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**SERVICE INFORMATION****BOOTH EQUIPMENT**

Each 8' x 10' booth will be set with 8' high blue and white backdrapery, 3' high blue side dividers and one 7" x 44" one-line identification sign. Each booth will also receive one 6' table draped blue and a wastebasket.

**EXHIBIT HALL CARPET**

The exhibit area is carpeted. Individual booth carpeting may be ordered through Freeman.

**DISCOUNT PRICE DEADLINE DATE**

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by February 19, 2010.

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

**SHOW SCHEDULE****EXHIBITOR MOVE-IN**

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

Thursday      March 04, 2010                      7:00 AM - 12:00 PM

**EXHIBIT HOURS**

Thursday      March 04, 2010                      1:00 PM - 5:30 PM

Friday          March 05, 2010                      9:00 AM - 1:00 PM

**EXHIBITOR MOVE-OUT**

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

Friday          March 05, 2010                      1:00 PM - 5:00 PM

**We will begin returning empty containers at the close of the show.**

**DISMANTLE AND MOVE-OUT INFORMATION**

All exhibitor materials must be removed from the exhibit facility by Friday, March 05, 2010 at 5:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Friday, March 05, 2010 at 3:00 PM.

**POST SHOW PAPERWORK AND LABELS**

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

**SERVICE CONTRACTOR CONTACTS / INFORMATION:**

**FREEMAN**

2000 Easton Blvd  
 Des Moines, IA 50317  
 (515) 265-5601 fax (469) 621-5616  
 FreemanDesMoinesES@freemanco.com

**FREEMAN EXHIBIT TRANSPORTATION**

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

**SHIPPING INFORMATION**

Warehouse Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

**IOWA LUMBER ASSN 2010**

C/O FREEMAN

YRC, 4601 J ST SW

CEDAR RAPIDS, IA 52404

Freeman will accept crated, boxed or skidded materials beginning Monday, February 08, 2010, at the above address. Material arriving after March 01, 2010 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.

Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

**IOWA LUMBER ASSN 2010**

C/O FREEMAN

CORALVILLE MARRIOTT HOTEL & CONVENTION CENTER

300 E 9TH ST

CORALVILLE, IA 52241

Freeman will receive shipments at the exhibit facility beginning Wednesday, March 03, 2010. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

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

**LABOR INFORMATION**

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

**ASSISTANCE**

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

**WE APPRECIATE YOUR BUSINESS!**

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICES**

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 feature you may contact Freeman Exhibitor Services at (515) 265-5601 or Freeman's Customer Support Center at (888) 508-5054.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early to take advantage of advance order discount rates, place your order by February 19, 2010.

#### **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, machinery and equipment that are in use.

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

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

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

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

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure 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 [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

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

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

# F R E E M A N

2000 Easton Blvd  
Des Moines, IA 50317  
(515) 265-5601 Fax: (469) 621-5616  
FreemanDesMoinesES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 19, 2010**

**INCLUDE THIS FORM  
WITH YOUR ORDER**

NAME OF SHOW: **IOWA LUMBER ASSN 2010 / MARCH 4-5, 2010**

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

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

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

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

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

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

E-MAIL FOR INVOICE: \_\_\_\_\_  Check if you are a new Freeman customer

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

**METHOD OF PAYMENT**

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

**COMPANY CHECK**  
Please make check payable to: Freeman  
Checks must be in U.S. funds drawn on a U.S. or Canadian bank ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)  
**Please reference (249376) on your remittance.**

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

**AMERICAN EXPRESS**     **DISCOVER**     **MASTER CARD**     **VISA**     **DINERS CLUB**

ACCOUNT NO.: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

CARDHOLDER NAME (PRINT): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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

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

**BANK TRANSFER**  
Bank transfer to Bank of America, N.A.; Dallas, TX  
*Wire Transfer*  
ABA#: 026009593 ACCT 1252039192 Freeman  
*International Wire Transfer*  
Swift Code: BOFAUS3N ACCT# 1252039192 Freeman  
*ACH Direct Deposit*  
ABA#: 111000012 ACCT# 1252039192 Freeman  
**Please reference Name of Show & Booth Number so we can properly credit your account.**  
**Note: Customers are responsible for any bank processing fees.**

**ENTER TOTALS HERE**

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

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

**TELL US WHAT YOU THINK**

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.  
<http://feedback.freemanco.com/?249376>

**FREEMAN method of payment**

# F R E E M A N

2000 Easton Blvd  
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FreemanDesMoinesES@freemanco.com

## IOWA LUMBER ASSN 2010 / MARCH 4-5, 2010

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

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

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

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

### THIRD PARTY CREDIT CARD AUTHORIZATION

- AMERICAN EXPRESS    MASTERCARD    VISA    DISCOVER    DINERS CLUB

CREDIT CARD ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

07/08 (249376)

FREEMAN third party authorization

# FREEMAN

2000 Easton Blvd  
Des Moines, IA 50317  
(515) 265-5601 Fax: (469) 621-5616  
FreemanDesMoinesES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 19, 2010**

