

# FREEMAN

6555 West Sunset Road  
Las Vegas, NV 89118  
Ph: 702-579-1700 • Fax: 469-621-5604  
FreemanLasVegasES@freemanco.com

## WESTERN PETROLEUM MARKETERS CONVENTION

FEBRUARY 21-23, 2012  
MIRAGE HOTEL  
LAS VEGAS, NEVADA

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### SERVICE INFORMATION

#### BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high BLUE and WHITE back drape, 3' high BLUE side dividers and a 7" x 44" one-line identification sign.

#### EXHIBIT HALL CARPET

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

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

#### DISCOUNT PRICE DEADLINE DATE

Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by **FEBRUARY 6, 2012 at 5:00 p.m.**

Save money by ordering services and labor in advance. All services 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 preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

Monday	February 20, 2012	8:00 a.m.	-	5:00 p.m.
Tuesday	February 21, 2012	8:00 a.m.	-	12:00 p.m.

#### EXHIBIT HOURS

Tuesday	February 21, 2012	3:00 p.m.	-	7:00 p.m.
Wednesday	February 22, 2012	10:30 a.m.	-	3:30 p.m.
Thursday	February 23, 2012	9:00 a.m.	-	12:00 p.m.

#### EXHIBITOR MOVE-OUT

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

Thursday	February 23, 2012	12:00 p.m.	-	7:00 p.m.
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**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 **Thursday, February 23, 2012 at 7:00 p.m.** Any materials remaining in the facility will be re-routed via Freeman's choice or returned to warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **Thursday, February 23, 2012 at 4:00 p.m.**

#### POST SHOW PAPERWORK AND LABELS

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

## SERVICE CONTRACTOR CONTACTS/INFORMATION:

### FREEMAN

6555 West Sunset Road  
Las Vegas, Nevada 89118  
Ph: (702) 579-1400 Fax: (469) 621-5604

### FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 Toll Free US & Canada, (817) 607-5100 Local & International, (469) 621-5810 Fax

### SERVICE CENTER HOURS

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

Monday	February 20, 2012	7:30 a.m.	-	5:00 p.m.
Tuesday	February 21, 2012	8:00 a.m.	-	7:00 p.m.
Wednesday	February 22, 2012	10:30 a.m.	-	3:30 p.m.
Thursday	February 23, 2012	8:30 a.m.	-	7:00 p.m.

### FREEMAN ONLINE®

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

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

### SHIPPING INFORMATION

Warehouse shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**WESTERN PETROLEUM MARKETERS CONVENTION**  
C/O FREEMAN  
6675 West Sunset Road  
Las Vegas, NV 89118

FREEMAN will accept crated, boxed or skidded materials beginning **JANUARY 23, 2012** at the above address. Materials arriving after **FEBRUARY 13, 2012** will be received at the warehouse with an additional after deadline charge. Warehouse freight will be delivered prior to exhibitor set up. If warehouse freight has to be moved in on a weekend in order to be in the exhibitors booth for move-in day, an overtime charge may apply. **Warehouse receiving hours are 8:00 a.m. - 3:30 p.m., Monday-Friday.**

Showsite shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**WESTERN PETROLEUM MARKETERS CONVENTION**  
C/O FREEMAN  
Mirage Hotel  
3400 Las Vegas Blvd South  
Las Vegas, NV 89109

FREEMAN will receive shipments at the exhibit facility beginning at **8:00 A.M.** on **FEBRUARY 20, 2012**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

**Please note:** All items and materials that must be brought into the facility 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 Freeman Service Desk.

### ASSISTANCE

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

WE APPRECIATE YOUR BUSINESS.

## FREEMAN GENERAL INFORMATION

### TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Las Vegas Exhibitor Services at (702) 579-1700 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

### HELPFUL HINTS

#### SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by **FEBRUARY 6, 2012**.

#### AVOID DELAY

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

#### SAFETY TIPS

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

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

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

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

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

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

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

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

#### EXHIBITOR ASSISTANCE

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

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

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



# welcome

Welcome to Freeman, the industry's leading service contractor with more than 75 years of experience creating possibilities for our customers. At Freeman, our people make the difference, and when it comes to all the details of your show experience, our helpful employees have the expertise to ensure you always get your needs met exactly as specified. Above all, we take pride in putting you and your show requirements first, from furniture rental to material handling to custom exhibit programs, exhibit transportation, hanging signs and digital graphics. Whatever your exhibit requires, we have the premier resources to help you have the best show experience possible. Here are just a few of the outstanding services we are proud to offer you:

- Furnishings
- Carpet and Cleaning
- Freight and Material Handling Services
- Exhibit Transportation
- Rental Exhibit Programs
- Installation and Dismantle Services and Labor
- Digital Graphics and Signs

In addition, for some innovative design suggestions to help complement your exhibit, go to [www.freemanco.com/furniturerepairing](http://www.freemanco.com/furniturerepairing) and visit our Furniture Grouping Ideas section. You'll find everything you need to give your booth a coordinated and professional look.

## how do I get started?

To get started, first take a look at Quick Facts highlighting your show specifics and other information you will find useful. Then, browse through our catalogs for the many services we offer. When you determine what your specific needs are, fax or mail the order forms or place your order online at [www.myfreemanonline.com](http://www.myfreemanonline.com). As always, you may call one of our customer service experts at the number listed on Quick Facts for assistance. Please consult our General Information page for some important safety tips and other key facts about all the services we offer.

## material handling and exhibit transportation

As the official service contractor for your show, Freeman is here to help you with all your material handling needs, which include exhibit material unloading, 30-day advance storage at the warehouse address, delivery to the booth and handling of empty containers to and from storage. When the event is finished, we also provide material removal from the booth for reloading onto outbound carriers. Freeman can also handle your inbound exhibit transportation to ensure your freight is shipped on-time to the show site or warehouse, based on your preference. For questions about material handling and other information, go to [www.freemanco.com/FAQ](http://www.freemanco.com/FAQ).

## questions?

Contact customer service at the number located on Quick Facts for any ordering questions you might have. For all other inquiries about Freeman, please call our customer service center at 888-508-5054. For fast, easy ordering, tools and helpful hints, go to [www.myfreemanonline.com](http://www.myfreemanonline.com).

**EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION**

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

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

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

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

**PER SHOW MANAGEMENT**

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

# LAS VEGAS FIRE SAFETY REGULATIONS

**NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS DURING MOVE-IN AND MOVE-OUT DUE TO THE ACCUMULATION OF COMBUSTIBLE MATERIALS.**

- 1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE FLAME RETARDANT.** Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.
- 2. ALL EXITS AND EXIT AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED.** No furniture, signs, easels, chairs or displays may protrude into aisles.
- 3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
- 4. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH.** Crates are not to be used as exhibit supports.
- 5. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS, STROBE LIGHTS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES.** This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.
- 6. EXHIBITORS WHO INTEND TO DISPLAY A VEHICLE WITHIN THE CONFINES OF THEIR EXHIBIT BOOTH MUST OBTAIN A VEHICLE DISPLAY PERMIT FROM THE CLARK COUNTY FIRE MARSHAL. The Application for Permit is available online at <http://fire.co.clark.nv.us/Files/pdfs/permitappl.PDF>.** Vehicles on display must have fuel filler caps locked or sealed to prevent escape of vapors and to avoid tampering. Vehicles shall not be fueled or refueled within the building. Fuel in the tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. No leaks underneath vehicles. At least 36" clear access or aisles must be maintained around the vehicle. Vehicles must be a minimum of 20 feet from exit of door or exit pathway. External chargers are recommended for demonstration purposes.

Please refer to the Clark County Fire Department's Display of Motor Vehicles Guidelines:  
<http://fire.co.clark.nv.us/Files/pdfs/DisplayMotorVehiclesAssembly.pdf>

**EXCEPTION:** Permits are not required at the Las Vegas Convention Center; however, vehicles that use compressed gas are prohibited. Vehicles containing multiple batteries will need prior approval from the LVCVA Safety Office. Please refer to the Building Users Manual:  
<http://www.lvcva.com/meetings/meeting-venues/convention-centers/lvcc-policies.jsp>.

- 7. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.
- 8. VEHICLES IN BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINE IDLING.** Exhaust gases present extreme hazards to workers on catwalks. If engine cannot be shut down, vehicle must be removed from the building as quickly as possible.
- 9. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE.** Materials for hand-outs must be limited to one day supply and stored neatly within the booth. Violators will be notified and if not removed by show opening, Official Service Contractor will remove and store at **EXHIBITOR'S EXPENSE**.
- 10. ALL 110 VOLT EXTENSION CORDS SHALL BE THREE-WIRE (GROUNDED), #14 OR LARGER AWG, COPPER WIRE. ALL CONNECTIONS MUST BE SUPPORTED AND SECURE.** Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved.
- 11. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG CONNECTORS MUST BE UL APPROVED WITH BUILT-IN OVERLOAD PROTECTION.** Connectors must not be used to exceed their listed ampere rating.
- 12. ELECTRICAL WORK UNDER CARPETS OR FLOORING MUST BE INSTALLED BY THE OFFICIAL ELECTRICAL SERVICE PROVIDER.** All cords must be flat, three conductor, #14 AWG or larger.
- 13. ALL TEMPORARY WIRING MUST BE ACCESSIBLE AND FREE FROM DEBRIS AND STORAGE MATERIALS.** Hard backed booths must have power supplies dropped within the booth.
- 14. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE OFFICE OF FIRE PROTECTION AND SAFETY.** Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.
- 15. COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY OFFICE OF FIRE PROTECTION AND SAFETY.** Flammable gases, i.e.: butane, propane, natural gas, et al; are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

Please refer to the Clark County Fire Department's Compressed Gas Permit Guidelines:  
<http://fire.co.clark.nv.us/Files/pdfs/CompressedGasGuidelines.pdf>

**EXCEPTION:** The Las Vegas Convention Center's Propane Regulations are available online at:  
<http://lvcva.com/meetings/meeting-venues/convention-centers/info/lvcc-fire-safety.jsp>.

# LAS VEGAS FIRE SAFETY REGULATIONS (continued)

**16. CERTAIN HALOGEN LAMPS HAVE BEEN BANNED AT THE MANDALAY BAY CONVENTION CENTER, THE LAS VEGAS CONVENTION CENTER AND CASHMAN CENTER.**

Halogen lamps at the Las Vegas Convention Center and Cashman Center are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb. Complete regulations are available online at: <http://lvcva.com/meetings/meeting-venues/convention-centers/info/lvcc-halogen-restrictions.jsp>.

Halogen lighting policy at Mandalay Bay Convention Center covers restrictions on stem mounted halogen lighting provided by display contractors and exhibitors for the temporary lighting of exhibit booths. The use of any stem mounted halogen or other fixtures employing a non-shielded halogen bulb is not allowed. In addition, conventional track lighting systems that use any of the approved types of halogen bulbs and that are securely mounted to stable exhibit structures will continue to be allowed. Approved halogen bulbs include: MR 11/16 Covered - Low Wattage, MR 16 Covered - Line Voltage and PAR 14, 16, 20, 30 and 48. For further information regarding halogen lights at the Mandalay Bay Convention Center, please contact their Exhibitor Services Department at (702) 322-3000.

**17. CLARK COUNTY WILL ALLOW SINGLE-LEVEL COVERED EXHIBIT BOOTHS UP TO 1000 SQUARE FEET TO BE UNSPRINKLED.** All single-level covered exhibit booths greater than 1000 square feet must be provided with sprinklers throughout.

**18. SINGLE-LEVEL COVERED EXHIBIT BOOTHS OVER 1000 SQUARE FEET OR MULTI-STORY EXHIBIT BOOTHS MUST BE APPROVED BY THE CLARK COUNTY FIRE MARSHAL.** The Application for Permit is available online at <http://fire.co.clark.nv.us/Files/pdfs/permitappl.PDF>.

Please refer to page 8 of the Clark County Fire Department's Places of Assembly Guideline: <http://fire.co.clark.nv.us/Files/pdfs/Places%20of%20Assembly.pdf>

**EXCEPTION:** The Las Vegas Convention Center's regulations for Covered and/or Double Deck Exhibits are available online at: <http://lvcva.com/meetings/meeting-venues/convention-centers/info/lvcc-fire-safety.jsp>.

**19. TENTS IN EXCESS OF 200 SQUARE FEET, CANOPIES IN EXCESS OF 400 SQUARE FEET, AND TEMPORARY MEMBRANE STRUCTURES MUST BE APPROVED BY THE CLARK COUNTY FIRE MARSHAL.** The Application for Permit is available online at <http://fire.co.clark.nv.us/Files/pdfs/permitappl.PDF>.

Please refer to the Clark County Fire Department's Tent and Canopy Guidelines: <http://fire.co.clark.nv.us/Files/pdfs/tentsandcanopies.pdf>

**EXCEPTION:** Please refer to the Las Vegas Convention Center Building Users Manual for their guidelines: <http://www.lvcva.com/meetings/meeting-venues/convention-centers/lvcc-policies.jsp>.

**20. DEMONSTRATION COOKING AND FOOD WARMING IN EXHIBITION SPACES SHALL COMPLY WITH THE CLARK COUNTY FIRE CODE AND FACILITY REGULATIONS.**

Please refer to pages 6-7 of the Clark County Fire Department's Places of Assembly Guideline: <http://fire.co.clark.nv.us/Files/pdfs/Places%20of%20Assembly.pdf>

Rules and regulations specific to the Las Vegas Convention Center are available online at: <http://www.lvcva.com/meetings/meeting-venues/convention-centers/lvcc-policies.jsp>

**21. THE USE OF CANDLES AND OTHER OPEN FLAME DECORATIVE DEVICES MUST BE APPROVED BY THE CLARK COUNTY FIRE MARSHAL.** The Application for Permit is available online at <http://fire.co.clark.nv.us/Files/pdfs/permitappl.PDF>.

Please refer to the Clark County Fire Department's Open Flame Guidelines: <http://fire.co.clark.nv.us/Files/pdfs/OpenFlame.pdf>

**EXCEPTION:** Please refer to the Las Vegas Convention Center Building Users Manual for their guidelines: <http://www.lvcva.com/meetings/meeting-venues/convention-centers/lvcc-policies.jsp>.

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Please refer to the Clark County Fire Department's website for Requirements and Permit Guidelines, Application Forms, Permit Fees, etc. The following items are required to have a permit from the Clark County Fire Department:

- Display Vehicles
- Single-Level Covered Exhibit Booths
- Multi-Level Exhibit Booths
- Tents and/or Canopies
- Temporary Membrane Structures
- Candles and Open Flames
- Flame Effects
- Temporary Outdoor Structures

Clark County Fire Department's Requirement & Permit Guidelines are available online: <http://fire.co.clark.nv.us/Permits.aspx>

Clark County Fire Department's Application for Permit is available online: <http://fire.co.clark.nv.us/Files/pdfs/permitappl.PDF>

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

# F R E E M A N

6555 West Sunset Road  
Las Vegas, NV 89118  
(702) 579-1700 Fax: (469) 621-5604  
FreemanLasVegasES@freemanco.com

DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 06, 2012

INCLUDE THIS FORM  
WITH YOUR ORDER

NAME OF SHOW: **WESTERN PETROLEUM MARKETERS CONVENTION / FEBRUARY 21-23, 2012**

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 (260418) 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**     **MASTER CARD**     **VISA**

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

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

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

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

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

**ENTER TOTALS HERE**

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	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.freemanco.com/store](http://www.freemanco.com/store).
- 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/?260418>

**FREEMAN method of payment**

# FREEMAN

6555 West Sunset Road  
Las Vegas, NV 89118  
(702) 579-1700 Fax: (469) 621-5604  
FreemanLasVegasES@freemanco.com

## WESTERN PETROLEUM MARKETERS CONVENTION / FEBRUARY 21-23, 2012

**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

CREDIT CARD ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

05/10 (260418)

FREEMAN third party authorization

# MATERIAL HANDLING

**YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.** Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman.

1. **DEFINITIONS.** For purposes of this Contract, Freeman means Freeman Decorating Services, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, any Exhibitor Appointed Contractors ("EAC"), and any persons receiving services from Freeman.

2. **PACKAGING/CRATES AND STORAGE.** Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. 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 will not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.**

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

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

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

6. **DESIGNATED CARRIERS.** Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall Freeman be responsible for any loss resulting from such rerouting designation.

7. **FORCE MAJEURE.** Freeman's performance hereunder is subject to, and Freeman shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman's reasonable control, nor for ordinary wear and tear in the handling of 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 conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when Exhibitor's materials are delivered to the carrier for transportation from the 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 two (2) years* after the date of loss or damage occurred.

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

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

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

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

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

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

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

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

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

# PAYMENT & LABOR

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YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

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

## DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Decorating Services, Inc., Freeman Decorating Ltd., Freeman Exhibit, AVW-TELAV Inc., Freeman Transportation, Hoffend Xposition, Stage Rigging, Inc., Kerry Technical Services, TFC, Inc., Freeman Electrical Services, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

## PAYMENT TERMS

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

## 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. 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.



# EXHIBIT transportation

Making your show experience a success hinges not only on what you bring to the show, but also what you take away. No one knows that better than Freeman. We've had more than 75 years of experience in the business, and we're here to help you with all your exhibit transportation needs. From initial inbound transportation and move-in to move-out and outbound transportation, we've got the specialists to assist you with all your show requirements. Take a look at the services we can offer you and you'll see why we're the best in the business.

As the official service contractor, we can make it easier for you to transport your exhibit to the show and on to its next destination. Our on-site experts are there every step of the way – preshow, move-in, on the actual show days as well as during move-out. Also, if you need anything after the show, your Freeman contact will be there to assist you. Some of our available services also include:

- A special toll-free number where Freeman experts give you the fast, friendly service that has become our trademark, track shipments, arrange for pickup and more.
- One convenient invoice with all your show services prequoted, so you never get hit with hidden costs. Freeman also offers competitive prices for exhibit transportation with value-added customer service.
- Preprinted shipping labels and material handling agreements. There is no need to handwrite all your labels when we can print them for you automatically.

*Don't forget about inbound shipping! Complete and send the attached order form to order your inbound and outbound shipping.*

## **questions?**

Call our exhibit transportation experts at 800-995-3579. For fast, easy ordering, go to [www.myfreemanonline.com](http://www.myfreemanonline.com).

# F R E E M A N

## WESTERN PETROLEUM MARKETERS CONVENTION

FEBRUARY 21-23, 2012

MIRAGE HOTEL – LAS VEGAS, NEVADA

### ALL INCLUSIVE SHIPPING AND MATERIAL HANDLING PACKAGE

#### VALUE

##### BENEFITS

- All charges on a single invoice
- No carrier waiting time fees
- No additional fuel surcharges
- LTL (less than truck load) shipping
- Turnkey price ensures precise budgeting
- No additional handling fees
- No additional overtime surcharges
- No additional pick-up or delivery fees

#### PACKAGE

##### PACKAGE INCLUDES

- Round trip standard ground transportation and material handling services
- Pick-up and transportation from point of origin to advance warehouse or show site
- Show site pick-up and transportation back to point of origin
- Pre-printed shipping labels and Material Handling Agreement
- Services apply to destinations anywhere in the Continental U.S.

	T →			
		1	2	3
FROM ↓	1	A	B	C
	2	B	A	B
	3	C	B	A

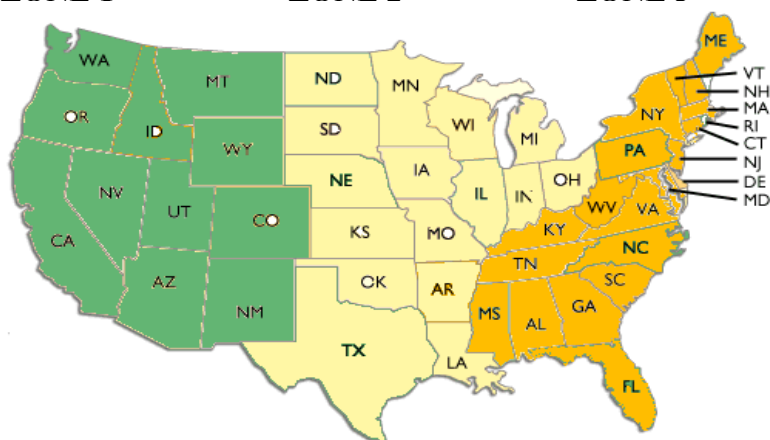
##### PACKAGE RATES

Weight Break	Rate A	Rate B	Rate C
0-999 lbs	\$2.94 lb	\$3.31 lb	\$3.78 lb
1,000-1,999 lbs	\$2.55 lb	\$2.86 lb	\$3.24 lb
2,000 lbs & over	\$2.34 lb	\$2.51 lb	\$2.81 lb

##### ZONE 1

##### ZONE 2

##### ZONE 3



100 lb Minimum Charge will apply to all Zones Rates include \$0.86 per lb. material handling charge

##### Please note following:

- These Package Rates apply to crated or skidded materials only. Oversized materials may not qualify.
- If a truck with lift gate is required for pick-up and delivery back to exhibitor's facility, a \$250.00 fee will apply, in addition to above rates.
- Charges will be based on actual weight of materials.
- Additional charges may apply, if shipping to another destination other than the point of origin.
- Applicable sales tax will be applied for material handling charge for shows in the following states: CT, FL, HI, LA, NE, NM, SD, and WV.

**INBOUND ORDERS MUST BE PLACED AND READY TO SHIP NO LATER THAN WEDNESDAY, FEBRUARY 8, 2012.**

PACKAGE INCLUDES ROUND TRIP STANDARD GROUND SHIPPING ANYWHERE IN THE CONTINENTAL U.S. AND MATERIAL HANDLING OF CRATED OR SKIDDED MATERIALS DIRECT TO ADVANCE WAREHOUSE OR SHOW SITE. TO TAKE ADVANTAGE OF THIS PACKAGE, ALL SHIPMENTS MUST BE READY TO SHIP NO LATER THAN FEBRUARY 8, 2012. FOR NON PACKAGE SHIPMENTS, STANDARD WAREHOUSE OR SHOW SITE MATERIAL HANDLING RATES WILL APPLY.

