SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10FT WIDE X 8FT DEEP booth will be set with 8' high blue back drape, 3' high blue side drape, (1) 6' x 30" blue draped table, (2) side chairs, (1) wastebasket and a 7" x 44" one-line ID sign.

EXHIBIT HALL CARPET
The entire exhibit hall will be carpeted in blue.

DISCOUNT PRICE DEADLINE DATE
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by Tuesday, November 19, 2019.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
For more information and helpful hints on pre-show procedures and move-in, please go to Pre-Show FAQ
Wednesday December 11, 2019 10:00AM - 4:30 PM
Thursday December 12, 2019 8:00 AM - 10:00 AM

EXHIBIT HOURS
Thursday December 12, 2019 10:00 AM - 5:00 PM

EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ
Thursday December 12, 2019 5:00 PM - 9:00 PM

DISMANTLE AND MOVE-OUT INFORMATION
We will return empty containers beginning at 5:00 PM on Thursday, December 12, 2019.
All exhibitor materials must be removed from the exhibit facility by 9:00 PM on Thursday, December 12, 2019.
To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by 7:00 PM on Thursday, December 12, 2019.

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.

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 disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the 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 (201) 299-7575 for a quote.
SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575 fax (469) 621-5618
FreemanNewYorkES@freeman.com

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

SERVICE CENTER HOURS
We will have staff available at the Freeman Service Center as follows:
Wednesday December 11, 2019 10:00 AM - 5:00 PM
Thursday December 12, 2019 8:00 AM - 9:00 PM

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at FreemanOnline by Tuesday, November 19, 2019.
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.

To place online orders, you will be required to enter 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 FreemanOnline.

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.

SHIPPING INFORMATION
Warehouse Shipping Address:
   Exhibiting Company Name / Booth #
   NEW YORK PRODUCE SHOW 2019
   C/O FREEMAN
   909 NEWARK TURNPIKE
   KEARNY, NJ 07032

Freeman will accept crated, boxed or skidded material beginning Monday, November 11, 2019 at the above address. Material arriving after Wednesday, December 04, 2019 will be received at the warehouse with additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108' H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 2:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (201) 299-7575.

Show Site Shipping Address:
   Exhibiting Company Name / Booth #
   NEW YORK PRODUCE SHOW 2019
   C/O FREEMAN
   JACOB K JAVITS CONVENTION CENTER
   369 12TH AVENUE
   NEW YORK, NY 10001

Freeman will receive shipments at the exhibit facility beginning Wednesday, December 11, 2019. 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. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (201) 299-7575.

Please Note: The Freeman office and warehouse will be closed on Wednesday, November 27 and Thursday, November 28 in observance of the Thanksgiving holiday.
Please note: All items and materials that must be brought into the facility are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.

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.

LABOR INFORMATION
Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS at http://www.javitscenter.com/plan/policies 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.

ADDITIONAL SHOW INFORMATION
Please note: Inbound and outbound shipments after 4:30 PM during move-in and move-out will be assessed overtime charges.

ASSISTANCE
We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (201) 299-7575.

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 New York Exhibitor Services at 201-299-7575 or Freeman’s Customer Support Center at (888) 508-5054 US & Canada or +1(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by Tuesday, November 19, 2019.

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 pre-show procedures and move-in, please go to Pre-Show FAQ

For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ

Call Freeman’s Exhibitor Services department at (201) 299-7575 with any questions or needs you may have.
If your company plans to use a firm who is not an official service contractor as designated by Show Management, please complete this form and mail to the address listed above.

Company Name: ___________________________________________ Booth No.: ________________________

Contact at Show: ____________________________________________________________________________

Exhibitor Appointed Contractor: ___________________________________________________________________________________

Address: ___________________________________________________________________________________

Type of Service to be Performed: __________________________________________________________________________

Inform your Exhibitor Appointed Contractor that they must send a copy of their General Liability Insurance Certificate no later than 30 Days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.
Freeman only accepts payment information electronically. Place your order on FreemanOnline or follow the steps below to provide your payment information electronically and submit your order forms.

Freeman will no longer accept cash payments for any Freeman Services.

1. Submit your payment information
   Proceed to our electronic Freeman Pay site to securely submit your payment information
   [https://www.freemanpay.com/496085](https://www.freemanpay.com/496085)

2. Submit your order
   Upload your order forms through the same link used to submit your payment information

- Both your order and your payment must be received by the discount deadline date to guarantee discount pricing.
- 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 Freeman Service Center prior to show closing.
YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below comprise 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, LLC; Freeman Expositions, Ltd., Freeman Audio Visual, Inc., Exhibit Surveys, LLC; Freeman Exhibit, Freeman Transportation, FreemanXP, LLC; Stage Rigging, LLC; The Freeman Company, Freeman Electrical, LLC; Freeman Digital Ventures, LLC, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including but not limited to, any sub-contractors 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 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 la-bor, 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-per-person” 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, EXHIBITOR will be 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 reserves the right to require 100% post payment 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, FREEMAN 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 the credit card transaction is declined, EXHIBITOR hereby authorizes Freeman to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) 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, balances 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.

FREEMAN terms & conditions
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 considered as your agreement to all of the following conditions when a contract is signed. This material handling agreement for 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 with 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 Exhibitions, 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/CRAVES 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 that are not in good condition, may not be stacked or left unattended. 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.

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 agents. All crates must be removed or stored if the container under discussion. 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 booms 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 marking of security services from Facility or Show Management. All MAH’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. If the damaged materials are claimed, Exhibitor is responsible for all unclaimed materials, either at 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 exhibit. Freeman is not the carrier and the Exhibitor bear the risk of loss or damage 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 ARE LEFT UNATTENDED BETWEEN THE COMPLETION OF PACKING AND THE PICKUP OF MATERIALS FROM EXHIBITOR’S BOOTH.

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 Freeman, 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, and for any other cause beyond Freeman’s reasonable control, or for extraordinary 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.

9. 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.

10. DECLARED VALUE. Declarations of Declared Value are between the Exhibitor and the select-ed Carrier/Hauler and are in no way an extension of Freeman’s maximum liability stated herein. Freeman provides insurance coverage for damage to Exhibitor’s materials. The maximum liability for loss or damage to Exhibitor’s materials is $100.00 (USD) per item. All claims against Freeman must be made within thirty (30) business days of the date of delivery or pickup of materials. All claims presented to Freeman must state the amount of claimed damage on the original invoice, which is the only supported documentation that Freeman will accept.

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), losses, judgments, and expenses (including but not limited to reasonable attorneys’ fees and costs) which Freeman may sustain, be required to pay, and/or become liable to, or which Freeman suffered, arising out of, related to, or in any way connected with, the Exhibitor’s conduct and/or the conduct of any Exhibitor’s officers, agents, representatives, customers, invitees and/or any Exhibitors 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 Freeman 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 money, labor, or services performed, and 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 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 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 certified or registered 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 ASSUMING 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 PREMISES.

Freeman REV 08/18
1. DEFINITIONS. In this Contract, “Freeman” means Freeman Decorating Services, Inc., its respective employees, officers, directors, agents, and affiliated companies, and unrelated entities, including any contractors appointed by Freeman. The term “Shipper” means the person or business or whom the goods are to be delivered. The term “Consignor” means the person or business whom the goods are shipped to or from, and includes, but is not limited to, any employee, agents, directors, agents, affiliates, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. “Property” is all objects of any type received from the Shipper for transport as Freeman describes herein. “Consignment” is the transfer of the property to a designated agent. If any part of this Contract is void or unenforceable, the remainder of the Contract shall continue in full force and effect.

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 services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request described herein. “Consignee” is the party to whom Shipper has designated the goods are to be delivered.

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, fire, power breakdown, or the act of God, facilities failure, vandalism, theft, act of God, effect of natural elements, riot, civil commotion or confiscation.

4. PACKAGING AND CRATES: Shipper’s property shall be well packed and safe for storage, handling, and transportation as specified in this Contract. Each package and the property within shall be clearly marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repeti-

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.

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 OR DELIVERY TO A DESIGNATED AGENT, IS 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 DAMAGE TO PERISHABLE COMMODITIES, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR DAMAGE TO PERISHABLE COMMODITIES, AND 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR DAMAGE TO PERISHABLE COMMODITIES. (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) and other inherently fragile or unique items, including prototypes, etc.

7. SHIPPER’S RESPONSIBILITIES AND INDEMNIFICATION: Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all liabilities, losses, expenses, claims, losses, or damages (including legal fees and costs), whether such claims are based on theories of negligence, strict liability, breach of contract, tort, or otherwise, arising out of or relating to any breach of any representation or warranty made by Shipper to Freeman, or the property purchased by Shipper through Freeman, or the property purchased by Shipper from Freeman. Shipper shall not be liable for any indirect, punitive, or consequential damages or any other damages actually, or allegedly, resulting from the sale, performance, breach of contract, or non-performance of any agreement to purchase or sell property.

