

BOAT  
SHOW

SUMMER'S  
HOTTEST BOAT  
SALE-ABRATON

JUNE 20 - 24, 2012

[www.houstonboatshows.com](http://www.houstonboatshows.com)

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# HOUSTON SUMMER BOAT SHOW EXHIBITORS SERVICE MANUAL

**JUNE 20-24, 2012**

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**HOUSTON, TEXAS**

*25th Annual Houston Summer*

BOAT  
SHOW

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## **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 your success as an exhibit manager. 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 Summer Boat Show      Phone: 713.526.6361  
8909 Knight Road                      Fax: 713.526.6454  
Houston, Texas 77054

General Questions, Show Directory, Web Advertising: [lynettem@btamh.com](mailto:lynettem@btamh.com)

Open Area Space: [kenneth@btamh.com](mailto:kenneth@btamh.com)

10'x10' Booth Space: [lauralee@btamh.com](mailto:lauralee@btamh.com)

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

A standard booth consist of 8' high back wall drape in red, silver and black with black draped side rails 3' high and an identification sign 7" x 44" showing your company name and booth number. (The aisle carpet is red.) Exhibitors must supply their own carpet, table and chairs. Freeman Decorating offers Special Booth Packages at discounted rates. *Note: Electrical service is not included in the exhibit space rental.*

### **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 time-consuming 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, within reason, to present their product or service in the most effective manner to the audience. The exhibitor's responsibility can be summed up quite simply as "Be A Good Neighbor."

**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.**

### **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. Badges are limited based on the size of your exhibit. For any questions regarding badges, contact [lynettem@btamh.com](mailto:lynettem@btamh.com).

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## **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 June 20<sup>th</sup>.

## **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 at noon on Tuesday, June 19<sup>th</sup>, 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 Monday, June 18<sup>th</sup>, we will have uniformed officers on patrol inside the facility round the clock until the end of the show on June 24<sup>th</sup>. 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!

## **Are there any other advertising opportunities available?**

Yes. Exhibitors have the opportunity to advertising in both the Boat Show Program and on our website at [www.houstonboatshows.com](http://www.houstonboatshows.com). A complete order form with pricing is included in this packet for web advertising. For more information on placing an ad in the Boat Show Program, please contact Mike DuBois at 281-334-2202.

## **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.*



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## PUBLIC SHOW HOURS

Wednesday	June 20	1:00 p.m. – 9:00 p.m.
Thursday	June 21	1:00 p.m. – 9:00 p.m.
Friday	June 22	1:00 p.m. – 9:00 p.m.
Saturday	June 23	10:00 a.m. – 9:00 p.m.
Sunday	June 24	Noon – 6:00 p.m.

## EXHIBITOR SHOW HOURS

During the show, the building will be open to exhibitors from 11:00 a.m. on Wednesday – Friday and 8:00 a.m. on Saturday and 10:00 a.m. on Sunday. Admittance will be through the exhibitor entrances in front of Hall B and back of Hall B. 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

The Boat Show Buyer's Guide, to be handed out at the 2012 Houston Summer Boat Show, will contain a Brand Name Listing of the merchandise and/or services displayed in The Show, along with the name and space number of the exhibitor.

On the original application, we requested a detailed description of the products or services to be displayed in your space. This information will be used to create a categorical list for the Boat Show Program. Our publisher has set a **deadline of June 11<sup>th</sup>** to receive this information for printing, so we must receive the specific products/services for your company by that date. We cannot be held responsible for errors or omissions of any kind in the final printing of the Show Program. All information published in the Show Program is for informational purposes only and is subject to change without notice.

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## 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".**

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## **OPEN AREA MOVE-IN SCHEDULE**

MOVE-IN must go according to schedule in order to accommodate everyone. Please have all construction completed in advance of move-in; make it "pre-fab". NO PAINTING IS PERMITTED IN BUILDING!!! There are (2) drive-in freight doors in the rear of the building and (2) on the East end of the building.

NO SIGNS OR BANNERS MAY BE HUNG FROM ANY BUILDING STRUCTURE. This includes ceilings, columns, air conditioning units and utility lines. Those exhibitors who construct ramps or stairs must check your space carefully to determine that they are sturdy and not too steep. SCAFFOLDING, RAMPS, AND STAIRS (3 STEPS AND HIGHER) MUST HAVE HANDRAILS ON BOTH SIDES AND MID RAILS AS REQUIRED BY OUR INSURANCE CARRIER. CONSTRUCT AND PAINT BEFORE ARRIVING AT THE BUILDING.

Only boats, motors and trailers are to be displayed in open area exhibits. Reminder: There must not be any solid construction over 3' high in open area space. THIS INCLUDES LARGE STANDING SIGNS & POSTERS. Closing booths may be 5', NO HIGHER.

### **SATURDAY, JUNE 16<sup>TH</sup>, BEGINNING AT 9:00 A.M. – 8:00 P.M.**

1102, 1203, 1221, 1301, 1302, 1303, 1304, 1320, 1401, 1421, 1500, 1501, 1601, 1665, 1700 and 1765

### **SATURDAY, JUNE 16<sup>TH</sup>, BEGINNING AT 2:00 P.M. – 8:00 P.M.**

1001, 1021, 1120, 1423 and 1520

### **SUNDAY, JUNE 17<sup>TH</sup>, BEGINNING AT 9:00 A.M. – 8:00 P.M.**

1243, 1245, 1344, 1443, 1542, 1621, 1643 and 1720

### **SUNDAY, JUNE 17<sup>TH</sup>, BEGINNING AT 2:00 P.M. – 8:00 P.M.**

1043, 1142, 1465 and 1564

### **MONDAY, JUNE 18<sup>TH</sup>, BEGINNING AT 9:00 A.M. – 8:00 P.M.**

1065, 1162, 1165, 1265, 1365, 1643 and 1742

Drive-In Access Will Be Limited As Of TUESDAY, JUNE 19<sup>th</sup>. **No Vehicles Will Be Permitted In The Building After NOON On TUESDAY, JUNE 19<sup>th</sup>.** Exhibitors Must Hand Carry Or Dolly Merchandise In After That Time. Call us at 713-526-6361 with any questions regarding move-in.



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## 10'x10' BOOTH MOVE-IN SCHEDULE

MOVE-IN must go according to schedule in order to accommodate everyone. There are (2) drive-in freight doors in the rear of the building and (2) on the East end of the building.

NO SIGNS OR BANNERS MAY BE HUNG FROM ANY BUILDING STRUCTURE. This includes ceilings, columns, air conditioning units and utility lines.

CARPET: IF YOU PLAN TO CARPET ANY PART OF YOUR EXHIBIT AREA AT THE SHOW Carpet must be pre-cut to fit only in the area of your contracted space, and carpet must not extend into any other areas including traffic aisles. The decorator must be able to secure aisle carpet properly with no obstructions.

Reminder: No booth exhibit may exceed the 8' backdrop height or the 3' side divider height. Sidewalls cannot extend more than 6' from the 8' backdrop.

IF YOU WANT TO COLOR COORDINATE YOUR EXHIBIT AREA: The Aisle Carpet Will Be Red and The 10' x 10' Booths Will Have Red, White and Blue Back Drapes and Blue Side Divider Drapes.

### **MONDAY, JUNE 18<sup>TH</sup>, BEGINNING AT 9:00 A.M. – 8:00 P.M.**

121, 123, 125, 127, 129, 131, 133, 135, 137, 139, 220, 222, 224, 226, 228, 230, 232, 234, 236, 238, 321, 323, 325, 327, 329, 331, 333, 335, 337, 339, 420, 422, 424, 426, 428, 430, 432, 434, 436, 438, 521, 523, 525, 527, 529, 531, 533, 535, 537, 539, 620, 622, 624, 626, 628, 630, 632, 634, 636, 638

### **MONDAY, JUNE 18<sup>TH</sup>, BEGINNING AT 3:00 P.M. – 8:00 P.M.**

143, 145, 147, 149, 151, 153, 155, 157, 159, 161, 242, 244, 246, 248, 250, 252, 254, 256, 258, 260, 343, 345, 347, 349, 351, 353, 355, 357, 359, 361, 442, 444, 446, 448, 450, 452, 454, 456, 458, 460, 543, 545, 547, 549, 551, 553, 555, 557, 559, 561, 642, 644, 646, 648, 650, 652, 654, 656, 658, 660

Drive-In Access Will Be Limited As Of TUESDAY, JUNE 19<sup>th</sup>. No Vehicles Will Be Permitted In The Building After NOON On TUESDAY, JUNE 19<sup>th</sup>. Exhibitors Must Hand Carry Or Dolly Merchandise In After That Time. Call us at 713-526-6361 with any questions regarding move-in.

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## SHOW MOVE OUT

Move out will begin one hour after the show closes on Sunday, June 24<sup>th</sup>. The building will close at midnight the night of the 24<sup>th</sup>.

Move out will resume Monday, June 25<sup>th</sup> at 9:00 A.M. The building must be clear by 4:00 P.M. on June 25<sup>th</sup>.

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:** **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 6:00 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 Quarterdeck Club is an area where exhibitors can get away from the "office." The Club will be open from 11:00 am - 2 pm Wednesday thru Sunday 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 Quarterdeck Club for your pleasure and relaxation.

