIDEO – *capture the interior and exterior of your exhibit booth with 360-degree video and photography. $400 per hour as an add-on to existing video shoot or $1,575.00 for two hours of coverage.*

Post Production - editing, animation, music and sound design. On site during show or post-show. Videos delivered electronically.

QTY

Post Show Editing (2-3 Minute Video OR 3 to 5 videos running between 6 sec. & 20 sec. for social media w/2 rounds of revisions) $1,300.00 _____

On show site editing with 24 hour or less delivery - $350 per hour w/2 hour minimum

Raw Footage Delivery Options
External hard disk drive **$200.00** _____

For custom videos please contact us for a quote. OA provides script writing, multi-day packages, audio recording, graphic design, animation and a full range of video services pre-show, on site and post show.
Please visit Video Samples to see portfolio of work.

Description of Video: _____

_____

Location: _____

Date: _____ **Time:** _____

Fax order forms to: 312-922-2866

Email orders@hellooa.com or call 312-922-0056 with any questions or special requests.

OSCAR & ASSOCIATES

Chicago Dental Society
Midwinter Meeting
February 22-24, 2019

Order Form

Bill To Company _____

Billing Address _____

City _____ State _____ Zip _____

Ordered By _____

Phone _____

Email _____

Name on Card _____

Card Number _____ Exp. _____

Signature _____

Ship to Company _____

Shipping Address _____

City _____ State _____ Zip _____

Ship to Attention _____

Ship to Email _____

Subtotal Page 1 _____

Subtotal Page 2 _____

(*Sales tax will be applied to tangible products delivered in IL. Applicable sales tax for NY & TX,)*

Shipping & Handling **$20.00**
(Via ground services)

TOTAL _____

To avoid shipping and handling costs please supply fed-ex or UPS number for ground or overnight shipping.

Please indicate preference:

Overnight_____ Ground_____

Fed-Ex #_____

UPS #_____

Booth Name _____

Booth # _____

On-site Contact _____

On-site Contact's email _____

Cell# _____

Onsite Instructions_____

_____

_____

_____

Exhibit Photography/Video Reel Instructions

Monitors ___ON ___OFF WITH People ____
Lights ___ON ___OFF WITHOUT People ____
Staff Shot____

Telephone or email confirmation to be provided upon receipt of form.

By submitting order you agree to OA's Video Production terms of service found here. http://www.oscarandassociates.com/videoterms
Must be prepaid with a Check, Visa, MasterCard or American Express. Cancellations received less than one week prior to the first day of exhibitor move-in will be billed at 50%. Photography Orders ship within 7 business days after closing date of show unless otherwise stated. Claims must be made in writing within 7 days of receipt of materials. Oscar & Associates does not work on speculation. 8/13

Fax order forms to: 312-922-2866

Email orders@hellooa.com or call 312-922-0056 with any questions or special requests.

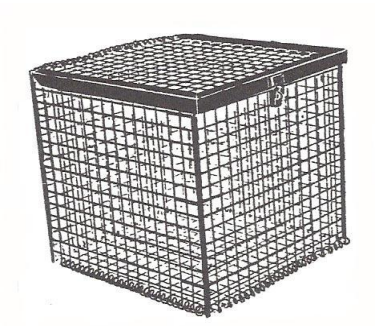
CHICAGO DENTAL SOCIETY
THE RESPECTED LEADER IN SCIENTIFIC DENTAL MEETINGS℠

A.M.K. System Rentals

Security Container Rental
Order Form

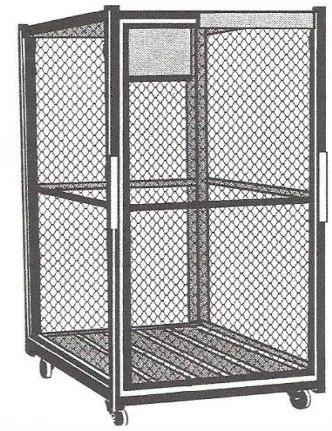
RENT A SAFETY CONTAINER

FOR SAFEGUARDING OF TOOLS, EQUIPMENT, PRODUCT, ETC.…



COLLAPSIBLE CONTAINER
30 inches high, 30 inches wide
30 inches deep
Provides almost 15 1/2 cubic feet
of storage space.

Rental Fee: $55.00 includes Tax



LARGE CONTAINER
5 feet high, 6 feet long
44 inches wide
(Estimated Size)

Rental Fee: $110.00 includes Tax

New Place Credit Card Orders on line at WWW.TheArmageddonGroup.com

We accept Visa, Master Card, American Express and Discover ***(3% Credit Card Fee will apply)***

TO: A.M.K. System
A Division of R&M Services of Ill, LLC
2020 North California Ave Suite 263
Chicago, IL 60647

Phone 773-735-1600
Fax 773-735-3542
AMKRentals@aol.com
info@TheArmageddonGroup.com

I WISH TO RENT ( ) Small containers at $55.00 per container includes Tax
( ) Large containers at $110.00 per container includes Tax
Above rates include Chicago Transaction Tax
( ) Padlocks at $12.00 each

All payments must accompany order in U.S. Currency. We accept Visa, Master Card and Discover

NAME OF SHOW **CHICAGO DENTAL SOCIETY'S MIDWINTER MEETING, February 21 - 23, 2019**

Firm Name _____ **Booth#** _____

ATTENTION _____ **DELIVERY DATE REQUESTED**

ADDRESS _____ **PHONE**

CITY & STATE _____ **CELL**

STATE **ZIPCODE** **EMAIL**

SIGN _____

A.M.K. Systems, OR ITS PARENT COMPANY
ASSUMES NO RESPONSIBILITY FOR LOSS OR DAMAGE TO MERCHANDISE STORED IN CONTAINERS.