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 (x) 10 days of the last known delivery date, and (y) 90 days of the last known delivery date. Notice of concealed damage must be confirmed in writing or via email at shipper@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipment, all packaging material and contents in the same condition as they were in when damage was discovered. Shipper must return the shipment to Freeman or the Consignee’s agent with written notice on the delivery receipt and/or delivery manifest stating that it has a claim for damage. If Shipper fails to do so, Shipper waives its right to claim for loss or damage. If Shipper does not return the property to Freeman or the Consignee’s agent within thirty (30) calendar days from the date of shipment and Freeman’s sole liability for such claims arising from the property shipped by Freeman is less than the amount claimed by the consignee, Shipper shall have one (1) year from the date of shipment to file a claim with Freeman for any loss or damage. 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 the acceptance of the shipment by Freeman. Claims for loss or damage of non-eligible guaranteed service shipments must be made in writing to Freeman within thirty (30) calendar days from the date of shipment and Freeman’s sole liability for such claims arising from the property shipped by Freeman is less than the amount claimed by the consignee, Shipper shall have one (1) year from the date of shipment to file a claim with Freeman for any loss or damage. All claims for service failure must be made in writing to Freeman within sixty (60) calendar days after the deadline. 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.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES OF AMERICA AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE’S 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, THE GOODS, SERVICES, OR THEIR PERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN DALLAS COUNTY, TEXAS, AND THE UNITED STATES ARBITRATION ASSOCIATION WILL APPOINT THE ARBITRATOR. ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY BETWEEN FREEMAN AND SHIPPER. IN COURT OR IN ARBITRATION, 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, Freeman will not be responsible for any claims resulting from the failure to ship the property, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees to indemnify and hold harmless Freeman, and its agents, employees, and representatives, in any suit, claim, or action brought or instituted by any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming. The property and all matters related to payment for the shipment.
1. DEFINITIONS. In this Contract, “Freeman” means Freeman Expositions, Inc., and its respective employ- ees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom the property is being transported, and includes any person or business acting as a consignor, consignee, or forwarding agent for property being shipped. The term “Freeman” includes its agents, 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 such property is being consigned or has been consigned by the owner of the property. “Freeman’s agents” includes all persons or entities not directly under the control of Freeman but who, with the written consent of Freeman, have been authorized by Freeman to act on Freeman’s behalf in connection with the transportation of a shipment.

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 includes the “MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS” that the goods are to be carried in a refrigerated, heated, specially ventilated and equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain the temperature), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman.

3. FREEMAN’S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for loss or destruction of items shipped from any cause, including, but not limited to, fire, flood, theft, vandalism, neglect, loss of use, war, act of God (fire, flood, earthquake, etc.). Freeman’s liability shall not exceed the lower of fair market value or the declared value. Freeman’s maximum liability will be subject to all other applicable limits of liability such as repair costs.

4. PACKAGING AND CRATES. Shipper’s property must be well packed for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability of the packaging system or procedure for Shipper that might be used for its property. Freeman shall not be responsible for damage to loose or uncrated materials, damaged or otherwise unmarketable wholesale or end products, or any unmarketable goods that are or should have been returned to the owner for packing or labeling. Crates and packaging should be of a design to adequately protect contents against damage and moisture. General guidance as to acceptable packaging systems and procedures may be obtained from 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 freight trailers without environmental controls, unless otherwise specified by the shipper. It is the shipper’s responsibility to package or crate the goods to adequately protect the contents against temperature changes, such as may result from the operation or mismanagement of temperature control systems.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery or if Freeman is instructed to refuse to deliver the shipment because of a misdescription of its condition or because of the Consignee’s instructions that the property is unsafe to receive, Freeman shall return the property to the Shipper at Shipper’s expense.

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’s maximum liability shall be the lower of fair market value or the amount Freeman has charged in connection with the handling of the property. Freeman’s maximum LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE.

9. SHIPPER’S RESPONSIBILITIES AND INDEMNIFICATION:
(a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper shall be responsible for the charges; (c) Shipper shall be responsible for the payment of all charges, if paid, shall be the maximum recoverable amount for loss or damage.

10. CLAIMS. Claims must be filed in writing within nine (9) months following the date of delivery of the property (or within the period specified for handling a claim in the event of export traffic, not exceeding nine (9) months following the date of delivery to the export carrier). Claims must be filed in writing within nine (9) months after a reasonable time for delivery has elapsed. Freeman reserves the right to refuse to pay any claim for loss or damage which is not made within the time period set forth above. Any claim for loss or damage must be filed in writing within nine (9) months following the date of 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. Such losses, damages, or destruction shall be held against the owner of the property.

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 ACTIONS OR CLAIMS ARISING UNDER THIS CONTRACT SHALL BE IN DALLAS COUNTY, TEXAS. ANY BROADER OR WIDER LAW THAT COULD IMPEDE THE EFFECTIVE ENFORCEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Any controversy or claim arising out of or related to the subject matter of this agreement shall be settled or arbitrated to the exclusion of all other means of resolution of any controversy or claim arising out of or related to the subject matter of this agreement. Any controversy or claim arising out of or related to the subject matter of this agreement shall be settled or arbitrated in accordance with the 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 if it is found, after its pursuant to this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or rescind sale. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo or any other person for the purpose of confirming the right of Freeman to control the handling of the property and the terms and conditions of this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo or any other person for the purpose of confirming the right of Freeman to control the handling of the property and the terms and conditions of this Contract. 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.
EXHIBIT TRANSPORTATION SERVICES

Freeman Exhibit Transportation is an EPA Smartway Partner and is dedicated to reducing carbon emissions related to the transportation of goods. Renting or shipping items locally saves on carbon emissions and your shipping footprint.

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
For Assistance, please call applicable number listed above to speak with one of our experts. For fast, easy ordering, go to www.freeman.com

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

**COMPLETE THE FOLLOWING ITEMS ON THIS FORM:**

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

### SHIPPING INFORMATION

<table>
<thead>
<tr>
<th>Items to be shipped</th>
<th>Est. Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates (wooden)</td>
<td></td>
</tr>
<tr>
<td>Cartons (cardboard)</td>
<td></td>
</tr>
<tr>
<td>Cases/Trunks (fiber) (color ____________)</td>
<td></td>
</tr>
<tr>
<td>Skids/Pallets</td>
<td></td>
</tr>
<tr>
<td>Carpet (color ____________)</td>
<td></td>
</tr>
<tr>
<td>Other ( _____________ )</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

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:

☐ I will be shipping to the WAREHOUSE

FREEMAN / Exhibiting Company Name / Booth #
NEW YORK PRODUCE SHOW
C/O: FREEMAN
909 NEWARK TURNPIKE
KEARNY, NJ 07032

MUST BE DELIVERED BY DECEMBER 04, 2019

☐ I will be shipping to SHOW SITE

FREEMAN / Exhibiting Company Name / Booth #
NEW YORK PRODUCE SHOW
C/O: FREEMAN
JACOB K JAVITS CONVENTION CENTER
369 12th AVENUE
NEW YORK, NY 10001

CANNOT BE DELIVERED BEFORE DECEMBER 11, 2019

**TYPE OF SERVICE**
- Next Day Air: Delivery next business day by 5:00 PM
- Second Day Air: Delivery second business day by 5:00 PM
- 3-5 Day Service: Delivery within 3 - 5 business days
- Declared Value $

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

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

**FAX THIS COMPLETED FORM VIA:**

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

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

SHOW # (496085)
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.

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

**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 Handing Agreement and labels will be available for pick up at the Freeman Service Center.

**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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
Let Freeman Online® 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 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:**
Material delivered 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.

**UNCREDITED:**
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 AM to 4:30 PM. Monday through Friday (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.)

**OVERTIME:**
4:30 PM to 8:00 AM. Monday through Friday, all day Saturday, Sunday, and Holidays

#### RATE CLASSIFICATIONS:

- **Warehouse Shipment (200 lb. minimum)**
  - Crated or Skidded Shipment: $232.50
  - Special Handling Shipment: $302.25
  - Carpet and/or Pad Only Shipment: $348.75

- **Show Site Shipment (200 lb. minimum)**
  - Crated or Skidded Shipment: $165.00
  - Special Handling Shipment: $214.50
  - Uncrated or Pad Wrapped Shipment: $247.50
  - Carpet and/or Pad Only Shipment: $247.50

- **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 DECEMBER 04, 2019: $116.25
  - Show Site Shipment after DECEMBER 11, 2019: $82.50

- **Overtime Charge - Inbound (in addition to above rates)**
  - Crated or Skidded Shipment: $82.50
  - Special Handling Shipment: $107.25
  - Uncrated or Pad Wrapped Shipment: $123.75
  - Carpet and/or Pad Only Shipment: $123.75

- **Overtime Charge - Outbound (in addition to above rates)**
  - Crated or Skidded Shipment: $82.50
  - Special Handling Shipment: $107.25
  - Uncrated or Pad Wrapped Shipment: $123.75
  - Carpet and/or Pad Only Shipment: $123.75

#### Table:

<table>
<thead>
<tr>
<th>Description</th>
<th>Weight</th>
<th>CWT</th>
<th>Price per CWT</th>
<th>Estimated Total Cost (200 lb. Min.)</th>
</tr>
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<tbody>
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<td></td>
</tr>
<tr>
<td><strong>Surcharges</strong></td>
<td></td>
<td>100</td>
<td></td>
<td>8.875% Tax N/A</td>
</tr>
</tbody>
</table>

The warehouse will receive shipments Monday through Friday during the hours of 8:00 AM - 2:30 PM. To check on the arrival of freight, please call (201) 299-7575.
SPECIAL HANDLING DEFINITIONS

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, 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 padding only require additional labor and equipment to unload.
SPECIAL HANDLING DEFINITIONS

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, 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?
Shipments 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 padding only require additional labor and equipment to unload.
A Produce Rate has been established for the New York Produce Show.

THE FOLLOWING SPECIFIC RULES MUST BE FOLLOWED IN ORDER TO RECEIVE THE Produce RATE:

- Produce received at the show site must be identified separate and distinct Bill of Lading stating “Produce” with proper weight of the shipment on the Bill of Lading.
- Produce must be in cartons and on skids. The skids must be shrink wrapped for ease of handling. Skids must be capable of being lifted by a forklift or pallet jack.
- All Produce must be clearly labeled “Produce” for easy identification. Freeman will provide labels as part of the exhibit kit.
- Exhibitors who ship in both Display and Produce materials, their elected carriers MUST have 2 separate bills of lading when signing in freight with certified weights.
- Exhibitors who chose to ship out ANY materials that were received and charged as “Produce”, the rates for that shipment will switch back to Display Material for the full shipment.

**RATE CLASSIFICATIONS:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Site Produce</td>
<td>$122.00</td>
<td>$244.00</td>
</tr>
</tbody>
</table>

**ADDITIONAL CHARGES:**

Please note: Freeman will not accept any Produce shipments at our advance warehouse. All produce must be shipped directly to show site. **We will accept produce on Tuesday December 11th during exhibitor move-in hours.**
SHOW SPECIAL

Maximum Weight 250 lbs. per cartload

Freeman is pleased to provide a cartload material handling service one way from the dock to your booth or your booth to the dock for a charge of $144.25 each way. This service will be available during move-in and move-out.