## **2012 QUARTERDECK CLUB MENU**

### **Wednesday, June 20<sup>th</sup>**

**Herb Roasted 8-Piece Chicken**  
**Rice Pilaf, Sautéed Zucchini and Carrots & Assorted Rolls**  
**Lemon Bars and Brownies**

### **Thursday, June 21<sup>st</sup>**

**Three Cheese & Chicken Enchiladas**  
**Tomato Cilantro Rice and Black Beans Rancheros**  
**Fresh Berry Shortcake**

### **Friday, June 22<sup>nd</sup>**

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

### **Saturday, June 23<sup>rd</sup>**

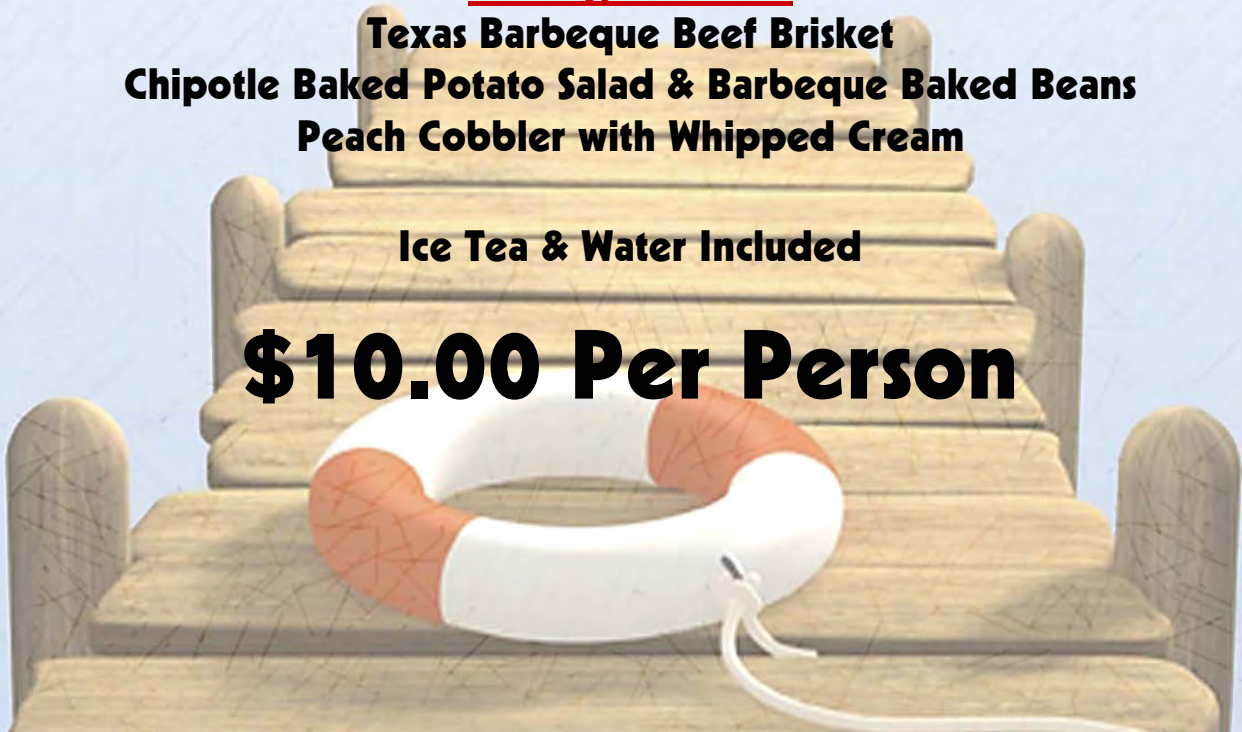
**Grilled Zesty Chicken Alfredo on Penne Pasta with Peppers & Onions**  
**Seasonal Grilled Vegetables and Garlic Bread Sticks**  
**New York Style Cheesecake**

### **Sunday, June 24<sup>th</sup>**

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

**Ice Tea & Water Included**

**\$10.00 Per Person**



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## 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.

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## **PLUMBING & ELECTRICAL SERVICE**

Exhibitors are not permitted to hook up to the electrical outlets. All plumbing and electrical requirements are to be ordered through Event Services (See enclosed order forms). **All tanks or equipment to be filled with water must be ordered through the plumbing contractor. YOU WILL BE CHARGED FOR ALL ELECTRICITY AND WATER USED.**

## **FREIGHT & SHIPMENTS**

Freeman Decorating Company is The Show's freight contractor. They will administer the assignment of loading docks and supervise the teamster labor that will be responsible for unloading freight shipments. Freeman will handle all deliveries being brought to the building for exhibitors. Exhibitors may then set up their own displays but we repeat, with full-time company employees ONLY.

## **SPECIAL EQUIPMENT & RIGGING**

Anyone needing special rigging such as boom cranes, etc., please notify Freeman Decorating as to what will be required and the time of arrival so proper arrangements can be made. **This information must be given in advance and at the earliest possible time.**

**SO THAT YOU WILL NOT BE CHARGED FOR "DOWN TIME", YOU MUST ORDER IN ADVANCE AND BE READY AT THE TIME RESERVED FOR YOU.**

Because problems can arise in moving larger boats into The Show, privately owned power lift equipment (forklifts and cranes) is not permitted in the building. If this poses a problem with any exhibitor, Jackie Davidson of Freeman Decorating will discuss your needs with you and work with you any way possible.

**NOTE: Regarding lift equipment, orders received after 4:30 p.m. for that day are on overtime. ORDER IN ADVANCE.**



# HOUSTON INTERNATIONAL BOAT, SPORT AND TRAVEL SHOW, INC.

## ONLINE WEB BANNER CONTRACT

<http://houstonboatshows.com/>

### PRICES

	Month	3-Month
<input type="checkbox"/> Top "Leaderboard" Banner (468 x 60)	\$300	\$720
<input type="checkbox"/> Vertical Sidebar Banner (160 x 600) (Not shown)	\$400	\$960
<input type="checkbox"/> Horizontal Banner Long (728 x 90)	\$400	\$960
<input type="checkbox"/> Horizontal Banner Short (220 x 90)	\$200	\$480

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 [lynettem@btamh.com](mailto:lynettem@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 Moore at 713-526-6361.

Mail this completed contract with payment to:

**Houston Summer Boat Show**  
**ATTN: Lynette Moore**  
**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: \_\_\_\_\_



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## DISCOUNT COUPONS

COURTESY OF:	
<b>\$2 OFF WED &amp; THURS</b>	
Valid Wed. 6/20 and Thur 6/21 Only for One Adult Admission to the <b>HOUSTON SUMMER BOAT SHOW</b> <b>JUNE 20-24, 2012</b>	
<small>Coupon Good for \$2 Off an Adult Admission Only When Purchased at a Reliant Center Ticket Window. Not to be combined with any other offer or discount ticket. Sponsored by the</small>	
Boating Trades Association of Metropolitan Houston	
NOT FOR SALE	
<b>BOAT SHOW</b>	
<a href="http://www.houstonboatshows.com">www.houstonboatshows.com</a>	
reliant center	
Adults .....\$8 (TAX INCLUDED)	
SHOW HOURS:	
WED-FRI	1 PM - 9 PM
SATURDAY	10 AM - 9 PM
SUNDAY	NOON - 6 PM

Discount coupons are available for two dollars off admission on Wednesday and Thursday. 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 SUMMER BOAT SHOW  
8909 KNIGHT ROAD  
HOUSTON, TEXAS 77054

FAX TO:

713-526-6454

**PLEASE SEND ME \_\_\_\_\_ \$2.00 OFF COUPONS.**

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

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

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

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## 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 SUMMER BOAT 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: \_\_\_\_\_



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## 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.**

# F R E E M A N

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

DISCOUNT PRICE  
DEADLINE DATE  
JUNE 04, 2012

INCLUDE THIS FORM  
WITH YOUR ORDER

NAME OF SHOW: **HOUSTON INTL BOAT SPORT & TRAVEL SHOW JUNE 2012 / JUNE 20-24, 2012**

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 ☐ CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

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 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. ("US. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)

Please reference (290303) 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 ☐ MASTERCARD ☐ 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	RENTAL EXHIBITS & ACCESSORIES	INSTALLATION LABOR	DISMANTLE LABOR	MATERIAL HANDLING		
RIGGING INSTALLATION	RIGGING DISMANTLE	HANGING SIGNS	SIGNS	EXHIBIT TRANSPORTATION		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.myfreemanonline.com](http://www.myfreemanonline.com).
- 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/?290303>

FREEMAN method of payment

# F R E E M A N

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

## HOUSTON INTL BOAT SPORT & TRAVEL SHOW JUNE 2012 / JUNE 20-24, 2012

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

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

☐ 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

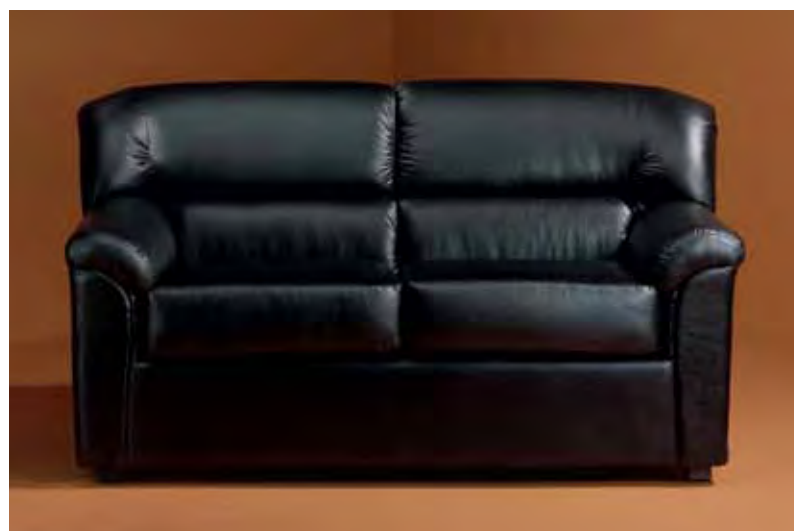


**limerick® chair**  
By Herman Miller  
*Gray*  
18"W 18"L 33"H – C210108



**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](http://www.freemanco.com)



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.



