

# FREEMAN

2000 Easton Blvd.  
Des Moines, Iowa 50317  
(515) 265-5601 Fax: (515) 265-3145  
FreemanDesMoinesES@freemanco.com



**STRATEGIC SPACE  
SYMPOSIUM**  
2 - 4 NOVEMBER 2009  
QWEST CENTER  
OMAHA, NEBRASKA

**FREEMAN quick facts**

## SERVICE INFORMATION

### BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high Black back drape, 36" high Black side dividers and 1 - 7" x 44" one-line identification sign. Each booth will also receive 1 - 6' table draped Black, 2 - side chairs and 1 wastebasket.

### EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; however, the aisle ways will be carpeted in Tuxedo. Individual booth carpeting may be ordered through Freeman.

### DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by 19 October 2009.

Save money by ordering labor in advance. All display and rigging labor orders placed at show site will be charged an additional 30% above the advance rate.

## SHOW SCHEDULE

### EXHIBIT HOURS

Monday	2 November 2009	1800 - 2000
Tuesday	3 November 2009	0700 - 1800
Wednesday	4 November 2009	0700 - 1430

### EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to:

[www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

Sunday	1 November 2009	0800 - 2000
Monday	2 November 2009	0800 - 1600

### EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to:

[www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ)

Wednesday	4 November 2009	1430 - 2345
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We will begin returning empty containers once aisle carpet is removed.

### DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by 4 November 2009 at 2345.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by 4 November 2009 at 2030.

# F R E E M A N

## POST SHOW PAPERWORK AND LABELS

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

**Please note:** All items not ordered through the Official Show Vendors may be subject to Material Handling Charges and are the responsibility of the Exhibitor.

## SERVICE CONTRACTOR CONTACTS / INFORMATION:

### FREEMAN

2000 Easton Blvd.  
Des Moines, IA 50317  
(515) 265-5601 fax (515) 265-3145

### FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 fax (817) 385-0983

### FREEMAN ONLINE®

Our Internet online ordering service, Freeman OnLine is available for your convenience to order all Freeman services, view show schedule, or print order forms. Once your show is available online, you will receive an email which includes a direct link to Freeman OnLine.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine without using the email link, visit [www.myfreemanonline.com](http://www.myfreemanonline.com) and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine please call our Customer Support Center at (1-888-508-5054).

## SHIPPING INFORMATION

### Warehouse Shipping Address:

**Exhibiting Company Name / Booth #**  
**STRATEGIC SPACE SYMPOSIUM**  
**YRC**  
**C/O Freeman**  
**4480 S. 90th Street**  
**Omaha, NE 68127**

Freeman will accept crated, boxed or skidded material beginning 2 October 2009 at the above address. Material arriving after 23 October 2009 will be received at the warehouse with an additional after deadline charge.

### Show Site Shipping Address:

**Exhibiting Company Name / Booth #**  
**STRATEGIC SPACE SYMPOSIUM**  
**Qwest Center**  
**C/O Freeman**  
**455 N. 10th St.**  
**Omaha, NE 68102-1151**

Freeman will receive shipments at the exhibit facility beginning 31 October 2009. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

## LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

## ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 515-265-5601

WE APPRECIATE YOUR BUSINESS!

# F R E E M A N

## 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 Des Moines Exhibitor Services at (515) 265-5601 or Freeman's Customer Support Center at (888)508-5054.

### HELPFUL HINTS

#### SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by: early deadline order date here.

#### AVOID DELAY

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

#### SAFETY TIPS

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

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

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

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

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

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

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

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

#### EXHIBITOR ASSISTANCE

For more information and helpful hints on preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).

Call Freeman's Exhibitor Services department at (515) 265-5601 with any questions or needs you may have.

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FreemanDesMoinesES@freemanco.com

DISCOUNT PRICE  
DEADLINE DATE  
19 OCTOBER 2009

**INCLUDE THIS FORM  
WITH YOUR ORDER**

NAME OF SHOW: **STRATEGIC SPACE SYMPOSIUM 2009 / 2 - 4 NOVEMBER 2009**

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

ADDRESS: \_\_\_\_\_ BOOTH SIZE \_\_\_\_\_ X \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ CUSTOMER # \_\_\_\_\_

PHONE #: \_\_\_\_\_ EXT.: \_\_\_\_\_ FAX #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

CONTACT'S E-MAIL \_\_\_\_\_

E-MAIL FOR INVOICE \_\_\_\_\_  CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

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

## METHOD OF PAYMENT

YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

**COMPANY CHECK**

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

**Please reference (insert job #) on your remittance.**

**CREDIT CARD**

For your convenience, we will use this authorization to charge your credit 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    DISCOVER    MASTERCARD    VISA    DINERS CLUB

**BANK TRANSFER**

Bank Transfer to Bank of America, N.A.; Dallas, TX  
*Wire Transfer*

ABA#: 026009593 ACCT #1252039192 Freeman

*International Wire Transfer*

Swift Code: BOFAUS3N ACCT #1252039192 Freeman

*ACH Direct Deposit*

ABA# 111000012 ACCT #1252039192 Freeman

**Please reference Name of Show & Booth Number so we can properly credit your account.**

**Note: Customers are responsible for any bank processing fees.**

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	INSTALLATION LABOR	DISMANTLE LABOR	MATERIAL HANDLING
RIGGING INSTALLATION	RIGGING DISMANTLE	HANGING SIGNS	SIGNS	EXHIBIT TRANSPORTATION	GRAND TOTAL		

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

### TELL US WHAT YOU THINK!

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

<http://feedback.freemanco.com/?164603>

FREEMAN method of payment

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## STRATEGIC SPACE SYMPOSIUM / 2 - 4 NOVEMBER 2009

**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 to be bound by all terms and conditions as described in the Terms & Conditions section of this services 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."

**YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF ALL FREEMAN TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE KIT.**

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:

- |   |   |
|---|---|
| <input type="checkbox"/> ALL FREEMAN SERVICES       | <input type="checkbox"/> FREEMAN EXHIBIT TRANSPORTATION |
| <input type="checkbox"/> I&D LABOR/SUPERVISION      | <input type="checkbox"/> RENTAL FURNITURE/CARPET/SIGNS  |
| <input type="checkbox"/> MATERIAL HANDLING/IN & OUT | <input type="checkbox"/> BOOTH CLEANING                 |
|   | <input type="checkbox"/> OTHER _____                    |

**FOR ACCURACY PURPOSES, SHOW MANAGEMENT REQUIRES COPIES OF ALL INVOICES TO BE SENT TO THE EXHIBITOR OF RECORD AT THE CONCLUSION OF THE SHOW.**

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY 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 email.

### THIRD PARTY CREDIT CARD AUTHORIZATION

- AMERICAN EXPRESS     MASTERCARD     VISA     DISCOVER     DINERS CLUB

CREDIT CARD ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

**FREEMAN third party authorization**

# FREEMAN

2000 Easton Blvd.  
Des Moines, Iowa 50317  
(515) 265-5601 Fax: (515) 265-3145  
FreemanDesMoinesES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
19 OCTOBER 2009**

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **STRATEGIC SPACE SYMPOSIUM / 2 - 4 NOVEMBER 2009**

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

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

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

For Assistance, please call 515-265-5601 to speak with one of our experts.

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

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>CHAIRS</b>					
<b>Pages 1 &amp; 2</b>					

___	N71092	Diva Counter Stool .....	151.05	196.35	_____
___	N71091	Diva Chair.....	148.70	193.30	_____
___	N710102	Santana Chair .....	128.55	167.10	_____
___	N71085	Forestdale Chair.....	70.00	91.00	_____
___	N710144	Diplomat Chair.....	200.72	260.90	_____
___	N71038	Cherry Barrel Chair* .....	160.70	208.90	_____

Cranberry  Taupe

**Director Series**

Black  Blue  Bright Green  Orange

Purple  Red  Royal Blue  Yellow

___	N710142	Director Stool.....	105.05	136.55	_____
___	N71042	Director Chair .....	92.15	119.80	_____
___	N710998	Custom Imprinting/Director.....	Call for Quote		

**Pages 3 & 4**

___	N71048	Gray Gaslift Stool w/Arms ...	175.75	228.50	_____
___	N71047	Gray Gaslift Stool .....	163.00	211.90	_____
___	N71046	Gray Gaslift Chair w/Arms...	173.70	225.80	_____
___	N71045	Gray Gaslift Chair.....	163.00	211.90	_____
___	N71044	Executive Chair .....	213.15	277.10	_____
___	N71041	Bugle Base Chair* .....	114.75	149.20	_____

Black Tweed  Blue Tweed

___	N71088	Black Diamond Stool.....	98.00	127.40	_____
___	N71089	Black Diamond Side Chair ...	80.10	104.15	_____
___	N71090	Black Diamond Arm Chair .....	94.00	122.20	_____
___	C210105	Opal Side Chair .....	41.25	53.65	_____
___	C210101	Carson Arm Chair* .....	60.00	78.00	_____

Black  Blue  Gray

___	C210112	Casey Padded Stool.....	74.45	96.80	_____
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Black  Gray

**LOUNGE SEATING**

**Pages 5 & 6**

___	N73091	Signature Loveseat .....	514.80	669.25	_____
___	N71093	Signature Chair .....	268.30	348.80	_____

**Kennedy Sectional Series:**

Black Tweed  Blue Tweed

___	N730313	Kennedy Sofa - 3 piece*.....	561.60	730.10	_____
___	N730213	Kennedy Loveseat 2 piece*.	414.95	539.45	_____
___	N73013	Kennedy Corner Section* ....	220.70	286.90	_____
___	N73014	Kennedy Center Section* ....	176.75	229.80	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>TABLES</b>					
<b>Pages 7 &amp; 8</b>					

___	N72026	Cherry Cocktail Table .....	132.10	171.75	_____
___	N72027	Cherry End Table.....	107.10	139.25	_____
___	N72028	Metro Slate Cocktail Table....	117.50	152.75	_____
___	N72029	Metro Slate End Table.....	85.30	110.90	_____
___	C115103	Studio Black Cocktail Table ...	86.80	112.85	_____
___	C115104	Studio Black End Table .....	64.25	83.55	_____
___	N72015	Glass Conference Table .....	149.75	194.70	_____

Black  Gray

___	N72065	Bugle Base Table/White .....	164.30	213.60	_____
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**Pedestal Tables - SoHo Series**

___	N72066	Black-Top Mini 18"H x 18"W .....	93.60	121.70	_____
___	N72069	Black-Top Cafe 30"H x 24"W ...	139.25	181.05	_____
___	N72070	Black-Top Bistro 42"H x 24"W ...	142.50	185.25	_____
___	N72067	Black-Cafe Table 30"H x 36"W.	145.60	189.30	_____
___	N72068	Black-Bistro Table 42"Hx36"W.	151.85	197.40	_____

**Pedestal Tables - Chelsea Series - Butcher Block Top**

___	N72063	Cafe Table 30"H x 30"W .....	137.30	178.50	_____
___	N72064	Cafe Table 30"H x 36"W .....	140.40	182.50	_____
___	N720163	Bistro Table 42"H x 30"W .....	138.30	179.80	_____
___	N720164	Bistro Table 42"H x 36"W.....	143.50	186.55	_____

**OFFICE FURNITURE**

**Pages 9 & 10**

___	N72093	Milano Table/Blonde Top .....	289.95	376.95	_____
___	N72092	Milano Table/Black Top.....	289.95	376.95	_____
___	N72094	Luna Table/Black Top .....	413.90	538.05	_____
___	N720191	Hemingway Writing Table* ...	277.40	360.60	_____
___	N74061	Cherry Desk/5-foot .....	373.85	486.00	_____
___	N74065	Cherry Bookcase.....	162.80	211.65	_____
___	N74064	Cherry Credenza .....	305.30	396.90	_____
___	N74071	Oak Desk/5-foot .....	358.85	466.50	_____
___	N74075	Oak Bookcase .....	140.00	182.00	_____
___	N74074	Oak Credenza .....	283.85	369.00	_____

**DISPLAY FURNITURE**

**Pages 11 & 12**

___	N72056	Display Counter* .....	247.00	321.10	_____
___	N75079	Orion Computer Kiosk .....	266.50	346.45	_____
___	N75030	Black Display Cube/Small ...	173.50	225.55	_____
___	N75031	Black Display Cube/Med.....	187.45	243.70	_____
___	N75032	Black Display Cube/Large .....	203.55	264.60	_____

Remember to select a color for items with checkboxes.