Cartload service is only available for Privately Owned Vehicles (POV’s) cars, small vans, 1/2 ton pick-ups and SUV’s.

Each cart will handle a load approximately 3’ wide x 5’ long and approximately 3’ high. Due to safety reasons, it will be the judgement of the Freight Supervisor if the load can go higher than 3 feet. No individual cart will be more than 250 lbs. in freight weight.

If you arrive with truck/van or trailer filled with exhibit material you will not qualify for this service and your delivery will be subject to published material handling rates.

A POV, or privately owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include pick-ups, passenger vans, taxis, limos, etc.

All POV drivers should come prepared with the following information:

Exhibiting Company Name:
Booth Number:
Number of pieces being delivered:

A cartload is eight (8) pieces or less (weighing less than 250 lbs. total) two (2) cartloads will be allowed per vehicle. Exhibitors will be charged per cartload.

Freight that is too large or heavy must be handled by Freeman at published material handling rates. No personal trucks (1 ton & over), no rental trucks, or bobtails will be unloaded through cart load service.

To receive this service, proceed directly to the loading dock and watch for the Cartload Service signage.

Freight will be unloaded from the specific POV dock location designated by Freeman.
DRIVING DIRECTIONS TO THE FREEMAN WAREHOUSE
909 NEWARK TURNPIKE, KEARNY, NJ 07032

From New Jersey Turnpike:

Exit 15W, toward Newark / Kearny (Pay Toll). Merge onto CR-508 E via exit 17A toward Jersey City proceed to second traffic light, go past second traffic light approximately ¼ mile and exit on the right at the sign which reads Route 7 West. Take Route 7 West ¼ mile and look on the left for a Yellow Sign which reads Freeman Freight Receiving. Make left turn and proceed to the end of road for Freeman Freight Receiving.

From Route 280:

Merge onto CR-508 E via Exit at 17A Jersey City East proceed to second traffic light, go past second traffic light approximately ¼ mile and exit on the right at the sign which reads Route 7 West. Take Route 7 West ¼ mile and look on the left for a Yellow Sign which reads Freeman Freight Receiving. Make left turn and proceed to the end of road for Freeman Freight Receiving.

From Route 7 East:

From Schuyler Avenue take NJ-7 East (Belleville Turnpike) continue to follow Belleville Turnpike look for a Yellow Sign on your right which reads Freeman Freight Receiving. At the sign make a right turn and proceed to the end of road for Freeman Freight Receiving.

From Lincoln Tunnel:

Merge onto NY-495 W (Crossing into New Jersey). Merge onto I-95 S / NJ Turnpike S exit 15W toward Newark / Kearny (Pay Toll). Merge onto CR-508 E via exit 17A toward Jersey City proceed to second traffic light, go past second traffic light approximately ¼ mile and exit on the right at the sign which reads Route 7 West. Take Route 7 West ¼ mile and look on the left for a Yellow Sign which reads Freeman Freight Receiving. Make left turn and proceed to the end of road for Freeman Freight Receiving.

From Holland Tunnel:

Holland Tunnel becomes 14th St. 14th St becomes NJ-139 West. Merge onto US-1&9 S. Take the US-1 Truck / US-9 Truck exit towards I-280 / Jersey City /Kearny. Turn slight right onto US 1&9 stay straight to go onto NJ-7 West. Proceed about 1.1 miles and look for Yellow Signs which read Freeman Freight Receiving. Make a left turn and proceed to end of road for Freeman Freight Receiving.
New 12th Ave Entrance Truck Routing

Driver Check-In Step by Step Instructions:
1. Driver must find parking on a NY city street near Javits and walk to the drive check-in area located at 12th Ave and 36th St. (North Office).
2. At check-in driver presents bill of lading (BOL) with Booth#, Exhibitor name, etc. along with certified scale weights if available and Freeman supervisor will create receiving reports.
3. Driver receives a Driver# after checking in and returns to his truck and awaits call on his cell phone when there is dock space to unload the truck.
4. When driver gets called he drives to truck entrance gate on 12th Ave between 39th and 40th and checks in with Javits Security. All drivers must present their CDL to security for entrance then picks-up his paperwork from the Freeman supervisor located near the security booth.
5. Freeman supervisor directs driver to proceed to assigned dock area (or truck scale) where driver is given specific dock # to back into.
6. Driver presents paperwork to Freeman supervisor and is unloaded, gets his DR signed and leaves facility (or returns to truck scale) then leaves.
7. Office phone number is 212-216-2780.
OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: NEW YORK PRODUCE SHOW / DECEMBER 12, 2019

COMPANY NAME:  ________________________________________________  BOOTH #: __________________________

CONTACT NAME:  ________________________________________________  PHONE #: __________________________

E-MAIL ADDRESS:  ________________________________________________

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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 THIS FORM AND RETURN IT TO THE FREEMAN SERVICE DESK.

**SHIPPING INFORMATION**

SHIP TO: COMPANY NAME:  ________________________________________________

DELIVERY ADDRESS:  ________________________________________________

CITY: _____________________ STATE/PROVIDENCE: ____ Zip/Postal Code: ________________

PHONE#: ___________________ ATTN: ________________________________

SPECIAL INSTRUCTIONS: ________________________________________________

BILL TO:

COMPANY NAME:  ________________________________________________

BILLING ADDRESS:  ________________________________________________

CITY: _____________________ STATE/PROVIDENCE: ____ Zip/Postal Code: ________________

**METHOD OF SHIPMENT**

Select a Carrier:

- [ ] Freeman Exhibit Transportation
  - No need to schedule your outbound shipment. Charges will appear on your Freeman invoice.
  - (Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by all other carriers are the responsibility of the exhibitor.)

- [ ] Other Carrier
  - Carrier Name: ______________________________
  - Carrier Phone: ______________________________

Select a Level of Service:

- [ ] 1 Day: Delivery next business day
- [ ] 2 Day: Delivery by 5:00 PM second business day
- [ ] Deferred: Delivery within 3-5 business days
- [ ] Standard Ground
- [ ] Specialized: Pad wrapped, uncrated or truckload

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 the completed material Handling Agreement to the Freeman Service Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at the exhibitor’s expense.

(496085)
TO: ________________________________
EXHIBITOR NAME

C/O: FREEMAN
909 NEWARK TURNPIKE
KEARNY, NJ 07032

WAREHOUSE

EVENT: NEW YORK PRODUCE SHOW

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.
RUSH
DO NOT DELAY
CANNOT DELIVER BEFORE DECEMBER 11, 2019

TO: __________________________________________
   EXHIBITOR NAME

C/O: FREEMAN
     JACOB K JAVITS CONVENTION CENTER
     369 12th AVENUE
     NEW YORK, NY 10001

SHOW SITE

EVENT: NEW YORK PRODUCE SHOW

TO: __________________________________________
   EXHIBITOR NAME

C/O: FREEMAN
     JACOB K JAVITS CONVENTION CENTER
     369 12th AVENUE
     NEW YORK, NY 10001

SHOW SITE

EVENT: NEW YORK PRODUCE SHOW

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.
TO: ____________________________

EXHIBITOR NAME

C/O FREEMAN
909 NEWARK TURNPIKE
KEARNY, NJ 07032

HANGING SIGN

EVENT: NEW YORK PRODUCE SHOW

BOOTH NO.________ NO. OF PIECES ________

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.
NEW YORK PRODUCE SHOW 2019

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.

RUSH

DO NOT DELAY
NOT DELIVER BEFORE: DECEMBER 11, 2019

TO:  ________________________________________

C/O:  FREEMAN
      JACOB K. JAVITS CONVENTION CENTER
      369 12TH AVENUE
      NEW YORK, NY 10001

REFRIGERATION
PLEASE REFRIGERATE

EVENT:  ________________

BOOTH NO.  ________ NO.  ______ OF  ______ PCS.

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

Meaningful engagement doesn’t have to be complicated. You just need the right elements. Whether you’re a global brand testing a new product, a startup seeking exposure, or an organization needing flexibility, the furnishings to create a dynamic brand experience start here.

To learn more about our exhibit solutions, go to freeman.com/exhibit-design

It’s not about building a booth.
It’s about designing a

beacon
Fairfax Sofa & La Brea Chairs

10’x10’ Booth

10’x10’ Munich Sectional Booth

10’x20’ Malba Café & Bench Theater Booth
Power Up In Style.

Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.
**Powered Seating**

A) 810120
Naples Chair, Powered
(black vinyl)
36"L 30"D 33.25"H

B) 830121
Naples Sofa, Powered
(black vinyl)
87"L 30"D 33.25"H

C) 830122
Naples Loveseat, Powered
(black vinyl)
62"L 30"D 33.25"H

**Please Note:**
Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

**Powered Tables**

**Ventura Powered Bar Tables**
72.25"L 26.25"D 42"H
(silver frame)
A) 820955 (white top)
B) 820950 (black top)

**Ventura Powered Café Tables**
72.25"L 26.25"D 30"H
(silver frame)
C) 820964 (black top)
D) 820965 (white top)

**Sydney Powered Cocktail Tables**
48"L 26"D 18"H
(brushed steel)
E) 82073 (white)
F) 82076 (black)

visit [freeman.com](http://freeman.com)
Powered Banquettes.

Modular System
Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free-standing charging station.
Powered Pedestals

<table>
<thead>
<tr>
<th>A.</th>
<th>B.</th>
</tr>
</thead>
</table>

(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface.)

<table>
<thead>
<tr>
<th>C.</th>
<th>D.</th>
</tr>
</thead>
</table>

(Mobile devices must be compatible with Qi wireless charging pad.)