KUEHNE+NAGEL

CHICAGO DENTAL SOCIETY
THE RESPECTED LEADER IN SCIENTIFIC DENTAL MEETINGS℠

2019

February 21-23, 2019 / McCormick Place in Chicago

Dear Sir/Madam,

Kuehne + Nagel has been appointed Official Customs Broker & International Freight Forwarder for the subject show and is available to assist in providing the best method of transportation to the show and back. Our shipping manual will assist you in the correct and timely dispatch of your exhibits. Please do not hesitate to contact us if you require clarification on any points.

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YOUR DEDICATED CONTACTS

Mr. Lyndon Labasan
Kuehne + Nagel Inc.
20000 S. Western Ave.
Torrance, CA 90501
Tel: +1 (310) 258 8143
E-Mail: lyndon.labasan@kuehne-nagel.com

This company is an individual member of the FIATA (International Federation of Freight Forwarders Associations). All transactions accepted without engagement and subject to the printed conditions of carriers involved. This company is not a common carrier. All transactions are subject to the FIATA Rules for Freight Forwarding Services (copies available on request from the company), which, in certain cases, exclude or limit the company's liabilities. Generally the companies liability is limited to 2 SDR / kg.

KUEHNE+NAGEL

ARRIVAL DEAD LINES / TIME SCHEDULE

SEAFREIGHT

- Original Bill of Lading **min. 7 days before arrival**
- Original Customs Documents (List of Exhibits) **min. 7 days before arrival**
- Seafreight Shipments at the Chicago Port (Advance Whse) **January 25, 2019**
- Seafreight Shipments at the Chicago Port (Show Site) **February 4, 2019**

AIRFREIGHT

- Copies of Airway Bill by Fax **min. 2 days before arrival**
- Copies of Customs Documents (List of Exhibits) **min. 4 days before arrival**
- Airfreight Shipments at the Chicago Airport (Advance Whse) **January 30, 2019**
- Airfreight Shipments at the Chicago Airport (Show Site) **February 7, 2019**

Any delay with above mentioned arrival dates would be subject to 30% late arrival surcharges on our rates. Whilst every effort will be made to clear the cargo to the exhibition prior to the opening, no guarantees can be given. Surcharges will apply regardless of the delivery date to your booth.

CONSIGNMENT INSTRUCTIONS

For SEAFREIGHT or AIRFREIGHT SHIPMENTS please consign as follows:

Consignee:
McCormick Place
2301 S. Indiana Avenue
Chicago, IL 60616
CHICAGO DENTAL SOCIETY MEETING 2019
"Exhibitor Name"
Booth Number: "xxx"

Notify Party:
KUEHNE + NAGEL INC.
1001 Busse Road
Elk Grove Village, IL 60007
Attn: Lyndon Labasan / Margaret Grahn

Service on Waybill: "FREIGHT PREPAID"
Cargo despatched under "freight collect" basis will be paid on your behalf plus 10% outlay commission! Additional charges will apply for wrong consignee details!

CUSTOMS CLEARANCE MODES

- ✓ **PERMANENT IMPORTATION:** Goods, which will remain in the U.S., are subject to any applicable duties and taxes, merchandise processing fees (MPF) and for ocean freight shipments, Harbour Maintenance Fees (HMF). After permanent importation, goods may be sold, given-away, returned to the country of origin, or shipped to a different destination. All giveaway items, including brochures, are dutiable.

- ✓ **TRADE FAIR "Temporary" ENTRY:** Goods imported for the purpose of the exhibition, which may or may not be re-exported after the shows' close, can be imported under the Trade Fair Bond for a period of ninety (90) days. Within the ninety (90) days, the goods must either be permanently entered with duty paid,

This company is an individual member of the FIATA (International Federation of Freight Forwarders Associations). All transactions accepted without engagement and subject to the printed conditions of carriers involved. This company is not a common carrier. All transactions are subject to the FIATA Rules for Freight Forwarding Services (copies available on request from the company), which, in certain cases, exclude or limit the company's liabilities. Generally the companies liability is limited to 2 SDR / kg.

- ✓ re-exported, or destroyed under customs supervision. Trade Fair Entries can only be obtained from the Official Broker for the exhibition

- ✓ **ATA Carnet**: A carnet is used as a "merchandize passport" and allows temporary clearances without paying duties & taxes. The Carnet must be in English and have all goods listed with values and HTS numbers. The goods cannot be sold, destroyed or left in the United States and must be exported prior to expiration of the Carnet document. Failure to export within the required time period will result in fines and penalties .