A color will be selected for you if not indicated.



# F R E E M A N

NAME OF SHOW: **STRATEGIC SPACE SYMPOSIUM / 2 - 4 NOVEMBER 2009**

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

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

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

For Assistance, please call 515-265-5601 to speak with one of our experts.

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

DISPLAY FURNITURE					
Pages 11 & 12 (continued)					
Qty	Part #	Description	Discount Price	Standard Price	Total

**Display Cylinders**

_____	N75020	Black Display Cylinder/Low*	174.60	227.00	
_____	N75021	Black Display Cylinder/Med*	198.15	257.60	
_____	N75022	Black Display Cylinder/High*	214.25	278.55	

Please select color for table skirt:					
<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Dark Green	<input type="checkbox"/> Gold	
<input type="checkbox"/> Gray	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> Teal	<input type="checkbox"/> White	

**DRAPED TABLES** - Tables are 30" high/Counters are 42" high

_____	C130430	4' Draped Table/30"W	85.50	111.15	
_____	C130630	6' Draped Table/30"W	104.10	135.35	
_____	C130618	6' Draped Table/18"W	104.10	135.35	
_____	C130830	8' Draped Table/30"W	115.00	149.50	
_____	C130818	8' Draped Table/18"W	115.00	149.50	
_____	C12404630	4th Side Drape-6'x30"H	39.80	51.75	
_____	C12404830	4th Side Drape-8'x30"H	39.80	51.75	
_____	C130442	4' Draped Counter/30"W	118.55	154.10	
_____	C130642	6' Draped Counter/30"W	138.60	180.20	
_____	C130618	6' Draped Counter/18"W	138.60	180.20	
_____	C130842	8' Draped Counter/30"W	151.35	196.75	
_____	C130818	8' Draped Counter/18"W	151.35	196.75	
_____	C12404642	4th Side Drape-6'x42"H	39.80	51.75	
_____	C12404842	4th Side Drape-8'x42"H	39.80	51.75	

**UNDRAPED TABLES**

_____	C131430	4' Undraped Table/30"W	31.30	40.70	
_____	C131630	6' Undraped Table/30"W	39.85	51.80	
_____	C130618	6' Undraped Table/18"W	39.85	51.80	
_____	C131830	8' Undraped Table/30"W	46.30	60.20	
_____	C131818	8' Undraped Table/18"W	46.30	60.20	
_____	C131442	4' Undraped Counter/30"W	59.00	76.70	
_____	C131642	6' Undraped Counter/30"W	74.30	96.60	
_____	C131618	6' Undraped Counter/18"W	74.30	96.60	
_____	C131842	8' Undraped Counter/30"W	81.95	106.55	
_____	C131818	8' Undraped Counter/18"W	81.95	106.55	

<b>Table Top Risers</b> - Risers are 12" deep					
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_____	C150410	4'Lx7"H Single Step Riser	38.60	50.20	
_____	C150410	4'Lx14"H Single Step Riser	46.30	60.20	
_____	C150410	4'L Double Step Riser	62.95	81.85	
_____	C150610	6'Lx7"H Single Step Riser	54.00	70.20	
_____	C150610	6'Lx14"H Single Step Riser	61.00	79.30	
_____	C150610	6'L Double Step Riser	92.30	120.00	
_____	C150810	8'Lx7"H Single Step Riser	70.65	91.85	
_____	C150810	8'Lx14"H Single Step Riser	70.65	91.85	
_____	C150810	8'L Double Step Riser	97.00	126.10	

ACCESSORIES					
Pages 13 & 14					
Qty	Part #	Description	Discount Price	Standard Price	Total

_____	C220121	Chrome Stanchion w/ belt	62.15	80.80	
_____	C220118	Chrome Sign Holder	70.70	91.90	
_____	C750135	Round Literature Rack	141.00	183.30	
_____	C750136	Flat Literature Rack	123.20	160.15	
_____	C220109	Chrome Coat Tree	40.70	52.90	
_____	C220134	Chrome Easel	29.50	38.35	
_____	C220110	Chrome Bag Rack	67.00	87.10	
_____	N75054	Aluminum Trash Receptacle	56.80	73.80	
_____	C220107	Wastebasket	15.45	20.10	
_____	N75057	Small Refrigerator	270.00	351.00	
_____	N75052	Black Table Lamp	59.00	76.60	
_____	N74082	File Cabinet/2 Drawer	100.65	130.85	
_____	N74081	File Cabinet/4Drawer	117.85	153.20	
_____	C10201484	Bulletin Board	162.30	211.00	

<b>Special Drape</b>					
<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Dark Green	<input type="checkbox"/> Gold	
<input type="checkbox"/> Gray	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> Teal	<input type="checkbox"/> White	

_____	12103	Special Drape 3'H (per ft.)	12.30	16.00	
_____	12108	Special Drape 8' H (per ft.)	17.15	22.30	

TOTAL COST		
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<i>Sub-Total</i> _____	+ Tax (7%) _____	= <i>TOTAL</i> _____
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**Remember to select a color for items with checkboxes.  
A color will be selected for you if not indicated.**

FREEMAN furnishing essentials

# F R E E M A N

2000 Easton Blvd.  
Des Moines, Iowa 50317  
(515) 265-5601 Fax: (515) 265-3145  
FreemanDesMoinesES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
19 OCTOBER 2009**

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

NAME OF SHOW: **STRATEGIC SPACE SYMPOSIUM / 2 - 4 NOVEMBER 2009**

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

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

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

For Assistance, please call 515-265-5601 to speak with one of our experts.

