SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10’ x 10’ booth will be set with 8' high blue back drape, 3' high blue side dividers, one (1) 6’ x 30” blue draped table, two (2) side chairs, and one (1) 7” x 44” one-line identification sign.

EXHIBIT HALL CARPET
Exhibit area is carpeted.

DISCOUNT PRICE DEADLINE DATE
Save money by ordering furniture and labor in advance. Order early to take advantage of advance order discount rates, place your order by early deadline date of April 30, 2018.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

Sunday          May 20, 2018          11:00 AM - 6:00 PM

EXHIBIT HOURS

Sunday          May 20, 2018          6:00 PM - 11:00 PM
Monday         May 21, 2018          8:00 AM - 4:00 PM
Tuesday        May 22, 2018          8:00 AM - 10:30 PM
Wednesday      May 23, 2018          8:00 AM - 4:00 PM
Thursday       May 24, 2018          8:00 AM - 7:00 PM

EXHIBITOR MOVE-OUT
For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ

Thursday       May 24, 2018          7:00 PM - 9:00 PM

DISMANTLE AND MOVE-OUT INFORMATION
• All exhibitor materials must be removed from the exhibit facility by Thursday, May 24 at 9:00 PM
• To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by 7:30 PM.

POST SHOW PAPERWORK AND LABELS
Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.
SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
One Washington Blvd., Ste. 1056
Detroit, MI 48226
(313) 393-0250 fax (469) 621-5619
FreemanDetroitES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION
(800) 995-3579 US & Canada or (512) 982-4187 Outside the US or +1(817)607-5183
International Shipping Service fax (469) 621-5810 or email exhibit.transportation@freemanco.com

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at www.freemanco.com/store by April 30, 2018.
Our Internet online ordering service, Freeman OnLine is available for your convenience to order all
Freeman services, view show schedule, or print order forms. Once your show is available online, you
will receive an email which includes a direct link to Freeman OnLine.
To place online orders you will be required to enter your unique Login ID and Password. If this is your
first time to use Freeman OnLine, click on the “Login” link to create a new account. To access Freeman
OnLine without using the email link, visit www.freemanco.com/store and click on the “Login” link.
*If you need assistance with Freeman OnLine please call our Customer Support Center at (888)508-
5054 US and Canada, or (512) 982-4186 Local and International.

SHIPPING INFORMATION
Warehouse Shipping Address:
- Exhibiting Company Name / Booth #
- SOCIETY FOR FRESHWATER SCIENCE
- Freeman
c/o UPS Freight
6150 Inkster Rd.
Romulus, MI 48174

Freeman will accept crated, boxed or skidded material beginning Monday, April 23, 2018 at 8:00 AM. at
the above address. Shipments received at the warehouse after Tuesday, May 15, 2018 will be charged
an additional after deadline fee. To trace the arrival of your shipment, or for directions to the warehouse
please call (800) 988-9889

Show Site Shipping Address:
- Exhibiting Company Name / Booth #
- SOCIETY FOR FRESHWATER SCIENCE
- C/O Freeman - Cobo Center
- One Washington Blvd.
- Detroit, MI 48226

Freeman will receive shipments at the exhibit facility during the move-in period of Sunday, May 20, 2018.
As an exhibitor, it is your responsibility to instruct your carrier of the proper dates and times for
direct deliveries to the convention facility. Shipments arriving before this date may be refused by the
facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the
exhibitor.

Please note: All items and materials that must be brought into the facility are subject to Material Handling
Charges and are the responsibility of the Exhibitor. This also applies to items delivered by the exhibitor
and items not ordered through the Official Show Vendors. Refer to the material handling form for charges
for the service.

LABOR INFORMATION
Union Labor may be required for your exhibit installation and dismantle. Please carefully read the Cobo
Center Exhibitors Rights to determine your needs. Exhibitors supervising Freeman labor will need to pick
up and release their labor at the Labor Desk. Refer to the order form under Display Labor for Straight
time and Overtime hours.
FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman (add the branch name) Exhibitor Services at (their phone number) or Freeman’s Customer Support Center at (888) 508-5054 US & Canada or (817) 607-5000 Local & International.

HELPFUL HINTS
SAVE MONEY
Order early to take advantage of advance order discount rates, place your order by early deadline order date of April 30, 2018.

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

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE
For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Call Freeman’s Exhibitor Services department at (313-393-0250) with any questions or needs you may have.
Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.

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

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

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

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

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

These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact goinggreen@freemanco.com.
NAME OF SHOW: SOCIETY FOR FRESHWATER SCIENCE / MAY 20 - 24, 2018

COMPANY NAME:  

ADDRESS:  

BOOTH #:  

BOOTH SIZE:  

CITY/STATE/ZIP:  

PHONE:  

EXT.:  

FAX #:  

SIGNATURE:  

PRINT NAME:  

CONTACT'S E-MAIL:  

E-MAIL FOR INVOICE:  

Check if you are a new Freeman customer  

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

METHOD OF PAYMENT  

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

☐ COMPANY CHECK  

Please make check payable to: Freeman  

Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)  

Please reference (466004) on your remittance.  

☐ CREDIT/DEBIT CARD  

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

☐ AMERICAN EXPRESS  ☐ MASTER CARD  ☐ VISA  

ACCOUNT NO.:  

EXP. DATE:  

CARDHOLDER NAME (PRINT):  

SIGNATURE:  

CARDHOLDER BILLING ADDRESS:  

CITY/STATE/ZIP:  

ENTER TOTALS HERE  

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<th>FURNISHINGS &amp; ACCESSORIES</th>
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<th>RENTAL EXHIBITS &amp; ACCESSORIES</th>
<th>SIGNS</th>
<th>INSTALLATION LABOR</th>
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MATERIAL HANDLING  

RIGGING INSTALLATION  

RIGGING DISMANTLE  

EXHIBIT TRANSPORTATION  

HANGING SIGNS  

GRAND TOTAL  

• Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freeman.com.  

• Orders received after the deadline or without payment will be charged the Standard price.  

• Copies of invoices may be picked up from the Freeman Service Center prior to show closing.  