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

office series

Cherry or Oak

five-foot desk

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



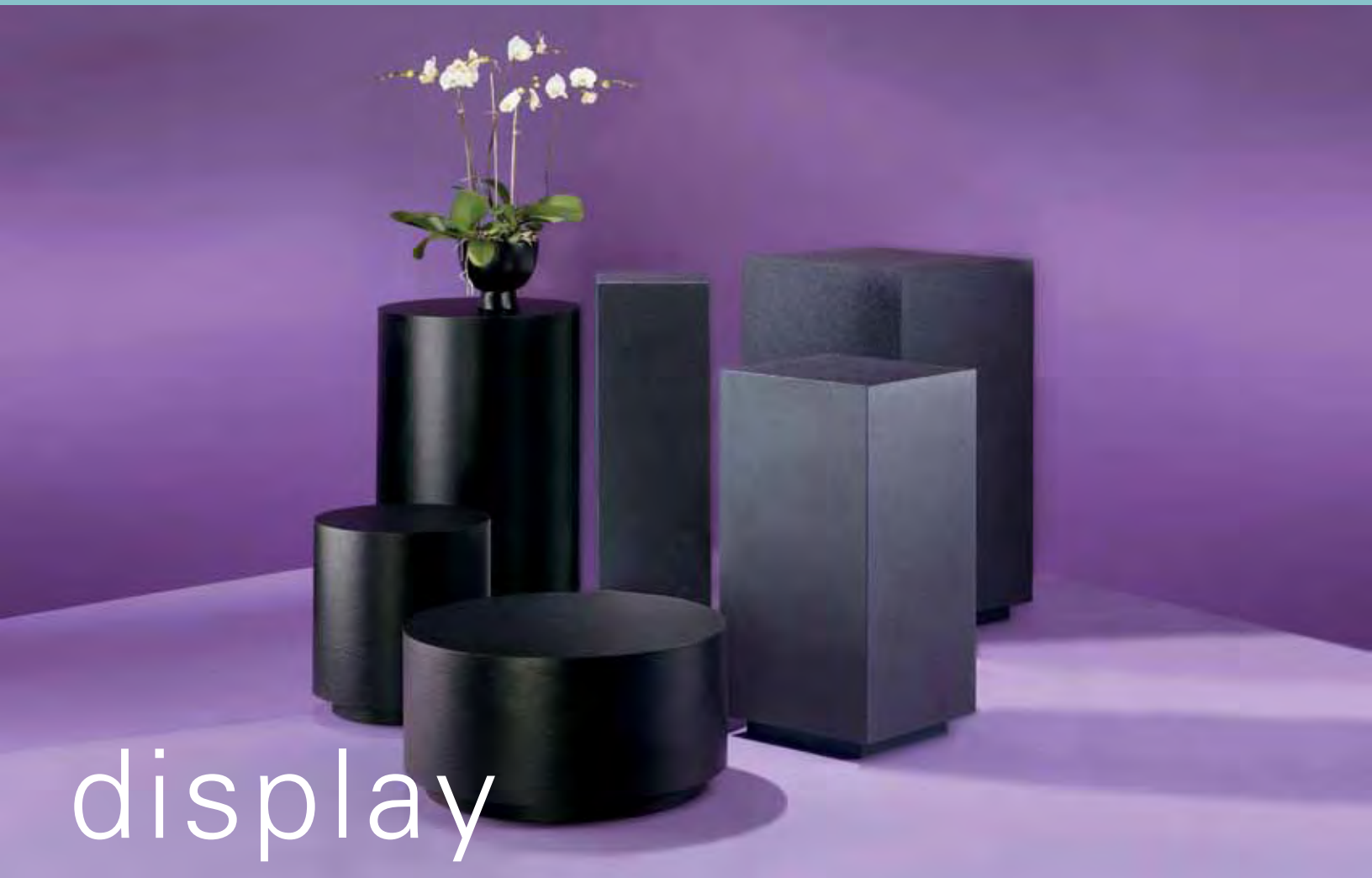
credenza

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

bookcase

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





# display

Some of the most essential elements of your exhibit are the surfaces on which you display your show materials. That’s why we have an appealing variety of displays, from standing cylinders to sleek computer desks to draped 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.

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



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.)

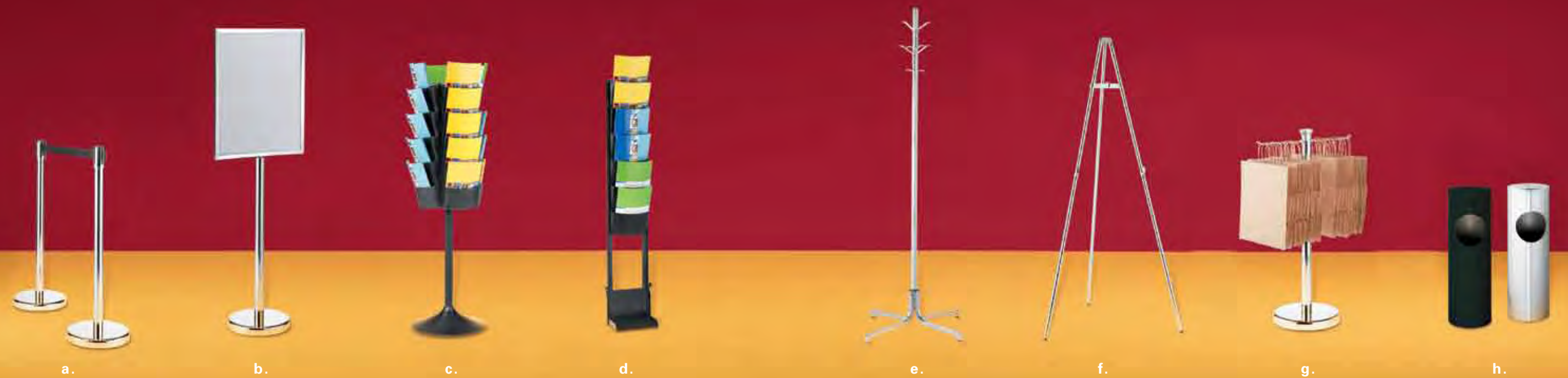


### display counter

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**

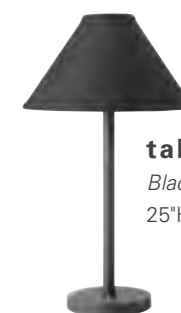
Standard Size

**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](http://www.freemanco.com)

# F R E E M A N

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

**ONLINE PRICE**  
**DISCOUNT PRICE**  
**DEADLINE DATE**

**JUNE 04, 2012**

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

NAME OF SHOW: **HOUSTON INTL BOAT SPORT & TRAVEL SHOW JUNE 2012 / JUNE 20-24, 2012**

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](http://www.freemanco.com/store)

## FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CHAIRS</b> Pages 1 & 2						
___	N71092	Diva Counter Stool .....	171.00	188.10	222.30	___
___	N71091	Diva Chair .....	160.00	176.00	208.00	___
___	N710102	Santana Chair .....	148.00	162.80	192.40	___
___	N710144	Diplomat Chair .....	207.00	227.70	269.10	___
___	N71038	Cherry Barrel Chair .....	171.00	188.10	222.30	___
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe				
___	N71048	Gray Gaslift Stool w/Arms .	207.00	227.70	269.10	___
___	N71047	Gray Gaslift Stool .....	194.00	213.40	252.20	___
___	N71046	Gray Gaslift Chair w/Arms ..	194.00	213.40	252.20	___
___	N71045	Gray Gaslift Chair .....	184.00	202.40	239.20	___
___	N71044	Executive Chair .....	218.00	239.80	283.40	___
___	N71089	Black Diamond Side Chair..	96.00	105.60	124.80	___
___	N71090	Black Diamond Arm Chair..	125.00	137.50	162.50	___

<b>CHAIRS</b> Page 3						
___	N71088	Black Diamond Stool .....	113.00	124.30	146.90	___
___	C210108	Limerick® Chair..... by Herman Miller	43.00	47.30	55.90	___
___	C210112	Casey Padded Stool .....	90.00	99.00	117.00	___
		<input type="checkbox"/> Black <input type="checkbox"/> Gray				

<b>LOUNGE SEATING</b> Page 3						
___	N73091	Signature Loveseat .....	488.00	536.80	634.40	___
___	N71093	Signature Chair .....	316.00	347.60	410.80	___

<b>TABLES</b> Page 4						
___	N72026	Cherry Cocktail Table.....	145.00	159.50	188.50	___
___	N72027	Cherry End Table.....	122.00	134.20	158.60	___
___	N72015	Glass Conference Table.....	185.00	203.50	240.50	___
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome				

<b>TABLES</b> Page 5						
___	N72028	Metro Slate Cocktail Table...	129.00	141.90	167.70	___
___	N72029	Metro Slate End Table.....	97.00	106.70	126.10	___
___	C115103	Studio Black Cocktail Table.	98.00	107.80	127.40	___
___	C115104	Studio Black End Table.....	70.00	77.00	91.00	___

