



**HOUSTON INTERNATIONAL BOAT,
SPORT & TRAVEL SHOW
EXHIBITORS SERVICE MANUAL**

JANUARY 3-12, 2014

reliant center 
HOUSTON, TEXAS

59th Annual Houston Boat, Sport & Travel Show

BOAT SHOW 



FAQs: ANSWERS TO THE MOST FREQUENTLY ASKED QUESTIONS BY EXHIBITORS:

This information has been prepared as a service to you, the exhibitor. We know that direct, early contact with Show Management can be the key to a smooth exhibit setup and check-in. Never hesitate to ask the obvious question, or call to verify conflicting information. Keep in mind that each question answered in advance is one less problem to be solved on-site.

Who Can I Contact With Questions?

Houston Boat, Sport & Travel Show
8909 Knight Road
Houston, Texas 77054

Phone: 713.526.6361
Fax: 713.526.6454

General Questions and Booth Space in Gear, Guides & Tackle Territory: lauralee@btamh.com
Open Area Space, Show Directory, Website, Seminars: lynnettem@btamh.com
10'x10' Booth Space: kenneth@btamh.com

What is included in my 10'x10' booth space rental?

A standard booth consist of 8' high back wall drape with draped side rails 3' high and an identification sign 7" x 44" showing your company name and booth number. In an effort to aid the public in identifying the [Gear, Guides & Tackle Territory](#), we are going to color code the draping in that section in **Blue**, Silver and White with **Blue** Carpeting. All other areas will have **Red**, Silver and White Draping with **Red** Carpeting. If you have any questions about which area your space is in, please call. Exhibitors must supply their own carpet, table and chairs. **Note: Electrical service is not included in the exhibit space rental. If you plug into any outlet, you will be charged a fee of \$128.**

What are the Display Rules?

A complete list of display rules can be found in the Rules and Regulations that was included with your space application. Be sure to read these rules closely as they must be adhered to on-site or your display may have to go through alterations before the show opens. The display rules are not meant to limit your ability to showcase your products, but rather to ensure each exhibitor an equal opportunity to present their product or service in the most effective manner to the audience.

Note: No booth exhibit may exceed the 8' backdrop height or the 3' side-divider height. Be sure any sidewalls do not extend more than 6' from the 8' backdrop. A clear line of sight must be maintained down each aisle of booths.

All Banners hung from the ceiling must have a minimum of 16 feet from the floor to the bottom edge of the banner. The maximum allowable banner size hung from a catwalk will be 14 feet. Banners cannot extend into aisle ways, but must be hung over leased exhibit space only. This rule does not apply to banners hung along the outside walls of the building. If you have a question regarding whether or not this rule applies to banners over your space, please call us to clarify.



How do I get badges for my exhibit staff?

An order form for exhibitor badges for your full-time personnel will come along with the final contract for exhibit space. If you have not received your contract prior to show move-in, badge registration will be available during check-in in the show management office. The number of badges you will receive is based on the size of your exhibit. For questions regarding badges, contact lauralee@btamh.com.

How do I get parking passes for my exhibit staff?

Each company is provided one free parking pass good for unlimited entry throughout the show at check-in. Additional parking passes can be purchased during show check-in, or exhibitors can pay to park daily. Daily parking will be \$10 per car (per entry.) The facility will not begin charging for parking until January 3rd.

Can I drive in to the building to unload my exhibit materials?

Yes. Based on our move-in schedule (included in this kit), all exhibitors have the opportunity to drive into the building and drop off their exhibit materials in or very close to their booth space. However, for those exhibitors who are unable to get moved in before the drive-thru doors close on Tuesday, December 31st, you can still hand carry or dolly materials in through the blue doors at the back of the building.

Is there security provided for my booth?

Yes. Starting Sunday, December 29th, we will have uniformed officers on patrol inside the facility round the clock until the end of the show on January 12th. However, please remember that the Center is a public facility to which hundreds of individuals have access including contractors, cleaning and concession personnel. Therefore, it is important that exhibitors work with Show Management in making every effort to safeguard their investment in their exhibit. Be security conscious at all times during your stay. Do not leave items of value in your booth overnight without taking extra security precautions. Remember that the security of your display is your responsibility – don't take chances!

In conclusion

We hope you have found this information helpful in preparing to set your exhibit. If there are important areas we did not cover, or specific questions you need addressed in greater detail, let us know. Your input is vital in helping us to produce an event that is efficient, productive and profitable. We also encourage you to take time to read through the online Exhibitor Manual.

Note: Please pay close attention to early payment deadlines. Many contractors offer discounts for paying in advance. Placing orders in advanced can save you time and money.



PUBLIC SHOW HOURS

Friday	January 3 rd	1 pm	–	8 pm
Saturday	January 4 th	10 am	–	8 pm
Sunday	January 5 th	11 am	–	8 pm
Monday-Tuesday	January 6 th – 7 th	1 pm	–	8 pm
Wednesday-Friday	January 8 th – 10 th	1 pm	–	9 pm
Saturday	January 11 th	10 am	–	8 pm
Sunday	January 12 th	11 am	–	5 pm

As always, if the Houston Texans finish the football season as Division champions, they will gain home-field advantage in the playoffs. Due to contractual obligations between the Texans and Reliant Park, the Boat Show would be required to close the day of the playoff game.

EXHIBITOR SHOW HOURS

On show days, the building will be open to exhibitors (2) hours prior to show opening. Admittance will be through the exhibitor entrances in front of Hall B (directly in front of circular tower) and back of Hall B, in front of Hall D and in back of Hall D. No one will be allowed in the building prior to this time. The Show Office will be open during these hours and arrangements can be made to bring additional merchandise into your booth area. This should also allow sufficient time for your personnel to do whatever work is required at your exhibit.

YOUR EXHIBIT MUST BE MANNED DURING ALL PUBLIC SHOW HOURS!

BOAT SHOW PROGRAM

This year we will again be using Texas Fish & Game Publishing Company as the producer of our Show Program. With their many years of experience in the outdoor sports industry and a new perspective on content, layout and print quality, we received very positive feedback on the changes to last year's program.

The Boat Show Buyer's Guide, to be handed out at the Show, will contain a Categorical Listing of the merchandise and/or services displayed in The Show, along with the name and space number of the exhibitor. Our publisher has set a **deadline of November 29th**, so if you have not received your space assignment by then, you will not be listed in The Show Program.

Texas Fish & Game is currently working with exhibitors who want to support the guide and benefit from its enhanced new features through advertising. For information, contact Ardia Neves at 281-869-5541 or email aneves@fishgame.com.



EXHIBITOR BADGE POLICY

A PHOTO ID WILL BE REQUIRED FOR ALL ENTRY ON AN EXHIBITOR BADGE.

Exhibitor badges should be picked up at The Show Management desk located in the lobby of Hall B. Please pick up badges during move-in.

Please fill out the Badge Order Form (sent to you with your contract) and mail in advance so badges will be ready for you when you arrive at the building. **Badge swapping is strictly prohibited.** If you have more workers scheduled than allocated badges, you can purchase additional badges for \$15.00 each for those workers working multiple days or you can purchase a Workers Pass for \$5.00 each, good for one day only. Lost badges will only be replaced at a cost of \$15.00 each. **Do not include Manufacturers on the Exhibitor Badge List. Manufacturers must present a business card at the show office to obtain a badge (at no charge.) Please be sure to inform your factory reps.**

SHOW SECURITY

The Boat Show has what we consider to be ample security officers on duty. However, exhibitors should be sure to put all small items under lock and key when the booth is not manned (this is especially important during move-in and move-out time) and immediately report any missing item to the police officer in charge.

PLEASE NOTE THAT THESE RULES ARE STRICTLY ENFORCED BY SHOW MGMT. BE SURE TO ADVISE ALL PERSONNEL WHO ATTEND THE SHOW.

These are precautions that Show Management has taken in addition to its security force:

- No exhibitor or his personnel may enter the show without an identifying Boat Show badge. **Photo ID** will be required to enter the show with a Boat Show badge.
- No visitor can leave the building with merchandise without a proof-of-purchase slip.
- No exhibitor can leave the building with his own merchandise without a pass-out slip obtained from The Show Service desk.

OUR COMBINED EFFORTS SHOULD EQUAL "ALL REASONABLE PRECAUTIONS".

OPEN AREA MOVE-IN SCHEDULE

* SCHEDULE IS SUBJECT TO CHANGE PER RELIANT'S OTHER EVENT SCHEDULES *

MOVE-IN HOURS WILL BE FROM 9:00 AM TO 7:00 PM

DEC. 26 th Thursday	DEC. 27 th Friday*	DEC. 28 th Saturday	DEC. 29 th Sunday	DEC. 30 th Monday	DEC. 31 st Tuesday
1000	3100	1100	2500	1505	4905
1900	3900	2100	3500	3900	9900
2000	4100	4500	6700	5900	10900
2900	4313	4700	11500	12101	
3005	6327	4900	12100		
4000	8100	7900	12500		
5000	8300	8500			
6005	9100	8700			
7000	9105	8900			
8000	10100	9500			
8005	11100	9505			
9000	12105	9905			
10000		10500			
11000	*Be Aware: The Texas Bowl Game begins at 5pm. Tailgating Begins at 2pm.*				
11005					
11900					
12000					
12900					

- NO VEHICLES ARE PERMITTED IN THE BUILDING AFTER TUESDAY, DECEMBER 31st. EXHIBITORS MUST HAND CARRY OR DOLLY MERCHANDISE THRU THE WALK IN DOORS AS OF THURSDAY, JANUARY 2nd.
- BOATS & RVs ARE NOT PERMITTED IN PARKING AREAS AFTER THURSDAY, JANUARY 2nd.
- DO NOT ALLOW BOW PULPITS TO EXTEND OVER AISLES.

BOOTH MOVE-IN SCHEDULE

* SCHEDULE IS SUBJECT TO CHANGE PER RELIANT'S OTHER EVENT SCHEDULES *

MOVE-IN HOURS WILL BE FROM 9:00 AM TO 7:00 PM

SUNDAY, DECEMBER 29th

4005	4406	6127	6326	7216
4007	4407	6204	6408	7217
4009	4408	6205	6409	7218
4011	4409	6206	6410	8105
4013	4504	6207	6411	8107
4104	4506	6208	6412	8109
4105	4508	6209	6413	8111
4106	5105	6210	6418	8113
4107	5107	6211	6419	8204
4108	5109	6213	6420	8205
4109	5111	6218	6421	8206
4110	5113	6219	6422	8207
4111	5115	6220	6423	8208
4112	5117	6221	6508	8209
4113	5119	6222	6510	8210
4204	5204	6223	6512	8211
4205	5205	6224	6518	8212
4206	5206	6225	6520	8213
4207	5208	6226	6522	8304
4208	5210	6227	7105	8306
4209	5211	6304	7107	8308
4210	5212	6306	7109	8309
4211	5214	6308	7111	8310
4212	5216	6309	7113	8311
4213	5217	6310	7115	8312
4304	5218	6311	7117	8313
4305	6105	6312	7119	8408
4306	6107	6313	7204	8409
4307	6109	6318	7205	8410
4308	6111	6319	7206	8411
4309	6113	6320	7208	8412
4310	6119	6321	7210	8413
4312	6121	6322	7211	8508
4404	6123	6323	7212	8510
4405	6125	6324	7214	8512

- **THIS IS THE ONLY DAY EXHIBITORS WILL BE ABLE TO DRIVE IN TO THESE BOOTHS.** EXHIBITORS IN THE BOOTHS LISTED HERE MUST HAND CARRY OR DOLLY MERCHANDISE THRU THE WALK IN DOORS AS OF MONDAY, DECEMBER 30th.
- A NAME SIGN WILL BE FURNISHED FOR EACH BOOTH EXHIBITOR. FOR ANY ADDITIONAL OR SPECIAL SIGNS, PLEASE FILL OUT THE SIGN ORDER FORM.

BOOTH MOVE-IN SCHEDULE

* SCHEDULE IS SUBJECT TO CHANGE PER RELIANT'S OTHER EVENT SCHEDULES *

MOVE-IN HOURS WILL BE FROM 9:00 AM TO 7:00 PM

MONDAY, DECEMBER 30th

4505	4906	5715	6811	7510	8611
4507	4908	5716	6813	7511	8612
4509	4910	5717	6815	7512	8613
4511	4912	5804	6817	7513	8614
4513	5505	5805	6819	7514	8615
4604	5507	5806	6821	7515	8704
4605	5509	5807	6910	7604	8705
4606	5511	5808	6912	7605	8706
4607	5513	5809	6914	7607	8707
4608	5515	5810	6916	7608	8708
4609	5517	5811	6918	7609	8709
4610	5604	5812	6920	7610	8710
4611	5605	5813	7305	7611	8711
4612	5606	5814	7307	7612	8712
4613	5607	5815	7309	7613	8713
4704	5608	5816	7311	7614	8714
4705	5609	5817	7313	7615	8715
4706	5610	5904	7315	7704	8804
4707	5611	5906	7404	7706	8805
4708	5612	5908	7405	7708	8806
4709	5613	5910	7406	7710	8807
4710	5614	5912	7407	7712	8808
4711	5615	5914	7408	7714	8809
4712	5616	5916	7409	8505	8810
4713	5617	6611	7410	8507	8811
4804	5704	6613	7411	8509	8812
4805	5705	6615	7412	8511	8813
4806	5706	6617	7413	8513	8814
4807	5707	6619	7414	8515	8815
4808	5708	6621	7415	8604	8904
4809	5709	6710	7504	8605	8906
4810	5710	6712	7505	8606	8908
4811	5711	6714	7506	8607	8910
4812	5712	6716	7507	8608	8912
4813	5713	6718	7508	8609	8914
4904	5714	6720	7509	8610	

- **THIS IS THE ONLY DAY EXHIBITORS WILL BE ABLE TO DRIVE IN TO THESE BOOTHS.** EXHIBITORS IN THE BOOTHS LISTED HERE MUST HAND CARRY OR DOLLY MERCHANDISE THRU THE WALK IN DOORS AS OF TUESDAY, DECEMBER 31st.
- A NAME SIGN WILL BE FURNISHED FOR EACH BOOTH EXHIBITOR. FOR ANY ADDITIONAL OR SPECIAL SIGNS, PLEASE FILL OUT THE SIGN ORDER FORM.