• If you have questions or need assistance with any items not listed, please call and ask for Exhibitor Sales.
In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

**EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING**

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

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

**EXHIBITOR SIGNATURE:** ___________________________  **DATE:** __________

**EXHIBITING COMPANY INFORMATION**

**EXHIBITOR NAME:** (PLEASE PRINT)

**CONTACT’S E-MAIL:**

**THIRD PARTY COMPANY INFORMATION**

**THIRD PARTY COMPANY NAME:**

**CONTACT NAME:**

**THIRD PARTY BILLING ADDRESS:**

**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**

**ACCOUNT NO:** ___________________________  **EXP. DATE:** __________

**CARDHOLDER NAME (PLEASE PRINT):** ___________________________  **CARD TYPE:**

**AUTHORIZED SIGNATURE:** ___________________________

**CARDHOLDER BILLING ADDRESS:**

**CITY/STATE/ZIP:** ___________________________

We do not accept credit card information via email.
PAYMENT & LABOR

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

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

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

DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, Inc., Freeman Exhibitions, Ltd., Freeman Audio Visual, Inc., Exhibit Surveys, Inc., Freeman Exhibit, Freeman Transportation, FreemanXP, Inc., Stage Rigging, Inc., The Freeman Company, Freeman Electrical, Inc., Freeman Digital Ventures, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR's booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person" rental charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or service 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 payee. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. If any labor secured through Freeman is conducting overhead work, the Exhibitor is responsible for ensuring that everyone in the area of overhead work is wearing a hard hat. If the Exhibitor does not have its own hard hats, Freeman can assist with obtaining them. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION

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

IMPORTANT

PLEASE REFER TO FREEMAN’S “MATERIAL HANDLING TERMS & CONDITIONS” AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE “SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT” AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.
1. DEFINITIONS. For purposes of this Contract, Freeman means Freeman Expositions, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In no event shall Freeman be deemed to be the Ultimate Consignee for shipping and custom purposes. The term “Exhibitor” means the Exhibitor, its employees, agents, and representatives.

2. PACKAGING/CRATES AND STORAGE. Freeman shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman reserves the right to refuse or to unpack any unstable crates or packages. Freeman reserves the right to incur storage and handling fees for materials that are not properly crated or packaged.

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 empty labels must be removed or the container under exhibitor’s control. 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 OR 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.

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 is not the material owner or the carrier under Exhibitor’s control. 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 OR CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

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 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’s performance hereunder is subject to, and Freeman assumes no responsibility for, strikes, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman’s reasonable control, nor for ordinary wear and tear in the handling of Exhibitor’s materials.

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

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between Exhibitor and Freeman relating to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment due Freeman for its services as an offset against the alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their own merits.
1. DEFINITIONS. In this Contract, “Freeman” means Freeman Decorating Services, Inc., its respective employees, officers, directors, agents, affiliated companies, and contractors including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom the freight is shipped.

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 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, and the responsibility of Freeman under same shall end when and if property has been placed in the possession of the Consignee or the Consignee’s designated agent. Freeman accepts no responsibility, liability or jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full effect and force.

3. Freeman’s RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of any services which it directly provides under this Contract. Freeman shall not be responsible for events or causes of delay, 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 stoppage, slowdown or stoppage, fire, public facility or machinery failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or martial law. Freeman’s liability shall not exceed the reasonable value of the property to Freeman at its option, to sell the property to the best advantage. Where Freeman is directed by Consignee or Consignee’s agent to dispose of the property, Freeman is responsible to the best of its abilities to sell the property. Freeman is not responsible for the time of disposition of the property, whether the property is sold or not.

4. PACKAGING AND CRATES: Shipper’s property must be well packed for safe and secure handling, storage, and shipment. Property must be shipped in such manner and containers as Freeman shall require. 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 freight shall ensure that the container retains its original value. Freeman does not assume 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 unsecured packages or damaged packages in freight containers. Freeman will not be responsible for damages or losses resulting from acceptable packaging or packing failures including, but not limited to, incorrect or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect the property being shipped. The cost of shipping for damaged or lost property shall be the responsibility of Shipper. Freeman reserves the right to periodically review the packaging systems and procedure and may be published in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, liquid and gaseous commodities, hazardous materials, including but not limited to, explosives, dangerous goods, and non- dangerous goods, all international shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically review the packaging systems and procedures of the world due to conditions that may cause damage to perishable commodities. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper’s expense.

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

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, COMPLETE OR INCOMPLETE INADEQUATE DELIVERY OR DELAYED DELIVERY, ALL CLAIMS MUST BE MADE IN WRITING TO FREEMAN AND MUST BE MENTIONED ON THE FREIGHT BILL OR IN WRITING TO THE SHIPPER OR CONSIGNEE WITHIN 10 DAYS OF THE 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) OR $0.50 (USD) PER POUND ($1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO SUCH CARGO. FREEMAN’S LIABILITY FOR DAMAGES OF THE PROPERTY SHALL INCLUDE ONLY THE VALUE OF THE PROPERTY AND FREEMAN MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AND EXPRESSLY DISCLAIMS ANY AND ALL WARRANTIES. FREEMAN’S LIABILITY FOR DAMAGES FOR DELAY, WHETHER CAUSED BYlacets, scratches, dents or dings. Freeman will only accept liability for catastrophic damage to these shipping containers (crushing, puncture, or complete destruction). FREEMAN DISCLAIMS LIABILITY FOR DAMAGES RESULTING FROM ANY THREAT TO THE CONSUMER OR DAMAGE TO RECREATIONAL VEHICLES OR EQUIPMENT. FREEMAN DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within five (5) business days of delivery, or of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via email at exhibit.transportation@freeman.com within five business days of receipt of the property. If the claim is for loss or damage involving International shipments, claimant must commence the action within thirty (30) calendar days from the date of shipment and Freeman’s sole liability for such claims arising from delayed delivery, non-delivery, missed pickup, or lost or damaged property shall be limited to the amount of the international service charge. 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 held to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40521-4151.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES OF AMERICA AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE’S CHOICE OF LAW 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 TERMINATION, BREACH, OR PERFORMANCE; OR DAMAGES ALLEGedly RESULTING FROM SAME WILL BE ARBITRATED IN DALLAS COUNTY, TEXAS, AND THE U.S. ARBITRATION ASSOCIATION WILL APPROPRIATELY DETERMINE THE LOCATION OF THE ARBITRATION. THE ARBITRATION WILL BE HELD IN DALLAS COUNTY, TEXAS, AND THAT ARBITRATION WILL BE HELD 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, it relinquishes control of the property to Freeman who shall have control over the property until it is delivered pursuant to the instructions in this Contract. Shipper acknowledges and agrees that Freeman will not be liable to Shipper for any loss or damage to any third party, including common or contract carriers of cargo by air, rail, water, or road, for the purpose of confirming, transporting, delivering, or similarly handling, properties, damages awarded for gross of the property and all matters related to payment for the shipment.
MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