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

NAME OF SHOW: **IOWA LUMBER ASSN 2010 / MARCH 4-5, 2010**

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

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

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

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

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

## FURNISHINGS

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

___	N71092	Diva Counter Stool .....	134.00	174.20	___
___	N71091	Diva Chair.....	124.25	161.55	___
___	N710102	Santana Chair .....	113.00	146.90	___
___	N71085	Forestdale Chair .....	52.00	67.60	___
___	N710144	Diplomat Chair .....	160.00	208.00	___
___	N71038	Cherry Barrel Chair .....	135.25	175.85	___
<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe					

Director Series							
<input type="checkbox"/>	Black	<input type="checkbox"/>	Blue	<input type="checkbox"/>	Bright Green	<input type="checkbox"/>	Orange
<input type="checkbox"/>	Purple	<input type="checkbox"/>	Red	<input type="checkbox"/>	Royal Blue	<input type="checkbox"/>	Yellow

___	N710142	Director Stool .....	94.00	122.20	___
___	N71042	Director Chair .....	79.80	103.75	___
___	N710998	Custom Imprinting/Director .....	Call for Quote		

### Pages 3 & 4

___	N71048	Gray Gaslift Stool w/Arms ....	148.00	192.40	___
___	N71047	Gray Gaslift Stool .....	140.00	182.00	___
___	N71046	Gray Gaslift Chair w/Arms ....	146.00	189.80	___
___	N71045	Gray Gaslift Chair .....	137.00	178.10	___
___	N71044	Executive Chair .....	175.00	227.50	___
___	N71041	Bugle Base Chair .....	101.95	132.55	___
<input type="checkbox"/> Black Tweed <input type="checkbox"/> Blue Tweed					
___	N71088	Black Diamond Stool .....	75.00	97.50	___
___	N71089	Black Diamond Side Chair ..	62.00	80.60	___
___	N71090	Black Diamond Arm Chair....	83.00	107.90	___
___	C210105	Opal Side Chair .....	34.30	44.60	___
___	C210101	Carson Arm Chair .....	46.60	60.60	___
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray					
___	C210112	Casey Padded Stool .....	59.00	76.70	___
<input type="checkbox"/> Black <input type="checkbox"/> Gray					

## LOUNGE SEATING

Pages 5 & 6

___	N73091	Signature Loveseat .....	211.60	275.10	___
___	N71093	Signature Chair .....	247.00	321.10	___

Kennedy Sectional Series					
<input type="checkbox"/> Black Tweed <input type="checkbox"/> Blue Tweed					

___	N730313	Kennedy Sofa - 3 piece .....	471.35	612.75	___
___	N730213	Kennedy Loveseat - 2 piece	337.45	438.70	___
___	N73013	Kennedy Corner Section ...	153.80	199.95	___
___	N73014	Kennedy Center Section ...	151.05	196.35	___

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

___	N72026	Cherry Cocktail Table .....	110.15	143.20	___
___	N72027	Cherry End Table .....	96.10	124.95	___
___	N72028	Metro Slate Cocktail Table .....	98.45	128.00	___
___	N72029	Metro Slate End Table .....	71.75	93.30	___
___	C115103	Studio Black Cocktail Table ....	N/A	N/A	___
___	C115104	Studio Black End Table .....	57.60	74.90	___
___	N72015	Glass Conference Table .....	115.00	149.50	___
<input type="checkbox"/> Black <input type="checkbox"/> Chrome					
___	N72065	Bugle Base Table/White .....	151.05	196.35	___

### Pedestal Tables - SoHo Series

___	N72066	Black-top Mini 18"W x 18"H ....	74.00	96.20	___
___	N72069	Black-top Cafe 24"W x 30"H ...	86.00	111.80	___
___	N72070	Black-top Bistro 24"W x 42"H ..	92.00	119.60	___
___	N72067	Black-top Café Table 36"x30"	99.25	129.05	___
___	N72068	Black-top Bistro 36"W x 42"H ..	109.00	141.70	___

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

___	N72063	Café Table 30"W x 30"H .....	89.75	116.70	___
___	N72064	Café Table 36"W x 30"H .....	90.85	118.10	___
___	N720163	Bistro Table 30"W x 42"H .....	96.15	125.00	___
___	N720164	Bistro Table 36"W x 42"H .....	98.55	128.10	___

## OFFICE FURNITURE

Pages 9 & 10

___	N72093	Milano Table/Blonde Top .....	253.85	330.00	___
___	N72092	Milano Table/Black Top .....	252.80	328.65	___
___	N72094	Luna Table/Black Top .....	387.00	503.10	___
___	N720191	Hemingway Writing Table .....	204.60	266.00	___
___	N74061	Cherry Desk 5' .....	351.35	456.75	___
___	N74065	Cherry Bookcase .....	146.75	190.80	___
___	N74064	Cherry Credenza .....	283.85	369.00	___
___	N74071	Oak Desk 5' .....	316.00	410.80	___
___	N74075	Oak Bookcase .....	145.70	189.40	___
___	N74074	Oak Credenza .....	251.75	327.30	___