Please Note: Customer is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Powered Tech Desk

<table>
<thead>
<tr>
<th>A.</th>
</tr>
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</table>

A) 84083 Tech Desk, Powered w/3 Drawer File Cabinet
(black metal, laminate)
60"L 30"D 30"H

B) 84084 Tech Desk, Powered
(black metal, laminate)
60"L 30"D 30"H

C) 84080 3 Drawer File Cabinet on Castors
(black metal, laminate)
16"L 20"D 28"H

Visit freeman.com | 7
Soft Seating
Create Engaging Booth Environments

HOPI
(gray linen)
810140, Chair
21"L 25"D 34"H
830150, Loveseat
48"L 25"D 34"H

HEDGE
85030
7' Boxwood Hedge
36.5"L 12"D 84"H

PEDESTAL
85063
Powered Locking
(white)
24"L 24"D 42"H

CAFÉ TABLE
8201223
Hydraulic Chrome Base
(laminate white top)
30"Round 29"H

REGIS
82075 End Table
(brushed metal)
16"L 15.5"D 16.5"H

MARCHÉ
815159 Swivel Ottoman
(blue fabric)
17"RND 18"H

10'x20' Hopi Lounge & Zenith Café Booth

visit freeman.com
Soft Seating Collections

**NAPLES**

A) 810119 Chair
   (black vinyl)
   36"L 30"D 33.25"H

B) 830119 Sofa
   (black vinyl)
   86"L 28"D 33.25"H

C) 830120 Loveseat
   (black vinyl)
   62"L 30.5"D 33.25"H

**FAIRFAX**

A) 830949 Sofa
   (white vinyl, brushed metal)
   62"L 26"D 30"H

B) 810949 Chair
   (white vinyl, brushed metal)
   27"L 26"D 30"H

**BAJA**

A) 81050 Chair
   (white vinyl)
   36"L 30.5"D 28"H

B) 83019 Sofa
   (white vinyl)
   86"L 28"D 30"H

C) 83020 Loveseat
   (white vinyl)
   61"L 30.5"D 28"H

Available in Power
Munich Collection

Modular Seating to Design Custom Exhibits

MUNICH
830201 Sectional 3pc.
(gray fabric)
93.5"L 27"D 28.5"H

830200 Munich Armless Loveseat
(gray fabric)
45"L 27"D 28.5"H

80150 Munich Corner Chair
(gray fabric)
26"L 27"D 28.5"H

810151 Munich Armless Chair
(gray fabric)
22.5"L 27"D 28.5"H

HEDGE
85035
4' Boxwood Hedge
46"L 9"D 47"H

WIRELESS CHARGING TABLE, POWERED
820710
(white, ac plug-in)
20"L 20"D 18"H

Denotes Powered Products

visit freeman.com
Soft Seating Collections

ALLEGRO
A) 81019 Chair
   (blue fabric)
   36"L 34.5"D 30"H
B) 83015 Sofa
   (blue fabric)
   73"L 34.5"D 30"H

TANGIERS
A) 830118 Sofa
   (beige textured)
   78"L 37"D 36"H
B) 810118 Chair
   (beige textured)
   34"L 37"D 36"H
C) 830220 Loveseat
   (beige textured)
   57.5"L 37"D 37"H

KEY LARGO
A) 810950 Chair
   (black fabric)
   35"L 35"D 34"H
B) 830950 Loveseat
   (black fabric)
   57"L 35"D 34"H
C) 830951 Sofa
   (black fabric)
   79"L 35"D 34"H

SOUTH BEACH
(Platinum Suede)
A) 8301 Sofa
   69"L 29"D 33"H
B) 8151 Ottoman
   25"L 31"D 18"H
Accent Chairs

KEY WEST
8103 Chair
(black)
31"L 31"D 31"H

SWANSON
810875 Swivel Chair
(white vinyl)
28"L 25"D 30"H

LA BREA
810874 Chair
(charcoal gray, fabric)
35"L 27"D 40"H

WENTWORTH
810145 Chair
(brown vinyl)
32.1"L 26"D 31.5"H

AURA
820844 Round Table
(white metal)
15" Round 22"H
Accent Chair Styles

A) 81816 Madrid Chair
   (white vinyl)
   30"L 30"D 31"H
B) 8102
   (black vinyl)
   30"L 30"D 31"H
C) 810949 Fairfax Chair
   (white vinyl, brushed metal)
   27"L 26"D 30"H
D) 810151 Munich Armless Chair
   (gray fabric)
   22.5"L 27"D 28.5"H
E) 810140 Hopi Chair
   (gray linen)
   21"L 25"D 34"H
F) 810947 Pro Executive Guest Chair
   (black vinyl)
   24"L 22"D 36"H

Meeting & Stage Chairs

A) 810160 Marina Chair
   (black vinyl)
   17.5"L 19.5"D 35"H
B) 810161
   (brown fabric)
   17.5"L 19.5"D 35"H
C) 810164
   (white vinyl)
   17.5"L 19.5"D 35"H

D) 810835 Meeting Chair
   (espresso vinyl)
   25.5"L 23.5"D 34"H
E) 810836
   (taupe fabric)
   25.5"L 23.5"D 34"H
F) 810948
   (white vinyl)
   25.5"L 23.5"D 34"H
**Group Seating**

**ZENITH**
A) 810851 Chair (white, chrome) 18.25"L 20"D 32"H
B) 820241 Madison Hydraulic Café Table (chrome base, gray acajou top) 30"RND 29"H

**LAGUNA**
C) 810861 Chair (maple, chrome) 18"L 19"D 34"H
D) 8201223 Round Café Table (white laminate top, chrome hydraulic base) 30" Round 29"H

**MALBA**
20"L 20"D 32"H
A) 810131 Chair (gray)
B) 810130 Chair (green)

**MARINA**
17.5"L 19.5"D 35"H
A) 810164 (white vinyl)
B) 810160 (black vinyl)
C) 810161 (brown fabric)
D) 810162 (ocean blue fabric)
E) 810163 (red fabric)

Visit freeman.com
Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

J) 210108 LIMERICK® Chair BY HERMAN MILLER™
   (gray) 18"W X 17.75"L X 33"H
K) 81093 Lucent Chair (frosted, acrylic) 19.5"L 19.75"D 32.5"H
Ottomans

Vibe Cube
18”L 18”D 18”H

A) 81531 (white vinyl)
B) 81530 (black vinyl)
C) 81532 (steel blue vinyl)
D) 81534 (purple vinyl)
E) 81533 (silver vinyl)
F) 81519 (red vinyl)
G) 81517 (yellow vinyl)
H) 81520 (pink vinyl)
I) 81518 (blue vinyl)
J) 81525 (orange vinyl)
Styles & Shapes

Marche Swivel Ottomans

A) 815150 (white vinyl)
B) 815154 (red fabric)
C) 815158 (pear yellow fabric)
D) 815156 (plum fabric)
E) 815159 (blue fabric)
F) 815151 (gray fabric)
G) 815155 (rose quartz fabric)
H) 815152 (linen fabric)
I) 815153 (raspberry fabric)
J) 815157 (meadow green fabric)
K) 815160 (orange fabric)

Marche Swivel

Beverly Bench
60"L 20"D 18"H
A) 81556 (white vinyl)
B) 81550 (black vinyl)
C) 81552 (gray fabric)
D) 81555 (red fabric)
E) 81554 (ocean blue fabric)
F) 81553 (linen fabric)
G) 81551 (brown fabric)
H) 815119 Half Bench (white vinyl)
39"L 22"D 18"H

ENDLESS Square
34"L 34"D 15"H
I) 815123 (black)
J) 815122 (white)

ENDLESS Curved
60.5"L 37.5"D 15"H
K) 815952 (black)
L) 815953 (white)

M) 8507 Quarter Curve (white vinyl)
53"L 22"D 18"H

N) 81526 Edge LED Cube
(white plastic)
19"L 19"D 19"H
A/C power only

O) 82074 Regis Bench
(brushed metal)
47"L 15.5"D 16"H

Ring (4 ottoman seats) (white vinyl)
72"RND 18"H
**Accent Tables**

**ALONDRA**

Cocktail Table
47"L 24"D 16"H
A) 820250 (glass, chrome)
B) 820251 (wood, chrome)

End Table
20"L 20"D 20"H
C) 820252 (glass, chrome)
D) 820253 (wood, chrome)

**GEO**

Cocktail Table
50"L 22"D 16"H
A) 82034 (glass, chrome)
B) 82027 (wood, black)

End Table
20"L 20"D 20"H
C) 82035 (glass, chrome)
D) 82028 (wood, black)
Styles & Shapes

Sydney Cocktail Tables
(brushed steel)
48"L 26"D 18"H
A) 82053 (white)
B) 82073 (Powered)
B) 82052 (black)
B) 82076 (Powered)
C) 82077 (blue)
D) 82078 (wood)

Sydney End Tables
27"L 23"D 22"H
E) 82055 (white)
F) 82054 (black)
G) 82079 (blue)
H) 82080 (wood)

Regis Tables
(brushed metal)
I) 82074 Bench Table
47"L 15.5"D 16"H
J) 82075 End Table
16"L 15.5"D 16.5"H

Silverado Tables
(glass, chrome)
K) 82015 End Table
24" Round 22"H
L) 82014 Cocktail Table
36" Round 17"H

Oliver Tables
(walnut finish)
M) 82088 End Table
22" Round 22"H
N) 82087 Cocktail Table
47"L 27"D 19"H

Aura Round Table
O) 820844
15" Round 22"H

Edge LED Cube Table
P) 82057
(plexi top, white plastic)
20"L 20"D 20"H
A/C power only

Wireless Charging Table, Powered
Q) 820710
(white, A/C plug-in)
20"L 20"D 18"H
Café Tables

A) 820940 Blue Hydraulic Café Table
(chrome base, blue top)
30” RND 29”H

B) 810130 Malba Chair
(gray)
20”L 20”D 32”H

85030
7’ Boxwood Hedge
36.5”L 12”D 84”H

A) 820941 Standard Black Base
(blue top) 30” RND 29”H

B) 81093 Lucent Chair
(frosted, acrylic)
19.5”L 19.75”D 32.5”H

A) 820241 Madison Hydraulic Café Table
(chrome base, gray acajou top)
30” RND 29”H

B) 810130 Malba Chair
(green)
20”L 20”D 32”H

visit freeman.com
Customize and Create
Choose your base, black or chrome, then pick a color that suits your design.