<b>TABLES</b> Page 5						
<b>Pedestal Tables - SoHo Series</b>						
___	N72066	Black-top Mini 18"W x 18"H ....	91.00	100.10	118.30	___
___	N72069	Black-top Cafe 24"W x 30"H ...	148.00	162.80	192.40	___
___	N72070	Black-top Bistro 24"W x 42"H	152.00	167.20	197.60	___
___	N72067	Black-top Café Table 36"x30".	148.00	162.80	192.40	___
___	N72068	Black-top Bistro 36"W x 42"H ..	152.00	167.20	197.60	___
<b>Pedestal Tables - Chelsea Series - Butcher Block Top</b>						
___	N72063	Café Table 30"W x 30"H .....	148.00	162.80	192.40	___
___	N72064	Café Table 36"W x 30"H .....	148.00	162.80	192.40	___
___	N720163	Bistro Table 30"W x 42"H .....	152.00	167.20	197.60	___
___	N720164	Bistro Table 36"W x 42"H .....	152.00	167.20	197.60	___

<b>OFFICE FURNITURE</b> Page 6						
___	N72093	Milano Table/Blonde Top .....	329.00	361.90	427.70	___
___	N72092	Milano Table/Black Top .....	329.00	361.90	427.70	___
___	N72094	Luna Table/Black Top .....	480.00	528.00	624.00	___
___	N720191	Hemingway Writing Table .....	286.00	314.60	371.80	___
___	N74061	Cherry Desk 5' .....	442.00	486.20	574.60	___
___	N74065	Cherry Bookcase .....	150.00	165.00	195.00	___
___	N74064	Cherry Credenza .....	340.00	374.00	442.00	___
___	N74071	Oak Desk 5' .....	442.00	486.20	574.60	___
___	N74075	Oak Bookcase .....	150.00	165.00	195.00	___
___	N74074	Oak Credenza .....	340.00	374.00	442.00	___

<b>DISPLAY FURNITURE</b> Page 7						
___	N72056	Display Counter.....	286.00	314.60	371.80	___
___	N75079	Orion Computer Kiosk.....	307.00	337.70	399.10	___
___	N75030	Black Display Cube/Small.....	178.00	195.80	231.40	___
___	N75031	Black Display Cube/Medium....	193.00	212.30	250.90	___
___	N75032	Black Display/Large.....	222.00	244.20	288.60	___

<b>Display Cylinders</b>						
___	N75020	Black Display Cylinder/Low.	168.00	184.80	218.40	___
___	N75021	Black Display Cylinder/Med.	194.00	213.40	252.20	___
___	N75022	Black Display Cylinder/Lg....	228.00	250.80	296.40	___

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 JUNE 2012 / JUNE 20-24, 2012**

COMPANY NAME:

BOOTH::

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X

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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](http://www.freemanco.com/store)

## FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>DISPLAY FURNITURE</b> Page 7 & 8 (continued)						
<b>Draped Tables - Tables are 30" wide</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Dark Green <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 ....	77.00	84.70	100.10	___
___	C130430	Draped Table 4'L x 30"H ....	87.00	95.70	113.10	___
___	C130630	Draped Table 6'L x 30"H ....	103.00	113.30	133.90	___
___	C130830	Draped Table 8'L x 30"H ....	124.00	136.40	161.20	___
___	C1240463	4th Side Drape 6'L x 30"H...	29.00	31.90	37.70	___
___	C1240483	4th Side Drape 8'L x 30"H...	29.00	31.90	37.70	___
___	C130342	Draped Counter 3'L x 42"H	114.00	125.40	148.20	___
___	C130442	Draped Counter 4'L x 42"H	124.00	136.40	161.20	___
___	C130642	Draped Counter 6'L x 42"H	138.00	151.80	179.40	___
___	C130842	Draped Counter 8'L x 42"H	159.00	174.90	206.70	___
___	C1240464	4th Side Drape 6'L x 42"H..	35.00	38.50	45.50	___
___	C1240484	4th Side Drape 8'L x 42"H..	35.00	38.50	45.50	___

<b>Undraped Tables - Tables are 30" wide</b>						
___	C131330	Undraped Table 3'L x 30"H..	36.00	39.60	46.80	___
___	C131430	Undraped Table 4'L x 30"H..	44.00	48.40	57.20	___
___	C131630	Undraped Table 6'L x 30"H..	52.00	57.20	67.60	___
___	C131830	Undraped Table 8'L x 30"H..	60.00	66.00	78.00	___
___	C131342	Undraped Counter 3'Lx42"H	54.00	59.40	70.20	___
___	C131442	Undraped Counter 4'Lx42"H	61.00	67.10	79.30	___
___	C131642	Undraped Counter 6'Lx42"H	72.00	79.20	93.60	___
___	C131842	Undraped Counter 8'Lx42"H	80.00	88.00	104.00	___

<b>Table Top Risers</b>						
___	C150410	Single Step Riser 4'L x 7"H	44.00	48.40	57.20	___
___	C150610	Single Step Riser 6'L x 7"H	66.00	72.60	85.80	___
___	C150810	Single Step Riser 8'L x 7"H	83.00	91.30	107.90	___
___	C150414	Single Step Riser 4'L x14"H	44.00	48.40	57.20	___
___	C150614	Single Step Riser 6'L x14"H	66.00	72.60	85.80	___
___	C150814	Single Step Riser 8'L x14"H	83.00	91.30	107.90	___
___	C150420	Double Step Riser 4'L .....	85.00	93.50	110.50	___
___	C150620	Double Step Riser 6'L .....	125.00	137.50	162.50	___
___	C150820	Double Step Riser 8'L .....	164.00	180.40	213.20	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>ACCESSORIES</b> Pages 9 & 10						
___	C220121	Chrome Stanchion w/belt ..	91.00	100.10	118.30	___
___	C220118	Chrome Sign Holder .....	74.00	81.40	96.20	___
___	N750135	Round Literature Rack .....	167.00	183.70	217.10	___
___	N750136	Flat Literature Rack .....	144.00	158.40	187.20	___
___	C220109	Chrome Coat Tree .....	40.00	44.00	52.00	___
___	C220134	Chrome Easel .....	40.00	44.00	52.00	___
___	C220110	Chrome Bag Rack .....	89.00	97.90	115.70	___
___	N75053	Black Trash Receptacle ....	62.00	68.20	80.60	___
___	N75054	Aluminum Trash Receptacle	62.00	68.20	80.60	___
___	220106	Corrugated Wastebasket.....	16.00	17.60	20.80	___
___	N75057	Small Refrigerator .....	344.00	378.40	447.20	___
___	N75052	Black Table Lamp .....	88.00	96.80	114.40	___
___	N74082	File Cabinet/2 Drawer .....	110.00	121.00	143.00	___
___	N74081	File Cabinet/4 Drawer .....	144.00	158.40	187.20	___
___	10201484	Bulletin Board .....	166.00	182.60	215.80	___

<b>Special Drape</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Dark Green <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.) ..	16.00	17.60	20.80	___
___	12108	Special Drape 8'H (per ft.) ...	19.00	20.90	24.70	___

### 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.

# F R E E M A N

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

DEADLINE DATE  
JUNE 04, 2012

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **HOUSTON INTL BOAT SPORT & TRAVEL SHOW JUNE 2012 / JUNE 20-24, 2012**

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

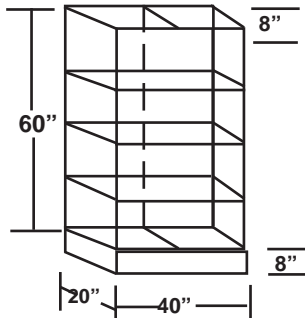
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

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

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

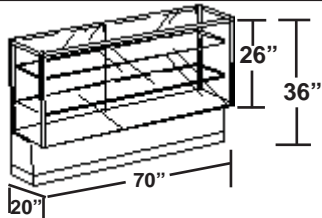
## ACCESSORIES



**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**



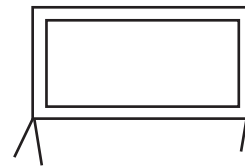
**"J" Hook-10206**



**Single Hook - 10203**



**Double Hook - 10204**

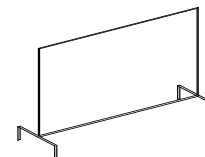


**10201484 - Bulletin Board**

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'	300.00	330.00	390.00	_____
_____	1010200 Glass Tower Case	330.00	363.00	429.00	_____

## MISCELLANEOUS

		Online Price	Discount Price	Standard Price	
_____	10405 Garment Rack	88.00	96.80	114.40	_____
_____	15905 Fish Bowl	15.00	16.50	19.50	_____
_____	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)	1.50	1.65	1.95	_____
_____	10201484 Bulletin Board	166.00	182.60	215.80	_____

Sub-Total \_\_\_\_\_ + Tax (8.25%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

# F R E E M A N

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**ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
JUNE 04, 2012**

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

NAME OF SHOW: **HOUSTON INTL BOAT SPORT & TRAVEL SHOW JUNE 2012 / JUNE 20-24, 2012**

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 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 to and removal from your booth space.

