



2018 PAINWeek Satellite Events Guidelines

CME Satellite Symposia

Non-CME PDM Programs (Product Theatre, Disease Awareness, Medical Information)

The PAINWeek 2018 National Conference will be held at The Cosmopolitan of Las Vegas located on the Vegas Strip, September 4-8, 2018. All approved satellite events will be held on location.

Contents

Satellite Events Planning Kit

- Contents in alphabetical order by topic area

Appendix

Hotel Credit Card Authorization Form

Lead Retrieval Order Form

FedEx Shipping

Freeman Exhibit Kit including:

- Pallet Shipping Information
- Furniture Rental
- Photography and Videography Services
- Floral Services
- Electrical, Internet, and Telephony Services

Important Dates

April 2	Exhibitor housing reservations open
May 14	Exhibitor Services Kit available
	Lead retrieval services order form available
July 27	SYM/PDM course description due for printed program book
July 29	Deadline for housing reservations, however no guarantee rooms may still be available
Aug 3	Electronic preregistration mailing list available to all exhibitors and sponsors. A mockup of proposed mailer must be preapproved prior to receiving list. PAINWeek does not provide attendee email addresses
	Deadline to place F&B and AV order form
	Deadline to submit credit card authorization form for F&B
Aug 6	Advanced freight receiving start (check Exhibitor Services Kit)
Aug 13	Deadline for exhibit decorator discount price (check Exhibitor Services Kit)
	Deadline for housing reservations, however rooms may not be available
Aug 15	Hotel to provide initial BEOs
Aug 22	Final F&B payment due directly to hotel
	All BEOs must be signed
Aug 24	Deadline for review of all proposed room drop and tote bag artwork to be approved by PAINWeek.
	Room drop and tote bag materials may be received. Do not send materials earlier than this date.
Aug 30	Deadline for room drop and tote bag materials to be received in Las Vegas. All materials must be preapproved prior to receiving mailing instructions.
	Advanced freight deadline (tentative date; check Exhibitor Services Kit)
Sept 4	Installation of exhibits: 9:00a – 5:00p
Sept 5	Installation of exhibits: 9:00a – 5:00p.
	All exhibits must be set up no later than 5:00p.
	Keynote Address: approx 5:30p
	Exhibit Hall/Welcome Reception: approx 6:45p – 9:30p
Sept 6	Scientific Poster Reception: 6:30p – 8:30p
Sept 6/7	Exhibits continues: 10:00a – 12:30p; 2:30p – 5:00p
Sept 7	Closing Exhibit Hall Reception: 4:00p – 5:00p
	Dismantling of exhibits: 5:00p – 10:00p
Sept 8	Dismantling of exhibits: 8:00a – 12:00p. All booth material must be packed and removed no later than noon.

Topic areas are in alphabetical order.

Administration Fee

The administration fee (sometimes referred to as the association fee) must be paid to PAINWeek before PAINWeek can confirm a date, time, and location. Checks should be made payable to PAINWeek. Other forms of payment, such as wire transfer and ACH, are also available. Please contact us for instructions. This administration fee does not include costs associated with food or beverage for your event, additional audiovisual needs not already provided, registration fees, travel fees, speaker fees, guest rooms, signage, promotional materials, or any other expenses related to holding your activity. All expenses are the sole responsibility of the CME provider or third-party organizer.

Attendee List

Aside from the preregistration list that can be requested on or after August 3, PAINWeek **does not** provide satellite event organizers with an attendee list for your event nor a list of attendees that attended PAINWeek. Should you require an attendee list for your event, please see *Lead Retrieval*.

Audience Members

CME Programs

CME guidelines require that activities be open to all healthcare care professionals regardless of whether they are attending PAINWeek. Please note that PAINWeek will not issue these attendees a PAINWeek name badge. These attendees will only be allowed to participate in your activity and not any PAINWeek activities including meal functions, the Exhibit Hall, or courses. If your attendees would like to attend PAINWeek, please have them register online at painweek.org or register onsite.

PDM Programs

PAINWeek has the same "open" policy for outside attendees for PDM programs as well.

Non-HCP and Industry Participation

Generally, non-HCPs, eg exhibit staff, industry attendees, and guests of attendees, are not permitted at satellite events, however the enforcement of entry is at the discretion of each individual satellite event organizer. Exhibitors will be marked with "EXHIBITOR". If you do not want non-HCP attendees, you must deny them entry at the entrance.

Please consider and determine the following:

Do you allow access to other sponsors and exhibitors?

Do you allow marketing, sales, advertising, business development individuals, etc who work in the healthcare industry?

Do you allow MSLs and clinicians who work in industry ie, pharma, labs, etc?

Corporate Events

PAINWeek has a strict policy that prohibits sponsors or corporations from recruiting or inviting PAINWeek HCP attendees to corporate event unless prior authorization from PAINWeek has been provided.

Audiovisual

No audiovisual equipment is included for internal meetings, corporate events, resource rooms, focus groups, etc, unless contracted.

For Symposia, Special Interest Sessions, PDM/Product Theatre, and Assemblies, programs will be provided with the following:

- Stage riser and stairs
- Pipe and black drape
- Podium (see more information under "Podium Signage")
- Projector screens (x2) – exact sizes are maxed out for room size (see important information under "Screen Aspect Ratio")
- LCD projectors, two 4500 lumen rear screen projection
- Laptop computer
- Speaker timer
- Wireless cuing remote
- Podium microphone
- Lavalier microphone
- Handheld microphone
- Speaker confidence monitor
- House lighting for stage
- A/V table
- Registration table, 2 chairs, wastebasket, and 6 easels
- Rope and stanchion for registration

Any additional needs, equipment, materials, lighting (for video recording quality), staff or technician labor will be the responsibility of the event organizer and should be contracted separately through ETAK Events. See contact information in the *Contact List*.

You are allowed to bring in your audiovisual equipment, however PAINWeek and Freeman are not responsible if the equipment does not work with other equipment provided by either PAINWeek, Freeman, PSAV, or the Cosmopolitan.

Audiovisual Recording Policy

Audio and/or video recording is **strictly limited** to your satellite event and to your designated meeting room during your designated time slot. No other recordings are allowed without prior permission from PAINWeek.

Audiovisual Technicians

A tech will be available in your program room(s) **60 minutes prior to your start time** and throughout your entire program. You are allowed access to the room 90 minutes prior to the start time.

Business Center

The hotel has a FedEx operated business center on level 3. FedEx is also responsible for all packages shipped to the hotel that were not arranged through Freeman. Contact information available in the appendix.

Cancellation

Cancellation of Satellite Event: A written notice of satellite event space cancellation must be sent to the offices of PAINWeek Administration, 6 Erie Street, Montclair, NJ 07042.

- Notices received at least 3 months prior to a scheduled PAINWeek will receive a 50% refund

- b. Notices received at least 2 months prior to a scheduled conference will receive a 25% refund
- c. No refunds will be made after July 2

Further, in the event of any action by PAINWeek Administration to collect any amount not paid when due, Sponsor agrees to pay or reimburse the costs of collection (including, without limitation, third-party collection agency expenses, attorney fees, and court costs). Under all circumstances, PAINWeek Administration retains the right to resell any meeting space canceled by Sponsor or not paid when due. Payments made to PAINWeek Administration are nontransferable and cannot be used for payment toward other PAINWeek Administration products, services, or exhibitions.

Cancellation of PAINWeek Conference: Should any situation arise that is beyond the control of the administration that prevents the opening of PAINWeek and/or the satellite event portion, the administration will not be liable for any expenses or losses incurred by the Sponsor.

Cancellation by PAINWeek

PAINWeek reserves the right to cancel your Satellite Event at any time if we feel your program is no longer appropriate for the PAINWeek audience. Refund would be limited to the program/association fee only and would exclude travel, lodging, honoraria, and other expenses.

Communications With Attendees

All communication (printed materials, electronic advertising, e-mails, advertisements, etc) with meeting participants must be approved by PAINWeek. Event organizers or their third-party organizers may not contact meeting participants by phone or email in an effort to invite PAINWeek participants. However, once participants have registered for your event, it is acceptable to contact them. Marketing and sales calls "cold calls" not directly related to the event are strictly prohibited.

Contact Person/Meeting Organizer

PAINWeek requires a single point of contact for a satellite event regardless of whether the event is managed by the Sponsor or a third-party organizer.

Continuing Medical Education—for CME Symposia Only

Certification for your CE/CME event is not included in the program fee. It is the responsibility of the event organizer to arrange for certification through an accredited provider. Credit requests, evaluations, and collection will be the responsibility of the event organizer. PAINWeek will direct all CE/CME questions from attendees to the specific contact person listed in the application unless a different point person is assigned. Please refer to Preferred Vendor section if you would like to utilize the accredited provider for PAINWeek.

PAINWeek works to meet the updated accreditation criteria of the Accreditation Council for Continuing Medical Education (ACCME), as well as the ACCME Standard for Commercial Support and accreditation criteria. In addition, PAINWeek adheres to the American Medical Association's Code of Medical Ethics with regard to gifts to physicians.

PAINWeek **requires** that all CE/CME satellite activities be certified for the following:

- **Physicians/Physician Assistants**
- **Nurses and Nurse Practitioners**
- **Pharmacists**

While not required, it is recommended that a program also provide credit for psychologists, dentists, and social workers.

Course Description and Listing

PAINWeek lists all (nonprivate) events and courses in the onsite program book and on painweek.org. Please complete the description form for your satellite event. Information here will be used by PAINWeek to post on painweek.org and in the program book so please thoroughly proof all information. We ask that you only submit this form when all information has been confirmed and finalized, such as title and faculty speakers. **Please submit by July 27** at <http://forms.painweek.org/satellite-event-description-form/>

If we do not receive a description form by this date, we reserve the right not to post anything about your program, or post information at our discretion.

Contact information is required for attendee inquiries. This information will be published online and in the onsite program book. If these fields are left blank, the event organizer's contact information will be used.

Course Listing Section—Basic information covering title, date, time, and location.

Course Descriptions Section—All of the above plus a detailed description, faculty speakers, and CE/CME information (if applicable), including learning objectives.

There will also be sections both on the website and in the program book for satellite events. The website will also include registration mechanism(s) (*optional*) and contact information, which you should provide.

You may also wish to complement your listing with a program book ad, room drop, or tote bag stuffer. Please see the [Exhibit and Sponsorship Prospectus](http://www.painweek.org/exhibits) for more details www.painweek.org/exhibits

Decoration/Floral Arrangements

Please see the Freeman *Exhibitor Kit* for floral and decorating needs.

Easels

You will be provided 6 easels for your posters. They may be picked in the service corridor at the end of the Yaletown hallway or may be available at your event room. You may also provide your own easels or retractable banner stands. Please see *Signage* section for more information.

Electrical

Please contract directly with The Cosmopolitan for electrical service. (See price list in the *Electrical and Presentation Services Order Form*.)

Evaluations

A copy of the compiled evaluation summary from your event should be sent to rd@painweek.org by October 1.

Event Personnel

Event organizers will be responsible for all registration personnel, ushers, and staff managing your event. Please register all staff personnel using the *Staff Registration Form*. All event staff must wear a name badge. Event personnel badges are limited to access for your event only. Event personnel must be available outside the event room to handle registration and attendee inquiries. PAINWeek does not provide staff for your event. Please contact ETAK Events should you require temporary staffing.

Faculty Access/PAINWeek Faculty Share

If your program utilizes a PAINWeek faculty member to speak live at your program, you will be responsible for a lump sum of \$1,000 for each faculty member to share in the cost of hotel, air, and other faculty expenses.

Faculty Registration

PAINWeek provides complimentary full-access registration to faculty speakers of Satellite Event programs. This will allow them to earn CME/CE credits, attend sessions, the exhibit hall, and receptions. Please use discount code **CMEPDMFACULTY** during the registration process. You can register faculty online at <http://conference.painweek.org/attendees/registration>

Exceptions

The following is **not** included in the complimentary faculty registration:

- Cannabis and Cannabinoids
- Patient Centered Opioid Reduction
- Working with Old Molecules
- Palliative Care Bootcamp
- Other limited attendance or courses with additional fees

Food and Beverage

Food and beverage service, service fees, gratuities, and hotel charges are *not* included in your slot fee although may have been a line item in your contract for budgeting purposes. Food and beverage service can only be served during the assigned time slot. PAINWeek requires a minimum order of food and beverage for satellite events as stated in your agreements. The hotel will require a credit card to be held on file in the event of overages.

Menus

You may download the [Catering Menu](http://www.painweek.org/exhibits) at www.painweek.org/exhibits

You are free to choose any items on the menus. Substitutions, additions, and upgrades may be

allowed at the discretion of the hotel. Current service charge is 22% in banquets and food and beverage tax is 8.25%.

Forms.

Ordering

All satellite event organizers will order food and beverage using the [F&B and AV Request Form](http://forms.painweek.org/food-and-beverage-order-form/). Or paste this link into your browser: <http://forms.painweek.org/food-and-beverage-order-form/>

To avoid confusion please do not email orders. All orders must be placed by **August 3**. PAINWeek reserves the right to place your food order should you fail to meet this deadline. All F&B orders must also include a completed credit card authorization form to be held on file (see payment below).

Banquet Event Orders (BEOs)

Initial BEOs will then be provided directly from the hotel by August 15 for your approval. Signatures will be required for final approval no later than August 22. Final payment will also be due at this time.

*Guarantees**

Satellite event organizers agree to the following guaranteed headcounts:

	Castellana	Brera	The Chelsea**
Coffee	100	150	n/a
Breakfast	300	400	500
Lunch	300	400	500
Afternoon Break	150	200	n/a
Dinner	75	100	500

*No changes to these guarantee amounts are permitted unless prior approval was granted by PAINWeek; this would have been outlined in your sponsorship contract.

**Access to The Chelsea requires additional fees including additional AV costs

Payment

F&B prepayment is required prior to your program. Final payment must be provided by **August 22**. Failure to provide payment by this date may result in the credit card on file being charged for the full F&B amount.

Special Meals

We kindly ask that you guarantee at least 3 vegetarian meals, and 3 gluten free meals. Please ask the hotel catering manager for current menu and pricing.

Insurance and Liability

Insurance certificates are required for all events that are bringing in outside equipment, furniture, exhibits, and exhibit-like structures.

Please contact your decorator and/or insurance carrier, as applicable, to issue 2 separate certificates of insurance, 1 naming PAINWeek and 1 naming The Cosmopolitan of Las Vegas as

additional insureds. Please email or fax the certificates of insurance to rd@painweek.org or fax to 973-556-1058.

Internet

All Internet connection services at The Cosmopolitan of Las Vegas are provided by, and must be ordered through, PSAV. Please note that while The Cosmopolitan does offer in-room WiFi connections for guests, the service should not be relied upon for any business needs, as the connection is shared, may not meet speed requirements, and is operated on a best-effort basis, with no technical support. Exhibitors are encouraged to order Internet services directly from PSAV, which will be able to provide business-level support for purchased services. See *Electrical and Presentation Services Order Form* at <http://www.psav.com/cosmopolitanoflasvegas/>

Junk/Spam

Please remember to check junk/spam, (and for certain Outlook users, clutter folders). You will be receiving emails from PAINWeek, our vendors, and the hotel along with confirmations from online form submissions. Due to ever changing spam/junk algorithms legitimate business emails do end up in spam. We recommend adding exhibits@painweek.org and info@painweek.org to your contact list/address book.

Lead Retrieval

PAINWeek does not provide satellite event organizers with an attendee list for your event or for the entire conference. Should you require an attendee list for your event, please purchase lead retrieval so that your staff can scan attendee name badges. Please allow until the **Wednesday** following the conference to receive your list. You will be provided with the following information from the vendor:

- Attendee first and last name
- Degree(s)
- Primary profession
- Specialty
- Mailing address in practice state
- Email
- NPI number (if a prescriber)
- State License number (when provided)

Please order Lead Retrieval* using the form located in the appendix.

Event organizers utilizing lead retrieval devices are required to have a minimum of **FOUR devices or stations to ensure a smooth registration process and on time start.**

*reusing lead retrieval devices purchased specifically for the exhibit hall may result in "mixed" lists ie, lists that include leads that visited the exhibit booth and attendees to your program. You will need to sort by the time codes. To avoid this, please purchase lead retrieval devices specific to your program.

If you plan on using your own badge scanners please contact Conexys (see appendix for contact information) immediately so that you can obtain the API etc.

Logo Usage

PAINWeek does not allow the use of its logo in satellite event materials. You may mention PAINWeek (see disclaimer section). Please do not forget to use the Registered Trademark symbol after PAINWeek®.

Marketing your Event

PAINWeek is not responsible for unsatisfactory attendance and/or marketing of the satellite event. It is the responsibility of the satellite event organizer to market your event.

All marketing opportunities can be found in the [Exhibit and Sponsorship Prospectus](http://www.painweek.org/exhibits) at www.painweek.org/exhibits

In addition to mailed invitations, and your complimentary website listing, you can promote your event through advertising in our program book, convention tote bag insert, or a hotel room drop. Please refer to the table of advertising opportunities section for more details.

Room Drops

Please see full guidelines and instructions at [Room Drop and Tote Insert Instructions](#)

Group/shared hotel room drops will be arranged by PAINWeek staff on the evenings of **Monday, September 3 to Friday, September 7**, to all attendees. Please specify your requested drop day. Electronic copies of room drop materials must be preapproved by PAINWeek prior to printing. It will be the responsibility of the meeting organizer to have materials (2,000 minimum) delivered to the fulfillment house between **August 24 and August 30**. Cost is \$4,000. **No shipments accepted after 12 noon on August 30. No exception will be made. Sponsor is still responsible for all fees in the event of late delivery. We recommend not having packages scheduled to arrive by the deadline. Please factor in weather and carrier delays.**

Each room drop typically has between 5-20 individual pieces and are placed in a clear frosted PAINWeek branded bag. PAINWeek does not guarantee order of materials placement in the bag, nor requests "to be in the front of the bag." Contents may also vary in order from bag to bag. Room drops are limited to a maximum of 25 sponsor-provided printed pieces each.

Room drops are made by hotel staff starting in the late afternoon to approximately 10pm. Room drops will not be made to sleeping rooms that have the "do not disturb" sign on. Guests checking in after 5pm may not receive that night's room drop, but will receive all subsequent nights. If you or any of your colleagues do not receive a room drop, please contact PAINWeek immediately.

While event organizers may choose their drop day, we find the night before a program works best.

Do not send room drop materials to the hotel, your exhibit booth, or PAINWeek offices. A mailing label and instruction form will be sent to you **only** upon approval of artwork/material and confirmation of payment.

Please save tracking information for all your packages. You can send tracking information to

exhibits@painweek.org . Please include sponsor name and drop date. PAINWeek is not responsible for lost or delayed packages. Please understand that because of the sheer number of packages arriving, PAINWeek nor the fulfillment house can confirm receipt of packages.

Tips:

- *Affix a sample of the printed material on the outside of each package to allow for faster recognition*
- *Do not include the agency name on the packages. Make the PAINWeek sponsor/exhibitor/CME program front and center*
- *Do not wait to send packages to arrive by the deadline.*
- *Please keep in mind the Monday, September 3 is a national holiday*

For specs, costs of other opportunities please visit <https://www.painweek.org/industry.html>

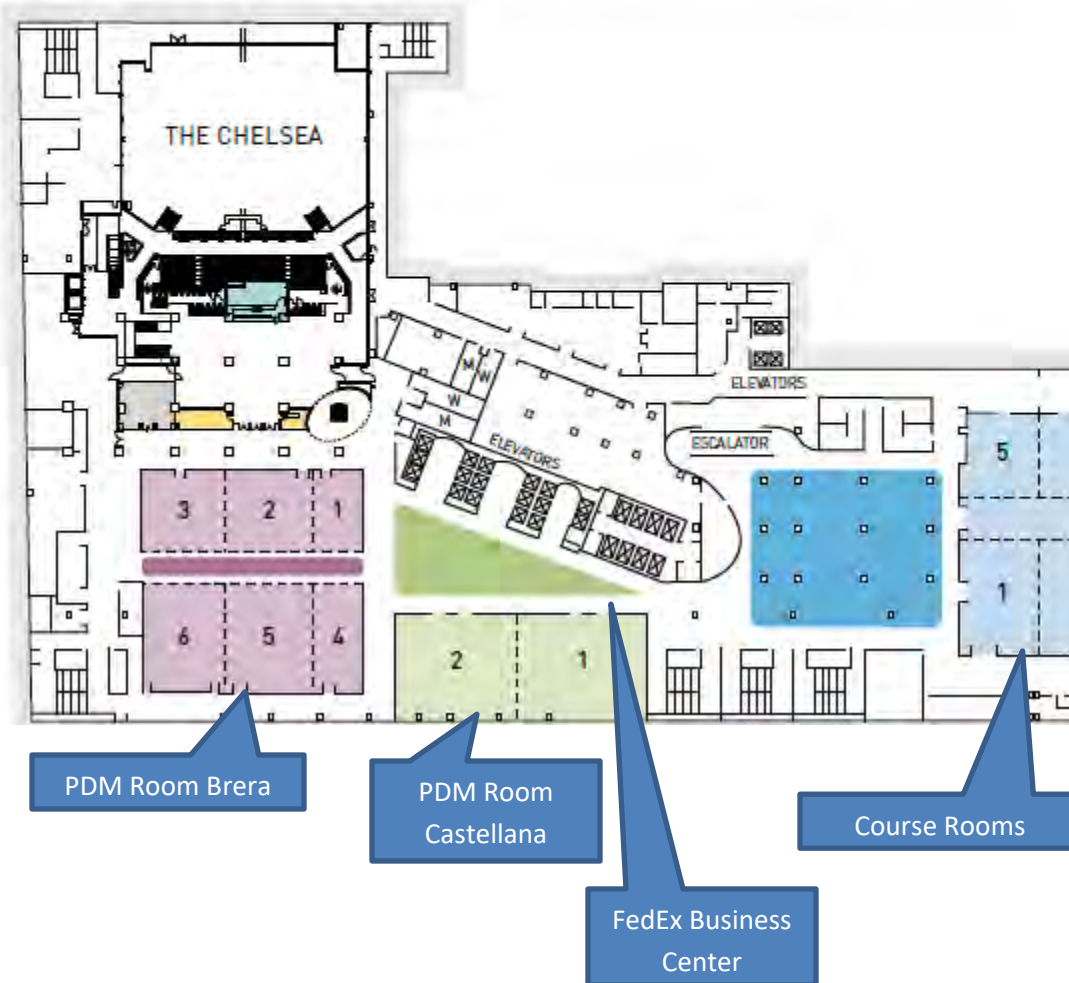
Meeting Space

PAINWeek will assign space based on the type of activity and on a first-come, first-served basis once your agreement is signed and payment is received. Meeting rooms are set up:

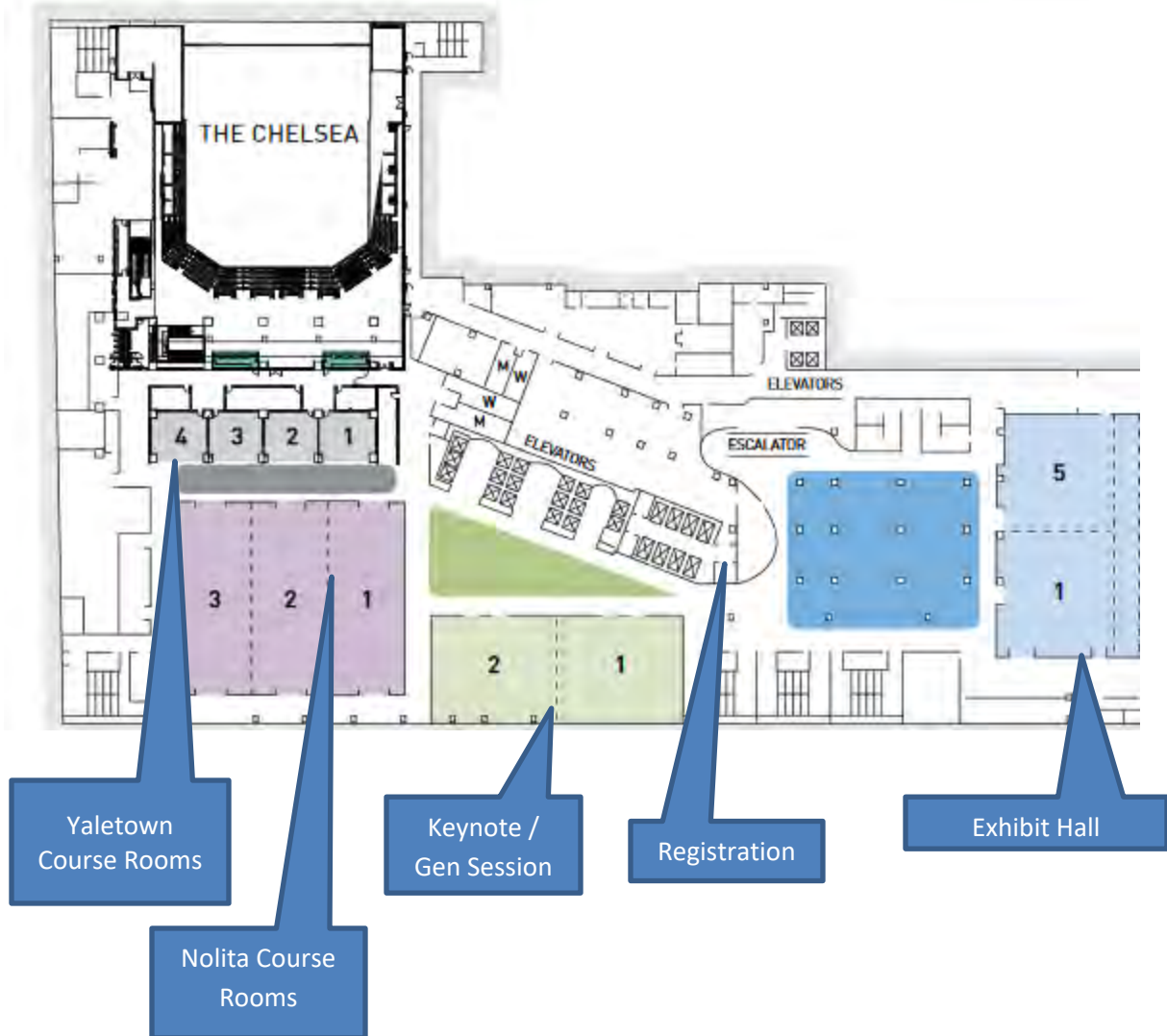
- Banquet style
- rounds of 10 (crescent rounds are not available)
- 2-3 rows of theatre seating in the rear
- AV tech table
- Stage riser, stairs, podium in front of front of room
- Dual projection screens
- AV (see above under *Audio Visual* for full list)

PAINWeek uses a general meeting room layout that we have found works best for satellite events.