Mix & Match
Create your look. Choose from a wide variety of tables and seating options.

Café Tables
**Standard Black Base**
30" RND 29"H

A) 8201220 (white)
also available
820265 (Madison/gray acajou)
820941 (blue)
820943 (wood)

B) 820923 (graphite nebula)
also available
8201208 (maple)
820921 (red)
820940 (blue)
820942 (wood)
820925 (silver)
8201223 (white)

**Hydraulic Chrome Base**
30" RND 29"H

B) 820923 (graphite nebula)
also available
8201208 (maple)
820921 (red)
820940 (blue)
820942 (wood)
820925 (silver)
8201223 (white)

C) 72063 Chelsea Butcher Block-Top Café Table
(oak) 30"RND 30"H
also available
72064 36"RND 30"H

D) 810164 Marina Chair
(white vinyl) 17.5"L 19.5"D 35"H

E) 72069 Soho Black-Top Café Table
(black) 24"RND 30"H
also available
72067 36"RND 30"H | 72066 18"RND 18"H

F) 81082 Blade Chair
(red) 20.5"L 19"D 30.5"H
Bar Tables

A) 8201222
30" Round Bar Table
(white top, chrome
hydraulic base)
30" RND 45"H

B) 810952
Apex Barstool
(blue ultra suede)
21"L 21"D 33"H

C) 8201226
Rustique Square Metal Bar Table
(gunmetal)
23.75"L 23.75"D 41.25"H

D) 810839
Rustique Barstool
(gunmetal)
13"L 13"D 30"H

E) 820930
30" Round Bar Table
(blue top, chrome
hydraulic base)
30" RND 45"H

F) 810860
Laguna Barstool
(maple, chrome)
18"L 20"D 47"H

G) 820240
30" Round Bar Table
w/ Hydraulic Chrome Base
(Madison/gray acajou)
30" RND 45"H

H) 810850
Zenith Barstool
(white, chrome)
19"L 20"D 44"H
Customize and Create
Choose your base, black or chrome, then pick a color that suits your design.

Style & Design
Choose from a variety of table top colors and styles for the perfect look.

A) 8201221 (white)
also available
820264 (Madison/gray acajou)
820931 (blue)
820933 (wood)

Bar Tables
Standard Black Base
30” RND 42”H

B) 820922 (graphite nebula)
also available
8201207 (maple)
820920 (red)
820930 (blue)
820932 (wood)
820924 (silver)
36” RND 45”H
820125 (white)
8201211 (graphite nebula)
8201205 (maple)

Bar Tables
Hydraulic Chrome Base
30” RND 45”H

E) 820922 (graphite nebula)
also available
8201207 (maple)
820920 (red)
820930 (blue)
820932 (wood)
820924 (silver)
36” RND 45”H
820125 (white)
8201211 (graphite nebula)
8201205 (maple)

C) 720163 Chelsea Butcher Block-Top Bistro Table
(oak) 30”RND 42”H
also available
720164 36”RND 42”H

D) 81092 Lucent Barstool
(frosted, acrylic) 22”L 22.5”D 45.5”H

E) 72070 Soho Black-Top Bistro Table
(black) 24”RND 42”H
also available
72068 36”RND 42”H

F) 810953 Apex Barstool
(red vinyl) 21”L 21”D 33”H
Barstools

LIFT Barstools
15” Round 23–33.5”H
A) 810870 (white vinyl)
B) 810873 (red vinyl)
C) 810871 (black vinyl)
D) 810872 (gray vinyl)
Mix & Match

T) 720163 Butcher Block-Top Bistro
(oak) 30"L RND 42"H
also available 720164 36"RND 42"H

U) 210109 LIMERICK® Stool BY HERMAN MILLER™
(white) 18" X 17.75"L X 44"H

Mix & Match

Apex Barstools
21"L 21"D 33"H
A) 810951 (black vinyl)
B) 810953 (red vinyl)
C) 810954 (white vinyl)
D) 810952 (blue ultra suede)

Zoey Barstools
15"L 16"D 30-34.75"H
E) 810840 (white, chrome)
F) 810834 (black, chrome)

Banana Barstools
21"L 22"D 41.75"H
G) 810104 (black, chrome)
H) 810103 (white, chrome)

I) 810201 Oslo Barstool
(white)
17"L 20"D 45"H

J) 810848 Christopher Barstool
(white vinyl, chrome)
19"L 15"D 41"H

K) 810202 Shark Barstool
(white, chrome)
22"L 19"D 34-44"H

L) 810850 Zenith Barstool
(white, chrome)
19"L 20"D 44"H

M) 81092 Lucent Barstool
(frosted, acrylic)
22"L 22.5"D 45.5"H

N) 810860 Laguna Barstool
(maple, chrome)
18"L 20"D 47"H

Blade Barstool
20.5"L 20.125"D 40.5"H
O) 81080 (red)
P) 81081 (sky blue)

Q) 71088 Black Diamond Stool
(black) 22"W X 18"L X 46"H

R) Gas Lift Stool w/ arms
24"W X 20"L X 46"H
71048 (gray, adjustable)
also available
71047 w/o arms

S) 810839 Rustique Barstool
(gunmetal) 13"L 13"D 30"H
Conference Tables

42" Round Conference Table
42"RND 29"H
A) 820708 (white laminate)
B) 820260 (Madison/gray acajou)

MADISON
(Madison/gray acajou)
C) 820261 5' Table
60"L 48"D 29"H
D) 820262 8' Table
96"L 48"D 29"H
E) 820263 10' Table
120"L 48"D 29"H
Styles & Shapes

Atomic Round Tables (glass, chrome)
A) 8201225 42" RND 30"H
B) 8201224 36" RND 30"H

Geo Rounded Square Tables
C) 82044 (glass, chrome)
D) 82043 (glass, black)

Geo Rectangular Tables
E) 82041 (glass, black)
F) 82051 (glass, chrome)

G) 820707 Merlin Multi Use Table (gray laminate, black)
H) 820706 Work Table (white laminate, white)

I) 820203 6' Conference Tables (graphite nebula)

Mix & Match

J) 810946 Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable
K) 810945 Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable

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Executive Seating

Pro Executive High Back Chair
25”L 24”D 48”H
A) 810844 (white vinyl)
B) 810946 (black vinyl)
Adjustable height

Pro Executive Guest Chair
24”L 22”D 36”H
810947 (black vinyl)

Task Stool
810135
(black fabric)
27.5”L 27.5”D 32.75”-40.25”H
Adjustable height

Pro Executive Mid Back Chair
24”L 22”D 40”H
A) 810945 (white vinyl)
B) 810944 (black vinyl)
Adjustable height

Gas Lift Chair
26” W X 20” D X 38” H
A) 71045 (gray, adjustable)
71046 w/ arms

Gas Lift Stool
24” W X 20” D X 46” H
B) 71048 (gray, adjustable)
71047 w/o arms

Gas Lift Chair
26” W X 20” D X 38” H
A) 71045 (gray, adjustable)
71046 w/ arms

Pro Executive Mid Back Chair
24”L 22”D 40”H
A) 810945 (white vinyl)
B) 810944 (black vinyl)
Adjustable height

Pro Executive High Back Chair
25”L 24”D 48”H
A) 810844 (white vinyl)
B) 810946 (black vinyl)
Adjustable height

Pro Executive Guest Chair
24”L 22”D 36”H
810947 (black vinyl)
Communal and Powered Tables
Choose from a variety of Powered, Solid or Grommet Hole Table Tops.

Bar Tables

Colors not available in all table options. Please check options listed to the right.

Ventura Powered Bar Tables
(silver frame)
72.25"L 26.25"D 42"H
A) 820950 (black top)
820955 (white top)

B. Ventura Communal Bar Tables
(silver frame)
72.25"L 26.25"D 42"H
Maple Top
B) 820954 (solid)
820951 (grommets)
White Top
C) 820953 (grommets)
820956 (solid)
Black Top
820952 (solid)

Cafe´ Tables

A. 810860
Laguna Barstool
(maple, chrome)
18"L 20"D 47"H

Ventura Powered Cafe Tables
72.25"L 26.25"D 30"H
(silver frame)
A) 820964 (black top)
B) 820965 (white top)

Ventura Communal Cafe Tables (silver frame)
72.25"L 26.25"D 30"H
Maple Top
C) 820963 (solid)
820960 (grommets)
White Top
D) 820961 (grommets)
820966 (solid)
Black Top
E) 820962 (solid)
Office Essentials

MADISON
A) 84075 Madison Executive Desk
(gray acajou) 60”L 30”D 29”H
B) 84077 Madison Credenza
(gray acajou) 60”L 20”D 29”H
C) 810135 Task Stool
(black fabric) 27.5”L 27.5”D 32.75”-40.25”H Adjustable
D) 810844 Pro Executive High Back Chair
(white classic vinyl) 25”L 24”D 48”H Adjustable

visit freeman.com
Tech Powered Desk

A) 84083 Tech Desk, Powered, w/3 Drawer File Cabinet
   (black metal, laminate)
   60"L 30"D 30"H

B) 84084 Tech Desk, Powered
   (black metal, laminate)
   60"L 30"D 30"H

C) 84080 3 Drawer File Cabinet on Castors
   (black metal, laminate)
   16"L 20"D 28"H

Lighting & Shelving

ACCENT LAMPS
Mason Lamps
   (brushed silver)
A) 850708 Floor Lamp
   18" RND 55"H
B) 850707 Table Lamp
   16" RND 26"H

SHELVING
C) 85020
   Posh Shelving
   (chrome, acrylic)
   36"L 18"D 72"H
D) 84078
   Madison Bookcase
   (gray acajou)
   36"L 12"D 72"H
Midtown Powered Counter
Metallic pewter gray curved counter with taupe-colored glass top features two AC & three USB charging outlets, locking storage cabinet and two shelves.