1. DEFINITIONS. In this Contract, “Freeman” means Freeman Expositions, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom the property is being transported, and includes any subsequent consignee or owner of the property, the person delivering, or anyone acting on the shipper’s behalf. The term “Freeman’s” means the company, Freeman Transportation, Inc., and its subsidiaries, 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 the property is to be delivered or consigned, and the party to whom property is 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. The parties agree any dispute arising over the interpretation or application of the terms of this Contract shall be resolved by Freeman and Shipper.

3. FREEMAN’S RESPONSIBILITY UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for any acts or omissions of individuals 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, factory failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war, natural or man-made disaster, or any other cause beyond its control.

4. PACKAGING AND CRATES. Shipper’s property must be well packed for safe and secure handling, storage and shipping using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or unmarked materials, packed or unpacked, or for containers or crates which are in poor condition. The property shall be shipped in containers or crates which are designed to adequately protect the shipment.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental control. If the property is perishable, Shipper must package the property so that it is protected from moisture, temperature, and atmospheric control or other special services unless Shipper states on the face of the “Service Request” Form that it desires these special services. Costs for these special services are the responsibility of the Shipper. Freeman is unable to determine the temperature (or atmospheric) controls are set to maintain trailer temperature as requested. Freeman is unable to determine the 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 was removed from the loading dock. If the temperature is not within the acceptable range for the item being shipped, Shipper may file a claim for losses resulting from temperature discrepancies. If the temperature is within the acceptable range for the item being shipped, Shipper shall be responsible for any damage resulting from the loss of perishable property that was properly set when the container was loaded.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment, payment is due for a refused shipment, and the proper return and cost of the goods shall be the responsibility of the consignee. Notice shall be given to Shipper to arrange for pickup and payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper’s account is current.

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, destroyed or damaged while in the care or custody of Freeman, FREEMAN’S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL LOSS NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE.

9. SHIPPER’S RESPONSIBILITIES AND INDEMNIFICATION. Shipper shall be a responsible party and shall cooperate with Freeman and the Consignee in the loading of the property. Shipper shall provide adequate attention, care and packaging of its property. Shipper shall give written notice of requested temperature setting of the thermostatic controls at time of shipping to the Consignee.

10. CLAIMS. Claims must be filed in writing within nine (9) months after the delivery of the property (or the cause of transport failure, within nine (9) months after delivery of the property), except that 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 the shipper to the carrier that there is a claim or part or all of the claim specified. 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, 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: consequential damages, collateral damages, special damages, aggregate losses, consequential losses, delayed transit, loss of sales, or any other sort of loss or damage for tort or other liability. Shipper shall hold Freeman harmless from any cost or expense she or he might incur by the terms (by way of example only and not in limitation of the breadth of this clause) such as: consequential damages, collateral damages, special damages, aggregate losses, consequential losses, delayed transit, loss of sales, or any other sort of loss or damage for tort or other liability.

11. DISPUTES. ALL DISPUTES ARISING OUT OF CONTRACT, TORT, COMMON LAW OR RELATING TO THE ENFORCEMENT OF ANY AGREEMENT ENTERED INTO BETWEEN THE PARTIES HEREUNDER, SHALL BE RESOLVED BY: (A) MEDIATION; (B) ARBITRATION; (C) ANY OTHER LEGAL OR REGULATORY PROCESS OR RULE OR ANY OTHER LEGAL THEORY OR CAUSE. AND: (E) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR ADVISED OF THE POSSIBILITY OF OR EVEN THE PROBABILITY OF SUCH DAMAGES.

Any claim filed in any court of competent jurisdiction shall be brought before any court of competent jurisdiction in the State of Texas and shall be governed by the laws of Texas, excluding the conflict of law provisions of the Texas Civil Practice and Remedies Code. Any suit or action to enforce or interpret this Contract shall be the exclusive right of the parties, 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; and that the goods described in this Contract are actually those represented herein. Shipper agrees that it is responsible for the correctness of its representations to Freeman. Shipper further agrees that it is responsible for the correctness of its descriptions of property and shall hold Freeman harmless for any concealed or undetermined damage. If Shipper’s outstanding account is not paid within 30 days, Shipper will have to provide a signed statement indicating that Shipper has a current account with Freeman and has paid for any prior shipments.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman’s Small Packages program are lost, dam-
gaged, or destroyed, or if items are received damaged, or delayed shipments, damages for failure of performance, breach of contract damages, fraud damages, or damages for the violation of law or the breach of any legal duty will not be considered for payment by Federal Motor Carrier Safety Administration. Shipper’s claims for damages under this section for the loss or damage of a shipment, whether or not a receipt has been issued shall be presented to Freeman within 15 days of the delivery of the property, the parties agree that the presumption shall arise that the property was delivered in proper quantity and in good condition.

Freeman REV 07/17
FIRST-CLASS FURNISHINGS

Our wide selection of superior custom furniture pieces will suit any budget and design. With outstanding quality control standards and in-house maintenance, plus all-inclusive prices and warehouse locations across the country, you get exactly what you’re looking for to make your show a success.
DISPLAY CYLINDERS  
**ESSENTIALS**
black
  - low 75020
    - 30"W 15"H
  - medium 75021
    - 18"W 20"H
  - high 75022
    - 24"W 36"H
Available in rectangular sizes.