**FOR ALL SHIPPING AND PACKAGE RATES INQUIRIES,  
PLEASE CALL: 1-800-995-3579 / FAX: 1-469-621-5810**

**TAKE ADVANTAGE OF THIS OFFER TODAY!**

# F R E E M A N

(800) 995-3579 Toll Free US & Canada  
(817) 607-5100 Local & International

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

NAME OF SHOW: **WESTERN PETROLEUM MARKETERS CONVENTION / FEBRUARY 21-23, 2012**

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

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

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

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

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

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information:  
(800) 995-3579 Toll Free US & Canada  
(817) 607-5100 Local & International

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

### PICK UP INFORMATION

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

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

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

\_\_\_\_\_

(City) (State) (Zip)

### DESTINATION

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

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

**WESTERN PETROLEUM MARKETERS CONVENTION**

C/O: FREEMAN  
6675 WEST SUNSET ROAD  
LAS VEGAS, NV 89118

MUST BE DELIVERED BY FEBRUARY 13, 2012

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

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

**WESTERN PETROLEUM MARKETERS CONVENTION**

C/O: FREEMAN  
MIRAGE HOTEL  
3400 LAS VEGAS BLVD S  
LAS VEGAS, NV 891098907

CANNOT BE DELIVERED BEFORE FEBRUARY 20, 2012

### 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

09/11

### 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:  
(469) 621-5810

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

SHOW # (260418) \_\_\_\_\_

FREEMAN exhibit transportation

# MOTOR CARGO

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

8. **LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES.** Shipper understands that even if Shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. **FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF THE FAIR MARKET VALUE (THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$25.00**

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

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

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

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

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

10. **CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370, as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 15 calendar days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

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

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

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

## AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):  
(a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;  
(b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;  
(c) personal effects;  
(d) and other inherently fragile or unique items, including prototypes, etc.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties

- (a) whenever or wherever the claimed loss or damage may occur;
- (b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
- (c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.

**Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties.** Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

### 7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

**8. CLAIMS:** Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370.

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

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

# 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 Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on 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 Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. 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.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.
- Please call the number located on Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

## How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to 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.
- 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 Quick Facts.

## How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. 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 Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three 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, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

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

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show site shipments.

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on Quick Facts.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on 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.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

## What happens to my empty containers during the show?

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- 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 Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, show recommended carriers will be on site to handle outbound transportation.

## 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 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 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 enclosed Terms and Conditions.

## Other available services (may not be available in all locations)

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

# FREEMAN

6555 West Sunset Road  
Las Vegas, NV 89118  
Ph: 702-579-1700 • Fax: 469-621-5604  
FreemanLasVegasES@freemanco.com

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WESTERN PETROLEUM MARKETERS CONVENTION / FEBRUARY 21-23, 2012**

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

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

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

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

Let Freeman OnLine® estimate your material handling charges for you. Log on to [www.freemanco.com/store](http://www.freemanco.com/store), 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 & 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 5:00 P.M. Monday through Friday

**OVERTIME:** 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays

(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

**WAREHOUSE HOURS:** 8:00 A.M. to 3:30 P.M. Monday through Friday, Holidays excluded.

Description	Price Per CWT	Minimum
<b>RATE CLASSIFICATIONS:</b>		
<b>Warehouse Shipment (100 lb. minimum)</b>		
Crated or Skidded Shipment .....	\$ 70.90	70.90
Special Handling Shipment .....	\$ 92.15	92.15
<b>Show Site Shipment (100 lb. minimum)</b>		
Crated or Skidded Shipment .....	\$ 67.90	67.90
Special Handling Shipment .....	\$ 88.25	88.25
Uncrated or Pad Wrapped Shipment.....	\$ 101.85	101.85
<b>Small Package - Maximum weight is 30 lbs per shipment*</b>		
Per Shipment.....	\$ 40.30	

\*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 FEBRUARY 13, 2012 .....	\$ 17.75	17.75
Show Site Shipment after FEBRUARY 21, 2012.....	\$ 17.00	17.00

**Overtime Charge - Outbound (in addition to above rates)**

Crated or Skidded Shipment .....	\$ 17.00	17.00
Special Handling Shipment .....	\$ 22.05	22.05
Uncrated or Pad Wrapped Shipment.....	\$ 25.45	25.45

Description	Weight	CWT	Price per CWT	Estimated Total Cost (100 lb. Min.)
	÷ 100 =			
<b>Surcharges</b>	÷ 100 =			
			<b>8.1% Tax</b>	<b>N/A</b>
			<b>Total</b>	

### Tips to Save on Material Handling

- Consolidate shipments - when total weight is less than 100 lbs. For Example:

3 Separate Shipments  
60 lbs. charged @ 100 lbs. \$ 70.90  
52 lbs. charged @ 100 lbs. \$ 70.90  
65 lbs. charged @ 100 lbs. \$ 70.90 = \$212.70

1 Consolidated Shipment  
3 pieces (1 shipment)  
177 lbs. @ 200 lbs = \$141.80

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

FREEMAN material handling

# SPECIAL HANDLING DEFINITIONS

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

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

## **What is Ground Loading/Unloading?**

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

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

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

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

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

## **What are Stacked Shipments?**

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

## **What is Shipment Integrity?**

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

## **What is Alternate Delivery Location?**

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

## **What are Mixed Shipments?**

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

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

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

## **What about carpet only shipments?**

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

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

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

# FREEMAN

6555 West Sunset Road  
Las Vegas, NV 89118  
Ph: 702-579-1700 • Fax: 469-621-5604  
FreemanLasVegasES@freemanco.com

WESTERN PETROLEUM  
MARKETERS CONVENTION  
FEBRUARY 21-23, 2012  
MIRAGE HOTEL  
LAS VEGAS, NEVADA

FREEMAN cart service

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## CART SERVICE

**\$50.85 PER ONE WAY TRIP**  
**\$101.70 PER ROUND TRIP**

**CART SERVICE** is a feature for Privately Owned Vehicles only. This service will be available for a nominal rate of **\$50.85 per trip**, or a **round trip fee of \$101.70**. Workers equipped with a 3' x 4' flat cart will assist Exhibitors with unloading.

### **CART SERVICE IS:**

- Aimed at exhibitors requiring minimal assistance to move in and out of the outdoor lots.
- Intended to allocate valuable loading space and provide cost-effective labor crews during the move-in/out process.
- Intended as an integral part of an overall plan to minimize disruptions to the ongoing movements of forklifts, crates and other large exhibit materials during the move-in/out process.

**Exhibitors who require equipment to unload must use Material Handling Services.**

### **INBOUND**

Monday	February 20, 2012	8:00 a.m. - 5:00 p.m.
Tuesday	February 21, 2012	8:00 a.m. - 12:00 p.m.

### **OUTBOUND**

Thursday	February 23, 2012	12:00 p.m. - 7:00 p.m.
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Freeman will store Cart Service-delivered cardboard and/or product boxes at no additional charge. Empty stickers will be provided for this service.

**Arrangements for Cart Service should be made onsite upon arrival for move-in at the Freeman Service Center.**

**All orders are governed by the Freeman Payment Policy and the Limits of Liability and Responsibility.**

**F R E E M A N**  
FOR AUTOMATED MARSHALLING  
YARD DIRECTIONS, PLEASE CALL  
702-263-4183

**IMPORTANT INFORMATION**  
**PLEASE GIVE THIS INFORMATION**  
**TO YOUR CARRIER**

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**ADVANCE WAREHOUSE RECEIVING CROSS DOCK**  
**6675 West Sunset Road**  
**Las Vegas, NV 89118**

**Please note:**

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

**Directions:**

**From I-15 Northbound or Southbound**

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

**From US-93 / I-515 Northbound**

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

---

**MARSHALLING YARD**  
**8801 Las Vegas Boulevard South**  
**Las Vegas, NV 89123**

**Please note:**

All delivering carriers must check in at the Marshalling Yard prior to delivering to the facility.

Please be advised that certified weight tickets are required when checking into the Marshalling Yard. For your convenience, Freeman has available a full-size certified scale at the Marshalling Yard. If your driver has valid certified weight tickets, Freeman will accept these tickets and your driver will not have to scale at the Freeman Marshalling Yard.

All carriers will be assigned an unloading number according to driver check-in time.

**Directions:**

**From I-15 Northbound**

Exit Silverado Ranch  
Left on Las Vegas Boulevard  
Left on Pebble Road  
Marshalling Yard will be on Right

**From US-93 / I-515 Northbound**

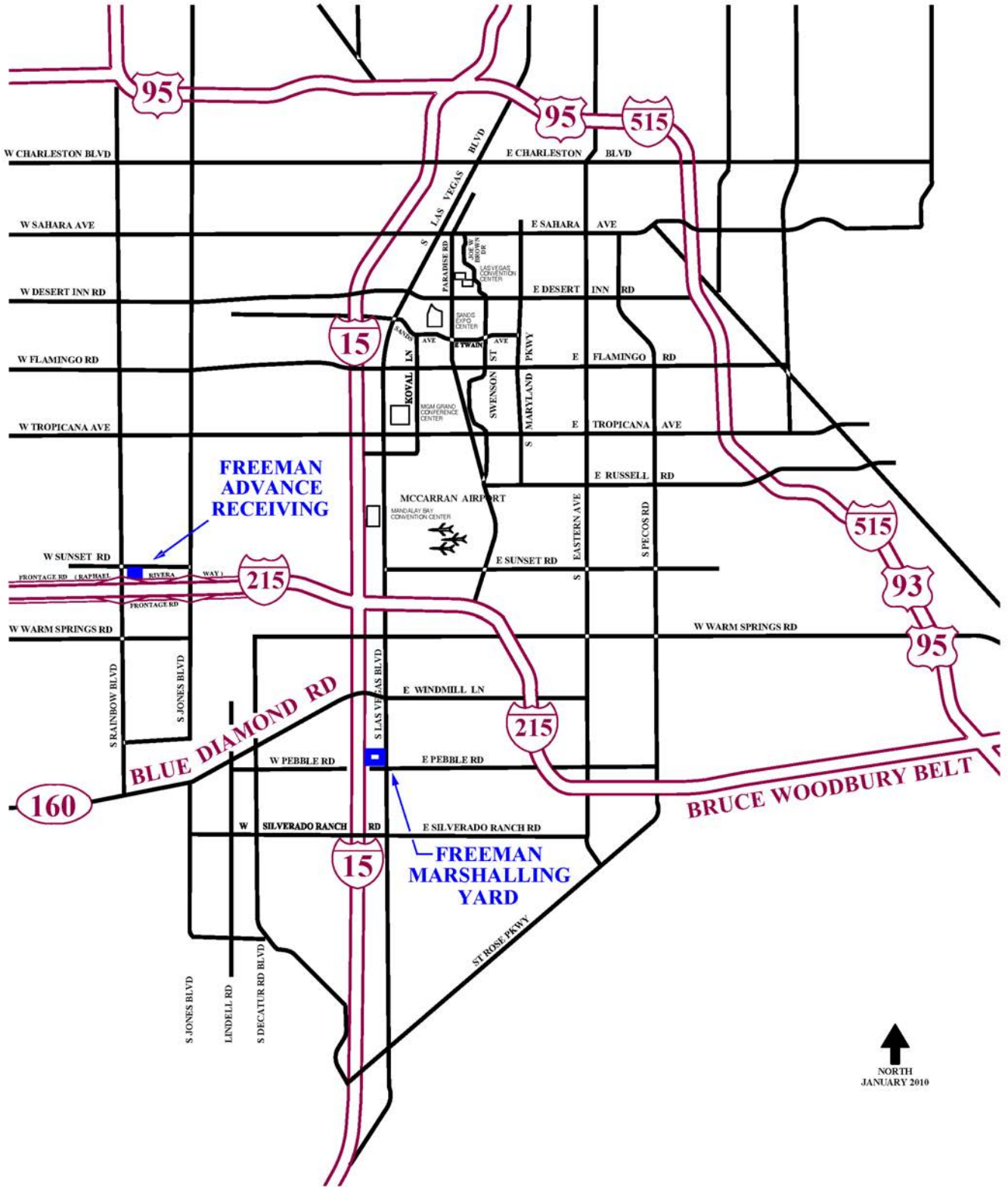
Exit I-215 West  
Exit I-15 Southbound  
Exit Blue Diamond Road  
East to Las Vegas Boulevard  
Right on Las Vegas Boulevard  
Right on Pebble Road  
Marshalling Yard will be on Right

**From I-15 Southbound**

Exit Blue Diamond Road  
East to Las Vegas Boulevard  
Right on Las Vegas Boulevard  
Right on Pebble Road  
Marshalling Yard will be on Right

***PLEASE SEE MAP ON REVERSE SIDE.***

FREEMAN freight delivery information



**FREEMAN  
ADVANCE  
RECEIVING**

**FREEMAN  
MARSHALLING  
YARD**

↑  
NORTH  
JANUARY 2010

# FREEMAN

6555 West Sunset Road  
 Las Vegas, NV 89118  
 702-579-1802 • Fax: 702-579-0458  
**ATTN: FREIGHT DEPARTMENT**

**PLEASE NOTE:** This service is for freight received prior to the published date that advanced warehouse receiving will begin or if the freight will be held for another event after the close of your current show.

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

## OWNER OF MATERIALS

COMPANY NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
CONTACT NAME:	PHONE #:	
E-MAIL ADDRESS:	FAX #:	

## HOLD FOR

SHOW: WESTERN PETROLEUM MARKETERS CONVENTION	FACILITY: Mirage Hotel
COMPANY NAME:	BOOTH #:
ADDRESS: 3400 Las Vegas Blvd South	
CITY: Las Vegas	STATE: NV      ZIP: 89109
COMMENTS:	

## INVOICE TO

COMPANY NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
CONTACT NAME:	PHONE #:	
E-MAIL ADDRESS:	FAX #:	

## DESCRIPTION OF MATERIALS TO BE STORED

NUMBER OF PIECES	DESCRIPTION OF MATERIALS TO BE STORED	WEIGHT	CUBIC FOOTAGE
	CRATES (WOODEN)		
	CARTONS (CARDBOARD)		
	TRUNKS, CASES (FIBER) COLOR: _____		
	SKIDS / PALLETS		
	CARPETS / PADS		
	<b>TOTALS</b>		

## RATES AND CHARGES

DESCRIPTION OF CHARGE	RATE (FORMULA)	MINIMUM CHARGE	TOTAL
Short Term Storage (90 days or less)	\$6.20 per cwt ( ____cwt @ 6.20 per cwt)	\$ 62.00 per month	\$
Long Term Storage - Stackable (over 90 days)	\$0.24 per cu ft ( ____cu ft @ 0.24 per cu ft)	\$ 60.00 per month	\$
Long Term Storage - Non-Stackable (over 90 days)	\$0.28 per cu ft ( ____cu ft @ 0.28 per cu ft)	\$ 70.00 per month	\$
Handling Rate (in or out)	\$5.15 per cwt ( ____cwt @ 5.15 per cwt)	\$ 51.50 each way	\$
Returned Shipments	\$13.40 per cwt ( ____cwt @ 13.40 per cwt)	\$134.00	\$
Transportation Charges (2 hour minimum)	\$154.50 per hr ST ( ____hrs @ 154.50 per hr ST)	\$309.00	\$
<b>TOTAL</b>			<b>\$</b>

**PLEASE COMPLETE THE ACCEPTANCE OF TERMS  
ON THE REVERSE SIDE.**

**FREEMAN storage agreement**

NAME OF SHOW: **WESTERN PETROLEUM MARKETERS CONVENTION / FEBRUARY 21-23, 2012**

COMPANY NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

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

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

**PAYMENT TERMS:** All accounts must have a valid credit card on file. Storage will be billed on a monthly basis and charges will be placed in full on such credit card at the time of invoicing. Prior arrangements must be made in writing to have invoices billed with a (30) day net and if such payment is not received within (30) days from the invoice date, the full payment will be applied to the credit card on file. Rates are subject to change with (30) days notice to Client. All charges due Freeman for all services must be paid in full prior to the release of materials from storage. 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%. 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 Client's account remains in default for (60) days after the date of the invoice, goods may be subject to sale as outlined in this Agreement. In the event of any dispute between the Client and Freeman relative to any loss, damage, or claim, Client 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 claim against Freeman shall be considered a separate transaction, and shall be resolved on its own merits.

**TERMS AND CONDITIONS:** All goods scheduled in this Agreement are received and accepted by Freeman on Client's express representation that it is lawfully authorized to store the goods. **FREEMAN WILL NOT ACCEPT FOR STORAGE, NOR BE LIABLE FOR, ANY OF THE FOLLOWING: DOCUMENTS, CURRENCY, MONEY, JEWELRY, WATCHES, PRECIOUS STONES, ART WORK, ANTIQUES, FURS, OR OTHER ARTICLES OF EXTRAORDINARY VALUE; NOR WILL WE ACCEPT ANY PERISHABLE ITEMS, LIQUID, ILLEGAL SUBSTANCES, OR ANY HAZARDOUS MATERIALS OR WASTE AS DEFINED BY 49 CFR 173.** Client agrees to defend and indemnify Freeman from and against any and all claims, demands, judgments, and costs (including reasonable attorneys' fees) arising out of or relating to the ownership or title to goods stored, or arising from the storage of any of the above prohibited items in violation of this Agreement. Freeman is expressly given an additional lien on the goods stored by Client for all such costs, expenses, and attorney fees. Freeman shall have a lien on any and all property deposited with it at any time. All goods deposited on which storage or other charges including handling charges are not paid when due may be sold at public or private sale to pay such accrued charges, together with expenses of the sale, after notice to Client or other interested persons of the manner, time, and place of the sale and the amount of the accrued charges as may be required by law. Freeman shall only be liable for any loss or injury to the goods caused by its failure to exercise such care as a reasonable, careful owner of similar goods would exercise, subject to the limitation on damages. Freeman does not represent or warrant that its buildings or the contents of such buildings cannot be destroyed by fire. Freeman shall not be required to maintain a sprinkler or alarm system, security guard or other preventative / security devices, and its failure to do so shall not constitute negligence. **FREEMAN IS NOT RESPONSIBLE TO CLIENT, ITS PRINCIPAL OR INSURER FOR, AND CLIENT RELEASES FREEMAN FROM, ANY LOSS OR DAMAGE TO GOODS CAUSED BY FIRE, INSECTS, RODENTS, RUST, NORMAL WEAR AND TEAR, LEAKAGE, MOISTURE, CHANGES IN TEMPERATURE, STRIKES, ACT OF GOD, DETERIORATION BY TIME, OR MARRING AND/OR SCRATCHING (INCLUDING WITHOUT LIMITATION ANY SUCH DAMAGE CAUSED BY FREEMAN'S NEGLIGENCE); FOR ANY LOSS OR DAMAGE TO FRAGILE ARTICLES (INCLUDING WITHOUT LIMITATION ANY SUCH DAMAGE CAUSED BY FREEMAN'S NEGLIGENCE); FOR ANY LOSS OR DAMAGE TO THE CONTENTS OF ANY CONTAINER (INCLUDING WITHOUT LIMITATION ANY SUCH DAMAGE CAUSED BY FREEMAN'S NEGLIGENCE) UNLESS ITS CONTENTS ARE MADE KNOWN TO FREEMAN AND SPECIFICALLY ITEMIZED IN A RIDER ATTACHED TO THIS AGREEMENT; OR FOR ANY LOSS OR DAMAGE FROM CAUSES BEYOND FREEMAN'S CONTROL. FREEMAN SHALL NOT BE RESPONSIBLE FOR THE MECHANICAL FUNCTIONS OF INSTRUMENTS, APPLIANCES OR MACHINERY. FREEMAN'S FAILURE TO DELIVER GOODS TO ANY PERSON ENTITLED TO THEM SHALL NOT CONSTITUTE CONVERSION OF GOODS OR SUBJECT FREEMAN TO ANY LIABILITY WHATSOEVER WHEN THE NON-DELIVERY RESULTS FROM CAUSES ARISING FROM STRIKES, LOCKOUTS, WORK STOPPAGES OR RESTRAINTS OF LABOR.** It is the responsibility of the client to obtain the appropriate insurance coverage. Goods are not insured by Freeman nor do storage rates include insurance. All terms of this Agreement, including without limitation, monthly rental, conditions of occupancy and charges are subject to change upon thirty (30) days prior written notice. If changed, the Client may terminate this agreement on the effective date of the change by giving Freeman ten (10) days prior written notice to terminate. If the client does not give such notice, the change shall become effective and apply to the Client's occupancy. Either party reserves the right to terminate the storage of the goods at any time by giving to the other party thirty (30) days written notice of its intention to do so. Unless Client removes such goods within that period, Freeman shall have the right to deliver such goods to Client at the address on file at Client's expense. It shall be the duty of the Client to furnish to Freeman notification, in writing, to Client's address provided herein of any change of address or phone number. This Agreement and any action arising between the parties shall be construed under and in accordance with the laws of Nevada.

**ACCEPTANCE:** I have read, understood and agree to be bound by the Terms and Conditions on both sides of this document, and further, that I have the authority to sign this on behalf of the owner of the goods/materials being stored.

**SIGNATURE OF DEPOSITOR:** \_\_\_\_\_

**SIGNATURE OF FREEMAN REPRESENTATIVE:** \_\_\_\_\_

FREEMAN storage agreement

# F R E E M A N

6555 West Sunset Road  
Las Vegas, NV 89118  
(702) 579-1700 Fax: (469) 621-5604  
FreemanLasVegasES@freemanco.com

OUTBOUND MATERIAL HANDLING  
AND SHIPPING LABELS

NAME OF SHOW: **WESTERN PETROLEUM MARKETERS CONVENTION / FEBRUARY 21-23, 2012**

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

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

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

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

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

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:** \_\_\_\_\_

**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 FEBRUARY 13, 2012**

**MUST DELIVER BY FEBRUARY 13, 2012**

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

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

**C/O: FREEMAN**  
**6675 WEST SUNSET ROAD**  
  
**LAS VEGAS, NV 89118**

**C/O: FREEMAN**  
**6675 WEST SUNSET ROAD**  
  
**LAS VEGAS, NV 89118**

**WAREHOUSE**

**WAREHOUSE**

**WESTERN PETROLEUM MARKETERS**

**WESTERN PETROLEUM MARKETERS**

EVENT: \_\_\_\_\_  
**CONVENTION**

EVENT: \_\_\_\_\_  
**CONVENTION**

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 FEBRUARY 20, 2012**

**CANNOT DELIVER BEFORE FEBRUARY 20, 2012**

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

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

**C/O: FREEMAN  
MIRAGE HOTEL  
3400 LAS VEGAS BLVD S**

**C/O: FREEMAN  
MIRAGE HOTEL  
3400 LAS VEGAS BLVD S**

**LAS VEGAS, NV 891098907**

**LAS VEGAS, NV 891098907**

**SHOW SITE**

**SHOW SITE**

**WESTERN PETROLEUM MARKETERS  
EVENT: CONVENTION**

**WESTERN PETROLEUM MARKETERS  
EVENT: CONVENTION**

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.

# FURNISHING essentials



Your exhibit space should reflect your company's distinctive look and feel, which is why the furniture you choose to fill it is so important. Freeman Furnishing Essentials has everything you need, with an assortment of superior, professional pieces in eye-catching shapes and styles to suit any budget or design essential. In addition, the quality control standards and in-house maintenance that Freeman adheres to are outstanding, so you always know you're getting the best furniture possible to make your show experience a total success.