## OFFICE FURNITURE

Pages 11 & 12

___	N72056	Display Counter .....	203.55	264.60	___
___	N75079	Orion Computer Kiosk .....	215.50	280.15	___
___	N75030	Black Display Cube/Small .....	135.00	175.50	___
___	N75031	Black Display Cube/Medium ...	147.00	191.10	___
___	N75032	Black Display/Large .....	158.20	205.65	___

NAME OF SHOW: **IOWA LUMBER ASSN 2010 / MARCH 4-5, 2010**

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

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

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

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

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

**FURNISHINGS**

**DISPLAY FURNITURE**  
Pages 11 & 12 (continued)

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>Display Cylinders</b>					
___	N75020	Black Display Cylinder/Low ...	128.55	167.10	___
___	N75021	Black Display Cylinder/Med	132.80	172.65	___
___	N75022	Black Display Cylinder/Lg ...	143.50	186.55	___

**Draped Tables - Tables are 30" wide**  
 Black  Blue  Burgundy  Dark Green  Gold  
 Gray  Plum  Red  Teal  White

___	C130330	Draped Table 3'L x 30"H .....	N/A	N/A	___
___	C130430	Draped Table 4'L x 30"H .....	66.40	86.30	___
___	C130630	Draped Table 6'L x 30"H .....	74.45	96.80	___
___	C130830	Draped Table 8'L x 30"H .....	84.10	109.35	___
___	C12404630	4th Side Drape 6'L x 30"H ..	20.90	27.15	___
___	C12404830	4th Side Drape 8'L x 30"H .	23.05	29.95	___
___	C130342	Draped Counter 3'L x 42"H ...	N/A	N/A	___
___	C130442	Draped Counter 4'L x 42"H ...	78.75	102.40	___
___	C130642	Draped Counter 6'L x 42"H ...	89.70	116.60	___
___	C130842	Draped Counter 8'L x 42"H ...	97.50	126.75	___
___	C12404642	4th Side Drape 6'L x 42"H ..	21.95	28.55	___
___	C12404842	4th Side Drape 8'L x 42"H ..	25.15	32.70	___

**Undraped Tables - Tables are 30" wide**

___	C131330	Undraped Table 3'L x 30"H .	N/A	N/A	___
___	C131430	Undraped Table 4'L x 30"H .	28.55	37.10	___
___	C131630	Undraped Table 6'L x 30"H.	34.00	44.20	___
___	C131830	Undraped Table 8'L x 30"H .	39.10	50.85	___
___	C131342	Undraped Counter 3'Lx42"H	N/A	N/A	___
___	C131442	Undraped Counter 4'Lx42"H	47.40	61.60	___
___	C131642	Undraped Counter 6'Lx42"H	52.45	68.20	___
___	C131842	Undraped Counter 8'Lx42"H	59.65	77.55	___

**Table Top Risers**

___	C150410	Single Step Riser 4'L x 7"H	26.80	34.85	___
___	C150610	Single Step Riser 6'L x 7"H	34.25	44.55	___
___	C150810	Single Step Riser 8'L x 7"H	44.70	58.10	___
___	C150414	Single Step Riser 4'L x14"H	28.90	37.55	___
___	C150614	Single Step Riser 6'L x14"H	36.95	48.05	___
___	C150814	Single Step Riser 8'L x14"H	47.10	61.25	___
___	C150420	Double Step Riser 4'L .....	50.90	66.15	___
___	C150620	Double Step Riser 6'L .....	66.40	86.30	___
___	C150820	Double Step Riser 8'L .....	69.65	90.55	___

**ACCESSORIES**  
Pages 13 & 14

Qty	Part #	Description	Discount Price	Standard Price	Total
___	C220121	Chrome Stanchion w/belt .....	57.30	74.50	___
___	C220118	Chrome Sign Holder .....	55.70	72.40	___
___	N750135	Round Literature Rack .....	123.20	160.15	___
___	N750136	Flat Literature Rack .....	111.40	144.80	___
___	C220109	Chrome Coat Tree .....	25.70	33.40	___
___	C220134	Chrome Easel .....	19.80	25.75	___
___	C220110	Chrome Bag Rack .....	53.80	69.95	___
___	N75053	Black Trash Receptacle .....	N/A	N/A	___
___	N75054	Aluminum Trash Receptacle .	54.50	70.85	___
___	220107	Wastebasket .....	11.75	15.30	___
___	220106	Corrugated Wastebasket.....	N/A	N/A	___
___	N75057	Small Refrigerator .....	219.00	284.70	___
___	N75052	Black Table Lamp .....	58.90	76.55	___
___	N74082	File Cabinet/2 Drawer .....	73.90	96.05	___
___	N74081	File Cabinet/4 Drawer .....	94.30	122.60	___
___	10201484	Bulletin Board .....	128.00	166.40	___

**Special Drape**  
 Black  Blue  Burgundy  Dark Green  Gold  
 Gray  Plum  Red  Teal  White

___	12103	Special Drape 3'H (per ft.) ....	6.15	8.00	___
___	12108	Special Drape 8'H (per ft.) ...	8.60	11.20	___

<b>TOTAL COST</b>		
_____	+	_____ = _____
Sub-Total	7% Tax	Total Cost

# F R E E M A N

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FreemanDesMoinesES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 19, 2010**

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

NAME OF SHOW: **IOWA LUMBER ASSN 2010 / MARCH 4-5, 2010**

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

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

E-MAIL ADDRESS :

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

- For FREE samples or a quote on **orders over 1200 sq. ft.** please call our Exhibitor Sales Department at (515) 265-5601.
- **No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- **Orders received after the deadline or without payment will be charged the Standard Price and are subject to availability.** Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.