- For FREE samples or a quote on **orders over 1200 sq. ft.** or to request quotes on carpet logos please call our Exhibitor Services Department at 515-265-5601..
- **No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- **Orders received after the deadline date 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.**

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

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

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

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

- Black     Charcoal     Gray Pearl     Navy     Sea Breeze     White

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

		Discount	Standard	
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 4.10	\$ 5.35	\$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.30	\$ 4.30	\$ _____

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

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

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

		Discount	Standard	
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.55	\$ 4.60	\$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.90	\$ 3.75	\$ _____

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

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

**CHOOSE YOUR CARPET COLOR:**

- Black     Tuxedo     Burgundy     Gray     Teal     Blue     Plum     Red     Green

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

**16 oz. Carpet Rental**

		Discount	Standard	
Per sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.60	\$ 3.40	\$ _____

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

**CHOOSE YOUR CARPET COLOR:**

- Our 16 oz. Classic Carpeting is available in eight standard colors in the following standard sizes.

Qty	Description	Discount	Standard	Total
<input type="checkbox"/> Black	_____ 9' x 10' Classic Carpet .....	140.35	182.45	\$ _____
<input type="checkbox"/> Tuxedo	_____ 9' x 20' Classic Carpet .....	280.70	364.90	\$ _____
<input type="checkbox"/> Burgundy	_____ 9' x 30' Classic Carpet .....	421.05	547.35	\$ _____
<input type="checkbox"/> Gray	_____ 9' x 40' Classic Carpet .....	561.40	729.80	\$ _____
<input type="checkbox"/> Teal				
<input type="checkbox"/> Blue				
<input type="checkbox"/> Plum				
<input type="checkbox"/> Red				
<input type="checkbox"/> Green				

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

- Price is per sq. ft.

Qty	Description	Discount	Standard	Total
_____	Carpet Padding - 1/2" (per sq. ft.) .....	.65	.85	\$ _____
_____	Carpet Padding - 1/2" (over 700 sq ft) .....	.45	.60	\$ _____
_____	Plastic Covering (per sq. ft) .....	.40	.50	\$ _____

**TOTAL COST**

Sub-Total \_\_\_\_\_ + Tax (7%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

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

FREEMAN carpet



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DISCOUNT PRICE  
DEADLINE DATE  
31 OCTOBER 2009

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **STRATEGIC SPACE SYMPOSIUM / 2 - 4 NOVEMBER 2009**

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

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

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

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## CLEANING SERVICES

- Prices are based on total square footage of booth regardless of area to be cleaned
- 100 sq. ft. minimum
- Our exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service
- **Show Site Prices will apply to all cleaning orders placed at show site**

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

Qty	Part #	Description	Advance Price	Show Site Price	Total
-----	--------	-------------	---------------	-----------------	-------

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

_____	610100	Booth Vacuuming - One Time .....	0.34	0.45	_____
_____	610100	Booth Vacuuming - 2 Days.....	0.68	.90	_____
_____	610300	Booth Vacuuming - 3 Days.....	1.00	1.30	_____

TOTAL VACUUMING COST

Sub-Total \_\_\_\_\_ + Tax (7%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

### PORTER SERVICE (per day)

Qty	Part #	Description	Advance Price	Show Site Price	Total
-----	--------	-------------	---------------	-----------------	-------

- Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.

_____	620500	Exhibit Area / Under 500 sq. ft. ....	75.00	97.50	_____
_____	6201500	Exhibit Area / 501 - 1500 sq. ft. ....	98.80	128.45	_____
_____	6202500	Exhibit Area / 1501 - 2500 sq. ft. ....	120.95	157.25	_____
_____	6203500	Exhibit Area / Over 2500 sq. ft. ....	Call For Quote		

TOTAL PORTER COST

Sub-Total \_\_\_\_\_ + Tax (7%) N/A = TOTAL \_\_\_\_\_

# FREEMAN cleaning

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**INCLUDE THE FREEMAN METHOD OF  
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NAME OF SHOW: **STRATEGIC SPACE SYMPOSIUM / 2 - 4 NOVEMBER 2009**