SHOW MOVE OUT

****Schedule is subject to changed based on Reliant's Other Event Schedules****

Move out is schedule to begin one hour after the show closes on Sunday, January 12th. The building will close at midnight the night of the 12th.

Move out will resume Monday, January 13th at 9:00 A.M. The building must be clear by 6:00 P.M. on January 13th.

All exhibitors moving out may exit through any freight door if the way is free and clear and does not interfere with another exhibitor.

Show Management recommends that booth exhibitors do not leave their exhibits unmanned until completely moved out.

WE REALIZE EVERY EXHIBITOR IS ANXIOUS TO GET PACKED AND LOADED AS SOON AS POSSIBLE AFTER SHOW CLOSE. WE REMIND YOU, PLEASE BE COURTEOUS AND RESPECTFUL OF ALL OTHER EXHIBITORS TRYING TO EXIT JUST AS QUICKLY.

DO'S AND DON'TS FOR ALL EXHIBITORS:

- ✓ DO: Hand carry or dolly merchandise only thru rear walk-thru doors (exhibitors' entrance).
- ✓ DO: If you plan to leave a structure in the building until Monday, move it to a wall and out of the way of other exhibitors trying to move out.
- ✗ DON'T: Leave your booths unmanned until completely moved out.
- ✗ DON'T: **DO NOT** place anything on aisle carpet. Freight doors cannot be raised until aisle carpet has been rolled up.
- ✗ DON'T: Try to bring a vehicle into the building until after 8:00 p.m.
- ✗ DON'T: Bring move-out personnel into building until after 4:00 p.m. on Sunday.

If you have any questions or if the Boat Show Staff can assist you in any way, please call our office at 713-526-6361.

The "Admiral's Club" is an area where exhibitors can get away from the "office." The Club will be open from 11 am - 3 pm every day for the exclusive use and convenience of exhibitors and their guests. Admission will be by exhibitor badge only. An exhibitor must accompany all guests. We invite you to use the "Admiral's Club" for your pleasure and relaxation.

2014 ADMIRAL'S CLUB MENU

FRIDAY, JANUARY 3RD

Baked Lasagna with Meat Sauce
Vegetarian Lasagna
Ratatouille
Chef's Selection Dessert

SATURDAY, JANUARY 4TH

Country Fried Steak with Cream Gravy
Green Beans & Mashed Potatoes
Freshly Baked Cookie

SUNDAY, JANUARY 5TH

Chicken Alfredo with Penne Pasta
Seasonal Grilled Squashes
New York Style Cheesecake

MONDAY, JANUARY 6TH

Chimichurri Fajitas with Sweet Peppers & Onions with Warm Tortillas
Fire Roasted Salsa
Tomato Cilantro Rice with Black Beans
Churros

TUESDAY, JANUARY 7TH

Pulled Pork Sandwich
Baked Potato with Condiments
Roasted Corn & Peppers
Dessert Bars

WEDNESDAY, JANUARY 8TH

Andouille Chicken Gumbo
Blackened Catfish
Homemade Cornbread
Double Chocolate Brownie

THURSDAY, JANUARY 9TH

Grilled Chicken with Rosemary Mac n' Cheese
Roasted Asparagus and Carrots
Strawberry Shortcake

FRIDAY, JANUARY 10TH

Texas Barbeque Beef Brisket
Chipotle Baked Potato Salad
Barbeque Baked Beans
Peach Cobbler with Whipped Cream

SATURDAY, JANUARY 11TH

8-Piece Roasted Chicken
Rosemary Roasted Potatoes
Seasonal Squashes with Sweet Peppers
Freshly Baked Cookie

SUNDAY, JANUARY 12TH

Herb Rubbed Roast Turkey Breast with Gravy
Garlic Mashed Potatoes
Peas & Carrots with Edamame
Assorted Desserts

Ice Tea & Water Included
\$11.00 Per Person



TEXAS SALES TAX LAW

Companies that make retail sales of taxable merchandise within Texas but do not have a location in the state must have a Texas Sales and Use Tax Permit.

For sales made during the Boat Show, you are responsible for charging, collecting, and remitting sales tax to the State Comptroller. Sales tax is 8.25%. Exhibitors not selling merchandise, only displaying, ARE STILL REQUIRED to have a Texas Sales and Use Tax Permit.

For complete information contact:

Susan Combs
Texas Comptroller of Public Accounts
Post Office Box 13528, Capitol Station
Austin, Texas 78711-3528

1-800-252-5555

Or via the web, go to: <http://www.window.state.tx.us/taxpermit/>

RULES REGARDING USE OF MUSIC

This Notice shall serve to inform you that any use of music either from tapes, records, CD's, audio/visual presentations, live entertainment or radio (over speakers) may require that you obtain permission for the use of that music under the U. S. Copyright Laws.

If you use music subject to the U. S. Copyright Laws, it is your responsibility to procure any and all necessary licenses or permission for the use of music.

By exhibiting in the contracted space, you, the exhibitor, agree that you shall not use any music either from tapes, records, CD's, audio/visual presentations, live entertainment or radio (over speakers) without complying with any and all applicable laws and regulations required by the U.S. Copyright Law. You, the exhibitor, further agree to indemnify and hold harmless Houston International Boat, Sport & Travel Show, Inc. and The Boating Trades Association of Metropolitan Houston from and against all claims, damages, losses, and expenses, including attorney's fees, arising out of or related to your failure to comply with any and all applicable laws and regulations under the U. S. Copyright Law.



AREA HOTELS NEAR RELIANT PARK

Listed by Distance from Reliant Park as the Crow Flies
Info provided by hotelguides.com

Extended Stay America Fannin

7979 Fannin St.
Houston, TX 77054

.4 Miles
713.797.0000 or 800.804.3724
Pet Friendly

Comfort Suites

1055 McNee Rd.
Houston, TX 77054

.4 Miles
713.668.1436
Smoke Free Hotel

Extended Stay America Houston

1303 La Concha Ln.
Houston, TX 77054

.5 Miles
713.790.9753 or 800.804.3724
Pet Friendly

Holiday Inn Houston Reliant Park Area

8111 Kirby Dr.
Houston, TX 77054

.5 Miles
800.864.8165
Pet Friendly

Crowne Plaza Houston Near Reliant - Medical

8686 Kirby Dr.
Houston, TX 77054

.5 Miles
877.227.6963
Pet Friendly

Quality Inn & Suites at Reliant Park/Medical Center

2364 South Loop West
Houston, TX 77054

.6 Miles
713.799.2436
Pet Friendly

Springhill Suites Houston Medical Center/Reliant Park

1400 Old Spanish Trail
Houston, TX 77054

.6 Miles
713.796.1000 or 800-306-5161
Smoke Free Hotel

Holiday Inn Express Hotel & Suites Houston Medical Center

8080 South Main St.
Houston, TX 77025

.7 Miles
800.864.8165

Moody Manor Hotel

7706 Main St.
Houston, TX 77030

.7 Miles
713.351.1400
Pet Friendly

Hampton Inn & Suites Houston-Medical Center-Reliant Park

1715 Old Spanish Trail
Houston, TX 77054

.8 Miles
713.797.0040
Smoke Free Hotel

Residence Inn by Marriott – Medical Center/Reliant Park

7710 South Main St.
Houston, TX 77030

.9 Miles
713.660.7993
Pet Friendly/Smoke Free

Courtyard by Marriott Houston Medical Center

7702 Main St.
Houston, TX 77030

.9 Miles
713.668.4500
Smoke Free Hotel

La Quinta Inn Houston Medical/Reliant Center

9911 Buffalo Speedway
Houston, TX 77054

1.1 Miles
713.668.8082
Pet Friendly

Candlewood Suites Houston Medical Center

10025 South Main St.
Houston, TX 77025

1.4 Miles
877.226.3539

Wyndham Houston – Medical Center Hotel & Suites

6800 Main Street
Houston, TX 77030

1.5 Miles
713.528.7744
Smoke Free Hotel

Houston Marriott at the Texas Medical Center

6580 Fannin Street
Houston, TX 77030

1.8 Miles
713.796.0080
Smoke Free Hotel

Hilton Houston Plaza/Medical Center

6633 Travis St.
Houston, TX 77030

1.8 Miles
713.313.4000
Smoke Free Hotel



- All exhibitors driving motor homes or campers must park them next to the hedges in the parking lot of Reliant Park during show hours.
- No motor homes or campers may remain on the Reliant parking lot overnight.



SOUTH MAIN RV PARK
 10100 South Main
 Houston, TX 77025
 713-667-0120
 1-800-626-PARK
southmainrv12@yahoo.com
 Office Hours are 9a – 5p

\$43.00 per day ~ **\$275.00** Weekly

South Main RV Park would like to welcome all the Houston Boat, Sport & Travel Show exhibitors. South Main is a gated RV community that offers loads of amenities. Be sure mention you're here with the **Houston Boat Show** when making your reservations or checking in.

AMENITIES INCLUDE:

- | | |
|---|-----------------------------|
| • All Concrete Patios; Shaded Sites Available | • RV Supplies On Site |
| • All Sites with Full Hook-Ups; 30/50 Amp | • Clean Laundry Facilities |
| • Fenced & Gated With Access Code | • Mail, Fax & Copy Services |
| • Bathhouse & Community Room | • Leash Free Dog Walk Area |
| • Free Cable TV | • Free WiFi & Computer Room |

We offer special rates for members of AARP, AAA, Good Sam & Military. Rates are subject to change without notice. All rates are based on 2 persons, 1 vehicle and 1 RV. Rates listed are before any discounts. Limit 2 pets per RV, breed does matter.

HOUSTON INTERNATIONAL BOAT, SPORT AND TRAVEL SHOW, INC.

ONLINE WEB BANNER CONTRACT

<http://houstonboatshows.com/>

PRICES

	Month
<input type="checkbox"/> Top "Leaderboard" Banner (468 x 60)	\$350
<input type="checkbox"/> Vertical Sidebar Banner (160 x 600) (Not shown)	\$400
<input type="checkbox"/> Horizontal Banner Long (728 x 90)	\$400
<input type="checkbox"/> Horizontal Banner Short (220 x 90)	\$200

Exhibiting Name: _____

Contact: _____

Company URL: _____

Phone: _____

Email: _____

Payment must be received before ad is loaded online. Prices are subject to change until receipt of signed agreement and payment. Make checks payable to **Houston Boat Show** or complete the following credit card authorization form.

Fee: _____

Card #: _____

Expiration: _____ Authorization Code: _____

Cardholder Name: _____

Billing Zip: _____

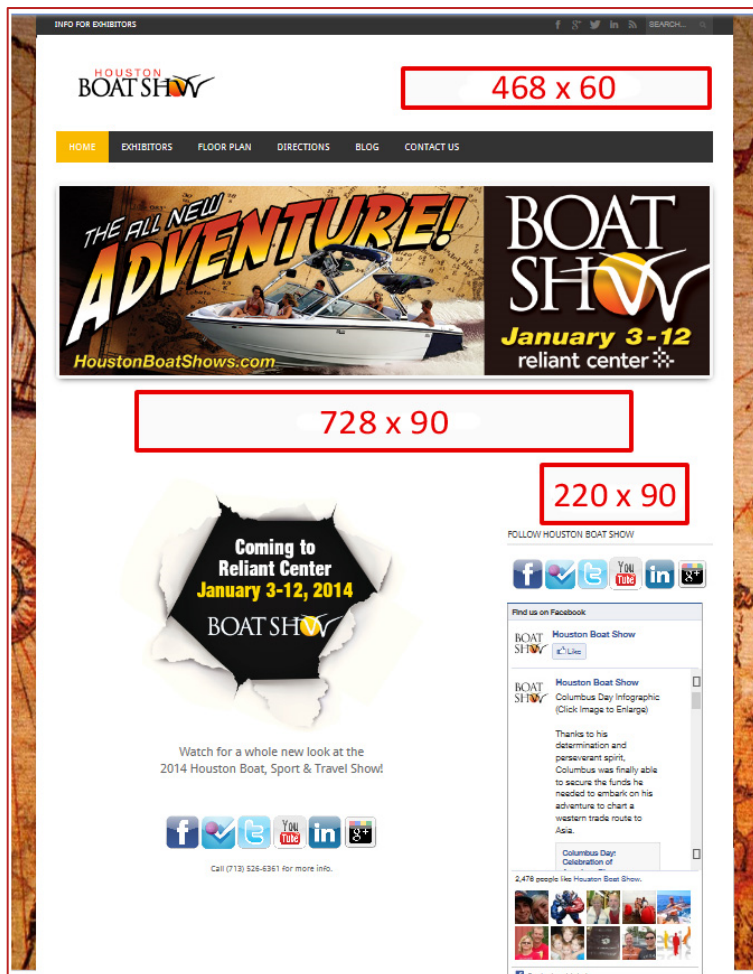
I authorize **Houston Boat Show** to charge my credit card the fee indicated here.