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

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

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

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

- Black     Charcoal     Gray Pearl     Navy     Sea Breeze     White

40 oz. Carpet Rental	Price per sq. ft. (100 sq. ft. minimum)	Discount	Standard	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.55	\$ 4.60	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.15	\$ 4.10	_____

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

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

28 oz. Carpet Rental	Price per sq. ft. (100 sq. ft. minimum)	Discount	Standard	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 3.00	\$ 3.90	_____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 2.45	\$ 3.20	_____

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

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

**CHOOSE YOUR CARPET COLOR:**

- Black     Blue     Burgundy     Gray     Green     Plum     Red     Teal     Tuxedo

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

16 oz. Carpet Rental	Price per sq. ft.	Discount	Standard	Total
Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 2.10	\$ 2.75	_____

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

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

**CHOOSE YOUR CARPET COLOR:**

- Black     Blue     Burgundy     Gray     Green     Plum     Red     Teal     Tuxedo

Qty	Description	Discount	Standard	Total
_____	9' x 10' Classic Carpet .....	\$ 94.90	\$ 123.35	_____
_____	9' x 20' Classic Carpet .....	\$ 189.80	\$ 246.75	_____
_____	9' x 30' Classic Carpet .....	\$ 284.70	\$ 370.10	_____
_____	9' x 40' Classic Carpet .....	\$ 379.65	\$ 493.55	_____

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

- Price is per sq. ft.

Qty	Description	Discount	Standard	Total
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.).....	\$ .40	\$ .50	_____
_____	Carpet Padding - 1/2" (Over 700 sq. ft.).....	\$ .35	\$ .45	_____
_____	Plastic Covering .....	\$ .35	\$ .45	_____

TOTAL COST			
_____	+	_____	= _____
Sub- Total		7% Tax	Total Cost

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

FREEMAN carpet

# F R E E M A N

2000 Easton Blvd.  
 Des Moines, Iowa 50317  
 (515) 265-5601 Fax: (469) 621-5616  
 FreemanDesMoinesES@freemanco.com

**DISCOUNT PRICE  
 DEADLINE DATE  
 MARCH 3, 2010**

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: IOWA LUMBER ASSN 2010 / MARCH 4-5, 2010  
 COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_

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

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

### CLEANING SERVICES

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

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

Qty	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time .....	0.30	0.40	_____
_____	610100	Booth Vacuuming - 2 Days.....	0.60	0.80	_____

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

**TOTAL CLEANING COST**

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

# FREEMAN cleaning

# F R E E M A N

2000 Easton Blvd  
Des Moines, IA 50317  
(515) 265-5601 Fax: (469) 621-5616  
FreemanDesMoinesES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 19, 2010**

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

NAME OF SHOW: **IOWA LUMBER ASSN 2010 / MARCH 4-5, 2010**

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

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


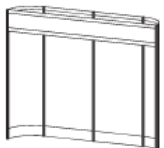
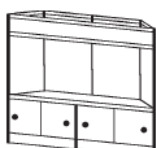
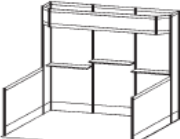
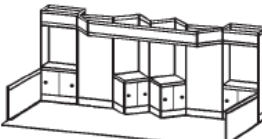

E-MAIL ADDRESS: \_\_\_\_\_

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

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

**All Exhibits Include:** Installation & Dismantle of Exhibit  
Material Handling of Exhibit  
Classic Carpet with Nightly Vacuuming  
2 Arm Lights (per 100 sq. ft.)

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

<b>PACKAGES</b>	<b>A. FREE STANDING COUNTER</b> Discount Price: 1,219.95    Standard Price: 1,585.95 <input type="checkbox"/> Part# 1710201 	<b>B. CURVED BACK WALL EXHIBIT</b> Discount Price: 959.90    Standard Price: 1,247.85 <input type="checkbox"/> Part# 1710300 	<b>C. BACK WALL COUNTER EXHIBIT</b> Discount Price: 1,811.10    Standard Price: 2,354.45 <input type="checkbox"/> Part# 1710400 
	<b>D. 3 SHELF 10' X 10' EXHIBIT</b> Discount Price: 1,576.75    Standard Price: 2,049.80 <input type="checkbox"/> Part# 1710500 	<b>E. 10' X 20' ANGLED EXHIBIT</b> Discount Price: 3,484.15    Standard Price: 4,529.40 <input type="checkbox"/> Part# 1710600 	<b>F. 20' X 20' ISLAND EXHIBIT</b> Discount Price: 10,816.45    Standard Price: 14,061.40 <input type="checkbox"/> Part# 1710800 

Orders received after the deadline date or without payment will be charged the Standard Rate and are subject to availability. Orders cancelled after production begins are subject to a 100% Cancellation Charge.