DOCUMENTS

In order to allow us to clear your goods on time it is essential to provide us with clear and complete sets of documents

1. Copy of the bill of lading (Sea Freight Only) - Do not issue original ocean B/L's.
2. Copy of the airway bill (Air Freight Only).
3. ISF (Importer Security Filing) Data sheet (Sea Freight Only) – in annex
4. Customs power of Attorney – Link to Form
5. Commercial Invoice and Packing Lists in English
6. Original Carnet ATA (if applicable)
7. Original and copy of any document specifically required for import; (health certificate, certificate of origin, import permits, etc.).
8. Copy of Insurance Policy if any

INVOICES shall be consigned in the same way as indicated above under "Consignment Instructions"! All invoices shall be in English language only and include the following information:

- ✓ Show-name and Show-dates
- ✓ Name of exhibitor, address, contact name and number
- ✓ Mode of transport (air, sea or road) & port of entry into U.S.
- ✓ Exact description of Goods incl. brand names
- ✓ Harmonic (Brussels) commodity code of material: see http://www.usitc.gov/tata/hts/bychapter/index.htm
- ✓ FDA bioterrorism registration number if required
- ✓ FDA product code: see http://www.accessdata.fda.gov/scripts/ora/pcb/pcb.cfm
- ✓ Size and type of packing used for each individual item
- ✓ Gross & net weight of material
- ✓ Country of origin
- ✓ Terms of sale

ISF - IMPORTER SECURITY FILING (10+2)

- ✓ U.S. Customs requires all ocean freight shipments arriving via U.S. Ports are subject to Import Security Filing (ISF) also known as 10+2.
- ✓ ISF Data Sheets have to be provided to Kuehne + Nagel at least 72-48 hours before vessel departure in Origin. Failure to do so will jeopardize the clearance process in the US and delivery to your booth. Draft forms can be requested at Kuehne + Nagel.
- ✓ In case ISF has been filed late or not at all the exhibitor/importer has to provide a Letter of Credit for a minimum amount of US$ 10,000.00 with US Customs being the beneficiary in the L/C.

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- ✓ More information under
  http://www.cbp.gov/border-security/ports-entry/cargosecurity/importer-security-filing-102

RESTRICTED AND SPECIAL COMMODITIES

- ✓ **FOOD & BEVERAGES** require FDA registration in accordance with the U.S. government bio-terrorism act, this includes candy for giveaway in the booth. If you are not the manufacturer of these items, we suggest you do not ship these items at all.

- ✓ **TEXTILES** including caps, t-shirts, and canvass bags etc. Must include the fabric content as well the complete name, address and country of the original manufacturer, not the store where the goods were purchased. Do not ship t-shirts manufactured in China or Russia, as these are quota items and will not be allowed in the country without a valid import license.

- ✓ **FLAMMABLE / HAZARDOUS** items should not be shipped unless the goods are declared in advance of shipping from the overseas warehouse. Failure to declare the goods can result in the shipment not being customs cleared and not being able to be delivered to the show and / or additional charges.

- ✓ **IMPORTING AUTOMOBILES AND VEHICLES**
  Cars, trucks and other wheeled vehicles are subject to approval by several U.S. government agencies, even for temporary importation. An application has to be submitted at least 90 days prior to arrival in the USA with EPA (environmental protection agency) and DOT (department of transportation). If the application is not submitted timely, U.S. customs will not approve customs clearance. It is important that you contact Kuehne + Nagel as soon as possible to get the process started. Kuehne + Nagel can guide you through the entire process. See the following link for access to detailed information. https://help.cbp.gov/app/answers/detail/a_id/435/~/importing-a-car-or-vehicle---obtaining-epa-form-3520-1-and-dot-form-hs-7

- ✓ **TIRES** are subject to US regulations and specifications. A customs form HS-7 must be completed by the shipper in order to clear customs. The actual manufacturer must be listed. Failure to comply with US regulations can result in the goods not being able to clear customs. The following link has valuable information for imports of tires into the USA: http://www.cbp.gov/sites/default/files/documents/classification-of-tires-icp-april-2014_0.pdf

PROHIBITED GOODS

Due to the customs restrictions please be so kind to not send any of the following items:
Do not include food products, alcoholic beverages, arms, explosives, fireworks, tobacco, pharmaceuticals or products made from animal parts or of endangered species materials in your shipment. Please contact KN for further information and clarification whether goods can be imported or not.
The above-mentioned list is not exhaustive and subject to change at any time by operation of law. In all instances, the approval of import permits/licenses is solely at the discretion of the relevant government authorities at the destination country and we cannot be held responsible for their refusal to grant such permits, even if the goods have already arrived at the destination port.

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KUEHNE+NAGEL

CASE MARKING

- **Case marking**
  All cases being sent to the exhibition must be marked as follow:

Exhibitor	:	your company name
Exhibition Name	:	**C/O CHICAGO DENTAL SOCIETY MEETING 2019 -** Booth No.:
		McCormick Place
		Chicago, IL
Made in…	:	"Country of Origin"
Case No.	:	1 of x
Gross Weight	:	
Dimensions in cm	:	

(Please use our attached label)

PACKING / FUMIGATION

- **WOOD PACKAGING MATERIALS** (also pallets) have to be **FUMIGATED** with methyl bromide or Heat treatment of minimum wood core temperature of 56° C/133° F for a minimum of 30 minutes. All wooden material has to be marked legible and permanent. The mark must be approved by **IPPC** (International Plant Protection Convention). Failure to comply will result to problems with the customs clearance, delays at the delivery and high fines.