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

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

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

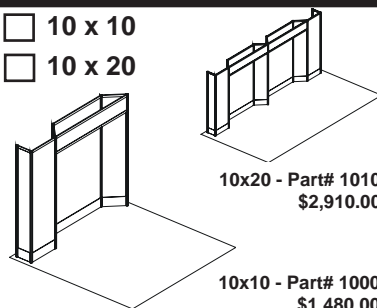
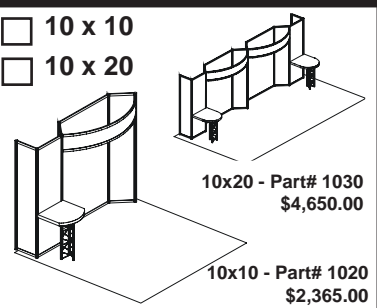
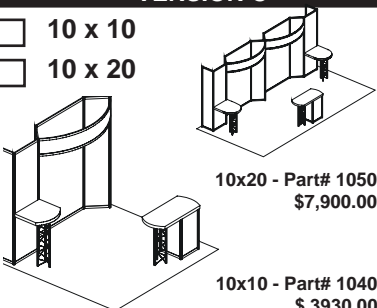
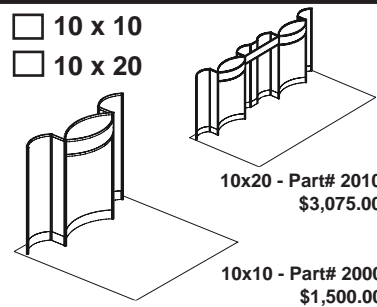
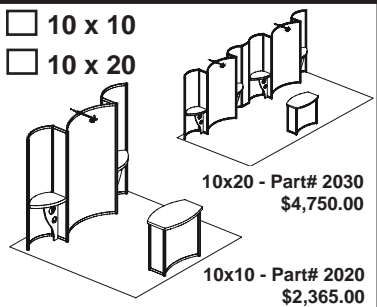
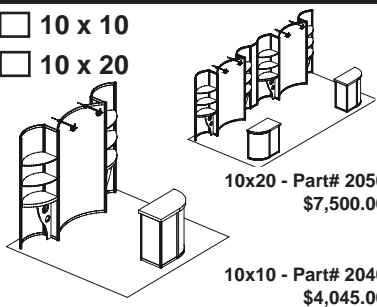
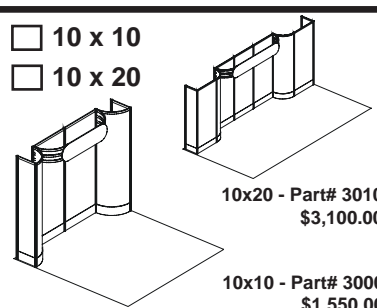
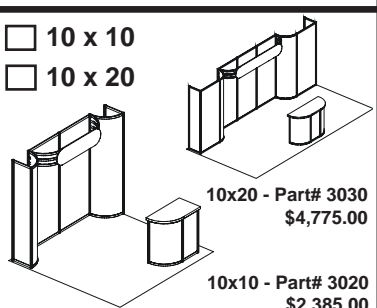
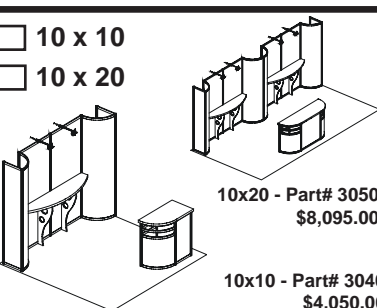
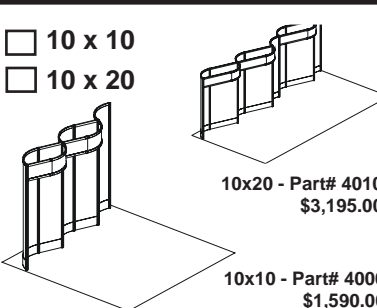
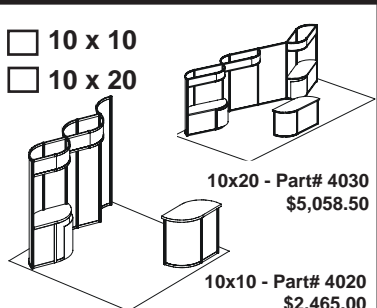
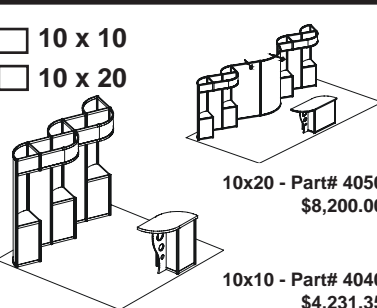
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**All Exhibits Include:** Installation & Dismantle of Exhibit  
Material Handling of Exhibit  
Classic Carpet with Nightly Vacuuming  
2 Arm Lights (per 10' unit)

*To place your order, please check  
the appropriate box and complete  
the reverse side.*

FREEMAN rental exhibits

	VERSION A	VERSION B	VERSION C
SYSTEM 1 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 1010 \$2,910.00 10x10 - Part# 1000 \$1,480.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 1030 \$4,650.00 10x10 - Part# 1020 \$2,365.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 1050 \$7,900.00 10x10 - Part# 1040 \$3,390.00
SYSTEM 2 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 2010 \$3,075.00 10x10 - Part# 2000 \$1,500.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 2030 \$4,750.00 10x10 - Part# 2020 \$2,365.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 2050 \$7,500.00 10x10 - Part# 2040 \$4,045.00
SYSTEM 3 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 3010 \$3,100.00 10x10 - Part# 3000 \$1,550.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 3030 \$4,775.00 10x10 - Part# 3020 \$2,385.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 3050 \$8,095.00 10x10 - Part# 3040 \$4,050.00
SYSTEM 4 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 4010 \$3,195.00 10x10 - Part# 4000 \$1,590.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 4030 \$5,058.50 10x10 - Part# 4020 \$2,465.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 4050 \$8,200.00 10x10 - Part# 4040 \$4,231.35

### CUSTOM EXHIBITS & EXHIBITS LARGER THAN 10 X 20

- An Exhibitor Sales Specialist will contact you to assist in creating a unique exhibit
- \* Electrical power and labor to install lights must be ordered separately
- \* Custom graphics must be ordered separately

NAME OF SHOW: **STRATEGIC SPACE SYMPOSIUM / 2 - 4 NOVEMBER 2009**

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

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

### CHOOSE YOUR PANEL

#### VERSION A

- BLUE FABRIC
- GRAY FABRIC
- BLACK FABRIC
- WHITE HARDWALL

#### VERSIONS B & C (HARDWALL)

- BEIGE
- NAVY
- FOREST GREEN
- WHITE
- BLACK

### CARPET

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

#### Check color choice

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

You may **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.

### LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit). Note: Electrical power and labor to install lights must be ordered using the electrical order form included in your service manual.

### QUICK TIPS

- Please see the Exhibit Accessories order form, or contact our Exhibitor Sales Specialist to assist in selecting custom accessories for your exhibit.
- Consider ordering floral accessories to enhance your exhibit on the Floral Services order form.
- 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 cost an additional 30% over prices indicated.**
- **Orders cancelled after production begins are subject to a 100% Cancellation Charge.**

### HEADER IDENTIFICATION SIGN

#### VERSIONS A & B

Circle the font style for your header identification sign, and then indicate your color preference.