85030
7’ Boxwood Hedge
36.5”L 12”D 84”H

810860
Laguna Barstool
(maple, chrome)
18”L X 20”D 47”H

Display Counter

A) 72056
Display Counter
(black)
24”W X 49”L X 42”H

B) 210109
limerick Stool
BY HERMAN MILLER™
(white)
18” X 17.75”L X 44”H
Midtown Bar
Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.

A. 850101 (unlighted)
B. 850100 (lighted with plug-in)

Apex Barstool
C) 810952 (blue ultra suede)
21”L 21”D 33”H

Lighted & Greenery Products

A) 81526 Edge LED Cube Ottoman (white plastic)
20”L 20”D 20”H
A/C power only
B) 82057 Edge LED Cube Table (plexi top, white plastic)
20”L 20”D 20”H
A/C power only

C) 810952 (blue ultra suede)
21”L 21”D 33”H

LED light available in white, red, green, blue and rolling color.

A) 85126 Edge LED Cube Ottoman (white plastic)
20”L 20”D 20”H
A/C power only
B) 82057 Edge LED Cube Table (plexi top, white plastic)
20”L 20”D 20”H
A/C power only

C) 85030 7’ Boxwood Hedge
36.5”L 12”D 84”H
D) 85035 4’ Boxwood Hedge
46”L 9”D 47”H

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# Draped or Undraped Tables & Counters

## Table-Drape Colors

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

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

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

Visit us at freeman.com for ordering and full product line.

## Sizing Chart*

*Table and counter widths are available in select cities*

### 24”D X 30”H | Tables Draped
- 124330 Tables Draped: 3’L x 24”D x 30”H
- 124430 Tables Draped: 4’L x 24”D x 30”H
- 124630 Tables Draped: 6’L x 24”D x 30”H
- 124830 Tables Draped: 8’L x 24”D x 30”H

### 24”D X 30”H | Tables Undraped
- 125330 Tables Undraped: 3’L x 24”D x 30”H
- 125430 Tables Undraped: 4’L x 24”D x 30”H
- 125630 Tables Undraped: 6’L x 24”D x 30”H
- 125830 Tables Undraped: 8’L x 24”D x 30”H

### 24”D X 42”H | Counter Draped
- 124342 Counter Draped: 3’L x 24”D x 42”H
- 124442 Counter Draped: 4’L x 24”D x 42”H
- 124642 Counter Draped: 6’L x 24”D x 42”H
- 124842 Counter Draped: 8’L x 24”D x 42”H

### 24”D X 30”H | Counter Undraped
- 125342 Counter Undraped: 3’L x 24”D x 30”H
- 125442 Counter Undraped: 4’L x 24”D x 30”H
- 125642 Counter Undraped: 6’L x 24”D x 30”H
- 125842 Counter Undraped: 8’L x 24”D x 30”H

### 30”D X 30”H | Tables Draped
- 130330 Tables Draped: 3’L x 30”D x 30”H
- 130430 Tables Draped: 4’L x 30”D x 30”H
- 130630 Tables Draped: 6’L x 30”D x 30”H
- 130830 Tables Draped: 8’L x 30”D x 30”H

### 30”D X 42”H | Counter Draped
- 130342 Counter Draped: 3’L x 30”D x 42”H
- 130442 Counter Draped: 4’L x 30”D x 42”H
- 130642 Counter Draped: 6’L x 30”D x 42”H
- 130842 Counter Draped: 8’L x 30”D x 42”H

### 30”D X 30”H | Tables Undraped
- 131330 Tables Undraped: 3’L x 30”D x 30”H
- 131430 Tables Undraped: 4’L x 30”D x 30”H
- 131630 Tables Undraped: 6’L x 30”D x 30”H
- 131830 Tables Undraped: 8’L x 30”D x 30”H

### 30”D X 42”H | Counter Undraped
- 131342 Counter Undraped: 3’L x 30”D x 42”H
- 131442 Counter Undraped: 4’L x 30”D x 42”H
- 131642 Counter Undraped: 6’L x 30”D x 42”H
- 131842 Counter Undraped: 8’L x 30”D x 42”H

### 4th Side | Table Draped 30”
- 12404630 Drape Table 4th Side: 6’ X 30”
- 12404830 Drape Table 4th Side: 8’ X 30”

### 4th Side | Table Draped 42”
- 12404642 Drape Table 4th Side: 6’ X 42”
- 12404842 Drape Table 4th Side: 8’ X 42”

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Product Display

A) 72056
Display Counter
(black)
24"W X 49"L X 42"H

B) 75079
Orion Computer Kiosk
(black)
28"L X 28"D X 40.5"H
(computer not included)

C) 810840
Zoey Barstools
(white, chrome)
15"L 16"D 30-34.75"H

D) 75032
Display Cube - Large
(black)
24"W X 24"L X 42"H

E) 75031
Display Cube - Medium
(black)
18"W X 18"L X 36"H

F) 75030
Display Cube - Small
(black)
12"W X 12"L X 42"H

G) 75022
Display Cylinder - High
(black)
24"W X 24"L X 36"H

H) 75021
Display Cylinder - Medium
(black)
18"W X 18"L X 20"H

I) 75020
Display Cylinder - Low
(black)
30"W X 12"L X 15"H
available in rectangle sizes

J) 810947
Pro Executive Guest Chair
(black vinyl)
24"L 22"D 36"H
Product Storage

RACKS
A) 750135
Round Literature Rack
(black)
17" W X 17" L X 57" H
B) 750136
Flat Literature Rack
(black)
10" W X 55" H

CABINETS
C) 84080
3 Drawer File Cabinet on Castors
(black metal, laminate)
16" L 20" D 28" H
D) 74082
2 Drawer File Cabinet w/ Lock
(tan metal)
15" W X 29" L X 28" H
E) 74081
4 Drawer File Cabinet w/ Lock
(tan metal)
15" W X 29" L X 50" H

REFRIGERATORS
F) 8503001
Large Refrigerator
(white) 14.0 cubic feet
28" W X 28" L X 64" H
G) 75057
Small Refrigerator
4.0 cu feet
20" W X 22" L X 33" H
Show & Office Accessories

A) 10201484
Floor Standing
Bulletin Board
(black) 48"WX96"LX78"H

B) 71048
Gas Lift Stool w/ arms
(gray, adjustable) 24"WX20"LX46"H
also available
71047 w/o arms

C) 220121
Chrome Stanchion
w/ 8’ Retractable Belt
(black, belt) 42"H

D) 220110
Chrome Bag Rack
(3” at center) 1"WX41"HX26"W

E) 220109
Chrome Coat Tree
(21”W at the base) 8 1/4"WX69 "H

F) 220118
Chrome Sign Holder
(sign holder) 22"WX28"H

G) 220143
Brushed Aluminum Easel
(open 5 1/4"WX64 1/4"H)
26”WX62"H

H) 220106
Corrugated Wastebasket
(black)
NAME OF SHOW: NEW YORK PRODUCE SHOW / DECEMBER 12, 2019

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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### NAME OF SHOW: NEW YORK PRODUCE SHOW / DECEMBER 12, 2019

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For Assistance, please call (201) 299-7575 to speak with one of our experts.

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NEW YORK PRODUCE SHOW / DECEMBER 12, 2019

01/19 (496085)
## Draped Tables & Counters

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**Accent Tables**

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## Conference Tables

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## Office

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## Computer Desks/Tables

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**POWERED**

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<td>3 Door File Cabinet on Castors - Black</td>
<td>357.55</td>
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<tr>
<td>74082</td>
<td>File Cabinet w/Lock - Two Drawer - Standard Size</td>
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<td>File Cabinet w/Lock - Four Drawer - Standard Size</td>
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<tr>
<td>85020</td>
<td>Posh Shelving w/ Chrome Frame - White</td>
<td>967.20</td>
<td>1,063.90</td>
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<td>Mason Floor Lamp - White/Brushed Silver</td>
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<td>415.60</td>
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<tr>
<td>Qty</td>
<td>Part #</td>
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<tr>
<td>-----</td>
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<td>--------------</td>
<td>---------------</td>
<td>----------------</td>
</tr>
<tr>
<td></td>
<td>75020</td>
<td>Display Cylinder - Black - Low</td>
<td>279.30</td>
<td>307.25</td>
<td>391.00</td>
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<tr>
<td></td>
<td>75021</td>
<td>Display Cylinder - Black - Medium</td>
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<td>307.25</td>
<td>391.00</td>
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<tr>
<td></td>
<td>75022</td>
<td>Display Cylinder - Black - High</td>
<td>279.30</td>
<td>307.25</td>
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<td>75030</td>
<td>Display Cube - Black - 12&quot; Small</td>
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<td>75031</td>
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<td>349.10</td>
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<td></td>
<td>75079</td>
<td>Orion Computer Kiosk - Black</td>
<td>503.35</td>
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<td>704.70</td>
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<td>72056</td>
<td>Display Counter - Black</td>
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<td>359.25</td>
<td>457.25</td>
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<tr>
<td></td>
<td>85030*</td>
<td>7' Boxwood Hedge</td>
<td>878.00</td>
<td>965.80</td>
<td>1,229.20</td>
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<tr>
<td></td>
<td>85035*</td>
<td>4' Boxwood Hedge</td>
<td>470.00</td>
<td>517.00</td>
<td>658.00</td>
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<tr>
<td></td>
<td>220121</td>
<td>Chrome Stanchion w/ 8' Retractable Belt</td>
<td>116.50</td>
<td>128.15</td>
<td>163.10</td>
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<td></td>
<td>220118</td>
<td>Chrome Sign Holder</td>
<td>139.55</td>
<td>153.50</td>
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<td></td>
<td>750135</td>
<td>Round Literature Rack</td>
<td>333.15</td>
<td>366.45</td>
<td>466.40</td>
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<td></td>
<td>750136</td>
<td>Flat Literature Rack</td>
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<tr>
<td></td>
<td>220109</td>
<td>Chrome Coat Tree</td>
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<td>93.70</td>
<td>119.30</td>
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<td></td>
<td>220134</td>
<td>Aluminum Easel</td>
<td>58.20</td>
<td>64.00</td>
<td>81.50</td>
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<tr>
<td></td>
<td>220110</td>
<td>Chrome Bag Rack</td>
<td>196.65</td>
<td>216.30</td>
<td>275.30</td>
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<tr>
<td></td>
<td>1020184</td>
<td>Floor Standing Bulletin Board</td>
<td>226.30</td>
<td>248.95</td>
<td>316.80</td>
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<tr>
<td></td>
<td>220106</td>
<td>Corrugated Wastebasket</td>
<td>36.95</td>
<td>40.65</td>
<td>51.75</td>
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</tbody>
</table>