SPECIFICATIONS & GUIDELINES:

- File size may not exceed the specified pixel sizes. **Formats: Flash (.swf), Animated (.gif) or .jpeg.** Email the banner artwork to lynnettem@btamh.com.
- The Houston Boat Show reserves the right to reject any banner ad for any reason and refund any money paid for that advertisement.
- This written agreement sets forth the entire agreement with the Houston Boat Show and supersedes all other understandings or agreements whether written or oral. I acknowledge upon signing this contract that I have read and accept the terms and conditions of this contract. Houston Boat Show makes no representation as to the number of hits or visits an advertiser may receive from their banner ad. **Banner fees are non-refundable.**

Authorized Signature: _____

Date: _____



Not all banner placement options are shown here. For information on other ad locations or sizes, please contact Lynette Eichenour at 713-526-6361.

Mail this completed contract with payment to:

**Houston Boat, Sport & Travel Show
ATTN: Lynette Eichenour
8909 Knight Road, Houston, TX 77054**

Or fax this completed contract with credit card information to **713-526-6454**.

FOR INTERNAL USE ONLY:

Date Art Rec'd: _____

Date Art Posted: _____





DISCOUNT COUPONS

COURTESY OF:	NOT FOR SALE  www.houstonboatshows.com reliant center  Adults\$10 <small>(TAX INCLUDED)</small> OPEN SATURDAYS 10 AM SUNDAYS 11 AM WEEKDAYS 1 PM
<h1>\$2 OFF</h1> <h2>MON-TUES-THUR</h2> <p>One Adult Admission to the HOUSTON INTERNATIONAL BOAT, SPORT & TRAVEL SHOW JANUARY 3-12, 2014</p> <p><small>Coupon Good for \$2 Off an Adult Admission Jan. 6, 7 & 9 Only When Purchased at a Reliant Center Ticket Window. Not to be combined with any other offer or discount ticket.</small></p> <p><small>Sponsored by the</small> Boating Trades Association of Metropolitan Houston </p>	

Discount coupons are available for two dollars off admission on Monday, Tuesday and Thursday. (Wednesday if \$5 Day.) If you plan to send out a mailing to new prospective buyers and/or repeat customers and would like to include these coupons, let us know how many to send you. Complete the bottom portion of this form and mail or fax to our office.

MAIL TO:
HOUSTON BOAT, SPORT & TRAVEL SHOW
8909 KNIGHT ROAD
HOUSTON, TEXAS 77054

FAX TO:
713-526-6454

PLEASE SEND ME _____ \$2.00 OFF COUPONS.

COMPANY NAME: _____

ADDRESS: _____

BY: _____



PRIZE REGISTRATIONS

The Boat Show provides an excellent opportunity for exhibitors to obtain prospects to focus sales efforts towards the coming months. To compile such a list, you need to obtain names, addresses and telephone numbers of the visitors who stop by your exhibit.

We suggest registration for a prize. Use registration forms, which not only include spaces for names, addresses and phone numbers, but which include questions for beneficial information such as: "Do you own a boat, RV, or summer home?" and "Are you in the market to buy?" etc.

If you do plan to give away one or more prizes, you must RETURN THIS FORM.

ALSO, YOU MUST REPORT THE NAMES OF THE WINNERS AT THE BOAT SHOW REGISTRATION DESK AT THE CLOSE OF THE SHOW.

MAIL TO:

HOUSTON BOAT, SPORT & TRAVEL SHOW
8909 KNIGHT ROAD
HOUSTON, TEXAS 77054

FAX TO:

713-526-6454

Yes, we plan to conduct registration for prizes at our exhibit. The prize(s) will be:

EXHIBITOR NAME: _____

COMPANY: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____



PRIZE WINNERS

BE SURE TO RECORD THE WINNER(S) ON THIS FORM AND DELIVER TO SHOW MANAGEMENT AT THE CLOSE OF THE SHOW.



WINNER'S NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

PRESENTING
EXHIBITOR NAME: _____



WINNER'S NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

PRESENTING
EXHIBITOR NAME: _____

IF YOU NEED ADDITIONAL FORMS, CONTACT SHOW MANAGEMENT AT 713-526-6361.



VIP PASSES

Bring Potential Customers Back To The Show With A VIP Pass!

VIP Passes are available so exhibitors can invite quality potential buyers back to the show without having to incur another entry fee. The pass is not designed to admit your friends, neighbors, etc. into the show. Guests who present VIP Passes at the show entrance will be admitted without charge. No VIP Passes Are Available To Exhibitors Who Have Been Given Gratis Space or Manufacturer Space.

PLEASE COMPLETE AND RETURN THE ATTACHED FORM WITH YOUR PAYMENT. NO MORE VIPS WILL BE SOLD AFTER WEDNESDAY, JANUARY 8th. SUPPLIES ARE LIMITED.

VIP Passes are available, in increments of 20, at the cost of only \$3.00 per pass, limit 200 for open area exhibitors and 20 for booth exhibitors.

I would like to order the following number of VIP Passes to the 2014 Houston International Boat, Sport & Travel Show at \$3.00 each:

All Exhibitors 20 Passes @ \$3.00 each = \$ _____

Open Area Only: 40 Passes @ \$3.00 each = \$ _____

60 Passes @ \$3.00 each = \$ _____

80 Passes @ \$3.00 each = \$ _____

100 Passes @ \$3.00 each = \$ _____

200 Passes @ \$3.00 each = \$ _____

Postage and Handling _____ \$10.00

TOTAL \$ _____

EXHIBITOR: _____

ADDRESS: _____

ORDERED BY: _____

Mail Form with Payment to: Houston Boat Show • 8909 Knight Road • Houston, TX 77054 or
Fax to 713-526-6454 to have ready for pick up in Will Call at Show Check-In

Exhibitor Service Manual

HOUSTON INTL BOAT SPORT & TRAVEL SHOW 2014

January 3-12, 2014

Reliant Center

Houston, TX

FREEMAN

F R E E M A N

13101 Alameda Rd
Houston, TX 77045
(713) 433-2400 Fax: (469) 621-5613
FreemanHoustonES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
DECEMBER 05, 2013

INCLUDE THIS FORM
WITH YOUR ORDER

NAME OF SHOW: **HOUSTON INTL BOAT SPORT & TRAVEL SHOW JAN 2014 / JAN 3-12, 2014**

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ BOOTH SIZE : _____ X

CITY/STATE/ZIP: _____

PHONE: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL: _____

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

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

METHOD OF PAYMENT

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

☐ COMPANY CHECK

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

Please reference (313140) on your remittance.

☐ CREDIT/DEBIT CARD

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

☐ AMERICAN EXPRESS

☐ MASTER CARD

☐ VISA

FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

ENTER TOTALS HERE

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

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

TELL US WHAT YOU THINK

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

<http://feedback.freemanco.com/?313140>

FREEMAN

13101 Almeda Rd
Houston, TX 77045
(713) 433-2400 Fax: (469) 621-5613
FreemanHoustonES@freemanco.com

HOUSTON INTL BOAT SPORT & TRAVEL SHOW JAN 2014 / JAN 3-12, 2014

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

☐ ALL FREEMAN SERVICES

☐ FREEMAN EXHIBIT TRANSPORTATION

☐ I&D LABOR/SUPERVISION

☐ RENTAL FURNITURE/CARPET/SIGNS

☐ MATERIAL HANDLING/IN & OUT

☐ 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

FREEMAN NOW ACCEPTS DEBIT CARDS

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

FURNISHING essentials



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

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

seating

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

diva series

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

diva counter stool

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

diva chair

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



santana armchair

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



executive chair

Black Tweed
28"W 25"L 45"H – N71044



black diamond side chair

21"W 23"L 32"H – N71089

black diamond armchair

20"W 21"L 33"H – N71090



cherry barrel chair

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



diplomat chair

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



gray gaslift stool

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

gray gaslift chair

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

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





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



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

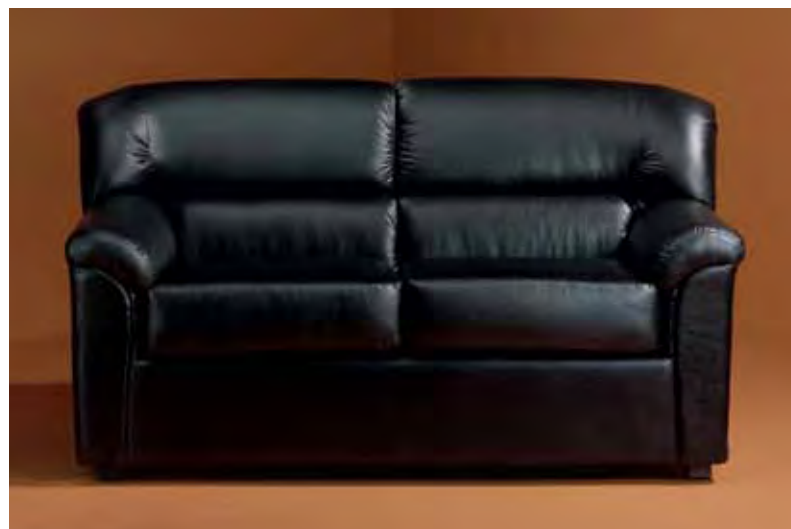


limerick® chair
By Herman Miller
Gray
18"W 18"L 33"H – C210108



signature loveseat
Black
33"W 60"L 33"H – N73091
Deeply comfortable sofa-style seating in a sleek, contemporary shape.

signature chair
Black
33"W 35"L 33"H – N71093



lounge seating

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



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



cherry cocktail table
19"W 36"L 17"H – N72026

cherry end table
20"W 20"L 20"H – N72027

tables

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



Milano Table (page 6)
Diplomat Chair (page 2)

For ideas on furniture pairings, go to www.freemanco.com

furnishing essentials 4

metro series

Black

slate end table

20"W 20"L 17"H – N72029

slate cocktail table

20"W 40"L 15"H – N72028



pedestal tables

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

soho series

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

chelsea series

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



studio series

black end table

17"W 17"L 18"H – C115104

black cocktail table

36"W 20"L 15"H – C115103

office furniture

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



milano table

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

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

hemingway writing table

Black
24"W 49"L 29"H – N720191



luna table

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

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

office series

Cherry or Oak

five-foot desk

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



credenza

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

bookcase

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



Cherry Tables (page 4)
Cherry Barrel Chairs (page 2)
Black Table Lamp (page 10)

display

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

draped or undraped table counters

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

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

Black

Blue

Burgundy

Dark Green

Gold

Gray

Plum

Red

Teal

White

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



display cubes

Black

12" small

12"W 12"L 42"H – N75030

18" medium

18"W 18"L 36"H – N75031

24" large

24"W 24"L 42"H – N75032



display cylinders

Black

low

30"W 15"H – N75020

medium

18"W 20"H – N75021

high

24"W 36"H – N75022



orion computer kiosk

Black

28"L 28"D 40.5"H – N75079

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



display counter

Black

24"W 49"L 42"H – N72056



accessories

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

a. chrome stanchion with 8' retractable belt

42"H – C220121

b. chrome sign holder

Holds 22"x 28" sign – C220118

c. round literature rack

17"W 17"L 57"H – N750135

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

d. flat literature rack

10"W 55"H – N750136

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

e. chrome coat tree

C220109

f. chrome easel

C220134

g. chrome bag rack

C220110

h. contempo trash receptacle

8"W 24"H

Black – N75053

Aluminum – N75054

wastebasket

Wastebasket color may vary.

C220107



small refrigerator*

19"W 19"L 34"H – N75057



file cabinet with lock

Standard Size

two-drawer

15"W 29"L 28"H – N74082

four-drawer

15"W 29"L 50"H – N74081

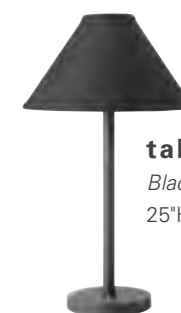


table lamp*

Black

25"H – N75052



floor-standing bulletin board

48"W 96"L 78"H – C10201484

special draping

(not pictured)

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

*Note: Electrical power must be ordered separately.