- **Temporary** exported items by **carnet ATA** and **permanent** exported items have to be packed and shipped completely **separately** otherwise the cargo will be stuck at customs.

- Please ensure your equipment is packed in **strong**, waterproof packing **cases**, which lends itself to being re-packed after the exhibition. Please bear in mind that your exhibits will be in transit for long periods both to and from the exhibition, and that cartons are not suitable to withstand the constant handling that takes place during transhipment. Outdoor-/Open air handling is sometimes inevitable, even if it rains.

- **Insufficient packaging**
  Kuehne + Nagel is not responsible for any damages or loss if the shipments are packed insufficient.

SELLING EXHIBITS

Exhibits imported on Carnet ATA cannot be sold during or after the show! US customs stipulates that all temporary imported items on carnets must be re-exported after the event!

EXHIBITION CLOSING PROCEDURE

Be Aware that at all US shows the exhibitor must arrange drayage directly with the General Contractor. It is the responsibility of the exhibitor to make sure that all of the General Contractor's requirements are completed and payment arrangements have been made. If you have not received a 'Material Handling Form' from the General Contractor by the last day of the show, please go to their Service Area to obtain your Material Handling Form. It is very important to note the following on your form:

This company is an individual member of the FIATA (International Federation of Freight Forwarders Associations). All transactions accepted without engagement and subject to the printed conditions of carriers involved. This company is not a common carrier. All transactions are subject to the FIATA Rules for Freight Forwarding Services (copies available on request from the company), which, in certain cases, exclude or limit the company's liabilities. Generally the companies liability is limited to 2 SDR / kg.

- Kuehne + Nagel must be listed as the Carrier or we will not be able to pick-up your freight.
- The piece count MUST be accurate, but an estimate is acceptable on the weight.
- The final address you list on this form must be the same as the address you put on the labels.

Prior to leaving the Service Area, please ask the general contractor for their labels and be sure that the address on the labels is the same as the address on the Material Handling Form. Please be sure to place at least one label on the side of each piece of freight.
Once you are finished packing, your Material Handling Form MUST be returned back to the General Contractor. Please DO NOT take the form with you when you leave and DO NOT leave it in your booth. The General Contractor will give you a copy to keep for your records.

INSURANCE & LIABILITY

Our tariff is computed on the basis of volume or weight and has no correlation with the value of exhibits, it follows that the costs of insurance is not included in our charges. It is the responsibility of each exhibitor to arrange a full transit Insurance Policy covering transport to the exhibition, during the exhibition, and return of exhibits to domicile, including the period the exhibits are handled on-site by us or any subcontractor. Insurance shall include a waiver of subrogation against Kuehne + Nagel and its agents and/or subcontractors.

Kuehne + Nagel can offer an insurance coverage on your behalf and cost of the exhibitor upon written request.

GENERAL CONDITIONS

All business is only transacted in accordance to the Kuehne + Nagel standard trading conditions, which are available upon request. Kuehne + Nagel does not take any responsibilities for exhibits that are not allowed by the organizer or the US customs to be displayed or sold, for any duties and taxes of sold exhibits or loss of exhibits whilst on display at the venue. Furthermore, all work is undertaken at owners risk, the exhibitors are liable for damages and additional cost resulting from the incorrect declaration of the weights and measurements of the packages, as well description of content of cargo mentioned on invoice/packing list.

TERMS OF PAYMENT

All our services are due for immediate payment unless you have engaged the services of our overseas offices or agents, in which case you will be invoiced by them directly. Payments are to be made by credit card or by bank remittance to our bank account and must be received by us as follows:

Inward Movement:	Upon uplift of goods, prior to delivery to venue
Outward Movement:	Upon presentation of invoice, prior to delivery to your premises.

Details of our bank account are as follows: (Remitting charges are to be borne by the exhibitor)

Account Name:	Kuehne + Nagel Services Ltd.
USD Account No:	30789655
Bank's Name:	Citibank NA

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KUEHNE+NAGEL

Bank's Address:	399 Park Avenue, New York, NY 10043
ABA:	021000089
SWIFT code:	CITIUS33

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.

Should you require any further information regarding the above, please do not hesitate to contact us.

Yours faithfully,

KN Expo Service
Kuehne + Nagel

Mr. Lyndon Labasan
Kuehne + Nagel Inc.
20000 S. Western Ave.
Torrance, CA 90501
Tel: +1 (310) 258 8143
E-Mail: lyndon.labasan@kuehne-nagel.com

ANNEX

1. Fillable ISF Form	Click Here for ISF Forms then choose download under the "● ● ●" menu
2. Invoice Packing List	Click Here for Invoice Form then choose download under the "● ● ●" menu
3. Credit Card Authorization Form	Following pages
4. Agent List	Following pages

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KUEHNE+NAGEL

CREDIT CARD PAYMENT FORM

Payment Policy: Payment for services—Kuehne & Nagel, Inc. requires payment in full for all services. Further, Kuehne & Nagel requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include air freight, sea freight, customs clearances (either abroad or U.S.), on site handling, which may include labor and other services either at show site abroad or within the country.