Browse through this brochure, and if you don't find what you want, don't worry. We will work with you every step of the way to make sure you get exactly what you're looking for. Our prices are all-inclusive and cover shipping and material handling, with no hidden fees. Also, Freeman has multiple warehouse locations across the country, so delivering your furniture solution is always quick and simple.

# seating

When it comes to basic seating needs, look no further than Freeman. Our wide array of well-designed modern chairs, armchairs and stools will serve your show space requirements.

## **diva series**

Natural blonde wood and matte chrome finish highlight this sleek Italian design.

### **diva counter stool**

17"W 16"L 36"H – N71092  
The intermediate 25" seating height makes this stool ideal for theater or demo areas.

### **diva chair**

18"W 16"L 31"H – N71091  
A natural complement to modern exhibit designs.



### **santana armchair**

24"W 20"L 31"H – N710102  
Modern styling with ergonomic shape; as striking as it is comfortable.

**forestdale chair**

21"W 21"L 31"H – N71085  
Padded seat and back in distinct geometric fabric with a sturdy lightweight frame.



**director stool**

17"W 24"L 45"H – N710142

**director chair**

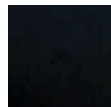
17"W 24"L 32"H – N71042

**custom imprinting**

Ask us about custom logo imprinting on the Director Chair or Stool back fabric. – N710998



Royal Blue



Black



Bright Green



Yellow



Orange



Red



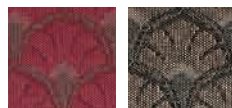
Purple



Bright Blue

**cherry barrel chair**

*Cranberry or Taupe*  
23"W 22"L 29"H – N71038  
Traditional style in a cherry finish with classic fabric pattern options.



**diplomat chair**

*Black Diamond Fabric*  
25"W 28"L 36"H – N710144  
Comfortable, yet compact for office or conference table seating.



**gray gaslift stool**

24"W 20"L 46"H  
With Arms – N71048  
No Arms – N71047

**gray gaslift chair**

26"W 20"L 38"H  
With Arms – N71046  
No Arms – N71045

Telescoping height  
adjustment; five-caster  
base rolls with ease.

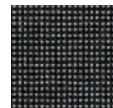


**executive chair**

*Black Tweed*  
28"W 25"L 45"H – N71044

**bugle base chair**

*Black or Blue Tweed*  
21"W 20"L 32"H – N71041



Bugle Base Table (page 8)



**black diamond side chair**

21"W 23"L 32"H – N71089

**black diamond stool**

22"W 18"L 46"H – N71088

**black diamond armchair**

20"W 21"L 33"H – N71090



Soho Bistro Table (page 8)

**limerick® chair**

By Herman Miller

Gray

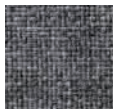
18"W 18"L 33"H – C210108



**casey padded stool**

Black or Gray Fabric

20"W 21.5"L 42.5"H – C210112





# lounge seating

Give your exhibit a casual yet practical look with Freeman superior lounge seating. Pick from a large selection of sofas, loveseats, chairs and barstools that are sure to take your exhibit design to the next level.



**signature loveseat**

*Black*

33"W 60"L 33"H – N73091

Deeply comfortable sofa-style seating in a sleek, contemporary shape.

**signature chair**

*Black*

33"W 35"L 33"H – N71093



### kennedy sectional series

*Blue or Black Tweed*

Flexible sofa-style seating in a variety of configurations.

#### **sofa, three-piece**

31"W 87"L 28"H – N730313

#### **loveseat, two-piece**

31"W 62"L 28"H – N730213

#### **corner section**

31"W 31"L 28"H – N73013

#### **center section**

31"W 25"L 28"H – N73014





**glass conference table**

*Black or Chrome Pedestal*

42"W 42"L 30"H – N72015

Rounded square glass top is supported by stylish metal frame in a choice of two colors.



**cherry cocktail table**

19"W 36"L 17"H – N72026

**cherry end table**

20"W 20"L 20"H – N72027

# tables

What Freeman always brings to the table is professionalism, and nothing says more about your meeting space and/or show site than your surfaces and tabletops. Choose from modern glass conference tables, traditional cocktail, end tables and much more.



### metro series

Black

#### slate end table

20"W 20"L 17"H – N72029

#### slate cocktail table

20"W 40"L 15"H – N72028



### pedestal tables

A range of tabletop sizes and materials with pedestals in various heights to fit any space.

### soho series

Black-Top Mini	18"H x 18"W	N72066
Black-Top Cafe	30"H x 24"W	N72069
Black-Top Bistro	42"H x 24"W	N72070
Black-Top Cafe	30"H x 36"W	N72067
Black-Top Bistro	42"H x 36"W	N72068

### chelsea series

Butcher Block-Top Cafe	30"H x 30"W	N72063
	30"H x 36"W	N72064
Butcher Block-Top Bistro	42"H x 30"W	N720163
	42"H x 36"W	N720164



### studio series

#### black end table

17"W 17"L 18"H – C115104

#### black cocktail table

36"W 20"L 15"H – C115103

#### bugle base table

White

36"W 27"H – N72065



# office furniture

When it's time to set up office, Freeman offers a wide selection of superior, professional pieces in eye-catching shapes and styles to suit any budget and/or design essential. From classic credenzas and bookcases to professional seating, we've got all your office furniture requirements.



## **milano table**

42"W 84"L 29"H

*Blonde Top with Black Base – N72093*

*Black Top with Black Base – N72092*

The latest seven-foot conference table by Freeman features clean curved lines and a wealth of work space.



## **luna table**

36"W 72"L 29"H

*Black Top with Black Base – N72094*

This contemporary six-foot conference table or writing desk comes with a black laminate top.



Cherry Tables (page 7)  
 Cherry Barrel Chairs (page 2)  
 Black Table Lamp (page 14)



**hemingway writing table**

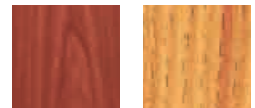
*Black*  
 24"W 49"L 29"H – N720191

**office series**

*Cherry or Oak*

**five-foot desk**

30"W 60"L 30"H  
*Cherry – N74061*  
*Oak – N74071*



**credenza**

16"W 60"L 30"H  
*Cherry – N74064*  
*Oak – N74074*

**bookcase**

12"W 36"L 72"H  
*Cherry – N74065*  
*Oak – N74075*



# display



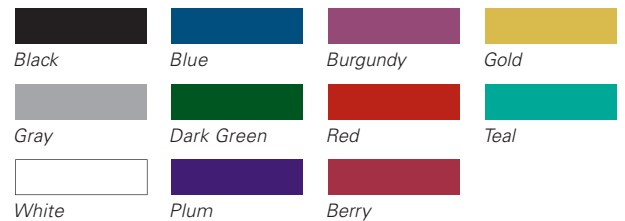
Some of the most essential elements of your exhibit are the surfaces on which you display your show materials. That's why we have an appealing variety of displays, from standing cylinders to sleek computer desks to draped tables and counters, to ensure your show space will be both attractive and interactive.



## draped or undraped tables & counters

Colored draping includes white vinyl top and pleated skirt on three sides. Fourth-side draping is available. Undraped tables include white vinyl tops.

	<b>3'</b>	<b>4'</b>	<b>6'</b>	<b>8'</b>
<b>tables</b> (30" height)				
Draped	C130330	C130430	C130630	C130830
Draped on fourth side			C12404630	C12404830
Undraped	C131330	C131430	C131630	C131830
<b>counters</b> (42" height)				
Draped	C130342	C130442	C130642	C130842
Draped on fourth side			C12404642	C12404842
Undraped	C131342	C131442	C131642	C131842



Tabletop risers are also available in a variety of sizes. See order form for details.



**display cubes**

Black

**12" small**

12"W 12"L 42"H – N75030

**18" medium**

18"W 18"L 36"H – N75031

**24" large**

24"W 24"L 42"H – N75032



**display cylinders**

Black

**low**

30"W 15"H – N75020

**medium**

18"W 20"H – N75021

**high**

24"W 36"H – N75022

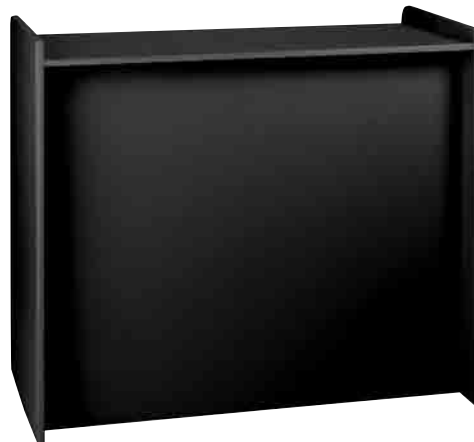


**orion computer kiosk**

Black

28"L 28"D 40.5"H – N75079

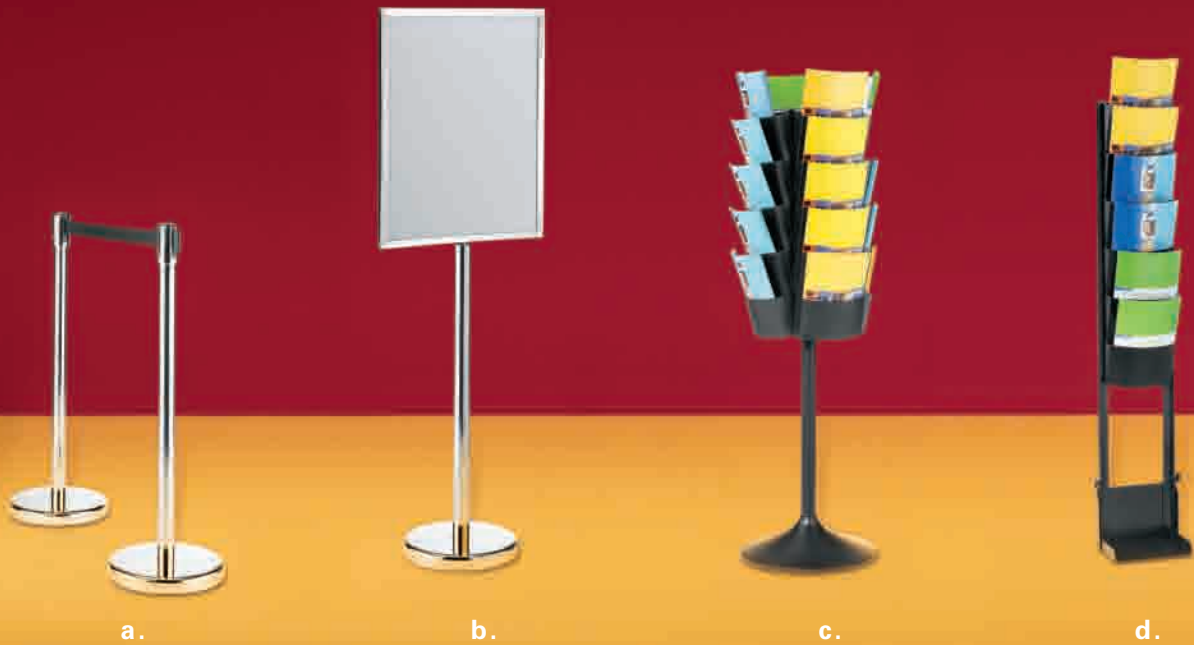
Pedestal for computer demo with keyboard tray and interior storage. (Computer not included.)



**display counter**

Black

24"W 49"L 42"H – N72056



# accessories

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

**a. chrome stanchion with 8' retractable belt**

42"H – C220121

**b. chrome sign holder**

Holds 22"x 28" sign – C220118

**c. round literature rack**

17"W 17"L 57"H – N750135

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

**d. flat literature rack**

10"W 55"H – N750136

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

**e. chrome coat tree**

C220109

**f. chrome easel**

C220134

**g. chrome bag rack**

C220110

**h. contempo trash receptacle**

8"W 24"H

*Black* – N75053

*Aluminum* – N75054

**wastebasket**

Wastebasket color may vary.

C220107





e.



f.



g.



h.

**small refrigerator\***

19"W 19"L 34"H – N75057



**file cabinet with lock**

Standard Size

**two-drawer**

15"W 29"L 28"H – N74082

**four-drawer**

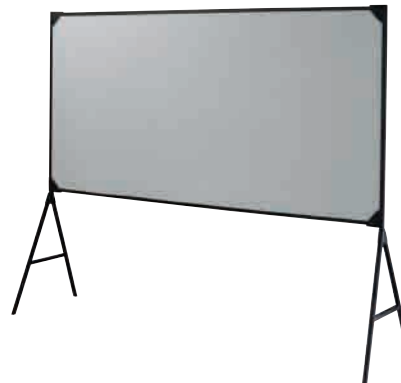
15"W 29"L 50"H – N74081



**table lamp\***

Black

25"H – N75052



**floor-standing  
bulletin board**

48"W 96"L 78"H – C10201484

\*Note: Electrical power must be ordered separately.  
For ideas on furniture pairings, go to [www.freemanco.com/furniturepairing](http://www.freemanco.com/furniturepairing)

# FREEMAN

6555 West Sunset Road  
Las Vegas, NV 89118  
(702) 579-1700 Fax: (469) 621-5604  
FreemanLasVegasES@freemanco.com

DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 06, 2012

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WESTERN PETROLEUM MARKETERS CONVENTION / FEBRUARY 21-23, 2012**

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

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

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

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

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## FURNISHINGS

Qty	Part #	Description	Discount Price	Standard Price	Total
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### CHAIRS Pages 1 & 2

___	N71092	Diva Counter Stool .....	151.35	196.75	___
___	N71091	Diva Chair.....	131.55	171.00	___
___	N710102	Santana Chair .....	131.55	171.00	___
___	N71085	Forestdale Chair .....	76.05	98.85	___
___	N710144	Diplomat Chair .....	157.85	205.20	___
___	N71038	Cherry Barrel Chair .....	163.80	212.95	___

Cranberry  Taupe

### Director Series

Black  Blue  Bright Green  Orange  
 Purple  Red  Royal Blue  Yellow

___	N710142	Director Stool .....	110.55	143.70	___
___	N71042	Director Chair .....	100.30	130.40	___
___	N710998	Custom Imprinting/Director .....	_____	Call for Quote	___

### Pages 3 & 4

___	N71048	Gray Gaslift Stool w/Arms ....	178.90	232.55	___
___	N71047	Gray Gaslift Stool .....	164.45	213.80	___
___	N71046	Gray Gaslift Chair w/Arms ....	186.95	243.05	___
___	N71045	Gray Gaslift Chair .....	157.30	204.50	___
___	N71044	Executive Chair .....	352.20	457.85	___
___	N71041	Bugle Base Chair .....	94.10	122.35	___

Black Tweed  Blue Tweed

___	N71088	Black Diamond Stool .....	127.85	166.20	___
___	N71089	Black Diamond Side Chair ..	85.50	111.15	___
___	N71090	Black Diamond Arm Chair....	108.15	140.60	___
___	C210108	Limerick®..Chair by .....	46.35	60.25	___

Herman Miller

___	C210112	Casey Padded Stool .....	74.75	97.20	___
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Black  Gray

## LOUNGE SEATING

Pages 5 & 6

___	N73091	Signature Loveseat .....	537.60	698.90	___
___	N71093	Signature Chair .....	373.85	486.00	___

### Kennedy Sectional Series

Black Tweed  Blue Tweed

___	N730313	Kennedy Sofa - 3 piece .....	613.10	797.05	___
___	N730213	Kennedy Loveseat - 2 piece	408.75	531.40	___
___	N73013	Kennedy Corner Section ....	204.40	265.70	___
___	N73014	Kennedy Center Section ...	204.40	265.70	___

Qty	Part #	Description	Discount Price	Standard Price	Total
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### TABLES Pages 7 & 8

___	N72026	Cherry Cocktail Table .....	171.05	222.35	___
___	N72027	Cherry End Table .....	150.15	195.20	___
___	N72028	Metro Slate Cocktail Table .....	194.65	253.05	___
___	N72029	Metro Slate End Table .....	169.65	220.55	___
___	C115103	Studio Black Cocktail Table ....	74.50	96.85	___
___	C115104	Studio Black End Table .....	67.10	87.25	___
___	N72015	Glass Conference Table .....	171.05	222.35	___
___	N72065	Bugle Base Table/White .....	200.05	260.05	___

Black  Chrome

### Pedestal Tables - SoHo Series

___	N72066	Black-top Mini 18"W x 18"H ....	104.20	135.45	___
___	N72069	Black-top Cafe 24"W x 30"H ...	121.75	158.30	___
___	N72070	Black-top Bistro 24"W x 42"H	161.20	209.55	___
___	N72067	Black-top Café Table 36"x30"	140.45	182.60	___
___	N72068	Black-top Bistro 36"W x 42"H ..	175.60	228.30	___

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

___	N72063	Café Table 30"W x 30"H .....	132.30	172.00	___
___	N72064	Café Table 36"W x 30"H .....	139.15	180.90	___
___	N720163	Bistro Table 30"W x 42"H .....	177.60	230.90	___
___	N720164	Bistro Table 36"W x 42"H .....	194.15	252.40	___

## OFFICE FURNITURE

Pages 9 & 10

___	N72093	Milano Table/Blonde Top .....	361.85	470.40	___
___	N72092	Milano Table/Black Top .....	361.85	470.40	___
___	N72094	Luna Table/Black Top .....	427.55	555.80	___
___	N720191	Hemingway Writing Table .....	276.35	359.25	___
___	N74061	Cherry Desk 5' .....	427.55	555.80	___
___	N74065	Cherry Bookcase .....	295.95	384.75	___
___	N74064	Cherry Credenza .....	348.55	453.10	___
___	N74071	Oak Desk 5' .....	427.55	555.80	___
___	N74075	Oak Bookcase .....	295.95	384.75	___
___	N74074	Oak Credenza .....	348.55	453.10	___

## OFFICE FURNITURE

Pages 11 & 12

___	N72056	Display Counter .....	295.95	384.75	___
___	N75079	Orion Computer Kiosk .....	295.65	384.35	___
___	N75030	Black Display Cube/Small .....	164.45	213.80	___
___	N75031	Black Display Cube/Medium ...	164.45	213.80	___
___	N75032	Black Display/Large .....	164.45	213.80	___

NAME OF SHOW: **WESTERN PETROLEUM MARKETERS CONVENTION / FEBRUARY 21-23, 2012**

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

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

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**FURNISHINGS**

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

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>Display Cylinders</b>					
___	N75020	Black Display Cylinder/Low ...	145.40	189.00	___
___	N75021	Black Display Cylinder/Med	154.95	201.45	___
___	N75022	Black Display Cylinder/High....	175.60	228.30	___

**Draped Tables - Tables are 24" wide**  
 Black  Blue  Burgundy  Dark Green  Gold  
 Gray  Plum  Red  Teal  White

___	C130330	Draped Table 3'L x 30"H .....	80.60	104.80	___
___	C130430	Draped Table 4'L x 30"H .....	100.65	130.85	___
___	C130630	Draped Table 6'L x 30"H .....	120.40	156.50	___
___	C130830	Draped Table 8'L x 30"H .....	137.15	178.30	___
___	C12404630	4th Side Drape 6'L x 30"H ..	33.60	43.70	___
___	C12404830	4th Side Drape 8'L x 30"H .	33.60	43.70	___
___	C130342	Draped Counter 3'L x 42"H ...	108.90	141.55	___
___	C130442	Draped Counter 4'L x 42"H ...	124.75	162.20	___
___	C130642	Draped Counter 6'L x 42"H ...	140.45	182.60	___
___	C130842	Draped Counter 8'L x 42"H ...	157.30	204.50	___
___	C12404642	4th Side Drape 6'L x 42"H ..	38.85	50.50	___
___	C12404842	4th Side Drape 8'L x 42"H ..	38.85	50.50	___

**Undraped Tables - Tables are 24" wide**

___	C131330	Undraped Table 3'L x 30"H .	31.85	41.40	___
___	C131430	Undraped Table 4'L x 30"H .	38.85	50.50	___
___	C131630	Undraped Table 6'L x 30"H.	45.10	58.65	___
___	C131830	Undraped Table 8'L x 30"H .	51.05	66.35	___
___	C131342	Undraped Counter 3'Lx42"H	54.65	71.05	___
___	C131442	Undraped Counter 4'Lx42"H	62.45	81.20	___
___	C131642	Undraped Counter 6'Lx42"H	69.70	90.60	___
___	C131842	Undraped Counter 8'Lx42"H	75.30	97.90	___

**Table Top Risers**

___	C150410	Single Step Riser 4'L x 7"H	50.70	65.90	___
___	C150610	Single Step Riser 6'L x 7"H	69.70	90.60	___
___	C150810	Single Step Riser 8'L x 7"H	80.60	104.80	___
___	C150414	Single Step Riser 4'L x14"H	53.95	70.15	___
___	C150614	Single Step Riser 6'L x14"H	74.75	97.20	___
___	C150814	Single Step Riser 8'L x14"H	84.90	110.35	___
___	C150420	Double Step Riser 4'L .....	103.65	134.75	___
___	C150620	Double Step Riser 6'L .....	127.60	165.90	___
___	C150820	Double Step Riser 8'L .....	164.75	214.20	___

**ACCESSORIES**  
Pages 13 & 14

Qty	Part #	Description	Discount Price	Standard Price	Total
___	C220121	Chrome Stanchion w/belt .....	58.20	75.65	___
___	C220118	Chrome Sign Holder .....	62.45	81.20	___
___	N750135	Round Literature Rack .....	239.40	311.20	___
___	N750136	Flat Literature Rack .....	207.25	269.45	___
___	C220109	Chrome Coat Tree .....	40.80	53.05	___
___	C220134	Chrome Easel .....	43.45	56.50	___
___	C220110	Chrome Bag Rack .....	88.50	115.05	___
___	N75053	Black Trash Receptacle .....	69.70	90.60	___
___	N75054	Aluminum Trash Receptacle .	69.70	90.60	___
___	220107	Wastebasket .....	17.45	22.70	___
___	220106	Corrugated Wastebasket.....	15.75	20.50	___
___	N75057	Small Refrigerator .....	280.20	364.25	___
___	N75052	Black Table Lamp .....	121.75	158.30	___
___	N74082	File Cabinet/2 Drawer .....	173.95	226.15	___
___	N74081	File Cabinet/4 Drawer .....	239.40	311.20	___
___	10201484	Bulletin Board .....	152.35	198.05	___

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

___	12103	Special Drape 3'H (per ft.) ....	12.55	16.30	___
___	12108	Special Drape 8'H (per ft.) ...	15.80	20.55	___

TOTAL COST		
___	+	___ = ___
Sub-Total	8.1% Tax	Total Cost

FREEMAN furnishing essentials

# SELECT furnishings

## seating

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



**barcelona chair**  
*Black Leather*  
30"L 31"D 35"H – 8102



**lisbon group**  
*Black Leather*

**sofa**  
88"L 36"D 34"H – 8302

**loveseat**  
64"L 36"D 34"H – 8303

**chair**  
40"L 36"D 34"H – 81011



**barcelona chair**  
*White Leather*  
30"L 31"D 35"H – 810816

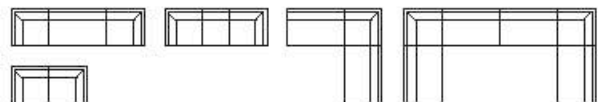
### newport group

*Charcoal Leather*  
Sectional composed of one loveseat, one armless chair and one corner chair  
112"L 34"D 33"

**loveseat**  
54"L 34"D 33"H – 8308

**armless chair**  
24"L 34"D 33"H – 8109

**corner chair**  
34"L 34"D 33"H – 81010



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**south beach group**

*Platinum Suede*

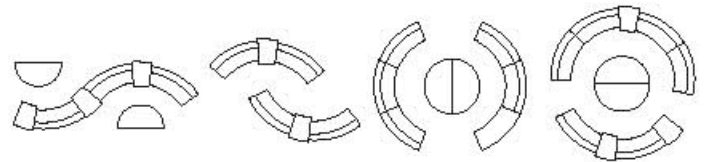
Sectional composed of two sofas and one ottoman  
152"L 40"D 33"H

**sofa**

69"L 29"D 33"H - 8301

**ottoman**

25"L 31"D 18"H - 8151



**key west group**

*Black*

**sofa**

85"L 35"D 33"H - 8306

**loveseat**

57"L 35"D 33"H - 8307





**astro group**  
*Beige Suede*

**sofa**  
83"L 36"D 29"H - 83063  
**chair**  
36"L 36"D 29"H - 810809



**sydney table**  
48"L 24"D 18"H - 82052  
**sydney end table**  
27"L 23"D 22"H - 82054



**rio group**  
*Blue Suede*

**sofa**  
76"L 34"D 33"H - 8305  
**chair**  
39"L 34"D 33"H - 81014



**inspiration table**  
42"L 28"D 18"H - 82022  
**inspiration end table**  
24"L 28"D 22"H - 82023



**marrakesh group**  
*Beige*

**sofa**  
84"L 37"D 34"H - 83062  
**chair**  
34"L 37"D 38"H - 810808



**memphis group**  
*Black*

**sofa (compact)**  
55"L 31"D 28"H - 83064  
**chair**  
27.25"L 31.75"D 27.5"H - 810812



# casual seating

For a great variety of informal, modern seating options, look no further. Here you will find chairs, sofas, stools, ottomans – even sophisticated bar sets – that will turn any exhibit into a destination.