ORION COMPUTER KIOSK  
**ESSENTIALS**
black 75079
  - 28"L 26"D 40.5"H
(Computer not included.)

BLACK-TOP CAFÉ  
**ESSENTIALS**
72069
- 24" Round 30"H
72067
- 36" Round 30"H

BLACK-TOP BISTRO  
**ESSENTIALS**
72070
- 24" Round 42"H
72068
- 36" Round 42"H

BLACK-TOP MINI  
**ESSENTIALS**
72066
- 18" Round 18"H

BUTCHER BLOCK-TOP CAFÉ  
**ESSENTIALS**
72063
- 30" Round 30"H
72064
- 36" Round 30"H

BUTCHER BLOCK-TOP BISTRO  
**ESSENTIALS**
720163
- 30" Round 42"H
720164
- 36" Round 42"H

LIMERICK® CHAIR  
**ESSENTIALS**
grey 210108
- 18"W 17.75"L 33"H

LIMERICK® STOOL  
**ESSENTIALS**
grey 210109
- 18"W 17.75"L 44"H

CORRUGATED WASTEBASKET  
**ESSENTIALS**
220106

WASTEBASKET  
220107
Wastebasket color may vary
**ESSENTIALS**

**TABLES (30” HEIGHT)**

<table>
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<tr>
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<th>3'</th>
<th>4'</th>
<th>6'</th>
<th>8'</th>
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<td>130430</td>
<td>130630</td>
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<tr>
<td>Draped on Fourth Side</td>
<td>12404630</td>
<td>12404830</td>
<td></td>
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<tr>
<td>Undraped</td>
<td>131330</td>
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**COUNTERS (42” HEIGHT)**

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<tr>
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<tr>
<td>Draped</td>
<td>130342</td>
<td>130442</td>
<td>130642</td>
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<td>Draped on Fourth Side</td>
<td>12404642</td>
<td>12404842</td>
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<tr>
<td>Undraped</td>
<td>131342</td>
<td>131442</td>
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</tbody>
</table>

**Colors**

- black
- blue
- brown
- green
- flax
- gold
- gray
- plum
- red
- white

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

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

### PAGE 1

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<td>Black Diamond Stool</td>
<td>200.00</td>
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<td>71089</td>
<td>Black Diamond Side Chair</td>
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### DISPLAY CYLINDERS

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<td>by Herman Miller</td>
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### PEDESTAL TABLES - SOHO SERIES

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<td>Black-top Mini 18&quot;W x 18&quot;H</td>
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### MISCELLANEOUS

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### SPECIAL DRAPE

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### TOTAL COST

Sub-Total + 6% Tax = Total Cost
NAME OF SHOW:  SOCIETY FOR FRESHWATER SCIENCE / MAY 20 - 24, 2018

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.

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

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

File Information:
Electronic File Name
Application
PMS Colors

Backing Material:
- Freeman Foam (Foamcore)
- Freeman PVC (PVC)
- Freeman HD Foam (Gatorfoam)
- Freeman Polyfoam (Ultra Board)

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

STANDARD SIZES

<table>
<thead>
<tr>
<th>CHOOSE YOUR SIZE:</th>
<th>QTY.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
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</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>7&quot; x 22&quot;</td>
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<td>56.00</td>
<td></td>
</tr>
<tr>
<td>7&quot; x 44&quot;</td>
<td></td>
<td>46.35</td>
<td>64.90</td>
<td></td>
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<tr>
<td>9&quot; x 44&quot;</td>
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<td>47.70</td>
<td>66.80</td>
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</tr>
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</tr>
<tr>
<td>22&quot; x 28&quot;</td>
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<td>79.40</td>
<td>111.15</td>
<td></td>
</tr>
<tr>
<td>28&quot; x 44&quot;</td>
<td></td>
<td>109.05</td>
<td>152.65</td>
<td></td>
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<tr>
<td>20&quot; x 60&quot;</td>
<td></td>
<td>102.05</td>
<td>142.85</td>
<td></td>
</tr>
</tbody>
</table>

(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 + 6% Tax = Total Cost
CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

VECTOR ART:

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

FONTS and LINKS

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

COLOR

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

ARTWORK IN THE STRUCTURE

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

ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

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

PRINT FILES:

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

RASTER OR BITMAP ART:

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

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

WAYS TO SEND ARTWORK

• Files below 10 MB can be delivered via email. Larger files may be posted to Freeman’s FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (313) 393-0250 for assistance.
FIT TO PRINT

SmartFabric™ is a triple layered fabric made of 100% polyester that’s ideal for printed graphics. It’s an extremely versatile all-in-one fabric and has been treated to meet NFPA 701 small-scale flammability standards.
SMARTFABRIC™ RENTAL EXHIBITS

RENTAL EXHIBITS INCLUDE:

- Custom Fabric Graphic (item purchased to keep)
- Zippered Carrying Case for Fabric Graphic (item purchased to keep)
- Rental Frame
- 9’x10’ or 9’x20’ Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10’ Booth
- 4 Arm Lights per 20’ Booth
- 2 Clear Acrylic Shelves per 10’ Booth (36”x12”, up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20’ Booth (36”x12”, up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

FRAME ONLY UNIT

This option is available for customers who have previously rented the SmartFabric™ Rental Exhibit and are reusing their backwall graphic. Fabric from other sources will not be installed on this Freeman frame rental. If you need Freeman to create a new graphic, please select the SmartFabric™ Rental Exhibit. No fabric graphics will be provided separately from the rental unit.