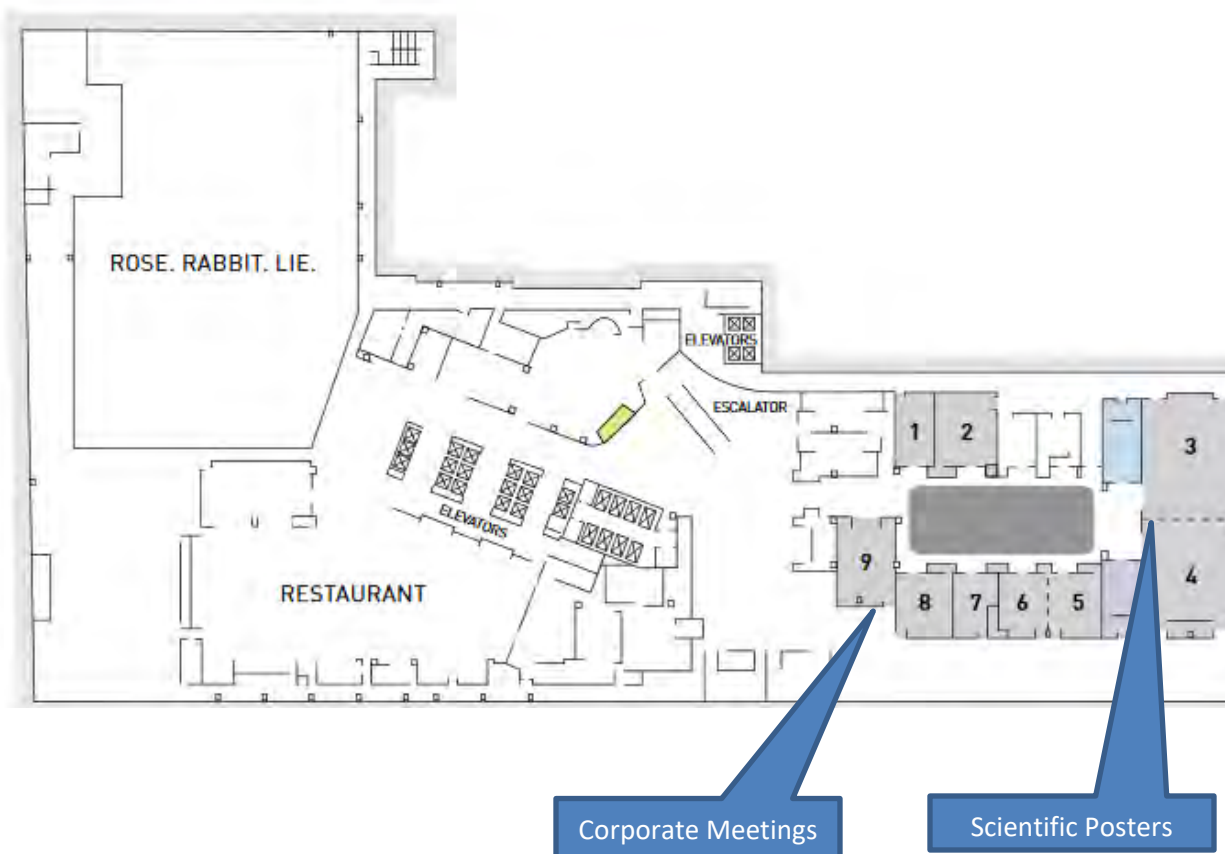
THIRD LEVEL



FOURTH LEVEL



SECOND LEVEL



Music

PAINWeek does not provide an "entry" music while attendees wait for the program to begin. Should you wish to include this in your program, you can bring in an iPod to connect to the provided audio mixer.

Name Badges/Staff Registration

There is no need to register your event staff. Generic satellite event name badges may be picked up at the registration desk located on Level 4. The registration desk will open starting on Monday; exact open hours will be published.

If you would like access to the Exhibit Hall, Welcome and Closing Receptions, please contact rd@painweek.org

Main contact people are allowed to pick up name badges for their group including temporary staff with the exception of faculty. This is not valid for exhibit badges.

Onsite Registration for your Event

Registration for your event may open 30 minutes prior to the approved start time. You will be provided with a registration desk, 2 chairs, and a wastebasket. Any additional items you require

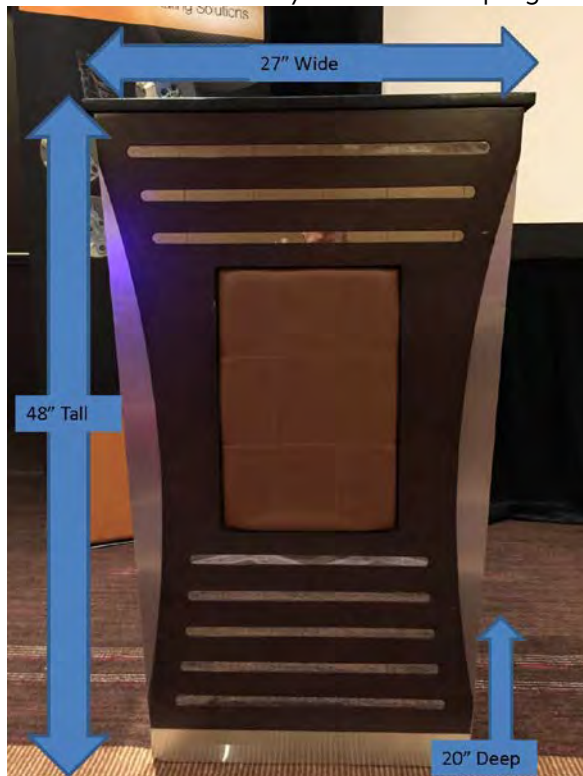
such as high boys, additional registration desks, etc should be contracted through the catering manager. Additional fees may apply.

Photography

Photography and videography is **strictly limited** to your satellite event and to your designated meeting room during your designated time slot. No other photography or videography is allowed without prior permission from PAINWeek. Please see the Freeman *Exhibitor Kit* for photography services.

Podium Signage - Printed

A printed poster sign may be affixed to the podium in your meeting room. The satellite event organizer must ensure that when the sign is removed that it does not leave any adhesive residue; the hotel may charge you a cleaning/removal fee. Please ensure removal of the sign at the conclusion of your program for the courtesy of the next satellite event group. Any signs left more than 30 minutes after your scheduled program conclusion will be discarded.



Podium Signage – Digital

Vertically placed digital screens can be used in front of the podium. Please be aware that this may sometimes be distracting to audience members and may also interfere with any video recording of your program. Please contact ETAK Events for more information and a quote.

Posters

See *Signage*

Preregistrant Mailing List

All satellite event organizers and exhibitors may request a **1-time-only electronic preregistrant mailing list available starting August 3**. While we understand you may want a list sooner than this, we wait until this time to provide you the maximum number of preregistered attendees. It also allows your direct mail piece to be delivered so it's top of mind for attendees. Event organizers agree to a 1-time-use policy. Please send a PDF sample for approval prior to receiving the list. Please expect 1,200 names preregistered at this time. Due to our privacy policy with attendees, we **do not release email addresses. We do not allow a second mailing – even for purchase.**

Preregistrant List – NON Mailer

Should you not wish you to do a mailing, but still want to view the preregistrant mailing list, please request it from exhibits@painweek.org and you will be provided the preregistrant list without mailing addresses

Preregistration of Attendees

While preregistration for an event is not required, PAINWeek highly encourages you to have a mechanism in place to help you predict attendance. We recommend that you offer multiple methods of registration such as online, phone, fax, and/or mail. If you do employ a preregistration mechanism we require you to honor that onsite for preregistered attendees, ie, preregistered attendees are at the front of the line, get early access to the meeting room, etc.

Presentation Slides

To avoid any onsite issues, we highly recommend sending us your electronic presentation slides at least two weeks prior so that they may be technically reviewed and tested. Onsite, please hand deliver a USB thumb drive with your final presentation to your AV technician. Because of issues with multiple versions, and to avoid any confusion, we will not load any of your previously emailed presentations onto our show laptops or have them readily available.

Tip: For your peace of mind, have multiple staff members keep their own copy of the final presentation on separate USB thumb drives.

Press Releases

All press releases should be sent to press@painweek.org for approvals. Allow 24 hours for turnaround.

Program Book Ad

Full page 4-color ads in the printed onsite are available for an additional cost. Ads may only be used to promote your PAINWeek-approved Satellite Event. **Important:** Corporate, brand, or other promotional ads are strictly prohibited in the onsite program book and will be rejected.

Program Materials Requirements

There can be no implication in any program materials (eg, promotional materials, handouts, or enduring materials) that satellite events are planned, sponsored, or endorsed by PAINWeek.

Promotional materials including invitations, course syllabi, handouts, signs, posters, and websites must be preapproved by PAINWeek. Please submit a PDF for review for each component to

rd@painweek.org, allowing a 48-hour turnaround for approvals in your production schedules. We will do our best to review them as quickly as possible.

Program Materials Requirements for CE/CME Events

To expedite your review, please ensure that the following pertinent information is included:

- CE/CME accreditation statement: "This activity has been reviewed and is acceptable for up to (number of prescribed credits/hours) by the (name of accreditor)." This may be slightly altered at the discretion of the CE/CME provider.
- Disclaimer of event status: all materials including the syllabus, slide monograph, invitation, etc, must show the following on the cover/front page: Required disclosure statement (in same size font as date/time):

This satellite symposium is neither sponsored by nor endorsed by PAINWeek®.

Acknowledgment of all corporate support on cover/front page. Exact acknowledgement language should be determined by the accredited CE/CME provider.

- Name/logo of CE/CME provider
- Registration options
- Date, time, and room location of your event

Program Disclaimer for PDM Programs AND Non-CME Events

Required disclosure statement (in same size font as date/time):

This PDM is neither sponsored by nor endorsed by PAINWeek®.

Program Disclaimer for PDM Programs

PAINWeek also requires that language identical or similar to the following indicating that the program is a non-CME event (in same size font as date/time):

This program is not certified for CE/CME.

This program does not offer CE/CME credits.

Program Start/End Time

Please honor the start and end times you were provided for your program, and ensure that it is clearly communicated to your speaker(s). You are provided access to your room **90 minutes prior** to the start of your program for slide review, set up, etc, and **1 hour after** your program for tear down and cleanup. Early move in times may be requested but cannot be guaranteed.

We require onsite check-in, ie, doors open, start no earlier than 30 minutes prior to the approved start time.

Request for Sponsor Samples

PAINWeek does not own the intellectual property to any of the creatives that are provided by sponsors past or present, and only have limited rights (ie, sending to our production vendors) so we are not at liberty to share with third parties. This policy allows us to remain impartial between our sponsors. Creatives include print and digital, and includes social media posts. Thank you for your understanding.

Return Shipments

Expedited delivery services such as FedEx and UPS are available through the hotel's Business Center operated by Fedex Office located on the 3rd floor. Please ask for shipping labels. (see appendix for contact information)

Screen Aspect Ratios – NEW for 2019!

Please design your PowerPoint presentation for a **Widescreen (16:9) screen aspect ratio**. Should you require Widescreen (16:9) Standard (4:3) please inform us no later than August 1.

Setup and Unpacking

Please understand that PAINWeek and hotel staff cannot assist in setting up for your program as that would take away from their own responsibilities. Please ensure you have onsite staff capable of setting up your program or removing your materials afterward. Contact ETAK Events to hire additional support staff (see appendix for contact information).

Shipping

All shipping of materials is the responsibility of the event organizer. PAINWeek is not responsible for lost, late, or stolen packages.

For small or limited number of packages, you may have the hotel hold them for you until your arrival. Call the onsite FedEx Business Center to have them delivered to your meeting room or other location or you may retrieve them yourself. For tracking purposes, please ensure that your packages are clearly labeled with the name of a guest staying at the hotel and when they will be arriving.

Tips:

- To minimize the chance of packages being lost or misplaced, do not have your packages arrive more than 3 days before someone can claim them.
- Do not have packages shipped to the attention of PAINWeek
- Do not send packages to the PAINWeek New Jersey offices.

Please refer to the FedEx shipping information sheet located in the appendix.

Oversized packages, high-quantity packages, or pallets will be treated like exhibit freight. Please contact Freeman Co. for arrangements. See *Exhibit Kit Order Form*.

<https://www.painweek.org/exhibits>

Signage

Each event will be allowed up to a **maximum of 6 posters that should not exceed 30" w x 40" h** each, (though typically most sponsors provide just 4 posters). Signage, flyers, handouts, and posters must be preapproved by PAINWeek.

Posters are only allowed in the convention/meeting space area (Levels 2-4). Posters/signage are

strictly prohibited from being displayed in elevators, elevator banks, guest room hallways, casino areas, pool areas, restaurants, the hotel lobby, or where they may cause a fire or tripping hazard. If placed in any of these locations, The Cosmopolitan may remove and discard them. Easels for posters will be provided onsite for each event and can be picked up in the service corridor at the end of the Yaletown hallway.

Posters may be setup starting on Tuesday. Posters that are setup within the immediate vicinity or directly outside of a room that the sponsor will not be occupying in the next 90 minutes will be relocated. For example, if you are sponsoring a Tuesday dinner program, and you have placed a poster outside a meeting room on Tuesday prior or during lunch time, it will be relocated so as to not conflict with the current occupant.

PAINWeek is not at liberty to send samples of posters from other programs or other sponsors.

Video signage

Video signage (LCD/LED screen) is permitted in front of your designated meeting space only on the day of your program and when your program is next in line for the meeting room. Video signage is not allowed anywhere else in the conference floors or in the hotel. For example, if you are conducting a dinner program on Friday, video signage is allowed only after the Friday lunch program is finished. You may physically place the video screen earlier in the day (for testing purposes, etc), but the screen must be turned off or remain blank while until all other programs are complete. All video signage must be turned off/remain blank at the conclusion of your event. Additional electrical charges may apply. See the Electrical and Presentation Services form from PSAV.

Sound is permitted from video signage however cannot disturb the educational courses.

Sleeping Rooms

To reserve your hotel room, please [click here](https://book.passkey.com/go/SPNWK8) or copy the following link into a browser:

<https://book.passkey.com/go/SPNWK8>

If you prefer to call in, please contact the Cosmopolitan of Las Vegas' Group Reservation Department at (702) 698-7575 (local) or (855) 435-0005 (toll free) and reference group name, **PAINWeek 2018**, and group code **SPNWK8**. A deposit equal to one night's stay will be charged to your credit card to secure each room reserved.

Resort Fee

The Cosmopolitan of Las Vegas charges a \$35 + tax/night resort fee (in addition to the rates listed) which includes the following amenities:

- High-speed internet access
- Unlimited local, toll-free and domestic long distance phone calls
- Fitness center access
- Tennis court access

As a PAINWeek attendee, you have the option of opting out of the resort fee. Please notify the front desk representative when you check in.

Terms

PAINWeek has secured a discounted rate of **\$165/night, + tax**. Check-in as early as August 30, 2018 or stay as long as September 11, 2018 for the same discounted per-night room rate. To receive this discounted rate, you must book your room no later than July 29, 2018. When booking online, please note all room type requests in the comments section. The hotel will accommodate your request based upon availability. Cancellations and changes should be made directly with the Cosmopolitan. PAINWeek staff members are not able to make or change hotel reservations. You will be able to book up to 4 rooms at a time. If you will be booking more than 10 sleeping rooms, you may request a sleeping room block form from exhibits@painweek.org.

Speaker Ready Room/Slide Review

You are provided access to your room **90 minutes prior** to the start of your program for slide review, set up, etc, and **1 hour after** your program for tear down and cleanup. Early move in times may be requested but cannot be guaranteed.

Separate slide review rooms are not included with your program. Should you require space to review slides or presentations with your faculty speakers prior to the program we recommend the following options: 1) Scheduling a time with PAINWeek to use your event space prior to your activity. Since your space may be used for other events or purposes we cannot guarantee space and time, but we will try to accommodate all requests. 2) Reserving a Reception Suite for your slide review. Reception suites are \$500 per half day and can be booked using the *Meeting Room Request Form* available at www.painweek.org/exhibits

Supplies

Please understand that PAINWeek cannot provide or loan out meeting supplies for your event. We highly recommend bringing your own supplies. Supplies such as boxes, tape, and scissors are also available for purchase at the FedEx Office store.

Sunshine Act Reporting

The satellite event organizer is responsible for their own *Sunshine Act* Reporting. The PDM/CME event manager will receive 1) headcount of actual attendees and 2) detailed F&B bill and banquet check from the hotel.

Telephone Service

Please contract directly with the hotel for telephone service. Please see *Electrical and Presentation Services Form*.

Tote Bag Inserts

Please see full guidelines and instructions at [Room Drop and Tote Insert Instructions](#)

Thank you and we hope you have a successful event!

Contact Information

PAINWeek

www.painweek.org/exhibits

Redza Dempster
PAINWeek Satellite Event Manager
Tel: (973) 415-5110
Cell: (973) 652-3845
Fax: (973) 556-1058
rd@painweek.org

Alyssa Pack
PAINWeek Satellite Event Coordinator
Tel: (973) 415-5571
Fax: (973) 556-1058
ap@painweek.org

Sean Fetcho
PAINWeek National Account Manager
Cell: (410) 982-1193
sf@painweek.org

Exhibit, Decorating, and Contracting Services

Jacob Bushman
Account Manager
Freeman Co.
Tel: (702) 579-1523
Cell: (702) 591-0479
Fax: (702) 579-6181
Jacob.Bushman@freemanco.com

Jamie Williams
Client Solutions Manager
Freeman Co.
Tel: 702) 579-1463
Cell: (702) 235-1342
Jamie.Williams@freemanco.com

Audio Visual Services

Scott Weston
Sales Executive
ETAK Events
Cell: (480) 659-6211
Fax: (480) 659-6646
scott.weston@etakevents.com

Venue Hotel

The Cosmopolitan of Las Vegas
3708 South Las Vegas Blvd
Las Vegas, NV 89109
(702) 698-7000
www.cosmopolitanlasvegas.com

*10-15 minutes from McCarran International
Airport on the Strip*

Lead Retrieval Services

James Heider
Project and Marketing Manager
CONEXSYS
james@connexsys.com
Tel: (978) 338-4194 ext 80
Fax: (877) 247-0864
www.connexsysleads.com

Temporary Staffing Services

Scott Weston
Sales Executive
ETAK Events
Cell: (480) 659-6211
Fax: (480) 659-6646
scott.weston@etakevents.com

Printing and Shipping

Kat Saint
Event Solutions Consultant
FedEx Office
Cosmopolitan of Las Vegas
(Chelsea Tower, 3rd Floor)
702-219-8205 Cell
Kathryn.Saint@fedex.com
fedex.com/conventions

Cosmopolitan Catering & Conference Services

Csilla Kittlinger
Account Executive
Catering & Conference Services
T (702) 698-7510
F (702) 309-6326
C (702) 275-4346
CSILLA.KITTLINGER@cosmopolitanlasvegas.com

Joseph Kaplan

Senior Account Executive
Catering & Conference Services
T (702) 698-7528
C (702) 274-9601
F (702) 309-6326
Joseph.Kaplan@cosmopolitanlasvegas.com

Sleeping Rooms & Catering Planning

Jackie Opel
Account Executive
ETAK Events
Cell: (317) 503-2520
jackie.opel@etakevents.com

THE COSMOPOLITAN™
of LAS VEGAS

PAYMENT CARD AUTHORIZATION

Return forms to: Accounts Receivable
Attn: Accounts Receivable
Phone: 877-552-7779

Or return via email to:
CSILLA.KITTLINGER@cosmopolitanlasvegas.com

Fax: 702-309-6334 or 702-309-6323

TRANSACTION INFORMATION:

PAYMENT CARD VERIFICATION:

AUTHORIZATION NOTE: I authorize and acknowledge that all of the charges below will be processed to my payment card as detailed above. I understand that an additional amount might be authorized for incidentals or other related charges. (If using a **Debit Card**, please be advised that this authorization may affect your checking account until final settlement of transaction). Payment Card Industry regulations prohibit merchants from requiring or making copies of your card.

☐ American Express ☐ Discover ☐ MasterCard ☐ VISA ☐ Diners Club ☐ JCB ☐ CUP

*Last four digits of credit card number:

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*Cardholder's Full Name:

*Cardholder's Signature:

*Cardholder's Billing Address:

*City:

*State:

*Postal Code:

*Telephone Number:

Fax Number:

E-mail Address:

Satellite Event Information

Company		Course Code #	
Address			
City	Onsite Contact		
Prov/State	Onsite Phone		
Postal/Zip Code	Fax		

****ONLY FOR SATELLITE SYMPOSIUM USE****

MYLeads - Premium

Quantity Amount

*ONLY FOR SATELLITE SYMPOSIUM USE

A compact, portable battery-powered scanner. Fast and easy to use. Touch screen display shows number of leads scanned and preview of attendee information. No electrical power or WiFi connection required. An electronic file is provided the Wednesday after the show closes.

Price: **\$350.00**

☐ Email Leads To:

CC Email:

Payment



☐ Paying by Check

Check Payable to
CONEXSYS

Tax ID #76-0704632

Total amount due in U.S. dollars

TOTAL

Card #	Expiry Date
Cardholder <i>Please Print</i>	Signature
Ordered By <i>Please Print</i>	Email address for receipt

CANCELLATION POLICY: No refunds after August 21, 2018

Complete info above and return to:	Please Note:
<p>Order by Fax: (877) 247-0864</p> <p>Order by Email: james@conexsys.com</p> <p>For Additional Information: (978) 338-4194</p> <p>This order form is intended only for satellite symposium use.</p>	<p>Barcode Scanners must be picked up at the Lead Retrieval Services desk located at the registration area. On-site orders see CONEXSYS at the Lead Retrieval Services desk.</p> <p>All equipment is offered on a rental basis and must be returned to the lead retrieval desk at the start of the scheduled exhibit breakdown period. All equipment is the sole responsibility of the exhibitor during the rental period. Lost or damaged equipment is subject to an additional charge, up to the full replacement cost of \$1,500.</p> <p>CONEXSYS will take reasonable precautions to ensure the safety and integrity of the data produced from this service and does not accept liability for any losses incurred resulting from missing or invalid information.</p>



The Cosmopolitan of Las Vegas Package Shipping Instructions

PREPARING YOUR SHIPMENT

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the hotel must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive 3–4 days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not ship any items to the attention of the Hospitality Manager or Catering & Conference Manager, unless the items are specifically for their use (i.e., hotel specifications, rooming lists, signed documents); this includes any room drops or deliveries to any other area of The Cosmopolitan of Las Vegas.

Shipments are held for a limited number of days. If a package has not been picked up and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office Business Center at **702.207.2724**. Package deliveries should only be scheduled after the recipient has checked into the hotel.

PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

Hold For Guest: (Guest Name) (Guest Cell Number)
c/o FedEx Office at The Cosmopolitan of Las Vegas
3708 Las Vegas Blvd South
Las Vegas, NV, 89109
(Convention / Conference / Group / Event Name)

Box ____ of ____

FedEx Office Business Center
The Cosmopolitan of Las Vegas
3708 Las Vegas Blvd South
Las Vegas, NV 89109
Phone: 702.207.2724
Fax: 702.207.2718
Email: usa5526@fedex.com

Operating Hours
Mon – Fri: 7:00am - 6:00pm
Saturday: 8:00am - 4:00pm
Sunday: 8:00am - 4:00pm

SHIPPING AND RECEIVING INSTRUCTIONS

Meeting organizers and participants are encouraged to reach out to FedEx Office in advance of shipping their items to The Cosmopolitan of Las Vegas with any specific questions. If you have any special needs such as refrigeration requirements, after hours delivery requests or changes to your meeting dates or rooms, please work directly with your Event Services Manager who will communicate these needs to FedEx Office in advance of your event.

PACKAGE DELIVERY WITHIN THE HOTEL

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites of The Cosmopolitan of Las Vegas, but please check with the business center for specific delivery limitations that may exist. In cases where a drayage company or decorator is used, FedEx Office team members will release any drayage directly to the decorator if they are onsite when the shipments arrive. If any drayage or parcels require overnight storage, FedEx Office will request handling fees be collected from the decorator. If you are using a drayage company or decorator for exhibitor packages, these packages must be shipped directly to the drayage company or decorator specified address.

Please note that FedEx Office team members cannot lend out any moving equipment to a guest, which includes pallet jacks, dollies, and flatbed carts.

PACKAGE DELIVERY TO GUEST SUITES

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites at The Cosmopolitan of Las Vegas, but please check with the business center for specific delivery limitations that may exist. FedEx Office is not authorized to leave packages in guest suites that are not occupied. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in the suite.



The Cosmopolitan of Las Vegas Package Shipping Instructions

UPON YOUR ARRIVAL

Packages will be available for pickup inside the FedEx Office business center (receiving fee will apply). Pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at the number located on the previous page (delivery fee will apply). Package deliveries should only be scheduled after the recipient has checked into the hotel. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

UPON YOUR DEPARTURE

All outbound packages must have a completed carrier airbill affixed to each package. Packaging supplies (boxes, tapes, and etc.) are available for purchase within the FedEx Office business center. FedEx Office offers pack and ship services in the business center; while packaging supplies are also available for purchase. FedEx Express® shipping boxes and airbill forms are available and complimentary. Outbound packages to be picked up by a third party courier should be coordinated in advance with a FedEx Office team member. Outbound handling fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees.

PACKAGE HANDLING AND STORAGE FEES

PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST	PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE
Flat Envelopes	No Charge	\$10.00
0.0 – 1.0 lbs.	\$2.00**	\$10.00
1.1 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$25.00
20.1 – 30.0 lbs.	\$20.00	\$35.00
Over 30 lbs.	\$25.00	\$55.00
Pallets & Crates*	\$0.75 / lb. (\$250.00 Minimum)	\$0.75 / lb. (\$250.00 Minimum)

* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$0.75 / lb. (\$250.00 minimum), which is applied to each pallet/crate handled. A labor fee of \$70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request. The labor fee can be charged in 15 minute increments.

** No handling fees will be charged for outbound packages weighing 0-1 pound that are brought to the FedEx Office Business center by a guest.

PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
0.0 – 10.0 lbs.	\$5.00
11.0 – 30.0 lbs.	\$10.00
31.0 – 60.0 lbs.	\$15.00
Over 60.0 lbs.	\$25.00
Pallets & Crates	\$50.00
Over 6.5' in Size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

TERMS AND CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Hotel nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Hotel nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that the Hotel or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high black/red/red/black back drape, 3' high black side dividers, one 6' red draped table, two side chairs, and one wastebasket. Booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive a 7" x 44" one-line identification sign upon request.

EXHIBIT HALL CARPET

The booths and exhibit areas are carpeted with the existing hotel carpet. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form in this service manual.

Please note: Carpet ordered from Freeman will be installed on top of the existing hotel carpet.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates. Place your order by AUGUST 14, 2018.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to [Pre-Show FAQ](#).

Tuesday	September 4, 2018	9:00 a.m.	-	5:00 p.m.
Wednesday	September 5, 2018	9:00 a.m.	-	5:00 p.m.

EXHIBIT HOURS

Wednesday	September 5, 2018	6:45 p.m.	-	9:00 p.m.
Thursday	September 6, 2018	10:00 a.m.	-	12:30 p.m.
		2:30 p.m.	-	5:00 p.m.
Friday	September 7, 2018	10:00 a.m.	-	12:30 p.m.
		2:30 p.m.	-	4:30 p.m.

EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to [Post-Show FAQ](#).

Friday	September 7, 2018	4:30 p.m.	-	10:00 p.m.
Saturday	September 8, 2018	8:00 a.m.	-	12:00 p.m.

PLEASE NOTE: Overtime charges for labor and material handling will apply Monday through Friday from 5:00 p.m. to 8:00 a.m. and all day on Saturday, Sunday and Holidays. Please refer to the appropriate order form (s) for rates.

SHIPPING INFORMATION

PLEASE NOTE: Due to limited material handling services at the facility, all exhibitor freight should be sent to the Freeman warehouse.

Any single piece larger than 6.5' high and 5' wide must be able to be laid on the side. Pieces that cannot be laid on the side will need to be uncrated on the dock under exhibitor supervision. Time and material charges will apply.

Warehouse shipping address:

Exhibiting Company Name / Booth # _____
PAINWEEK 2018
C/O FREEMAN
6675 West Sunset Road
Las Vegas, NV 89118

FREEMAN will accept crated, boxed or skidded materials beginning **AUGUST 6, 2018** at the above address. Materials arriving after **AUGUST 30, 2018** will be received at the warehouse with an additional after deadline charge. Warehouse freight will be delivered prior to exhibitor set up. If warehouse freight has to be moved in on a weekend in order to be in the exhibitors booth for move-in day, an overtime charge may apply. Warehouse receiving hours are 8:00 a.m. - 3:30 p.m., Monday-Friday. If required, provide your carrier with this phone number: (702) 579-1700.

Please Note: Overtime rates will apply on all shipments, inbound/outbound, between 5:00 p.m. - 8:00 a.m., Monday - Friday; ALL DAY on Saturdays, Sundays and Holidays.

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

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

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers at the close of the show.
- All exhibitor materials must be removed from the exhibit facility by **Saturday, September 8, 2018 at 12:00 p.m.**
- Due to limited material handling services at the facility, all exhibitor materials will be returned to Freeman's warehouse for outbound shipping. Please advise your carrier that shipments will be available for pick-up beginning at **8:00 a.m. on Wednesday, September 12, 2018**. Warehouse hours are 8:00 a.m. to 3:30 p.m., Monday-Friday.
- **Please note:** Should you need to have your shipment expedited, we recommend that you make arrangements with the Freeman Exhibit Transportation representative on site.

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Material Handling section on the order form and your paperwork will be available at show site.

EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and a disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift & Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (702) 579-1700 for a quote.

FREEMANONLINE®

Take advantage of discount pricing by ordering online at www.freeman.com by AUGUST 14, 2018. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - **before, during and after** your show. Additionally, you can now access FreemanOnline from any device - **desktop, laptop, or tablet** via our new **FreemanOnline Mobile App**.

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

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

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN
6555 West Sunset Road
Las Vegas, Nevada 89118
Ph: (702) 579-1700 Fax: (469) 621-5604
FreemanLasVegasES@freeman.com

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

SERVICE CENTER HOURS

We will have staff available at the Freeman Services Center as follows:

Tuesday	September 4, 2018	9:00 a.m. - 5:00 p.m.
Wednesday	September 5, 2018	9:00 a.m. - 8:00 p.m.
Thursday	September 6, 2018	9:00 a.m. - 5:00 p.m.
Friday	September 7, 2018	9:00 a.m. - 10:00 p.m.
Saturday	September 8, 2018	8:00 a.m. - 12:00 p.m.

LABOR INFORMATION

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

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (702) 579-1700.

WE APPRECIATE YOUR BUSINESS.

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Las Vegas Exhibitor Services at (702) 579-1700 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1(512) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by **AUGUST 14, 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 your booth. This can cause serious injury or damage to materials.

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

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure 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 [Pre-Show FAQ](#).

For more information and helpful hints on postshow procedures and move-out, please go to [Post-Show FAQ](#).

Call Freeman's Exhibitor Services department at (702) 579-1700 with any questions or needs you may have.

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 • Fax: (469) 621-5604

FREEMAN exhibitor notice

EXHIBITOR NOTICE

SHIPPING INFORMATION

SHIPPING INBOUND

Due to limited material handling services at the facility, all exhibitor freight should be sent to the Freeman warehouse. Freight will be delivered prior to exhibitor move-in.

Any single piece larger than 6.5' high and 5' wide must be able to be laid on the side. Pieces that cannot be laid on the side will need to be uncrated on the dock under exhibitor supervision. Time and material charges will apply.

SHIPPING OUTBOUND

All exhibitor materials will be returned to Freeman's warehouse for outbound shipping. Shipments will be available for pick-up beginning Wednesday, September 12, 2018 at 8:00 a.m.

Outbound Checklist:

- ☐ Pack shipment
 - ☐ Complete Outbound Material Handling Agreement and turn Outbound Material Handling Agreement in to the Exhibitor Service Center
 - ☐ Contact carrier and advise them that the shipment will be ready for pick-up at Freeman's warehouse beginning Wednesday, September 12, 2018 at 8:00 a.m.
- **Please note:** Should you need to have your shipment expedited, we recommend that you make arrangements with the Freeman Exhibit Transportation representative on site or by making the arrangements in advance by calling 1-800-995-3579.

WAREHOUSE INFORMATION

Warehouse shipping address:

Exhibiting Company Name / Booth # _____
PAINWEEK 2018
C/O FREEMAN
6675 West Sunset Road
Las Vegas, NV 89118

Warehouse hours are 8:00 a.m. - 3:30 p.m., Monday-Friday.



REDUCING YOUR FOOTPRINT

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

Green Tips for Exhibitors

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

Supplies and Ordering

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

Printing, Recycling and Waste Management

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

Shipping and Transportation

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

Personnel and Best Practices

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

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



EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION

Show Management has selected Freeman to be the Official Services Contractor for your upcoming show. As the Official Services Contractor, Freeman has the responsibility for material handling and booth cleaning services. We hope this document will assist you in planning for your upcoming event.

To help you understand the Official Services Contractor responsibilities, we ask that you read and observe the following to aid in a smooth and efficient move-in and move-out of the trade show.

Freeman requests that exhibitors do not tip its employees by giving money, merchandise or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of Freeman. Freeman employees are paid an excellent wage and tipping is not an accepted company policy.

Freeman craftsmen at all levels are instructed to refrain from expressing any disputes or directly challenging the practices of any exhibitor. All questions arising with regard to the jurisdiction or practices must be directed to a FREEMAN management representative.

PER SHOW MANAGEMENT

<u>TASK</u>	<u>EXHIBITORS MAY</u>	<u>FREEMAN RESPONSIBILITIES</u>
Material Handling	<ul style="list-style-type: none"> As an exhibitor you may "hand carry" material. Hand carry is defined as small items such as cartons and packages that an exhibitor is able to carry. Any mechanical assistance is limited to a small dolly. The assistance of any motorized device or pallet jack is not permitted. When exhibitors choose to "hand carry" they may not access designated material handling areas. Must use specified exhibitor hand carry areas or main entrance of the facility. In all other circumstances items should be considered material handling. <p>In no circumstance is any exhibitor authorized to use Freeman material handling equipment for any purpose.</p>	<ul style="list-style-type: none"> Freeman has been contracted to be the exclusive provider for material handling contract services as ordered by the exhibitor. Freeman has the responsibility to manage all freight docks and to schedule all vehicles into and out of all designated material handling areas for the show. This will assure the smooth, orderly and efficient move in and move out of the tradeshow. Freeman has the sole responsibility for loading and unloading all trucks, trailers, common and contract carriers at its facilities or designated material handling areas. Freeman is not responsible for any material it does not handle. For the convenience of all exhibitors on the show, order forms for material handling services are included in this service manual and are available on Freeman's website at www.freemanco.com/store.
Booth Cleaning and Porter Service	<ul style="list-style-type: none"> Clean and wipe down products and display merchandise and other parts of the exhibit. Exhibitor Appointed Contractors (EAC's) are not permitted to vacuum or utilize floor cleaning equipment on the show floor. 	<ul style="list-style-type: none"> All booth vacuuming and porter service.
Booth Installation and Dismantle	<ul style="list-style-type: none"> As an Exhibitor you may choose to utilize your own personnel to set up and dismantle your exhibit. If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub. You may hire Freeman to act as your Exhibitor Appointed Contractor (EAC) to perform this work. You may hire an Exhibitor Appointed Contractor (EAC) to perform this work. All EAC's must have the appropriate credentials submitted to Show Management and the facility. 	<ul style="list-style-type: none"> When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 years of experience, our group of specialists are ready to assist you with all of your exhibit requests from beginning to end. Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible. To secure Freeman labor, please utilize the labor forms enclosed. Skilled Freeman Labor is available to act as your EAC.

LAS VEGAS FIRE REGULATIONS

Please find below general guidelines for fire safety. Please refer to the Clark County's Fire Prevention website for Requirements and Permit Guidelines, Application Forms, Permit Fees, etc.

Clark County Fire Prevention Department:

<http://www.clarkcountynv.gov/building/fire-prevention/Pages/SpecialEvents.aspx>

Clark County Temporary Operational Fire Permit:

<http://www.clarkcountynv.gov/building/Forms/TemporaryOperationalFirePermit.pdf>

Clark County Fire Permit by Inspection - Application:

<http://www.clarkcountynv.gov/building/Forms/PermitByInspectionApplication.pdf>

The following items are required to have a permit from the Clark County Fire Department:

- Display Vehicles
- Fire Systems for Covered Booths
 - (if they contain vehicles, open flame, hot works, or if they are over 1,000 sq. ft. that will be in place for more than seven show days)
- Tents and/or Canopies
- Temporary Membrane Structures
- Candles and Open Flames
- Flame Effects
- Temporary Outdoor Structures
- Compressed Gases, Cryogenic Fluids, Hot Works (welding operations)

For information specific to the Las Vegas Convention Center, please contact the LVCVA Convention Services Department at (702) 892-2915.

For information specific to the Mandalay Bay Convention Center, please contact their Exhibitor Services Department at (855) 408-1349.

For information specific to the Sands Expo Center, please contact Sands Customer Service at (702) 733-5070.

PLEASE NOTE: Failure to notify show management and/or apply for permit no later than three weeks prior to the move-in of an event could result in higher permit fees or non-admission of the item/service to the exhibit floor.

- 1. In accordance with the Nevada Clean Indoor Air Act, smoking is prohibited in exhibit areas.**
- 2. All materials used in construction and decoration of an exhibit must be flame retardant.** Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used. NFPA 701 is the accepted standard.
- 3. All exits and exit aisles must be kept clear and unobstructed.** No furniture, signs, easels, chairs or displays may protrude into aisles unless shown on the Fire Marshal approved floor plan.
- 4. Designated "No Freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
- 5. All empty cartons or crates must be labeled and removed for storage or they will be removed as trash.** Crates are not to be used as exhibit supports.
- 6. All fire hose racks, fire extinguishers, strobe lights and emergency exits must be visible and accessible (3' clearance for hoses and extinguishers) at all times.** This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.
- 7. Exhibitors who intend to display a vehicle within the confines of their exhibit booth must obtain a vehicle display permit from the Clark County Fire Marshal.** Vehicles on display must have fuel filler caps locked or sealed to prevent escape of vapors and to avoid tampering. Vehicles shall not be fueled or defueled within the building. Fuel in the tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. No leaks underneath vehicles. At least 36" clear access or aisles must be maintained around the vehicle. Vehicles must be a minimum of 20 feet from exit of door or exit pathway. External chargers are recommended for demonstration purposes.

Exception: Permits are not required at the Las Vegas Convention Center; however, vehicles that use compressed gas are prohibited. At least one battery cable shall be removed from the batteries used to start the vehicle engine. Batteries used to power auxiliary equipment shall be permitted with prior approval from the LVCVA Safety Office.
- 8. Combustible materials must not be stored beneath display vehicles.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.
- 9. Vehicles in building for unloading must not be left with engine idling.** Exhaust gases present extreme hazards to workers on catwalks. If engine cannot be shut down, vehicle must be removed from the building as quickly as possible.
- 10. No storage of any kind is allowed behind booths or near electrical service.** Materials for hand-outs must be limited to one day supply and stored neatly within the booth. Violators will be notified and if not removed by show opening, Official Service Contractor will remove and store at **EXHIBITOR'S EXPENSE.**

LAS VEGAS FIRE REGULATIONS (continued)

11. **All 110 volt extension cords shall be three-wire (grounded), #14 or larger AWG, copper wire. All connections must be supported and secure.** Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved.
12. **Cube tap adapters are prohibited (Uniform Fire Code 85.107). Multi-plug connectors must be UL approved with built-in overload protection.** Connectors must not be used to exceed their listed ampere rating.
13. **Electrical work under carpets or flooring must be installed by the official electrical service provider.** All cords must be flat, three conductor, #14 AWG or larger.
14. **All temporary wiring must be accessible and free from debris and storage materials.** Hard backed booths must have power supplies dropped within the booth.
15. **Flammable or combustible liquids are prohibited inside of buildings except as approved by the Office of Fire Protection and Safety.** Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.
16. **Compressed gas cylinders, including LPG, are prohibited unless approved by the Office of Fire Protection and Safety.** Flammable gases, i.e.: butane, propane, natural gas, et al; are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

Exception: Please contact the Las Vegas Convention Center for their specific guidelines.

17. **Certain halogen lamps have been banned at the Las Vegas Convention Center, Mandalay Bay Convention Center, Sands Expo Center, and Cashman Center.**

Halogen lamps at the Las Vegas Convention Center, Sands Expo Center and Cashman Center are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb.

Halogen lighting policy at Mandalay Bay Convention Center covers restrictions on stem mounted halogen lighting provided by display contractors and exhibitors for the temporary lighting of exhibit booths. The use of any stem mounted halogen or other fixtures employing a non-shielded halogen bulb is not allowed. In addition, conventional track lighting systems that use any of the approved types of halogen bulbs and that are securely mounted to stable exhibit structures will continue to be allowed. Approved halogen bulbs include: MR 11/16 Covered - Low Wattage, MR 16 Covered - Line Voltage and PAR 14, 16, 20, 30 and 48.

18. **Single-level covered exhibits require automatic fire sprinklers underneath covered areas greater than 1,000 square feet that will be in place for 7 or more show days (not including move-in and move-out days).** Sprinklers are also required when there will be vehicles, open flame, or hot works underneath any covered areas. The permit that is required is only for the installation of fire sprinklers, not for structural review of exhibits.

Exception: Where the booth is used in an event with duration less than 7 calendar days and does not contain vehicles, open flame or hot works, automatic fire sprinklers are not required, provided the aggregate area of unsprinklered booths within the room does not exceed 30% of the room size.

Exception: Please contact the Las Vegas Convention Center, Sands Expo Center or Cashman Center for their specific guidelines.

19. **Please note: These are Clark County Fire Department guidelines. Please contact the the event facility for specific guidelines.**

Multi-level covered exhibits require automatic fire sprinklers underneath all covered areas on each level when the walking surface of the upper level(s) is over 1,000 square feet that will be in place for 7 or more show days (not including move-in and move-out days). Upper level areas of multi-level exhibit booths exceeding 300 square feet shall not have less than two remote means of egress. Sprinklers are also required when there will be vehicles, open flame, or hot works underneath any covered areas. The permit that is required is only for the installation of fire sprinklers, not for structural review of exhibits. Any exhibit with an upper deck area to be occupied must be evaluated and stamped by a licensed engineer. Stamped plans should be present within the exhibit for potential verification by the Fire Marshal upon request.

Exception: Where the booth is used in an event with duration less than 7 calendar days and does not contain vehicles, open flame or hot works, automatic fire sprinklers are not required, provided the aggregate area of unsprinklered booths within the room does not exceed 30% of the room size.

20. **Tents in excess of 400 square feet, canopies in excess of 700 square feet, and temporary membrane structures must be approved by the Clark County Fire Marshal.**

Exception: Please contact the Las Vegas Convention Center for their Tents/Canopies guidelines.

21. **Demonstration cooking and food warming in exhibition spaces shall comply with the Clark County Fire Code and facility regulations.**

Exception: Please contact the Las Vegas Convention Center for their specific guidelines.

22. **The use of candles and other open flame decorative devices must be approved by the Clark County Fire Marshal.**

Exception: Please contact the Las Vegas Convention Center for their specific guidelines.

FREEMAN

6555 West Sunset Rd
Las Vegas, NV 89118
(702) 579-1700 Fax: (469) 621-5604

DISCOUNT PRICE
DEADLINE DATE
AUGUST 14, 2018

INCLUDE THIS FORM
WITH YOUR ORDER
PLEASE USE BLACK INK

NAME OF SHOW: **PAINWEEK 2018 / September 5-7, 2018**

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ BOOTH SIZE : _____ X

CITY/STATE/ZIP: _____

PHONE: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL: _____

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

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

METHOD OF PAYMENT

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

☐ COMPANY CHECK

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

Please reference (444548) 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

We do not accept credit card information via email.

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

ENTER TOTALS HERE

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

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

FREEMAN

6555 West Sunset Rd
Las Vegas, NV 89118
(702) 579-1700 Fax: (469) 621-5604

PAINWEEK 2018 / September 5-7, 2018

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

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

☐ ALL FREEMAN SERVICES

☐ FREEMAN EXHIBIT TRANSPORTATION

☐ I&D LABOR/SUPERVISION

☐ RENTAL FURNITURE/CARPET/SIGNS

☐ MATERIAL HANDLING/IN & OUT

☐ BOOTH CLEANING

☐ OTHER _____

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS

☐ MASTERCARD

☐ VISA

We do not accept credit card information via email.

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

PAYMENT & LABOR

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

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

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

DEFINITIONS

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

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR'S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

INDEMNIFICATION

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

IMPORTANT

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

MATERIAL HANDLING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AIR CARGO

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

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

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

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES. Shipper understands that even if shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. **FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE.**

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

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

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

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

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

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

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

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



TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

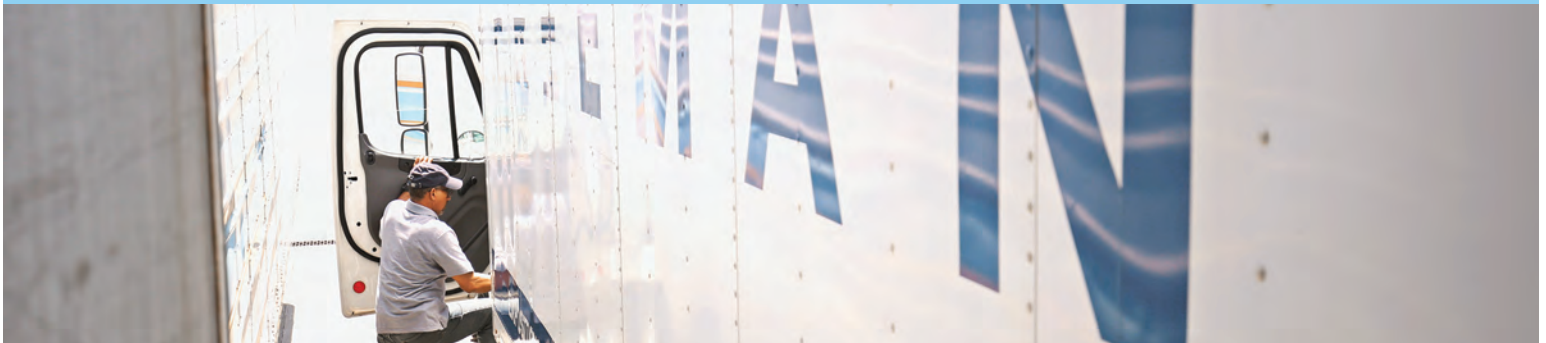
The Freeman Exhibit Transportation promise:

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

Benefits:

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

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

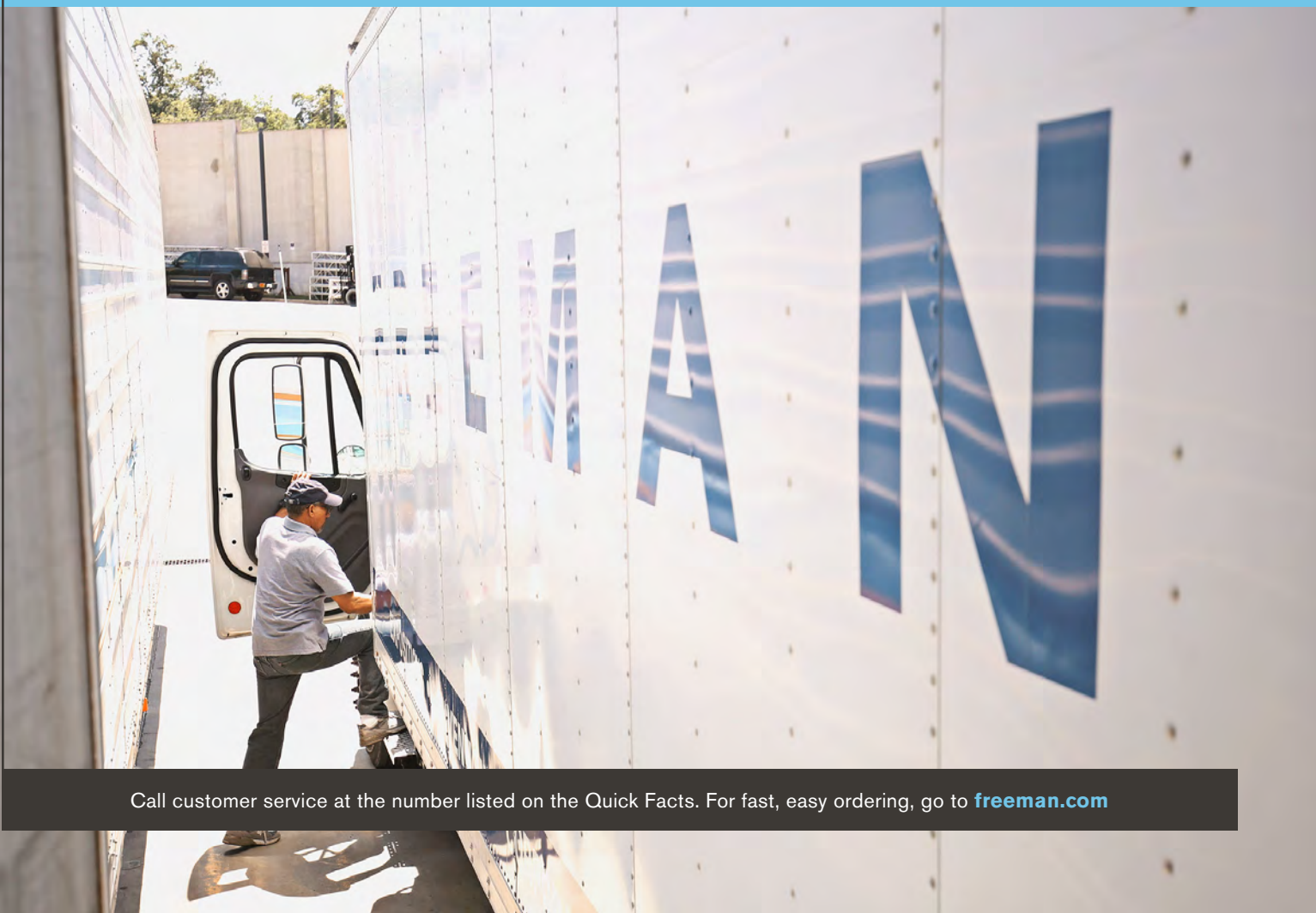


To take advantage, call **1-800-995-3579** or email **exhibit.transportation@freeman.com** for a quote.