**t-vac chair**  
*Translucent/Chrome*  
 25"L 23"D 30"H – 8101

**square ottoman**

*Black Leather – 8154*  
*White Leather – 8152*  
 40"L 40"D 17"H



**bench ottoman**

*Black Leather – 8155*  
*White Leather – 8153*  
 24"L 60"D 17"H



**half round ottoman**

*Black Leather – 81513*  
*White Leather – 81514*  
 6'L 3'D 17"H



**circle ottoman**

*Black/White Leather*  
 6'L 6'D 17"H



**cube**

*Blueberry – 8157*  
*Raspberry – 8159*  
*Lemon – 81510*  
*Natural – 81511*  
*Black Leather – 81512*  
 17"L 17"D 18"H



**globus occasional chair**

*White Vinyl – 810817*  
 28"L 26"D 28"H



**cappuccino chair**  
*Chocolate*  
29"L 29"D 34"H - 8104



**tub chair**  
*Black*  
31"L 31"D 31"H - 8103



**berlin stack chair**  
*White/Red - 810811*  
*White/Black - 810810*  
18"L 22"D 32"H



**stage chair**  
*Onyx - 8105*  
*Camel - 8106*  
*Beige - 8107*  
*Red - 8108*  
24"L 26"D 36"H





**panton chair**  
*White* - 81017  
20"L 24"D 33"H

**ICE side chair**

*Transparent/Chrome*  
17.25"L 20"D 32"H - 810814



**new york chair**

*Onyx Seat/Maple Back/Chrome Legs*  
23"L 32"D 33"H - 81090



**iso mesh pull-up chair**

*Black*  
26"L 24"D 38"H - 810707



**berlin stack chair**

*Red/White* - 810811  
*Black/White* - 810810  
18"L 22"D 32"H



**manhattan chair**

*Oyster*  
26"L 22"D 34"H - 810110





**flex chair**  
*With Wheels*  
24"L 22"D 31"H - 81018



**tilt executive chair**  
*With Arms, Onyx/Black*  
26"L 25"D 34"H - 81075



**altura conference/  
guest chair**  
*Black Crepe*  
25"L 20"D 34"H - 81063



**luxor executive chair**  
*High Back, Black Leather*  
27"L 28"D 47"H - 810807  
Adjustable



**otto highback chair**  
*High Back Exec.*  
23"L 21"D 43"H - 810813



**altura junior executive chair**  
*Mid Back, Black Crepe*  
25"L 25"D 37"H - 81073  
Adjustable



**ohio barstool**  
 Gray/Chrome – 810100  
 Red/Chrome – 810101  
 Black/Chrome – 810102  
 18" Round 31"H Adjustable



**circle martini bar**  
 Composed of three martini bars  
 208.5"L 102"D 139.5"H



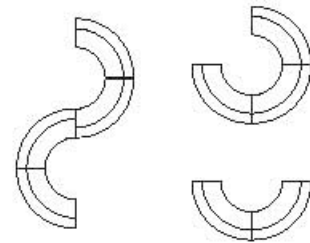
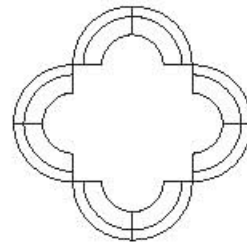
**banana barstool**  
 White/Chrome – 810103  
 Black/Chrome – 810104  
 21"L 22"D 30"H



**martini bar**  
 69.5"L 34"D 46.5"H Radius 50" – 8501



**ICE barstool**  
 Transparent/Chrome  
 16.75"L 16"D 37.75"H – 810815



**gin barstool**  
 Maple/Chrome  
 16"L 16"D 29"H – 810505



**jetson chair**  
 Black  
 19"L 18"D 31"H – 810702  
**jetson barstool**  
 Black  
 18"L 19"D 29"H – 810706



**oslo barstool**  
 Blue – 810200  
 White – 810201  
 17"L 20"D 30"H

Tables in coordinating colors are available upon request.

# tables

What Freeman always brings to the table is professionalism, and nothing says more about your space than your surfaces and tabletops. Choose from modern glass tops, traditional wood end tables and more.



**manhattan table**  
42" Round 29"H - 82033



**geo conference table**  
Black - 82041  
Chrome - 82051  
60"L 36"D 29"H



**silverado end table**  
24" Round 22"H - 82015



**silverado table**  
36" Round 17"H - 82014

**geo end table**  
Black - 82025  
Chrome - 82035  
26"L 26"D 20"H



**geo coffee table**  
Black - 82024  
Chrome - 82034  
50"L 22"D 16"H



**sydney end table**  
Black - 82054  
White - 82055  
27"L 23"D 22"H



**sydney table**  
Black - 82052  
White - 82053  
48"L 24"D 18"H



**etagere**  
*Black* – 850604  
*Pewter* – 850605  
 30"L 16"D 70"H



**locking door pedestal**  
*Black*  
 24"L 24"D 42"H – 85078



**refrigerator\***  
*White*  
 14.0 cubic feet  
 20"L 30"D 65"H – 8503001

# lighting

Make your exhibit shine – literally – with our outstanding selection of lamps. From modern to classic styles, choose the perfect one to light up your environment.



a.



b.



c.

**a. floor lamp\***  
*Pewter*  
 58"H – 850704

**b. lumalight lamp\***  
*Red* – 850701  
*White* – 850702  
*Orange* – 850703  
 15"L 13"D 90"H

**c. parisian lamp\***  
*Pewter*  
 28"H – 850705

\*Electrical power must be ordered separately.

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

**Lisbon Group - Black leather**

___	8302	Sofa .....	646.40	840.30	_____
___	8303	Loveseat .....	582.40	757.10	_____
___	81011	Chair .....	433.25	563.25	_____

**Chairs**

___	8102	Barcelona - black leather	710.30	923.40	_____
___	810816	Barcelona - white leather	710.30	923.40	_____

**Newport Group - Charcoal leather**

___	8308	Loveseat .....	589.50	766.35	_____
___	8109	Armless Chair .....	333.80	433.95	_____
___	81010	Corner Chair .....	390.70	507.90	_____

**South Beach Group - Platinum suede**

___	8301	Sofa .....	568.20	738.65	_____
___	8151	Ottoman .....	248.65	323.25	_____

**Key West Group - Black**

___	8306	Sofa .....	511.40	664.80	_____
___	8307	Loveseat .....	461.70	600.20	_____

**Pages 3 & 4**

**Astro Group - Beige suede**

___	83063	Sofa .....	637.15	828.30	_____
___	810809	Chair .....	427.55	555.80	_____
___	82052	Sydney Cocktail Table - black.....	271.70	353.20	_____
___	82054	Sydney End Table - black.....	224.80	292.25	_____

**Rio Group - Blue suede**

___	8305	Sofa .....	525.60	683.30	_____
___	81014	Chair .....	379.30	493.10	_____
___	82022	Inspiration Table .....	277.00	360.10	_____
___	82023	Inspiration End Table .....	262.80	341.65	_____

**Marrakesh Group - Beige**

___	83062	Sofa .....	572.35	744.05	_____
___	810808	Chair.....	406.70	528.70	_____

**Memphis Group - Black**

___	83064	Sofa .....	580.60	754.80	_____
___	810812	Chair.....	416.55	541.50	_____

**Chairs**

___	8101	T-Vac (translucent/chrome)	277.00	360.10	_____
___	810819	Globus Occasional-White	394.45	512.80	_____

**Ottomans**

___	8154	Square (black leather) .....	284.15	369.40	_____
___	8152	Square (white leather) .....	284.15	369.40	_____
___	8155	Bench (black leather) .....	340.95	443.25	_____
___	8153	Bench (white leather) .....	340.95	443.25	_____
___	81513	Half Round (black leather)	355.15	461.70	_____
___	81514	Half Round (white leather)	355.15	461.70	_____

**Cubes**

___	8157	Blueberry .....	99.45	129.30	_____
___	8159	Raspberry .....	99.45	129.30	_____
___	81510	Lemon .....	99.45	129.30	_____
___	81511	Natural .....	N/A	N/A	_____
___	81512	Black Leather .....	99.45	129.30	_____

**Pages 5 & 6**

**Chairs**

___	8104	Cappucino Chair .....	284.15	369.40	_____
___	8105	Stage Chair (onyx) .....	163.35	212.35	_____
___	8106	Stage Chair (camel) .....	163.35	212.35	_____
___	8107	Stage Chair (beige) .....	163.35	212.35	_____
___	8108	Stage Chair (red) .....	163.35	212.35	_____
___	8103	Tub Chair (black) .....	355.15	461.70	_____
___	810810	Berlin Stack Chair (black/white).....	102.05	132.65	_____
___	810811	Berlin Stack Chair (red/white) .....	102.05	132.65	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>SEATING (continued)</b> Pages 5 & 6					

**Chairs (continued)**

___	81017	Panton Chair (white) .....	170.45	221.60	_____
___	810814	ICE Side Chair (transparent).....	198.60	258.20	_____
___	81090	New York Chair .....	167.65	217.95	_____
___	810707	ISO Mesh Pull-up Chair ....	269.90	350.85	_____
___	810110	Manhattan Chair (oyster)	197.45	256.70	_____

**Pages 7 & 8**

**Chairs (continued)**

___	81018	Flex Chair w/ wheels .....	139.20	180.95	_____
___	81075	Tilt Executive Chair .....	277.00	360.10	_____
___	810807	Luxor Executive Chair .....	376.45	489.40	_____
___	81063	Altura Conf/Guest Chair ....	284.15	369.40	_____
___	81073	Altura Jr Exec Chair/mid bac	312.55	406.30	_____
___	810813	Otto Highback Chair.....	416.55	541.50	_____
___	810702	Jetson Chair (black) .....	167.65	217.95	_____

**Barstools & Bar**

___	810100	Ohio Barstool (gray) .....	154.85	201.30	_____
___	810101	Ohio Barstool (red) .....	154.85	201.30	_____
___	810102	Ohio Barstool (black) .....	154.85	201.30	_____
___	810103	Banana Barstool (white) ...	169.05	219.75	_____
___	810104	Banana Barstool (black) ...	169.05	219.75	_____
___	810815	ICE Barstool (transparent)	212.40	276.10	_____
___	810505	Gin Barstool (maple) .....	149.15	193.90	_____
___	810706	Jetson Barstool (black) .....	234.45	304.80	_____
___	810200	Oslo Barstool (blue) .....	213.10	277.05	_____
___	810201	Oslo Barstool (white) .....	213.10	277.05	_____
___	8501	Martini Bar.....	1,243.00	1,615.90	_____

**TABLES, LIGHTING & MORE**  
Pages 9 & 10

**Tables**

___	82033	Manhattan Table 29"H .....	271.30	352.70	_____
___	82015	Silverado End Table 22" H	227.30	295.50	_____
___	82014	Silverado Table 17"H .....	241.55	314.00	_____
___	82041	Geo Conf Table (black) .....	383.55	498.60	_____
___	82051	Geo Conf Table (chrome)	383.55	498.60	_____
___	82025	Geo End Table (black) .....	205.95	267.75	_____
___	82035	Geo End Table (chrome) ..	205.95	267.75	_____
___	82024	Geo Coffee Table (black) .	227.30	295.50	_____
___	82034	Geo Coffee Table (chrome)	227.30	295.50	_____
___	82054	Sydney End Table (black)	224.80	292.25	_____
___	82055	Sydney End Table (white)	224.80	292.25	_____
___	82052	Sydney Cocktail Table (black).....	271.70	353.20	_____
___	82053	Sydney Cocktail Table (white).....	271.70	353.20	_____

**Miscellaneous**

___	850604	Etagere (black) .....	281.25	365.65	_____
___	850605	Etagere (pewter) .....	281.25	365.65	_____
___	85078	Locking Door Pedestal .....	419.05	544.75	_____
___	8503001	Refrigerator 14 cu. ft. (white).....	703.20	914.15	_____

**Lighting**

___	850704	Floor Lamp 58"H (pewter) .	139.20	180.95	_____
___	850701	Lumalight Lamp (red) .....	284.15	369.40	_____
___	850702	Lumalight Lamp (white) ....	284.15	369.40	_____
___	850703	Lumalight Lamp(orange)...	284.15	369.40	_____
___	850705	Parisian Lamp 28"H (pewter).....	134.95	175.45	_____

**TOTAL COST**

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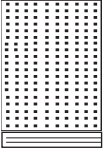
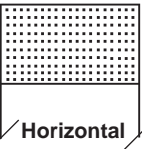
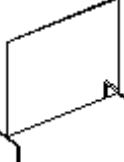
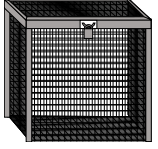




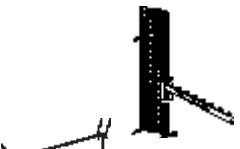



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## ACCESSORIES

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 <b>2 WAY STRAIGHT ARM</b>	 <b>4 WAY SLANT ARM</b>	 <b>GRID ACCESSORIES</b>	 <b>GRID LEGS</b>
 <b>PERFBOARD HOOKS AND ACCESSORIES</b>	 <b>TICKET TUMBLER</b>	 <b>2' x 8' GRID PANELS</b>	 <b>4 WAY CONNECTORS</b>

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>PERFBOARD / BULLETIN BOARDS</b>					
___	10201180	1M x 8'H Single Side-Vert .....	159.90	207.85	_____
___	10201182	½M x 8'H Single Side-Vert.....	120.40	156.50	_____
___	10201480	4' x 8' Single Side-Horz .....	159.90	207.85	_____
___	10203	4" Single Hook.....	2.25	2.95	_____
___	10203	6" Single Hook.....	2.25	2.95	_____
___	10203	8" Single Hook.....	2.25	2.95	_____
___	10205	12" Shelf Bracket.....	13.15	17.10	_____
___	10207	7-Ball Waterfall .....	24.70	32.10	_____
<b>GRIDS</b>					
___	103028	Chrome Grid.....	128.30	166.80	_____
___	103010	Black Grid.....	128.30	166.80	_____
___	103011	White Grid.....	128.30	166.80	_____
___	103029	Grid Legs - Chrome.....	20.05	26.05	_____
___	103029	Grid Legs - Black.....	20.05	26.05	_____
___	103029	Grid Legs - White.....	20.05	26.05	_____
___	103030	Grid Connectors .....	24.70	32.10	_____
___	10303	3-Ball Waterfall .....	20.75	27.00	_____
___	10305	5-Ball Waterfall .....	22.15	28.80	_____
___	10307	7-Ball Waterfall .....	24.70	32.10	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GRIDS (continued)</b>					
___	10309	Cleaver Clip.....	4.50	5.85	_____
___	1030468	4" Single Hook.....	2.25	2.95	_____
___	1030468	6" Single Hook.....	2.25	2.95	_____
___	1030468	8" Single Hook.....	2.25	2.95	_____
<b>ACCESSORIES</b>					
___	151010	Collapsible Security Contr. ....	240.15	312.20	_____
___	15905	Fish Bowl .....	28.90	37.55	_____
___	159011	Ticket Tumbler - Small.....	88.10	114.55	_____
___	10405	Garment Rack .....	96.10	124.95	_____
___	10404	4-way Slant Arm .....	120.40	156.50	_____
___	10403	2-way Straight Arm .....	95.80	124.55	_____
<b>TOTAL COST</b>					
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# carpet

When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers superior carpet options designed to fit the requirements of your exhibit space. With classic, custom or prestige carpet available to suit your needs. Freeman has endless carpet options to choose from. Here are some facts about our first-rate carpet services:

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time
- Freeman employees supervise the laying of your carpet
- To ensure quality, we thoroughly inspect each refurbished carpet
- All of our carpet padding has recently been upgraded to above industry standards

Freeman Prestige Carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Six popular colors are available in a luxurious 40-ounce weight, and all 15 designer colors are available in a 28-ounce weight. Freeman Prestige Carpet packages include brand-new, 10-foot-wide carpet, delivery, visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Price includes environmentally friendly disposal of carpet after usage. Foam padding is available for a minimal fee. If you have a large order, call to find out about our extra discounts.

## prestige CARPET

### custom options

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



*white\**



*sea breeze\**



*gray pearl\**



*charcoal\**



*black\**



*navy\**



*wedgewood*



*toast*



*cream*



*baywater*



*pine*



*cabernet*



*raspberry*



*peach*



*cardinal*

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

*Actual colors may vary slightly.*

### questions?

Call customer service at the number listed on Quick Facts. For fast, easy ordering, visit us at [www.myfreemanonline.com](http://www.myfreemanonline.com).

# classic CARPET

## custom cut

Freeman Classic Carpet is available in a range of colors and includes delivery, visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam padding is available for a minimal fee. If you have a large order, call to find out about our extra discounts.

## standard cut

Our Classic Carpet comes in a variety of sizes: 9' x 10', 9' x 20', 9' x 30', 9' x 40' and larger. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam padding and visqueen covering are available for a small surcharge. As always, there are no hidden fees.



*gray*



*tuxedo*



*blue*



*black*



*red*



*plum*



*green*



*teal*



*burgundy*

*Actual colors may vary slightly.*

## questions?

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 (702) 579-1700 Fax: (469) 621-5604  
 FreemanLasVegasES@freemanco.com

DISCOUNT PRICE  
 DEADLINE DATE  
 FEBRUARY 06, 2012

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WESTERN PETROLEUM MARKETERS CONVENTION / FEBRUARY 21-23, 2012**

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

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

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

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

- For FREE samples or a quote on **orders over 1200 sq. ft.** please call our Exhibitor Sales Department at (702) 579-1700.
- **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.freemanco.com/store](http://www.freemanco.com/store)**

**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. @		\$ 3.45	\$ 4.50	_____
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. @		\$ 2.60	\$ 3.40	_____

**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		Discount	Standard	Total
Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	\$ 2.20	\$ 2.85	_____

**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 .....	\$ 138.10	\$ 179.55	_____
_____	9' x 20' Classic Carpet .....	\$ 276.20	\$ 359.05	_____
_____	9' x 30' Classic Carpet .....	\$ 414.30	\$ 538.60	_____
_____	9' x 40' Classic Carpet .....	\$ 552.40	\$ 718.10	_____

**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.).....	\$ .71	\$ .90	_____
_____	Carpet Padding - 1/2" (Over 700 sq. ft.).....	\$ .56	\$ .75	_____
_____	Plastic Covering .....	\$ .43	\$ .55	_____

<b>TOTAL COST</b>		
_____	+	_____ = _____
Sub- Total		8.1% Tax      Total Cost

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



# RENTAL exhibits

Without a doubt, the single most important element in any trade show or exposition is your exhibit. It defines your company's look and image, attracts business and shows off your most important assets. That's why Freeman is committed to providing you with the exhibit that best fits your needs. We have more than 75 years of experience creating custom exhibits for our clients, so it's no wonder we're the premier exposition services experts. We offer five contemporary exhibit systems, plus a vast array of surface options, custom enhancements, graphic design panels and endless available accessories. Our all-inclusive exhibits also cover local delivery, storage, installation, dismantling, needed repairs and carpet cleaning.

Please see the enclosed order form to place your order or contact our Freeman exhibit experts to see what display is right for you.

## system 1

### version a

This basic professional model features our standard metal and comprises one display panel plus a digital graphics-ready space\* for your company's name or logo.

10' x 10'

#1000

10' x 20' (not shown)

#1010



### version b

This professional model features sleek powder-coated metal with matching panels, plus a display table, three panels and digital graphics-ready space\* for your company's name or logo.

10' x 10'

#1020

10' x 20' (not shown)

#1030



### version c (pictured above)

This professional, designer model features digital graphic panels, a choice of powder-coated metal, display table and display counter.

10' x 10'

#1040

10' x 20' (not shown)

#1050

\*For versions A and B, graphic design elements are priced separately and not included with exhibit order.

Note: Electrical service must be ordered separately.

Call customer service at the number listed on Quick Facts.

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

# system 2

## version a

This basic professional model features our standard metal and comprises two display panels plus a digital graphics-ready space\* for your company's name or logo.

10' x 10' (not shown)

#2000

10' x 20'

#2010



## version b

This model features powder-coated metal with matching displays, a free-standing counter plus a digital graphics-ready space\* for your company's name or logo.

10' x 10' (not shown)

#2020

10' x 20'

#2030



## version c (pictured below)

This professional, designer model features digital graphic panels, a choice of powder-coated metal, display table and display counter.