RENTAL EXHIBITS INCLUDE:

- Rental Frame
- 9’x10’ or 9’x20’ Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10’ Booth
- 4 Arm Lights per 20’ Booth
- 2 Clear Acrylic Shelves per 10’ Booth (36”x12”, up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20’ Booth (36”x12”, up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

Questions? To speak with an Exhibitor Sales Specialist, call the number listed on the Quick Facts Page in the Exhibitor Manual.
CLASSIC CARPET

9'x10' or 9'x20' (16 oz.) – Color Options Included with Rental Package Options Above

- black
- blue
- gray
- green
- latte
- midnight blue
- plum
- red
- red pepper
- tuxedo

9' carpet is laid toward the front edge, leaving 1' at the back of the booth for utility port access. Actual colors may vary slightly.

PRESTIGE CARPET

(28 oz.) – Available Upgrade Color Options

- black*
- cardinal
- charcoal*
- cream
- gray pearl*
- navy*
- toast
- wedgewood
- white*

*Colors available in both 28 oz. and 40 oz. Actual colors may vary slightly.

ACCESSORIES

SmartFabric Rental packages include these accessories. Refer to the “Rental Exhibits Include” sections of each package. These items are available to order as additional accessories if needed.

CUSTOM GRAPHICS

A Freeman Exhibitor Sales Specialist will contact you to review the process for providing graphic files and to review helpful tips that will ensure a successful graphic print. Freeman can custom design a graphic file for you using our graphic design services that guarantees a high resolution backwall graphic. Ask your Exhibitor Sales Specialist for more information.

“CLEAN FOOTPRINT” BOOTH PACKAGE

When you select the “Clean Footprint” package your booth will use only materials that can be reused or recycled. All flooring, lighting, furniture and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be on a reusable and recyclable substrate.

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

SMARTFABRIC EXHIBIT

APRIL 30, 2018

DISCOUNT PRICE DEADLINE DATE

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: SOCIETY FOR FRESHWATER SCIENCE / MAY 20 - 24, 2018

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (313) 393-0250 to speak with one of our experts.

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

SMARTFABRIC EXHIBIT

SmartFabric Exhibits provide a custom printed fabric graphic to keep and re-use on future events.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10' x 10' SmartFabric Exhibit</td>
<td>$1,895.00</td>
<td>$2,653.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 20' SmartFabric Exhibit</td>
<td>$3,695.00</td>
<td>$5,173.00</td>
<td></td>
</tr>
</tbody>
</table>

CUSTOM GRAPHICS

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

FRAME ONLY UNIT

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

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10' x 10' Frame Only Unit</td>
<td>$1,195.00</td>
<td>$1,673.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 20' Frame Only Unit</td>
<td>$1,995.00</td>
<td>$2,793.00</td>
<td></td>
</tr>
</tbody>
</table>

ACCESSORIES

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

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SmartFabric Arm Light</td>
<td>$20.00</td>
<td>$28.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SmartFabric Acrylic Shelf (supports up to 15 lbs)</td>
<td>$150.00</td>
<td>$210.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SmartFabric Carrying Case (purchase)</td>
<td>$65.00</td>
<td>$91.00</td>
<td></td>
</tr>
</tbody>
</table>

QUICK TIPS

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

**”9’ carpet is laid toward the front edge, leaving 1’ at the back of the booth for access to utility ports.”**
FLEXING TO FIT YOUR NEEDS

TotalFlex® provides the ability to configure exhibits to fit your space, budget and vision from show to show. Available for rent or for purchase, this pop-up display is versatile, lightweight and durable, and setup can be completed without tools in only a few minutes.
The TotalFlex® solution is the most versatile exhibit option available:

- Floor unit cases easily convert into a podium.
- Velcro-compatible fabric panels available in a wide selection of colors.
- Compatible with shelves, lights and other innovative trade show accessories.
- Available in a variety of sizes for rent or purchase, including a tabletop version (shown on front).
- Freeman offers full graphic and logo design solutions.*

- All TotalFlex® rental units include installation & dismantling of display system, material handling, 9’x10’ or 9’x20’ Classic Carpet with nightly vacuuming, 200-watt halogen lights (1 light for the table-top unit, 2 lights per 8x10 unit) as well as power and labor to hang them.

*Graphic design elements are priced separately and not included with TotalFlex® order.
For fast, easy ordering, go to www.freeman.com

TABLETOP UNIT

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

Purchase Units Include:  
1-Case  
One Time Installation & Dismantle  
Classification of Exhibit  
Nightly Vacuuming  
Installation & Dismantle of Exhibit  
1-200 Watt Halogen Light (Power (500 watts) for LIGHTS only and Labor to hang lights)

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

**Fabric Panel Colors for All Units:**

- Black
- Gray
- Blue

**9’ x 10’ Classic Carpet:**

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

**Table Drape:**

- Black
- Gold
- Blue
- Gray
- Brown
- Green
- Flax
- Red
- White

**CUSTOM GRAPHIC / PHOTO PANELS**

- Our custom graphic panels can dramatically enhance your exhibit’s appearance.

- Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

**OPTIONAL ACCESSORIES**

**RENTAL**

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>8’H x 8’W</td>
<td>1,302.30</td>
<td>1,823.20</td>
</tr>
<tr>
<td>8’H x 10’W</td>
<td>1,585.25</td>
<td>2,181.55</td>
</tr>
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**PURCHASE**

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Price</th>
<th>Standard Price</th>
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</thead>
<tbody>
<tr>
<td>8’H x 8’W</td>
<td>2,188.40</td>
<td>3,063.75</td>
</tr>
<tr>
<td>8’H x 10’W</td>
<td>2,570.90</td>
<td>3,599.25</td>
</tr>
</tbody>
</table>

* Shipping Not Included

**FLOOR UNIT**

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

Purchase Units Include:  
2-Cases  
2-200 Watt Halogen Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

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

**Fabric Panel Colors for All Units:**

- Black
- Gray
- Blue

**9’ x 10’ Classic Carpet:**

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

**Table Drape:**

- Black
- Gold
- Blue
- Gray
- Brown
- Green
- Flax
- Red
- White

* All Classic carpet contain recycled content and are recyclable.

**QUICK TIPS**

- If shipping literature or products, material handling rates will apply.
- Orders in advance to save time, money and ensure availability.

Orders received after the deadline date or without payment will be charged the Standard Price.