For ideas on furniture pairings, go to www.freemanco.com

F R E E M A N

13101 Almeda Rd
Houston, TX 77045
(713) 433-2400 Fax: (469) 621-5613
FreemanHoustonES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE

DECEMBER 05, 2013

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **HOUSTON INTL BOAT SPORT & TRAVEL SHOW JAN 2014 / JAN 3-12, 2014**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(713) 433-2400** to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

FURNISHINGS

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

___	N71092	Diva Counter Stool	181.50	199.65	254.10	___
___	N71091	Diva Chair	170.00	187.00	238.00	___
___	N710102	Santana Chair	157.25	173.00	220.15	___
___	N710144	Diplomat Chair	219.50	241.45	307.30	___
___	N71038	Cherry Barrel Chair	181.50	199.65	254.10	___
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe				
___	N71048	Gray Gaslift Stool w/Arms .	220.00	242.00	308.00	___
___	N71047	Gray Gaslift Stool	206.00	226.60	288.40	___
___	N71046	Gray Gaslift Chair w/Arms ..	206.00	226.60	288.40	___
___	N71045	Gray Gaslift Chair	195.50	215.05	273.70	___
___	N71044	Executive Chair	231.50	254.65	324.10	___
___	N71089	Black Diamond Side Chair..	102.00	112.20	142.80	___
___	N71090	Black Diamond Arm Chair..	133.00	146.30	186.20	___

CHAIRS Page 3						
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___	N71088	Black Diamond Stool	120.00	132.00	168.00	___
___	C210108	Limerick® Chair.....	46.00	50.60	64.40	___
		by Herman Miller				
___	C210112	Casey Padded Stool	96.00	105.60	134.40	___
		<input type="checkbox"/> Black <input type="checkbox"/> Gray				

LOUNGE SEATING Page 3						
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___	N73091	Signature Loveseat	518.00	569.80	725.20	___
___	N71093	Signature Chair	335.25	368.80	469.35	___

TABLES Page 4						
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___	N72026	Cherry Cocktail Table.....	154.00	169.40	215.60	___
___	N72027	Cherry End Table.....	129.50	142.45	181.30	___
___	N72015	Glass Conference Table.....	202.00	222.20	282.80	___
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome				

TABLES Page 5						
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___	N72028	Metro Slate Cocktail Table...	137.00	150.70	191.80	___
___	N72029	Metro Slate End Table.....	103.00	113.30	144.20	___
___	C115103	Studio Black Cocktail Table.	104.00	114.40	145.60	___
___	C115104	Studio Black End Table.....	74.25	81.70	103.95	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES Page 5						

Pedestal Tables - SoHo Series						
___	N72066	Black-top Mini 18"W x 18"H	96.50	106.15	135.10	___
___	N72069	Black-top Cafe 24"W x 30"H ...	157.00	172.70	219.80	___
___	N72070	Black-top Bistro 24"W x 42"H	161.50	177.65	226.10	___
___	N72067	Black-top Café Table 36"x30".	157.00	172.70	219.80	___
___	N72068	Black-top Bistro 36"W x 42"H ..	161.50	177.65	226.10	___

Pedestal Tables - Chelsea Series - Butcher Block Top						
___	N72063	Café Table 30"W x 30"H	157.00	172.70	219.80	___
___	N72064	Café Table 36"W x 30"H	157.00	172.70	219.80	___
___	N720163	Bistro Table 30"W x 42"H	161.50	177.65	226.10	___
___	N720164	Bistro Table 36"W x 42"H	161.50	177.65	226.10	___

OFFICE FURNITURE Page 6						
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___	N72093	Milano Table/Blonde Top	349.50	384.45	489.30	___
___	N72092	Milano Table/Black Top	349.50	384.45	489.30	___
___	N72094	Luna Table/Black Top	509.00	559.90	712.60	___
___	N720191	Hemingway Writing Table	303.60	333.95	425.05	___
___	N74061	Cherry Desk 5'	469.00	515.90	656.60	___
___	N74065	Cherry Bookcase	159.00	174.90	222.60	___
___	N74064	Cherry Credenza	360.75	396.85	505.05	___
___	N74071	Oak Desk 5'	469.00	515.90	656.60	___
___	N74075	Oak Bookcase	159.50	175.45	223.30	___
___	N74074	Oak Credenza	360.75	396.85	505.05	___

DISPLAY FURNITURE Page 7						
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___	N72056	Display Counter.....	304.00	334.40	425.60	___
___	N75079	Orion Computer Kiosk.....	326.00	358.60	456.40	___
___	N75030	Black Display Cube/Small.....	189.00	207.90	264.60	___
___	N75031	Black Display Cube/Medium....	205.00	225.50	287.00	___
___	N75032	Black Display Cube/Large.....	236.00	259.60	330.40	___

Display Cylinders						
--------------------------	--	--	--	--	--	--

___	N75020	Black Display Cylinder/Low.	179.00	196.90	250.60	___
___	N75021	Black Display Cylinder/Med.	206.00	226.60	288.40	___
___	N75022	Black Display Cylinder/Lg....	242.00	266.20	338.80	___

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

NAME OF SHOW: **HOUSTON INTL BOAT SPORT & TRAVEL SHOW JAN 2014 / JAN 3-12, 2014**

COMPANY NAME: _____ BOOTH:: _____ BOOTH SIZE: **X**

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(713) 433-2400** to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY FURNITURE Page 7 & 8 (continued)						
Draped Tables - Tables are 30" wide						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White						
___	C130330	Draped Table 3'L x 30"H	79.00	86.90	110.60	___
___	C130430	Draped Table 4'L x 30"H	93.00	102.30	130.20	___
___	C130630	Draped Table 6'L x 30"H	110.25	121.30	154.35	___
___	C130830	Draped Table 8'L x 30"H	132.00	145.20	184.80	___
___	C1240463	4th Side Drape 6'L x 30"H...	31.00	34.10	43.40	___
___	C1240483	4th Side Drape 8'L x 30"H...	31.00	34.10	43.40	___
___	C130342	Draped Counter 3'L x 42"H	121.50	133.65	170.10	___
___	C130442	Draped Counter 4'L x 42"H	132.00	145.20	184.80	___
___	C130642	Draped Counter 6'L x 42"H	146.50	161.15	205.10	___
___	C130842	Draped Counter 8'L x 42"H	169.00	185.90	236.60	___
___	C1240464	4th Side Drape 6'L x 42"H..	37.00	40.70	51.80	___
___	C1240484	4th Side Drape 8'L x 42"H..	37.00	40.70	51.80	___

Undraped Tables - Tables are 30" wide						
___	C131330	Undraped Table 3'L x 30"H..	38.50	42.35	53.90	___
___	C131430	Undraped Table 4'L x 30"H..	47.00	51.70	65.80	___
___	C131630	Undraped Table 6'L x 30"H..	56.00	61.60	78.40	___
___	C131830	Undraped Table 8'L x 30"H..	64.00	70.40	89.60	___
___	C131342	Undraped Counter 3'Lx42"H	58.00	63.80	81.20	___
___	C131442	Undraped Counter 4'Lx42"H	65.00	71.50	91.00	___
___	C131642	Undraped Counter 6'Lx42"H	76.50	84.15	107.10	___
___	C131842	Undraped Counter 8'Lx42"H	85.00	93.50	119.00	___

Table Top Risers						
___	C150410	Single Step Riser 4'L x 7"H	47.00	51.70	65.80	___
___	C150610	Single Step Riser 6'L x 7"H	70.00	77.00	98.00	___
___	C150810	Single Step Riser 8'L x 7"H	88.00	96.80	123.20	___
___	C150414	Single Step Riser 4'L x14"H	47.00	51.70	65.80	___
___	C150614	Single Step Riser 6'L x14"H	70.00	77.00	98.00	___
___	C150814	Single Step Riser 8'L x14"H	88.00	96.80	123.20	___
___	C150420	Double Step Riser 4'L	91.00	100.10	127.40	___
___	C150620	Double Step Riser 6'L	133.00	146.30	186.20	___
___	C150820	Double Step Riser 8'L	174.00	191.40	243.60	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
ACCESSORIES Pages 9 & 10						
___	C220121	Chrome Stanchion w/belt ..	97.00	106.70	135.80	___
___	C220118	Chrome Sign Holder	78.50	86.35	109.90	___
___	N750135	Round Literature Rack	177.00	194.70	247.80	___
___	N750136	Flat Literature Rack	153.00	168.30	214.20	___
___	C220109	Chrome Coat Tree	42.50	46.75	59.50	___
___	C220134	Chrome Easel	42.50	46.75	59.50	___
___	C220110	Chrome Bag Rack	94.75	104.25	132.65	___
___	N75053	Black Trash Receptacle	66.00	72.60	92.40	___
___	N75054	Aluminum Trash Receptacle	66.00	72.60	92.40	___
___	220106	Corrugated Wastebasket.....	17.00	18.70	23.80	___
___	N75057	Small Refrigerator	365.50	402.05	511.70	___
___	N75052	Black Table Lamp	93.75	103.15	131.25	___
___	N74082	File Cabinet/2 Drawer	117.00	128.70	163.80	___
___	N74081	File Cabinet/4 Drawer	153.00	168.30	214.20	___
___	10201484	Bulletin Board	176.50	194.15	247.10	___

Special Drape						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White						
___	12103	Special Drape 3'H (per ft.) ..	17.00	18.70	23.80	___
___	12108	Special Drape 8'H (per ft.) ...	20.00	22.00	28.00	___

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

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

FREEMAN

13101 Almeda Rd.
Houston, Texas 77045
Ph: 713-433-2400 • Fax: 469-621-5613
FreemanHoustonES@freemanco.com

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
DECEMBER 05, 2013**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **HOUSTON INTL BOAT SPORT & TRAVEL SHOW JAN 2014 / JAN 3-12, 2014**

COMPANY NAME _____ BOOTH #: _____

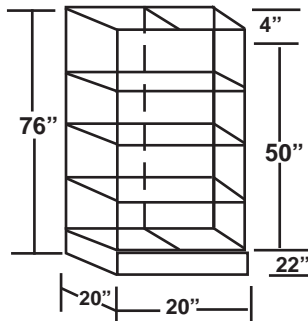
CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 713-433-2400 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

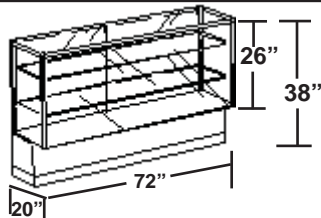
ACCESSORIES



Glass Tower Showcase - 1010200

Comes with two doors that lock and three glass shelves.

1. Lessee will be responsible for any damages to display fixtures during the event.
2. There will be a replacement charge of \$10.00 on all lost keys.
3. Electrical hookup must be ordered through the Electrical order form included in your service manual.



101063 - 6'

STYLE #A FULL VISION CASE, includes 1-8" and 1-10" glass shelves with adjustable brackets, 26" high front glass display section. 6' Showcase comes with light fixture and locks.

Straight Hook - 10201



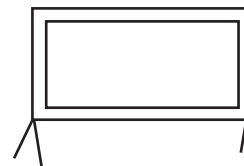
"J" Hook-10206



Single Hook - 10203



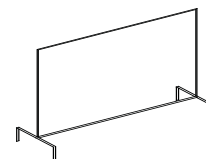
Double Hook - 10204



10201484 - Bulletin Board

4' x 8' Horizontal
All boards are gray velcro and double sided.

15905 - Fish Bowl



10405 - Garment Rack

SHOWCASES

		Online Price	Discount Price	Standard Price	
_____	101063 Full Vision Case - 6'	400.00	440.00	560.00	_____
_____	1010200 Glass Tower Case	450.00	495.00	630.00	_____

MISCELLANEOUS

		Online Price	Discount Price	Standard Price	
_____	10405 Garment Rack	98.00	107.75	137.25	_____
_____	15905 Fish Bowl	22.00	24.25	30.75	_____
_____	10201 2" Straight Hook (each)	.30	.35	.40	_____
_____	10206 "J" Loop Hook (each)	.30	.35	.40	_____
_____	10203 6" Single Hook (each)	.30	.35	.40	_____
_____	10204 6" Double Hook (each)	1.65	1.80	2.25	_____
_____	10201484 Bulletin Board	176.50	194.15	247.10	_____

Sub-Total _____ + Tax (8.25%) _____ = TOTAL _____

FREEMAN accessories

Take advantage of the Online price
by ordering at www.freemanco.com/store
before DECEMBER 05, 2013

F R E E M A N

13101 Almeda Road
Houston, TX 77045
(713) 433-2400 • Fax: 469-621-5613
FreemanHoustonES@freemanco.com

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
DECEMBER 05, 2013

INCLUDE THE FREEMAN METHOD OF
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NAME OF SHOW: **HOUSTON INTL BOAT SPORT & TRAVEL SHOW JAN 2014 / JAN 3-12, 2014**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 713-433-2400 to speak with one of our experts.

- For FREE samples or a quote on **orders over 1200 sq. ft.**, please call our Exhibitor Sales Department at 713-433-2400.
- **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.**
- **No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery, installation and removal from your booth space.
- All Classic and Prestige carpets contain recycled content and are recyclable.

For fast, easy ordering, go to www.freemanco.com/store

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

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

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

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

		Online Price	Discount	Standard	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.55	\$ 3.90	\$ 4.95	\$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.30	\$ 3.65	\$ 4.60	\$ _____

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

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

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

		Online Price	Discount	Standard	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.15	\$ 3.45	\$ 4.40	\$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.85	\$ 3.15	\$ 4.00	\$ _____

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

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

CHOOSE YOUR CARPET COLOR:

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

16 oz. Rental - Price per sq. ft. (100 sq. ft. minimum)

		Online Price	Discount	Standard	Total
Per sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.60	\$ 2.85	\$ 3.65	\$ _____

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

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

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount	Standard	Total
_____	9' x 10' Classic Carpet.....	\$ 129.00	\$ 141.90	\$ 180.60	\$ _____
_____	9' x 20' Classic Carpet	\$ 258.00	\$ 283.80	\$ 361.20	\$ _____
_____	9' x 30' Classic Carpet	\$ 387.00	\$ 425.70	\$ 541.80	\$ _____
_____	9' x 40' Classic Carpet	\$ 516.00	\$ 567.60	\$ 722.40	\$ _____

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

- Price is per sq. ft.