- |                  |                |
|------------------|----------------|
| CLARENDON MEDIUM | ENVIRO         |
| EUROSTILE BOLD   | HELVETICA BOLD |
| TIMES NEW ROMAN  |                |

Other \_\_\_\_\_

#### Indicate color of background:

- Beige
- Black
- Navy
- Forest Green
- White

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

Letter color desired: \_\_\_\_\_

Indicate exactly how you want your company name to appear:

**10' X 20' Rental Exhibits** indicate copy of second header: (\*Only applies to units pictured with a second header\*)

#### VERSION C

An Exhibitor Sales Specialist will contact you to assist with creating your custom graphics.

### CONTACT FOR PRICING

Please check any of the following boxes to have an Exhibitor Sales Specialist contact you for pricing:

- Upgrade Carpet
- Custom Logo Header
- Creating a Custom Exhibit

#### TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (7%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

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

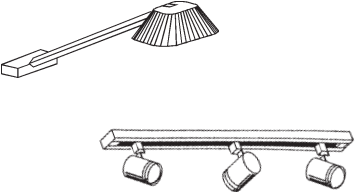
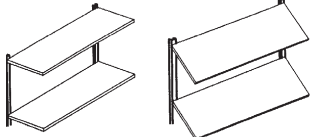
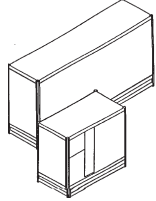
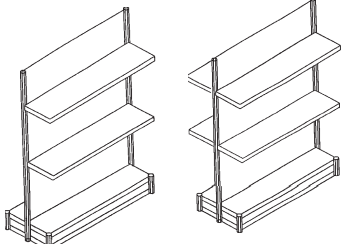

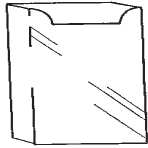
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

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## ACCESSORIES FOR RENTAL UNITS

<p><b>LIGHTS (use only on rentals)</b></p> 	<p><b>SHELVES (use only on rentals)</b></p> 	<p><b>CABINETS</b></p> 
<p><b>GONDOLAS</b></p> 	<p><b>RADIUS COUNTER (does not have doors)</b></p> 	<p><b>LITERATURE POCKETS</b></p> 

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
<i>(electrical service &amp; labor to install lights not included)</i>					
___	17251	Arm Light (200w).....	78.90	102.55	___
___	172514	4' Tracklight (3 lights).....	269.90	350.85	___
___	17252	Halogen Light.....	86.45	112.45	___

<b>CABINETS &amp; LOCKS</b>					
Qty	Part #	Description	Discount Price	Standard Price	Total
___	17305	1M x 1/2M x 36" High.....	384.35	499.65	___
___	17306	1M x 1/2M x 42" High .....	384.35	499.65	___
___	17308	2M x 1/2M x 36" High.....	537.25	698.45	___
___	17309	2M x 1/2M x 42" High.....	537.25	698.45	___
___	17310	1M Radius x 1/2M x 36" High ...	596.40	775.30	___
___	17311	1M Radius x 1/2M x 42" High ..	596.40	775.30	___
<i>(Radius Cabinets do not have doors)</i>					
___	17301	Cabinet Lock .....	24.70	32.10	___

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfboard <input type="checkbox"/> White PVC					
___	1745100	Single Sided 1M x 4' High ...	297.55	386.80	___
___	1745200	Double Sided 1M x 4' High...	401.10	521.45	___
Other sizes Available . . . Quoted on Request					

<b>SHELVES</b>					
Qty	Part #	Description	Discount Price	Standard Price	Total
___	17201	1M Straight (37" x 12").....	80.35	104.45	___
___	17206	1M Angled (37" x 12").....	80.35	104.45	___

<b>LITERATURE POCKETS</b>					
Qty	Part #	Description	Discount Price	Standard Price	Total
___	174015	For 8 1/2 x 11 Literature.....	25.70	33.40	___

_____	+	_____	=	_____
<i>Sub-Total</i>		<i>7% Tax</i>		<i>TOTAL</i>

Inside Shelves Available . . . Quoted on Request

Don't see what you need? Please call an Exhibitor Sales Specialist at 515-265-5601

FREEMAN custom accessories

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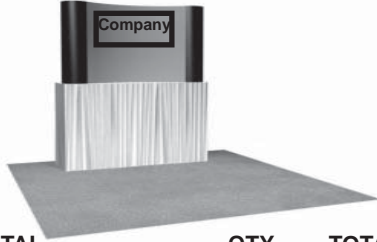
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COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_  
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## TABLE TOP UNIT



RENTAL Size	Price	QTY.	TOTAL
40" H x 6' W	\$769.90	_____	_____
40" H x 8' W	\$898.45	_____	_____

PURCHASE* Size	Price	QTY.	TOTAL
40" H x 6' W	\$962.65	_____	_____
40" H x 8' W	\$1091.20	_____	_____

\*Shipping Not Included

**Rental Units Include:**  
Draped Table (Select color below)  
Classic Carpet 9' X 10' (Select color below)  
Installation & Dismantle of Exhibit  
Material Handling of Exhibit  
Nightly Vacuuming  
1-200 Watt Halogen Light (Electrical service & labor not included)

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

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

Fabric Panel Colors for All Units:  Black  Gray

Additional Fabric Panel Colors for Purchase Units Only:

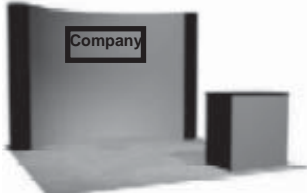
Blaze Red  Blueberry  Emerald  Silver

\*Other Colors Also Available for Purchase Units\*

9'x10' Classic Carpet:  Blue  Black  Burgundy  
 Green  Gray  Plum  Red  Teal  Tuxedo