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

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

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

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

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ Sea Breeze ☐ White

40 oz. Carpet Rental	Price per sq. ft. (100 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.35	\$ 3.70	\$ 4.35	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.10	\$ 3.40	\$ 4.05	_____

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

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

28 oz. Carpet Rental	Price per sq. ft. (100 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 2.95	\$ 3.25	\$ 3.85	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 2.65	\$ 2.90	\$ 3.45	_____

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

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

**CHOOSE YOUR CARPET COLOR:**

☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Green ☐ Plum ☐ Red ☐ Teal ☐ Tuxedo

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

16 oz. Carpet Rental	Online Price	Discount Price	Standard Price	Total
Per sq. ft. Booth Size: _____ x _____ = _____ sq. ft. @	\$ 2.45	\$ 2.70	\$ 3.20	_____

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

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

**CHOOSE YOUR CARPET COLOR:**

☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Green ☐ Plum ☐ Red ☐ Teal ☐ Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet .....	\$ 121.00	\$ 133.10	\$ 157.30	_____
_____	9' x 20' Classic Carpet .....	\$ 242.00	\$ 266.20	\$ 314.60	_____
_____	9' x 30' Classic Carpet .....	\$ 363.00	\$ 399.30	\$ 471.90	_____
_____	9' x 40' Classic Carpet .....	\$ 484.00	\$ 532.40	\$ 629.20	_____

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

• Price is per sq. ft.

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.).....	\$ 1.05	\$ 1.15	\$ 1.35	_____
_____	Carpet Padding - 1/2" (Over 700 sq. ft.).....	\$ .70	\$ .75	\$ .90	_____
_____	Plastic Covering .....	\$ .70	\$ .75	\$ .90	_____

**TOTAL COST**

Sub- Total	+	8.25% Tax	=	Total Cost
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\*\*All utility lines must be installed before carpet installation. Utilities should be ordered in advance.\*\*

**FREEMAN carpet**

Take advantage of the Online price  
by ordering at [www.freemanco.com/store](http://www.freemanco.com/store)  
before JUNE 04, 2012



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DEADLINE DATE  
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NAME OF SHOW: **HOUSTON INTL BOAT SPORT & TRAVEL SHOW JUNE 2012 / JUNE 20-24, 2012**

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.myfreemanonline.com](http://www.myfreemanonline.com)

## 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 June 04, 2012**.

***Please circle the Package and appropriate colors you desire***

### Special Package #1 - \$130.90 (Standard Rate-\$170.17)

- 1 - 6' x 30" Skirted Table
- 2 - Limerick Chairs
- 1 Wastebasket

### Special Package #2 - \$198.00 (Standard Rates-\$257.40)

- 1 - 6' x 30" Skirted Table
- 2 - Limerick Chairs
- 1 Wastebasket
- 1 - 9' X 10' Carpet

#### 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

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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  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **HOUSTON INTL BOAT SPORT & TRAVEL SHOW JUNE 2012 / JUNE 20-24, 2012**

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.

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## GRAPHICS & SIGNS

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

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

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

### DIGITAL GRAPHICS

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

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq.ft.  
\$ 18.00 per sq. ft. discount price  
sq. ft. \_\_\_\_\_ x or \_\_\_\_\_ = \$ \_\_\_\_\_  
\$ 23.40 per sq. ft. standard price

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

### LARGE DIGITAL GRAPHICS

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

File Information:

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

Application \_\_\_\_\_

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

#### Backing Material:

Foamcore ☐ Masonite ☐

PVC ☐ Plexi ☐

Gatorfoam ☐ Other ☐

Vertical Horizontal Use Your Judgment  
For Sign Layout



#### Special Instructions

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

	QTY.		Discount Price	Standard Price	TOTAL
7" x 11"	_____	@	40.00	52.00 =	_____
7" x 22"	_____	@	45.00	58.50 =	_____
7" x 44"	_____	@	47.00	61.10 =	_____
9" x 44"	_____	@	50.00	65.00 =	_____
11" x 14"	_____	@	52.00	67.60 =	_____
14" x 22"	_____	@	60.00	78.00 =	_____
14" x 44"	_____	@	61.00	79.30 =	_____
22" x 28"	_____	@	93.00	120.90 =	_____
28" x 44"	_____	@	140.00	182.00 =	_____
20" x 60"	_____	@	155.00	201.50 =	_____

(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

graphics & signs  
FREEMAN

## 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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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.myfreemanonline.com/store](http://www.myfreemanonline.com/store)

## DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 4:30 P.M. Monday through Friday .....	\$ 74.00	\$ 96.20
<b>Overtime-</b> 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 .....	\$ 111.00	\$ 144.30
<b>Double Time-</b> 12:00 Midnight to 6:00 A.M. and recognized holidays.....	\$ 148.00	\$ 192.40

- 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					= \$ _____	

FREEMAN installation & dismantle

NAME OF SHOW: **HOUSTON INTL BOAT SPORT & TRAVEL SHOW JUNE 2012 / JUNE 20-24, 2012**

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

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

**FREEMAN SUPERVISED LABOR**

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

**INBOUND SHIPPING & SET UP INFORMATION**

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

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

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

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

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

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

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

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

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

**OUTBOUND SHIPPING INFORMATION**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**METHOD OF SHIPMENT**

☐ **Freeman Exhibit Transportation:**

☐ Common Carrier

☐ Air Freight

☐ Next Day

☐ 2nd Day

☐ Deferred

☐ Expedited

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

☐ Other Common Carrier: \_\_\_\_\_

☐ Other Air Freight: \_\_\_\_\_

☐ Van Line: \_\_\_\_\_

**FREIGHT CHARGES**

☐ Prepaid

☐ Collect

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

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

☐ Reroute via Freeman's choice

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

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

**FREEMAN installation & dismantle**

# 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

JUNE 04, 2012

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **HOUSTON INTL BOAT SPORT & TRAVEL SHOW JUNE 2012 / JUNE 20-24, 2012**

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.myfreemanonline.com/store](http://www.myfreemanonline.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. For signs that require CHAIN HOIST, TRUSS RENTAL OR STRUCTURAL RIGGING, please contact David Egan at Freeman (713) 433-2400, 21 days prior to exhibitor move-in.

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

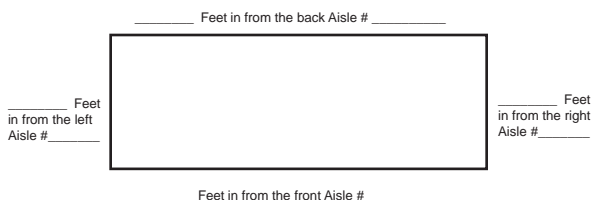
Does Your Sign Require Electricity \_\_\_\_\_ Assembly \_\_\_\_\_

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.



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

11/06 (290303)

### 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			
Advance Price	\$421.00	\$495.00	\$569.00
Show Site Price	\$547.30	\$643.50	\$739.70

### Additional Crew Assembly Labor (Per person / Per hour)

Advance Price	\$74.00	\$111.00	\$148.00
Show Site Price	\$96.20	\$144.30	\$192.40

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

DEADLINE DATE

JUNE 04, 2012

PLEASE INCLUDE THIS FORM  
WITH YOUR HANGING SIGN  
ORDER FORM

HOUSTON INTL BOAT SPORT & TRAVEL SHOW JUNE 2012 / JUNE 20-24, 2012

## STRUCTURAL INTEGRITY STATEMENT THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

\_\_\_\_\_, the contracted exhibitor at the **HOUSTON INT'L BOAT, SPORTS AND TRAVEL SHOW JUNE 2012** 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 JUNE 2012

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 JUNE 2012

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  
1 RELIANT PARK  
HALLS A/B  
HOUSTON, TX 77054

**HANGING SIGN**

**HOUSTON INTL BOAT SPORT &  
TRAVEL SHOW JUNE 2012**

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

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

CARRIER: \_\_\_\_\_

**R U S H**

**DO NOT DELAY  
SHOW SITE**

TO: \_\_\_\_\_  
*Exhibitor Name*

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

**HANGING SIGN**

**HOUSTON INTL BOAT SPORT &  
TRAVEL SHOW JUNE 2012**

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

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**

FREEMAN exhibit transportation

NAME OF SHOW: **HOUSTON INTL BOAT SPORT & TRAVEL SHOW JUNE 2012 / JUNE 20-24, 2012**

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

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

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

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

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

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS  
ON THIS FORM:

### PICK UP INFORMATION

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

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

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

\_\_\_\_\_

(City) (State) (Zip)

### DESTINATION

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

**FREEMAN / Exhibiting Company Name / Booth #  
HOUSTON INTL BOAT SPORT & TRAVEL SHOW JUNE  
2012**

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

MUST BE DELIVERED BY JUNE 12, 2012

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

**FREEMAN / Exhibiting Company Name / Booth #  
HOUSTON INTL BOAT SPORT & TRAVEL SHOW JUNE  
2012**

C/O: FREEMAN  
RELIANT CENTER  
1 RELIANT PARK, HALLS A/B  
HOUSTON, TX 77054-1574

CANNOT BE DELIVERED BEFORE JUNE 16, 2012

### TYPE OF SERVICE

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

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

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

### SHIPPING INFORMATION

#### Items to be shipped

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

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

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

### OUTBOUND SHIPPING

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

Ship to address:

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

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

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

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

SHOW # (290303) \_\_\_\_\_



# 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 Almeda 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 JUNE 2012 / JUNE 20-24, 2012**

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

## MATERIAL HANDLING SERVICES

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

**SPECIAL HANDLING:** (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
<b>RATE CLASSIFICATIONS:</b>		
<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 61.00	122.00
Special Handling Shipment.....	\$ 79.30	158.60
<b>Show Site Shipment (200 lb. minimum)</b> .....		
Crated or Skidded Shipment.....	\$ 59.00	118.00
Special Handling Shipment.....	\$ 76.70	153.40
Uncrated or Pad Wrapped Shipment.....	\$ 88.50	177.00
<b>Small Package - Maximum weight is 30 lbs per shipment*</b>		
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 Deadline .....\$ 15.25 30.50  
Show Site Shipment after Deadline .....\$ 14.75 29.50