Qty	Description	Online Price	Discount	Standard	Total
_____	Carpet Padding - 1/2" (90 - 700 sq ft)	\$ 1.15	\$ 1.25	\$ 1.60	\$ _____
_____	Carpet Padding - 1/2" (Over 700 sq ft).....	\$ 0.70	\$ 0.75	\$ 1.00	\$ _____
_____	Plastic Covering (per sq ft).....	\$ 0.70	\$ 0.75	\$ 1.00	\$ _____

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

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

TOTAL COST

Sub-Total _____ + Tax (8.25%) _____ = TOTAL _____

F R E E M A N

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Houston, Texas 77045
713-433-2400 • Fax: 469-621-5613
FreemanHoustonES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
DECEMBER 05, 2013

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: HOUSTON INTL BOAT SPORT & TRAVEL SHOW JAN 2014 / JAN 3-12, 2014		
COMPANY NAME:		BOOTH#:
ADDRESS:		BOOTH SIZE X
CITY/STATE/ZIP:		CUSTOMER #
PHONE #:	EXT.:	FAX #:
SIGNATURE:		PRINT NAME:
CONTACT'S E-MAIL		
E-MAIL FOR INVOICE		<input type="checkbox"/> CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

For Assistance, please call 713-433-2400 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

SAVE TIME AND MONEY WITH A SPECIAL FURNITURE PACKAGE

These packages contain items most often ordered to create the proper selling environment in your exhibit space. Furthermore, these furnishings will be waiting for you in your booth when you arrive, saving you delays in setting up your exhibit. Save time and money by ordering by **December 05, 2013**.

Please circle the Package and appropriate colors you desire

Special Package #1 - \$137.45 (Standard Rate-\$192.43)

- 1 - 6' x 30" Skirted Table
- 2 - Limerick Chairs 11-5-1010
- 1 - Wastebasket 11-81-107

Special Package #2 - \$207.90 (Standard Rates-\$291.06)

- 1 - 6' x 30" Skirted Table
- 2 - Limerick Chairs
- 1 - Wastebasket 11-5-1011
- 1 - 9' X 10' Carpet 11-81-107

Table Skirt Colors

Black	Blue	Burgundy	Gold	Gray
Dark Green	Red	Teal	White	Plum

Carpet Colors

Gray	Tuxedo	Blue	Black	Red	Plum
Green	Teal	Burgundy			

QUICK TIPS FOR EASY EXHIBITING

- Remember to order in advance to save time and money.
- Orders received after the deadline date or without payment will be charged the standard price.
- If you have any questions or need assistance with any items not listed, please call and ask for your Exhibitor Sales Representative.

TOTAL COST -
Subtotal + 8.25% Tax = \$ Total Cost

FREEMAN show package

F R E E M A N

13101 Alameda Rd
Houston, TX 77045
(713) 433-2400 Fax: (469) 621-5613
FreemanHoustonES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
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INCLUDE THE FREEMAN METHOD OF
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NAME OF SHOW: **HOUSTON INTL BOAT SPORT & TRAVEL SHOW JAN 2014 / JAN 3-12, 2014**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (713) 433-2400 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

TABLE TOP UNIT



RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	1,072.00	1,500.80	_____	_____
40"H x 8"W	1,205.00	1,687.00	_____	_____

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	1,282.00	1,794.80	_____	_____
40"H x 8"W	1,415.00	1,981.00	_____	_____

*Shipping Not Included

Rental Units Include:

Draped Table (select color below)
Classic Carpet 9' X 10' (select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-200 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:

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

Additional Fabric Panel Colors for Purchase Units Only:

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

*Other Colors Also Available for Purchase Units

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

Table Drape:

☐ Black ☐ Blue ☐ Burgundy ☐ Dark Green ☐ Flax ☐ Gold
☐ Gray ☐ Plum ☐ Red ☐ Teal ☐ White

FLOOR UNIT



RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	1,596.50	2,235.10	_____	_____
8'H x 10'W	1,781.00	2,493.40	_____	_____

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	2,523.50	3,532.90	_____	_____
8'H x 10'W	2,935.50	4,109.70	_____	_____

*Shipping Not Included

Rental Units Include:

Classic Carpet 9' X 10' (select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-Podium - 8'H X 10'W unit only
2-200 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:

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

Additional Fabric Panel Colors for Purchase Units Only:

☐ Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

*Other Colors Also Available for Purchase Units

9' 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	_____	148.50	207.90	_____		_____	234.00	327.60	_____
1715801	1-200 Watt Halogen Light Kit	_____	78.50	109.90	_____		_____	171.00	239.40	_____
1715802	Straight Shelf	_____	60.75	85.05	_____		_____	108.00	151.20	_____
1715803	Angled Shelf	_____	60.75	85.05	_____		_____	108.00	151.20	_____

QUICK TIPS

* If shipping literature or products, material handling rates will apply.

* Order in advance to save time, money and ensure availability. Orders received after the deadline date or without payment will be charged the Standard Price.

PURCHASE UNITS TOTAL COST

Sub-Total + 8.25% Tax = Total Cost

RENTAL UNITS TOTAL COST

Sub-Total + 8.25% Tax = Total Cost

F R E E M A N

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (713) 433-2400 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

GRAPHICS

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

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

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq.ft.
\$ 18.50 per sq. ft. discount price
sq. ft. _____ x or _____ = \$ _____
\$ 27.75 per sq. ft. standard price

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

LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

- ☐ Foamcore ☐ Masonite
☐ PVC ☐ Plexi
☐ Gatorfoam ☐ Eco-Board
☐ Ultra-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" _____ @	43.25	64.90 =	_____
7" x 22" _____ @	47.50	71.25 =	_____
7" x 44" _____ @	49.50	74.25 =	_____
9" x 44" _____ @	53.00	79.50 =	_____
11" x 14" _____ @	55.00	82.50 =	_____
14" x 22" _____ @	63.00	94.50 =	_____
14" x 44" _____ @	65.00	97.50 =	_____
22" x 28" _____ @	98.00	147.00 =	_____
28" x 44" _____ @	140.00	210.00 =	_____
20" x 60" _____ @	165.00	247.50 =	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical

Horizontal

Use Your Judgment For Sign Layout

Background Color: _____

Lettering Color: _____

TOTAL COST

Sub-Total + 8.25 % Tax = Total Cost

FREEMAN graphics

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

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

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

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

ACCEPTABLE FILE SOFTWARE FORMATS

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

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

Files should always be saved in their native format.

ACCEPTABLE FILE TYPES

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

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

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

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

WAYS TO SEND ARTWORK

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

• Files may also be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (713) 433-2400 for assistance.

UNION JURISDICTIONS IN HOUSTON

UNION REGULATIONS

To assist you in planning your participation in your Houston show, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

CARPENTERS LOCAL 551

Currently we have an agreement with the Carpenters Local 551 to provide labor for display installation and dismantling. Full time employees of the exhibiting companies however, may set their own exhibits without assistance from this local. Any local services that may be required beyond what your regular full time employees can provide, must be rendered by Local 551. Labor can be ordered in advance by filling out the Display Labor section in the THE FREEMAN order form, or on showsite, at THE FREEMAN Service Desk.

MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/move-out.

TIPPING

FREEMAN requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional stature, and we feel that tipping is not necessary. This applies to all THE FREEMAN COMPANIES employees. Any request for such should be brought to the attention of a Freeman representative at THE FREEMAN Service Desk or correspondence may be directed to the attention of the General Manager at the local office address.

SAFETY

Standing on chairs, tables or other rental equipment is prohibited. This equipment is not engineered to support your weight. FREEMAN cannot be responsible for injuries or falls caused by the improper use of this equipment. If assistance is required in assembling your booth, please order labor in the Display Labor section in THE FREEMAN order form and the necessary ladders and/or tools will be provided.

NOTE:

- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of the Show Manager at FREEMAN. Please refrain from voicing complaints directly to craft personnel.
- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.

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Houston, Texas 77045

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COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 713-433-2400 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
Straight Time- 8:00 A.M. to 4:30 P.M. Monday through Friday	\$ 78.00	\$ 101.40
Overtime- 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday		
6:00 A.M. to 12:00 Midnight Saturday and Sunday	\$ 117.00	\$ 152.10
Double Time- 12:00 Midnight to 6:00 A.M. and recognized holidays.....	\$ 156.00	\$ 202.80

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

INSTALLATION LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

DISMANTLE LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

NAME OF SHOW: **HOUSTON INTL BOAT SPORT & TRAVEL SHOW JAN 2014 / JAN 3-12, 2014**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

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

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

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

Carpet: With Exhibit _____ Rented From Freeman _____ Color _____

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

☐ **Freeman Exhibit Transportation:**

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

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

☐ Other Common Carrier: _____

☐ Other Air Freight: _____

☐ Van Line: _____

FREIGHT CHARGES

☐ Prepaid ☐ Collect

Bill To: _____

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

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

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

F R E E M A N

13101 Alameda Rd.

Houston, Texas 77045

Ph: 713-433-2400 • Fax: 469-621-5613

FreemanHoustonES@freemanco.com

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **HOUSTON INTL BOAT SPORT & TRAVEL SHOW JAN 2014 / JAN 12-14, 2014**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 713-433-2400 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

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

SIGN DESCRIPTION, SIZE & WEIGHT

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

Type: Cloth Banner _____ Metal or Wood _____ Other _____

Shape: Square _____ Triangle _____ Rectangle _____ Other _____

Size: Height _____ Length _____ Width _____

Weight of Sign: _____

Does Your Sign Require Electricity _____ Assembly _____

Is Your Sign Designed to Rotate? _____ Yes _____ No

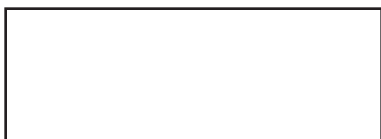
(Initial in the applicable box above)

PLACEMENT DIAGRAM

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

_____ Feet in from the back Aisle # _____

_____ Feet
in from the left
Aisle # _____



_____ Feet in from the front Aisle # _____

Number of feet from floor to top of sign: _____

4/12 (313140)

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time

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

Overtime

6:00 A.M. to 8:00 A.M. & 4:30 P.M. to 12:00 A.M.

Monday through Friday,

6:00 A.M. to 12:00 A.M. Saturday & Sunday

Double Time

12:00 A.M. to 6:00 A.M. and recognized holidays

Crew Size - MINIMUM of two people

Materials

Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- **Show site prices will apply to all labor orders placed at show site**
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

	Straight Time	Overtime	Double Time
--	------------------	----------	----------------

Condor/Boom Condor with crew (up to 200 lbs lift capacity)

Advance Price \$447.00 \$525.30 \$607.00

Show Site Price \$580.90 \$682.90 \$790.00

Additional Crew Assembly Labor (Per person / Per hour)

Advance Price \$78.00 \$117.00 \$156.00

Show Site Price \$101.40 \$152.10 \$202.80

Installation Estimate

Approx Hours Hourly Rate Total Estimated Cost

@ _____ = _____

Dismantle Estimate

Approx Hours Hourly Rate Total Estimated Cost

@ _____ = _____

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

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

- _____ Freeman
- _____ Exhibitor Personnel
- _____ Display House

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

FREEMAN hanging sign labor

F R E E M A N

13101 Almeda Rd
Houston, TX 77045
(713) 433-2400 Fax: (469) 621-5613
FreemanHoustonES@freemanco.com

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 **HOUSTON INTL BOAT SPORT & TRAVEL SHOW JAN 2014 / JAN 3-12, 2014** 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, RELIANT PARK, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

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

FREEMAN structural integrity statement

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

R U S H

**DO NOT DELAY
WAREHOUSE**

TO: _____
Exhibitor Name

C/O: FREEMAN
13101 ALMEDA RD
HOUSTON, TX 77045

HANGING SIGN

EVENT: HOUSTON INTL BOAT SPORT &
TRAVEL SHOW JAN 2014

BOOTH NO. _____ NO. _____ OF _____ PCS.

CARRIER: _____

R U S H

**DO NOT DELAY
WAREHOUSE**

TO: _____
Exhibitor Name

C/O: FREEMAN
13101 ALMEDA RD
HOUSTON, TX 77045

HANGING SIGN

EVENT: HOUSTON INTL BOAT SPORT &
TRAVEL SHOW JAN 2014

BOOTH NO. _____ NO. _____ OF _____ PCS.

CARRIER: _____

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

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

R U S H

**DO NOT DELAY
SHOW SITE**

TO: _____
Exhibitor Name

C/O: FREEMAN
RELIANT CENTER
ONE RELIANT PARK

HOUSTON, TX 77054

HANGING SIGN

EVENT: HOUSTON INTL BOAT SPORT &
TRAVEL SHOW JAN 2014

BOOTH NO. _____ NO. _____ OF _____ PCS.

CARRIER: _____

R U S H

**DO NOT DELAY
SHOW SITE**

TO: _____
Exhibitor Name

C/O: FREEMAN
RELIANT CENTER
ONE RELIANT PARK

HOUSTON, TX 77054

HANGING SIGN

EVENT: HOUSTON INTL BOAT SPORT &
TRAVEL SHOW JAN 2014

BOOTH NO. _____ NO. _____ OF _____ PCS.

CARRIER: _____

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

F R E E M A N

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

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

NAME OF SHOW: **HOUSTON INTL BOAT SPORT & TRAVEL SHOW JAN 2014 / JAN 3-12, 2014**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

For fast, easy ordering, go to www.freemanco.com/store

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS
ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip)

DESTINATION

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

**FREEMAN / Exhibiting Company Name / Booth #
HOUSTON INTL BOAT SPORT & TRAVEL SHOW JAN
2014**

C/O: FREEMAN
13101 ALMEDA RD
HOUSTON, TX 77045

MUST BE DELIVERED BY DECEMBER 11, 2013

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

**FREEMAN / Exhibiting Company Name / Booth #
HOUSTON INTL BOAT SPORT & TRAVEL SHOW JAN
2014**

C/O: FREEMAN
RELIANT CENTER
1 RELIANT PARK
HOUSTON, TX 77054

CANNOT BE DELIVERED BEFORE DECEMBER 26, 2013
TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

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

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

SHOW # (313140) _____

FREEMAN exhibit transportation

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

8. **LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES.** Shipper understands that even if Shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. **FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF THE FAIR MARKET VALUE (THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$25.00**

(USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value.