Table Drape:  
 Black  Blue  Burgundy  Green  Gold  
 Gray  Plum  Red  Teal  White

## FLOOR UNIT



RENTAL Size	Price	QTY.	TOTAL
8' H x 8' W	\$1284.05	_____	_____
8' H x 10' W	\$1535.90	_____	_____

PURCHASE* Size	Price	QTY.	TOTAL
8' H x 8' W	\$2183.75	_____	_____
8' H x 10' W	\$2564.15	_____	_____

\*Shipping Not Included

**Rental Units Include:**  
Classic Carpet 9' X 10' (Select color below)  
Installation & Dismantle of Exhibit  
Material Handling of Exhibit  
Nightly Vacuuming  
1-Podium - 8'H x 10'W unit only  
2-200 watt Halogen Lights(Electrical service & labor not included)

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

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

Fabric Panel Colors for All Units:  Black  Gray

Additional Fabric Panel Colors for Purchase Units Only:

Blaze Red  Blueberry  Emerald  Silver

\*Other Colors Also Available for Purchase Units\*

9'x10' Classic Carpet:  Blue  Black  Burgundy  
 Green  Gray  Plum  Red  Teal  Tuxedo

## 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	TOTAL
Part # Description	Qty. Price	Qty. Price	
1715800 2-200 Watt Halogen Light Kit	_____ \$ 160.15	_____ \$ 228.75	_____
1715801 1-200 Watt Halogen Light Kit	_____ \$ 83.55	_____ \$ 167.15	_____
1715802 Straight Shelf	_____ \$ 64.25	_____ \$ 115.70	_____
1715803 Angle Shelf	_____ \$ 64.25	_____ \$ 115.70	_____

## 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 cost an additional 30% over prices indicated.

### PURCHASE UNITS TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (7%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

### RENTAL UNITS TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (7%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

FREEMAN totalflex







# F R E E M A N

2000 Easton Blvd.  
Des Moines, Iowa 50317  
(515) 265-5601 Fax: (515) 265-3145  
FreemanDesMoinesES@freemanco.com

DISCOUNT PRICE DEADLINE DATE  
31 OCTOBER 2009

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **STRATEGIC SPACE SYMPOSIUM / 2 - 4 NOVEMBER 2009**

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

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

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

For Assistance, please call 515-265-5601 to speak with one of our experts.

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

## DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 4:30 P.M. Monday through Friday .....	\$ 81.00	\$ 105.30
<b>Overtime-</b> 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday		
6:00 A.M. to 12:00 Midnight Saturday and Sunday .....	\$ 122.00	\$ 158.60
<b>Double Time-</b> 12:00 Midnight to 6:00 A.M. and recognized holidays.....	\$ 148.00	\$ 192.40

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

## INSTALLATION LABOR

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

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

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____ =	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____ x	_____ =	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____ x	_____ =	_____	@ \$ _____ = \$ _____	_____
Freeman Supervision (30%/\$45.00)						= \$ _____
7% Tax						= \$ _____
Total Installation						= \$ _____

## DISMANTLE LABOR

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

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

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

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)						= \$ _____
7 % Tax						= \$ _____
Total Dismantle						= \$ _____

FREEMAN installation & dismantle labor

# F R E E M A N

NAME OF SHOW: **STRATEGIC SPACE SYMPOSIUM / 2 - 4 NOVEMBER 2009**

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

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

## FREEMAN SUPERVISED LABOR

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

## INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse \_\_\_\_\_ Showsite \_\_\_\_\_ Date Shipped \_\_\_\_\_

# of Crates \_\_\_\_\_ Cases \_\_\_\_\_ Cartons \_\_\_\_\_

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

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

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

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

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

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

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

## OUTBOUND SHIPPING INFORMATION

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### METHOD OF SHIPMENT

- Freeman Transportation:**
- Common Carrier
- Air Freight       Next Day       2nd Day       Deferred

- Other (list carrier name & phone number):**
- Other Common Carrier: \_\_\_\_\_
- Other Air Freight: \_\_\_\_\_
- Van Line: \_\_\_\_\_

### Freight Charges

- Prepaid       Collect
- Bill To: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

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

- Reroute via the Freeman Companies' choice.
- Delivery back to warehouse at Exhibitor's expense.

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

FREEMAN

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

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

NAME OF SHOW: **STRATEGIC SPACE SYMPOSIUM / 2 - 4 NOVEMBER 2009**

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

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

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

For Assistance, please call 1-800-995-3579 to speak with one of our experts.

For fast, easy ordering, go to [www.myfreemanonline.com](http://www.myfreemanonline.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:  
**1-800-995-3579**

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  
STRATEGIC SPACE SYMPOSIUM - Booth #  
c/o FREEMAN  
YRC  
4480 S. 90th Street  
Omaha, NE 68127

#### MUST BE DELIVERED BY 23 OCTOBER 2009

I will be shipping to **SHOW SITE**

FREEMAN/Exhibiting Company Name  
STRATEGIC SPACE SYMPOSIUM - Booth #  
c/o FREEMAN  
Qwest Center  
455 N. 10th Street  
Omaha, NE 68102-1151

#### CANNOT BE DELIVERED BEFORE 30 OCTOBER 2009

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 \$ \_\_\_\_\_  
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	Weight
Number of Pieces	
Number of Pieces	
_ Crates (wooden)	_____
_ Cartons (cardboard)	_____
_ Cases/Trunks (fiber) (color _____)	_____
_ Skids/Pallets	_____
_ Carpet/Pad (color _____)	_____
_ Other ( _____ )	_____
_ Total	_____
Size of largest piece: (H) _____ (W) _____ (L) _____	

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

### OUTBOUND SHIPPING

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

Ship to address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

FAX THIS COMPLETED FORM TO:  
817-385-0983

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

SHOW # 164603

# FREEMAN exhibit transportation

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**MUST DELIVER BY OCTOBER 23, 2009**