### CHOOSE YOUR PANEL

- BLUE FABRIC     GRAY FABRIC  
 BLACK FABRIC     WHITE HARDWALL  
 WHITE PERFBORD

### CARPET

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

- Black     Gray     Red  
 Blue     Green     Teal  
 Burgundy     Plum     Tuxedo

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

### LIGHTING

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

### HEADER IDENTIFICATION SIGN

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

- CLARENDON MEDIUM     ENVR0  
 EUROSTILE BOLD     HELVETICA BOLD  
 TIMES NEW ROMAN

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

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

Indicate exactly how you want your company name to appear:

### CONTACT FOR PRICING

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

- Upgrade Carpet  
 Custom Logo Header  
 Creating a Custom Exhibit

### TOTAL COST

Sub-Total	+	7 % Tax	=	Total Cost
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FREEMAN exhibit packages

# FREEMAN

2000 Easton Blvd  
Des Moines, IA 50317  
(515) 265-5601 Fax: (469) 621-5616  
FreemanDesMoinesES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 19, 2010**

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

NAME OF SHOW: **IOWA LUMBER ASSN 2010 / MARCH 4-5, 2010**

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

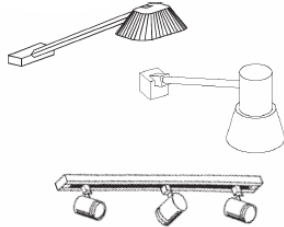
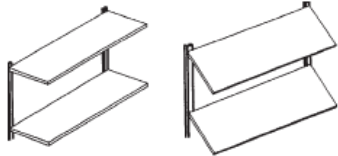
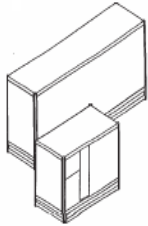
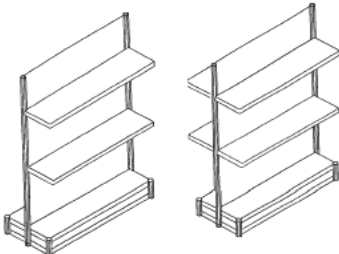

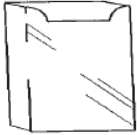
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

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

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

## ACCESSORIES FOR RENTAL UNITS

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

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
<b>(electrical service &amp; labor to install lights not included)</b>					
___	17251	Arm Light (200w) .....	52.55	68.30	_____
___	172514	4' Tracklight (3 lights)	196.05	254.85	_____
___	17252	Halogen Light .....	74.35	96.65	_____

<b>CABINETS &amp; LOCKS</b>					
<b>Cabinets</b>					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x ½M x 36" High.....	229.20	297.95	_____
___	17306	1M x ½M x 42" High.....	231.40	300.80	_____
___	17308	2M x ½M x 36" High.....	340.60	442.80	_____
___	17309	2M x ½M x 42" High.....	340.60	442.80	_____
___	173010	1M Radius x ½M x 36" High.	365.40	475.00	_____
___	173011	1M Radius x ½M x 42" High..	396.35	515.25	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock .....	23.80	30.95	_____
Inside Shelves Available ..... Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
<b>Gondolas</b>					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	211.00	274.30	_____
___	174542	Double Sided 1M x 4' High..	297.80	387.15	_____
___	174581	Single Sided 1M x 8' High...	N/A	N/A	_____
___	174582	Double Sided 1M x 8' High..	N/A	N/A	_____

<b>SHELVES</b>					
___	17201	1M Straight (37" x12") .....	44.60	58.00	_____
___	17206	1M Angled (37" x 12") .....	49.50	64.35	_____

<b>LITERATURE POCKETS</b>					
___	174015	For 8½ x 11 Literature .....	23.35	30.35	_____

<b>TOTAL COST</b>					
_____	+	_____	=	_____	_____
Sub-Total		7% Tax		Total Cost	

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

# F R E E M A N

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NAME OF SHOW: **IOWA LUMBER ASSN 2010 / MARCH 4-5, 2010**

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

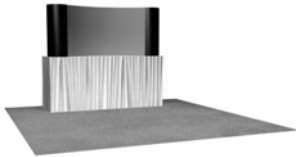
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

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## TABLE TOP UNIT



RENTAL		QTY	TOTAL
Size	Price		
40"H x 6"W	699.90	_____	_____
40"H x 8"W	816.80	_____	_____
PURCHASE*			
Size	Price		
40"H x 6"W	826.45	_____	_____
40"H x 8"W	936.80	_____	_____