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

Crated or Skidded Shipment.....\$ 14.75 29.50  
Special Handling Shipment.....\$ 19.25 38.50  
Uncrated or Pad Wrapped Shipment.....\$ 22.25 44.50

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

Crated or Skidded Shipment.....\$ 14.75 29.50  
Special Handling Shipment.....\$ 19.25 38.50  
Uncrated or Pad Wrapped Shipment.....\$ 22.25 44.50

**Mobile Spotting Fee**.....\$250.00

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
<b>Surcharges</b>	÷ 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. \$ 158.60

52 lbs. charged @ 200 lbs. \$ 158.60

65 lbs. charged @ 200 lbs. \$ 158.60 = \$475.80

#### 1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. charged @ 200 lbs = \$158.60

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

<b>Tax</b>	<b>n/a</b>
<b>Total</b>	



## SPECIAL HANDLING DEFINITIONS

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

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

**What is Ground Loading/Unloading?**

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

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

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

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

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to 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 Almeda 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 JUNE 2012 / JUNE 20-24, 2012**

COMPANY NAME:		BOOTH#:	
ADDRESS:		BOOTH SIZE X	
PHONE #:	EXT.:	FAX #	
ORDERED BY:	PRINT NAME:	DATE:	
CUSTOMER #	OR <input type="checkbox"/> 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.myfreemanonline.com/store](http://www.myfreemanonline.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**

Saturday, June 16 through Tuesday, June 19, 2012, 8:00 AM through 5:00 PM and Wednesday, June 20, 2012, 8:00 AM through 1:00 PM.

All exhibits must be fully installed by Wednesday, June 20, 2102 at 1:00 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

JUNE 04, 2012

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **HOUSTON INTL BOAT SPORT & TRAVEL SHOW JUNE 2012 / JUNE 20-24, 2012**

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.myfreemanonline.com/store](http://www.myfreemanonline.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	Advance Price	Show Site Price
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 110.00	\$ 143.00
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 147.00	\$ 191.10
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$ 120.00	\$ 156.00
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$ 157.00	\$ 204.10
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$ 126.00	\$ 163.80
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$ 163.00	\$ 211.90
3040300	Forklift w/operator - up to 30,000 lbs - ST.....	\$ 148.00	\$ 192.40
3040301	Forklift w/operator - up to 30,000 lbs - OT.....	\$ 185.00	\$ 240.50
304040	Forklift w/operator - 4-Stage - ST.....	\$ 133.00	\$ 172.90
304041	Forklift w/operator - 4-Stage - OT.....	\$ 170.00	\$ 221.00
3090600	Man cage for Forklift .....	\$ 27.00	\$ 27.00
3090700	Boom for Forklift .....	\$ 27.00	\$ 27.00
<b>RIGGING LABOR</b>			
3020200	Rigger Foreman - ST.....	\$ 75.00	\$ 97.50
3020201	Rigger Foreman - OT .....	\$ 112.00	\$ 145.60
3020202	Rigger Foreman - DT.....	\$ 150.00	\$ 195.00
3020100	Rigger - ST .....	\$ 74.00	\$ 96.20
3020101	Rigger - OT.....	\$ 111.00	\$ 144.30
3020102	Rigger - DT.....	\$ 148.00	\$ 192.40

### INSTALLATION

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

### DISMANTLE

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

**F R E E M A N**

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

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

NAME OF SHOW: **HOUSTON INTL BOAT SPORT & TRAVEL SHOW JUNE 2012 / JUNE 20-24, 2012**

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](http://www.freemanco.com/store)**

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

### SHIPPING INFORMATION

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

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

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

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

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

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

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

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

### METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

#### FREEMAN EXHIBIT TRANSPORTATION

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

☐ OTHER COMMON CARRIER \_\_\_\_\_

☐ OTHER VAN LINE \_\_\_\_\_

☐ OTHER AIR FREIGHT \_\_\_\_\_

☐ Next Day    ☐ 2nd Day    ☐ Deferred

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

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

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

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

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

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



# MATERIAL HANDLING

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

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

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

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

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

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

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

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

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

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

b. **MAXIMUM RECOVERY.** If found liable for any loss, Freeman's sole and exclusive **MAXIMUM** liability for loss or damage to 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 JUNE 12, 2012***

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

*EXHIBITOR NAME*

**C/O: FREEMAN**

**13101 ALMEDA RD**

**HOUSTON, TX 77045**

**WAREHOUSE**

***HOUSTON INTL BOAT SPORT &  
TRAVEL SHOW JUNE 2012***

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

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

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***MUST DELIVER BY JUNE 12, 2012***

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

*EXHIBITOR NAME*

**C/O: FREEMAN**

**13101 ALMEDA RD**

**HOUSTON, TX 77045**

**WAREHOUSE**

***HOUSTON INTL BOAT SPORT &  
TRAVEL SHOW JUNE 2012***

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 JUNE 16, 2012***

**TO:**

***EXHIBITOR NAME***

**C/O: FREEMAN**

**RELIANT CENTER**

**1 RELIANT PARK**

**HALLS A/B**

**HOUSTON, TX 77054-1574**

**SHOW SITE**

***HOUSTON INTL BOAT SPORT &***

**EVENT: *TRAVEL SHOW JUNE 2012***

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

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***CANNOT DELIVER BEFORE JUNE 16, 2012***

**TO:**

***EXHIBITOR NAME***

**C/O: FREEMAN**

**RELIANT CENTER**

**1 RELIANT PARK**

**HALLS A/B**

**HOUSTON, TX 77054-1574**

**SHOW SITE**

***HOUSTON INTL BOAT SPORT &***

**EVENT: *TRAVEL SHOW JUNE 2012***

**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.**

# **RELIANT PARK FORMS**

To order Reliant Park Cleaning or Parking, please click on the link below:

<http://www.reliantpark.com/exhibitorinfo>

**ADVANCE ORDER DEADLINE:**  
**June 13, 2012**



**EVENT: Houston Summer Boat Show**

**DATE: June 20 - 24, 2012**

**PAYMENT POLICY AND BILLING AUTHORIZATION  
FOR CLEANING, PARKING AND SECURITY SERVICES**

**PAYMENT POLICY** – Payment in full for all services must accompany your advanced orders. Payment may be made by company check or credit card authorizations. Orders placed at the show will be payable upon presentation of the invoice at show. All advance orders must be faxed, mailed or placed online by the advance order deadline.

Please indicate below the method of payment you will be using for services provided by RELIANT PARK:

- ☐ Credit Card  
☐ Company Check

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

If you wish to authorize RELIANT PARK to charge your advance orders and any additional amounts incurred as a result of show site orders placed by you or your representative to your credit card account, please complete the information requested below. If you choose to use our online ordering system, orders can also be placed online at <http://www.reliantpark.com/exhibitor-services-info>. When placing orders online, DO NOT click on any buttons more than once while processing your payment!

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

Account No.

SIGNATURE  
OF CARDHOLDER: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Important: Will your representative be authorized to order additional service and comply with above payment policy? Yes\_\_\_ No\_\_\_

**ALL EXHIBITORS MUST SUBMIT COMPLETE INFORMATION BELOW:**

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized by: (PLEASE PRINT) \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Booth #: \_\_\_\_\_ Date: \_\_\_\_\_ E-mail: \_\_\_\_\_

**SHOULD YOU HAVE ANY QUESTIONS REGARDING CREDIT PROCEDURES, CALL EXHIBITOR SERVICES AT 832.667.1719.**

**REMIT TO:** RELIANT PARK/ EXHIBITOR SERVICES  
One Reliant Park  
Reliant Center  
Houston, Texas 77054  
832.667.1719 phone  
832.667.1821 fax



**ADVANCE ORDER DEADLINE:**  
**June 13, 2012**



**EVENT: Houston Summer Boat Show**  
**DATE: June 20 - 24, 2012**

## **PARKING PERMITS**

The regular parking fee at Reliant Park is \$10.00 per entry with no unlimited in & out entries. For your convenience, a special 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 June 20 - 24, 2012. **ORDERS CAN ALSO BE PLACED ONLINE AT <http://www.reliantpark.com/exhibitor-services-info>.**

Permits may be picked up at the Event Services desk or Show Management upon your arrival. 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 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 mailed to you in check form at the end of the show. **NO CASH REFUNDS AVAILABLE.**

**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.**

**CHARGE PER PERMIT**

**\$60**

(one vehicle)

**NUMBER OF PERMITS REQUIRED:** \_\_\_\_\_ @ \_\_\_\_\_ \$60 \_\_\_\_\_ = \$ \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized by: (PLEASE PRINT) \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Booth No.: \_\_\_\_\_ Date: \_\_\_\_\_ E-mail: \_\_\_\_\_

- **EXHIBITOR PARKING PERMIT(S)** will be held for your arrival at the Exhibitor Services Desk during move-in. **THEY WILL NOT BE MAILED.**
- **NO PERSONAL CHECKS ACCEPTED. COMPANY CHECKS OR CREDIT CARD PAYMENTS ONLY. MAKE COMPANY CHECKS PAYABLE TO RELIANT PARK OR SEE PAYMENT AUTHORIZATION FORM FOR ALL CREDIT CARD PAYMENTS. PLEASE FAX OR MAIL IN ALL ADVANCE ORDERS BEFORE OR BY THE DEADLINE. IF YOU ARE PAYING BY COMPANY CHECK, DO NOT FAX IN FORMS. PLEASE MAIL FORMS WITH YOUR COMPANY CHECK. ORDERS CAN ALSO BE PLACED ONLINE AT <http://www.reliantpark.com/exhibitor-services-info>. When placing orders online, DO NOT click on any button more than once while processing your payment!**
- **REMIT TO: RELIANT PARK /EXHIBITOR SERVICES**  
One Reliant Park  
Reliant Center  
Houston, Texas 77054  
832.667.1719 phone / 832.667.1821 fax

DEADLINE DATE: JUNE 6, 2012

HARPER WOOD ELECTRIC CO.