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

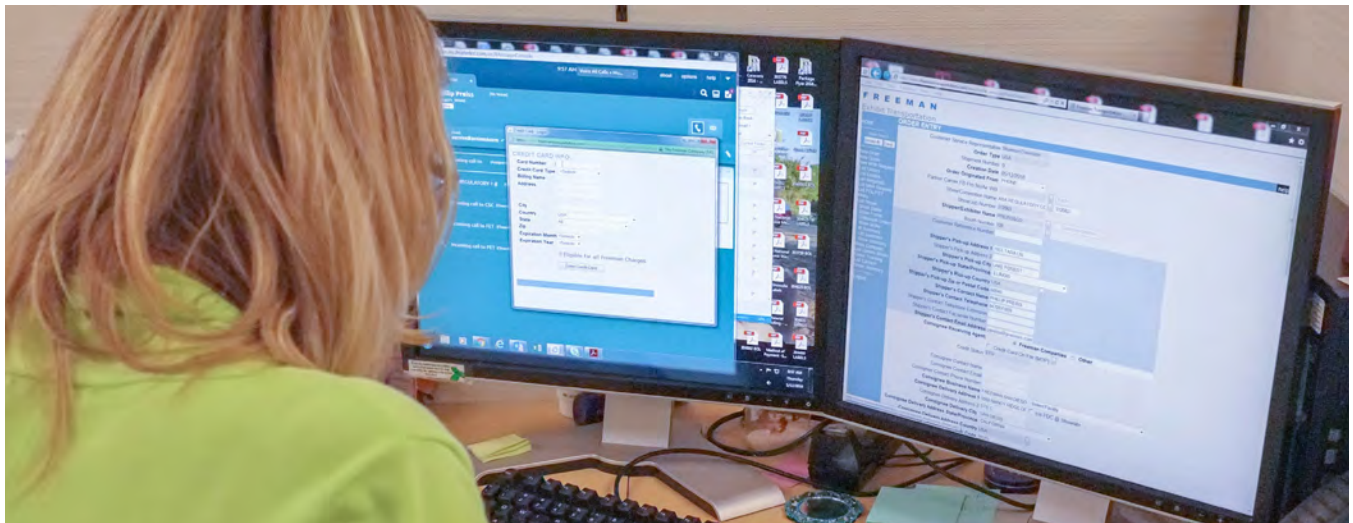
questions?

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.



FREEMAN

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

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

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PAINWEEK 2018 / September 5-7, 2018**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION:

Requested Pick Up Date: _____

SHIPPER NAME: _____

SHIPPER ADDRESS: _____

(City) (State) (Zip)

DESTINATION

- ☐ I will be shipping to the **WAREHOUSE**
FREEMAN/Exhibiting Company Name
Hold for: **PAINWEEK 2018 - Booth #** _____
6675 West Sunset Road
Las Vegas, NV 89118

MUST BE DELIVERED BY AUGUST 30, 2018

PLEASE NOTE: Due to limited material handling services at the facility, all exhibitor freight should be sent to the Freeman warehouse.

Any single piece larger than 6.5' high and 5' wide must be able to be laid on the side. Pieces that cannot be laid on the side will need to be uncrated on the dock under exhibitor supervision. Time and material charges will apply.

TYPE OF SERVICE - Choose One

- ☐ 1 Day: Delivery next business day (before 5:00 p.m.)
☐ 2 Day: Delivery by 5:00 p.m. second business day
☐ Deferred: Delivery within 3-4 business days
☐ Declared Value (\$20,000 maximum) \$ _____

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

- ☐ Standard Ground: Dependent on distance
☐ Expedited Ground: Tailored to specific requirements
☐ Specialized: Pad Wrapped, uncrated or truckload

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels: _____

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

A TRANSPORTATION EXPERT
WILL CONTACT YOU TO CONFIRM
RECEIPT OF YOUR ORDER AND
FINALIZE DETAILS

SHOW # 444548

WHAT ARE FREIGHT SERVICES?

.....

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

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

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

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Freeman Service Center at show site for your shipping documents.
- Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handling Agreement and labels will be available for pick up at the Freeman Service Center.

- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 • Fax: (469) 621-5604

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PAINWEEK 2018 / September 5-7, 2018**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

MATERIAL HANDLING SERVICES

PLEASE NOTE: Due to limited material handling services at the facility, all exhibitor freight should be sent to the Freeman warehouse.

Any single piece larger than 6.5' high and 5' wide must be able to be laid on the side. Pieces that cannot be laid on the side will need to be uncrated on the dock under exhibitor supervision. Time and material charges will apply.

CRATED:	Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
SPECIAL HANDLING: (See definitions on back)	Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad-wrapped material, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS, & DHL are included in this category due to their delivery procedures.
UNCRATED:	Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
CARPET AND/OR PAD ONLY:	Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
STRAIGHT TIME:	8:00 A.M. to 5:00 P.M. Monday through Friday
OVERTIME:	5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)
WAREHOUSE HOURS:	8:00 A.M. to 3:30 P.M. Monday through Friday, Holidays excluded.

Description	Price Per CWT	Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 107.00	214.00
Special Handling Shipment.....	\$ 139.25	278.50
Carpet and/or Pad Only Shipment.....	\$ 160.50	321.00
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment	\$ 45.00	

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

ADDITIONAL SURCHARGES:

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

Warehouse Shipment after AUGUST 30, 2018.....\$ 26.75 53.50

Overtime Charge - Inbound (in addition to above rates)

Crated or Skidded Shipment.....\$ 26.75 53.50

Special Handling Shipment.....\$ 35.00 70.00

Carpet and/or Pad Only Shipment.....\$ 40.25 80.50

Overtime Charge - Outbound (in addition to above rates)

Crated or Skidded Shipment.....\$ 26.75 53.50

Special Handling Shipment.....\$ 35.00 70.00

Carpet and/or Pad Only Shipment.....\$ 40.25 80.50

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

SPECIAL HANDLING DEFINITIONS

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

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

What is Ground Loading/Unloading?

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not 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, & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What is the difference between Crated and Uncrated Shipments?

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

What about carpet only shipments?

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

**ADVANCE WAREHOUSE &
OUTBOUND SHIPPING PICK-UP**
6675 West Sunset Road
Las Vegas, NV 89118

Please note:

Warehouse Hours: 8:00 a.m. to 3:30 p.m. Monday through Friday, Holidays excluded

Directions:

From I-15 Northbound or Southbound

Exit 1-215 West
Exit Jones Boulevard (stay in center lanes)
Cross over Jones Blvd staying to the right
Continue on Raphael Rivera Way
Freeman will be on right

From US-93 / I-515 Northbound

Exit I-215 West
Exit Jones Boulevard (stay in center lanes)
Cross over Jones Blvd staying to the right
Continue on Raphael Rivera Way
Freeman will be on right



FREEMAN

6555 West Sunset Rd
Las Vegas, NV 89118
(702) 579-1700 Fax: (469) 621-5604

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **PAINWEEK 2018 / September 5-7, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (702) 579-1700 to speak with one of our experts.

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

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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: ☐ Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

METHOD OF SHIPMENT

Select a Carrier:

☐ **Freeman Exhibit Transportation**

☐ **Other Carrier**

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

Carrier Name: _____

Carrier Phone: _____

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

Select a Level of Service:

☐ 1 Day: Delivery next business day

☐ Standard Ground

☐ 2 Day: Delivery by 5:00 PM second business day

☐ Specialized: Pad wrapped, uncrated, or truckload

☐ Deferred: Delivery within 3-5 business days

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

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.

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: AUGUST 06, 2018

DEADLINE DATE IS: AUGUST 30, 2018

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

6675 W SUNSET RD

LAS VEGAS, NV 89118

WAREHOUSE

EVENT: PAINWEEK 2018

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: AUGUST 06, 2018

DEADLINE DATE IS: AUGUST 30, 2018

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

6675 W SUNSET RD

LAS VEGAS, NV 89118

WAREHOUSE

EVENT: PAINWEEK 2018

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

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

FURNISH FORWARD

.....

Freeman sets the stage for success with temporary furnishings that make lasting impressions. With high-quality furniture in shapes and styles that suit your budget and design needs, Freeman always provides an ideal solution for your exhibit.

- Sleek and professional furniture products transform your exhibit into a destination
- Extensive selection of seating, surfaces, and display fixtures provides a completely custom and comprehensive approach to your brand experience
- No assembly required. Hassle-free shipment, setup, and tear down allow your exhibitors to focus on what matters: new business
- Prices are all-inclusive and cover delivery, installation and material handling with no hidden fees



SUPERIOR SEATING

Sit back and relax – your search for comfortable seating is over. Choose from a sleek selection of sofas, loveseats and chairs that are sure to take your exhibit design to the next level.

ITEMS PICTURED BELOW

Swanson Swivel Chair | 810875 | **Page 12**

Silverado Cocktail Table | 82014 | **Page 21**

Powered Locking Pedestal, 42" | 85063 | **Page 31**



SEATING

Naples



CHAIR **SELECT**
black vinyl **810119**

36"L 30"D 33"H

⚡ Powered options available



LOVESEAT **SELECT**
black vinyl **830120**

62"L 30"D 33"H

⚡ Powered options available



SOFA **SELECT**
black vinyl **830119**

87"L 30"D 33"H

⚡ Powered options available

Munich



CORNER CHAIR **SELECT**
gray **810150**

26"L 27"D 28.5"H



ARMLESS CHAIR **SELECT**
gray **810151**

22.5"L 27"D 28.5"H



ARMLESS LOVESEAT **SELECT**
gray **830200**

45"L 27"D 28.5"H



SECTIONAL - 3 PIECE **SELECT**
gray **830201**

93.5"L 27"D 28.5"H

Baja

CHAIR **SELECT**
white vinyl **81050**

36"L 30.5"D 28"H

LOVESEAT **SELECT**
white vinyl **83020**

61"L 30.5"D 28"H



⚡ See pages 30 and 31 for all Powered options.

*Electrical power must be ordered separately

SEATING

South Beach

SOFA **SELECT**
platinum suede **8301**

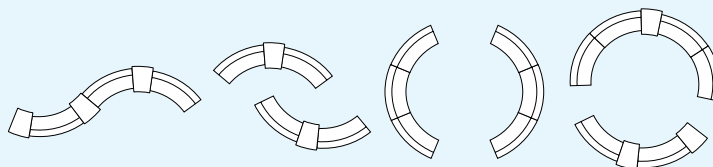
69"L 29"D 33"H

OTTOMAN **SELECT**
platinum suede **8151**

25"L 31"D 18"H



possible configurations



Key Largo



LOVESEAT **SELECT**
black fabric **830950**

57"L 35"D 34"H



SOFA **SELECT**
black fabric **830951**

79"L 35"D 34"H



CHAIR **SELECT**
black fabric **810950**

35"L 35"D 34"H

Allegro

CHAIR **SELECT**
blue fabric **81019**

36"L 34.5"D 30"H

SOFA **SELECT**
blue fabric **83015**

73"L 34.5"D 30"H



SEATING

Fairfax

CHAIR **SELECT**
white vinyl/brushed metal **810949**
27"L 26"D 30"H

SOFA **SELECT**
white vinyl/brushed metal **830949**
62"L 26"D 30"H



Hopi

CHAIR **SELECT**
gray linen **810140**
21"L 25"D 34"H

LOVESEAT **SELECT**
gray linen **830150**
48"L 25"D 34"H



Tangiers

CHAIR **SELECT**
ivory/cream/beige fabric **810118**
34"L 37"D 36"H

LOVESEAT **SELECT**
ivory/cream/beige fabric **830220**
57.5"L 37"D 37"H

SOFA **SELECT**
ivory/cream/beige fabric **830118**
78"L 37"D 36"H



CASUAL SEATING

Look no further for a great variety of **informal, modern seating options**. Here you will find chairs, sofas, stools, ottomans – even sophisticated bar sets – that turn exhibits into destinations.

OTTOMANS

ENDLESS SQUARE OTTOMAN **SELECT**

white vinyl **815122**

black vinyl **815123**

34"L 34"D 15"H



ENDLESS CURVE OTTOMAN **SELECT**

white vinyl **815953**

black vinyl **815952**

60.5"L 37.5"D 15"H



ITEMS PICTURED BELOW

Roma Sofa, Powered | 83017 | **Page 30**

Regis Bench/Table | 82074 | **Page 23**

Swanson Swivel Chair | 810875 | **Page 12**

Regis End Table | 82075 | **Page 23**



OTTOMANS

HALF BENCH OTTOMAN **SELECT** white vinyl **815119**

39"L 23"D 18"H



VIBE CUBE OTTOMAN **SELECT** blue vinyl **81518** red vinyl **81519** orange vinyl **81525** pink vinyl **81520** yellow vinyl **81517** black vinyl **81530** white vinyl **81531** steel blue vinyl **81532** silver vinyl **81533** purple vinyl **81534**

18"L 18"D 18"H



MARCHE SWIVEL OTTOMAN **SELECT** gray fabric **815151** red fabric **815154** blue fabric **815159** linen fabric **815152** meadow green fabric **815157** pear yellow fabric **815158** plum fabric **815156** raspberry fabric **815153** rose quartz fabric **815155** white vinyl **815150**

17" Round 18"H



EDGE LED CUBE OTTOMAN* **SELECT** high-density plastic **81526**

20"L 20"D 20"H



BANQUETTES

CENTER CONE **SELECT** 8506

38" Round 51"H

 Powered

Banquette Cone has 3 AC and 2 USB plugs built into the center cone.



QUARTER CURVE OTTOMAN **SELECT** 8507

53"L 22"D 18"H

possible configurations




(4) quarter curve ottoman

72" Round 18"H



(1) center cone
(4) quarter curve ottomans

72" Round 51"H

 See pages 30 and 31 for all Powered options.
*Electrical power must be ordered separately

OTTOMANS



BEVERLY BENCH OTTOMAN **SELECT**
black vinyl **81550**

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN **SELECT**
brown fabric **81551**

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN **SELECT**
gray fabric **81552**

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN **SELECT**
linen fabric **81553**
ivory/cream/beige

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN **SELECT**
ocean blue fabric **81554**

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN **SELECT**
red fabric **81555**

60"L 20"D 18"H



BEVERLY BENCH OTTOMAN **SELECT**
white vinyl **81556**

60"L 20"D 18"H

OCCASIONAL CHAIRS

BLACK DIAMOND SIDE CHAIR **ESSENTIALS** 71089

21"W 23"L 32"H

BLACK DIAMOND ARMCHAIR **ESSENTIALS** 71090

20"W 21"L 33"H

LAGUNA CHAIR **SELECT** maple/chrome 810861

18"L 19"D 34"H



LIMERICK® CHAIR BY HERMAN MILLER **ESSENTIALS** gray 210108

18"W 17.75"L 33"H

MADRID CHAIR **SELECT** black vinyl/chrome 8102 white vinyl/chrome 810816

30"L 30"D 31"H



ITEMS PICTURED BELOW

Powered Locking Pedestal, 36" | 85061 | **Page 31**

White Vibe Cube Ottoman | 81531 | **Page 7**



OCCASIONAL CHAIRS

MEETING CHAIR SELECT

white vinyl **810948**

espresso vinyl **810835**

taupe microfiber **810836**

25.5"L 23.5"D 34"H



KEY WEST CHAIR SELECT

black fabric **8103**

31"L 31"D 31"H

MADDEN CHAIR SELECT

light gray vinyl **810843**

27"L 32"D 33"H



MALBA CHAIR SELECT

gray molded plastic **810131**

green molded plastic **810130**

20"L 20"D 32"H



OCCASIONAL CHAIRS

CHRISTOPHER CHAIR **SELECT**

white vinyl/chrome **810846**

17"L 19"D 35"H

ZENITH CHAIR **SELECT**

white/chrome **810851**

19"L 22"D 32"H

RUSTIQUE CHAIR **SELECT**

gunmetal **810841**

20"L 18"D 31"H



RAZOR ARMLESS CHAIR **SELECT**

white high-density plastic **810837**

15.38"L 15.5"D 30.5"H

SWANSON SWIVEL CHAIR **SELECT**

white vinyl **810875**

28"L 25"D 30"H



BERLIN STACK CHAIR **SELECT**

white & red plastic/chrome **810811**

white & black plastic/chrome **810810**

18"L 22"D 32"H

WENDY CHAIR **SELECT**

clear acrylic **810847**

15"L 20"D 36"H



CONFERENCE CHAIRS

GRAY GASLIFT CHAIR **ESSENTIALS**

with arms **71046**

without arms **71045**

26"W 20"L 38"H Adjustable

LA BREA SWIVEL CHAIR **SELECT**

charcoal gray fabric **810874**

35"L 27"D 40"H

ALTURA GUEST CHAIR **SELECT**

black fabric/black steel **81063**

25"L 20"D 34"H



PRO EXECUTIVE HIGH BACK CHAIR **SELECT**

white vinyl **810844**

black vinyl **810946**

25"L 24"D 48"H Adjustable



PRO EXECUTIVE MID BACK CHAIR **SELECT**

white vinyl **810945**

black vinyl **810944**

24"L 22"D 40"H Adjustable



PRO EXECUTIVE GUEST CHAIR **SELECT**

black vinyl **810947**

24"L 22"D 36"H

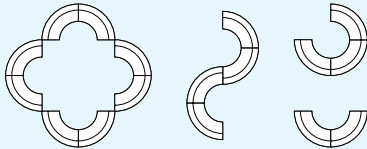
BARS & BARSTOOLS

MARTINI BAR **SELECT**

gray metal rounded bar with frosted glass top and chrome legs **8501**

67"L 22"D 45"H

possible configurations



BLACK DIAMOND STOOL **ESSENTIALS**

71088

22"W 18"L 46"H

GRAY GASLIFT STOOL **ESSENTIALS**

with arms **71048**

without arms **71047**

24"W 20"L 46"H Adjustable

LAGUNA BARSTOOL **SELECT**

maple/chrome **810860**

18"L 20"D 47"H



LIMERICK® STOOL BY HERMAN MILLER **ESSENTIALS**

gray **210109**

18"W 17.75"L 44"H

LIFT BARSTOOL **SELECT**

gray vinyl/chrome **810872**

red vinyl/chrome **810873**

black vinyl/chrome **810871**

white vinyl/chrome **810870**

15" Round 23-33.5"H Adjustable



APEX BARSTOOL **SELECT**

black vinyl **810951**

blue ultra suede **810952**

red vinyl **810953**

white vinyl **810954**

21"L 21"D 33"H



BARS & BARSTOOLS

BANANA BARSTOOL **SELECT**

white vinyl/chrome **810103**
black vinyl/chrome **810104**

21"L 22"D 41"H

ZENITH BARSTOOL **SELECT**

white/chrome **810850**

19"L 20"D 44"H

ZOEY BARSTOOL **SELECT**

white vinyl/chrome **810840**
black vinyl/chrome **810834**

15"L 16"D 26-30.5"H Adjustable



CHRISTOPHER BARSTOOL **SELECT**

white **810848**

19"L 15"D 41"H

SHARK BARSTOOL **SELECT**

white plastic/chrome **810202**

22"L 19"D 34-44"H Adjustable



RUSTIQUE BARSTOOL **SELECT**

gunmetal **810839**

13"L 13"D 30"H

OSLO BARSTOOL **SELECT**

blue plastic/chrome **810200**
white plastic/chrome **810201**

17"L 20"D 45"H



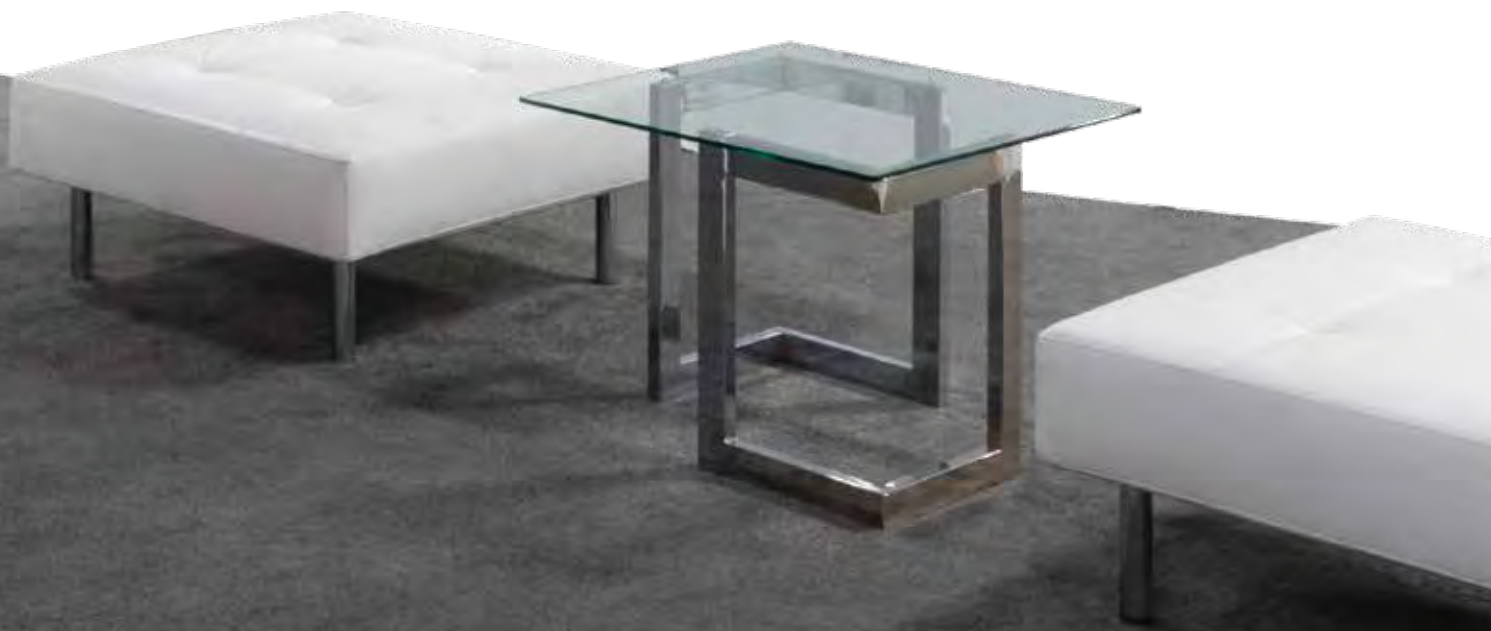
TURN THE TABLES IN YOUR FAVOR

Bring professionalism to the table with our sleek variety of surfaces and tabletops. Choose from modern glass tops and more.