\*Shipping Not Included

### Rental Units Include:

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

### Purchase Units Include:

1-Case  
One Time Installation & Dismantle

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

Fabric Panel Colors for All Units:  Black  Gray

### Additional Fabric Panel Colors for Purchase Units Only:

Blaze Red  Blueberry  Emerald  Silver

### \*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet:  Black  Blue  Burgundy

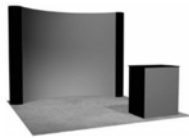
Green  Gray  Plum  Red  Teal  Tuxedo

### Table Drape:

Black  Blue  Burgundy  Dark Green  Gold

Gray  Plum  Red  Teal  White

## FLOOR UNIT



RENTAL		QTY	TOTAL
Size	Price		
8'H x 8'W	1,167.30	_____	_____
8'H x 10'W	1,396.30	_____	_____
PURCHASE*			
Size	Price		
8'H x 8'W	1,874.60	_____	_____
8'H x 10'W	2,201.10	_____	_____

\*Shipping Not Included

### Rental Units Include:

Classic Carpet 9' X 10' (select color below)  
Installation & Dismantle of Exhibit  
Material Handling of Exhibit  
Nightly Vacuuming  
1-Podium - 8'H X 10;W unit only  
2-200 Watt Halogen Lights (Electrical service & labor not included)

### Purchase Units Include:

2-Cases  
One Time Installation & Dismantle  
1-Podium - 8'H X 10'W unit only

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

Fabric Panel Colors for All Units:  Black  Gray

### Additional Fabric Panel Colors for Purchase Units Only:

Blaze Red  Blueberry  Emerald  Silver

### \*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet:  Black  Blue  Burgundy

Green  Gray  Plum  Red  Teal  Tuxedo

## CUSTOM GRAPHIC / PHOTO PANELS

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

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

OPTIONAL ACCESSORIES		RENTAL		PURCHASE	
Part #	Description	Qty	Price	Qty	Price
1715800	2-200 Watt Halogen Light Kit	_____	146.05	_____	196.35
1715801	1-200 Watt Halogen Light Kit	_____	75.95	_____	143.40
1715802	Straight Shelf	_____	60.55	_____	99.30
1715803	Angled Shelf	_____	61.05	_____	99.30

## QUICK TIPS

\* If shipping literature or products, material handling rates will apply.

\* Order in advance to save time, money and ensure availability.

**Orders received after the deadline date or without payment will cost an additional 30% over prices indicated.**

### PURCHASE UNITS TOTAL COST

Sub-Total	+	7% Tax	=	Total Cost
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### RENTAL UNITS TOTAL COST

Sub-Total	+	7% Tax	=	Total Cost
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# F R E E M A N

2000 Easton Blvd  
 Des Moines, IA 50317  
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 FreemanDesMoinesES@freemanco.com

**DISCOUNT PRICE  
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 FEBRUARY 19, 2010**

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NAME OF SHOW: **IOWA LUMBER ASSN 2010 / MARCH 4-5, 2010**

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

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

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

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

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## GRAPHICS & SIGNS

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

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

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

### DIGITAL GRAPHICS

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

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq.ft.

sq. ft. \_\_\_\_\_ \$ 14.00 per sq. ft. discount price  
 x or = \$ \_\_\_\_\_  
 \$ 18.20 per sq. ft. standard price

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

### LARGE DIGITAL GRAPHICS

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

File Information:

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

Application \_\_\_\_\_

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

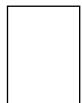
#### Backing Material:

Foamcore  Masonite

PVC  Plexi

Gatorfoam  Other

Vertical \_\_\_\_\_ Horizontal \_\_\_\_\_ Use Your Judgment For Sign Layout



#### Special Instructions

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

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" @ _____	34.70	45.10 =	_____
7" x 22" @ _____	N/A	N/A =	_____
7" x 44" @ _____	44.60	58.00 =	_____
9" x 44" @ _____	47.05	61.15 =	_____
11" x 14" @ _____	44.60	58.00 =	_____
14" x 22" @ _____	62.00	80.60 =	_____
14" x 44" @ _____	68.10	88.55 =	_____
22" x 28" @ _____	73.05	94.95 =	_____
28" x 44" @ _____	99.10	128.85 =	_____
20" x 60" @ _____	143.05	185.95 =	_____

(white only)

Note: File conversion, retouching, cloning or color may incur additional labor charges. (See reverse side for graphic guidelines.)

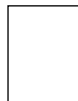
### INDICATE YOUR SIGN COPY HERE:

\* Please feel free to attach additional sign copy on separate page.

Vertical

Horizontal

Use Your Judgment For Sign Layout



Background Color: \_\_\_\_\_

Lettering Color: \_\_\_\_\_

TOTAL COST		
Sub-Total	+	7 % Tax = Total Cost

FREEMAN graphics & signs

## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:

- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

- All related PMS and/or CMYK color codes (if submitting CMYK values, please supply accurate color swatches.)
- Accurate color proof print of artwork
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting a "vector" file, include all fonts, or convert fonts to outlines or paths

### ACCEPTABLE FILE SOFTWARE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs (listed in order of preference):

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW
- QUARK XPRESS

Files should always be saved in their native format.