**PURCHASE UNITS TOTAL COST**

<table>
<thead>
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<th>QTY</th>
<th>Discount Price</th>
<th>Standard Price</th>
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<table>
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<tr>
<th>Qty</th>
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<tbody>
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<td>84.90</td>
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<td>66.35</td>
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<tr>
<td>66.35</td>
<td>92.90</td>
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**PURCHASE UNITS TOTAL COST**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Discount Price</th>
<th>Standard Price</th>
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<tr>
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<table>
<thead>
<tr>
<th>Qty</th>
<th>Discount Price</th>
<th>Standard Price</th>
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<td>116.70</td>
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<tr>
<td>116.70</td>
<td>163.40</td>
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</tr>
</tbody>
</table>

* Includes: Draped Table, Classic Carpet, Installation & Dismantle, Material Handling, Nightly Vacuuming, 1-200 Watt Halogen Light (Power (500 watts) for LIGHTS only and Labor to hang lights).

**DISCOUNT PRICE DEADLINE DATE APRIL 30, 2018**

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

**NAME OF SHOW:** SOCIETY FOR FRESHWATER SCIENCE / MAY 20 - 24, 2018

**COMPANY NAME:**

**BOOTH #:**

**BOOTH SIZE:**

**CONTACT NAME:**

**PHONE #:**

**E-MAIL ADDRESS:**

For Assistance, please call (313) 393-0250 to speak with one of our experts.
LET US DO THE HEAVY LIFTING

Freeman specialists are ready to assist you with all of your exhibit requests, from beginning to end. And when it comes to installing and dismantling exhibits, we make no exceptions. Whether it's shipping and storage, emergency on-site repairs, basic installation and dismantling or support service coordination, including electrical, furnishings and more, Freeman has the resources and capabilities to ensure the most successful show experience possible.
Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations focused on incremental improvement to meet rapidly changing market conditions based upon customer feedback
- Post-show evaluations that help identify small changes that make big impacts

ON-SITE SUPERVISION

You may wish to supervise labor on your own, but if you need assistance, Freeman installation & dismantling experts will get the job done as an extension of your team.

If You Use Freeman Staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
For Assistance, please call 313-393-0250 to speak with one of our experts.

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

F R E E M A N
One Washington Blvd., Ste. 1056
Detroit, Michigan 48226
(313) 393-0250 • Fax: (469) 621-5619
FreemanDetroitES@freemanco.com

NAME OF SHOW:

COMPANY NAME:

CONTACT NAME:

E-MAIL ADDRESS:

For Assistance, please call 313-393-0250 to speak with one of our experts.

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

NAME OF SHOW: ________________________________________________________________________________________

COMPANY NAME ________________________________________________________ BOOTH #:_____________________

CONTACT NAME: ______________________________________________________ PHONE #: _______________________

E-MAIL ADDRESS ________________________________________________________________________________________

For Assistance, please call 313-393-0250 to speak with one of our experts.

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

SOCIETY FOR FRESHWATER SCIENCE / MAY 20 - 24, 2018

DISPLAY LABOR (One Hour Minimum per Worker)

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time- 8:00 A.M. to 4:30 P.M. Monday through Friday</td>
<td>$84.00</td>
<td>$119.50</td>
</tr>
<tr>
<td>Overtime- 4:30 P.M. to 8:00 A.M. Monday through Friday</td>
<td>$99.50</td>
<td>$129.35</td>
</tr>
<tr>
<td>Double Time- All day Sunday and recognized holidays</td>
<td>$138.00</td>
<td>$179.40</td>
</tr>
</tbody>
</table>

- 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.

INSTALATION 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)

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

Tax = $_____

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)

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

Tax = $_____

Total Dismantle = $_____

When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.

DISCOUNT PRICE DEADLINE DATE
MAY 17, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: ________________________________________________________________________________________

COMPANY NAME ________________________________________________________ BOOTH #:_____________________

CONTACT NAME: ______________________________________________________ PHONE #: _______________________

E-MAIL ADDRESS ________________________________________________________________________________________

For Assistance, please call 313-393-0250 to speak with one of our experts.

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

DISPLAY  LABOR (One Hour Minimum per Worker)

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time- 8:00 A.M. to 4:30 P.M. Monday through Friday</td>
<td>$84.00</td>
<td>$119.50</td>
</tr>
<tr>
<td>Overtime- 4:30 P.M. to 8:00 A.M. Monday through Friday</td>
<td>$99.50</td>
<td>$129.35</td>
</tr>
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- Show Site prices will apply to all labor orders placed at show site.
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- 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.

INSTALATION LABOR

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- 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)

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

Tax = $_____

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)

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

Tax = $_____

Total Dismantle = $_____

When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.

DISCOUNT PRICE DEADLINE DATE
MAY 17, 2018

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: ________________________________________________________________________________________

COMPANY NAME ________________________________________________________ BOOTH #:_____________________

CONTACT NAME: ______________________________________________________ PHONE #: _______________________

E-MAIL ADDRESS ________________________________________________________________________________________

For Assistance, please call 313-393-0250 to speak with one of our experts.

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

DISPLAY  LABOR (One Hour Minimum per Worker)

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time- 8:00 A.M. to 4:30 P.M. Monday through Friday</td>
<td>$84.00</td>
<td>$119.50</td>
</tr>
<tr>
<td>Overtime- 4:30 P.M. to 8:00 A.M. Monday through Friday</td>
<td>$99.50</td>
<td>$129.35</td>
</tr>
<tr>
<td>Double Time- All day Sunday and recognized holidays</td>
<td>$138.00</td>
<td>$179.40</td>
</tr>
</tbody>
</table>

- 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.

INSTALATION 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)

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

Tax = $_____

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)

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

Tax = $_____

Total Dismantle = $_____

When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
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 AttachedDrawing With ExhibitElectrical 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.
NOTE: The work mentioned below may be performed using any cordless hand tools, step stools limited to three steps or less and non-motorized material handling equipment and dollies.