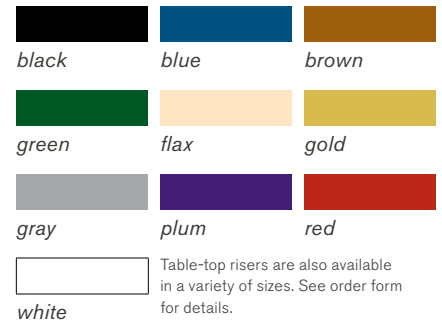
ITEMS PICTURED BELOW

Endless Square Ottoman | 815122 | **Page 6**

Geo End Table | 82035 | **Page 22**



DRAPED OR UNDRAPED TABLES & COUNTERS



ESSENTIALS

TABLES

24"D / 30"H	3'L	4'L	6'L	8'L
Draped	124330	124430	124630	124830
Draped on Fourth Side			12404630	12404830
Undraped	125330	125430	125630	125830

COUNTERS

24"D / 42"H	3'L	4'L	6'L	8'L
Draped	124342	124442	124642	124842
Draped on Fourth Side			12404642	12404842
Undraped	125342	125442	125642	125842

TABLES*

30"D / 30"H	3'L	4'L	6'L	8'L
Draped	130330	130430	130630	130830
Draped on Fourth Side			12404630	12404830
Undraped	131330	131430	131630	131830

COUNTERS*

30"D / 42"H	3'L	4'L	6'L	8'L
Draped	130342	130442	130642	130842
Draped on Fourth Side			12404642	12404842
Undraped	131342	131442	131642	131842

*Table and counter widths available in select cities



PEDESTAL TABLES

Soho Series



**BLACK-TOP
CAFÉ** **ESSENTIALS**
72069

24" Round 30"H

72067

36" Round 30"H

BLACK-TOP MINI **ESSENTIALS**
72066

18" Round 18"H



**BLACK-TOP
BISTRO** **ESSENTIALS**
72070

24" Round 42"H

72068

36" Round 42"H

Chelsea Series



**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



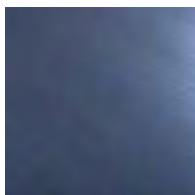
**HYDRAULIC BASE
CAFÉ TABLE** **SELECT**
maple **8201208**

30" Round 29"H



**HYDRAULIC BASE
BAR TABLE** **SELECT**
maple **8201207**

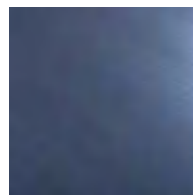
30" Round 45"H



actual color

**STANDARD BASE
CAFÉ TABLE** **SELECT**
blue steel **8201203**

30" Round 29"H



actual color

**STANDARD BASE
BAR TABLE** **SELECT**
blue steel **8201204**

30" Round 42"H

PEDESTAL TABLES



**HYDRAULIC BASE
CAFÉ TABLE** **SELECT**
graphite **8201209**
36" Round 29"H



**HYDRAULIC BASE
BAR TABLE** **SELECT**
graphite **8201211**
36" Round 45"H



**HYDRAULIC BASE
CAFÉ TABLE** **SELECT**
maple **8201206**
36" Round 29"H



**HYDRAULIC BASE
BAR TABLE** **SELECT**
maple **8201205**
36" Round 45"H



**HYDRAULIC BASE
CAFÉ TABLE** **SELECT**
white laminate **820126**
36" Round 29"H



**HYDRAULIC BASE
BAR TABLE** **SELECT**
white laminate **820125**
36" Round 45"H



**MADISON HYDRAULIC BASE
CAFÉ TABLE** **SELECT**
gray acajou **820241**
30" Round 29"H



**MADISON HYDRAULIC BASE
BAR TABLE** **SELECT**
gray acajou **820240**
30" Round 45"H



**MADISON
CAFÉ TABLE** **SELECT**
gray acajou **820265**
30" Round 29"H



**MADISON
BAR TABLE** **SELECT**
gray acajou **820264**
30" Round 42"H

PEDESTAL TABLES



**30" CAFE TABLE W/ BLACK
BASE - WHITE TOP** **SELECT**
white laminate **8201220**
30" Round 29"H



**30" BAR TABLE W/ BLACK
BASE - WHITE TOP** **SELECT**
white laminate **8201221**
30" Round 42"H



**30" BAR TABLE W/
HYDRAULIC BASE
-WHITE TOP** **SELECT**
white laminate **8201222**
30" Round 45"H



**30" CAFE TABLE W/
HYDRAULIC BASE
-WHITE TOP** **SELECT**
white laminate **8201223**
30" Round 29"H



**30" BAR TABLE W/
HYDRAULIC BASE - RED** **SELECT**
red laminate **820920**
30" Round 45"H



**30" CAFE TABLE W/
HYDRAULIC BASE - RED** **SELECT**
red laminate **820921**
30" Round 29"H



**30" BAR TABLE W/
HYDRAULIC BASE
-GRAPHITE** **SELECT**
gray laminate **820922**
30" Round 45"H



**30" CAFE TABLE W/
HYDRAULIC BASE
-GRAPHITE** **SELECT**
gray laminate **820923**
30" Round 29"H



**30" BAR TABLE W/
HYDRAULIC BASE - SILVER** **SELECT**
silver **820924**
30" Round 45"H



**30" CAFE TABLE W/
HYDRAULIC BASE - SILVER** **SELECT**
silver **820925**
30" Round 29"H

OCCASIONAL, END & COCKTAIL TABLES

Silverado

END TABLE **SELECT**
tempered glass/painted steel **82015**

24" Round 22"H

COCKTAIL TABLE **SELECT**
tempered glass/painted steel **82014**

36" Round 17"H



Alondra

END TABLE **SELECT**
glass/chrome **820252**

20"L 20"D 20"H

COCKTAIL TABLE **SELECT**
glass/chrome **820250**

47"L 24"D 16"H



END TABLE **SELECT**
wood/chrome **820253**

20"L 20"D 21"H

COCKTAIL TABLE **SELECT**
wood/chrome **820251**

47"L 24"D 17"H



Atomic

36" ROUND TABLE **SELECT**
glass/chrome **8201224**

36" Round 30"H

42" ROUND TABLE **SELECT**
glass/chrome **8201225**

42" Round 30"H



OCCASIONAL, END & COCKTAIL TABLES

Geo

END TABLE **SELECT**
wood/black steel **82028**

20"L 20"D 21"H



COCKTAIL TABLE **SELECT**
wood/black steel **82027**

47"L 24"D 17"H

END TABLE **SELECT**
glass/chrome **82035**

26"L 26"D 20"H



COCKTAIL TABLE **SELECT**
glass/chrome **82034**

50"L 22"D 16"H

Sydney

END TABLE **SELECT**
black laminate/brushed steel **82054**
white laminate/brushed steel **82055**

27"L 23"D 22"H



COCKTAIL TABLE **SELECT**
black laminate/brushed steel **82052**
white laminate/brushed steel **82053**

48"L 26"D 18"H

⚡ Powered options available



OCCASIONAL, END & COCKTAIL TABLES

Regis

END TABLE **SELECT**
brushed metal **82075**

16"L 15.5"D 16.5"H

BENCH/TABLE **SELECT**
brushed metal **82074**

47"L 15.5"D 16"H



AURA
ROUND TABLE **SELECT**
white metal **820844**

15" Round 22"H

EDGE LED
CUBE TABLE* **SELECT**
white plastic/clear
acrylic top **82057**

20"L 20"D 20"H



GEO SQUARE-ROUND
TABLE **SELECT**
glass/black steel **82043**
glass/chrome **82044**

42"L 42"D 29"H



OCCASIONAL, END & COCKTAIL TABLES

Oliver

END TABLE **SELECT**
walnut finish **82088**

22" Round 22"H

TABLE **SELECT**
walnut finish **82087**

47"L 27"D 19"H



Rustique

SQUARE METAL BAR TABLE **SELECT**
gray finish **8201226**

23.75"L 23.75"D 41.25"H



ITEMS PICTURED BELOW

Endless Curve Ottoman | 815953 | **Page 6**

Silverado Cocktail Table | 82014 | **Page 21**



CONFERENCE TABLES

GEO CONFERENCE TABLE **SELECT**

glass/black steel **82041**

glass/chrome **82051**

60"L 36"D 29"H



MADISON CONFERENCE TABLE **SELECT**

gray acajou **820260**

42" Round 29"H

42" ROUND WHITE CONFERENCE TABLE **SELECT**

white laminate **820708**

42" Round 29"H



6' OVAL CONFERENCE TABLE **SELECT**

granite nebula **820203**

72"L 42"D 29"H



CONFERENCE TABLES

MADISON 5' TABLE **SELECT**

gray acajou **820261**

60"L 48"D 29"H



MADISON 8' TABLE **SELECT**

gray acajou **820262**

96"L 60"D 29"H



MADISON 10' TABLE **SELECT**

gray acajou **820263**

120"L 48"D 29"H

G30 CAFÉ TABLE (MAPLE W/ GROMMETS) **SELECT**

laminate/metal

82058

72"L 26"D 30"H



G30 CAFÉ TABLE (SOLID MAPLE TOP) **SELECT**

laminate/metal

82067

72"L 26"D 30"H

G30 CAFÉ TABLE (SOLID WHITE TOP) **SELECT**

laminate/metal

82063

72"L 26"D 30"H



CONFERENCE TABLES



VENTURA BAR TABLE **SELECT**
W/ GROMMET HOLES
maple **820951**
 72.25"L 26.25"D 42"H



VENTURA COMMUNAL **SELECT**
BAR TABLE
black **820952**
 72.25"L 26.25"D 42"H



VENTURA BAR TABLE **SELECT**
W/ GROMMET HOLES
white **820953**
 72.25"L 26.25"D 42"H



VENTURA COMMUNAL **SELECT**
BAR TABLE
maple **820954**
 72.25"L 26.25"D 42"H



VENTURA COMMUNAL **SELECT**
BAR TABLE
white **820956**
 72.25"L 26.25"D 42"H

OFFICE



MADISON DESK **SELECT**
gray acajou **84075**

60"L 30"D 29"H



MADISON CREDENZA **SELECT**
gray acajou **84077**

60"L 20"D 29"H



MADISON BOOKCASE **SELECT**
gray acajou **84078**

36"L 12"D 72"H



COMPUTER DESK / TABLE



WORK DESK **SELECT**
white laminate **820706**

48"L 24"D 30"H



MERLIN TABLE **SELECT**
gray laminate **820707**

46"L 29"D 30"H

ITEMS PICTURED BELOW

Key Largo Sofa | 830951 | **Page 4**

Key Largo Chair | 810950 | **Page 4**

Sydney Table, Powered | 82076 | **Page 31**

Aura Round Table | 820844 | **Page 23**

Black Diamond Stool | 71088 | **Page 14**

Soho Black Top Bistro | 36" Round - 72068 | **Page 18**



POWERED

Powered options do not include charging adapters with rental and will need to be supplied by the exhibitor if needed.

POWERED SEATING

NAPLES CHAIR, POWERED* **SELECT**

black vinyl **810120**

36"L 30"D 33"H



Power Panel Detail



NAPLES LOVESEAT, POWERED* **SELECT**

black vinyl **830122**

62"L 30"D 33"H



Power Panel Detail



NAPLES SOFA, POWERED* **SELECT**

black vinyl **830121**

87"L 30"D 33"H

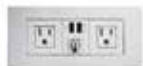


Power Panel Detail

ROMA CHAIR, POWERED* **SELECT**

white vinyl **81021**

37"L 31"D 33"H



Power Panel Detail



ROMA SOFA, POWERED* **SELECT**

white vinyl **83017**

78"L 31"D 33"H



Power Panel Detail

*Electrical power must be ordered separately

POWERED TABLES

**VENTURA COMMUNAL
BAR TABLE POWERED*** **SELECT**
black **820950**

72.25"L 26.25"D 42"H

**VENTURA COMMUNAL
BAR TABLE POWERED*** **SELECT**
white **820955**

72.25"L 26.25"D 42"H



**G30 CAFÉ TABLE,
POWERED*** **SELECT**
white top **82071**

72"L 26"D 30"H

**G30 CAFÉ TABLE,
W/ GROMMETS
POWERED*** **SELECT**
white top **82069**

72"L 26"D 30"H



**TECH DESK WITH 3 DRAWER FILE
CABINET, POWERED*** **SELECT**
black metal **84083**
desk only **84084**

60"L 30"D 30"H

**SYDNEY COCKTAIL TABLE,
POWERED*** **SELECT**
black laminate/brushed steel **82076**
white laminate/brushed steel **82073**

48"L 26"D 18"H



POWERED PRODUCT PEDESTALS

**POWERED* LOCKING
PEDESTAL, 36"** **SELECT**
black **85060**
white **85061**

24"L 24"D 36"H

**POWERED* LOCKING
PEDESTAL, 42"** **SELECT**
black **85062**
white **85063**

24"L 24"D 42"H



Power Panel Detail

BANQUETTE

**CENTER
CONE** **SELECT**
8506

38" Round 51"H

Banquette Cone has 3 AC
and 2 USB plugs built into
the center cone.



*Electrical power must be ordered separately

POWERED

STORAGE

**3 DRAWER
FILE CABINET
ON CASTORS** **SELECT**
84080

16"L 20"D 28"H



**FILE CABINET
WITH LOCK** **ESSENTIALS**
standard size

TWO-DRAWER
74082

15"W 29"L 28"H

FOUR-DRAWER
74081

15"W 29"L 50"H



**POSH SHELVEING
W/ CHROME FRAME** **ESSENTIALS**
white **85020**

36"W 18"L 72"H



REFRIGERATOR



**SMALL
REFRIGERATOR*** **ESSENTIALS**
75057

19"W 19"L 34"H



REFRIGERATOR* **SELECT**
white - 14.0 cubic feet **8503001**

28"L 28"D 64"H

LIGHTING



**MASON TABLE
LAMP*** **SELECT**
white/brushed silver **850707**

16" Round 26"H



**MASON FLOOR
LAMP*** **SELECT**
white/brushed silver **850708**

18" Round 55"H

**Electrical power must be ordered separately*

DISPLAY

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

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.



DISPLAY CUBES **ESSENTIALS**

black

12" small **75030**

12"W 12"L 42"H

18" medium **75031**

18"W 18"L 36"H

24" large **75032**

24"W 24"L 42"H



ORION COMPUTER KIOSK **ESSENTIALS**

black **75079**

28"L 28"D 40.5"H

Computer not included.



DISPLAY COUNTER **ESSENTIALS**

black **72056**

24"W 49"L 42"H



ACCESSORIES

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

TABLET STAND

MOBILE TABLET STAND **SELECT**

white **850714**

black **850715**

14"L 13"D 44.5"H

The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75"x 9.375" but not larger than 8.5"x 2.5", including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.



TABLET STAND ACCESSORIES

BROCHURE HOLDER* **SELECT**

black **850711**

8.625"L 1.1"D 11.325"H

WIRELESS PRINTER HOLDER* **SELECT**

black **850712**

3.3"L 1.9"D 5.28"H

CHARGING SHELF* **SELECT**

black **850713**

14.85"L 7.17"D 1"H



*To be ordered with the tablet stand

ACCESSORIES

CHROME STANCHION WITH 8' RETRACTABLE BELT **ESSENTIALS** 220121

42"H

CHROME SIGN HOLDER **ESSENTIALS** 220118

Holds 22" x 66" sign

ROUND LITERATURE RACK **ESSENTIALS** 750135

17"W 17"L 57"H

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



FLAT LITERATURE RACK **ESSENTIALS** 750136

10"W 55"H

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

CHROME COAT TREE **ESSENTIALS** 220109

8 1/4"W (21"W at the base) x 69 1/2"H

BRUSHED ALUMINUM EASEL **ESSENTIALS** 220134

When open 5 1/4" (W) x 64 1/4" (H) 26"W x 62"H

CHROME BAG RACK **ESSENTIALS** 220110

1"W (3" at center) x 41" H x 26"W



SPECIAL DRAPING (not pictured)

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



FLOOR-STANDING BULLETIN BOARD **ESSENTIALS** 10201484

48"W 96"L 78"H



CORRUGATED WASTEBASKET **ESSENTIALS** 220106



WASTEBASKET **ESSENTIALS** wastebasket color may vary. 220107

FREEMAN

6555 West Sunset Rd
Las Vegas, NV 89118
(702) 579-1700 Fax: (469) 621-5604

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
AUGUST 14, 2018

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PAINWEEK 2018 / September 5-7, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (702) 579-1700 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING						

Naples Group - Black Vinyl

_____	810119*	Chair.....	543.75	598.15	761.25	_____
_____	830120*	Loveseat.....	731.25	804.40	1,023.75	_____
_____	830119*	Sofa.....	809.50	890.45	1,133.30	_____

Munich Group - Gray Fabric

_____	810150*	Corner Chair.....	649.00	713.90	908.60	_____
_____	810151*	Armless Chair.....	568.50	625.35	795.90	_____
_____	830200*	Armless Loveseat.....	951.75	1,046.95	1,332.45	_____
_____	830201*	Sectional - 3 Piece.....	2,166.75	2,383.45	3,033.45	_____

Baja Group - White Vinyl

_____	81050*	Chair.....	610.00	671.00	854.00	_____
_____	83020*	Loveseat.....	671.00	738.10	939.40	_____

South Beach Group - Platinum Suede

_____	8301*	Sofa.....	699.25	769.20	978.95	_____
_____	8151*	Ottoman.....	304.25	334.70	425.95	_____

Key Largo Group - Black Fabric

_____	830950*	Loveseat.....	571.75	628.95	800.45	_____
_____	830951*	Sofa.....	631.50	694.65	884.10	_____
_____	810950*	Chair.....	450.00	495.00	630.00	_____

Allegro Group - Blue Fabric

_____	81019*	Chair.....	553.00	608.30	774.20	_____
_____	83015*	Sofa.....	881.75	969.95	1,234.45	_____

Fairfax Group - White Vinyl

_____	810949*	Chair.....	379.50	417.45	531.30	_____
_____	830949*	Sofa.....	606.75	667.45	849.45	_____

Hopi Group - Gray Linen

_____	810140*	Chair.....	244.00	268.40	341.60	_____
_____	830150*	Loveseat.....	312.50	343.75	437.50	_____

Tangiers Group - Beige Fabric

_____	810118*	Chair.....	483.50	531.85	676.90	_____
_____	830220*	Loveseat.....	800.50	880.55	1,120.70	_____
_____	830118*	Sofa.....	674.75	742.25	944.65	_____

CASUAL SEATING

Ottomans

_____	815122*	Endless Square - White Vinyl.....	347.75	382.55	486.85	_____
_____	815123*	Endless Square - Black Vinyl.....	347.75	382.55	486.85	_____
_____	815953*	Endless Curve - White Vinyl.....	470.75	517.85	659.05	_____
_____	815952*	Endless Curve - Black Vinyl.....	470.75	517.85	659.05	_____
_____	815119*	Half-Bench - White Vinyl.....	387.75	426.55	542.85	_____
_____	81518*	Vibe Cube - Blue Vinyl.....	156.00	171.60	218.40	_____
_____	81519*	Vibe Cube - Red Vinyl.....	156.00	171.60	218.40	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING (cont'd)						
_____	81525*	Vibe Cube - Orange Vinyl.....	156.00	171.60	218.40	_____
_____	81520*	Vibe Cube - Pink Vinyl.....	156.00	171.60	218.40	_____
_____	81517*	Vibe Cube - Yellow Vinyl.....	156.00	171.60	218.40	_____
_____	81530*	Vibe Cube - Black Vinyl.....	136.50	150.15	191.10	_____
_____	81531*	Vibe Cube - White Vinyl.....	136.50	150.15	191.10	_____
_____	81532*	Vibe Cube - Steel Blue Vinyl.....	156.00	171.60	218.40	_____
_____	81533*	Vibe Cube - Silver Vinyl.....	156.00	171.60	218.40	_____
_____	81534*	Vibe Cube - Purple Vinyl.....	156.00	171.60	218.40	_____
_____	815151*	Marche Swivel - Gray Fabric.....	241.50	265.65	338.10	_____
_____	815154*	Marche Swivel - Red Fabric.....	241.50	265.65	338.10	_____
_____	815159*	Marche Swivel - Blue Fabric.....	241.50	265.65	338.10	_____
_____	815152*	Marche Swivel - Linen Fabric.....	241.50	265.65	338.10	_____
_____	815157*	Marche Swivel - Meadow Green Fabric.....	241.50	265.65	338.10	_____
_____	815158*	Marche Swivel - Pear Yellow Fabric.....	241.50	265.65	338.10	_____
_____	815156*	Marche Swivel - Plum Fabric.....	241.50	265.65	338.10	_____
_____	815153*	Marche Swivel - Raspberry Fabric.....	241.50	265.65	338.10	_____
_____	815155*	Marche Swivel - Rose Quartz Fabric.....	241.50	265.65	338.10	_____
_____	815150*	Marche Swivel - White Vinyl.....	241.50	265.65	338.10	_____
_____	81526*	Edge LED Cube - High Density Plastic.....	221.50	243.65	310.10	_____
Banquettes						
_____	8506*	Center Cone w/Electrical Charging Outlet.....	653.00	718.30	914.20	_____
_____	8507*	Quarter Curve Ottoman.....	431.50	474.65	604.10	_____
Beverly Bench Ottomans						
_____	81550*	Black Vinyl.....	483.25	531.60	676.55	_____
_____	81551*	Brown Fabric.....	483.25	531.60	676.55	_____
_____	81552*	Gray Fabric.....	483.25	531.60	676.55	_____
_____	81553*	Linen Fabric.....	483.25	531.60	676.55	_____
_____	81554*	Ocean Blue Fabric.....	483.25	531.60	676.55	_____
_____	81555*	Red Fabric.....	483.25	531.60	676.55	_____
_____	81556*	White Vinyl.....	483.25	531.60	676.55	_____
Occasional Chairs						
_____	71089	Black Diamond Side Chair.....	122.50	134.75	171.50	_____
_____	71090	Black Diamond Arm Chair.....	157.00	172.70	219.80	_____
_____	810861*	Laguna Chair - Maple/Chrome.....	148.75	163.65	208.25	_____
_____	210108	Limerick® Chair by Herman Miller.....	75.50	83.05	105.70	_____
_____	8102*	Madrid Chair - Black Vinyl/Chrome.....	874.50	961.95	1,224.30	_____
_____	810816*	Madrid Chair - White Vinyl/Chrome.....	874.50	961.95	1,224.30	_____
_____	810948*	Meeting Chair - White Vinyl.....	312.00	343.20	436.80	_____
_____	810835*	Meeting Chair - Espresso Vinyl.....	233.75	257.15	327.25	_____
_____	810836*	Meeting Chair - Taupe Microfiber.....	306.50	337.15	429.10	_____
_____	8103*	Key West Tub Chair - Black Fabric.....	435.75	479.35	610.05	_____
_____	810843*	Madden Chair - Light Gray Vinyl.....	501.00	551.10	701.40	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Occasional Chairs (cont.)						
	810131*	Malba Chair - Gray Molded Plastic.....	107.50	118.25	150.50	
	810130*	Malba Chair - Green Molded Plastic.....	105.00	115.50	147.00	
	810846*	Christopher Chair - White Vinyl/Chrome.....	135.75	149.35	190.05	
	810851*	Zenith Chair - White/Chrome.....	168.50	185.35	235.90	
	810841*	Rustique Chair - Gunmetal.....	135.75	149.35	190.05	
	810837*	Razor Armless Chair - White High Density Plastic....	63.00	69.30	88.20	
	810875*	Swanson Swivel Chair - White Vinyl.....	296.75	326.45	415.45	
	810811*	Berlin Stack Chair - White & Red Plastic/Chrome....	118.25	130.10	165.55	
	810810*	Berlin Stack Chair - White & Black Plastic/Chrome...	118.25	130.10	165.55	
	810847*	Wendy Chair - Clear Acrylic.....	133.50	146.85	186.90	
Conference Chairs						
	71046	Gray Gaslift Chair With Arms.....	254.50	279.95	356.30	
	71045	Gray Gaslift Chair Without Arms.....	224.25	246.70	313.95	
	810874*	La Brea Swivel Chair - Charcoal Gray Fabric.....	347.75	382.55	486.85	
	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	347.75	382.55	486.85	
	810844*	Pro Executive High Back Chair - White Vinyl.....	306.50	337.15	429.10	
	810946*	Pro Executive High Back Chair - Black Vinyl.....	312.00	343.20	436.80	
	810945*	Pro Executive Mid Back Chair - White Vinyl.....	387.25	426.00	542.15	
	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	375.50	413.05	525.70	
	810947*	Pro Executive Guest Chair - Black Vinyl.....	405.25	445.80	567.35	
Bars & Barstools						
	8501*	Martini Bar.....	1,522.25	1,674.50	2,131.15	
	71088	Black Diamond Stool.....	189.75	208.75	265.65	
	71048	Gray Gaslift Stool with Arms.....	292.00	321.20	408.80	
	71047	Gray Gaslift Stool without Arms.....	272.00	299.20	380.80	
	810860*	Laguna Barstool - Maple/Chrome.....	187.75	206.55	262.85	
	210109	Limerick® Stool by Herman Miller.....	126.75	139.45	177.45	
	810872*	Lift Barstool - Gray Vinyl/Chrome.....	178.50	196.35	249.90	
	810873*	Lift Barstool - Red Vinyl/Chrome.....	178.50	196.35	249.90	
	810871*	Lift Barstool - Black Vinyl/Chrome.....	178.50	196.35	249.90	
	810870*	Lift Barstool - White Vinyl/Chrome.....	178.50	196.35	249.90	
	810951*	Apex Barstool - Black Vinyl.....	226.25	248.90	316.75	
	810952*	Apex Barstool - Blue Ultra Suede.....	226.25	248.90	316.75	
	810953*	Apex Barstool - Red Vinyl.....	226.25	248.90	316.75	
	810954*	Apex Barstool - White Vinyl.....	226.25	248.90	316.75	
	810103*	Banana Barstool - White Vinyl/Chrome.....	206.25	226.90	288.75	
	810104*	Banana Barstool - Black Vinyl/Chrome.....	206.25	226.90	288.75	
	810850*	Zenith Barstool - White/Chrome.....	168.50	185.35	235.90	
	810840*	Zoey Barstool - White Vinyl/Chrome.....	334.25	367.70	467.95	
	810834*	Zoey Barstool - Black Vinyl/Chrome.....	334.25	367.70	467.95	
	810848*	Christopher Barstool - White.....	231.50	254.65	324.10	
	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	367.75	404.55	514.85	
	810839*	Rustique Barstool - Gunmetal.....	135.75	149.35	190.05	
	810200*	Oslo Barstool - Blue Plastic/Chrome.....	261.50	287.65	366.10	
	810201*	Oslo Barstool - White Plastic/Chrome.....	261.50	287.65	366.10	