**Special Drape**

- **Black**
- **Blue**
- **Brown**
- **Green**
- **Flax**
- **Gray**
- **Plum**
- **Red**
- **White**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Color 1</th>
<th>Color 2</th>
<th>Color 3</th>
<th>Color 4</th>
<th>Color 5</th>
<th>Color 6</th>
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<tbody>
<tr>
<td></td>
<td>12103</td>
<td>Red</td>
<td>28.95</td>
<td>28.95</td>
<td>36.80</td>
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<tr>
<td></td>
<td>12108</td>
<td>Blue</td>
<td>38.25</td>
<td>38.25</td>
<td>48.65</td>
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</tbody>
</table>

**TOTAL COST**

- **Sub-Total**: 8.875% 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.
SMARTFABRIC EXHIBIT

SmartFabric Exhibits provide a custom printed fabric graphic to keep and reuse on future events.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10' x 10' SmartFabric Exhibit</td>
<td>$2,155.00</td>
<td>$3,017.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 20' SmartFabric Exhibit</td>
<td>$4,155.00</td>
<td>$5,817.00</td>
<td></td>
</tr>
</tbody>
</table>

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
• 3-Arm Lights (per 10 ft.)
• Power for LIGHTS only

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

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 reuse. If you need a new graphic made, please select the SmartFabric Rental Exhibit (above). No fabric graphics will be printed without the rental unit.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
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<tbody>
<tr>
<td></td>
<td>10' x 10' Frame Only Unit</td>
<td>$1,410.00</td>
<td>$1,974.00</td>
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<tr>
<td></td>
<td>10' x 20' Frame Only Unit</td>
<td>$2,350.00</td>
<td>$3,290.00</td>
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ACCESSORIES

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

QUICK TIPS

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

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."**
### CABINETS & LOCKS

**RADIUS COUNTER**
(does not have doors)

![Radius Counter Diagram]

**CABINETS**

![Cabinets Diagram]

---

Want to add graphics? Please contact an Exhibitor Sales Specialist at exhibitorsaleseast@freemanco.com

**Select Color**
- [ ] Black Fabric
- [ ] Blue Fabric
- [ ] Gray Fabric
- [ ] White PVC

---

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
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<tbody>
<tr>
<td></td>
<td>17305 1m x ¼m x 36&quot; High</td>
<td>$756.05</td>
<td>$1,058.45</td>
<td>______</td>
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<tr>
<td></td>
<td>17306 1m x ¼m x 42&quot; High</td>
<td>$756.05</td>
<td>$1,058.45</td>
<td>______</td>
</tr>
<tr>
<td></td>
<td>17308 2m x ¼m x 36&quot; High</td>
<td>$912.55</td>
<td>$1,277.55</td>
<td>______</td>
</tr>
<tr>
<td></td>
<td>17309 2m x ¼m x 42&quot; High</td>
<td>$912.55</td>
<td>$1,277.55</td>
<td>______</td>
</tr>
<tr>
<td></td>
<td>17310 1m Radius x ¼m x 36&quot; H</td>
<td>$1,282.95</td>
<td>$1,796.15</td>
<td>______</td>
</tr>
<tr>
<td></td>
<td>173011 1m Radius x ¼m x 42&quot; H</td>
<td>$1,282.95</td>
<td>$1,796.15</td>
<td>______</td>
</tr>
<tr>
<td></td>
<td>(Radius Cabinets do not have doors)</td>
<td></td>
<td></td>
<td>______</td>
</tr>
<tr>
<td></td>
<td>17301 Cabinet Lock</td>
<td>$42.15</td>
<td>$59.00</td>
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</table>

Inside Shelves Available . . . Quoted on Request

---

**TOTAL COST**

Sub-Total ____ + Tax (8.875%) ____ = TOTAL ______

---

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

---

Don't see what you need?
Please call an Exhibitor Sales Specialist at (201) 299-7575
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
NAME OF SHOW: NEW YORK PRODUCE SHOW / DECEMBER 12, 2019

COMPANY NAME: 

CONTACT NAME: 

E-MAIL ADDRESS: 

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

Purchase Units Include:
- One Time Installation & Dismantle
- Installation & Dismantle of Exhibit
- Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units:
- Blue
- Grey
- Red
- Red Pepper
- Midnight Blue
- Plum
- Black
- White
- Gold
- Brown
- Green
- Flax

Table Drape:
- Black
- Blue
- Brown
- Green
- Red
- White

CUSTOM GRAPHIC / PHOTO PANELS

Our custom graphic panels can dramatically enhance your exhibit’s appearance. Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

OPTIONAL ACCESSORIES

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<th>Description</th>
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<th>Total</th>
<th>Qty</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
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<td>2-200 Watt Halogen Light Kit</td>
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<td>269.45</td>
<td>377.25</td>
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<td>278.90</td>
<td>390.45</td>
<td>669.35</td>
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<tr>
<td>1715801</td>
<td>1-200 Watt Halogen Light Kit</td>
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<td>141.85</td>
<td>198.60</td>
<td>340.45</td>
<td>1</td>
<td>284.70</td>
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<tr>
<td>1715802</td>
<td>Straight Shelf</td>
<td>1</td>
<td>108.70</td>
<td>152.20</td>
<td>260.90</td>
<td>1</td>
<td>284.70</td>
<td>390.45</td>
<td>679.15</td>
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<tr>
<td>1715803</td>
<td>Angled Shelf</td>
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<td>108.70</td>
<td>152.20</td>
<td>260.90</td>
<td>1</td>
<td>284.70</td>
<td>390.45</td>
<td>679.15</td>
</tr>
</tbody>
</table>

QUICK TIPS

- If shipping literature or products, material handling rates will apply.
- Orders in advance to save time, money and ensure availability. Orders received after the deadline date or without payment will be charged the Standard Price.

TOTAL

Purchase Units Total Cost = Sub-Total + 8.875% Tax

Rental Units Total Cost = Sub-Total + 8.875% Tax
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, eva, acrylic, fabric, vinyl and mean materials
- Grand Format printers provide high-resolution digital printing of single and double-sided banners in virtually any size
- Electronic file transfer, in-tiouse printing, and company-wide procedure standardization allow us to control quality, cost and scheduling on a nationwide basis
- 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
- Logo reproduction
- Accent graphic photo panels
- Backlit displays and murals
- Large format signage and banners
- Four-color carpet image printing
NAME OF SHOW: NEW YORK PRODUCE SHOW / DECEMBER 12, 2019

CONTACT NAME: ___________________________ PHONE #: ___________________________
E-MAIL ADDRESS: ___________________________

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

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.

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.

STANDARD SIZES

<table>
<thead>
<tr>
<th>CHOOSE YOUR SIZE:</th>
<th>QTY.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7” x 11”</td>
<td>@</td>
<td>65.35</td>
<td>98.05</td>
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</tr>
<tr>
<td>7” x 22”</td>
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<td>68.55</td>
<td>102.85</td>
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<tr>
<td>7” x 44”</td>
<td>@</td>
<td>84.15</td>
<td>126.25</td>
<td></td>
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<tr>
<td>9” x 44”</td>
<td>@</td>
<td>108.15</td>
<td>162.25</td>
<td></td>
</tr>
<tr>
<td>11” x 14”</td>
<td>@</td>
<td>65.35</td>
<td>98.05</td>
<td></td>
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<tr>
<td>14” x 22”</td>
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<td>127.90</td>
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<td>14” x 44”</td>
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<td>169.45</td>
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<tr>
<td>22” x 28”</td>
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<tr>
<td>28” x 44”</td>
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<td>249.40</td>
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<tr>
<td>20” x 60”</td>
<td>@</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

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:

01/19 (496085)
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. Artwork must be submitted in the proper resolution and/or file size to produce quality images. Please provide 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 (201) 299-7575 for assistance.
UNION JURISDICTIONS AT JACOB K. JAVITS CONVENTION CENTER

THERE ARE THREE MAJOR UNIONS THAT HAVE JURISDICTION OVER TRADE SHOWS. THE FOLLOWING SHOULD HELP GUIDE YOU IN CONFORMING TO UNION JURISDICTIONS AND ITS ADHERENCE TO THEM WHEN REQUIRED.

TEAMSTER UNION:
Teamsters handle freight at the exhibit hall. They unload trucks or vehicles and deliver materials to and from booths. They also provide rigging of machinery, moving services and spot machinery in your booth. The normal rigging crew consists of two men and a forklift. Customarily, this service must be ordered in advance at exhibitor’s expense.

CARPENTER UNION:
Carpenters handle the erection and dismantling of display and exhibit booths. This also includes all display work. Carpenters uncrate and re-crate machinery or equipment and install and remove all draping and floor covering.

ELECTRICAL UNION:
Electricians handle all electrical work, which includes supply power lines to your booth, connecting equipment to outlets and install signs or headers that are lighted, unless they are permanently a part of the exhibit backwall.

EXHIBITOR CAPABILITIES & WHAT REQUIRES UNION LABOR:
For detailed information regarding work rules and policies on what exhibitors can do and what requires union labor, please visit Javits Center Operational Policies.

GENERAL INFORMATION:

FLAMEPROOFING:
Table coverings as well as all booth equipment must be a non-flammable material. All decorative materials must be fire-resistant and in accord with the standard established by the New York Fire Department. Affidavits attesting to flameproof compliance with New York City Fire Department Regulations must be submitted when requested.