10' x 10' (not shown)

#2040

10' x 20'

#2050



c.

\*For versions A and B, graphic design elements are priced separately and not included with exhibit order.

Note: Electrical service must be ordered separately.

# system 3

## version a

This basic professional model features our standard metal and comprises one display panel plus a digital graphics-ready space\* for your company's name or logo.

10' x 10'

#3000

10' x 20' (not shown)

#3010



## version b

This model features powder-coated metal and includes matching panels, one free-standing counter plus a digital graphics-ready space\* for your company's name, logo, or key visuals.

10' x 10'

#3020

10' x 20' (not shown)

#3030



## version c (pictured below)

This professional, designer model features digital graphic panels, a choice of powder-coated metal, display table and display counter.

10' x 10'

#3040

10' x 20' (not shown)

#3050

\*For versions A and B, graphic design elements are priced separately and not included with exhibit order.

Note: Electrical service must be ordered separately.



C.

# system 4

## version a

This basic professional model features our standard metal and comprises three display panels plus a digital graphics-ready space\* for your company's name or logo.

- 10' x 10'
- #4000
- 10' x 20' (not shown)
- #4010



## version b

This model features powder-coated metal with three matching panels, one free-standing counter, one display table and a digital graphics-ready space\* for your company's name or logo.

- 10' x 10'
- #4020
- 10' x 20' (not shown)
- #4030



## version c (pictured below)

This professional, designer model features digital graphic panels, a choice of powder-coated metal, display table and display counter.

- 10' x 10'
- #4040
- 10' x 20' (not shown)
- #4050

\*For versions A and B, graphic design elements are priced separately and not included with exhibit order.

Note: Electrical service must be ordered separately.



# color OPTIONS

Bring your rental exhibit to life with our eye-catching color options shown below. Version A systems include your choice of Blue, Gray, or Black Fabric or White Hardwall. Versions B and C systems offer a selection of five colors, also shown below. Call the number listed on Quick Facts for samples.

## version a options



## version b & c options



# CUSTOM designs

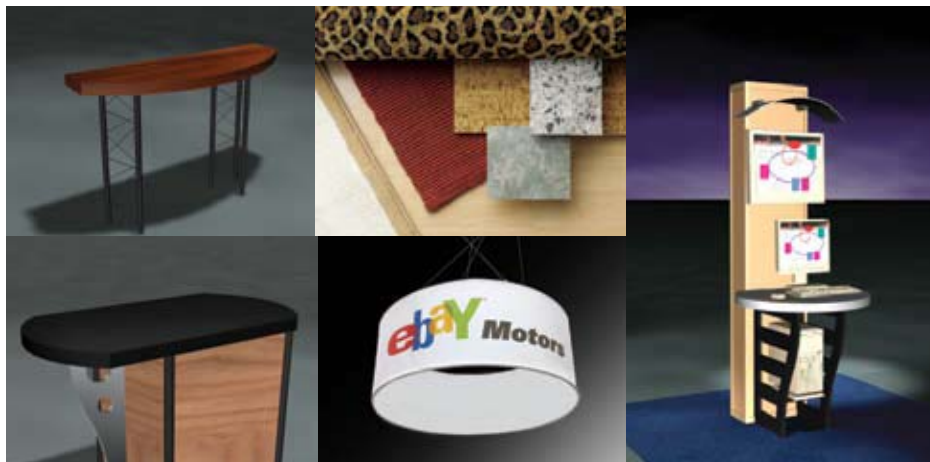
When it comes to planning your exhibit, no one does it better than Freeman. We give you the flexibility to create a custom exhibit with the convenience and affordability of a rental program. Our team of experts will help you bring your exhibit design to life, from the initial concept through final production.



## ENHANCEMENTS & ACCESSORIES

We want your exhibit to be perfect, right down to the last detail. That's why we offer you a wide array of accessories to make your display stand out. Attract attention and communicate important marketing messages with vivid signs, banners and graphics. Graphic resources available to you include four-color, high-resolution digital printing in virtually any size.

Impress your clients and customers with custom flooring, furniture and lighting that gives your exhibit extra depth and utility. You may also choose to add carpet, tile, hardwood, counters, bars, stools, chairs and computer kiosks for that perfect finishing touch.



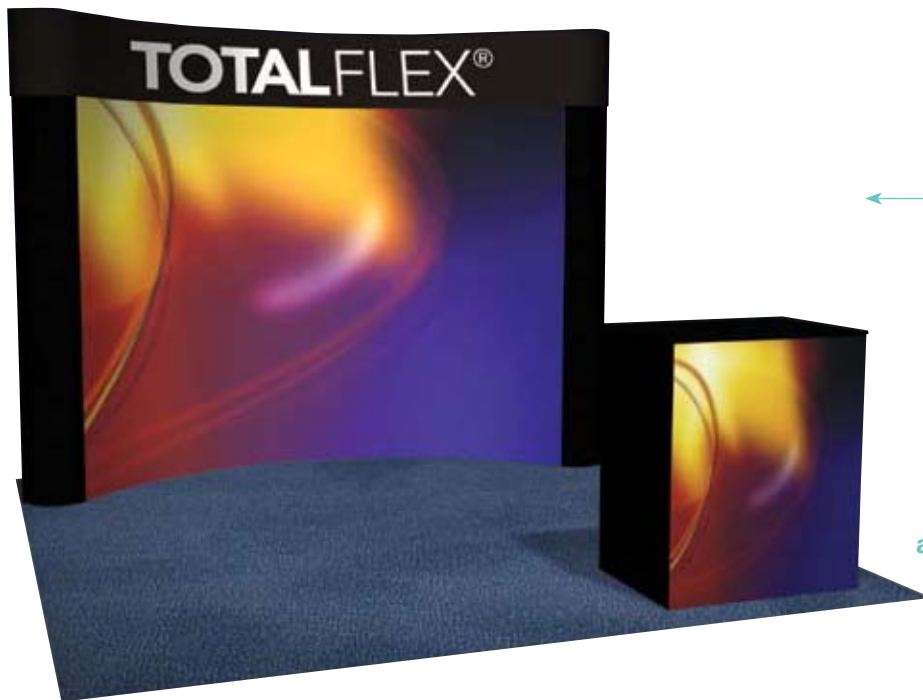
All systems can be customized or modified depending on your specific requirements.



# TOTALFLEX<sup>®</sup> BY FREEMAN

Now available to rent or purchase, TotalFlex<sup>®</sup> display provides more options for configuring exhibits to fit your space, budget and vision. It's versatile, lightweight, portable, durable, and needs just minutes and no tools to set up.

- Cases easily convert into a podium.
- Velcro<sup>®</sup> compatible fabric panels available in wide selection of colors.
- Compatible with shelves, lights and other innovative trade show accessories.
- Custom graphics\*, available through Freeman, can dramatically enhance your exhibit's appearance.
- A wide array of sizes and configurations, including tabletops and towers, are available.



a.

### version a

- 8'h x 8'w Floor Standing Unit
- 8'h x 10'w Floor Standing Unit

### version b

- 40"h x 6'w Tabletop Unit
- 40"h x 8'w Tabletop Unit



b.

\*For versions A and B, graphic design elements are priced separately and not included with exhibit order.

# FREEMAN

6555 West Sunset Road  
 Las Vegas, NV 89118  
 (702) 579-1700 Fax: (469) 621-5604  
 FreemanLasVegasES@freemanco.com

DISCOUNT PRICE  
 DEADLINE DATE  
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INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WESTERN PETROLEUM MARKETERS CONVENTION / FEBRUARY 21-23, 2012**

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

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

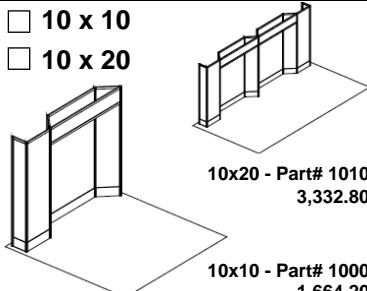
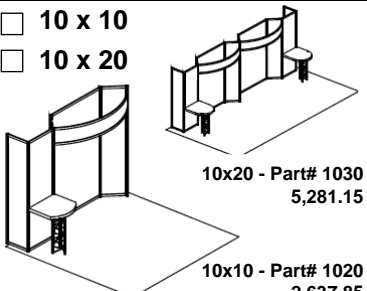
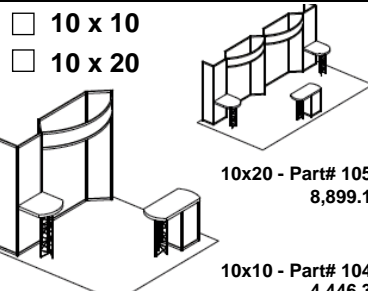
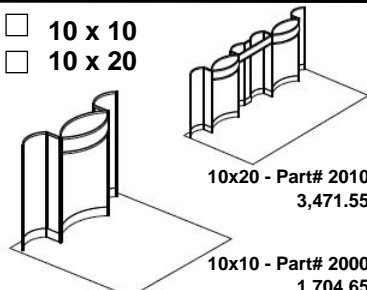
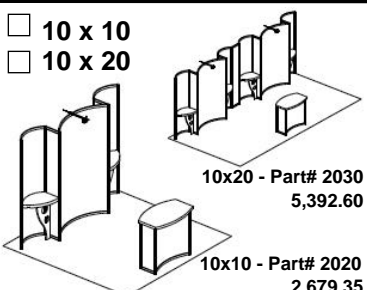
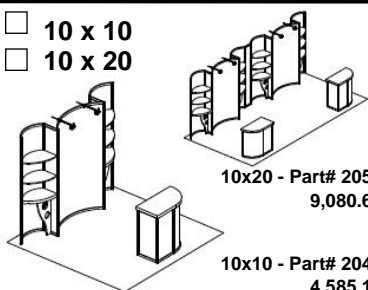
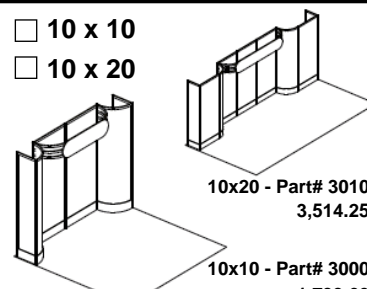
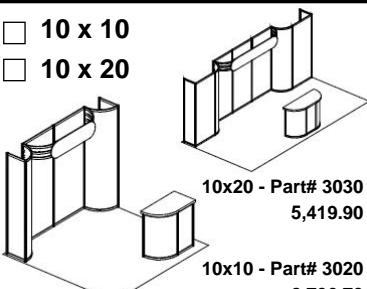
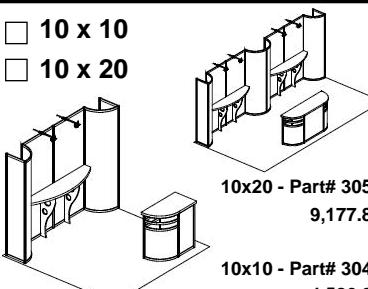
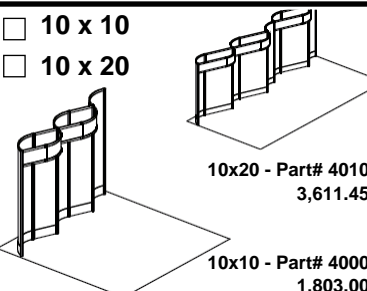
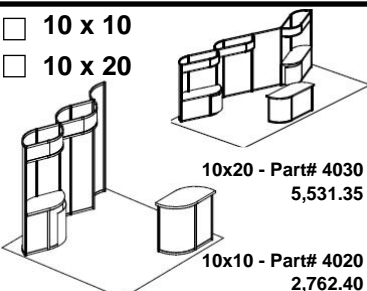
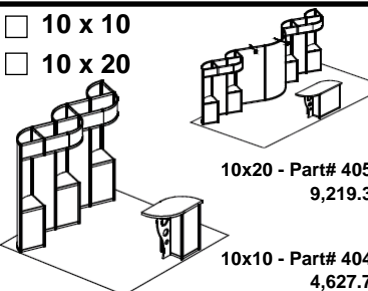
E-MAIL ADDRESS : \_\_\_\_\_

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

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

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

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

	VERSION A	VERSION B	VERSION C
<b>SYSTEM 1 OPTIONS</b>	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 1010 3,332.80 10x10 - Part# 1000 1,664.20	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 1030 5,281.15 10x10 - Part# 1020 2,637.85	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 1050 8,899.15 10x10 - Part# 1040 4,446.30
<b>SYSTEM 2 OPTIONS</b>	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 2010 3,471.55 10x10 - Part# 2000 1,704.65	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 2030 5,392.60 10x10 - Part# 2020 2,679.35	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 2050 9,080.60 10x10 - Part# 2040 4,585.10
<b>SYSTEM 3 OPTIONS</b>	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 3010 3,514.25 10x10 - Part# 3000 1,739.60	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 3030 5,419.90 10x10 - Part# 3020 2,706.70	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 3050 9,177.80 10x10 - Part# 3040 4,586.20
<b>SYSTEM 4 OPTIONS</b>	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 4010 3,611.45 10x10 - Part# 4000 1,803.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 4030 5,531.35 10x10 - Part# 4020 2,762.40	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 4050 9,219.30 10x10 - Part# 4040 4,627.70

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

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

FREEMAN rental exhibits

NAME OF SHOW: **WESTERN PETROLEUM MARKETERS CONVENTION / FEBRUARY 21-23, 2012**

COMPANY NAME:

BOOTH #:

BOOTH SIZE:

X

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

### CHOOSE YOUR PANELS

#### VERSION A

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

#### VERSIONS B & C (HARDWALL)

- BEIGE
- NAVY
- FOREST GREEN
- WHITE
- BLACK

### CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. 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.**

### QUICK TIPS

- Please see the **Exhibit Accessories** order form, or contact our Exhibitor Sales Specialist to assist in selecting custom accessories for your exhibit.
- Consider ordering floral accessories to enhance your exhibit on the **Floral Services** order form.
- If you are shipping literature or products, material handling rates will apply.
- Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will cost an additional 30% over prices indicated.**
- **Orders cancelled after production begins are subject to a 100% Cancellation Charge.**

### HEADER IDENTIFICATION SIGN

#### VERSIONS A & B

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

- CLARENDON MEDIUM
- EUROSTILE BOLD
- TIMES NEW ROMAN
- ENVR0
- HELVETICA BOLD

Other \_\_\_\_\_

#### Indicate color of background:

- Beige
- Navy
- White
- Black
- Forest Green

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

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

Indicate exactly how you want your company name to appear:

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

#### VERSION C

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

### CONTACT FOR PRICING

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

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

#### TOTAL COST

Sub-Total	+	8.1 % Tax	=	Total Cost
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# exhibit PACKAGES

Without a doubt, the single most important element in any trade show or exposition is your exhibit. It defines your company's look and image, attracts business and shows off your most important assets. That's why Freeman is committed to providing you with the exhibit that best fits your needs. We have more than 75 years of experience creating exhibits for our clients, so it's no wonder we're the premier exposition services experts. All our premium packages include choice of standard panel colors and materials, Classic Carpet in a variety of colors, daily cleaning, local delivery, installation and dismantling labor, light fixtures and the option to order designer panel colors and materials.

## TOTALFLEX® by Freeman

Now available to rent or purchase, the TOTALFLEX system is versatile, lightweight, portable, durable, and needs just minutes and no tools to set up.

8'h x 8'w Floor Standing Unit

8'h x 10'w Floor Standing Unit (shown)

40"h x 6'w Tabletop Unit

40"h x 8'w Tabletop Unit

- Cases easily convert into a podium.
- Velcro® compatible fabric panels available in wide selection of colors.
- Custom graphics\*, available through Freeman, can dramatically enhance your exhibit's appearance.

\*All graphic design elements are priced separately and not included with exhibit order.





a.

### package a

Our basic, professional free-standing counter exhibit allows you to display all your show materials in a convenient fashion.

10' x 10'  
#1710201



b.

### package b

This package includes even more display space with a curved back wall, as well as space for digital graphics.\*

10' x 10'  
#1710300



c.

### package c

This package includes a back wall counter exhibit with plenty of display space and room for digital graphics.\*

10' x 10'  
#1710400



d.

### package d

This package includes a three-shelf exhibit with extra display room and an open, inviting look and feel.

10' x 10'  
#1710500

### package e

This package includes an angled exhibit with built-in display counters, space for graphics\* and impressive room for presentation.

10' x 20'  
#1710600

### package f

This premium package features a striking island display, with room for graphics\* and an open, walk-through area for traffic.

20' x 20'  
#1710800

\*All graphic design elements are priced separately and not included with exhibit order.

Call the number listed on Quick Facts for details on custom graphics and logo headers to upgrade your exhibit.

Note: Electrical service must be ordered separately.

### color options

Bring your exhibit to life with our eye-catching color options shown below. Choose from our standard panel colors & materials in Black, Blue, or Gray Fabric, as well as White Hardwall and Perfboard. You may also order designer panel colors and materials if need be. Call the number on Quick Facts for samples.

### standard panel colors/materials



\*Perfboard only available in straight panels and not available in curved walls.

### questions?

All packages can be customized or modified, depending on your specific requirements. To speak to a rental exhibit specialist, or for custom components, call the number listed on Quick Facts.

**F R E E M A N**

# F R E E M A N

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Las Vegas, NV 89118  
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COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

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


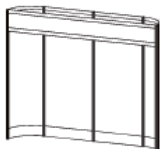
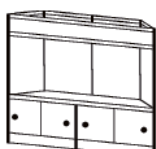

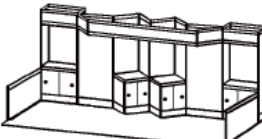

E-MAIL ADDRESS: \_\_\_\_\_

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

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

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: 1,955.95    Standard Price: 2,542.75 <input type="checkbox"/> Part# 1710201 	<b>B. CURVED BACK WALL EXHIBIT</b> Discount Price: 1,711.25    Standard Price: 2,224.65 <input type="checkbox"/> Part# 1710300 	<b>C. BACK WALL COUNTER EXHIBIT</b> Discount Price: 2,118.75    Standard Price: 2,754.40 <input type="checkbox"/> Part# 1710400 
	<b>D. 3 SHELF 10' X 10' EXHIBIT</b> Discount Price: 2,609.45    Standard Price: 3,392.30 <input type="checkbox"/> Part# 1710500 	<b>E. 10' X 20' ANGLED EXHIBIT</b> Discount Price: 5,216.65    Standard Price: 6,781.65 <input type="checkbox"/> Part# 1710600 	<b>F. 20' X 20' ISLAND EXHIBIT</b> Discount Price: 11,414.65    Standard Price: 14,839.05 <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	+	8.1 % Tax	=	Total Cost
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FREEMAN exhibit packages

# FREEMAN

6555 West Sunset Road  
Las Vegas, NV 89118  
Ph: 702-579-1700 • Fax: 469-621-5604  
FreemanLasVegasES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 6, 2012**

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WESTERN PETROLEUM MARKETERS CONVENTION / FEBRUARY 21-23, 2012**

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

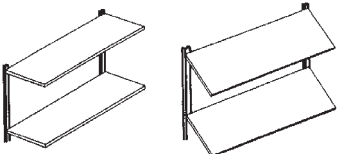
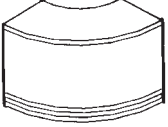
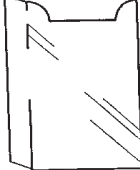
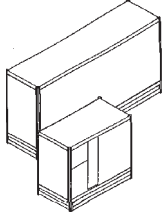
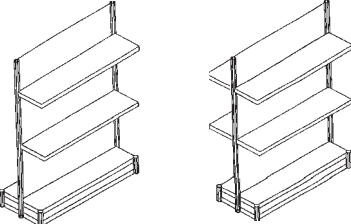
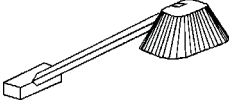



CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

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

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

## ACCESSORIES FOR RENTAL UNITS

<p><b>STRAIGHT AND ANGLED SHELVES</b></p> 	<p><b>RADIUS COUNTER</b> (Does Not Have Doors)</p> 	<p><b>LITERATURE POCKETS</b> (Plexiglass)</p> 	<p><b>COUNTERS &amp; CABINETS</b></p> 
<p><b>GONDOLAS</b></p> 	<p>(Lights may only be used on rentals. Electrical service &amp; labor to install lights is not included.)</p> <p><b>STEM LIGHT</b></p>  <p><b>TRACKLIGHT</b></p> 	<p><b>WIRE WALL PANELS</b> (Available in Black or White) Usable Surface: 36" w x 86" h Overall Size: 41-3/16" w x 96" h x 28" d</p> 	<p><b>SLAT WALL PANELS</b> (Available in White) Usable Surface: 37-1/2" x 86-1/4" Overall Size: 41-3/16" w x 96" h x 28" d</p> 

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
(electrical service & labor to install lights not included)					
___	172512	Stem Light .....	109.85	142.80	___
___	172514	4' Tracklight (3 lights).....	270.55	351.70	___
<b>CABINETS &amp; COUNTERS</b>					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 36" High Cabinet .....	525.65	683.35	___
___	17306	1M x 42" High Counter.....	593.35	771.35	___
___	17308	2M x 36" High Cabinet .....	848.00	1102.40	___
___	17309	2M x 42' High Counter .....	915.60	1190.30	___
___	173010	1M x 36" High Radius Cabinet ...	932.30	1212.00	___
___	173011	1M x 42" High Radius Counter .	1013.20	1317.15	___
<b>GONDOLAS</b>					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Black Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfbord <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High.....	305.55	397.20	___
___	174542	Double Sided 1M x 4' High.....	407.10	529.25	___
___	174581	Single Sided 1M x 8' High.....	372.95	484.85	___
___	174582	Double Sided 1M x 8' High.....	475.10	617.65	___
<b>SHELVES</b>					
___	17201	Straight Shelf - 1M.....	74.25	96.55	___
___	17206	Angled Shelf - 1M .....	74.25	96.55	___

Don't see what you need?  
Please call an Exhibitor Services Representative at 702-579-1700.  
(260418)

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>WIRE WALL</b>					
Wire Wall					
<input type="checkbox"/> Black <input type="checkbox"/> White					
___	173518	1M x 8' High Wire Wall.....	407.10	529.25	___
___	17353	3-Ball Waterfall .....	21.95	28.55	___
___	17355	5-Ball Waterfall .....	23.50	30.55	___
___	17357	7-Ball Waterfall .....	26.15	34.00	___
___	173510	Cleaver Clip.....	4.80	6.25	___
___	1735468	4" Single Hook.....	2.35	3.05	___
___	1735468	6" Single Hook.....	2.35	3.05	___
___	1735468	8" Single Hook.....	2.35	3.05	___
<b>SLAT WALL</b>					
___	1736100	1M x 8' High Slat Wall .....	305.55	397.20	___
___	173650	1/2M x 8' High Slat Wall.....	229.10	297.85	___
___	173611	Slat Wall Shelf .....	74.25	96.55	___
___	17365	5-Ball Waterfall .....	26.15	34.00	___
<b>LITERATURE POCKET</b>					
___	174015	For 8 1/2 x 11 Literature .....	25.80	33.55	___
<b>TOTAL COST</b>					
<b>Sub-Total</b> _____		<b>+ Tax (8.1%)</b> _____		<b>= TOTAL</b> _____	