Ladders, power tools and mechanical lifting devices or motorized material handling equipment can only be used by the qualified members of the union having proper jurisdiction. Also, any hired labor must be the qualified members of the union having proper jurisdiction. The materials handling crew is now two members, down from the previous three member crew.

**Exhibitors may:**

Set up their own booths of 400 square feet or less, including their own assembly and decorating work within their booth.

Unload and load their own privately owned vehicles (POV’s) such as passenger cars, SUVs, vans or pick-ups using their own employees and/or volunteers. There must be a driver who stays with the vehicle at all times and is immediately available to move the vehicle while a second person does the unloading/loading. Show management will decide whether a POV line will be used for their event. If so, they will retain the services of two material handlers assigned to the POV line to help those exhibitors who desire assistance.

Transport items (hand carry or by using luggage carts or rolling in pop-up booth crates with built-in wheels) to and from their booths via the public entrances of the exhibit hall. Note, no carts, dollies or material handling equipment will be supplied by Cobo Center or show services contractor.

Plug in their own 120-volt, 20A circuits (once the service has been brought to the booth by the electrical contractor and with the exception of any concealed wiring), install up to twenty (20) UL approved clip-on lights and light bulbs and use their own UL-approved extension cords, power strips and surge suppressors.

Set-up, connect and operate any computer system, audio-visual equipment and other appliances or components. Unpack, assemble, dismantle and pack product and/or equipment.

Assemble machinery, including unpacking, dismantling and re-packing; and calibrate and fine-balance their own machinery, components and equipment.

Transport their own specialized vehicles (i.e., cement trucks, tractors, and other similar type vehicles) that are part of the display to-and-from the booth, limited to one vehicle per 400 square feet of booth. *Note: Due to liability issues, some contractors may require spotters.*

Align, move and position vehicles in the booth after spotting. Hang banners, signs, or graphics in the booth.

Clean within their booths using spray cleaners, vacuum cleaners, or cloth padded type mop heads without water.

**Monday through Friday, the first eight hours of labor is straight time between 6:00 a.m. and 10:00 p.m.**

For material handling, the above applies between the hours of 6:00 a.m. to 6:00 p.m. except on the day the show breaks (Monday through Friday), the first eight hours of labor is straight time until 10:00 p.m.
RESULTS, DELIVERED

With more than 85 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

Between our all-inclusive pricing and superior customer service, Freeman Exhibit Transportation is the most reliable, convenient and cost-effective solution available. Our team of experts has the ability to quickly respond to changes when necessary, remaining entirely responsive to all of your show requirements, whenever and wherever they arise.

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
EXHIBIT TRANSPORTATION SERVICES

Freeman works directly with you and show site decision makers to transport your exhibit to any location with ease. Freeman Exhibit Transportation is an EPA Smartway Partner dedicated to supporting efforts and partners that are focused on improving fuel efficiency, and reducing greenhouse gas and air pollution from the transportation supply chain.

The Freeman Exhibit Transportation promise:

- ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- ONE CONVENIENT INVOICE ENCOMPASSING ALL FREEMAN SHOW SERVICES
- ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION

questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit freeman.com

Continental U.S. Exhibitors: Contact our exhibit transportation experts at 800.995.3579 or via email at exhibit.transportation@freeman.com

International Exhibitors: Contact our exhibit transportation experts at +1.817.607.5183 or via email at international.freight@freeman.com

DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM TO ORDER YOUR INBOUND AND OUTBOUND SHIPPING.
TIPS FOR EASY ORDERING

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

EXHIBIT TRANSPORTATION

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION
Requested Pick Up Date:
SHIPPER NAME
SHIPPER ADDRESS

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:

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

A TRANSPORTATION SPECIALIST WILL CALL YOU TO CONFIRM RECEIPT OF SHIPMENT REQUEST AND FINALIZE DETAILS.
SHOW # (466004)

07/17
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. $142.00 = 3 pieces (1 shipment) = $426.00
- 2 Separate Shipments: 52 lbs. charged @ 200 lbs. $142.00 = 177 lbs. charged @ 200 lbs = $142.00
- 1 Consolidated Shipment: 65 lbs. charged @ 200 lbs. $142.00

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

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

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

<table>
<thead>
<tr>
<th>METHOD OF SHIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Select a Carrier:</strong></td>
</tr>
<tr>
<td>☐ Freeman Exhibit Transportation</td>
</tr>
<tr>
<td>☐ Other Carrier</td>
</tr>
<tr>
<td>Carrier Name: _______________</td>
</tr>
<tr>
<td>Carrier Phone: _______________</td>
</tr>
<tr>
<td>Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select a Level of Service:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 1 Day: Delivery next business day</td>
</tr>
<tr>
<td>☐ 2 Day: Delivery by 5:00 PM second business day</td>
</tr>
<tr>
<td>☐ Deferred: Delivery within 3-5 business days</td>
</tr>
<tr>
<td>☐ Standard Ground</td>
</tr>
<tr>
<td>☐ Specialized: Pad wrapped, uncrated, or truckload</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Select Shipment Options (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Have loading dock</td>
</tr>
<tr>
<td>☐ Inside delivery</td>
</tr>
<tr>
<td>☐ Pad wrap required</td>
</tr>
<tr>
<td>☐ Do not stack</td>
</tr>
<tr>
<td>☐ Lift gate required</td>
</tr>
<tr>
<td>☐ Air ride required</td>
</tr>
<tr>
<td>☐ Residential</td>
</tr>
</tbody>
</table>

| Select Desired Number of Labels: ________ |

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

The Cobo Center commitment to environmental stewardship in our community is demonstrated by our continuous efforts to investigate, validate and implement new and innovative Green initiatives throughout the facility, and by our programs designed to educate our employees, vendors, customers, partners and visitors in the importance of the sustainability of our environment.

Current Cobo Center Green Practices

• The Cobo Center Green Committee meets several times monthly to promote sustainability practices and Green initiatives, and has members from every department and in-house contracting company.

• The glass-enclosed Concourse area on the main level and the third floor corridor glass ceiling provide enough natural light during daytime hours to minimize main hallway daytime lighting throughout Cobo Center.