### ACCEPTABLE FILE TYPES

Files that Freeman **can use** in order of preference, include:

- EPS and AI (especially when submitting logos)
- TIF (especially when submitting photos)
- JPG (provided resolution is high enough for photo images; not recommended for logos)

File types that Freeman **cannot use** to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

### WAYS TO SEND ARTWORK

• Artwork files that are of acceptable resolution as listed above will typically be too large to send via e-mail. Files may be saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)

• Files may also be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (515) 265-5601 for assistance.

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 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_

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

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

## DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 4:30 P.M. Monday through Friday .....	\$ 55.60	\$ 72.30
<b>Overtime-</b> 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday		
6:00 A.M. to 12:00 Midnight Saturday and Sunday .....	\$ 84.00	\$ 109.20
<b>Double Time-</b> 12:00 Midnight to 6:00 A.M. and recognized holidays.....	\$ 118.00	\$ 153.40

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

## INSTALLATION LABOR

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

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

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

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

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

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

## DISMANTLE LABOR

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

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

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

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

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

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

# FREEMAN installation & dismantle labor

# F R E E M A N

NAME OF SHOW: **IOWA LUMBER ASSN 2010 / MARCH 4-5, 2010**

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

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

## FREEMAN SUPERVISED LABOR

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

## INBOUND SHIPPING & SET UP INFORMATION

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

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

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

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

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

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

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

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

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

## OUTBOUND SHIPPING INFORMATION

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

### METHOD OF SHIPMENT

**Freeman Transportation:**

- Common Carrier  
 Air Freight       Next Day       2nd Day       Deferred

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

- Other Common Carrier: \_\_\_\_\_  
 Other Air Freight: \_\_\_\_\_  
 Van Line: \_\_\_\_\_

### Freight Charges

- Prepaid       Collect

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

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

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

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

FREEMAN

# F R E E M A N

1-800-995-3579

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

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: IOWA LUMBER ASSN 2010 / MARCH 4-5, 2010

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

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

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

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

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

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information: 1-800-995-3579

### COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

#### PICK UP INFORMATION

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

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

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

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

#### DESTINATION

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

**FREEMAN / Exhibiting Company Name / Booth #**

**IOWA LUMBER ASSN 2010**

C/O: FREEMAN  
YRC, 4601 J ST SW  
CEDAR RAPIDS, IA 52404

**MUST BE DELIVERED BY MARCH 01, 2010**

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

**FREEMAN / Exhibiting Company Name / Booth #**

**IOWA LUMBER ASSN 2010**

C/O: FREEMAN  
CORALVILLE MARRIOTT HOTEL & CONVENTION CENTI  
300 E 9TH ST  
CORALVILLE, IA 52241

**CANNOT BE DELIVERED BEFORE MARCH 03, 2010**

#### TYPE OF SERVICE

- 1 Day: Delivery next business day (before 5:00 PM)
- 2 Day: Delivery by 5:00 PM second business day
- Deferred: Delivery within 3 - 4 business days
- Declared Value \$ \_\_\_\_\_

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

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

09/07

### SHIPPING INFORMATION

#### Items to be shipped

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

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

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

### OUTBOUND SHIPPING

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

Ship to address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**FAX THIS COMPLETED FORM TO:  
(817) 385-0983**