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

FREEMAN exhibit accessories

# FREEMAN

6555 West Sunset Road  
Las Vegas, NV 89118  
Ph: 702-579-1700 • Fax: 469-621-5604  
FreemanLasVegasES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 6, 2012**

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WESTERN PETROLEUM MARKETERS CONVENTION / FEBRUARY 21-23, 2012**

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

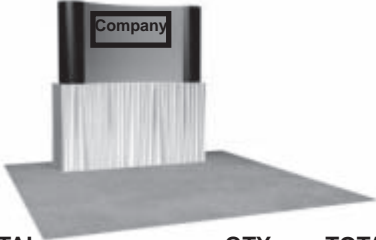
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

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

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

## TABLE TOP UNIT



RENTAL	Price	QTY.	TOTAL
40" H x 6' W	\$ 790.05	_____	_____
40" H x 8' W	\$ 916.75	_____	_____

PURCHASE*	Price	QTY.	TOTAL
40" H x 6' W	\$ 858.90	_____	_____
40" H x 8' W	\$ 973.65	_____	_____

\*Shipping Not Included

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

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

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

Fabric Panel Colors for All Units:  Black  Gray  
Additional Fabric Panel Colors for Purchase Units Only:  
 Blaze Red  Blueberry  Emerald  Silver  
*\*Other Colors Also Available for Purchase Units\**  
9'x10' Classic Carpet:  Blue  Black  Burgundy  
 Green  Gray  Plum  Red  Teal  Tuxedo  
Table Drape:  
 Black  Blue  Burgundy  Green  Gold  
 Gray  Plum  Red  Teal  White

## FLOOR UNIT



RENTAL	Price	QTY.	TOTAL
8' H x 8' W	\$1294.85	_____	_____
8' H x 10' W	\$1542.95	_____	_____

PURCHASE*	Price	QTY.	TOTAL
8' H x 8' W	\$1949.45	_____	_____
8' H x 10' W	\$2289.30	_____	_____

\*Shipping Not Included

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

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

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

Fabric Panel Colors for All Units:  Black  Gray  
Additional Fabric Panel Colors for Purchase Units Only:  
 Blaze Red  Blueberry  Emerald  Silver  
*\*Other Colors Also Available for Purchase Units\**  
9'x10' Classic Carpet:  Blue  Black  Burgundy  
 Green  Gray  Plum  Red  Teal  Tuxedo

## CUSTOM GRAPHIC / PHOTO PANELS

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

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

OPTIONAL ACCESSORIES	RENTAL	PURCHASE	TOTAL
Part # Description	Qty. Price	Qty. Price	
1715800 2-200 Watt Halogen Light Kit	_____ \$158.45	_____ \$204.35	_____
1715801 1-200 Watt Halogen Light Kit	_____ \$ 83.05	_____ \$149.70	_____
1715802 Straight Shelf	_____ \$ 63.40	_____ \$103.80	_____
1715803 Angle Shelf	_____ \$ 63.40	_____ \$103.80	_____

## QUICK TIPS

- If shipping literature or products, material handling rates will apply.
- Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will cost an additional 30% over prices indicated.**

### PURCHASE UNITS TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (8.1%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

### RENTAL UNITS TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (8.1%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

# F R E E M A N

6555 West Sunset Road  
 Las Vegas, NV 89118  
 (702) 579-1700 Fax: (469) 621-5604  
 FreemanLasVegasES@freemanco.com

DISCOUNT PRICE  
 DEADLINE DATE  
 FEBRUARY 06, 2012

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WESTERN PETROLEUM MARKETERS CONVENTION / FEBRUARY 21-23, 2012**

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

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

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

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

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

## 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. \_\_\_\_\_ \$ 12.55 per sq. ft. discount price  
 x or = \$ \_\_\_\_\_  
 \$ 18.85 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" @ _____	55.10	82.65 =	_____
7" x 22" @ _____	56.55	84.85 =	_____
7" x 44" @ _____	58.00	87.00 =	_____
9" x 44" @ _____	61.40	92.10 =	_____
11" x 14" @ _____	67.65	101.50 =	_____
14" x 22" @ _____	69.55	104.35 =	_____
14" x 44" @ _____	83.00	124.50 =	_____
22" x 28" @ _____	87.10	130.65 =	_____
28" x 44" @ _____	105.25	157.90 =	_____
20" x 60" @ _____	171.90	257.85 =	_____

(white only)

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

#### INDICATE YOUR SIGN COPY HERE:

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

Vertical

Horizontal

Use Your Judgment For Sign Layout



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

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

TOTAL COST		
Sub-Total	+	8.1 % 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 (702) 579-1700 for assistance.



# installation & dismantle

When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 years of experience, our group of specialists is ready to assist you with all of your exhibit requests, from beginning to end.

Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible.

## do i need to order labor?

As an exhibitor, you are required to follow local labor jurisdictions. Please refer to the enclosed "Labor Jurisdictions" information sheet for details.

## installation and dismantling services available

Freeman will work closely with you to coordinate every phase of your trade show participation, including:

- Preplanning and budget consultation
- Support service coordination – electrical, furnishings, floral and more
- Shipping and storage management
- On-site supervisors with dedicated floor managers
- Skilled labor and technicians for installation and dismantling
- Full, in-house carpentry
- Graphics production
- Emergency repairs and refurbishing
- Postshow evaluations
- Multiple show coordination

Supervise any labor yourself, or if you need assistance, Freeman I&D experts will do it for you.

## if you use Freeman staff

Exhibits are set up prior to your arrival under the direction of Freeman I&D supervisors. We charge 30% of the total labor charge, with a minimum \$45 fee.

## if you supervise yourself

**Installation** – Your labor supervisor must check in at the exhibitor service center to pick up laborers. Upon completion of work, your supervisor must return to the exhibitor service center to release the laborers. Start time is guaranteed only when labor is requested for the start of the working day.

**Dismantling** – When scheduling dismantling labor, be sure to allow time for empty containers to be returned to the booth after the close of your show. Start time is guaranteed only when labor is requested for the start of the working day.

## questions?

Call customer service at the number listed on Quick Facts.

For fast, easy ordering, visit us at [www.myfreemanonline.com](http://www.myfreemanonline.com).

# FREEMAN

6555 West Sunset Road  
Las Vegas, NV 89118  
Ph: 702-579-1700 • Fax: 469-621-5604  
FreemanLasVegasES@freemanco.com

**ORDER FORM  
DEADLINE DATE  
FEBRUARY 6, 2012**

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WESTERN PETROLEUM MARKETERS CONVENTION / FEBRUARY 21-23, 2012**

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

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

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

For Assistance, please call 702-579-1400 and ask to speak with our I & D Department.

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

## DISPLAY LABOR (One Hour Minimum per Worker)

	Description	Advance Price	Show Site Price
<b>Straight Time-</b>	8:00 A.M. to 5:00 P.M. Monday through Friday .....	\$ 80.70	\$ 104.90
<b>Overtime-</b>	5:00 P.M. to 8:00 A.M. Monday through Friday, All day Saturday, Sunday and recognized holidays .....	\$ 135.20	\$ 175.75

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

## INSTALLATION LABOR

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

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

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

**Exhibitor Supervised Labor**

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

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

## DISMANTLE LABOR

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

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

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

**Exhibitor Supervised Labor**

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

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
_____	_____	_____	x _____ = _____	_____	@ \$ _____ = \$ _____	_____
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax						= \$ <b>(N/A)</b>
Total Dismantle						= \$ _____

If you have questions or need assistance in completing your order, please call your Freeman I & D Representative.

NAME OF SHOW: **WESTERN PETROLEUM MARKETERS CONVENTION / FEBRUARY 21-23, 2012**

COMPANY NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

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

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

For Assistance, please call 702-579-1400 and ask to speak with our I & D Department.

### FREEMAN SUPERVISED LABOR

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

### INBOUND SHIPPING & SET UP INFORMATION

**PLEASE NOTE:** Should you have more than one shipment, please provide the information for all shipments.

Freight will be shipped to: Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date Shipped \_\_\_\_\_ Carrier: \_\_\_\_\_

Total No. of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_

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

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

Electrical Placement/Order: Drawing Attached (required) \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_

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

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

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

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

### OUTBOUND SHIPPING INFORMATION

**PLEASE NOTE:** Should you have more than one shipment, please provide the information for all shipments.

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

#### METHOD OF SHIPMENT

Freeman Exhibit Transportation:

Common Carrier

Air Freight

Next Day

2nd Day

Deferred

Expedited

Other (list carrier name & phone number):

Other Common Carrier: \_\_\_\_\_

Other Air Freight: \_\_\_\_\_

Van Line: \_\_\_\_\_

#### FREIGHT CHARGES

Prepaid

Collect

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

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

Reroute via Freeman's choice

Deliver back to Freeman warehouse at Exhibitor's expense.

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

FREEMAN installation & dismantle

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 Las Vegas, NV 89118  
 Ph: 702-579-1700 • Fax: 469-621-5604  
 FreemanLasVegasES@freemanco.com

INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WESTERN PETROLEUM MARKETERS CONVENTION / FEBRUARY 21-23, 2012**

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

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

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

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

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

## FORKLIFT EQUIPMENT AND LABOR

**Straight Time:** 8:00 A.M. to 5:00 P.M. Monday through Friday

**Overtime:** 5:00 P.M. to 8:00 A.M. Monday through Friday and all day Saturday, Sunday and 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 pickup labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 156.80	\$ 203.85
304051	Forklift w/operator - up to 5,000 lbs - OT.....	244.30	317.60
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	170.45	221.60
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	263.70	342.80
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	194.35	252.65
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	284.15	369.40
304040	Forklift w/operator - 4-Stage - ST.....	229.60	298.50
304041	Forklift w/operator - 4-Stage - OT.....	355.65	462.35

### RIGGING LABOR

3020200	Rigger Foreman - ST.....	\$ 83.70	\$ 108.80
3020201	Rigger Foreman - OT.....	138.20	179.65
3020100	Rigger - ST.....	80.70	104.90
3020101	Rigger - OT.....	135.20	175.75

### VEHICLE SPOTTING

257024 Vehicle Spotting (Each Way).....\$ 100.00

### INSTALLATION

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

# MIRAGE EXPOSITION SERVICES

## EXHIBIT POLICIES AND PROCEDURES

These policies and procedures are being enclosed in the Mirage Exposition Service brochure to help ensure that all guests of The Mirage receive consistent excellent service and are provided with a safe working environment. In the event that a subcontractor is providing services in your behalf, you must provide them with this information. The exhibitor is ultimately responsible and liable for their subcontractors. Please review these policies and procedures carefully.

### AMERICANS WITH DISABILITIES ACT

Pursuant to the ADA Act of January 26, 1992, Exhibitor agrees to provide proper ramp access to all elevated exhibit booths and/or non-permanent staging used for either exhibit or special event purposes. The ramp will meet ADA guidelines with regard to both seeing and mobility impaired persons.

### MIRAGE EXPOSITION SERVICES

Mirage Exposition Services is the EXCLUSIVE provider for the following services: Audio Visual, Truss & Rigging, Staging & Lighting, Electrical, Plumbing, Telecommunications, Broadband Internet Connections, Computer Rentals, Booth Cleaning and Electronic Media placement.

### FOOD & BEVERAGE

The Mirage is the EXCLUSIVE provider for all food & beverage requirements.

### EXHIBIT SPECIFIC POLICIES

1. A **no-smoking** policy exists in the exhibit hall during the setup, show hours and tear down of the exhibition, tradeshow, convention or special event.
2. Utilizing chairs and tables as ladders is **PROHIBITED** within The Mirage. Failure to adhere to this rule may cause serious injury.
3. All exits and exit aisles must be kept clear and unobstructed.
4. NOTHING is to be leaned against, supported by, taped or otherwise adhered to the walls within the Mirage Event Center, Grand Ballroom and the meeting rooms. All crates, exhibit panel and pallets must at all times be kept away from the walls. Nothing is to be attached to the moveable wall tracks at any time. Exhibitors may be liable for damages occurred for non-compliance to this regulation.
5. Two-way carpet tape, clear / transparent packing tape, and duct tape are NOT permitted to come into direct contact with facility carpet as an installation method of installing booth and aisle carpet. Only low adhesive vinyl tape is allowed on any Ballroom and Exhibit Hall carpeted floors of The Mirage Resort.

6. All covered or enclosed areas in excess of 100 NSF must be equipped with smoke detectors and fire extinguishers.
7. Designated "No Freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out.
8. All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth and similar decorative materials shall be flame retardant to the satisfaction of the Clark County Fire Marshal. Canvas, cloth, cardboard, leaves, or similar combustible materials shall be completely flame-retardant. Oilcloth, tarpapers, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is PROHIBITED. ALL MATERIAL MUST BE ACCOMPANIED BY AN OFFICIAL FLAME-RETARDANT CERTIFICATE.
9. Combustible materials shall not be attached or hung on the sides or dividers of booths.
10. Combustible materials must not be stored beneath displays (vehicles or otherwise).
11. Compressed gas cylinders are prohibited unless approved by the Fire Marshal; if approved, cylinders must be secured in an upright position.
12. All 110 volt extension cords shall be three-wire (grounded), #14 or larger, AWG copper wire. Connectors must not be supported by cords.
13. Exhibit construction plans must bear the stamp of a structural engineer for double-deck exhibits.
14. The Las Vegas Fire and Safety Coordinator may restrict the size of a covered area and/or may require fire watch.
15. Cube tap adapters are prohibited (Uniform Fire Code 85.107). Multi-plug adapters must be UL approved and have built-in overload protection.
16. Booth construction must meet all applicable local building codes.
17. All internal combustion engine driven vehicles or equipment displayed in The Mirage must have fuel filler caps locked or taped, batteries disconnected, and no more than approximately 1/8 tank of fuel. Additionally, there should be a protective covering over the carpet where the vehicle rests and at NO TIME should vehicle tires have direct contact with The Mirage carpeting.
18. Fire extinguishers, fire hose cabinets and sprinkler closets must be visible and accessible at all times. Fire extinguishers may be blocked ONLY if approved by the Fire Marshal and temporary extinguishers are supplied in the same area and are clearly visible and or in accordance with the Fire Marshal approved floor plan.
19. No Open Flames are allowed in The Mirage Event Center and its Meeting Rooms.
20. All packing containers, wrapping materials and display materials must be removed from behind booths and placed in storage; all empty cartons must be removed for storage or they will be removed as trash.

21. Under NO circumstances may mylar balloons be brought into the function space or onto the company property.
22. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.
23. If your computer device is found to be causing a broadcast storm, or if you have perpetuated a virus from your equipment, your Internet service will be interrupted until the appropriate action has been taken. If at any time your hardware, cabling, or software is causing a slowdown on the network, your service will be interrupted without credit.
24. You may not bring your own wireless access points into the convention halls or meeting rooms. Unauthorized wireless equipment can cause significant problems with the existing equipment.
25. The Mirage does not monitor or exercise any control over customer usage or the content of information passing through its systems, and bears no responsibility or liability whatsoever for the material contained or transferred therein. The Mirage is not responsible for customer use that is illegal or violates copyright protection laws. Customers should have a basic technical knowledge and the ability to independently set up their own computer and operate the same. Assistance from Mirage Exposition Service technicians may be arranged for an hourly fee.
26. Supplies for an exhibit booth will not be provided by the hotel. This includes ice, trays, easels, etc. These items must be ordered through the show decorator.

**NO OUTSIDE AUDIO VISUAL COMPANIES UNLESS OTHERWISE NOTED**

## HELPFUL INFORMATION

Any equipment that is to be installed or hung in our convention space needs to be cleared by The Mirage in advance of installment. The Grand Ballroom and Mirage Event Center ceiling are designed to the following specifications:

Mirage Events Center-Unistrut Track is designed to support 250 pounds under each of the thread points and 75 pounds between eight (8) foot centers.

Mirage Events Center-Rigid Pick Points rated at 4,000 pounds on thirty (30) foot centers.



This magnificent 90,000 square feet of clear span space was designed to meet the needs of the most discerning convention and meeting clientele.

The entire room is carpeted in neutral tones to complement the grass cloth wall coverings and extensive millwork. Chandeliers grace the 30' ceiling in recessed coffers that provide a 28' clearance. Flexible rigging with one-ton points are located throughout the space on 30' centers. Floor boxes that contain power, telephone, Internet, LAN and video distribution are also located throughout the facility on 30' centers. Broadband Internet connections, patchable fiber and Ethernet cable provide the capability of creating digital universes on the fly. Networks can also be created within the convention facilities. An extensive catwalk system runs throughout the ceiling with ready access to power, data, video and audio distribution.

Access is convenient via multiple freight doors, one 25' x 16' and several with drive-in ramps. Two and three bay leveling docks are situated on the north and south sides of the building and a service corridor surrounds nearly the entire perimeter.

The Events Center divides into three 30,000 square foot sections. One of the sections further divides into three rooms of 6,500 to 10,000 square feet. Whether used in its entirety or in small sections, these function areas are perfect for food and beverage events with an adjacent dedicated kitchen ensuring that the quality of product and service is exceptional.

# MIRAGE EXPOSITION SERVICES – SCOPE OF WORK

Scope of work provided as an exclusive service through Mirage Exposition Services are as follows:

1. Assembly, installation and removal of all overhead electrical signs, trusses, motors or apparatus. Installation and removal of freestanding electrical signs that require assembly, rotating electrical signs, sequencing electrical signs and various related applications and the operation of such equipment. This also includes any apparatus that hangs from the ceiling of the Mirage Event Center or Grand Ballroom.
2. All special lighting for display areas, booth areas, including models, sales demos, various types of specialty lighting that are used in displays, presentations, productions, and entertainment that takes place within the confines of the facility and the operation of such equipment.
3. Installation of all ceiling attachments and wall attachments to include chain motor hoists, dead hang points for such items as drapery, scenery, banners, electrical and non-electrical signs, truss, lighting, cabling, projection, audio and video equipment.
4. Assembly of all truss systems. This includes assembling, attaching rigging, and running cables through truss.
5. Attachment of all equipment and cabling to truss systems. This includes lighting, video, audio, special effects gear, screens, display monitors, lasers, drapery, scenery, banners and signage.
6. Operation of all lighting control systems and rigging control systems. This includes all lighting boards, dimming systems and the house lighting control system.
7. Installation, handling and moving of all electrical equipment and all electrical equipment, lighting fixtures, fixture repair, power track and other apparatus that requires electrical and mechanical fastening to the display, exhibit or structures.
8. Portable power, connections, distribution for all electrical and all voltages for all areas whether in the exhibit area or not.
9. Final distribution to outlets, installation of cords under carpet and over carpet distribution, overhead to equipment, lighting including operation of man-lifts, forklifts, scissor lifts, etc. required to perform the scope of work.
10. Electrical signage that comes separate from the display and must be mechanically and electrically installed separately from the display. This excludes such signs that may be cleated to an exhibit. All antennas on or around the building including set up and removal and interconnecting cables from outside the building to inside of building to the exhibitor from booth to booth excluding interconnecting of computer type equipment with service connections between components.
11. Portable generators, motor generators, converter transformers and hook up of same. Responsibility of all maintenance and repair of all electrical installations on the property. Portable cabling form main switch gear to sub-panels to branch circuit panes to secondary distribution.
12. Installation of communication cable, audio visual, plumbing, air, water, gas, drains, data and telephone cable from booth to booth, outside to inside, inside to outside, excluding interconnects form exhibitors equipment within the confines of their exhibit.





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 www.**Mirage Exposition Services**.com  
 6455 S. Dean Martin Drive Suite C ♦ Las Vegas, NV 89118  
 Phone: (702) 309-TEAM (8326) ♦ Fax: (702) 309-8328  
 Email: orders@exposervicedesk.com

BOOTH  
NUMBER

Order online at www.MirageExpositionServices.com

EVENT NAME:		EVENT DATES:		LOCATION:	
EXHIBITING COMPANY NAME:					
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER:			FAX NUMBER:		
ORDERED BY:			PRINT NAME:		
TYPE:	EXP DATE:				
CARDHOLDERS SIGNATURE:			EMAIL ** Required for Receipt**		

**BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS LISTED. PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.**

## BANNERS / HANGING SIGNS

### TERMS AND CONDITIONS – HANGING SIGNS

- ♦ **MES** is responsible for hanging of all signage within the Mirage Event Center and Ballrooms.
- ♦ Display or Exhibitor's on site representative may supervise these activities. Signs should be delivered to **MES** a minimum of 72 hours prior to the scheduled event start time. Signs that require assembly must be done through your decorator prior to delivery to **MES**.
- ♦ Signs must include detailed information, which must include orientation in booth, pick points for hanging, height to bottom of sign, weight of sign and be submitted a minimum of 72 hours prior to scheduled event start time.
- ♦ Electrical signs must be in working order, structurally sound and in accordance with national electrical codes and regulations as well as Clark County Fire Regulations. Hanging points on signs must conform to standard rigging practices. Signs must also be accompanied by an official flame-retardant certificate.
- ♦ **Banner installation and removal will be strictly on a time and material basis with a one-hour minimum.**
- ♦ **Electrical charges are NOT included in Banner / Hanging Sign Prices.**

All Banners / Hanging Signs not picked up after function will be held by **MES** for 24 hours, after which, they will be disposed of properly. Note: You should contact your general service contractor for shipping instructions for all hanging signs. **A 30% surcharge will apply to on-site orders.**

### SIGN SIZE / CONFIGURATION

TYPE		SHAPE	# OF PICK PTS.	WEIGHT
Electric	Non – Electric	1. Round		1. Under 25 lb.
<b>ELECTRIC SIGN REQUIREMENTS **</b> (must fill out electrical form)		2. Square		2. 25 – 50 lb.
Amps / Watts:	Voltage:	3. Rectangle		3. 50 – 100 lb.
<b>HEIGHT FROM FLOOR TO BOTTOM OF SIGN</b>		4. Triangle		4. 100 – 150 lb.
				5. 150 – 200 lb.