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

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

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

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

10. **CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370, as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 15 calendar days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

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

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

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

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Cunningham Lindsey US, Inc., P.O. Box 730689, Dallas, TX 75370.

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

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

WHAT ARE FREIGHT SERVICES?

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

How do I ship to the warehouse?

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

How do I ship to show site?

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

What about prepaid or collect shipping charges?

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

How should I label my freight?

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

How do I estimate my Material Handling charges?

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

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

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

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

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

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

What happens to my empty containers during the show?

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

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

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

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

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

Where do I get a forklift?

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

Do I need insurance?

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

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

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

F R E E M A N

F R E E M A N

13101 Alameda Rd.
Houston, Texas 77045
Ph: 713-433-2400 • Fax: 469-621-5613
FreemanHoustonES@freemanco.com

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **HOUSTON INTL BOAT SPORT & TRAVEL SHOW JAN 2014 / JAN 3-12, 2014**
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

For Assistance, please call 713-433-2400 to speak with one of our experts.

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

MATERIAL HANDLING SERVICES

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

SPECIAL HANDLING: (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, Airborne Express & 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 bars or hooks.

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, all day Saturday, Sunday, and Holidays
(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb. Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 65.00	130.00
Special Handling Shipment.....	\$ 84.50	169.00
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 63.00	126.00
Special Handling Shipment.....	\$ 81.90	163.80
Uncrated or Pad Wrapped Shipment.....	\$ 94.50	189.00
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment	\$ 40.50	

*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.

Cart Service - Intended for "privately owned vehicles"

Per Trip.....\$ 70.00

*A "privately owned vehicle" is any vehicle that is primarily designated to transport passengers, not cargo or freight. Included in this category are: pick-up, passenger van, taxi and limousine.

ADDITIONAL SURCHARGES:

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

Warehouse Shipment after 11 September 2013.....	\$ 16.25	32.50
Show Site Shipment after 17 September 2013.....	\$ 15.75	31.50

Overtime Charge - Inbound (in addition to above rates)

Crated or Skidded Shipment.....	\$ 15.75	31.50
Special Handling Shipment.....	\$ 20.50	41.00
Uncrated or Pad Wrapped Shipment.....	\$ 23.75	47.50

Overtime Charge - Outbound (in addition to above rates)

Crated or Skidded Shipment.....	\$ 15.75	31.50
Special Handling Shipment.....	\$ 20.50	41.00
Uncrated or Pad Wrapped Shipment.....	\$ 23.75	47.50

Mobile Spotting Fee\$250.00

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

Tips to Save on Material Handling

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

3 Separate Shipments

60 lbs. charged @ 200 lbs. \$ 130.00

52 lbs. charged @ 200 lbs. \$ 130.00

65 lbs. charged @ 200 lbs. \$ 130.00 = \$390.00

1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. charged @ 200 lbs = \$130.00

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

Tax	n/a
Total	

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.myfreemanonline.com

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

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

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

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

What about carpet only shipments?

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

What is the difference between Crated and Uncrated Shipments?

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

F R E E M A N

13101 Alameda Rd.
Houston, Texas 77045
Ph: 713-433-2400 • Fax: 469-621-5613
FreemanHoustonES@freemanco.com

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **HOUSTON INTL BOAT SPORT & TRAVEL SHOW JAN 2014 / JAN 3-12, 2014**

COMPANY NAME:

BOOTH#:

ADDRESS:

BOOTH SIZE

X

PHONE #:

EXT.:

FAX #

ORDERED BY:

PRINT NAME:

DATE:

CUSTOMER #

OR

☐

CHECK BOX IF YOU ARE A NEW FREEMAN CUSTOMER

E-MAIL:

For Assistance, please call 713-433-2400 to speak with one of our experts

For fast, easy ordering, go to www.freemanco.com/store

PRIVATELY OWNED VEHICLE CART SERVICE

Privately Owned Vehicle Cart Service Rates and Procedures

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

Cart Rate: \$70.00 per trip

Service to include:

Unloading and delivery of exhibit materials from the dock to booth.

Storage of empty containers during show hours and return of crates and containers at end of show.

Delivery of exhibit materials/containers from your booth to the dock and the loading of materials into vehicle.

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

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

EXHIBITOR MOVE-IN

Thursday, December 26, 2013 through Thursday, January 2, 2014, 8:00 AM to 5:00 PM. **Sunday, December 29, 2013 will be a dark day.**

All exhibits must be fully installed by Thursday, January 2, 2014 at 5:00 PM.

PLEASE CHECK DESIRED SERVICE:

☐ **Inbound**

Approximate number of pieces: _____

Move-In day you will require this service: _____

☐ **Outbound**

Approximate number of pieces: _____

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

F R E E M A N

13101 Alameda Rd.

Houston, Texas 77045

Ph: 713-433-2400 • Fax: 469-621-5613

FreemanHoustonES@freemanco.com

DEADLINE DATE
DECEMBER 05, 2013

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

NAME OF SHOW: **HOUSTON INTL BOAT SPORT & TRAVEL SHOW JAN 2014 / JAN 3-12, 2014**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 713-433-2400 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

FORKLIFT RIGGING EQUIPMENT AND LABOR

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

Overtime - 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday

6:00 A.M. to 12:00 Midnight Saturday and Sunday

Double Time - 12:00 Midnight to 6:00 A.M. and recognized holidays

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

Part#	Description Price	Advance Price	Standard Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 117.00	\$ 152.10
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 154.50	\$ 200.85
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$ 127.00	\$ 165.10
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$ 166.00	\$ 215.50
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$ 133.00	\$ 172.90
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$ 173.00	\$ 224.90
3040300	Forklift w/operator - up to 30,000 lbs - ST.....	\$ 154.00	\$ 200.20
3040301	Forklift w/operator - up to 30,000 lbs - OT.....	\$ 194.00	\$ 252.20
304040	Forklift w/operator - 4-Stage - ST.....	\$ 140.00	\$ 182.00
304041	Forklift w/operator - 4-Stage - OT.....	\$ 179.00	\$ 232.70
3090600	Man cage for Forklift	\$ 28.00	\$ 28.00
3090700	Boom for Forklift.....	\$ 28.00	\$ 28.00
RIGGING LABOR			
3020200	Rigger Foreman - ST.....	\$ 79.00	\$ 102.70
3020201	Rigger Foreman - OT.....	\$ 118.50	\$ 154.05
3020202	Rigger Foreman - DT.....	\$ 158.00	\$ 205.40
3020100	Rigger - ST.....	\$ 78.00	\$ 101.40
3020101	Rigger - OT.....	\$ 117.00	\$ 152.10
3020102	Rigger - DT.....	\$ 156.00	\$ 202.80

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	

F R E E M A N

13101 Almeda Rd
Houston, TX 77045
(713) 433-2400 Fax: (469) 621-5613
FreemanHoustonES@freemanco.com

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **HOUSTON INTL BOAT SPORT & TRAVEL SHOW JAN 2014 / JAN 3-12, 2014**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (713) 433-2400 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

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

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

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

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

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

☐ OTHER COMMON CARRIER _____

☐ OTHER VAN LINE _____

☐ OTHER AIR FREIGHT _____

☐ Next Day ☐ 2nd Day ☐ Deferred

CARRIER PHONE #: _____

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

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

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

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

DESIRED NUMBER OF LABELS: _____

MATERIAL HANDLING

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

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

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

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

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

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

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

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

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

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

b. **MAXIMUM RECOVERY.** If found liable for any loss, Freeman's sole and exclusive **MAXIMUM** liability for loss or damage to 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 JURISDICTION IN DALLAS COUNTY, TEXAS.

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

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

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

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

PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

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

DEFINITIONS

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

PAYMENT TERMS

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES:

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

INDEMNIFICATION:

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

IMPORTANT

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

F R E E M A N

R U S H

DO NOT DELAY

MUST DELIVER BY DECEMBER 11, 2013

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

13101 ALMEDA RD

HOUSTON, TX 77045

WAREHOUSE

***HOUSTON INTL BOAT SPORT &
TRAVEL SHOW JAN 2014***

EVENT: _____

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

DO NOT DELAY

MUST DELIVER BY DECEMBER 11, 2013

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

13101 ALMEDA RD

HOUSTON, TX 77045

WAREHOUSE

***HOUSTON INTL BOAT SPORT &
TRAVEL SHOW JAN 2014***

EVENT: _____

BOOTH NO: _____ NO. _____ OF _____ PCS

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

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE DECEMBER 26, 2013

TO:

EXHIBITOR NAME

C/O: FREEMAN

**RELIANT CENTER
1 RELIANT PARK**

HOUSTON, TX 77054

SHOW SITE

***HOUSTON INTL BOAT SPORT &
TRAVEL SHOW JAN 2014***

EVENT:

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE DECEMBER 26, 2013

TO:

EXHIBITOR NAME

C/O: FREEMAN

**RELIANT CENTER
1 RELIANT PARK**

HOUSTON, TX 77054

SHOW SITE

***HOUSTON INTL BOAT SPORT &
TRAVEL SHOW JAN 2014***

EVENT:

BOOTH NO: _____ NO. _____ OF _____ PCS

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

FIRE REGULATIONS – CITY OF HOUSTON

REF. CODE: 17.26029@

FOLLOWING IS THE WHOLE CODE

Sec. 17-26.29. Comply with the following requirements to install, operate or maintain any display, concession, exhibit, show or ride in any building or area for purposes of public entertainment, information and/or merchandising purposes:

- 1. All tents, awnings, curtains, drapes, and decorations, either interior or exterior, must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.)**
- 2. All exits, hallways and aisles leading from buildings and/or tents are to be kept clear and unobstructed at all times.**
- 3. No exit door shall be locked, bolted or otherwise fastened or obstructed when the building is occupied.**
- 4. All sawdust and shavings shall be kept damp at all times.**
- 5. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building, shall have no more than two (2) gallons of fuel in the tank; and all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of emergency.**
- 6. The use of liquefied petroleum gases in buildings, tents, or areas used for exhibition purposes is strictly prohibited except that use of such gases for demonstration purposes shall be by special permit from the Fire Marshal in accordance with provisions of Article X of this code.**
- 7. “No Smoking by Order of the Fire Marshal” signs shall be posted and maintained in areas designated by the Fire Marshal in accordance with Article XX. Sec. 20-7 of this code.**
- 8. Trash and rubbish, grease, etc., shall be removed from buildings, tents and areas at least once each day.**
- 9. All electrical wiring shall be installed in a manner approved by the City Electrical Inspector.**
- 10. Approved fire extinguishing equipment shall be provided and maintained in all areas as designated by the Fire Marshal.**
- 11. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.**
- 12. The use of welding and cutting equipment for demonstration purposes shall be approved by the Fire Marshal.**

(over)

FIRE REGULATIONS – CITY OF HOUSTON
PAGE 2

- 13. The demonstration of equipment using liquid fuel in buildings is prohibited, except as prescribed in Article XX of this code.**
- 14. There shall be no obstructions blocking exit doors from the outside of any building, such as autos parked in doorways, or barricades across the sidewalks.**
- 15. Where smoking is permitted, there shall be provided on each table and at other convenient places suitable noncombustible ashtrays or match receptacles. It shall be an offense for any person to smoke or to carry lighted tobacco in areas within buildings where a trade show is being set up or torn down except in specific areas designated by the Fire Marshal or his representative for smoking tobacco.**
- 16. Each exhibitor shall provide an approved metal container with metal cover for daily accumulation of waste material.**
- 17. All griddles and cook stoves shall be installed at a reasonable and safe distance from all combustible materials and be protected by metal and asbestos protectors.**
- 18. The use of all gas fired heating units, either portable or stationary, shall meet the approval of the City Plumbing Inspector and/or the Fire Marshal. The use of the so-called “Salamander” stove is strictly prohibited.**
- 19. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provisions of the city building and fire codes.**
- 20. All flammable liquids used in any exhibit area shall be stored in an approved underground tank and/or special approved storage room, and dispensed from an approved pump into a vehicle tank or underwriter’s laboratories labeled safety can, in compliance with the fire code.**
- 21. No curtains, drapes, or decorations shall be hung in such a manner, as to cover any exit signs.**
- 22. No vehicles shall be parked in fire lanes outside of buildings.**
- 23. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.**
- 24. Artificial lighting such as lanterns and candles are prohibited, except when approved by the Fire Marshal’s office.**
- 25. No smokeless powder allowed unless authorized by Fire Marshal. Refer to Section 11.8 of the Houston Fire Code.**



Welcome to the new Reliant Park Exhibitor Services! We look forward to working with you and your staff as we host your events. We now offer safe & convenient online ordering at <https://reliantpark.boomerecommerce.com> for the below in-house show services:

- Parking Passes w/ Unlimited In & Out Entries
- Booth Cleaning
- Booth Security
- Electric/Plumbing
- Audio Visual
- Telecom
- Internet

If you need assistance with any of the above show services, please feel free to contact a member of our Exhibitor Services Department below at 832-667-1718 or email exhibitorservices@reliantpark.com.