Method of Payment: Kuehne & Nagel accepts MasterCard, Visa and American Express. Purchase orders are not considered payment. If you want to make a wire transfer, these transfers must be received prior to goods being delivered at show or prior to release of goods after show.

All shipments require a credit card authorization. If you elect to pay via wire transfer or check, these payments must be received in accordance the above Method of Payment Section. In the event payment is not received in accordance with the terms and conditions and this form, you agree to Kuehne & Nagel charging the credit card for all outstanding amounts.

You agree to late fees of 1.5% per month on any balance which is not paid or for which your credit card has been declined. Below authorization is good for one year from date of signature.

Credit Card Authorization

Provide Expiration Date: __/___/____ Corporate ☐

Personal ☐

Company Name: _____ Show Name: _____

Card Type:_____

Card Number:_____ I.D. Code:_____

Amex (right hand corner)

Name on Card:_____ Visa / Mastercard (back of card)

Cardholder's Billing Address:_____ City_____

State_____ Zip Code_____ Country_____

For your convenience Kuehne & Nagel will use this authorization to charge your credit card for any additional amounts ordered by your representative for services rendered to your company for the event. Any disputes must be conveyed to Kuehne & Nagel in writing after payment of the invoice in full. I understand and accept these Terms & Conditions. (Check Box) ☐

Cardholder Signature:_____

Date:_____

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KUEHNE+NAGEL

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KN Expo Service
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KN Expo Service

EXHIBITION 展覽會名稱

CHICAGO DENTAL SOCIETY 2019

CONSIGNEE

TO SEND VIA 運輸方式

☐ AIR 空運 ☐ / SEA 海運 ☐ / TRUCK 陸運

DESTINATION 目的地

EXHIBITOR 參展者

MEASUREMENTS 厘米 (CM)

L 長 W 寬 H 高

BOX NO. 箱號

第 箱 OF 共 箱

STAND NO. 展台號 / HALL NO. 館號

URGENT EXHIBITION MATERIAL

DO NOT DELAY

展覽物品 勿延

Language Support for the Midwinter Meeting

FEBRUARY 21-23, 2019

ATLAS LANGUAGE SERVICES, INC.
FROM ARABIC TO ZULU... WE SPEAK YOUR LANGUAGE

Interpro TRANSLATION SOLUTIONS

Atlas Language Services and Interpro Translation Solutions have teamed up to provide you with the most comprehensive, professional language support for your international trade shows, conventions and exhibits. With Atlas' renowned expertise in conferences and event interpretation, as well as Interpro's expertise in written translation and localization, you can be assured that you're in good hands.

With decades of experience our teams are able to provide the most qualified and skilled interpreters to fit your exact needs while working within your budget. From bilingual staff to help your exhibit booth communicate with international attendees or a professional interpreter to facilitate communication during those important business meetings during the convention, our team is there to help. We have the means and experience to cover a wide variety of languages including Chinese (Mandarin & Cantonese), German, Italian, Japanese, Korean, Polish, Portuguese, Russian, and Spanish not just nationwide, but worldwide!

Give us a call at 1.815.479.1600 or email us at CDS@AtlasLS.com for more information.

From Arabic to Zulu... We Speak Your Language.

RATES PER EIGHT (8) HOUR WORK DAY:

Chinese (Mandarin/Cantonese) & Japanese - $1,400	Korean - $1,100
German, Italian, Polish, Portuguese, Russian - $900	Spanish - $800

Order Form

ORDER INFORMATION:

Number of Interpreters Needed: _____
Interpreter Language(s) _____

_____

_____

Interpreter Apparel: (Please choose one.)
Business: _____ Casual: _____
Special Requirements _____

_____

_____

_____

Venue: _____ Booth #: _____
City: _____ State: _____ Zip: _____
On-Site Contact: _____
Name: _____
Phone: _____

CONTACT INFORMATION:

Name: _____
Phone: _____
Email: _____
Company: _____
Billing Address: _____
City: _____ State: _____ Zip: _____

PAYMENT METHOD:

Visa ☐ MasterCard ☐ AMEX ☐ Discover ☐
Card Number: ____ ____ ____ ____ Exp. Date: ___/___ CVV: ____
Card Holder: _____
Signature: _____

CANCELLATION FEES:

Cancellation 46 or more days before show:	10% Fee
Cancellation 15 - 45 days before show:	50% Fee
Cancellation 14 days or less before show:	100% Fee

RUSH REQUEST: *Orders placed between 14-4 days before event will be charged and additional 30% to their Total Bill.*

SAVOR...

Exhibit Booth Catering Menu

CHICAGO DENTAL SOCIETY
THE RESPECTED LEADER IN SCIENTIFIC DENTAL MEETINGS℠

Please submit all orders by:

Thursday, January 31st, 2019

Catering Representative:

Brendan Cahill
(312) 791-7135
bcahill@mccormickplace.com

Trenette Humphrey
(312) 791-7948
thumphrey@mccormickplace.com

Exclusive catering company

McCormick Place Convention Center

SAVOR . . .Chicago and Enjoy!

SAVOR...

WITH OUR GUESTS IN MIND

From our commitment to purchase locally, to our use of antibiotic-free poultry and meats, to the socially and environmentally responsible coffee we serve, even the way we clean and sanitize our dishes, SAVOR... Chicago's ongoing commitment to environmental stewardship is at the heart of everything we do. We set the standard for excellence in sustainability in convention centers.