**LABOR:** Note: Labor between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday will be at the straight time labor rate. Labor before 8:00 a.m. and after 5:00 p.m., Monday through Friday, Saturdays, Sundays and Holidays will be at the overtime rate. \*A minimum charge of one (1) hour will apply to all rigging work required. Labor to remove equipment will be based on one-half of the installation time and will be automatically applied to your invoice. **STRAIGHT TIME: \$ 75.00 (8a-5p) - OVERTIME: \$135.00**

### PRICE LIST OF PRODUCTS

Standard Rigging Package per pick point (2 Ton)	\$ 150.00	Box Truss 12' x 12'x 10'	\$ 50.00	Motorized Hoist	\$ 250.00
Standard Rigging Package per strut point (100lb)	\$ 75.00	Box Truss 20' x 20' x 10'	\$ 75.00	Scissors 26'	\$50.00/hr
Boom Lift <b>**Does not include Operator**</b>	\$75.00 / hr	Corner block for Truss	\$ 50.00		

The Mirage Resort nor its subcontractors are responsible for the construction methods and materials used to construct show and or exhibit structures. Rigging contractor for Mirage should make installation connections to facility. Rigging Contractor reserves rights to inspect construction and condition of all signage before performing work. Any sign found not structurally sound will not be permitted in the building. Rigging contractor will not be held responsible for any damage or loss of equipment or injury to any person, caused by the installation connection by persons other than their personnel.

**Payment for services must be in U.S. Funds, Drawn on U.S. Banks.  
 Banners & Hanging Sign Services are an exclusive service of The Mirage.**

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 Email: orders@exposervicedesk.com

BOOTH NUMBER

Order online at [www.MirageExpositionServices.com](http://www.MirageExpositionServices.com)

EVENT NAME:		EVENT DATES:		LOCATION:	
EXHIBITING COMPANY NAME:					
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER:			FAX NUMBER:		
ORDERED BY:			PRINT CARDHOLDERS NAME:		
TYPE:	EXP DATE:				
CARDHOLDERS SIGNATURE:			EMAIL: <b>**Required for receipt**</b>		

**BY SIGNING AND DELIVERING THIS FORM, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS LISTED. PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.**

## BROADBAND INTERNET & NETWORKING

Description of Service	Quantity X Price + Equipment Deposit	Total
<b>1. Standard Line Services ( 10-Base-T ):</b>		
Shared Ethernet Service (DHCP –one computer.)	X \$1,300.00	
A. Additional Computer <i>(Labor at \$75.00/hr applies to all installs of more than two computer)</i>	X \$ 50.00	
B. Wireless Access Point	X \$ 400.00	
<p>The Mirage is <b>not responsible</b> for viruses brought in by outside equipment. Every effort is made to secure all connections; however, due to the nature of the show network that is established for individual events, computers that are affected may pass on their virus to other members on the show floor. If you are unsure of your computer's virus protection, for a nominal fee, the MES office can scan your computer to ensure that it is virus free.</p>		
<b>2. Special Line services</b>		
A. Static IP Address	X \$ 125.00	
D. Special Configurations / Engineering	( Call 702-309-8326 for quote)	
<b>3. Expedite Charge</b>	<b>\$250.00 per line (If ordered less than 14 days prior to show move-in.)</b>	

**Under NO CIRCUMSTANCES are users allowed to directly attach their own DHCP server to MES Connectivity.**

**TOTAL PAYMENT MUST ACCOMPANY ORDER.** Credit Card users may fax order to 702-309-8328

- |   |   |
|---|---|
| <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.</li> <li>2. MES accepts payment in US dollars, Checks drawn on a US bank or the following credit cards: (AMEX, VISA, MC). <i>Make all checks payable to: MES</i></li> <li>3. Installations are due 24 hours prior to show opening.</li> <li>4. Customer provided / ordered circuits must be installed and operational two (2) days prior to show move-in. Customers must provide MES with circuit Number and provider's name.</li> </ol> | <ol style="list-style-type: none"> <li>5. Attach any required additional floor plans / diagrams.</li> <li>6. Rates listed include a single DHCP address, bringing the service to the booth in the most convenient manner and does not include computer equipment.</li> <li>7. Due to the nature of the Internet, MES cannot guarantee any level of performance or accessibility beyond our gateway.</li> <li>8. The choice of Internet Service Provider (ISP) is at the sole discretion of MES.</li> <li>9. 10Mbps and lower services are provided on 10Mbps Ethernet based connectivity with RJ-45 jacks for each connection ordered.</li> <li>10. T-1 orders must be placed 45 days prior to move-in date.</li> </ol> |
|---|---|

**Payment for services must be in US Funds, Drawn on US Banks.  
 Broadband Internet & Networking Services are an exclusive service of the Mirage.  
 \*\*Charges will appear on statements as "TEAM Co."\*\***

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1 OCT 2010



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 Email: orders@exposervicedesk.com

BOOTH  
NUMBER

EVENT NAME:			EVENT DATES:			LOCATION:		
EXHIBITING COMPANY NAME:								
BILLING NAME AND STREET ADDRESS:								
CITY:			STATE:			ZIP CODE:		
TELEPHONE NUMBER:				FAX NUMBER:				
ORDERED BY:				PRINT CARDHOLDERS NAME:				
CC TYPE:	EXP DATE:	CC #						
CARDHOLDERS SIGNATURE:				EMAIL ** Required for Receipt**				

**BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS LISTED. PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.**

# COMPUTER RENTAL SERVICES

To receive advance prices MES must receive your order, with full payment, fourteen (14) days prior to show opening, all other orders will be processed at the late order rate.

**All rates are based on a Per Day rate**

Equipment Description	Advance Rate	Regular Rate	QTY X Days	Total
<b>PC Desktop Computers &amp; Notebooks</b>				
Desktop Core 2 Duo 2.66GHz 2GB/250GB, 10/100BT, DVD/CDRW, KB, Mouse.	\$ 200.00	\$ 250.00		
Desktop Core 2 Duo 2.4GHz 2GB/250GB, 10/100BT, DVD/CDRW, KB, Mouse.	\$ 175.00	\$ 219.00		
Pentium 4 3.0GHz 2GB/160GB, 10/100BT, Fdd, DVD, KB, Mouse	\$ 150.00	\$ 188.00		
Laptop Core 2 Duo 2.1GHz 4GB/120GB, 17" LCD DVD/CDRW, WLAN.	\$ 200.00	\$ 250.00		
Laptop Core 2 Duo 2GHz 2GB/120GB, 17" LCD DVD/CDRW, WLAN.	\$ 175.00	\$ 219.00		
Laptop 1.7GHz, 1GB/40GB, 15" LCD, DVD/CDRW, WLAN	\$ 150.00	\$ 188.00		
*Desktop Includes Key Board & Mouse Please Choose OS Vista ___ Win XP ___				
<b>LCD Computer Monitors and Displays</b>				
24" Dell Flat Panel Display __PC__Mac	\$ 200.00	\$ 250.00		
23" Apple Flat Panel Display __Mac Only	\$ 250.00	\$ 313.00		
20" Dell Flat Panel Display __PC__Mac	\$ 125.00	\$ 175.00		
17" Dell Flat Panel Display __PC__Mac	\$ 100.00	\$ 150.00		
LCD Monitor Wall Mount	\$ 50.00	\$ 75.00		
VGA Distribution Box 1 pc to 4 Monitors	\$ 95.00	\$ 125.00		
<b>LASER Printers / Fax Machine (laser printers up to 1000 pages free)</b>				
HP Color LaserJet 4700, 30ppm, up to 500 pages free, 25 cents per page thereafter	\$ 250.00	\$ 300.00		
HP Color Laser 3600, 17ppm, up to 500 pages free, 15cents per page thereafter	\$ 200.00	\$ 250.00		
HP LaserJet 4350N 55ppm, PC/MAC	\$ 175.00	\$ 219.00		
HP LaserJet 4250N 45ppm, PC / MAC	\$ 150.00	\$ 188.00		
Multifunction FAX, Copier, Printer	\$ 125.00	\$ 150.00		
<b>Application Software (Office 2003 or 2007)</b>				
MS Office (Word, Excel, Power Point) for PC	25.00	25.00		
MS Office (Word, Excel, Power Point) for MAC	25.00	25.00		

Equipment Description	Advance Rate	Regular Rate	QTY X Days	Total
<b>Computer &amp; Miscellaneous Accessories</b>				
3 Piece Mini Subwoofer Speaker System	\$ 35.00	\$ 50.00		
2 Piece PC Audio Speakers	\$ 25.00	\$ 25.00		
Wireless Keyboard & Mouse	\$ 50.00	\$ 75.00		
___101 USB Keyboard ___USB Mouse	\$ 20.00	25.00		
Wireless Ethernet Card	\$15.00	\$20.00		
USB Wireless LAN	\$ 20.00	\$45.00		
16 Port Ethernet Hub (10/100bt)	\$ 25.00	\$ 50.00		
Wireless Access Point/Router	\$ 50.00	\$ 75.00		
Auto Printer Switch Box 4PC's to 1 Printer	\$ 35.00	\$50.00		
<b>Macintosh Computers &amp; Notebooks</b>				
Mac Desktop Pro Dual Core 2.66GHz, 2GB/250GB	\$ 225.00	\$ 282.00		
MacBook Pro C2D 2.4GHz 2GB/120GB, 10/100bt, 17" LCD, WLAN	\$ 250.00	\$ 313.00		
Includes Keyboard & Mouse: SPECIFY OPERATING SYSTEM _____				

**Cancellation of equipment must be received 48 hrs. prior to delivery to avoid 50% charge. Cancellation at time of delivery results in 100% charge.**

<b>TOTAL EQUIPMENT</b>	
Delivery / Set up	STRAIGHT TIME: \$ 50.00 / OVER TIME: \$ 100.00
Delivery Date & Time: ___/___@___:___	Tax 8.10%
Pickup Date & Time: ___/___@___:___	<b>TOTAL ORDER</b>
Booth Number	
Booth Contact:	
<b>**NOTE: LABOR FOR DELIVERY IS CONSIDERED STRAIGHT TIME BETWEEN 9A.M. AND 5P.M. AND OVERTIME BETWEEN 5P.M. AND 9A.M. OR WEEKENDS</b>	

**Payment for services must be in U.S. Funds, Drawn on U.S. Banks  
 Computer Rental services are an exclusive service of The Mirage Resort.  
 Charges will appear on statements as "TEAM CO"**

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 Phone: (702) 309-TEAM (8326) ♦ Fax: (702) 309-8328  
 Email: orders@exposervicesdesk.com

BOOTH  
NUMBER

EVENT NAME:		EVENT DATES:		LOCATION:	
EXHIBITING COMPANY NAME:					
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER:			FAX NUMBER:		
ORDERED BY:			PRINT NAME:		
TYPE:	EXP DATE:				
CARDHOLDERS SIGNATURE:			EMAIL		

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## BOOTH CLEANING SERVICES

FOR CALCULATION PURPOSES, MULTIPLY YOUR BOOTH DIMENSIONS TO OBTAIN APPROPRIATE SQUARE FOOTAGES. FOR EXAMPLE, A 10 X 10 BOOTH IS 100 SQUARE FEET, TIMES RATE, NUMBER OF DAYS. e.g. 100 X .25 X 3 = \$75.00

To receive advance prices MES must receive your order, with full payment, fourteen (14) days prior to show opening, all other orders will be processed at the late order rate.

BOOTH SIZE	TYPE OF SERVICE	PRE SHOW	LATE ORDER	DAYS	TOTAL
<b>VACUUMING – 100 SQ. FOOT INCREMENTS (MINIMUM OF 100 SQ. FEET)</b> (Includes emptying your wastebasket nightly)					
	One time vacuum per square foot	\$.35	\$.45		
	0-2000 square feet / per square foot <b>(per day)</b>	.28	.32		
	2000 and larger / per square foot <b>(per day)</b>	.25	.30		
<b>TRASH CONTAINERS</b>					
	20 Gallon containers	20.00	25.00		
	5 Gallon containers	5.00	10.00		
<b>PORTER SERVICE - Rates are per day</b> (Includes trash removal)					
	Periodic 0-500 square feet	55.00	80.00		
	Periodic 501-1500 square feet	80.00	110.00		
	Periodic 1501-3000 square feet	110.00	135.00		
	Periodic 3001 and larger	135.00	175.00		
	**Full Time Porter Service <b>Per Hour</b> (Straight Time)	20.00			
	**Full Time Porter Service <b>Per Hour</b> (Over Time)	35.00			
<i>(Full Time Porter Service includes ice removal, wipe down, dusting, general cleaning etc.)</i>					
	<b>Straight Time:</b> 8:00 AM to 5:00 PM Monday thru Friday (4 Hour minimum labor call)				
	<b>Over Time:</b> Before 8:00 AM, After 5:00 PM, all day Saturday, Sunday and Holidays				
<b>TOTAL ALL SERVICES</b>					

\*\*Please provide schedule and number of persons required.

**Payment for services must be in U.S. Funds, Drawn on U.S. Banks.  
 Booth Cleaning is an exclusive service of The Mirage.  
 Charges will appear on statements as "TEAM Co."**

Form Updated As Of:  
1 OCT 2010

Order Online at www.MirageExpositionServices.com



ORDER ONLINE OR MAIL / FAX FORMS WITH PAYMENT TO:  
 WWW.**Mirage Exposition Services**.COM  
 6455 S. Dean Martin Dr. Suite C ♦ Las Vegas, NV 89118  
 Phone: (702) 309-TEAM (8326) ♦ Fax: (702) 309-8328

BOOTH  
 NUMBER

EVENT NAME:			EVENT DATES:			LOCATION:		
EXHIBITING COMPANY NAME:								
BILLING NAME AND STREET ADDRESS:								
CITY:			STATE:			ZIP CODE:		
TELEPHONE NUMBER:					FAX NUMBER:			
ORDERED BY:					PRINT NAME:			
CC TYPE:	EXP DATE:	CC #						
CARDHOLDERS SIGNATURE:					EMAIL ** Required for Receipt**			

**BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS LISTED. PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.**

## KIOSK RENTAL SERVICES

To receive advance prices MES must receive your order, with full payment, fourteen (14) days prior to show opening, all other orders will be processed at the late order rate.

*Prices based on daily rate*

Order Online at [www.MirageExpositionServices.com](http://www.MirageExpositionServices.com)



Equipment Description	Advance Rate	Regular Rate	QTY X Days	Total
<b>Computer Kiosks</b>				
15" LCD Kiosk 3.0GHz 1GB/160GB, KB, Trackpad	\$ 395.00	\$ 445.00		
17" LCD Kiosk 3.0GHz 1GB/160GB, KB, Trackpad	\$ 495.00	\$ 545.00		
19" LCD Kiosk 3.0GHz 1GB/160GB, KB, Trackpad	\$ 595.00	\$ 645.00		
Wireless Network Card	\$ 25.00	\$ 50.00		
___MS-Office 2003 or ___MS-Office 2007	\$25.00	\$25.00		
<b>**5 DAY RENTAL OR MORE CALL FOR QUOTE</b>				
<b>LOGO Branding – Full color vinyl logo application</b>				
Small Area: above screen and below screen		\$ 100.00		
Large Area: below keyboard		\$ 300.00		
Logo files must be sent at lease 14 working days prior to delivery				

<b>TOTAL EQUIPMENT</b>	
Delivery / Set up	STRAIGHT TIME: \$ 100.00 / OVER TIME: \$ 150.00
Delivery Date & Time: ___/___@___:___	Tax 8.10%
Pickup Date & Time: ___/___@___:___	<b>TOTAL ORDER</b>
Booth Number	
Booth Contact:	

**\*\*NOTE: LABOR FOR DELIVERY IS CONSIDERED STRAIGHT TIME BETWEEN 9A.M. AND 5P.M. AND OVERTIME BETWEEN 5P.M. AND 9A.M. OR WEEKENDS**

**Cancellation of equipment must be received 48 hrs. Prior to delivery to avoid 50% charge. Cancellation at time of delivery results in 100% charge.**

**Computer Rental services are an exclusive service of The Mirage Resort. Charges will appear on statements as "TEAM CO"**

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 6455 S. Dean Martin Drive Suite C / Las Vegas, NV 89118  
 Phone: (702) 309-TEAM (8326) / Fax: (702) 309-8328 / Email: orders@exposervicesdesk.com

BOOTH NUMBER

BY SIGNING AND DELIVERING THIS FORM, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PLACED ON THIS ORDER FORM. PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

Event Name:	Event Dates:	Location:
Exhibiting Company Name:		
Billing Name and Street Address:		
City:	State:	Zip Code:
Telephone Number:	Fax Number:	
Ordered By:	Print Name:	
CC Type:	Expiration Date:	CC Number:
Cardholders Signature:	Email:	

## ELECTRICAL SERVICE ORDER FORM

Quantity Non-24 HR.	Description	Advance Rate	Regular Rate	Total
<b>120V LIGHTING &amp; UTILITY OUTLETS</b>				
	500 Watt or 5 Amps	\$ 85.50	\$ 128.00	
	1000 Watt or 10 Amps	\$ 154.00	\$ 231.00	
	2000 Watt or 20 Amps	\$ 216.00	\$ 324.00	
	30 Amps <i>Requires Labor</i>	Call for Quote		

Mirage Exposition Services (MES) is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a MES technician. MES will not be responsible for any damage or loss to any equipment component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a MES technician.

<b>208V 1 PHASE MOTOR &amp; EQUIPMENT OUTLETS</b>				
	10 Amp	\$ 231.00	\$ 347.00	
	20 Amp	\$ 323.00	\$ 485.00	
	30 Amp	\$ 452.00	\$ 678.00	
	60 Amp	\$ 633.00	\$ 950.00	
	100 Amp	\$ 950.00	\$ 1,425.00	
	150 Amp	\$ 1,330.00	\$ 1,950.00	
	200 Amp	\$ 1,862.00	\$ 2,793.00	

**IMPORTANT:**

\*24-Hour Power & Dedicated Circuits will be double the listed price. Please double rates. Use \* to indicate 24-Hr. Outlet(s).

\*To receive advance show prices, we must receive your order, along with payment in full or credit card authorization, within fourteen (14) days prior to show opening. All other orders will be charged at regular price.

**OUTLET LOCATION & DISTRIBUTION:**

\*All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths.

\*All electrical outlets for island booths will be dropped to one main location per the exhibitors' floor plan. If no plan is provided, the outlets will be installed at our discretion.

\*Any additional power drop or locations are chargeable on a time and material basis.

\*Distribution and connection of outlets are chargeable on a time and material basis.

<b>208V 3 PHASE MOTOR &amp; EQUIPMENT OUTLETS</b>				
	10 Amp	\$ 309.00	\$ 464.00	
	20 Amp	\$ 433.00	\$ 650.00	
	30 Amp	\$ 606.00	\$ 909.00	
	60 Amp	\$ 848.00	\$ 1,272.00	
	100 Amp	\$ 1,187.00	\$ 1,781.00	
	150 Amp	\$ 1,662.00	\$ 2,493.00	
	200 Amp	\$ 2,137.00	\$ 3,206.00	

\*No credits will be issued on unused outlets or lights installed as ordered.

\*Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing.

**ELECTRICAL LABOR:**

\*Labor rates are subject to Union Contract effective at time of show:  
 ST \$75.00 OT \$135.00

\*Labor before 8:00 a.m. and after 5:00p.m. and Saturdays, Sundays, and holidays will be at the overtime rate.

**MES JURISDICTION:**  
 (REQUIRES LABOR AND OR MATERIAL)

\*All under-carpet distribution of electrical wiring.

\*All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, wired pair, etc., and the distribution of same from product to booth and from booth to booth.

\*All motor and equipment hook-ups requiring wiring connections.

\*Installation and/or repair of electrical fixtures.

\*Installation of electrical motors and electrical apparatus to be energized.

\*All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor.

\*Labor is required to inspect equipment pre-wired to plug into our system.

\*Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

<b>TRANSFORMER(S) TO BOOST 208V TO 230V</b>				
Total Amps	Circle Outlets Requiring Boost	\$3.50 / AMP	(\$75. MIN.)	

<b>480V 3 PHASE MOTOR &amp; EQUIPMENT OUTLETS</b>				
	20 Amp	\$ 780.00	\$ 1,170.00	
	30 Amp	\$ 936.00	\$ 1,404.00	
	60 Amp	\$ 1,123.00	\$ 1,685.00	
	100 Amp	\$ 1,348.00	\$ 2,022.00	
	200 Amp	\$ 1,887.00	\$ 3,208.00	

\*All labor requests require a credit card on file.

\*Lift Rates: \$125.00 per hour (One hour minimum)

\*Starting Time can only be guaranteed when labor is requested for the start of the working day at 8 a.m. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Time will commence per exhibitor's request.

**Also available: 380V/220V/ 3 PHASE MOTOR & EQUIPMENT OUTLETS**

**LABOR REQUEST:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ No. Men: \_\_\_\_\_

**This labor order will not be processed until we receive a complete electrical order and floor plan. Please indicate neighboring booth and aisle numbers on floorplan form included in this brochure.**

\_\_\_\_ MES Supervision (25% Supervision Fee)    \_\_\_\_ Exhibitor and/or EAC Supervision (Assume Liability)

**Total Cost of Outlets**

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Payment must be in US funds drawn on US banks.  
**Electrical Services are an exclusive service of The Mirage**  
**\*\*Charges will appear on statements as "TEAM Co."\*\***

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BOOTH  
NUMBER

EVENT NAME:			EVENT DATES:			LOCATION:		
EXHIBITING COMPANY NAME:								
BILLING NAME AND STREET ADDRESS:								
CITY:			STATE:			ZIP CODE:		
TELEPHONE NUMBER:					FAX NUMBER:			
ORDERED BY:					PRINT NAME:			
CC TYPE:	EXP DATE:	CC #						
CARDHOLDERS SIGNATURE:					EMAIL			

**BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS LISTED. PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.**

## BOOTH LIGHTING SERVICE

The Mirage Resort nor its contractors or subcontractors are responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection you should install a surge protector / over-under voltage protector on your computer(s) and/or other equipment you deem necessary. Electrical contractor for Mirage should make installation and connections to all electrical service. They will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or any damage or injury to any person, caused by the installation, connection or plugging into any electrical outlet by persons other than their personnel.