Jayne Villanueva
Exhibitor Services Manager
832-667-1808 Phone
jvillanueva@reliantpark.com

Renette Shilo
Exhibitor Services Systems Administrator
832-667-1719 Phone
rshilo@reliantpark.com

Freeman Electric & Plumbing
Felicia Mathews
832-667-1718 (option 1) or 832-667-2651 direct
felicia.mathews@freemanco.com

Smart City Networks
Jessica Hoover or John Ott
832-667-1718 (option 4) or 832-667-3995 direct
jhoover@smartcity.com

J&S Audio Visual
Nick Miller
832-667-1718 (option 2) or 832-667-1500 direct
nickm@jsav.com

Payment Policy & Billing Authorization Form

**Remit to: Reliant Park - Exhibitor Services**

Mailing Address: One Reliant Park Houston, TX 77054

Phone: 832-667-1718

Fax: 832-667-1821

E-mail: ExhibitorServices@reliantpark.com**Houston Int'l Boat Sport & Travel Show****January 3 – 12, 2014****Reliant Center****Houston, Texas**

PAYMENT POLICY – Payment in full for all services must accompany your advance orders. Payments may be made by company check or credit card payment authorization. All advance orders can be faxed, emailed, mailed or placed online by the advance order deadline. Signature on this form represents authorization for full payment of work performed & agreement to the Reliant Park Terms & Conditions. Please see <https://reliantpark.boomerecommerce.com/> to view Reliant Park Terms & Conditions.

☐ If you wish to authorize Reliant Park to charge your credit card for this and future orders incurred by you or your representative, please check this box & complete this form to accompany your order.

☐ By checking this box, you agree to the Reliant Park Terms and Conditions presented.

Information to be completed by the cardholder:

The undersigned agrees and authorizes Reliant Park to charge the credit card below for any additional amounts incurred as a result of orders placed on behalf of your company including, but not limited to, any labor, materials, services, and/or rental equipment charges. All orders **MUST HAVE A CREDIT CARD ON FILE**. **Reliant Park will not begin work without a credit card on file.**

Order online at www.reliantpark.com & click on the "Events" tab & then "Exhibitor Services"

- ☐ Credit Card
☐ Company Check

INTERNATIONAL EXHIBITORS – We require pre-payment of all charges or payments onsite. Payment may be by company check drawn on U.S. Funds Account, American Express, MasterCard, Visa or Discover.

Charge to: ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover

Account No. - - -

Signature of Card Holder: _____

Expiration Date: _____ *Security Code: _____

Important: Will your representative be authorized to order additional services and comply with above payment policy?

☐ Yes ☐ No

CREDIT CARD HOLDER NAME & BILLING ADDRESS

Cardholder Name (As Printed on Credit Card): _____

(Please Print)

Company Name: _____ Booth: _____

Onsite Contact Phone #: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ Date: _____

Parking Permit Order Form

reliant park 

Advance Order Deadline Date: **DECEMBER 20, 2014**

**Houston Int'l Boat
Sport & Travel Show**
January 3 - 12, 2014

Remit to: Reliant Park - Exhibitor Services

Mailing Address: One Reliant Park Houston, TX 77054

Phone: 832-667-1718 (option 3)

Fax: 832-667-1821

E-mail: ExhibitorServices@reliantpark.com

**Reliant Center
Houston, Texas**

Order online at www.reliantpark.com by clicking on the "Events" tab & then "Exhibitor Services"

The regular parking fee at Reliant Park is \$10.00 per entry with no unlimited in & out entries. For your convenience, a special **10-day exhibitor parking permit** is available that gives you **unlimited in and out privileges** during show days. There is no charge for parking during move-in and move-out. **THIS PERMIT DOES NOT ALLOW OVERNIGHT PARKING OF ANY VEHICLE.** The permit will be valid on show days only. Exhibitor Parking Permits will be held for your arrival at the Exhibitor Services Desk during move-in if one is offered. **THEY WILL NOT BE MAILED.**

Company Name or Individual's Name If No Company: _____

Order Contact: **(PLEASE PRINT)** _____ Order Date: _____

Address: _____

City: _____ State: _____ Country: _____ Zip: _____

E-mail: _____ Telephone: (____) _____ Fax: (____) _____

NUMBER OF PERMITS REQUIRED: _____ @

\$120.00 per vehicle

 = \$ _____

Booth #: _____

SERVICE DESKS:

Permits are to be picked up or purchased at the Exhibitor Services desk during move-in of an event. If you are charged for first time entry, please bring your parking stub to the service desk for a \$10.00 credit toward the purchase of a permit. If a service desk is not provided by the event, please contact the Reliant Park Exhibitor Services office at 832-667-1718 (option 3) to retrieve any prepaid parking permits.

PARKING STUBS:

If you have pre-ordered a permit by credit card or by check & you have been charged for first time entry, please bring your \$10.00 parking stub to the service desk & a refund will be processed in the form of your original payment. **STUBS WILL ONLY BE ACCEPTED FOR CREDIT DURING THE SCHEDULED SERVICE DESK HOURS OF THE EVENT. STUBS WILL NOT BE ACCEPTED BY RELIANT PARK AFTER AN EVENT HAS ENDED.** If a service desk is not provided by the event, this service will not be provided.

ORDER MUST ACCOMPANY PAYMENT AUTHORIZATION FORM BEFORE PROCESSING.

A PAYMENT OF ACTUAL AMOUNT DUE MUST ACCOMPANY THIS ORDER.

PASSES NOT PICKED UP FROM THE SERVICE DESK WILL NOT BE REFUNDED.

ALL SALES ARE FINAL. NO CASH REFUNDS AVAILABLE.

Custom Cleaning Form

reliant park

Advance Order Deadline Date: **DECEMBER 20, 2014**

Houston Int'l Boat Sport & Travel Show

Remit to: Reliant Park/Exhibitor Services

JANUARY 3 - 12, 2014

Mailing Address: One Reliant Park, Houston, TX 77054

Reliant Center

Phone: 832-667-1718 (option 3)

Houston, Texas

Fax: 832-667-1821

Email: exhibitorservices@reliantpark.com

Order online at www.reliantpark.com by clicking on the "Events" tab & then "Exhibitor Services"

Company Name or Individual's Name (If No Company):	Date:	Booth Number:	
Street Name:	City:	State:	Zip:
Ordered By:	Email Address:	Phone Number:	Fax Number:

Reliant Park is the exclusive cleaning contractor. If you wish to order Custom Cleaning, Porter Service, Shampoo or Mopping service, please use this form to pre-order. In the event that your service is not satisfactory, please notify the Exhibitor Services Desk immediately during the event.

EXHIBIT CLEANING

Dusting display, trash removal & vacuuming. Exhibit Cleaning is done in the early morning prior to the show opening each day. Prices are based on gross square feet of exhibit space & includes sales tax. **100 square feet minimum.**

☐ **\$0.19 Per Sq. Ft.** (8.25% Sales Tax Included) Daily Price Per Square Foot \$ _____ Total Cost

_____ sq. ft. x \$0.19 = \$ _____ x _____ = \$ _____

Booth Size (Sq. Ft.) Price/Sq. Ft. Daily Rate # of Days

Dates you would like Cleaning & Special Instructions: _____

STANDARD PORTER SERVICE

Consists of trash removal and wiping down the exhibit area. This service occurs every 2 hours.

☐ **\$32.50 Per Day** (8.25% Sales Tax Included) \$ _____ Total Cost

_____ x \$ 32.50 per day = _____

of Days

Dates you would like Standard Porter Service: _____

FULL TIME/HOURLY PORTER SERVICE

If you have food service in your booth, this service is HIGHLY RECOMMENDED. **1 hour Minimum.**

☐ **\$10.83 Per Day** (8.25% Sales Tax Included) \$ _____ Total Cost

_____ x _____ x \$ 10.83 per day

of Days # of Hours Per Day

Dates & Times you would like Hourly Porter Service: _____

SHAMPOO & MOPPING SERVICES

Full Shampooing is done one time only prior to first show day (REQUIRES 12 HOURS TO DRY). Price is based on gross square feet of carpet & includes sales tax. Spot Shampoo or Mop by request only. Please visit the Exhibitor Services Desk during the event for requests.

☐ One Time Only Full Shampoo or Mopping: \$0.28 Per Sq. Ft. (8.25% Sales Tax Included) \$ _____ Total Cost

Please Select One: _____ x \$ 0.28 per sq. ft.

☐ Full Shampoo ☐ Full Mop Booth Size

☐ Spot Shampoo or Mopping: \$25.00 Minimum. Estimate given on show site. \$ _____ Total Cost

Please Select One: _____

☐ Spot Shampoo ☐ Spot Mop

Terms and Conditions / Payment Options

1. **Reliant Park is the exclusive provider and installer of all Voice, Data and Network** services (wired and wireless) including communications cabling. This includes **all cabling** to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunications related cabling.
2. The use of the network connection(s) provided by Reliant Park may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and **cannot be resold or distributed to other companies** or individuals.
3. All devices for which Reliant Park directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Reliant Park assigned IP address.
4. **Incentive Price** applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. **Base Price** applies to (a) all orders received from One (1) to Thirteen (13) days before show move-in has started or (b) orders received on or before the 14 day Incentive Deadline without payment (c) **orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price.**
5. **Internet / Network** – 10 Mbps, half-duplex, Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.
6. **Shared Internet Services Specific:** Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are **not allowed with any of our shared Internet / Network services.** This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Reliant Park can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.
7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.
8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.
9. **Wireless Specific:** (a) Reliant Park is the exclusive provider of voice, wired and wireless data service(s) for the Facility. **Wireless Devices not authorized by Reliant Park are strictly prohibited.** Customer(s) that desire to showcase their wireless products must contact Reliant Park 21 days in advance of show move-in to investigate the potential of Reliant Park engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.5 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.
10. Unless otherwise directed, Reliant Park is authorized to cut floor coverings to permit installation of service.
11. **Internet Performance Disclaimer:** Reliant Park does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.
12. Only Reliant Park personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Reliant Park for this service contract shall remain the property of Reliant Park.
13. **CANCELLATION** – There is a minimum \$150 or 10% Cancellation fee (Whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.
14. Service problems must be reported to the Reliant Park Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.
15. **Any additional cost incurred by RELIANT PARK to:** 1) assist in trouble diagnosis or problem resolution found not to be the fault of RELIANT PARK or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.
16. **Equipment Management:** (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Reliant Park Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Reliant Park Service Desk within one (1) hour following close of the show.
17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. **Federal Tax ID is 65-0524748.**
18. **NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S)**
19. **All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply.**
20. **Long Distance (International Calls) and Line Restrictions:** (a) Credit Card restriction will only allow Local, "1-800" and Credit Card calling. Intl restriction will block all International calling but allow all other type calls. (b) All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. (c) Reliant Park will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies.
21. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed.
22. Prices are based upon current rates and are subject to change without notice.

(1) All Customer contracts and agreements are solely between RELIANT PARK and the prospective Customer; (2) RELIANT PARK is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by RELIANT PARK under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

23. A valid Credit Card number with signature **MUST** be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.
24. Reliant Park accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa & Discover). Make all checks payable to: **Reliant Park.**

Mail, Fax or Email Completed Orders with Payment and Floor Plan To

RELIANT PARK/EXHIBITOR SERVICES
ONE RELIANT PARK
HOUSTON, TEXAS 77054
(832) 667-1718 FAX (832) 667-1821
Email: exhibitorservices@reliantpark.com

Customer Acceptance of All Reliant Park Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Reliant Park to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Print Authorized Name

Authorized Signature

Date

For Reliant Park Use:	Payment Rec'd (Amount):	Customer No: 2014 - 003 -
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*** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. ***

Network Security Declaration

Center: Reliant Park CC (003) - TX

Company Name: _____

Show: Houston Int'l Boat Sport & Travel Show

Booth / Room #: _____

Customer / Ref #: 2014 - 003 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Reliant Park to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Reliant Park's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Reliant Park prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Reliant Park requires that all devices directly or indirectly accessing Reliant Park's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Reliant Park's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Reliant Park's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Reliant Park has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Reliant Park Network(s). Reliant Park understands that Ping and Traceroute are valuable troubleshooting tools; therefore Reliant Park's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Reliant Park network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Reliant Park has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Reliant Park customer service representative in advance of the event with details of the specific requirements so that Reliant Park may consider the potential of a customized alternative.

Each Customer's business is important to Reliant Park and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

*** **Please inform all show site personnel about the importance of Reliant Park's Network Security compliance issues** ***

*** **Services are activated after Reliant Park is in receipt of this signed declaration of compliance with our network security requirements** ***

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: _____ / _____ / _____ Security Updates Last Performed - Date: _____ / _____ / _____

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Reliant Park's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Reliant Park's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Reliant Park to provide requested service(s) and is subject to change without notice.

Signature

Date

Printed Name

Title

Floor Plan – Communications Cable

Center: Reliant Park CC (003) - TX

Show: Houston Int'l Boat Sport & Travel Show

Company Name: _____

Booth / Room #: _____

Customer / Ref #: 2014 - 003 -

Voice and Data communications cabling. Reliant Park is the **exclusive installer** of Voice and Data communications cabling. Reliant Park provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Reliant Park's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# _____									
Adjacent Booth or Aisle#									
Adjacent Booth or Aisle# _____									

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Reliant Park's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

I = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Reliant Park to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Reliant Park to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

Wireless Performance Declaration

Center: Reliant Park CC (003) - TX

Show: Houston Int'l Boat Sport & Travel Show

Company Name: _____

Booth / Room #: _____

Customer / Ref #: 2014 - 003 -

Overview

Reliant Park is the exclusive provider for wired and wireless services for the Facility and has in operation a wireless 802.11 a / g system. The wireless service offers Internet access at speeds up to 256K servicing Customers as well as attendees. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time. Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Reliant Park can engineer custom dedicated network(s) to accommodate such special requests. Please call for quote.