Our commitment to purchasing locally currently includes making 30% of our purchases from local producers and suppliers as well as growing more than 6000 pounds of produce in our 2 ½ acre Rooftop Garden. We are proud of our pledge to do our part to reduce the overuse of antibiotics by using chicken, pork and beef in our menu that is raised without the routine use of antibiotics. With each meal we serve, we are encouraging ranchers and farmers to move away from the overemployment of medicine in raising farm animals. Finally, SAVOR... Chicago has made McCormick Place the first convention center in the country to make the switch to E-water for sanitizing,

SAVOR...Chicago has been recognized for its sustainability leadership and innovation including Green Seal™ certification, International APEX Certification in Sustainability for the entire McCormick Place campus, certification by the Green Meetings Industry Council, an Illinois Governor's Award for sustainability and recognition from the Environmental Protection Agency (EPA) for leadership, education and out- reach, including winning the EPA's National Food Recovery Challenge.

ILLINOIS GOVERNOR'S SUSTAINABILITY AWARD

The Illinois Governor's Sustainability Award recognizes the organization that demonstrates a commitment to economy, society and the environment through outstanding and innovative sustainability practices. In recognizing SAVOR...Chicago, the Governor commended SAVOR's green practices, "Your organization's commendable green practices serve as a model of environmental stewardship for residents, businesses and institutions throughout our state. Implementing energy efficiency upgrades, fuel savings, pollution and waste reductions, and other sustainability improvements requires vision, strong leadership, and the dedication of individuals throughout an organization."

GREEN SEAL CERTIFICATION

In 2013, through association with the University of Chicago's Green Restaurant Research Team and the Green Chicago Restaurant Coalition, SAVOR...Chicago was the first convention center to receive Green Seal™ certification for environmentally responsible food purchasing, operations and management.
SAVOR...Chicago meets the Green Seal™ Standard GS-55 based on purchase of sustainably-sourced food, waste minimization, use of verified environmentally-preferable proucts, and conservation of energy and water—GreenSeal.org

APEX/ASTM INTERNATIONAL FOOD AND BEVERAGE SUSTAINABILITY STANDARD

Spearheaded by the U.S. Environmental Protection Agency and their relationship with the Green Meeting Industry Council, these standards were developed in collaboration between APEX (the Convention Industry Council's Accepted Practices Exchange) and ASTM, an ANSI certified international standard development organization. These standards were developed with the goal of creating more sustainable meetings and events. These measurable standards hold both suppliers and planners accountable for implementation and are complimentary to other meeting industry recognized standards. The eight categories of the standards include staff management and environmental policy, communication, waste management, energy, air quality, water, procurement and community partners.

ENVIRONMENTAL PROTECTION AGENCY (EPA) RECOGNITION

2015 EPA Recognition of Outstanding Waste Reduction Efforts
2013 National Winner of EPA Food Recovery Challenge
2013 EPA Honorable Mention for Education and Outreach
2013 EPA Honorable Mention for Leadership

SAVOR...

ANYTIME SNACKS

Minimum order of one dozen per item listed as "per dozen".

PER DOZEN

FRESHLY BAKED COOKIES • **$35.00**

PER POUND

MINIATURE HERSHEY'S CHOCOLATES • **$25.00**

BEVERAGES

All Hot Beverages have three gallon minimum order.

METROPOLIS REGULAR COFFEE • $62.50
METROPOLIS DECAFFEINATED COFFEE • $62.50

Small batch, artisan coffee roaster in the heart of Chicago!

REGULAR COFFEE, GALLON • **$52.50**
DECAFFEINATED COFFEE, GALLON • **$52.50**

HOT TEA, GALLON • **$44.00**
HOT CHOCOLATE, GALLON • **$42.00**

ORANGE JUICE, GALLON • **$40.00**
ICED TEA, GALLON • **$40.00**
LEMONADE, GALLON • **$40.00**

COKE, DIET COKE, SPRITE, CASE (24) • **$66.00**
DASANI BOTTLED WATER, CASE (24) • **$72.00**
SPARKLING BOTTLED WATER, CASE (24) • **$90.00**

BOTTLED JUICE, CASE (24)• **$96.00**
BOTTLED ICED TEA, CASE (12) • **$48.00**
MONSTER ENERGY DRINK, CASE (12) • **$60.00**
STARBUCKS FRAPPUCCINO, CASE (12) • **$72.00**
MILK PINT, CASE (12) • **$30.00**

SAVOR...

SAVOR…Chicago is the exclusive food and beverage provider for McCormick Place ConvenΘon Center. All food and beverage items must be supplied and prepared by SAVOR…Chicago. No food or beverage of any kind is permiΣed to be brought into the facility by the patron or any of the patron's guests or invitees (exclusive of the Exhibitor Personal ConsumpΘon Policy). Food items may not be taken off the premises; however, excess prepared food is donated under regulated condiΘons to agencies feeding the underprivileged.

MENU SELECTION

The menus have been designed to maximize the guest's saΘsfacΘon. To assure availability of menu items, please provide the Catering Sales Manager with the food and beverage selecΘons a minimum of four (4) weeks prior to the first funcΘon. Every effort will be made to accommodate requests for special, religious or dietary requirements that SAVOR...Chicago is made aware of.