• Induction lighting is currently being installed in the Cobo Center with an expected 40% reduction in electric usage for lighting.

• Cobo Center is air conditioned by pumping grey water from the Detroit River through chillers that then send the cool water to various air handlers, providing cooling to zoned areas in the Center. This system uses considerably less electricity than conventional air conditioning units.

• All main hall lighting and heat/cool settings are computer programmed and managed.

• Paper, aluminum can and plastic bottle recycling containers are placed in all office areas and high traffic meeting areas throughout the Center for aggressive recycling.

• Escalators in the building are being replaced with energy efficient, Kone EcoMod units. All escalators run based on occupancy and event needs.

• All in-house contractors participate in Center recycling and Green initiatives.

• The current Cobo Center $299 million facility upgrade scheduled for completion in 2014 plans to incorporate numerous green building components.

• The Cobo Center housekeeping staff uses products that are environmentally safe and non-toxic.

• All pallets are recycled to a local area vendor.

• Centerplate, the Cobo Center exclusive food and beverage contractor collects prepared food that has not been served for pick up by Forgotten Harvest, a local company that delivers the food to pantries, soup kitchens and shelters throughout Southeastern Michigan.
Dear Exhibitor,

Cobo Center on-line is now available for your convenience to order all Cobo Center Services using the link below.

As part of an overall strategy to provide digital media resources to customers and reduce the facility’s carbon footprint, Cobo Center has migrated to paperless event service ordering. Online ordering provides greater efficiency in service delivery with order data now stored in a central data base.

Supporting sustainable Green Events is an ongoing effort, and we expect to divert tons of paper from the waste stream here at Cobo with our online ordering service. Thanks for participating.

Link: http://www.cobocenter.com/exhibitors/exhibitor_services_online_ordering

Cobo Center Services available on-line include:

Internet
Electrical
Custom Booth Cleaning
Plumbing/Compressed Air
Telephone Lines
Booth Catering
Stagehand Labor

Please take advantage of the early order discounts available on most services. Once order is placed you will receive a confirmation. If you have questions or need assistance, please contact:

Rajiv Chopra
313-877-8201
rchopra@cobocenter.com

Thank you & looking forward to servicing you.
**DIRECTIONS TO COBO CONFERENCE/EXHIBITION CENTER LOADING DOCKS**

- **From I-94 East- and West-bound**
  Take I-94 to M-10 south, the Lodge Freeway (exit #215A). For Cobo Center loading docks, stay on M-10 south and exit at Howard Street (#1C).

- **From I-75 North-bound**
  Take I-75 to M-10 south, the Lodge Freeway (exit #49, Rosa Parks/Civic Center). For Cobo Center, stay on M-10 south and exit at Howard Street (#1C).

- **From I-75 South-bound**
  Take I-75 to I-94 west (exit #53B toward Chicago). Take M-10 south, the Lodge Freeway (exit #215A). For Cobo Center loading docks, stay on M-10 south and exit at Howard Street (#1C).

- **From I-96 East-bound**
  Take I-96 to the I-75 North/M-10 exit. Stay in the right lane. Follow signs to M-10 south/Cobo Center-Civic Center. For Cobo Center loading docks, stay on M-10 south and exit at Howard Street (#1C).

- **From Lodge Freeway**
  Take M-10 south and exit at Howard Street (#1C).

---

**From M-10/Howard Street exit to Detroit, Wayne, Oakland and Macomb Hall Loading Docks**

Exit at Howard Street and stay straight on Fifth Street to Fort Street, turn left. Continue on Fort Street to Second Street, turn right. Take Second Street straight into loading docks crossing Congress.

**From M-10/Howard Street exit to Michigan Hall Loading Docks**

Exit at Howard Street and stay straight on Fifth Street to Fort Street, turn right. Continue on Fort Street to Cabacier Street, turn left. Take Cabacier Street to Jefferson Avenue, turn left. Continue on Jefferson to Steve Yzerman Dr, just before Joe Louis Arena, turn right. Follow the road around the Joe Louis Arena to the Truck Loading Entrance between Cobo Center and the Joe Louis Arena.

**From M-10/Howard Street exit to Ballroom Loading Dock**

Exit at Howard Street and stay straight on Fifth Street to Fort Street, turn right. Continue on Fort Street to Cabacier Street, turn left. Take Cabacier Street to Jefferson Avenue, turn left. Continue on Jefferson to Steve Yzerman Dr, just before Joe Louis Arena, turn right. Follow the road around Joe Louis Arena which turns into Atwater Street. Turn left into the loading dock in front of the Grand Ballroom.
**DIRECTIONS TO COBO CENTER**

- **From North**
  Southbound on the Lodge US-10, exit Larned St. (on left); right on Washington Blvd.
  Southbound on I-75 take I-375 to Jefferson Ave. west to Washington Blvd.

- **From South**
  Northbound on I-75, exit Lodge US-10 to Larned St. (on left); right on Washington Blvd.

- **From East**
  Westbound on I-94 to I-75 south; take I-375 to Jefferson Ave. west to Washington Blvd.

- **From West**
  Eastbound on I-96 or I-94, take the Lodge US-10 south; exit Larned St. (on left); right on Washington Blvd.

- **From Canada**
  Tunnel crossing: left on Jefferson Ave. west to Washington Blvd.
  Ambassador Bridge crossing: take I-75 northbound to the Lodge US-10 south; exit Larned St. (left side); right on Washington Blvd.

---

**COBO CENTER PARKING**

1. **Cobo Rooftop Parking**
   From front of Cobo Center, go north to Congress St. Turn left, stay in right lane to circular ramp between Second and Third Streets.
   From the Lodge US-10 south, take the Howard St. exit to Fort St. Left on Fort one block and turn right on Third St. Proceed to circular ramp to roof parking.

2. **Cobo Center Congress Street Garage**
   Cobo Center Congress Street Garage is located at Congress and First Streets under Cobo Center.

3. **Cobo Center Washington Blvd. Garage**
   Cobo Center Garage is located at the intersection of Jefferson and Washington Blvd.in front of the main entrance to Cobo Center.