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CONTACT NAME : _____ PHONE #: _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
-----	--------	-------------	--------------	----------------	----------------	-------

Draped Tables & Counters

Draped Tables - Tables are 24" wide					
<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Brown	<input type="checkbox"/> Green	<input type="checkbox"/> Flax	
<input type="checkbox"/> Gold	<input type="checkbox"/> Gray	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> White	

_____	124330	Draped Table 3'L x 30"H.....	118.25	130.10	165.55	_____
_____	124430	Draped Table 4'L x 30"H.....	147.75	162.55	206.85	_____
_____	124630	Draped Table 6'L x 30"H.....	176.50	194.15	247.10	_____
_____	124830	Draped Table 8'L x 30"H.....	201.00	221.10	281.40	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	49.50	54.45	69.30	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	49.50	54.45	69.30	_____
_____	124342	Draped Counter 3'L x 42"H.....	160.00	176.00	224.00	_____
_____	124442	Draped Counter 4'L x 42"H.....	183.00	201.30	256.20	_____
_____	124642	Draped Counter 6'L x 42"H.....	206.25	226.90	288.75	_____
_____	124842	Draped Counter 8'L x 42"H.....	230.75	253.85	323.05	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	57.00	62.70	79.80	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	57.00	62.70	79.80	_____

Undraped Tables & Counters

_____	125330	Undraped Table 3'L x 30"H.....	46.25	50.90	64.75	_____
_____	125430	Undraped Table 4'L x 30"H.....	66.00	72.60	92.40	_____
_____	125630	Undraped Table 6'L x 30"H.....	80.25	88.30	112.35	_____
_____	125830	Undraped Table 8'L x 30"H.....	102.25	112.50	143.15	_____
_____	125342	Undraped Counter 3'L x 42"H.....	57.00	62.70	79.80	_____
_____	125442	Undraped Counter 4'L x 42"H.....	75.00	82.50	105.00	_____
_____	125642	Undraped Counter 6'L x 42"H.....	91.50	100.65	128.10	_____
_____	125842	Undraped Counter 8'L x 42"H.....	110.75	121.85	155.05	_____

Table Top Risers - Risers are 8" wide

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	30.25	33.30	42.35	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	30.25	33.30	42.35	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	35.25	38.80	49.35	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	35.25	38.80	49.35	_____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	40.75	44.85	57.05	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	40.75	44.85	57.05	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	46.00	50.60	64.40	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	46.00	50.60	64.40	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	56.50	62.15	79.10	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	56.50	62.15	79.10	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	66.75	73.45	93.45	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	66.75	73.45	93.45	_____

Pedestal Tables - Soho Series

_____	72069	Black Top Cafe Table - 30"H x 24"W.....	178.50	196.35	249.90	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	206.25	226.90	288.75	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	152.75	168.05	213.85	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	236.50	260.15	331.10	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	257.50	283.25	360.50	_____

Pedestal Tables - Chelsea Series

_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	194.00	213.40	271.60	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	204.00	224.40	285.60	_____

FREEMAN furnishings

Take advantage of the Online price
by ordering at www.freeman.com before
AUGUST 14, 2018

NAME OF SHOW: **PAINWEEK 2018 / September 5-7, 2018**

COMPANY NAME:	BOOTH #:	BOOTH SIZE:	X
CONTACT NAME :	PHONE #:		
E-MAIL ADDRESS :			

For Assistance, please call (702) 579-1700 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Pedestal Tables - Chelsea Series (continued)						
	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	260.50	286.55	364.70	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	284.75	313.25	398.65	
Pedestal Tables						
	8201208*	Hydraulic Base Cafe Table - Maple.....	375.50	413.05	525.70	
	8201207*	Hydraulic Base Bar Table - Maple.....	390.25	429.30	546.35	
	8201203**	Standard Base Cafe Table - Blue Steel.....	261.00	287.10	365.40	
	8201204**	Standard Base Bar Table - Blue Steel.....	312.50	343.75	437.50	
	8201209*	Hydraulic Base Cafe Table - Graphite.....	417.75	459.55	584.85	
	8201211*	Hydraulic Base Bar Table - Graphite.....	429.50	472.45	601.30	
	8201206*	Hydraulic Base Cafe Table - Maple.....	427.00	469.70	597.80	
	8201205*	Hydraulic Base Bar Table - Maple.....	424.25	466.70	593.95	
	820126*	Hydraulic Base Cafe Table - White Laminate.....	427.00	469.70	597.80	
	820125*	Hydraulic Base Bar Table - White Laminate.....	446.50	491.15	625.10	
	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.	334.25	367.70	467.95	
	820240*	Madison Hydraulic Base Bar Table - Gray Acajou...	334.25	367.70	467.95	
	820265*	Madison Cafe Table - Gray Acajou.....	263.75	290.15	369.25	
	820264*	Madison Bar Table - Gray Acajou.....	288.00	316.80	403.20	
	8201220*	30" Cafe Table Black Base - White Laminate.....	280.75	308.85	393.05	
	8201221*	30" Bar Table Black Base - White Laminate.....	300.25	330.30	420.35	
	8201222*	30" Bar Table Chrome Base - White Laminate.....	431.75	474.95	604.45	
	8201223*	30" Cafe Table Chrome Base - White Laminate.....	431.75	474.95	604.45	
	820920*	30" Bar Table Chrome Hydraulic Base - Red.....	334.25	367.70	467.95	
	820921*	30" Cafe Table Chrome Hydraulic Base - Red.....	334.25	367.70	467.95	
	820922*	30" Bar Table Chrome Hydraulic Base - Gray.....	334.25	367.70	467.95	
	820923*	30" Cafe Table Chrome Hydraulic Base - Gray.....	334.25	367.70	467.95	
	820924*	30" Bar Table Chrome Hydraulic Base - Silver.....	407.25	448.00	570.15	
	820925*	30" Cafe Table Chrome Hydraulic Base - Silver.....	407.25	448.00	570.15	
Occasional, End & Cocktail Tables						
	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	279.25	307.20	390.95	
	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	296.75	326.45	415.45	
	820252*	Alondra End Table - Glass/Chrome.....	244.00	268.40	341.60	
	820250*	Alondra Cocktail Table - Glass/Chrome.....	338.75	372.65	474.25	
	820253*	Alondra End Table - Wood/Chrome.....	244.00	268.40	341.60	
	820251*	Alondra Cocktail Table - Wood/Chrome.....	338.75	372.65	474.25	
	8201224*	Atomic 36" Round Table - Glass/Chrome.....	376.00	413.60	526.40	
	8201225*	Atomic 42" Round Table - Glass/Chrome.....	376.00	413.60	526.40	
	82028*	Geo End Table - Wood/Black Steel.....	288.00	316.80	403.20	
	82027*	Geo Cocktail Table - Wood/Black Steel.....	295.50	325.05	413.70	
	82035*	Geo End Table - Glass/Chrome.....	213.75	235.15	299.25	
	82034*	Geo Cocktail Table - Glass/Chrome.....	236.50	260.15	331.10	
	82054*	Sydney End Table - Black Laminate/Brushed Steel..	259.00	284.90	362.60	
	82055*	Sydney End Table - White Laminate/Brushed Steel..	259.00	284.90	362.60	
	82052*	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	314.75	346.25	440.65	
	82053*	Sydney Cocktail Table - White Laminate/Brushed Steel.....	314.75	346.25	440.65	

NAME OF SHOW: **PAINWEEK 2018 / September 5-7, 2018**

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For Assistance, please call (702) 579-1700 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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Occasional, End & Cocktail Tables (continued)

_____	82075*	Regis End Table - Brushed Metal.....	263.75	290.15	369.25	_____
_____	82074*	Regis Bench Table - Brushed Metal.....	371.75	408.95	520.45	_____
_____	820844*	Aura Round Table - White Metal.....	143.50	157.85	200.90	_____
_____	82057*	Edge LED Cube Table-White Plastic/Clear Acrylic....	221.50	243.65	310.10	_____
_____	82043*	Geo Square-Round Table - Glass/Black Steel.....	341.50	375.65	478.10	_____
_____	82044*	Geo Square-Round Table - Glass/Chrome.....	341.50	375.65	478.10	_____
_____	82088*	Oliver End Table - Walnut Finish.....	256.25	281.90	358.75	_____
_____	82087*	Oliver Table - Walnut Finish.....	288.00	316.80	403.20	_____
_____	8201226*	Rustique Square Metal Bar Table - Gray.....	332.00	365.20	464.80	_____

Conference Tables

_____	82041*	Geo Conference Table - Glass/Black Steel.....	470.75	517.85	659.05	_____
_____	82051*	Geo Conference Table - Glass/Chrome.....	420.25	462.30	588.35	_____
_____	820260*	Madison Conference Table - Gray Acajou.....	451.75	496.95	632.45	_____
_____	820708*	42" Round Conference Table - White Laminate.....	453.75	499.15	635.25	_____
_____	820203*	6' Oval Conference Table - Graphite Nebula.....	604.50	664.95	846.30	_____
_____	820261*	Madison 5' Conference Table - Gray Acajou.....	546.00	600.60	764.40	_____
_____	820262*	Madison 8' Conference Table - Gray Acajou.....	1,090.75	1,199.85	1,527.05	_____
_____	820263*	Madison 10' Conference Table - Gray Acajou.....	1,090.75	1,199.85	1,527.05	_____
_____	82058*	G30 Cafe Table - Maple w/ Grommets.....	555.25	610.80	777.35	_____
_____	82067*	G30 Cafe Table - Maple.....	555.25	610.80	777.35	_____
_____	82063*	G30 Cafe Table - White.....	555.25	610.80	777.35	_____
_____	820951*	Ventura Bar Table - Maple w/ Grommets.....	776.00	853.60	1,086.40	_____
_____	820952*	Ventura Communal Bar Table - Black.....	800.50	880.55	1,120.70	_____
_____	820953*	Ventura Bar Table - White w/ Grommets.....	776.00	853.60	1,086.40	_____
_____	820954*	Ventura Communal Bar Table - Maple.....	776.00	853.60	1,086.40	_____
_____	820956*	Ventura Communal Bar Table - White.....	776.00	853.60	1,086.40	_____

Office

_____	84075*	Madison Desk - Gray Acajou.....	656.00	721.60	918.40	_____
_____	84077*	Madison Credenza - Gray Acajou.....	549.00	603.90	768.60	_____
_____	84078*	Madison Bookcase - Gray Acajou.....	466.50	513.15	653.10	_____

Computer Desks/Tables

_____	820706*	Work Desk - White Laminate.....	387.25	426.00	542.15	_____
_____	820707*	Merlin Table - Gray Laminate.....	407.25	448.00	570.15	_____

POWERED

Powered Seating

_____	810120*	Naples Chair, Powered - Black Vinyl.....	749.75	824.75	1,049.65	_____
_____	830122*	Naples Loveseat, Powered - Black Vinyl.....	1,009.50	1,110.45	1,413.30	_____
_____	830121*	Naples Sofa, Powered - Black Vinyl.....	1,160.75	1,276.85	1,625.05	_____
_____	81021*	Roma Chair, Powered - White Vinyl.....	749.75	824.75	1,049.65	_____
_____	83017*	Roma Sofa, Powered - White Vinyl.....	1,160.75	1,276.85	1,625.05	_____

Powered Tables

_____	820950*	Ventura Communal Bar Table, Powered - Black.....	990.50	1,089.55	1,386.70	_____
_____	820955*	Ventura Communal Bar Table, Powered - White.....	900.50	990.55	1,260.70	_____
_____	82071*	G30 Cafe Table, Powered - White.....	683.00	751.30	956.20	_____
_____	82069*	G30 Cafe Table w/ Grommets, Powered - White.....	554.00	609.40	775.60	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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POWERED

Powered Tables (continued)

_____	84083*	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	684.00	752.40	957.60	_____
_____	84084*	Tech Desk, Powered - Black Metal.....	602.50	662.75	843.50	_____
_____	82076*	Sydney Cocktail Table, Powered - Black.....	465.50	512.05	651.70	_____
_____	82073*	Sydney Cocktail Table, Powered - White.....	465.50	512.05	651.70	_____

Powered Product Pedestals

_____	85060*	Powered Locking Pedestal 36" H, Black.....	543.75	598.15	761.25	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	543.75	598.15	761.25	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	653.00	718.30	914.20	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	653.00	718.30	914.20	_____

DISPLAY & ACCESSORIES

Product Storage

_____	84080*	3 Door File Cabinet on Castors - Black	208.75	229.65	292.25	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size..	255.00	280.50	357.00	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	351.25	386.40	491.75	_____
_____	85020*	Posh Shelving w/ Chrome Frame - White.....	602.50	662.75	843.50	_____

Refrigerator

_____	75057	Small Refrigerator.....	342.00	376.20	478.80	_____
_____	8503001*	Refrigerator - White.....	865.25	951.80	1,211.35	_____

Lighting

_____	850707*	Mason Table Lamp - White/Brushed Silver.....	171.00	188.10	239.40	_____
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	254.25	279.70	355.95	_____

Display

_____	75020	Display Cylinder - Black - Low.....	213.25	234.60	298.55	_____
_____	75021	Display Cylinder - Black - Medium.....	227.75	250.55	318.85	_____
_____	75022	Display Cylinder - Black - High.....	257.50	283.25	360.50	_____
_____	75030	Display Cube - Black - 12" Small.....	241.00	265.10	337.40	_____
_____	75031	Display Cube - Black - 18" Medium.....	241.00	265.10	337.40	_____
_____	75032	Display Cube - Black - 24" Large.....	241.00	265.10	337.40	_____
_____	75079	Orion Computer Kiosk - Black.....	433.75	477.15	607.25	_____
_____	72056	Display Counter - Black.....	434.25	477.70	607.95	_____

Tablet Stand

_____	850714*	Mobile Tablet Stand - White.....	330.00	363.00	462.00	_____
_____	850715*	Mobile Tablet Stand - Black.....	330.00	363.00	462.00	_____

Tablet Stand Accessories

_____	850711*	Brochure Holder - Black.....	32.75	36.05	45.85	_____
_____	850712*	Wireless Printer Holder - Black.....	32.75	36.05	45.85	_____
_____	850713*	Charging Shelf - Black.....	32.75	36.05	45.85	_____

Accessories

_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	85.25	93.80	119.35	_____
_____	220118	Chrome Sign Holder.....	91.50	100.65	128.10	_____
_____	750135	Round Literature Rack.....	340.00	374.00	476.00	_____
_____	750136	Flat Literature Rack.....	240.75	264.85	337.05	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY & ACCESSORIES						

Accessories (continued)

_____	220109	Chrome Coat Tree.....	63.75	70.15	89.25	_____
_____	220134	Aluminum Easel.....	60.00	66.00	84.00	_____
_____	220110	Chrome Bag Rack.....	129.75	142.75	181.65	_____
_____	10201484	Floor Standing Bulletin Board.....	213.00	234.30	298.20	_____
_____	220106	Corrugated Wastebasket.....	17.50	19.25	24.50	_____
_____	220107	Wastebasket.....	24.75	27.25	34.65	_____

Special Drape

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

_____	12103	Special Drape 3'H (per ft.).....	16.50	18.15	23.10	_____
_____	12108	Special Drape 8'H (per ft.).....	18.50	20.35	25.90	_____

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

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

*Asterisk indicates item is a Freeman Select furnishing

Take advantage of the Online price
by ordering at www.freeman.com before
AUGUST 14, 2018

FROM THE GROUND UP

.....

Engage your audience from the moment they set foot in your exhibit with Freeman's custom carpets. Our colorfast carpeting boasts a consistent shade every time and the padding exceeds industry standards, ensuring that you'll be floored by the quality. Freeman's custom options include borders, patterns and logo applications in both our classic and prestige carpeting lines.

- Colorfast carpet technology guarantees a uniform and professional look throughout the life of your exhibit
- Diverse customization options guarantee the fulfillment of your brand standards
- All carpet and padding is manufactured with recycled material
- Rental prices are all-inclusive so there are never hidden charges for material handling or pickup
- Renting carpet from Freeman minimizes your shipping footprint



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

PRESTIGE CARPET

Freeman's prestige carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Five popular colors are available in a luxurious 40-ounce weight and all nine designer colors are available in a 28-ounce weight.

Freeman's prestige carpet packages include new 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

Custom Options

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



*black**



cardinal



*charcoal**



cream



*gray pearl**



*navy**



toast



wedgewood



*white**

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

CLASSIC CARPET

Custom Cut

Freeman classic carpet is available in a range of colors and includes delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

Freeman Classic carpet is reused a minimum of four times before retired from inventory and recycled. Darker colored carpets such as black and gray, as well as the two-toned carpet are made of 20-25% recycled content.

Standard Cut

Our classic carpet comes in a variety of sizes. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



black



blue



gray



green



latte



midnight blue



plum



red



red pepper



tuxedo

Actual colors may vary slightly

FREEMAN

6555 West Sunset Rd
Las Vegas, NV 89118
(702) 579-1700 Fax: (469) 621-5604

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
AUGUST 14, 2018

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PAINWEEK 2018 / September 5-7, 2018**


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CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (702) 579-1700 to speak with one of our experts.

- Orders received after the deadline or without payment will be charged the Standard price.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Pricing includes delivery, material handling, installation and removal.

 All carpets, padding and plastic covering contain recycled content and are recyclable.

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

10' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet	\$ 323.75	\$ 356.15	\$ 453.25	_____
_____	10' x 20' Classic Carpet	\$ 647.50	\$ 712.25	\$ 906.50	_____
_____	10' x 30' Classic Carpet	\$ 971.25	\$ 1,068.40	\$ 1,359.75	_____
_____	10' x 40' Classic Carpet	\$ 1,295.00	\$ 1,424.50	\$ 1,813.00	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 106.00	\$ 116.60	\$ 148.40	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 212.00	\$ 233.20	\$ 296.80	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 318.00	\$ 349.80	\$ 445.20	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 424.00	\$ 466.40	\$ 593.60	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 212.00	\$ 233.20	\$ 296.80	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 424.00	\$ 466.40	\$ 593.60	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 636.00	\$ 699.60	\$ 890.40	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 848.00	\$ 932.80	\$ 1,187.20	_____
_____	Plastic Covering (price per sq. ft.).....	\$.70	\$.75	\$ 1.00	_____

9' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet	\$ 190.25	\$ 209.30	\$ 266.35	_____
_____	9' x 20' Classic Carpet	\$ 380.50	\$ 418.55	\$ 532.70	_____
_____	9' x 30' Classic Carpet	\$ 570.75	\$ 627.85	\$ 799.05	_____
_____	9' x 40' Classic Carpet	\$ 761.00	\$ 837.10	\$ 1,065.40	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 95.50	\$ 105.05	\$ 133.70	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 191.00	\$ 210.10	\$ 267.40	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 286.50	\$ 315.15	\$ 401.10	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 382.00	\$ 420.20	\$ 534.80	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 191.00	\$ 210.10	\$ 267.40	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 382.00	\$ 420.20	\$ 534.80	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 573.00	\$ 630.30	\$ 802.20	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 764.00	\$ 840.40	\$ 1,069.60	_____
_____	Plastic Covering (price per sq. ft.).....	\$.70	\$.75	\$ 1.00	_____

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

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

FREEMAN standard size carpet

Take advantage of the Online price
by ordering at www.freeman.com
before AUGUST 14, 2018

FREEMAN

6555 West Sunset Rd
Las Vegas, NV 89118
(702) 579-1700 Fax: (469) 621-5604

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
AUGUST 14, 2018

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For Assistance, please call **(702) 579-1700** to speak with one of our experts.

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

All carpets, padding and plastic covering contain recycled content and are recyclable.

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

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **3.40**

CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:

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

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

Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
		\$ 3.40	\$ 3.75	\$ 4.75	_____

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

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

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

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ 4.00	\$ 4.40	\$ 5.60	_____
Over 700 sq. ft.		\$ 3.70	\$ 4.05	\$ 5.20	_____

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ 4.80	\$ 5.30	\$ 6.70	_____
Over 700 sq. ft.		\$ 4.15	\$ 4.55	\$ 5.80	_____

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ **1.15**

Qty	Description	Price per sq. ft. (90 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ 1.15	\$ 1.25	\$ 1.60	_____
_____	Carpet Padding-1/2" (Over 700 sq. ft.)		\$.90	\$ 1.00	\$ 1.25	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ 2.30	\$ 2.55	\$ 3.20	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ 1.80	\$ 2.00	\$ 2.50	_____

TOTAL COST

Sub- Total	+	8.25% Tax	=	Total Cost
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Take advantage of the Online price
by ordering at www.freeman.com
before AUGUST 14, 2018

FREEMAN cut to size carpet

FREEMAN

6555 West Sunset Rd
Las Vegas, NV 89118
(702) 579-1700 Fax: (469) 621-5604

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PAINWEEK 2018 / September 5-7, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (702) 579-1700 to speak with one of our experts.

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

CLEANING SERVICES

- **Cleaning is an exclusive service. This includes all floor services and trash removal.**
- Prices are based on total square footage of booth regardless of area to be cleaned.
- **Show Site Prices will apply to all cleaning orders placed at show site.**

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

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time44	.60	_____
_____	610200	Booth Vacuuming - 2 Days83	1.15	_____
_____	610300	Booth Vacuuming - 3 Days	1.23	1.70	_____
_____	610400	Booth Vacuuming - 4 Days	1.67	2.35	_____

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

SHAMPOOING (per sq ft - 100 sq ft minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time74	1.05	_____
_____	630200	Shampoo Carpet - 2 Days	1.48	2.05	_____
_____	630300	Shampoo Carpet - 3 Days	2.22	3.10	_____

PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq.ft.	135.25	189.35	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	168.00	235.20	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	196.75	275.45	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

TOTAL COST

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

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. This lightweight material provides an easy way to make a big impact and provides a small shipping footprint to reduce your shipping cost and carbon emissions.



SMARTFABRIC® RENTAL EXHIBITS

Renting exhibits can virtually eliminate your shipping footprint and carbon emissions. Using a Freeman rental exhibit includes 100% recyclable aluminum for the structure.



10 x 10 ft. unit

GRAPHIC SIZE

116"W 92.5"H



10 x 20 ft. unit

GRAPHIC SIZE

233.5"W 92.5"H

CLEAR ACRYLIC SHELF

36"W 12"H .25"D

(up to 15 lbs each)

RENTAL EXHIBITS INCLUDE:

- * Custom Fabric Graphic (fabric graphic purchased to keep)
- Zippered Carrying Case for Fabric Graphic (fabric graphic 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 back wall 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.



10 x 10 ft. frame



10 x 20 ft. frame

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)

*Graphic art for the back wall is not included. Customer must provide full back wall image or Freeman can design a back wall for an additional charge.

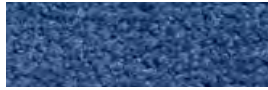
CLASSIC CARPET

Freeman Classic carpet is reused a minimum of four times before retired from inventory and recycled. Darker colored carpets such as black and gray, as well as the two-toned carpet are made of 20-25% recycled content.