PRICING

Published pricing does not include service charge (currently 21.50%) or applicable taxes. Pricing is subject to change without noΘce and will be guaranteed when contracted.

GUARANTEES

In order to ensure the success of the funcΘon(s) and the saΘsfacΘon of the guests, food and beverage quanΘty guarantees must be received by the Catering Sales Manager no later than five full business days (Monday – Friday) prior to the event for funcΘons up to 1,000 guests. FuncΘon of 1,001 guests or more must be guaranteed ten full business days prior to the event. The Customer may be required to provide a guarantee earlier if special products or preparaΘons are required. If the guarantee is not received, SAVOR…Chicago reserves the right to charge for the expected number of guests or quanΘΘes specified on the banquet event order(s). If the aΣendance is higher than the given guarantee the charge will be for the actual funcΘon aΣendance. Increases and/or new orders made within seventy-two hours of the funcΘon are subject to an addiΘonal 20% fee based on the menu price. Plated or Buffet funcΘons with a guarantee of less than 25 guests will be subject to labor fees.

BEVERAGES

SAVOR…Chicago offers a complete selecΘon of beverages to complement each funcΘon. Alcoholic beverages and services are regulated by the Liquor Control Board. SMG/SAVOR…Chicago, as licensee, is responsible for the administraΘon of these regulaΘons. No alcoholic beverages may be brought onto the premise from outside resources; nor may it be removed from the premise. We reserve the right to refuse alcohol service to intoxicated or underage persons. Where applicable, Customer is responsible to pay all minimum sales guarantees included on Banquet Event Orders. Customer will receive credit for cash sales, not to exceed amount of minimum sales guarantee listed on the Banquet Event Order for that funcΘon.

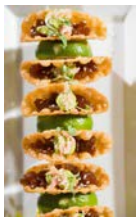
PAYMENT/DEPOSIT/CONTRACT

A deposit in the amount noted on the catering contract is due on the date specified. The amount of the deposit is 100% of the esΘmated catering expenditure based on planned funcΘons. The signed contract and deposit are due in advance of the event. The actual revenue will be based on the signed banquet event order(s) and guarantee(s). The remaining balance of the deposit is due fourteen days in advance of the first funcΘon. Payment can be made via credit card, ACH wire or company check. A 2.5% service fee will be added to credit card charges over $20,000.

IMPORTANT INFORMATION

- Exhibit Floor catering is a drop off service. SAVOR...Chicago is not responsible for trash removal.
- Catering is delivered with disposableware. China service is available with an associated fee.
- On-site pop up orders have a two hour delivery window
- SAVOR...Chicago is not responsible for supplying tables for catering services in your Booth. Please contact your General Contractor to order tables or designate appropriate counter space in your Booth.
- SAVOR ...Chicago is not responsible for supplying power for catering services in your booth. Please contact your General Contractor to order electricity.
- SAVOR...Chicago Banquet Staff is available for hire in your Booth.

SAVOR...



TRADE SHOW	Chicago Dental Society 2019	**ORDER DEADLINE**	Thursday January 31st, 2019
CONTACT		**ON-SITE CONTACT**	
COMPANY		**ON-SITE PHONE #**	
ADDRESS			
CITY, STATE, ZIP			
PHONE #		**FAX #**	
EMAIL ADDRESS			
BOOTH/ROOM #		**BUILDING (Circle)**	**N S E W**

Please place your order below:

All tables, electrical requirements and garbage removal service must be ordered through your contractor. Increases and/or new orders made within 3 business days of the Show will be subject to a 20% additional fee based on the menu price (F&B).

Date	*Start Time*	*End Time*	*Quantity*	*#of Guests*	*Item Description*	*Unit Price*

A signed Catering Agreement and full payment in advance is required to confirm your order.
Prices are only guaranteed at the time of contract execution.

Please submit this form to your catering sales manager:

Trenette Humphrey | thumphrey@mccormickplace.com | **312.791.7948**
Brendan Cahill | bcahill@mccormickplace.com | **312.791.7135**

METHOD OF PAYMENT	**Credit Card** ◯	**Check** ◯	**Wire** ◯

A 2.5% processing fee will be added to all credit card charges greater than $20,000. All checks and wires must be received before the opening of the Show and all clients must have a credit card on file for any additional on-site orders or increases in quantities. You will receive a link to your contract for you to sign after your Catering Sales Manager has entered your order. Your credit card information will be requested at the time of contract and entered by you through a secured site.

YOUR ORDER IS CONFIRMED ONCE THE SIGNED CONTRACT IS RECEIVED BY YOUR CATERING SALES MANAGER.

Menu and pricing are specific to show floor catering.
Services are drop-off only. Staffing and upgrades are available. Consult your catering team for details.