Remit to: Harper Wood Electric Co.  
Mailing Address: P.O. Box 941087, Houston, Texas 77094-8087  
Shipping/Deliveries 1640 Brittmore, Houston, Texas 77043  
Phone: 713-659-7786 Fax: 713-659-1184  
E-mail: hweco@hwe.com



HOUSTON INT'L BOAT, SPORT & TRAVEL SHOW  
JUNE 20-24, 2012  
RELIANT CENTER HALLS A/B  
Houston, Texas

Order on line at www.hwe.com JOB NO. 1206106

Company Name:	Date:	Your P.O. Number	Booth Number
Street Name:	City:	State	Zip
Ordered By:	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 per 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	
1 Ø		150 AMP, 208 VOLT SINGLE PHASE	772.00	1042.00	
		200 AMP, 208 VOLT SINGLE PHASE	1092.00	1474.00	
2 0 8 v		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	
3 Ø		150 AMP, 208 VOLT 3 PHASE	1187.00	1602.00	
		200 AMP, 208 VOLT 3 PHASE	1628.00	2198.00	
4 8 0 v		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	
		100 AMP, 480 VOLT 3 PHASE	1628.00	2198.00	
3 Ø					
TOTAL DUE					
Paid by check					

**\*\*When ordering electrical outlets, please check the wattage or rating plate on the electrical item/s and order accordingly. ALL EXHIBIT BOOTHS WILL BE INVENTORIED AND ADDITIONS PRICED AT STANDARD PRICE.**

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 Monday – Friday 8:00am – 4:30pm (Except Holidays) \$65.00 Monday – Friday 4:30pm – 8:00am Sat/Sun/Holiday \$130.00 * SUPERVISION TIME WILL BE CHARGED AT THE RATE OF ½ HOUR FOR EACH FOUR HOURS LABOR WORKED NOTE: Pre-Lays may be performed during overtime and may require cutting of carpet. Any changes and/or repairs will be charged as additional work.				
<input type="checkbox"/> OK to Proceed – Without Exhibitor Supervision – Per Attached Floor-plan, to Scale with Aisle Numbers. <input type="checkbox"/> Check if Island Booth				
Power will be activated at show opening and disconnected at show close unless special arrangements are made. Exhibitors submitting floor plans for island booths, and those ordering 208v or 480v power are required to place a work order at the service desk when they are ready for the power to be energized.				
ADDITIONAL CHARGES				
ANY WORK NOT COVERED UNDER THE ABOVE UNIT-PRICE SCHEDULE WILL BE DONE ON A TIME AND MATERIAL BASIS. ALL 208 VOLT AND 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				
SPECIAL INSTRUCTIONS:				

Electrical Services and Labor

**IMPORTANT:** Complete payment arrangements must be completed before show opening to avoid disruption of service. TO RECEIVE ADVANCE PRICES, both the order form and full payment must be received by HARPER WOOD ELECTRIC prior to DEADLINE DATE (SEE UPPER LEFT). All floor orders will be priced at standard rate + Time and Materials.  
SIGNATURE ON ORDER FORM REPRESENTS AUTHORIZATION FOR FULL PAYMENT OF WORK PERFORMED AND AGREEMENT TO TERMS ON REVERSE SIDE OF THIS FORM.

BILLING AUTHORIZATION

If you wish to authorize Harper Wood Electric to charge the amount of your advance order and any additional amounts incurred as a result of show site orders placed by you or your representative, to your credit account, please complete the information below.  
All orders that require any distribution of electrical inside the booth, work to be completed per a floor plan, or booths requiring 208 V or 480 V power MUST HAVE A CREDIT CARD ON FILE.  
Harper Wood will not begin work without a credit card on file.

Charge to ☐ MasterCard ☐ Visa ☐ American Express

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Security Code: \_\_\_\_\_

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

SIGNATURE OF CARD HOLDER: \_\_\_\_\_  
Important: Will your representative be authorized to order additional service and comply with above payment policy? Yes \_\_\_\_\_ No \_\_\_\_\_

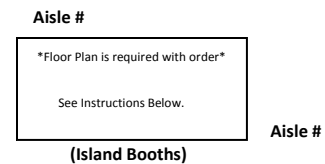
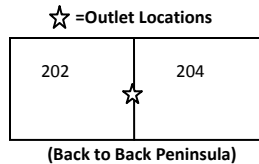
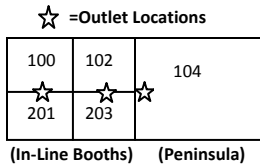
**NOTICE:** All wiring and other installations, motors, etc. must be approved. To prevent overloading of circuits, exhibitors shall not be permitted to add wattage except upon ordering same. All outlets will be installed on the floor at the back wall of booth, island booth outlets will be brought to one (1) location at our discretion if no information is provided. Connections from outlets to equipment shall be LABOR AND MATERIAL. We are not responsible for voltage fluctuation or power failure because of temporary conditions. Testing for proper voltage prior to plugging in or turning on your equipment may prevent serious damage to your equipment. For your protection, install a surge protector on computerized equipment and machinery or an over/under voltage sensor. We are not responsible for damage, loss of items or personal injury caused by the connection to electrical service unless performed by electrical contractor or his employees. No credits will be issued on outlets or lights intalled as ordered even though not used.

By submitting this order, exhibitor agrees to all terms and conditions addressed on the following addendum:  
"Very Important Terms, Conditions, and Regulations." Please read it carefully.

# VERY IMPORTANT TERMS, CONDITIONS, AND REGULATIONS

PLEASE REVIEW THE FOLLOWING ITEMS CAREFULLY

1. Completed order with **Payment & Floor Plan** (For island booths, or any booth requiring distribution of electrical services) must be received prior to the Deadline Date on the front of this form for advance payment rates to apply. Orders faxed or mailed without **payment and required floor plan** will not be guaranteed advance rates. Orders received after the deadline date will be charged at the STANDARD RATE. A purchase order or photocopy of a check is not considered as a valid form of payment for securing the Advanced Rate.
2. ALL ORDERS THAT REQUIRE ANY DISTRIBUTION OF ELECTRICAL INSIDE THE BOOTH, WORK TO BE COMPLETED PER A FLOOR PLAN, OR BOOTHS REQUIRING 208 Volt or 480 Volt power MUST HAVE A CREDIT CARD ON FILE! Harper Wood Electric will not begin work without a credit card on file. Payment may be made by check or cash for advance payment and for any additional charges at the close of the show if desired, but we must have a credit card on file to begin any work in your booth.
3. ALL EXHIBIT BOOTHS WILL BE INVENTORIED AT SHOWSITE, AND ANY ADDITIONS WILL BE PRICED AT STANDARD PRICE RATE.
4. Outlet rates **do not** include the connection of any equipment, special wiring, distribution of electrical services, or labor. Distribution from the power source to all other locations in a booth space requires labor and will be billed on a time and material basis.
5. Outlet rates listed include bringing the service/s to one location only per booth, for all in-line and peninsula booths, power will be brought to rear. All services provided to island booths require labor and material for distribution. If a floor plan is not submitted for an island booth indicating the main power location prior to show move-in date the main power will be dropped to a convenient location at Harper Wood Electric's discretion.



## \*Requirements for Floor Plans\*

1. SCALED DIMENSIONS indicating the **DROP LOCATION** (The location where the power will be dropped from the ceiling into your booth)
2. SCALED DIMENSIONS indicating **OUTLET LOCATIONS**.
3. **PLAN ORIENTATION**- Please indicate neighboring booths or aisle numbers so that we can tell which direction your plan faces.
6. A separate outlet must be ordered for each location where an electrical service is required. 1800 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings. Standard wall and other permanent building utility outlets or sockets are **not** a part of booth space and may not be used by exhibitors unless electrical services have been ordered through Harper Wood Electric.
7. Rates for 208V and 480V power DO NOT INCLUDE connection labor or any material to hook-up. These charges are for the power only. All power must be hooked up and disconnected by a Harper Wood Electric Electrician. There will be at least a **minimum** charge of ½ hour labor for hookup and at least a **minimum** charge of ½ hour labor for disconnection. Labor will be charged per the actual time it takes to perform the task (in half hour increments). Material will be charged as necessary.
8. All electrical connections and disconnects must be made by Harper Wood Electric.
9. Harper Wood Electric is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall and grounds including the exhibitor's booth space. This material is provided on a rental basis **only** and remains the property of Harper Wood Electric. It shall be removed only by Harper Wood Electric employees.
10. All equipment regardless of power source, must comply with national, state, and local electrical codes. Harper Wood Electric reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Harper Wood Electric is required to refuse connections where the exhibitor wiring or equipment is not in compliance with electrical codes. The rates listed include necessary City Permit and inspection by City authority enforcing national code.
11. All electrical equipment must be properly tagged and wired with completed information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
12. All exhibitors' cords must be a minimum of 14-gauge, three wire, and must be grounded. Two wire extension cords are not permitted unless the cord is a component part of an assembly which is specifically approved. All exposed non-current carrying parts of fixed equipment which are liable to be energized must be grounded.
13. **SAFE WIRING IS ESSENTIAL**; Harper Wood Electric is responsible for the temporary electrical distribution systems and the linking of electrical items in an exhibit with the power services of the building. IF YOU HAVE CORDS THAT WILL BE RUN UNDER THE CARPET, THIS WORK MUST BE DONE BY HARPER WOOD ELECTRIC.
14. Harper Wood Electric employees are authorized to cut floor coverings when essential for installation of services, unless otherwise directed in writing.
15. Exhibitor holds Harper Wood Electric harmless for any and all losses of power beyond Harper Wood Electric's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
16. **LABOR ORDERS MUST BE PLACED AT THE SERVICE DESK FOR ANY ELECTRICAL LABOR REQUIRED.** Keep in mind to order labor as early as possible, as labor orders are worked on a "first come, first serve" basis. **LABOR ORDERS MUST BE ORDERED 24 HOURS IN ADVANCE TO HAVE ELECTRICIANS AVAILABLE WHEN NEEDED.**
17. Please make sure that all crates are out of your booth and all of your equipment is in place before requesting electrical labor. **REMEMBER** if your booth is not ready when an electrician arrives, you must place another labor order at the service desk, which could cause you further delays and additional cost.
18. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
19. Credit will not be given for services installed and not used. All completed work is subject to full payment. Any changes or cancellations must be made in writing prior to any work being performed to obtain credit.
20. **By signing this form, exhibitor agrees to all terms and conditions on this order form.**