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



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

Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show. Renting carpet from Freeman minimizes your shipping footprint.

(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.

SMARTFABRIC® ZIPPERED CARRYING CASE

20"W 8"H 16"D



CLEAR ACRYLIC SHELF

36"W 12"H .25"D

(holds up to 15lbs each)



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 back wall graphic. Ask your Exhibitor Sales Specialist for more information.

"CLEAN FOOTPRINT" MATERIALS



When you select "Clean Footprint" materials for your booth we 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 reusable and 100% recyclable. Using a Freeman rental unit includes a 100% recyclable aluminum in the structure and virtually eliminates your shipping footprint and carbon emissions.

FREEMAN

6555 West Sunset Rd
Las Vegas, NV 89118
(702) 579-1700 Fax: (469) 621-5604

DISCOUNT PRICE
DEADLINE DATE
AUGUST 14, 2018

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PAINWEEK 2018 / September 5-7, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (702) 579-1700 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.



SmartFabric Rental Exhibit Includes:

- 116.5" X 92.5" Custom Fabric Graphic (Purchased item to keep)
- Carrying Case for Graphic (To carry the purchased fabric graphic)
- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 2-Arm Lights (per 10 ft.)
- 2 Shelves (36" x 12", supports up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

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

Qty	Description	Discount	Standard	Total
_____	10' x 10' SmartFabric Exhibit.....	\$ 1,895.00	\$ 2,653.00	_____
_____	10' x 20' SmartFabric Exhibit.....	\$ 3,695.00	\$ 5,173.00	_____

CUSTOM GRAPHICS

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

FRAME ONLY UNIT

The SmartFabric frame only unit is for exhibitors who have previously rented the SmartFabric exhibit (above) and have the fabric graphic ready for 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.



Frame Only Unit Includes:

- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 2-Arm Lights (per 10 ft.)
- 2 Shelves (36" x 12", supports up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

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

Qty	Description	Discount	Standard	Total
_____	10' x 10' Frame Only Unit.....	\$ 1,195.00	\$ 1,673.00	_____
_____	10' x 20' Frame Only Unit.....	\$ 1,995.00	\$ 2,793.00	_____

ACCESSORIES

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

QUICK TIPS

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

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

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

TOTAL COST

Sub-Total	+	8.25 % Tax	=	Total Cost
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RENTAL EXHIBITS THAT IMPRESS

.....

When it comes to designing your exhibit, effective solutions don't require expensive investments. Take the stress out of your upcoming show with a rental exhibit from Freeman. With quality rental options that meet your budget requirements, we'll have you exhibit ready at a moment's notice, without the hassle of ownership.

PACKAGE 1



10 X 20



10 X 10

PACKAGE 1 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



FREEMAN

PACKAGE 2



10 X 20



10 X 10

PACKAGE 3



10 X 20



10 X 10

PACKAGE 4



10 X 20



10 X 10

PACKAGE 2 UPGRADE OPTIONS

With Graphics and Cabinet

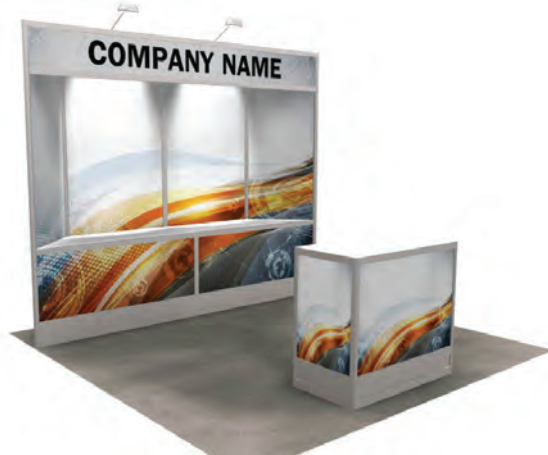
10 X 10



PACKAGE 3 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



PACKAGE 4 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



FREEMAN

PACKAGE 5



10 X 20



10 X 10

PACKAGE 6



10 X 20



10 X 10

PACKAGE 5 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



PACKAGE 6 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



FREEMAN

There are upgrade options available that allow you to change the panels to slatwall, add shelves, change the metal color and add cabinets as a storage option with the dual purpose of a reception counter.



10 X 10

SLATWALL



10 X 10

COLORED PANELS



10 X 10

SHELVES



10 X 10

BLACK METAL



CABINETS

Booth Panel Options – Color Options Included with Rental Package



black fabric



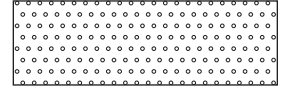
blue fabric



gray fabric



white



white perforated

Classic Carpet (16 oz.) – Color Options Included with Rental Package Options. Darker colored Classic carpet is made of 25-50% recycled content.



black



blue



gray



green



latte



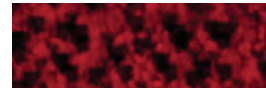
midnight blue



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.

Rental Exhibits Include:

- 9x10 or 9x20 Classic Carpet
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2-arm lights per 10' Booth
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

questions?

All packages can be customized or modified to fit your specific needs. To speak with an Exhibitor Sales Specialist, call the number listed on the Quick Facts.



“CLEAN FOOTPRINT” MATERIALS

When you select “Clean Footprint” materials for your booth we 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 printed on reusable and 100% recyclable substrate such as Freeman honeycomb, conerd board and reboard. Using a Freeman rental unit includes 100% recyclable aluminum in the structure and virtually eliminates your shipping footprint and carbon emissions.

FREEMAN

6555 West Sunset Rd
Las Vegas, NV 89118
(702) 579-1700 Fax: (469) 621-5604

DISCOUNT PRICE
DEADLINE DATE
AUGUST 14, 2018

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PAINWEEK 2018 / September 5-7, 2018**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(702) 579-1700** to speak with one of our experts.

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

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

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

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price
Package 1	<input type="checkbox"/> 10' x 10'	3,933.50	5,506.90	<input type="checkbox"/> 10' x 20'	6,453.00	9,034.20
Package 2	<input type="checkbox"/> 10' x 10'	2,675.00	3,745.00	<input type="checkbox"/> 10' x 20'	4,439.25	6,214.95
Package 3	<input type="checkbox"/> 10' x 10'	3,758.50	5,261.90	<input type="checkbox"/> 10' x 20'	5,522.75	7,731.85
Package 4	<input type="checkbox"/> 10' x 10'	4,627.75	6,478.85	<input type="checkbox"/> 10' x 20'	8,434.75	11,808.65
Package 5	<input type="checkbox"/> 10' x 10'	3,249.75	4,549.65	<input type="checkbox"/> 10' x 20'	5,403.50	7,564.90
Package 6	<input type="checkbox"/> 10' x 10'	3,092.00	4,328.80	<input type="checkbox"/> 10' x 20'	4,568.00	6,395.20

CHOOSE YOUR PANEL

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

CARPET

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

Check color choice

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

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

LIGHTING

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

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

Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

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

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

Indicate exactly how you want your company name to appear:

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

ENHANCE YOUR EXHIBIT

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

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

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

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

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 • Fax: (469) 621-5604

**DISCOUNT PRICE
DEADLINE DATE
AUGUST 14, 2018**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PAINWEEK 2018 / September 5-7, 2018**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

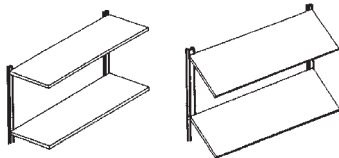
E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

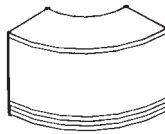
For fast, easy ordering, go to www.freeman.com

ACCESSORIES FOR RENTAL UNITS

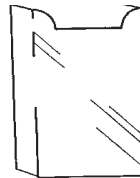
STRAIGHT AND ANGLED SHELVES



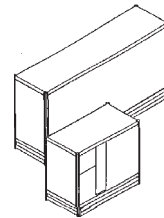
RADIUS COUNTER (Does Not Have Doors)



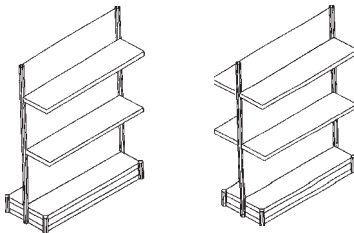
LITERATURE POCKETS (Plexiglass)



COUNTERS & CABINETS

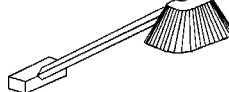


GONDOLAS



(Lights may only be used on rentals.
Electrical service & labor to install
lights is not included.)

STEM LIGHT



TRACKLIGHT



WIRE WALL PANELS

(Available in Black or White)
Usable Surface: 36" w x 86" h
Overall Size: 41-3/16" w x 96" h x 28" d



SLAT WALL PANELS

(Available in White)
Usable Surface: 37-1/2" x 86-1/4"
Overall Size: 41-3/16" w x 96" h x 28" d



Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
(electrical service & labor to install lights not included)					

___	172512	Stem Light	182.00	254.80	___
___	172514	4' Tracklight (3 lights).....	369.25	516.95	___

CABINETS & COUNTERS

Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					

___	17305	1M x 36" High Cabinet	472.75	661.85	___
___	17306	1M x 42" High Counter	472.75	661.85	___
___	17308	2M x 36" High Cabinet	586.00	820.40	___
___	17309	2M x 42" High Counter	586.00	820.40	___
___	173010	1M x 36" High Radius Cabinet ...	675.75	946.05	___
___	173011	1M x 42" High Radius Counter ...	675.75	946.05	___

GONDOLAS

Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Black Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfbord <input type="checkbox"/> White PVC					

___	174541	Single Sided 1M x 4' High	451.25	631.75	___
___	174542	Double Sided 1M x 4' High	599.50	839.30	___
___	174581	Single Sided 1M x 8' High	550.00	770.00	___
___	174582	Double Sided 1M x 8' High	700.50	980.70	___

SHELVES

___	17201	Straight Shelf - 1M	66.75	93.45	___
___	17206	Angled Shelf - 1M	66.75	93.45	___

Don't see what you need?
Please call an Exhibitor Services Representative at 702-579-1700.
(444548) LV-H1 18/19

Qty	Part #	Description	Discount Price	Standard Price	Total
WIRE WALL					

Wire Wall					
<input type="checkbox"/> Black <input type="checkbox"/> White					

___	173518	1M x 8' High Wire Wall	599.50	839.30	___
___	17353	3-Ball Waterfall	32.50	45.50	___
___	17355	5-Ball Waterfall	34.75	48.65	___
___	17357	7-Ball Waterfall	38.25	53.55	___
___	173510	Cleaver Clip	6.35	8.90	___
___	1735468	4" Single Hook	3.35	4.70	___
___	1735468	6" Single Hook	3.35	4.70	___
___	1735468	8" Single Hook	3.35	4.70	___

SLAT WALL

___	1736100	1M x 8' High Slat Wall	451.25	631.75	___
___	173650	1/2M x 8' High Slat Wall	337.75	472.85	___
___	173611	Slat Wall Shelf	109.50	153.30	___
___	17365	5-Ball Waterfall	38.25	53.55	___

LITERATURE POCKET

___	174015	For 8 1/2 x 11 Literature	37.75	52.85	___
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TOTAL COST

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

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

FREEMAN exhibit accessories

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.

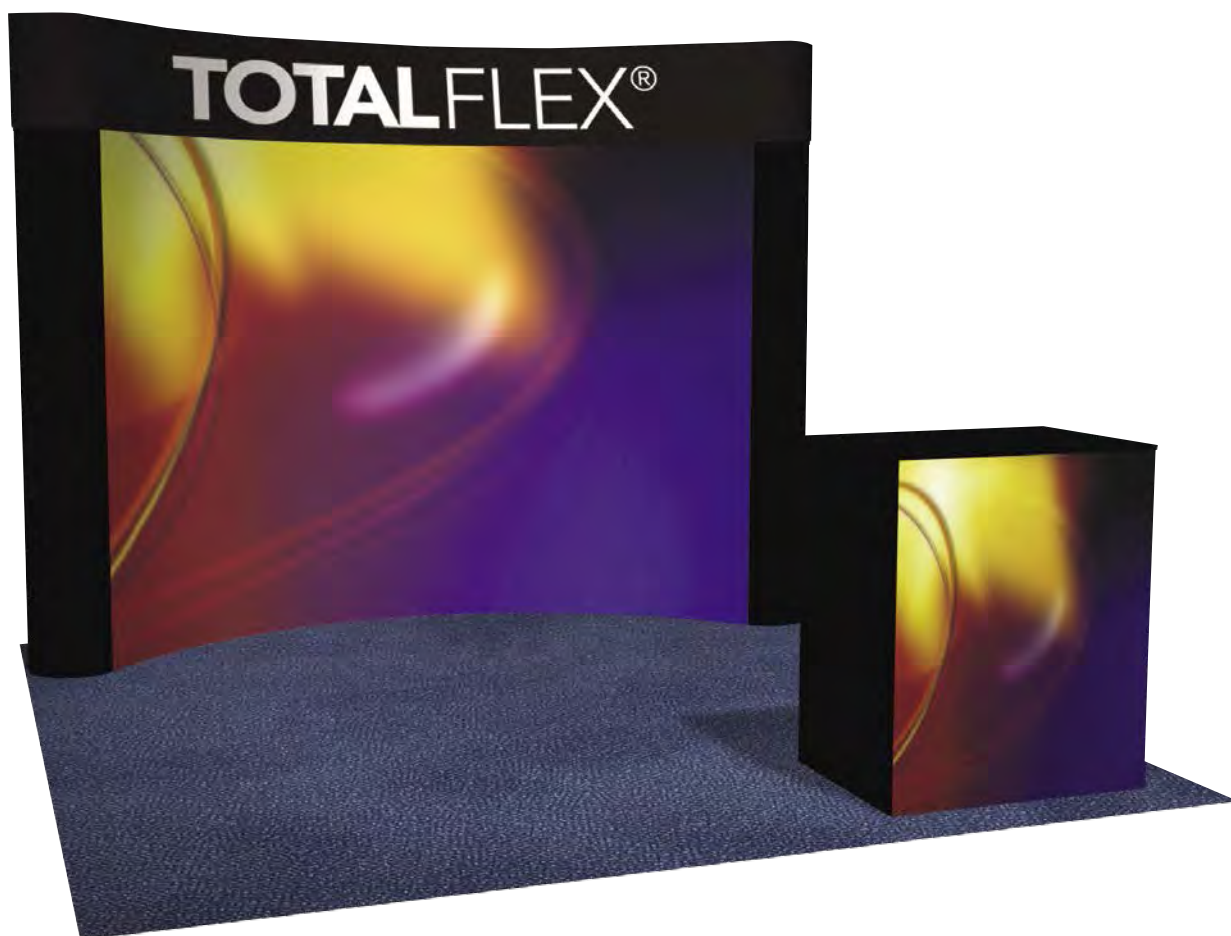


Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com

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.*



FLOOR UNITS

10'w x 8'h Floor Standing Unit

20'w x 8'h Floor Standing Unit

TABLE TOP UNITS

6'w x 40"h Table Top Unit

8'w x 40"h Table Top Unit

FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 • Fax: (469) 621-5604

**DISCOUNT PRICE
DEADLINE DATE
AUGUST 14, 2018**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PAINWEEK 2018 / September 5-7, 2018**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

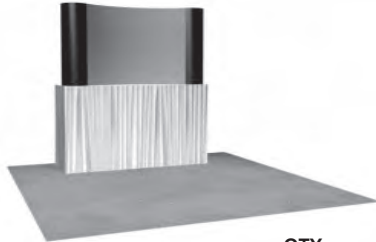
PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

TABLE TOP UNIT



RENTAL

Size	Discount Price	Standard Price	QTY.	TOTAL
40" H x 6' W	\$1,443.00	\$2,020.20	_____	_____
40" H x 8' W	\$1,622.25	\$2,271.15	_____	_____

PURCHASE*

Size	Discount Price	Standard Price	QTY.	TOTAL
40" H x 6' W	\$1,690.25	\$2,366.35	_____	_____
40" H x 8' W	\$1,852.00	\$2,592.80	_____	_____

*Shipping Not Included

Rental Units Include:

Draped Table (Select color below)
Classic Carpet 9' X 10' (Select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-Light (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:

1-Case
One Time Installation & Dismantle

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

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

Other Colors Also Available for Purchase Units

9'x10' Classic Carpet:

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

Table Drape:

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

FLOOR UNIT



RENTAL

Size	Discount Price	Standard Price	QTY.	TOTAL
8' H x 8' W	\$2,164.00	\$3,029.60	_____	_____
8' H x 10' W	\$2,517.25	\$3,524.15	_____	_____

PURCHASE*

Size	Discount Price	Standard Price	QTY.	TOTAL
8' H x 8' W	\$3,251.75	\$4,552.45	_____	_____
8' H x 10' W	\$3,739.00	\$5,234.60	_____	_____

*Shipping Not Included

Rental Units Include:

Classic Carpet 9' X 10' (Select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-Podium (8'H x 10'W unit only)
2-Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:

1-Case
1-Podium (8'H x 10'W unit only)
One Time Installation & Dismantle

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

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

Other Colors Also Available for Purchase Units

9'x10' Classic Carpet:

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

All Classic carpets contain recycled content and are recyclable.

CUSTOM GRAPHIC / PHOTO PANELS

☐ Our custom graphic panels can dramatically enhance your exhibit's appearance.

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

OPTIONAL ACCESSORIES

RENTAL

PURCHASE

Part #	Description	Qty.	Discount Price	Standard Price	Total	Qty.	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	\$219.75	\$307.65	_____	_____	\$282.75	\$395.85	_____
1715801	1-200 Watt Halogen Light Kit	_____	\$112.75	\$157.85	_____	_____	\$206.75	\$289.45	_____
1715802	Straight Shelf	_____	\$86.75	\$121.45	_____	_____	\$144.00	\$201.60	_____
1715803	Angle Shelf	_____	\$86.75	\$121.45	_____	_____	\$144.00	\$201.60	_____

QUICK TIPS

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

PURCHASE UNITS TOTAL COST

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

RENTAL UNITS TOTAL COST

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

SEEING IS BELIEVING

.....

Quality graphics contribute significantly to the impact of your exhibit. With state-of-the-art design and printing capabilities, Freeman brings your banners, signage, and exhibit graphics to life in a larger-than-life way. Our graphics products redefine "high definition," which means your brand has never been seen like this before.

- Photo-quality / high-resolution printing on a variety of rigid and rolled material including honeycomb, foam, Polyfoam, PVC, acrylic, fabric, vinyl and mesh materials
- Grand Format printers provide high-resolution digital printing of single and double-sided banners in virtually any size
- Electronic file transfer, in-house printing, and company-wide procedure standardization allow us to control quality, cost and scheduling on a nationwide basis
- Freeman's extensive resources ensure that last minute repairs and replacements are handled efficiently as needed, no matter where your event may be located



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

CREATING VISUAL EXCITEMENT

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

STATE-OF-THE-ART CAPABILITIES

Freeman can provide four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more. Each Freeman location has stand-alone printing capabilities, along with two additional graphic locations for additional support and for special requirements.

SUPERIOR QUALITY CONTROL

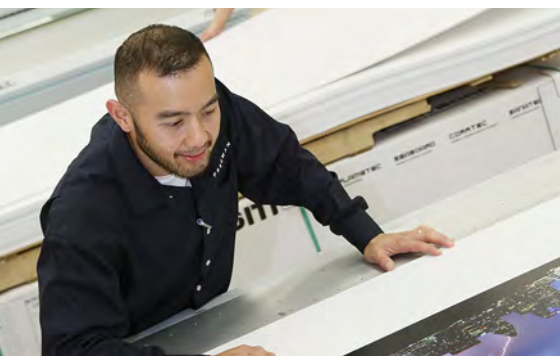
Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis. Last minute repairs and replacements are handled efficiently through our nationwide resources.

DEPTH OF RESOURCES

- 5M UV roll printers provide grand format, four-color, high-resolution digital printing of single and double-sided banners up to 16' wide and virtually any size with seams.
- 3M Dye Sublimation printers provide 10' fabric graphics that work perfectly in our SmartWall panel system.
- UV flatbeds print directly to a variety of ridged materials and offer a 100% recyclable graphic when using a cardboard substrate.
- Freeman offers 100% recyclable substrates that can save you money and the environment.
- Large format Eco-Solvent printers produce high quality graphics for wall, carpet and window applications.
- 3M high speed digital cutters allow for precise cutting of multiple panel applications and also custom router graphic panels.
- Computer-aided graphic design & layout available for your assistance.

REPRODUCTION AND INSTALLATION

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



FREEMAN

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DISCOUNT PRICE
DEADLINE DATE
AUGUST 14, 2018

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PAINWEEK 2018 / September 5-7, 2018**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (702) 579-1700 to speak with one of our experts.

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

GRAPHICS

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

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

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq.ft.
\$ 17.00 per sq. ft. discount price
sq. ft. _____ x or _____ = \$ _____
\$ 25.50 per sq. ft. standard price

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

LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

- | | |
|---|--|
| <input type="checkbox"/> Freeman Foam (Foamcore) | <input type="checkbox"/> Masonite |
| <input type="checkbox"/> Freeman PVC (PVC) | <input type="checkbox"/> Plexi |
| <input type="checkbox"/> Freeman HD Foam (Gatorfoam) | <input type="checkbox"/> Freeman Honeycomb (Eco-Board) |
| <input type="checkbox"/> Freeman Polyfoam (Ultra Board) | <input type="checkbox"/> Other |

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

Vertical _____ Horizontal _____ Use Your Judgment For Sign Layout

Special Instructions

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	@ 49.50	74.25 =	_____
7" x 22"	@ 58.50	87.75 =	_____
7" x 44"	@ 71.25	106.90 =	_____
9" x 44"	@ 78.00	117.00 =	_____
11" x 14"	@ 60.75	91.15 =	_____
14" x 22"	@ 71.25	106.90 =	_____
14" x 44"	@ 98.50	147.75 =	_____
22" x 28"	@ 98.50	147.75 =	_____
28" x 44"	@ 201.00	301.50 =	_____
20" x 60"	@ 194.75	292.15 =	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical

Horizontal

Use Your Judgment For Sign Layout

Background Color: _____

Lettering Color: _____

TOTAL COST

Sub-Total	+	8.25 % Tax	=	Total Cost
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FREEMAN graphics

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

VECTOR ART:

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

FONTS and LINKS

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

COLOR

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

ARTWORK IN THE STRUCTURE

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

ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

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

PRINT FILES:

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

RASTER OR BITMAP ART:

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

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

WAYS TO SEND ARTWORK

• Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (702) 579-1700 for assistance.

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.



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

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.



FREEMAN

6555 West Sunset Road
Las Vegas, NV 89118
(702) 579-1700 • Fax: (469) 621-5604

ORDER FORM
DEADLINE DATE
AUGUST 14, 2018

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **PAINWEEK 2018 / September 5-7, 2018**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1400 and ask to speak with our I & D Department.

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

DISPLAY LABOR (One Hour Minimum per Worker)

	Description	Advance Price	Show Site Price
Straight Time-	8:00 A.M. to 5:00 P.M. Monday through Friday	\$ 113.00	\$ 158.50
Overtime-	5:00 P.M. to 8:00 A.M. Monday through Friday, All day Saturday, Sunday and recognized holidays	\$ 186.50	\$ 261.50

- 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 and at the close of the show.
- One hour minimum per man - labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pickup labor.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

INSTALLATION LABOR

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

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

Emergency contact: _____ Phone Number: _____

☐ **Exhibitor Supervised Labor**

Supervisor will be: _____ Phone Number: _____

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

DISMANTLE LABOR

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

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

Emergency contact: _____ Phone Number: _____

☐ **Exhibitor Supervised Labor**

Supervisor will be: _____ Phone Number: _____

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

If you have questions or need assistance in completing your order, please call your Freeman I & D Representative.

NAME OF SHOW: **PAINWEEK 2018 / September 5-7, 2018**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1400 and ask to speak with our I & D Department.

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

PLEASE NOTE: Should you have more than one shipment, please provide the information for all shipments.

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

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/Order: Drawing Attached (required) _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware/Equipment Required: _____

OUTBOUND SHIPPING INFORMATION

PLEASE NOTE: Should you have more than one shipment, please provide the information for all shipments.

SHIP TO: _____

Select a Carrier:

☐

Freeman Exhibit Transportation:

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

☐

Other Carrier:

Carrier Name: _____
Carrier Phone: _____

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

Select Level of Service:

☐ 1 Day: Delivery next business day

☐ 2 Day: Delivered by 5:00 PM second business day

☐ Deferred: Delivery within 3-5 business days

☐ Standard Ground

☐ Specialized: Pad wrapped, uncrated or truckload

Freight Charges:

☐ Same as ship to

Bill To: _____

Select Shipment Options (if applicable):

☐ Have loading dock

☐ Inside delivery

☐ Pad wrap required

☐ Do not stack

☐ Lift gate required

☐ Air ride required

☐ Residential

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.