FloralExhibits

PLANT RENTALS

2-3 ft. Croton

2-3 ft. Neanthe Bella

2-3 ft. Arboricola

2-3 ft. Spathiphyllum

3 ft. Janet Craig

3 ft. Limelight

3 ft. Roebelenii

3-4 ft. Dracaena Marginata

Contact us to place an order.

info@floralexhibits.com | 773.277.1888 | www.floralexhibits.com

FloralExhibits

PLANT RENTALS

4-5 ft. Schefflera

5-6 ft. Dracaena Marginata

6-7 ft. Ficus Tree

4-6 ft. Areca Palm

4-6 ft. Cataractarum Palm

4-6 ft. Majesty Palm

Contact us to place an order.

info@floralexhibits.com | 773.277.1888 | www.floralexhibits.com

FloralExhibits

FLORAL ARRANGEMENTS

Small Fern

Large Fern

Ivy (Hanging Plant)

Bromeliads

Potted Mums

Potted Azaleas

Potted Begonias

Single Stem Orchid
Double Stem Orchid

Contact us to place an order.

info@floralexhibits.com | 773.277.1888 | www.floralexhibits.com

FloralExhibits

FLORAL ARRANGEMENTS

Extra Small 01

Extra Small 02

Extra Small 03

Extra Small 04

Small 01

Small 02

Small 03

Small 04

Medium 01

Medium 02

Medium 03

Medium 04

Large 01

Large 02

Large 03

Large 04

Contact us to place an order.

info@floralexhibits.com | 773.277.1888 | www.floralexhibits.com

FloralExhibits

SPECIALTY PLANT RENTALS

$55

2-3 ft. ZZ

$95

2-3 ft. Globe Eugenia

$95

2-3 ft. Square Eugenia

$95

6 ft. Bird of Paradise

$145

4-5 ft. Cone Eugenia

$145

6 ft. Single Ball Eugenia

$195

6 ft. Cone Eugenia

$195

6 ft. Spiral Eugenia

Contact us to place an order.

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FloralExhibits

CUSTOM PLANTER RENTALS

$145

20″ x 20″ x 37″
Tall Black Modern Planter

$145

20″ x 20″ x 37″
Tall Charcoal Modern Planter

$145

20″ x 20″ x 37″
Tall White Modern Planter

$85

20″ x 20″
Cube Planter
(Paintable)

$250

48″ x 18″ x 24″
Large Rectangular Planter
(Paintable)

$275

36″ x 36″
Large Square Planter

Contact us to place an order.

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Chicago Dental Society
154th Midwinter Meeting

February 21 - 23, 2019

McCormick Place
Chicago, IL

Order Online at
shop.floralexhibits.com
Enter promotional code:
cds2019

Email order to:
order@floralexhibits.com

Contact us for complimentary pre-show design consultataion:
info@floralexhibits.com

All prices include delivery, installation, servicing and dismantle at the end of the show.
Orders without payment will not be processed.
Cancellations may be made prior to the pre-show deadline. No refunds will be made after that date.
Product availability is subject to season and geographic location.
All materials, containers and plants are available on a rental basis.
Damaged or missing items are the responsibility of the exhibitor and must be reported during the run of the show to allow for replacement. Additional charges may apply. No refunds will be given after the close of the show.

FloralExhibits
A KEIHOR DESIGNS COMPANY
Floral Exhibits, Ltd.
2555 S Leavitt St
Chicago, IL 60608

Phone / 773.277.1888
Fax / 773.277.1919
www.floralexhibits.com

Floral & Plant Rental Form

DEADLINE / FEBRUARY 1, 2019

CHICAGO DENTAL SOCIETY
THE RESPECTED LEADER IN SCIENTIFIC DENTAL MEETINGS℠

EXHIBITOR / BOOTH NUMBER /

BILL TO / EMAIL /

ADDRESS / CITY / STATE / ZIP /

PHONE / FAX / PO # /

COMPANY REPRESENTATIVE / DATE ORDERED /

COMPLETE THIS BOX ONLY IF DESIGNER IS NEEDED ON SITE

Booth Contact / Contact Phone / Available Time/Date /

QTY	TROPICAL PLANTS Please specify quantity, heights & variety	Containers for plants: Black _____ White _____	PRICE	TOTAL
	Small Potted Ferns		$30.00	
	Large Potted Ferns		$35.00	
	Hanging Plants		$35.00	
	2' Plants		$39.00	
	3' Plants		$43.00	
	4' Plants		$53.00	
	5' Plants		$63.00	
	6'-7' Plants		$73.00	
	8'-9' Plants		$115.00	
	BLOOMING PLANTS & ACCESSORIES			
	Potted Mums (Yellow, White, & Lavender)		$24.00	
	Potted Azaleas (Red, Pink, & White)		$35.00	
	Bromeliads		$35.00	
	Bubble Bowls (Great for business cards & promotional items!)		$35.00	
	FLORAL ARRANGEMENTS / PLEASE CHOOSE TROPICAL OR SEASONAL (Please indicate desired colors)			
	Single Stem Phalaenopsis Orchid Plant (Fuchsia or White) Long Lasting!		$95.00	
	Double Stem Potted Orchid Plant (Fuchsia or White) Long Lasting!		$135.00	
	Small Arrangement (12"x12")		$85.00	
	Medium Arrangement (18"x14")		$97.00	
	Large Arrangement (24"x18")		$112.00	
	Custom Arrangement (please ask for quote)			

SUBTOTAL
Tax 9%
TOTAL

PAYMENT INFORMATION

Circle one / VISA MC AMEX DISCOVER

Name /

Card # /

Exp. Date / CVV Code /

Signature /

PLEASE RETAIN A COPY FOR YOUR RECORDS