INSURANCE:
Freeman and/or the Association (Exhibit Manager) and/or the Exhibit Convention Site will not be responsible in any way for the safety of any exhibit or materials against fire, water, theft, accident or any cause nor for the loss or damage to goods consigned to its care. However, every effort will be made to protect exhibitor’s property. You are advised to consult your insurance broker for proper coverage on any of your display material from the time it leaves your Company’s premises until it returns. In most cases a rider can be added to your present policy for a very nominal cost.
LET US DO THE HEAVY LIFTING

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

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

**ON-SITE SUPERVISION**

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

**If You Use Freeman Staff**

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.
NAME OF SHOW: NEW YORK PRODUCE SHOW / DECEMBER 12, 2019

COMPANY NAME: 

CONTACT NAME: 

PHONE #: 

E-MAIL ADDRESS: 

For Assistance, please call (201) 299-7575 to speak with one of our experts.

DISPLAY LABOR (One Hour Minimum per Worker)

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
</table>

Carpenter Labor

Straight Time: Monday - Friday (first 8 hours of the worker’s shift, regardless of time of day, excluding holidays)...
Overtime: (after first 8 hours of the worker’s shift, regardless of time of day, excluding holidays) and Saturdays...
Double Time: Sunday and recognized holidays...

Freeman Supervision (30%/45.00)
Tax 8.875%
Total Installation

**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 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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
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Freeman Supervision (30%/45.00)
Tax 8.875%
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:

<table>
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</tr>
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</table>

Freeman Supervision (30%/45.00)
Tax 8.875%
Total Dismantle

If you have questions or need assistance in completing your order, please call and ask for your Freeman I & D Representative.
**NAME OF SHOW:** NEW YORK PRODUCE SHOW / DECEMBER 12, 2019

**COMPANY NAME:**

**BOOTH #:**

**CONTACT NAME:**

**PHONE #:**

---

**FREEMAN SUPERVISED LABOR**

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

---

**INBOUND SHIPPING & SET UP INFORMATION**

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

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

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

Carpet: With Exhibit ________ Rented From Freeman ________ Color ________ Size ________

Electrical Placement: __________ Drawing Attached ________ Drawing With Exhibit ________

Electrical Under Carpet ________

Comments: __________________________________________________________________________

Graphics: With Exhibit ________ Shipped Separately ________

Comments: __________________________________________________________________________

Special Tools/Hardware Required: __________________________________________________________________________

---

**OUTBOUND SHIPPING INFORMATION**

**SHIP TO:** __________________________________________________________________________

**Select a Carrier:**

☐ Freeman Exhibit Transportation:  ☐ Other Carrier:

No need to schedule your outbound shipment.  Carrier Name: __________

Charges will appear on your Freeman invoice.  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 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

**Freight Charges:**

☐ Same as ship to  ☐ Lift gate required

Bill To: __________________________________________________________________________

**Select Shipment Options (if applicable)**

☐ Have loading dock  ☐ Air ride required

☐ Inside delivery  ☐ Residential

☐ Pad wrap required

☐ Do not stack

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

☐ Re-route via Freeman’s choice

☐ Deliver back to the warehouse at exhibitor’s expense

---

**PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by the exhibitor.**
FREEMAN
909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575   Fax: (469) 621-5618

NAME OF SHOW: NEW YORK PRODUCE SHOW / DECEMBER 12, 2019
COMPANY NAME:   BOOTH #:   BOOTH SIZE: X
CONTACT NAME:   PHONE #:   E-MAIL ADDRESS:

For Assistance, please call (201) 299-7575 to speak with one of our experts.

FORKLIFT RIGGING EQUIPMENT AND LABOR

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 and Sunday
Double Time - 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

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>304050</td>
<td>Forklift w/operator - up to 5,000 lbs - ST</td>
<td>$658.50</td>
<td>922.00</td>
</tr>
<tr>
<td>304051</td>
<td>Forklift w/operator - up to 5,000 lbs - OT</td>
<td>$779.00</td>
<td>1,090.75</td>
</tr>
<tr>
<td>304052</td>
<td>Forklift w/operator - up to 5,000 lbs - DT</td>
<td>$899.75</td>
<td>1,259.75</td>
</tr>
<tr>
<td>3040100</td>
<td>Forklift w/operator - up to 10,000 lbs - ST</td>
<td>$716.00</td>
<td>1,002.50</td>
</tr>
<tr>
<td>3040101</td>
<td>Forklift w/operator - up to 10,000 lbs - OT</td>
<td>$836.50</td>
<td>1,171.25</td>
</tr>
<tr>
<td>3040102</td>
<td>Forklift w/operator - up to 10,000 lbs - DT</td>
<td>$957.25</td>
<td>1,340.25</td>
</tr>
<tr>
<td>3090600</td>
<td>Man cage for Forklift</td>
<td>$94.00</td>
<td>94.00</td>
</tr>
<tr>
<td>3090700</td>
<td>Forklift Boom</td>
<td>$94.00</td>
<td>94.00</td>
</tr>
<tr>
<td>3090800</td>
<td>Pallet Jack</td>
<td>$94.00</td>
<td>94.00</td>
</tr>
</tbody>
</table>

INSTALLATION

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Date</th>
<th>Start Time</th>
<th># of Equip/ Person</th>
<th>Approx Hrs per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
</table>

Describe work to be done: ___________________________________________________________________________

Sub-Total

Tax 8.875%

Total

DISMANTLE

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Date</th>
<th>Start Time</th>
<th># of Equip/ Person</th>
<th>Approx Hrs per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
</table>

Describe work to be done: ___________________________________________________________________________

Sub-Total

Tax (N/A)

Total
ATTENTION ALL EXHIBITORS!

The operation or use of all motorized lifting equipment for installation or dismantle of booth structures or signs is not permitted by exhibitors or their appointed contractors.

ALL LIFTS AND MANPOWER MUST BE PROVIDED BY THE OFFICIAL SERVICE CONTRACTOR

Thank you for your complete cooperation.
INSTRUCTIONS

• All ceiling rigging must conform to Show Management rules and regulations and facility limitations.

• All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitor Service Manual. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.

• Set up instructions must be provided for signs needing assembly.

• Hanging anchor points must be pre-fabricated and ready for use.

• Overhead hanging signs are to be sent in separate containers directly to the advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.

• If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT

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

Type: Cloth Banner _______ Metal or Wood _______ Other _______

Shape: Square _______ Triangle _______ Rectangle _______ Other _______

Size: Height _______ Length _______ Width _______

Weight of Sign:

Does Your Sign Require Assembly ________

Is Your Sign Designed to Rotate or need electricity? _______ Yes or _______ No

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

HANGING SIGN LABOR AND EQUIPMENT

EQUIPMENT AND LABOR RATES TO HANG SIGNS

<table>
<thead>
<tr>
<th></th>
<th>Straight Time</th>
<th>Overtime</th>
<th>Double Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lift w/crew</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advance Price</td>
<td>805.00</td>
<td>948.50</td>
<td>1,096.25</td>
</tr>
<tr>
<td>Show Site Price</td>
<td>1,127.00</td>
<td>1,328.00</td>
<td>1,534.75</td>
</tr>
</tbody>
</table>

Installation Estimate

\[ \text{Total Estimated Cost} = \text{# of Crew} \times \text{# of Hours} \times \text{Rate} \times \text{Time} \]

Dismantle Estimate

\[ \text{Total Estimated Cost} = \text{# of Crew} \times \text{# of Hours} \times \text{Rate} \times \text{Time} \]

Assembly Crew/Additional Labor

\[ \text{Total Estimated Cost} = \text{# of Men} \times \text{Hours per Person} \times \text{Rate} \times \text{Time} \]

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

FREEMAN hanging sign labor
PLEASE INCLUDE THIS FORM WITH YOUR HANGING SIGN ORDER FORM

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

_______________________________________________, the contracted exhibitor at the NEW YORK PRODUCE SHOW / DECEMBER 12, 2019 and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the ASSOCIATION, JACOB K JAVITS CONVENTION CENTER, FREEMAN, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor’s expense.

Exhibiting Company: _________________________________ Booth #: _______
Authorized Signature: _________________________________
Printed Name: _________________________________ Date: _______
E-Mail: ____________________________________________

Display House/Builder (if applicable): _________________________________
Authorized Signature: _________________________________
Printed Name: _________________________________ Date: _______
E-Mail: ____________________________________________

Complete and return form to address listed at the top of this form.
Dear Exhibitor,

We look forward to welcoming you to the New York Produce Show and Conference at the Javits Center. We are proud to introduce our online ordering portal Jake.

Jake is an innovative online ordering system that allows you to place electrical, technology, cleaning and plumbing needs - no more forms.

The Advance Rate deadline for ordering Javits utilities (up to 32% savings) is November 27, 2019. Please see USEFUL TOOLS below for Work Rules, Javits Catalog (prices), Tutorial and more.

Please feel free to contact the Exhibitor Solutions Team with any questions regarding Jake via email at services@javitscenter.com or call us Monday – Friday 9am-5pm, Eastern Time at 877.452.8487.

Thank you,
The Javits Center

Jake is an online portal which allows you to place your utility orders for an event at the Javits Center. To get started click here: Jake or Tutorial

Market Express
Catering + Delivery

is the place to go for all of your catering requirements and with timely delivery. To get started click here: MARKET EXPRESS. VIEW MENU
PRODUCT SHOWCASE

LED Par Can Light Fixture

Slim and minimalist design • Cool white light with 4,000K/10220 nominal lumen • 12-foot illumination spread •

Price includes installation and dismantling
Don’t miss out!

SERVICES

Need assistance choosing the best service options?

We're here to help - Click below.

USEFUL TOOLS

✔ Need assistance navigating Jake? Click here
✔ Javits Lights Illustrations. Click here
✔ Work Rule – Exhibit Building. Click here
✔ Javits Catalog. Click here
MOBILITY VEHICLE RENTAL

We are pleased to announce the Mobility Vehicle program.
Interested in knowing more? Click here

PARTNERS
Also available for your service requirements:

CULTIVATED