Exhibitor Information

Company		Booth #
Address		
City	Onsite Contact	
Prov/State	Phone	
Postal/Zip Code	Fax	

***Early Bird Price: order and payment must be received by August 21, 2018**

Lead Retrieval Packages

Quantity Amount

MYLeads - Standard

- A small, lightweight & easy to carry scanner, equipped with just one key, allows for easy and straight forward use. Equipped with 128 KB of memory, it provides an economical method of collecting leads. An electronic file is provided within one business day after the show closes. ***No electrical power required***

***Early Bird Price** \$300.00
Price (After Aug 21) \$350.00

MYLeads - Mobile App

- Real-time attendee lead information. Ability to either scan badges or type badge ID's. Multiple device option, which syncs to one portal. Lead details upload to your exhibitor portal. Take notes within each lead and answer custom surveys/qualifiers. Ability to modify custom qualifiers on demand through the exhibitor portal. No electrical power required. Internet access Required (**NOT INCLUDED**).

3 Pack License \$350.00
Price (After Aug 21) \$450.00


Additional License(s) \$100.00

MYLeads - Premium

- A compact portable battery-powered scanner. Fast and easy to use. Freedom to scan anywhere in the show and **no electrical power required**. Ability to personalize with custom qualifiers or use of 10 standard qualifiers. Leads print off automatically in your booth and an electronic file is provided within one business day after the show closes.

***Early Bird Price** \$350.00
Price (After Aug 21) \$450.00

Payment

		<input type="checkbox"/> Paying by Check Check Payable to CONEXSYS	Tax ID #76-0704632 Total amount due in U.S. dollars	TOTAL	<input type="text"/>
Account #		Expiry Date			
Cardholder <i>Please Print</i>		Signature			
Ordered By <i>Please Print</i>		Email address for receipt			

CANCELLATION POLICY: No refunds after August 21, 2018

Complete both sides and return to:	Please Note:
Order Online: www.conexsysleads.com Event Code: PWLV18 Order By Fax: (877) 247-0864 Order By Mail: CONEXSYS INTERNATIONAL 100 Cummings Center, Suite 320-H Beverly, MA 01915 Order by Email: james@conexsys.com For additional Information (978) 338 4194	Barcode Scanners must be picked up at the Lead Retrieval Services desk located at the registration area. On-site orders see CONEXSYS at the Lead Retrieval Services desk. CONEXSYS will take reasonable precautions to ensure the safety and integrity of the data produced from this service and does not accept liability for any losses incurred resulting from missing or invalid information.

Exhibitor Lead Menu (Optional)

Exhibitor: _____

Booth: _____

REFERENCES: (MAXIMUM 8)

Ex. Sales Reps, Territories, Divisions, etc.

1		5	
2		6	
3		7	
4		8	

PRODUCTS AND SERVICE:

1		14	
2		15	
3		16	
4		17	
5		18	
6		19	
7		20	
8		21	
9		22	
10		23	
11		24	
12		25	
13		26	

FOLLOW UPS: (MAXIMUM 8)

<input type="checkbox"/>	1. PHONE CALL		OTHER
<input type="checkbox"/>	2. SALES VISIT	<input type="checkbox"/>	
<input type="checkbox"/>	3. DEMONSTRATION	<input type="checkbox"/>	
<input type="checkbox"/>	4. QUOTATION	<input type="checkbox"/>	
<input type="checkbox"/>	5. SEND LITERATURE	<input type="checkbox"/>	
<input type="checkbox"/>	6. HOT LEAD (URGENT)	<input type="checkbox"/>	
<input type="checkbox"/>	7. SEE NOTES	<input type="checkbox"/>	
<input type="checkbox"/>	8. READY TO PURCHASE	<input type="checkbox"/>	
<input type="checkbox"/>	9. MAKES PURCHASING DEC.	<input type="checkbox"/>	
<input type="checkbox"/>	10. ORDER PLACED AT SHOW	<input type="checkbox"/>	

PLEASE TYPE OR PRINT



THE COSMOPOLITAN
of LAS VEGAS

EMAIL OR FAX FORMS TO:

PSAV®

3708 Las Vegas Boulevard South, Las Vegas, NV 89109

Phone: 702.698.1300 Fax: 866.505.9645

QUESTIONS OR NEED A RECEIPT? EMAIL: cosmopolitanexpo@psav.com

BOOTH NUMBER

EVENT NAME:		EVENT DATES:		LOCATION:	
EXHIBITING COMPANY NAME:					
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER:			EMAIL ADDRESS:		
ORDERED BY:					

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM.
PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

NO CHECKS ACCEPTED

AUDIO VISUAL SERVICES FORM

To receive advance prices PSAV must receive your order, with credit card information,
fourteen (14) days prior to show opening, all other orders will be processed at the late order rate.

EQUIPMENT PRICES ARE PER DAY.

EQUIPMENT DESCRIPTION	PRE-SHOW	LATE ORDER	QTY	DAYS	TOTAL
PROJECTORS & PRESENTATION					
LCD PROJECTOR	\$560.00	\$820.00			\$
COMPUTER KEYBOARD	\$60.00	\$70.00			\$
WIRELESS MOUSE	\$70.00	\$80.00			\$
FLIP CHART W/MARKERS	\$105.00	\$115.00			\$
6' X 6' TRIPOD SCREEN	\$105.00	\$115.00			\$
8' X 8' TRIPOD SCREEN	\$105.00	\$115.00			\$
32" ROLLING CART	\$40.00	\$55.00			\$
54" ROLLING CART	\$75.00	\$95.00			\$
VIDEO					
DVD PLAYER	\$110.00	\$140.00			\$
IMAGE PRO	\$455.00	\$505.00			\$
COMPUTER					
LAPTOP COMPUTER	\$250.00	\$300.00			\$
LABOR – SET UP & TEARDOWN					
STRAIGHT TIME	\$90.00				\$
OVERTIME	\$135.00				\$
DOUBLE TIME	\$180.00				\$

EQUIPMENT DESCRIPTION	PRE-SHOW	LATE ORDER	QTY	DAYS	TOTAL
AUDIO					
WIRED MIC LAV OR HH	\$80.00	\$90.00			\$
WIRELESS MIC LAV OR HH	\$245.00	\$255.00			\$
FLOOR MIC STAND	\$15.00	\$20.00			\$
4-CHANNEL MIXER	\$85.00	\$95.00			\$
POWERED SPEAKER	\$110.00	\$130.00			\$
CD PLAYER	\$95.00	\$105.00			\$
DATA (COMPUTER) MONITORS					
19" LCD FLAT SCREEN	\$200.00	\$250.00			\$
40" PLASMA SCREEN	\$485.00	\$535.00			\$
46" PLASMA SCREEN	\$650.00	\$750.00			\$
55" PLASMA SCREEN	\$820.00	\$920.00			\$
80" PLASMA SCREEN	\$1,395.00	\$1,550.00			\$
MONITOR STAND	\$100.00	\$125.00			\$
TOTAL EQUIPMENT					\$
8.15% NEVADA STATE SALES TAX					\$
4% LOSS DAMAGE WAIVER					\$
M-F 8AM – 5PM DELIVERY & PICKUP FEE					\$120.00
M-F AFTER 5PM & BEFORE 8AM & ALL DAY SATURDAY & SUNDAY					\$180.00
TOTAL AUDIO VISUAL					\$
DELIVERY DATE REQUESTED:		DELIVERY TIME:			
BOOTH CONTACT:					

****NOTE: ALL LABOR OR DELIVERY REQUESTS AFTER 5:00 PM AND BEFORE 8:00 AM WILL BE AT OVERTIME. LABOR FEES ARE NON-TAXABLE.**

All prices are subject to change without notice.

2017

PSAV®



Technology Meets Inspiration

Credit Card Consent / Security Deposit Form

PSAV LOCATION NUMBER: _____ Property Name: _____

Credit Card Type: American Express ___ Discover ___ MasterCard ___ Visa ___

Credit Card Number: PSAV TO CALL FOR CREDIT CARD NUMBER

Expiration Date: _____

Cardholder's Name: _____

(As it appears on credit card)

Cardholder Billing Address: _____

ZIP Code: _____

Cardholder email address: _____

Cardholder's Phone Number: _____

Customer Name: _____

(Name as it should appear on the invoice)

Invoice/Order Number(s): _____ Customer PO: _____

(If a PO # is not provided use loc # and Order ID XXXX XXXX)

Invoice Amount: \$ _____

I, (please print) _____, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions – See Terms and Conditions.

Signature _____ Date _____



THE COSMOPOLITAN
of LAS VEGAS

EMAIL OR FAX FORMS TO:

PSAV®

3708 Las Vegas Boulevard South, Las Vegas, NV 89109

Phone: 702.698.1300 Fax: 866.505.9645

QUESTIONS OR NEED A RECEIPT? EMAIL: cosmopolitanexpo@psav.com

BOOTH NUMBER

EVENT NAME:		EVENT DATES:		LOCATION:	
EXHIBITING COMPANY NAME:					
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER:			EMAIL ADDRESS:		
ORDERED BY:					

**BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM.
PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.**

NO CHECKS ACCEPTED

ELECTRICAL SERVICES FORM

The Cosmopolitan of Las Vegas nor its contractors or subcontractors are responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection you should install a surge protector / over-under voltage protector on your computer(s) and/or other equipment you deem necessary. Electrical contractor for TCOLV should make installation and connections to all electrical service. They will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or any damage or injury to any person, caused by the installation, connection of plugging into any electrical outlet by persons other than their personnel.

To receive advance prices PSAV must receive your order, with credit card information, fourteen (14) days prior to show opening, all other orders will be processed at the late order rate.

Call PSAV for pricing on outlets and phases not indicated on this form, (i.e.; 480 volt, special or foreign voltages or outlets exceeding those indicated.)

ELECTRICAL OUTLETS	120 VOLT ADVANCE ORDER PRICE	120 VOLT LATE ORDER PRICE	208 VOLT 10 PRE-SHOW ORDER PRICE	LATE	QUANTITY OF 120 VOLT	SUBTOTAL
10 Amps	\$149.00	\$224.00				\$
20 Amps	\$200.00	\$300.00	\$310.00	\$465.00		\$
30 Amps			\$395.00	\$593.00		\$
60 Amps			\$649.00	\$974.00		\$
100 Amps			\$979.00	\$1,469.00		\$
Outlets over 100 Amps	Call for Quote	Call for Quote	Important Note: Any outlet other than 120 Volt requires Labor and Materials. Outlets will not be installed without a credit card on file with Presentation Services.			
Outlets & phases other than 120 or 208 volt	Call for Quote	Call for Quote				
ELECTRICAL MATERIAL			QUANTITY	PRICE PER UNIT		
25' Extension Cord				\$20.00 + 8.15% NV State Sales Tax		
6 Outlet Plug Strips				\$20.00 + 8.15% NV State Sales Tax		
Pricing is based on a 3 day show. Additional days will require an additional 25% per day.					Total Material	
LABOR RATES: \$125.00 Straight time / \$157.00 Overtime / \$210.00 Doubletime					Total Labor	
LABOR: Labor between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday will be at the straight time labor rate. Labor before 8:00 a.m. and after 5:00 p.m., Monday through Friday, and all day Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth of one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A floor plan is needed in order to proceed with the electrical distribution from overhead or on the floor. Please indicate what type of labor assistance you will require by completing the appropriate information below. Please indicate dates you would like work to commence.						
DATE/TIME:	Distribution under carpet:		Overhead Distribution (where available)		Lighting Fixtures:	Equipment Hookup:

Electrical service is an exclusive service of THE COSMOPOLITAN of LAS VEGAS.

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2017

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Technology Meets Inspiration

Credit Card Consent / Security Deposit Form

PSAV LOCATION NUMBER: _____ Property Name: _____

Credit Card Type: American Express ___ Discover ___ MasterCard ___ Visa ___

Credit Card Number: PSAV TO CALL FOR CREDIT CARD NUMBER

Expiration Date: _____

Cardholder's Name: _____

(As it appears on credit card)

Cardholder Billing Address: _____

ZIP Code: _____

Cardholder email address: _____

Cardholder's Phone Number: _____

Customer Name: _____

(Name as it should appear on the invoice)

Invoice/Order Number(s): _____ Customer PO: _____

(If a PO # is not provided use loc # and Order ID XXXX XXXX)

Invoice Amount: \$ _____

I, (please print) _____, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions – See Terms and Conditions.

Signature _____ Date _____



Exhibitor Liability Insurance Program

As a standard requirement for all of our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.

This insurance must be in force during the lease dates of the event, September 2-9, 2018, naming Tarsus Cardio DBA PAINWeek (6 Erie St. Montclair, N.J. 07042) as the certificate holder. The following must be named as additional insured: Tarsus Cardio DBA PAINWeek and The Cosmopolitan of Las Vegas.

If you already have compliant coverage, please forward your proof of insurance to exhibits@painweek.org.

Purchase your Insurance Now

Simply purchase your insurance, which is already pre-filled with all of the proper show information, directly online using a credit card.

Click the link below to Purchase your Liability Insurance for just \$94:

<https://securevendorinsurance.com/Rainprotection/ApplicantInformation?GroupEventKey=cdce7e57b164>

NON USA EXHIBITORS - Address and Phone Number instructions:

When filling in your company information it will ask for a phone number and address. Please use the following:

Address - 3708 Las Vegas Blvd. South Las Vegas, NV 89109

Phone Number - (800) 528-7975.

This program is valuable for:

- *Exhibitors who do not have any insurance.
- *International Exhibitors whose liability insurance will not cover them at a U.S Show.
- *Companies who do not have the time to deal with all of the certificate arrangements, and need coverage now.
- *Exhibitors who find it easier or advantageous to use this program, rather than their corporate insurance; Similar to when you rent a car and do not want to use your own auto insurance.
- *Should there be a claim, it will not tarnish your policy and rates. And, unlike most corporate policies, there is no deductible.

Are you worried about lost, stolen or damaged merchandise?

We also offer Short Term Optional Equipment/Merchandise/Display Insurance

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

Please complete and return the Enrollment Form below:

[Click Here for the Instant Equipment Insurance Enrollment Form](#)



Las Vegas Convention Plants
4080 W Desert Inn Rd. Suite W108
Las Vegas, NV 89102
Ph: (702) 255-8862 Fax: (702) 255-2269
www.lasvegasconventionplants.com

PainWeek®

Professional Floral Services	Cost Ea	Qty.	Total	Notes
SPECIAL MONEY SAVING PACKAGE RENTALS				
Assortment A (For typical 100 foot booth)	\$110.00			ASSORTMENT A (for typical 100' booth): two 3-foot bushy trees, one tabletop plant, all with deco containers.
Assortment B (For typical 200 foot booth)	\$155.00			ASSORTMENT B (for typical 200' booth): three 3-foot trees, one tabletop plant, all with deco containers.
FLORAL ARRANGEMENTS				RENTAL POLICY
Fresh Floral Arrangement Height: Width: Color:	\$80.00			<ul style="list-style-type: none"> • All materials and plants available on a rental basis only. • Items missing from booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied. • All prices include: delivery, installation, servicing, top dressing, decorative containers, and removal at the end of show.
Fresh Floral Arrangement Custom Design Height: Width: Color:	\$95.00			
GREEN & BLOOMING PLANT RENTALS				
Mum Plants (Indicate number & color) Yellow White Lavender	\$35.00			
Seasonal Flowering Plants (azaleas, etc.)	\$45.00			PAYMENT POLICY <ul style="list-style-type: none"> • All orders must be paid in full prior to or upon delivery unless accompanied by an authorized purchase order. • Adjustments cannot be made after the close of the show. • A 1.5% per month finance charge applies to balances over thirty days. • US funds or credit card. Tax ID #27-4544076 • All wire transfer fees to be paid by exhibitor. Call for information. • If tax exempt, you must include a copy of your tax-exempt form.
Small: <input type="checkbox"/> Fern <input type="checkbox"/> Ivy	\$35.00			
Large: <input type="checkbox"/> Fern <input type="checkbox"/> Ivy	\$45.00			
3 Foot green plant	\$47.00			
4 Foot green plant	\$57.00			
5 Foot green plant	\$67.00			
6 Foot green plant	\$85.00			
Taller plants & trees priced upon request	Call			
INDICATE YOUR CHOICE OF CONTAINERS BELOW				
Container Colors: White Black Red	No Charge			
Upgraded Container Colors (6" to 12"): Brass Terra Cotta Aluminum	\$30.00			
Upgraded Container Colors (14" & larger): Brass Terra Cotta Aluminum	\$50.00			
Bubble Bowl (great for business cards)	\$35.00			
FLORAL ORDER TOTAL				CALL US AT
Sub Total of Above Order		\$		Contact: Damie Kennedy Cell: (702) 491-4063 Office: (702) 255-8862 damie@lasvegasconventionplants.com
On site mark up if ordered after	15%	\$		
Sales Tax	8.25%	\$		
Grand Total		\$		
ADDITIONAL SERVICES AVAILABLE ON REQUEST				
• Please have a designer see us in our booth on: Date: _____ Time: _____ Contact: _____ Also, plant design for hospitality suites, luncheons, banquets and parties.				
Please return order form to: Las Vegas Convention Plants				
Company		Booth #		
Booth Rep		Authorized Signature		
Billing Address		Phone #		
City	State	Postal Code		
Payment Amount Enclosed \$	<input type="checkbox"/> Check	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express
Card Number	Exp. Date		Security Code	
Card Holder	Signature			
E Mail Address:				



THE COSMOPOLITAN
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PSAV®

3708 Las Vegas Boulevard South, Las Vegas, NV 89109

Phone: 702.698.1300 Fax: 866.505.9645

QUESTIONS OR NEED A RECEIPT? EMAIL: cosmopolitanexpo@psav.com

BOOTH NUMBER

EVENT NAME:		EVENT DATES:		LOCATION:	
EXHIBITING COMPANY NAME:					
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER:			EMAIL ADDRESS:		
ORDERED BY:					

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM.
PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

NO CHECKS ACCEPTED

INTERNET SERVICES FORM

SHARED BANDWIDTH DAILY – WIRED	QTY	ADVANCED ORDER PRICE	LATE ORDER PRICE
Initial Wired Connection		\$295.00	\$375.00
Additional Wired		\$90.00	\$115.00
SHARED BANDWIDTH DAILY – WIRELESS	QTY	ADVANCED ORDER PRICE	LATE ORDER PRICE
Initial Wireless Connection		\$50.00	\$65.00
Additional Wireless		\$35.00	\$50.00

SHARED BANDWIDTH WEEKLY (3-5 DAYS) WIRED	QTY	ADVANCED ORDER PRICE	LATE ORDER PRICE
Initial Wired Connection		\$750.00	\$950.00
Additional Wired		\$225.00	\$285.00
SHARED BANDWIDTH WEEKLY (3-5 DAYS) WIRELESS	QTY	ADVANCED ORDER PRICE	LATE ORDER PRICE
Initial Wireless Connection		\$150.00	\$195.00
Additional Wireless		\$105.00	\$150.00

LABOR RATE: ADDITIONAL LABOR MAY BE REQUIRED TO RUN MULTIPLE LINES. OVERTIME RATES WILL APPLY FOR ON-SITE ORDERS TO RECEIVE ADVANCE PRICING PSAV MUST RECEIVE YOUR ORDER, WITH CREDIT CARD INFORMATION, FOURTEEN (14) DAYS PRIOR TO SHOW OPENING, ALL OTHER ORDERS WILL BE PROCESSED AT THE LATE ORDER PRICE	SUBTOTAL	\$
	LABOR	\$
	TOTAL	\$
	DATES OF SHOW	

LABOR: Labor between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday will be at the straight time labor rate. Labor before 8:00 a.m. and after 5:00 p.m., Monday through Friday, and all day Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth of one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A floor plan is needed in order to proceed with the network distribution from overhead or on the floor. Please indicate what type of labor assistance you will require by completing the appropriate information above. Please indicate dates you would like work to commence.

Internet service is an exclusive service of **THE COSMOPOLITAN of LAS VEGAS.**

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Expiration Date: _____

Cardholder's Name: _____

(As it appears on credit card)

Cardholder Billing Address: _____

ZIP Code: _____

Cardholder email address: _____

Cardholder's Phone Number: _____

Customer Name: _____

(Name as it should appear on the invoice)

Invoice/Order Number(s): _____ Customer PO: _____

(If a PO # is not provided use loc # and Order ID XXXX XXXX)

Invoice Amount: \$ _____

I, (please print) _____, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions – See Terms and Conditions.

Signature _____ Date _____



Orlando • Las Vegas • Miami • Tampa
Dallas/TX • Washington DC • Nationwide



Ordered by / Bill to		Shipping Information	
Name <input style="width: 90%;" type="text"/>	Name <input style="width: 90%;" type="text"/>		
Company <input style="width: 90%;" type="text"/>	Company <input style="width: 90%;" type="text"/>		
Address <input style="width: 90%;" type="text"/>	Address <input style="width: 90%;" type="text"/>		
Phone <input style="width: 90%;" type="text"/>	Phone <input style="width: 90%;" type="text"/>		
E-Mail <input style="width: 90%;" type="text"/>	E-Mail <input style="width: 90%;" type="text"/>		

Show & Booth Information	
Show Name <input style="width: 90%;" type="text"/>	Show Dates/Times <input style="width: 90%;" type="text"/>
Show City/Venue <input style="width: 90%;" type="text"/>	Booth Number <input style="width: 90%;" type="text"/>
Decorating Company <input style="width: 90%;" type="text"/>	Exhibiting Company <input style="width: 90%;" type="text"/>
Onsite Contact Name/Phone Number <input style="width: 90%;" type="text"/>	

Order Details	
Number of views - enter a number for the quantity of booth views	
<input type="checkbox"/> Empty Booth	<input type="checkbox"/> Booth with crowd
<input type="checkbox"/> Booth with staff	<i>Please provide best time for staff photos</i>
Select Delivery Method	
<input type="checkbox"/> \$125 per view - includes (1) 8x10 print mailed USPS	
<input type="checkbox"/> \$30 per additional (1) 8x10 duplicate print mailed USPS	
<input type="checkbox"/> \$170 per view - digital file sent by e-mail via secure link	
<input type="checkbox"/> \$195 per view - digital file sent by e-mail via secure link plus (1) 8x10 print mailed USPS	
<input type="checkbox"/> In Booth giveaway with logo-see page 2	
<i>Image Processing time is 10-14 days following exhibit</i>	
Special Instructions	
<i>Event photography coverage, Digital Printing and Green Screen photography available - Call for pricing and availability</i>	

E-Mail or Fax your order to:

Christie's Photographic Solutions

Corporate Headquarters
2430 Sand Lake Rd
Orlando, FL 32809
www.christiesphotographic.com
photos@christiesphotographic.com
fax: 407-852-0063

Contact Phone Numbers

Florida - 407-345-1100
Las Vegas - 702-638-2711
Washington D.C. - 202-393-1699
Dallas/TX - 214-999-1149

Total: <input style="width: 80%;" type="text"/>	Cardholder name: <input style="width: 95%;" type="text"/>
<div style="display: flex; align-items: center;"> </div>	Cardholder e-mail: <input style="width: 90%;" type="text"/>
Card number: <input style="width: 400px;" type="text"/>	Billing Zip Code: <input style="width: 100px;" type="text"/> Expiration: <input style="width: 100px;" type="text"/> AVS/Security Code: <input style="width: 100px;" type="text"/>





EXHIBIT PHOTOGRAPHY SERVICES

The revolutionary **iLite Camera** is a tablet based camera system designed to provide fun photo entertainment at your event. The iLite photos feature a custom branded border on every shot. Photographers capture guests experiencing your event, and photos are immediately sent by email or can be shared to a company Facebook page. The quick turnaround allows for guests to share their photos on social media or to friends.

You also have the option of printing iLite photos at your event, allowing attendees to take home a branded gift in a quality folder. Share your company's brand both online and in print!



Another fun, interactive way to share event photos is by featuring the fresh, new PhotoShare Kiosk system. The **PhotoShare Kiosk** can be set up independently at your registration desk, in a cyber café, or anywhere with attendee traffic. You can utilize the PhotoShare Kiosk as a Headshot Station, Red Carpet Paparazzi, Step & Repeat Photobooth, Greenscreen Activation and much more.

Through our cutting edge software, attendees can view and share event photos by email, Facebook, Twitter, or Pinterest. Due to the extent of our branding possibilities this is a great way to sponsor an event and showcase your brand. E-mail subject lines and signatures can be customized for your event, and our Kiosk can provide post event analytics including the popularity of each feature!

A popular use of the Kiosk is to pair it with a green screen station or print package. Attendees can share fun event photos on a custom background, and can walk away with your brand fresh in their minds thanks to a printed photo.

Green screen stations are popular with conference attendees, bringing attention to your company. You can add a logo or custom text to the custom green screen background. Let our graphics team create the perfect background, giving attendees a lasting impression of your brand with a printed photo!



In addition to the iLite camera, PhotoShare Kiosk, and Green Screen as noted above, we also offer coverage photography for your booth. Contact us today for a quote!