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

**SHOW #** (249376) \_\_\_\_\_

FREEMAN exhibit transportation

**F R E E M A N**

**F R E E M A N**

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

**MUST DELIVER BY MARCH 01, 2010**

**MUST DELIVER BY MARCH 01, 2010**

TO: \_\_\_\_\_  
*EXHIBITOR NAME*

TO: \_\_\_\_\_  
*EXHIBITOR NAME*

**C/O: FREEMAN**  
**YRC**  
**4601 J ST SW**  
**CEDAR RAPIDS, IA 52404**

**C/O: FREEMAN**  
**YRC**  
**4601 J ST SW**  
**CEDAR RAPIDS, IA 52404**

**WAREHOUSE**

**WAREHOUSE**

EVENT:           IOWA LUMBER ASSN 2010          

EVENT:           IOWA LUMBER ASSN 2010          

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

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

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

**F R E E M A N**

**F R E E M A N**

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE MARCH 03, 2010**

**CANNOT DELIVER BEFORE MARCH 03, 2010**

TO: \_\_\_\_\_  
*EXHIBITOR NAME*

TO: \_\_\_\_\_  
*EXHIBITOR NAME*

C/O: FREEMAN  
CORALVILLE MARRIOTT HOTEL & CON  
300 E 9TH ST  
  
CORALVILLE, IA 52241

C/O: FREEMAN  
CORALVILLE MARRIOTT HOTEL & CON  
300 E 9TH ST  
  
CORALVILLE, IA 52241

**SHOW SITE**

**SHOW SITE**

EVENT:           IOWA LUMBER ASSN 2010          

EVENT:           IOWA LUMBER ASSN 2010          

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

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

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

# F R E E M A N

2000 Easton Blvd.  
Des Moines, Iowa 50317  
(515) 265-5601 Fax: (469) 621-5616  
FreemanDesMoinesES@freemanco.com

PLEASE INCLUDE THE FREEMAN  
METHOD OF PAYMENT FORM  
WITH YOUR ORDER

NAME OF SHOW: **IOWA LUMBER ASSN 2010 / MARCH 4-5, 2010**

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

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

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

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

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

## MATERIAL HANDLING SERVICES

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

RATE CLASSIFICATIONS:	Description	Price Per CWT	200 lb Minimum
<b>Warehouse Shipment (200 lb. minimum)</b>			
	Crated or Skidded Shipment.....	\$ 44.75	89.50
	Special Handling Shipment.....	\$ 58.20	116.40
<b>Show Site Shipment (200 lb. minimum)</b>			
	Crated or Skidded Shipment.....	\$ 38.40	76.80
	Special Handling Shipment.....	\$ 46.00	92.00
	Uncrated or Pad Wrapped Shipment.....	\$ 57.50	115.00
<b>Small Package - Maximum weight is 30 lbs per shipment*</b>			
	Per Shipment .....	\$ 35.00	
*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by same carrier.			
<b>Cart Service Fee - Intended for privately owned vehicles</b>			
	Per trip (2 Trip minimum) .....	\$ 30.00	
A "privately owned vehicle" is any that is primarily designed to transport passengers, not cargo or freight. Examples: pick-up, passenger van, taxi, etc...			
<b>ADDITIONAL SURCHARGES:</b>			
<b>Shipment Delivered after Deadline Date</b>			
	Warehouse Shipment after deadline.....	\$ 11.00	
	Show Site Shipment after deadline.....	\$ 9.50	
<b>Overtime Charge - Inbound (in addition to above rates)</b>			
	Crated or Skidded Shipment.....	\$ 9.60	
	Special Handling Shipment.....	\$ 12.50	
	Uncrated or Pad Wrapped Shipment.....	\$ 14.40	
<b>Overtime Charge - Outbound (in addition to above rates)</b>			
	Crated or Skidded Shipment.....	\$ 9.60	
	Special Handling Shipment.....	\$ 12.50	
	Uncrated or Pad Wrapped Shipment.....	\$ 14.40	

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

### Tips to Save on Material Handling

- Consolidate shipments - when total weight is less than 200 lbs. For Example:

3 Separate Shipments

60 lbs. charged @ 200 lbs. \$ 89.50

52 lbs. charged @ 200 lbs. \$ 89.50

65 lbs. charged @ 200 lbs. \$ 89.50 = \$268.50

1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. charged @ 200 lbs = \$ 89.50

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

<b>7 % Tax</b>	
<b>Total</b>	

FREEMAN material handling

**SPECIAL HANDLING DEFINITIONS**

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

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

**What is Ground Loading/Unloading?**

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

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

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

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

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

**What are Stacked Shipments?**

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

**What is Shipment Integrity?**

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

**What is Alternate Delivery Location?**

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

**What are Mixed Shipments?**

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

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

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

**What about carpet only shipments?**

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

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

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

# F R E E M A N

2000 Easton Blvd.  
Des Moines, Iowa 50317  
(515) 265-5601 Fax: (469) 621-5616  
FreemanDesMoinesES@freemanco.com

DISCOUNT PRICE  
DEADLINE DATE  
MARCH 3, 2010

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: IOWA LUMBER ASSN 2010 / MARCH 4-5, 2010

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

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

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

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

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

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

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

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

**FORKLIFT LABOR**

304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 86.00	\$ 111.80
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 130.00	\$ 169.00
304080	Forklift w/operator - up to 8,000 lbs - ST.....	\$ 133.80	\$ 173.95
304081	Forklift w/operator - up to 8,000 lbs - OT.....	\$ 200.55	\$ 260.70

**RIGGING LABOR**

504900	Rigger - ST.....	\$ 58.90	\$ 76.55
504901	Rigger - OT.....	\$ 88.50	\$ 115.05

**INSTALLATION**

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

**DISMANTLE**

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

**FREEMAN forklift / rigging labor**

# F R E E M A N

2000 Easton Blvd  
Des Moines, IA 50317  
(515) 265-5601 Fax: (469) 621-5616  
FreemanDesMoinesES@freemanco.com

## OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **IOWA LUMBER ASSN 2010 / MARCH 4-5, 2010**

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

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

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

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

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

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

### SHIPPING INFORMATION

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

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

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

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

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

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

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

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

### METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

#### FREEMAN EXHIBIT TRANSPORTATION

- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 P.M. second business day
- Expedited
- Deferred: Delivery within 3-4 business days
- Standard Ground
- Specialized: Pad wrapped, uncrated, or truckload
- OTHER COMMON CARRIER \_\_\_\_\_
- OTHER VAN LINE \_\_\_\_\_
- OTHER AIR FREIGHT \_\_\_\_\_
  - Next Day
  - 2nd Day
  - Deferred

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

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

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

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

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

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