Wireless is an entry level service ideal for web surfing and checking web based email. Reliant Park's Wireless Network can be accessed throughout the Facility by using a Wi-Fi® compatible 802.11 a / b / g network card or one of our rental bridge units (limited quantity of bridge units, call for availability).

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Reliant Park cannot guarantee that interference will not occur. Reliant Park does **NOT** recommend wireless service for mission critical services such as product presentation or demonstrations. For demonstrations or to present products and other mission critical activity, via the Internet, Reliant Park highly recommends Customer(s) purchase hardwired services such as Shared Ethernet, Shared EtherNAT or T-1 service.

If you are unsure which of our products will best suit your needs please call our Customer Service Department at (888) 446-6911 and one of our Customer Service Representatives will be happy to assist you.

Restrictions and Special Requests

Due to the extensive coverage Reliant Park provides for the Facility, **NO** Customer provided access points are authorized for use within the Facility without Reliant Park prior approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the Reliant Park Wireless Network. Reliant Park requires all Customers showcasing their wireless products to contact Reliant Park 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a site survey fee). Per our Terms and Conditions listed on Reliant Park's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. **No service refunds will be given.**

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY RELIANT PARK ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Reliant Park. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Reliant Park will not be responsible for possible interference that I may experience. Refunds will not be given for service issues found not to be the fault of Reliant Park. Upon receipt of this form, Reliant Park Wireless Services and / or Customer(s) authorized wireless AP devices (with Reliant Park's approval) will be activated / available for your use.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Email: _____

Contact Phone #: _____



WIRELESS INTERNET INSTRUCTIONS

Reliant Park currently offers two (2) separate wireless internet services:

Instant Internet a 384k UP / 768K DOWN wireless network connection for \$12.95 per day

Exhibitor Internet a 1.5M UP / DOWN wireless network connection for \$79.99/day; \$159.99/3 days and \$239.99/5 days.

NOTE:

IF YOU HAVE PROBLEMS PURCHASING OR REQUIRE TECHNICAL ASSISTANCE PLEASE CALL **888-243-5685 between the hours of 6:30 AM and 9:00 PM, CDT** or **REQUEST ASSISTANCE THROUGH THE “CONTACT US” FEATURE ON THE WEBPAGE**, PLEASE INCLUDE A CALL BACK NUMBER FOR FASTER SERVICE.

HOW DO I CONFIGURE MY WIRELESS CONNECTION (NEW ACCOUNT)

- Set the network name (SSID) in your wireless configuration to the wireless service (shown above) you plan to purchase. **YOU CAN NOT “TOGGLE” BETWEEN SERVICES**
- Open your Web Browser – You should be directed to the Smart City login page.
- Select “# of Days” purchasing by clicking the appropriate “Buy Now”.
- Enter required information and click “NEXT” **Please record your password as it can not be retrieved if lost.**
- Verify DAYS and AMOUNT of purchase
- Enter required credit card information
- Click on “I ACCEPT TERMS AND CONDITIONS”
- Click on “SUBMIT”

TO SIGN ON TO WIRELESS INTERNET AFTER ACCOUNT IS CREATED

- Connect to the wireless network purchased; you must be connected to the correct wireless network or the user name and password will not allow you to connect.
- Open web browser, once the login screen appears:
- Enter your “username” and “password”
- **YOU MUST ACCEPT “TERMS AND CONDITIONS”** (located directly below password) to access wireless services.

OTHER IMPORTANT FACTS

- Wireless accounts are on a per device basis and accounts may not be transferred between multiple machines. Attempting to do so may result in inability to connect to wireless service.
- Our wireless network was designed for ease of use and data is not encrypted or password protected.

Electrical Services and Labor Order Form



Advance Price Deadline Date: **DECEMBER 20, 2014**

Remit to: Reliant Park - Exhibitor Services

Mailing Address: One Reliant Park Houston, TX 77054

Phone: 832-667-1718 (option 1)

Fax: 832-667-1821

E-mail: ExhibitorServices@reliantpark.com

Houston Int'l Boat Sport & Travel Show

JANUARY 3 - 12, 2014

Reliant Center

Houston, Texas

Order online at www.reliantpark.com by clicking on the "Events" tab & then "Exhibitor Services"

Company Name or Individual's Name (If No Company):			Date:			Booth Number:		
Street Name:			City:			State:		Zip:
Order Contact:			Email Address:			Phone Number:		Fax Number:

ELECTRICAL OUTLETS			Two (2) connections per outlet 120 volt 60 cycle alternating current		
1 2 0 V	Quantity	Description	Advance Price	Standard Price	Subtotal
		1800 watts, 15 amps	94.00	128.00	

MOTOR & EQUIPMENT OUTLETS			Maximum of one(1) connection Power outlet 120/208V		
1 2 0 V	Quantity	Description	Advance Price	Standard Price	Subtotal
		20 AMP, 120V, SINGLE PHASE	126.00	170.00	
2 0 8 V		20 AMP, 208 VOLT SINGLE PHASE	184.00	248.00	
		30 AMP, 208 VOLT SINGLE PHASE	226.00	305.00	
		40 AMP, 208 VOLT SINGLE PHASE	263.00	355.00	
		60 AMP, 208 VOLT SINGLE PHASE	336.00	454.00	
		80 AMP, 208 VOLT SINGLE PHASE	352.00	475.00	
		100 AMP, 208 VOLT SINGLE PHASE	536.00	723.00	
		150 AMP, 208 VOLT SINGLE PHASE	772.00	1042.00	
3 Ø		200 AMP, 208 VOLT SINGLE PHASE	1092.00	1474.00	
		20 AMP, 208 VOLT 3 PHASE	242.00	327.00	
		30 AMP, 208 VOLT 3 PHASE	289.00	390.00	
		40 AMP, 208 VOLT 3 PHASE	373.00	504.00	
		60 AMP, 208 VOLT 3 PHASE	494.00	667.00	
		80 AMP, 208 VOLT 3 PHASE	641.00	865.00	
		100 AMP, 208 VOLT 3 PHASE	814.00	1099.00	
4 8 0 V		150 AMP, 208 VOLT 3 PHASE	1187.00	1602.00	
		200 AMP, 208 VOLT 3 PHASE	1628.00	2198.00	
		20 AMP, 480 VOLT 3 PHASE	431.00	582.00	
		30 AMP, 480 VOLT 3 PHASE	546.00	737.00	
		40 AMP, 480 VOLT 3 PHASE	735.00	992.00	
		60 AMP, 480 VOLT 3 PHASE	1050.00	1418.00	
		80 AMP, 480 VOLT 3 PHASE	1286.00	1736.00	
3 Ø		100 AMP, 480 VOLT 3 PHASE	1628.00	2198.00	
			Subtotal		
			TOTAL DUE		

FLOODLIGHTS		Price includes outlet & labor for light. Special lighting Requests will require a labor charge. (subject to availability)		
Quantity	Description	Advance Price	Standard Price	Subtotal
	150 WATT - 1 LIGHT PER STAND	74.00	100.00	
	150 WATT - 2 LIGHTS PER STAND	84.00	113.00	

ELECTRICAL LABOR	
LABOR: CHARGES WILL BE IN ½ HOUR INCREMENTS. MINIMUM CHARGE ½ HOUR. SUPERVISION TIME WILL BE CHARGED AT THE RATE OF ½ HOUR FOR EACH FOUR HOURS LABOR WORKED.	
Monday – Friday 8:00am – 4:30pm (Except Holidays) \$65.00	
Monday – Friday 4:30pm – 8:00am (Sat/Sun/Holiday) \$130.00	
<input type="checkbox"/> OK to Proceed – Without Exhibitor Supervision – Per Attached Floorplan, to Scale with Aisle Numbers.	
<input type="checkbox"/> Check if Island Booth	

IMPORTANT NOTICES	
Full payment must be received before show opening to avoid disruption of service. TO RECEIVE ADVANCE PRICES, both the order form & full payment must be received by RELIANT PARK prior to or on the DEADLINE DATE (SEE UPPER LEFT). All floor orders will be priced at the Standard Rate + Time & Materials. A SALES TAX WILL BE CHARGED ON ALL ELECTRICAL MATERIALS. Signature on Payment Policy & Billing Authorization Form represents authorization for full payment of work performed & agreement to the Reliant Park Terms & Conditions. Please see https://reliantpark.boomerecommerce.com/ to view the Reliant Park Terms & Conditions.	
Power will be activated at show opening & disconnected at show close unless special arrangements are made. Exhibitors submitting floor plans for island booths & those ordering 208 Volt or 480 Volt power are required to place a work order at the service desk when they are ready for power to be energized.	

ADDITIONAL CHARGES	
Any work not covered under the above unit-price schedule will be done on a time & material basis. All 208 Volt & all 480 Volt services will require electrical labor. Prices do not include connection to equipment or special wiring. Call for quotes on all other voltage requirements. NOTE: Pre-Lays may be performed during overtime and may require cutting of carpet. Any changes and/or repairs will charged as additional work. When ordering electrical outlets, please check the wattage or rating plate on the electrical items & order accordingly. ALL EXHIBIT BOOTHS WILL BE INVENTORIED & ADDITIONS PRICED AT STANDARD PRICE.	

All orders MUST HAVE A CREDIT CARD ON FILE. Reliant Park will not begin work without a credit card on file.

Plumbing Services and Labor Order Form

reliant park

Advance Price Deadline Date: **DECEMBER 20, 2014**

Houston Int'l Boat Sport & Travel Show

Remit to: Reliant Park - Exhibitor Services

Mailing Address: One Reliant Park, Houston, TX 77054

Phone: 832-667-1718 (option 1)

Fax: 832-667-1821

Email: exhibitorservices@reliantpark.com

JANUARY 3 - 12, 2014

Reliant Center

Houston, Texas

Order online at www.reliantpark.com by clicking on the "Events" tab & then "Exhibitor Services"

Company Name or Individual's Name (If No Company):	Date:	Booth Number:	
Street Name:	City:	State:	Zip:
Ordered By:	Email Address:	Phone Number:	Fax Number:

COMPRESSED AIR • WATER • DRAIN ORDER FORM

Gas Connections (where available) Call for Quote/Limited Water & Drain in Reliant Park

Connection rates listed below cover bringing service from main line to booth. All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees. A separate connection fee will be made for each piece of equipment using connected service, whether connected direct or otherwise. Floor orders received after deadline date will be charged STANDARD PRICE.

*** Air, Water and Drain lines are **not** readily available in OUTSIDE BOOTHS please call for information ***

The first 50' is included in bringing the line to the booth or space required. Any additional footage beyond 50' is time and material and a lift charge as required will apply.

COMPRESSED AIR: 90-100 lbs. P.S.I. ADVANCE PRICE STANDARD PRICE SUB-TOTAL

☐ Service charge for connection \$289.00 \$390.00 \$ _____

Size of connection required: _____ CFM required: _____ (must be completed)

Number of connections required: _____ PSI required: _____

WATER: ADVANCE PRICE STANDARD PRICE SUB-TOTAL

☐ Service charge for connection \$184.00 \$248.00 \$ _____

Size of connection required: _____ Number of connections required: _____

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

DRAINAGE: ADVANCE PRICE STANDARD PRICE SUB-TOTAL

☐ Service charge for connection \$210.00 \$284.00 \$ _____

Size of connection required: _____ Number of connections required: _____

FILL AND DRAIN PER TANK: ADVANCE PRICE STANDARD PRICE SUB-TOTAL

☐ 1 - 69 Gallons \$99.00 \$133.00 \$ _____

☐ 70 - 100 Gallons \$126.00 \$170.00 \$ _____

☐ 100 - 500 Gallons \$126.00 plus \$30.00 per each 100 gals up to 500 gals \$170.00 plus \$37.50 per each 100 gals up to 500 gals \$ _____

☐ 500 - 1,000 Gallons \$252.00 plus \$20.00 per each 100 gals up to 1,000 gals \$340.00 plus \$25.00 per each 100 gals up to 1,000 gals \$ _____

☐ Over 1,000 Gallons Call for Rates

LABOR: (MINIMUM 1/2 HOUR)

☐ Monday- Friday (8:00 a.m. - 4:30 p.m.) Except Holidays \$65.00 per hour \$ _____

☐ Monday- Friday (4:30 p.m. - 8:00 a.m.) Saturdays, Sundays, and Holidays \$130.00 per hour \$ _____

All materials and equipment furnished remains the property of the plumbing contractor. It will be the responsibility of the exhibitor to furnish air filters, dryer, and regulators.

SUB-TOTAL \$ _____

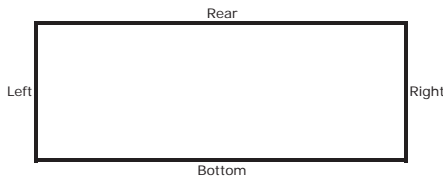
TOTAL CHARGE \$ _____

Date of Installation: _____

Please sketch (or attach blueprint) showing location in booth of required service.

Unit Prices quoted do not allow for work on other than a straight time

Contractor not responsible for impurities or discoloration in water supply.



If you wish to authorize the same credit card used for your Electrical Order Check here:

☐

All orders MUST HAVE A CREDIT CARD ON FILE. Reliant Park will not begin work without a credit card on file.