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

EXHIBITOR NAME

C/O: FREEMAN

YRC

4480 S. 90TH STREET

OMAHA, NE 68127

**WAREHOUSE**

EVENT: STRATEGIC SPACE SYMPOSIUM 2009

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

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

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**MUST DELIVER BY OCTOBER 23, 2009**

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

EXHIBITOR NAME

C/O: FREEMAN

YRC

4480 S. 90TH STREET

OMAHA, NE 68127

**WAREHOUSE**

EVENT: STRATEGIC SPACE SYMPOSIUM 2009

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

**F R E E M A N**

**F R E E M A N**

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE OCTOBER 31, 2009**

**CANNOT DELIVER BEFORE OCTOBER 31, 2009**

**TO:**

**TO:**

EXHIBITOR NAME

EXHIBITOR NAME

**C/O: FREEMAN**

**C/O: FREEMAN**

**QWEST CENTER**

**QWEST CENTER**

**455 N 10TH STREET**

**455 N 10TH STREET**

**OMAHA, NE 68102-1151**

**OMAHA, NE 68102-1151**

**SHOW SITE**

**SHOW SITE**

EVENT: STRATEGIC SPACE SYMPOSIUM 2009

EVENT: STRATEGIC SPACE SYMPOSIUM 2009

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

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

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
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PLEASE INCLUDE THE FREEMAN  
METHOD OF PAYMENT FORM  
WITH YOUR ORDER

NAME OF SHOW: **STRATEGIC SPACE SYMPOSIUM / 2 - 4 NOVEMBER 2009**

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

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

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

For Assistance, please call 515-265-5601 to speak with one of our experts.

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

## MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** (See definitions on back) Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS, Airborne Express and DHL** are included in this category due to their delivery procedures.
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday
- OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb. Minimum
<b>RATE CLASSIFICATIONS:</b>		
<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 62.00	123.95
Special Handling Shipment.....	\$ 80.60	161.20
<b>Show Site Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 56.60	113.20
Special Handling Shipment.....	\$ 73.58	147.16
Uncrated or Pad Wrapped Shipment.....	\$ 84.90	169.80
<b>Small Package - Maximum weight is 30 lbs per shipment*</b>		
First Carton .....	\$ 40.00	
*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 same carrier.		
<b>Cart Service Fee - Intended for privately owned vehicles</b>		
Per trip (2 Trip minimum) .....	\$ 46.50	
A "privately owned vehicle" is any that is primarily designed to transport passengers, not cargo or freight. Examples: pick-up, passenger van, taxi, etc...		
<b>ADDITIONAL SURCHARGES:</b>		
<b>Shipment Delivered after Deadline Date</b>		
Warehouse Shipment after (5 days before move in).....	\$ 15.00	
Show Site Shipment after (day of move in).....	\$ 14.15	
<b>Overtime Charge - Inbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 14.15	
Special Handling Shipment.....	\$ 18.40	
Uncrated or Pad Wrapped Shipment.....	\$ 21.23	
<b>Overtime Charge - Outbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 14.15	
Special Handling Shipment.....	\$ 18.40	
Uncrated or Pad Wrapped Shipment.....	\$ 21.23	

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
		÷ 100 =		
<b>Surcharges</b>		÷ 100 =		
<b>Tips to Save on Material Handling</b>			<b>7% Tax</b>	
			<b>Total</b>	

- Consolidate shipments** - when total weight is less than 200 lbs. For Example:  
3 Separate Shipments  
60 lbs. charged @ 200 lbs. \$ 123.95  
52 lbs. charged @ 200 lbs. \$ 123.95  
65 lbs. charged @ 200 lbs. \$ 123.95 = \$371.85
- 1 Consolidated Shipment  
3 pieces (1 shipment)  
177 lbs. charged @ 200 lbs = \$ 123.95

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

**FREEMAN material handling**

**SPECIAL HANDLING DEFINITIONS**

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

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

**What is Ground Loading/Unloading?**

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

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

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

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

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

**What are Stacked Shipments?**

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

**What is Shipment Integrity?**

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

**What is Alternate Delivery Location?**

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

**What are Mixed Shipments?**

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

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

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

**What about carpet only shipments?**

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

**What is the difference between Crated and Uncrated Shipments?**

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

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

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

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**Straight Time -** 8:00 A.M. to 4:30 P.M. Monday through Friday  
**Overtime -** 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday  
6:00 A.M. to 12:00 Midnight Saturday and Sunday

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

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

## FORKLIFT LABOR

304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 122.00	\$ 158.60
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 158.00	\$ 205.40
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$ 196.00	\$ 254.80
304080	Forklift w/operator - up to 8,000 lbs - ST.....	\$ 169.00	\$ 219.70
304081	Forklift w/operator - up to 8,000 lbs - OT.....	\$ 247.00	\$ 321.10
304082	Forklift w/operator - up to 8,000 lbs - DT.....	\$ 316.00	\$ 410.80

## RIGGING LABOR

504900	Rigger - ST.....	\$ 71.00	\$ 92.30
504901	Rigger - OT.....	\$ 88.75	\$ 115.40
504902	Rigger - DT.....	\$ 140.00	\$ 182.00

## INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							7 % Tax	
							<b>Total</b>	

## DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							7 % Tax	
							<b>Total</b>	

FREEMAN forklift / rigging labor

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Des Moines, Iowa 50317  
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FreemanDesMoinesES@freemanco.com

## OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

FREEMAN shipping outbound

NAME OF SHOW: **STRATEGIC SPACE SYMPOSIUM / 2 - 4 NOVEMBER 2009**

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

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

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

### SHIPPING INFORMATION

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

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

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

\_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

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

### METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

#### FREEMAN EXHIBIT TRANSPORTATION

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

OTHER COMMON CARRIER \_\_\_\_\_

OTHER VAN LINE \_\_\_\_\_

OTHER AIR FREIGHT \_\_\_\_\_

Next Day  Second Day  Deferred

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

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

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

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

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

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