DEADLINE DATE: **JUNE 6, 2012**

HARPER WOOD ELECTRIC CO.

HOUSTON INT'L BOAT, SPORT & TRAVEL SHOW

Remit to: Harper Wood Electric Co.

PLUMBING ORDER FORM

JUNE 20-24, 2012

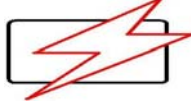
Mailing Address: P.O. Box 941087, Houston, Texas 77094-8087

Shipping/Deliveries 1640 Brittmore, Houston, Texas 77043

Phone: 713-659-7786

Fax: 713-659-1184

Email: hwe@hwe.com



RELIANT CENTER HALLS A/B

Houston, Texas

Order on line at [www.hwe.com](http://www.hwe.com) ( Use JOB NO. to enter order ) **JOB NO. 1206106**

Company Name:	Date:	Your P.O. Number	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 \*\*\* Air, Water and Drain lines are **not** readily available in OUTSIDE BOOTHS please call for information \*\*\*

**COMPRESSED AIR: 90-100 lbs. P.S.I.**

**ADVANCE PRICE**

**STANDARD PRICE**

☐ 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**

☐ 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

**DRAINAGE:**

**ADVANCE PRICE**

**STANDARD PRICE**

☐ 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**

☐ 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 \$ \_\_\_\_\_

☐ 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 \$ \_\_\_\_\_

☐ Over 1,000 Gals. 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.

Subtotal

\$ \_\_\_\_\_

ALL PRICES SUBJECT TO 8.25% SALES TAX

Tax

\$ \_\_\_\_\_

MAKE CHECK PAYABLE TO: HARPER WOOD ELECTRIC CO.

**TOTAL CHARGE**

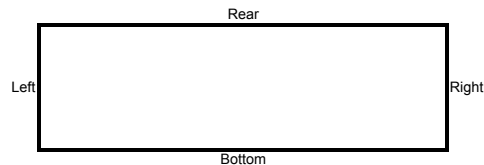
\$ \_\_\_\_\_

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.



**BILLING AUTHORIZATION**

If you wish to authorize Harper Wood Electric to charge the amount of your advance order and any additional amounts incurred as a result of show site orders placed by you or your representative, to your credit account, please complete the information below.

Charge to ☐ MasterCard ☐ Visa ☐ American Express Check No. \_\_\_\_\_

If you wish to authorize the same Credit Info used for Electrical Order Check here

☐
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Security Code: \_\_\_\_\_

SIGNATURE OF CARD HOLDER: \_\_\_\_\_

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

Important: Will your representative be authorized to order additional service and comply with above payment policy? Yes \_\_\_\_ No \_\_\_\_





Smart City  
5795 W. Badura Ave, Suite 110  
Las Vegas, Nevada 89118  
888-446-6911 • 702-943-6001 (Fax)



Company Name		Booth / Room	Show Name: <b>HOUSTON INTL BOAT SPORT &amp; TRAVEL SHOW</b>
Billing Name	If a show directory is published, do you want your company name and assigned numbers listed? <input type="checkbox"/> Yes <input type="checkbox"/> No		Show Dates: <b>1 / 06 / 12 To 1 / 15 / 12</b>
Billing Address			Incentive Order Deadline: <b>12 / 14 / 11</b>
City, State / Country, Zip			Email
Contact	Telephone Number ( ) -	Fax Number ( ) -	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa Expire Date (MM / YY): Sec Code:			
Print Card Holder Name: Card Holder Signature and/or Acceptance of T's & C's:			

**Important!** Review "Product Overview / Glossary" literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. [View complete descriptions of Services and Terms & Conditions at smartcitynetworks.com/Facilities/Locations.aspx](http://smartcitynetworks.com/Facilities/Locations.aspx). Please call if assistance is needed. **Note Cancellation Policy Specifics – Terms & Conditions item #13 – This document, page / thumbnail 2.**

Description of Service	Type	QTY	Incentive	Base	Total
<b>1. Internet – Networking Services: ( 10 Base - T )</b>					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,100	\$ 1,375	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 900	\$ 1,125	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 795	\$ 995	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		\$ 595	\$ 745	
g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		\$ 3,495	\$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		\$ 5,900	\$ 7,375	
<b>2. Internet – Networking Services: Equipment</b>					
a. Hub Rental (8 Port) – 10 Base -T	H8		\$ 150	\$ 185	
b. Hub Rental (24 Port) – 10 Base -T	H4		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
<b>3. Voice Services: PBX Service – Dial "9" for an outside line</b>					
a. Single Line (no Instrument) (unrestricted long distance)	LO		\$ 275	\$ 345	
b. Multi-Line Phone w / 1 main Number & 1 rollover line (unrestricted LD)	ML		\$ 415	\$ 520	
<b>4. Voice Services: Dedicated Line ( Direct line do not dial "9" )</b>					
a. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity	DL		\$ 395	\$ 495	
<b>5. Voice Services: Special Services</b>					
a. Telephone Instrument (Single Line, Touchtone) upon request	SL / DI				
b. Long Distance Restrictions (Credit Card / Intl Restriction ) upon request	CC / IR				
<b>6. Special Line Services (For 3<sup>rd</sup> Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)</b>					
a. Analog Extended Pots line from Demarc to Booth	DP		\$ 200	\$ 250	
b. ISDN BRI or DSL Extended circuit from Demarc to Booth	IS / HL		\$ 400	\$ 500	
c. T-1 Extended Data / Telco circuit from Demarc to Booth (See T&C 8)	T2 / T1		\$ 2,000	\$ 2,500	
d. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 11,250	
e. Labor / Floor Work - Fee per hour (See T&C 1)	FW		\$ 125	\$ 125	
f. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	VP / MI		(Call 888-446-6911 for quote)		
<b>7. Special Quote – Attachment A or SOW (if applicable)</b>	MI		(Call 888-446-6911 for quote)		
<b>8. Move - In / On - Site order fee (if ordering service after show move-in has started).</b>			<b>( 20% ) x ( Base Price )</b>		
<b>9. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue.</b>			<b>x (number of lines)</b>		
			<b>SUBTOTAL</b>		
Unused portions of deposits returned with final billing.			<b>ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%</b>		
<b>TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001</b>			<b>GRAND TOTAL</b>		

**\*\*\* Incentive Price applies to orders received With Payment 14 days prior to the 1<sup>st</sup> day of show move-in. \*\*\***

FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: <b>2012 - 003 - 956 -</b>
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ORDER ON LINE: <https://www.smartcitynetworks.com/order/center.aspx?center=003>

## Terms and Conditions / Payment Options

1. **Smart City 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 Smart City 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 Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City 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. Smart City 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) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. **Wireless Devices not authorized by Smart City are strictly prohibited.** Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City 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, Smart City is authorized to cut floor coverings to permit installation of service.
11. **Internet Performance Disclaimer:** Smart City 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 Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.
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 Smart City 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 SMART CITY to:** 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY 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 Smart City 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 Smart City 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) Smart City 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 SMART CITY and the prospective Customer; (2) SMART CITY 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 SMART CITY 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. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: **Smart City.**
25. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.

### Mail or Fax Completed Orders with Payment and Floor Plan To

SMART CITY  
5795 W. BADURA AVENUE, SUITE 110  
LAS VEGAS, NEVADA 89118  
(888) 446-6911 FAX (702) 943-6001

## Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City 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 SMART CITY USE: Payment Rec'd (Amount):	Customer No: <b>2012 - 003 - 956 -</b>	

ORDER ON LINE: <https://www.smartcitynetworks.com/order/center.aspx?center=003>

\*\*\* 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**

Show: **HOUSTON INTL BOAT SPORT & TRAVEL**

Company Name: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: **2012 - 003 - 956 -**

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

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City'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 Smart City'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 Smart City'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.

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

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City 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 Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City 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 Smart City's Network Security compliance issues \*\*\***

**\*\*\* Services are activated after Smart City 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 Smart City'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 Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City 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 INTL BOAT SPORT & TRAVEL**

Company Name: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: **2012 - 003 - 956 -**

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City 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 Smart City'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#
		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 Smart City'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.

**T** = 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 Smart City 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 Smart City to accurately install your services.

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