**To receive advance prices MES must receive your order, with full payment, fourteen (14) working days prior to show opening, all other orders will be processed at the late order rate.**

FLOOR LIGHTING DESCRIPTION	PRE SHOW	LATE ORDER	QUANTITY	TOTAL
Booth Lighting 1: 150 Watt Flood Light on Stanchion Pole	85.50	128.00		\$
Booth Lighting 2: Double Flood Light on Stanchion Pole	130.00	195.00		\$
Booth Lighting 3: One 18" Track w/ One Fixture	85.50	128.00		\$
Booth Lighting 4: One 4' Track w/ Two Fixture	156.00	234.00		\$
Booth Lighting 5: One 4' Track w/ Three Fixture	181.00	272.00		\$
Booth Lighting 6: One 4' Track w/ Four Fixtures	206.00	309.00		\$
Booth Lighting 7: Additional MR16 Fixtures	40.00	45.00		\$
OVERHEAD LIGHTING DESCRIPTION	PRE SHOW	LATE ORDER	QUANTITY	TOTAL
Booth Lighting 8: Source 4 PAR or Ellipsoidal Overhead Light	233.00	280.00		\$
Booth Lighting 9: Source 4 Ellipsoidal Banner Light	233.00	280.00		\$
Booth Lighting 10: Static Logo Light (Does not include gobo)	395.00	474.00		\$
Booth Lighting 11: Moving Logo Light (Does not include gobo)	700.00	840.00		\$

**\*\*IF ORDERING MORE THAN 12 LIGHTS, CALL FOR VOLUME DISCOUNT QUOTE\*\***

**ARTWORK FOR LOGO LIGHTS REQUIRED 3 WEEKS PRIOR TO EXHIBITOR SET-UP**

**TOTAL ALL ROWS    \$**

**LABOR:** Labor between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday will be at the straight time labor rate. Labor before 8:00 a.m. and after 5:00 p.m., Monday through Friday, Saturdays, Sundays and Holidays will be at the overtime rate. **A minimum charge per booth of one hour for installation will apply to all booths requiring labor.** Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. Please indicate dates you would like work to commence.

**LABOR RATES: \$ 75.00 Straight Time / \$ 135.00 Overtime**

*Payment for services must be in U.S. Funds, Drawn on U.S. Banks.  
 Charges will appear on statements as: TEAM Co.  
 Lightina Services are an exclusive service of The Mirae*

Form Updated As Of:  
1 OCT 2010

Order Online at www.MirageExpositionServices.com

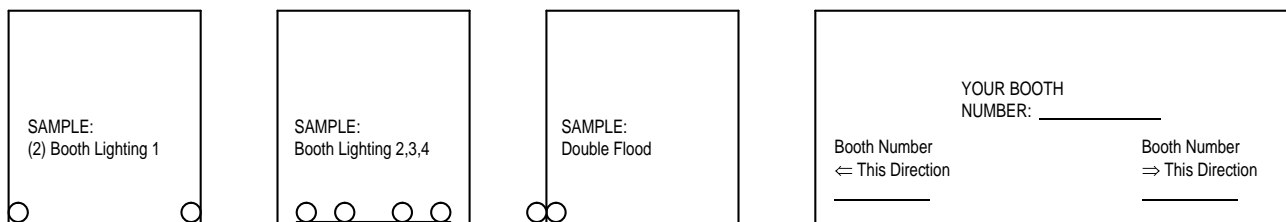
## LIGHTING TERMS AND CONDITIONS

### HOW TO ORDER YOUR ELECTRICAL REQUIREMENTS:

To order your lights you should total the wattage on the bulbs and multiple by the number of lights you are using.

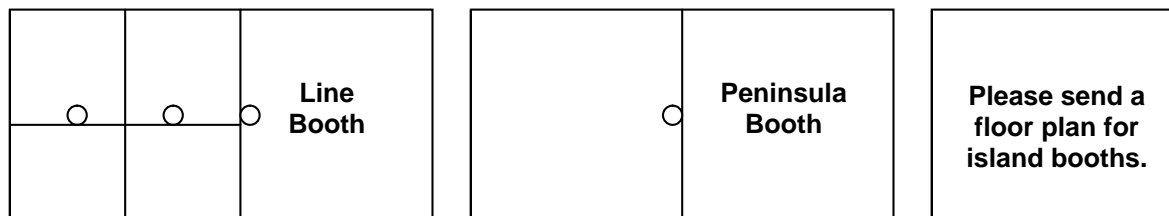
### HOW LIGHTING IS INSTALLED IN YOUR BOOTH:

Booth Lighting will be installed as indicated in the following diagrams. All other locations will require labor on a time and material basis.



### WHERE ELECTRICAL OUTLETS ARE LOCATED IN YOUR BOOTH:

As with Booth Lighting, Electrical Outlets will be installed only as indicated in the following diagrams. All other locations will require labor on a time and material basis.



### OTHER:

1. In order to receive advance rates, we must receive this form with payment, a minimum of fourteen (14) days prior to show opening. All other orders will be processed at the late order rate. No credits will be issued if services are installed, even though not used. Credits will not be issued after closing of event. Please review your invoice prior to leaving the event. All invoices are due and payable prior to show closing.
2. A \$35.00 service fee will be assessed on all returned checks.
3. Lighting prices listed on this rate sheet include power required for lighting only, light track, fixtures, installation, maintenance and removal. Rates listed do not include distribution of cords under carpet for lighting. Distribution to all other locations in a booth space requires labor and is done on a time and material basis. Peninsula booths require labor for lighting installation.
4. All material and equipment provided by the electrical contractor is for rental purposes only and remains the property of the electrical contractor. The contractor will remove it at the closing of an event.
5. Electrical requirements for an exhibit at the facility are for the safety of all exhibitors and are based on national, city and local code regulations. All wiring utilized for booth work must have a 3-wire grounded cord and be a minimum of #14 gauge. Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in convention facilities.
6. Please call (702) 309-8326 for any further information regarding your electrical installation; we are pleased to assist you.



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**BOOTH  
NUMBER**

Order Online at [www.MirageExpositionServices.com](http://www.MirageExpositionServices.com)

EVENT NAME:		EVENT DATES:		LOCATION:	
EXHIBITING COMPANY NAME:					
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER:			FAX NUMBER:		
ORDERED BY:			PRINT NAME:		
TYPE:	EXP DATE:				
CARDHOLDERS SIGNATURE:			EMAIL ** Required for Receipt**		

**BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS LISTED. PLEASE READ THIS FORM THOROUGHLY (BOTH SIDES) FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.**

## PLUMBING SERVICE

**COMPRESSED AIR: 90-100 Pounds PSI** *Note: The standard connector for compressed air is a 1/4" AMFLO-C1 connector. For any other connections contact MES.*

ITEM	QTY.	ADVANCE RATE	REGULAR RATE	TOTAL Quantity x Price
First outlet at rear of booth		\$ 517.00	\$ 776.00	\$
Each additional connection within 5 feet of 1 <sup>st</sup> outlet.		259.00	374.00	\$
<b>CFM required: Min. of 5 CFM</b> Size of connection: _____		8.00 / Each CFM	12.00 / Each CFM	\$

**WATER SERVICE:** *Note: Pressure may vary; no guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed. Standard connections for water outlets are 1/2" FIP.*

ITEM	QTY.	ADVANCE RATE	REGULAR RATE	TOTAL Quantity x Price
First outlet at rear of booth		\$520.00	\$793.00	\$
Each additional connection within 5 feet of 1 <sup>st</sup> outlet.		260.00	397.00	\$
Size of connection required:	Number of connections:	GPM required:		

**DRAIN:** *Note: Floor drains exist in limited locations, please call to verify drain availability or supplemental charges which may be incurred.*

ITEM	QTY.	ADVANCE RATE	REGULAR RATE	TOTAL Quantity x Price
First outlet at rear of booth		\$520.00	\$793.00	\$
Each additional connection within 5 feet of 1 <sup>st</sup> outlet.		260.00	397.00	\$
Size of connection required:	Number of connections:			

**LABOR: A Minimum charge for labor to install and dismantle of 1 1/2 hours is required. Rates listed below**

**Note: Labor between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday will be at the straight time labor rate. Labor before 8:00 a.m. and after 5:00 p.m. Monday through Friday, Saturdays, Sundays and Holidays will be at the overtime rate.**

**STRAIGHT TIME: \$75.00 - OVERTIME: \$135.00**

<b>LABOR IS REQUIRED FOR ALL CONNECTIONS</b>	<b>TOTAL OUTLET</b>	<b>\$</b>
	<b>TOTAL LABOR</b>	<b>\$</b>
	<b>TOTAL PLUMBING</b>	<b>\$</b>

*Payment for services must be in US Funds, Drawn on US Banks.  
 Plumbing is an exclusive service of The Mirage Resort.*

## **COMPRESSED AIR \* WATER \* DRAIN INSTRUCTIONS AND CONDITIONS**

1. All material and equipment furnished by the plumbing contractor for these service orders shall remain plumbing contractor property and shall be removed ONLY by plumbing personnel at the close of the show.
2. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
3. All equipment must comply with state and local safety codes.
4. Prices are based upon current wage rates and are subject to change without notice.
5. Exhibitors are encouraged to make their booth connections within their booth. The standard connector for compressed air outlets is a ¼" AMFLO-C1 connector, the standard connector for water is ½" FIP connector. However, no modifications to facility system or equipment are allowed. Exhibitors who are in violation of this will be charged an hourly service charge to repair system or equipment.
6. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without the presence of the plumbing contractor personnel.
7. Equipment using water must have inlet and outlet properly marked and identified.
8. Unless otherwise directed, in writing by exhibitor or its representative, plumbing contractor personnel may be required to cut floor coverings to permit installation of service.
9. Outlet rates listed cover bringing service from main line to booth and do not include connecting equipment. Standard placement for compressed air, water, and drain outlets are at the back wall of line (in-line) and peninsula booths. For island booths outlets will be placed in the center of the booth (or at our discretion) unless we receive a floor plan indicating the main location where you require your services.
10. Due to the portable nature of the air lines to be used in The Mirage Convention Area, we recommend that exhibitors supply a filter or other equipment to limit the moisture or water in lines.
11. Special supplies, such as: regulators, strainers, traps, and other such specialized equipment as may be necessary for your booth should be ordered within thirty (30) days written notice – every effort to assist you will be made to provide you with all special requirements.
12. All utility outlets include up to one hundred feet (100') of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rates.
13. Any of your plumbing services that require electricity or electrical labor to connect and/or operate should be ordered on the "Electrical Services Form". You will also be charged for electrical outlets for any services, which require power for special plumbing needs, such as; pumps, ejectors and or compressor outlets.
14. Credits will not be given for outlets installed even though not used.
15. A separate outlet fee will be made for each piece of equipment using connected service, whether connected Direct or Otherwise. The volume required will determine Service outlet size.
16. All work performed within a booth attaching lines to equipment will be charged on a time and material basis in addition to outlet fees.

**To receive advance prices MES must receive your order, with full payment, fourteen (14) days prior to exhibitor arrival for move in, all other orders will be processed at the late order rate. Payment in full must be rendered prior to the close of show. NO EXCEPTIONS PLEASE!**

***Payment for services must be in US Funds, Drawn on US Banks.  
Plumbing is an exclusive service of The Mirage Resort.  
Charges will appear on statement as "TEAM Co."***

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1 OCT 2010



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BOOTH  
NUMBER

Order online at www.MirageExpositionServices.com

EVENT NAME:		EVENT DATES:				LOCATION:			
EXHIBITING COMPANY NAME:									
BILLING NAME AND STREET ADDRESS:									
CITY:			STATE:			ZIP CODE:			
TELEPHONE NUMBER:					FAX NUMBER:				
ORDERED BY:					PRINT NAME:				
TYPE:	EXP DATE:								
CARDHOLDERS SIGNATURE:					EMAIL: <b>**Required for Receipt**</b>				

**BY SIGNING AND DELIVERING THIS FORM, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS LISTED. PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.**

**VIDEO SIGNAL & INHOUSE ELECTRONIC MEDIA**

Description of Service	Quantity X Price + Equipment Deposit	Total
<b>1. Standard Cable TV Drop:</b>		
Advanced Rage	X \$ 325.00	
Show Site Rate	X \$ 487.00	
<p>The antenna drop includes all cable, adapters, service fees and amplification to deliver one feed into the booth. One feed can be distributed throughout the booth on a time and material basis. If you are requesting distribution for your cable feed, please send a floor plan indicating the locations where you will require antenna feeds</p>		
<b>2. Distribution Labor</b>		
Technical Labor – Straight Time	X \$ 75.00	
Technical Labor – Over Time	X \$ 135.00	
<p>All orders are subject to a \$25.00 handling fee if canceled within twenty-one (14) calendar days prior to show opening date. No refunds will be issued for services canceled after they have been installed. All prices are subject to change without prior notice.</p> <p>All locating of satellite dishes for outside access is done by MES personnel. Please call if you plan on bringing your own satellite dish or up-link vehicles. We will advise you of the areas where they may be located. Consideration will be given to direction from which signal is relayed.</p>		
<b>3. In-House Electronic Media</b>		
Mirage rooms per-day	X \$ 500.00	
Multiple Properties (\$500.00 per Property)	X \$ 500.00	
Production Labor	Call for Quote	
<b>TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-309-8328</b>		

- Notes:**
- For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.
  - MES accepts payment in US dollars, Checks drawn on a US bank or the following credit cards: (AMEX, VISA, MC). *Make all checks payable to: MES*
  - Installations are due 24 hours prior to show opening.
  - Attach any required additional floor plans / diagrams.

**Payment for services must be in US Funds, Drawn on US Banks.**  
**Video Signal and In-House Electronic Media Services are an exclusive service of The Mirage Resort.**  
**Charges will appear on statements as: TEAM Co.**

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## TELECOMMUNICATIONS SERVICE

SERVICE	QTY.	PRE ORDER	LATE ORDER	TOTAL Quantity X Price
<b>Single Line Touch Tone Phone w/ Instrument</b>		<b>\$ 375.00</b> Includes 50.00 Deposit	<b>\$ 475.00</b> Includes 50.00 Deposit	\$
<b>Single Line Touch Tone Phone w/o Instrument</b> (i.e., fax, modem line, credit card machine, etc.)		<b>325.00</b> Includes 50.00 Deposit	<b>425.00</b> Includes 50.00 Deposit	\$
<b>Multi-Line Touch Tone Phone w/ Display</b> Installed with up to six rollovers. (i.e., you receive one number w/ six roll over line ability)		<b>575.00</b> Includes 150.00 Deposit	<b>675.00</b> Includes 150.00 Deposit	\$
<b>Multi-Line Touch Tone Phone w/o Display</b>		<b>525.00</b> Includes 150.00 Deposit	<b>625.00</b> Includes 150.00 Deposit	\$
<b>Voice Mail</b> Will act as an answering machine for your single or multi-line service.		<b>75.00</b>	<b>85.00</b>	\$
<b>Long Distance Block</b> Requires a code to use Long Distance Services.		<b>75.00</b>	<b>85.00</b>	\$
<b>FOR BROADBAND INTERNET AND NETWORKING SERVICES: SEE: BROADBAND INTERNET &amp; NETWORKING FORM</b>			<b>TOTAL</b>	\$

**ADDITIONAL CHARGES / FEES:**

**\*\*ALL ORDERS INSTALLED ON WEEKENDS REQUIRE A \$150.00 LABOR FEE\*\***

- **Call Detail Charges** – Local call, operator assisted and 800 calls will be charged at a minimum of \$1.00 per minute for the first 30 minutes and .15 for each additional minute after. All long distance and international calls are charged based on the prevailing rates.
- **Instruments** – Instruments with attachment line must be returned to the MES Exhibitor Service Desk within one hour following the close of the event. Exhibitors who do not return their instruments will be charged: \$50.00 for single line instruments and \$150 for multi line instruments.
- **Labor Charges** – Labor between the hours of 8:00 a.m. and 5:00 – Monday through Friday (except holidays) will be at the straight time labor rate, all other hours will be at the overtime rates. Exhibitors will be charged a minimum \$100.00 relocation fee to move lines, program exhibitors equipment or for damage to telephone lines which occurs in the booth and is caused by exhibitor, exhibitor's employees or any appointed representatives will be charged on a labor and material basis for these occurrences. Labor Rates: Straight Time - \$75.00 Overtime - \$135.00
- **Cancellation Notice** – All orders are subject to a \$25.00 handling fee if canceled within ten (10) calendar days prior to show opening date. No refund will be given for services canceled after they have been installed. All prices are subject to change without prior notice.

**Payment for services must be in U.S. Funds, Drawn on U.S. Banks  
 Charges will appear on statements as: TEAM Co.  
 Telecommunication services are an exclusive service of The Mirage Resort.**

Form Updated as of:  
1 OCT 2010



Mail or Fax forms to:  
MIRAGE EXPOSITION SERVICES  
6455 S. Dean Martin Dr. Suite C  
Las Vegas, NV 89118  
Phone: 702.309.TEAM (8326)  
Fax: 702.309.8328

# Exhibitor Worksheet

## Total Cost Worksheet

Service	Total Cost
Audio Visual	\$ _____
Banners & Hanging Signs	\$ _____
Booth Cleaning	\$ _____
Booth Lighting	\$ _____
Broadband Internet & Networking	\$ _____
Computer Rental	\$ _____
Kiosk Rental Services	\$ _____
Electrical	\$ _____
Floral	\$ _____
Furniture Rental	\$ _____
Plumbing	\$ _____
Telecommunications	\$ _____
Video Signal Services	\$ _____
<b>Total Cost</b>	<b>\$ _____</b>

### Service Form Check List:

- I have read all of the applicable instructions and restrictions carefully
- I have filled out all required information, including **Company Name, Booth Number, Show Name and Credit Card Information.**
- I have included or have sent separately all detailed plans of my exhibit or meeting space that will be required for Mirage Exposition Services.

# FAQ's

- Q. How soon in advance do I need to submit my order in order to receive advanced pricing?  
 A. MES must receive your order and accompanying payment a minimum of fourteen (14) calendar days prior to show open.
- Q. How can I pay for my service needs?  
 A. MES accepts Checks and Currency in US Funds, Drawn on US Banks, American Express, Master Card and Visa.
- Q. How do I know when my order form is complete?  
 A. MES considers an order to be complete when it contains all the appropriate billing information, show information, booth number(s), credit card information and signature. If the client is exhibiting in a booth that is not an in-line booth, MES requests that a detailed floor plan, indicating adjacent booth numbers accompany the service form.
- Q. Can I order my services online?  
 A. MES has an online ordering service at ([www.MirageExpositionServices.com](http://www.MirageExpositionServices.com)). Customers that order online will receive an email invoice of their order.

## BOOTH DIAGRAM INFORMATION

ADJACENT  
BOOTH

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ADJACENT  
BOOTH

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ADJACENT  
BOOTH

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- ELECTRICAL LOCATIONS   
  ELECTRICAL MAIN DROP   
  PLUMBING LOCATIONS  
 STAGING & LIGHTING LOCATIONS   
  AUDIO VISUAL LOCATIONS   
  INTERNET



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**MIRAGE EXPOSITION SERVICES**  
 6455 S. Dean Martin Dr. Suite C  
 Las Vegas, NV 89118  
 Phone: 702.309.TEAM (8326)  
 Fax: 702.309.8328

# Order Confirmation Sheet

**MES does not automatically provide order confirmation. If you would like to have your order confirmed, please submit this form with your order.**

Audio Visual

Banners & Signs

Cleaning

Broadband Internet

Interactive Stations

Computers

Plumbing

Electrical

Lighting

Floral

Telecommunications

Furniture

Video Signal

Order Received On \_\_\_\_\_

Received by: \_\_\_\_\_

Issues or Missing Information if any: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Confirmed on: \_\_\_\_\_

Form Updated as of:  
1 OCT 2010

# National Plant & Floral, Inc.

Las Vegas, Nevada

Name of Show: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

CUSTOM DESIGNED ARRANGEMENTS	DESCRIPTION / COLOR	UNIT PRICE	QUANTITY	TOTAL
SPRING FLORAL ARRANGEMENT		65.00		
TROPICAL FLORAL ARRANGEMENT		75.00		
FLORAL ARRANGEMENT HEIGHT:      WIDTH:		100.00 or 175.00		
FLORAL ARRANGEMENT HEIGHT:      WIDTH:				

## TROPICAL PLANT AND BLOOMING FOLIAGE

MUM PLANTS: Yellow ____ White ____ Lavender ____	30.00		
AZALEAS: Pink ____ Red ____	35.00		
BROMELIAD	35.00		
SMALL Ivy ____ Pothos ____	30.00		
LARGE BOSTON FERN	40.00		
3 FOOT TROPICAL PLANT	49.50		
4 FOOT TROPICAL PLANT	59.50		
5 FOOT TROPICAL PLANT	69.50		

## CUSTOM TROPICAL PLANTS

5 FOOT TROPICAL / TOP DRESSED - SMALL IVY AND BLOOMING	125.00		
6 FOOT FICUS TREE / TOP DRESSED - SMALL IVY AND BLOOMING	169.50		
6 FOOT PALM / TOP DRESSED - SMALL IVY AND BLOOMING	169.50		
8 FOOT - 16 FOOT TROPICAL PLANT	Price on Request		

## CONTAINERS:

WHITE       BLACK

SUB-TOTAL

DELIVERY, PICK UP & MAINTENANCE 10%

GRAND TOTAL

**ALL LIVE GREEN MATERIAL ON RENTAL BASIS ONLY.**  
**ALL ORDERS MUST BE PAID IN FULL PRIOR TO THE CLOSE OF THE SHOW.**

We accept Checks, VISA, MasterCard, and American Express.

Have National Plant & Floral's Designer call our booth on the following Date/Time: \_\_\_\_\_

PAYMENT:     VISA     MASTERCARD     AMEX     CHECK

CREDIT CARD #: \_\_\_\_\_

EXP DATE: \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_

CARDHOLDER NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

CREDIT CARD BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE # \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

BOOTH CONTACT: \_\_\_\_\_

PHONE#: (\_\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

EMAIL CONFIRMATION COPY     EMAIL STATEMENT COPY

Please Remit to:  
**P.O. BOX 27846 • HOUSTON, TEXAS 77227**  
**(713) 627-3402 • FAX (713) 627-3404**  
**exhibitorservice@nationalplantfloral.com**

# Christie's Photographic Studios

Orlando (407) 345-1100 Corporate Headquarters  
 Las Vegas (702) 638-2711 6314 Kingspointe Pkwy Suite 1  
 Orlando, Florida 32819  
 Miami (305) 266-1100 photos@christiesphotographic.com  
 christiesphotographic.com  
 Tampa (813) 229-1101 Fax (407) 345-1304

Special Instructions

Empty  Staff  Crowd

Show Name \_\_\_\_\_ Show Site/Facility \_\_\_\_\_

Show Dates/Times Example Tues 11/25/06 10a-3p

Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ Thur \_\_\_\_\_

Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_

Booth# \_\_\_\_\_

Decorating Co. **Freeman**

Exhibiting Co. \_\_\_\_\_

Contact (Show Floor) \_\_\_\_\_

Ordered By \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_

### Send Photos & Bill to

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_

## Exhibit Photography

### Quantity

**Each 8x10 Color View** \*\$125.00  
 (Includes 1 8x10 print and shipping)

**Additional 8x10 Reprint** \*\$30.00  
 (Per view includes shipping)

**Digital Hi Res Image on CD** \*\$195.00  
**Includes (1) 8x10 print**  
 (Per view includes shipping)

**In Booth Photo Giveaway w/Logo**  
 Please Call

\*all orders not prepaid subject to a \$10.00 per view charge

\*Orders mailed 15-20 working days

## Candid /Event Photography

On-site giveaways, documentation, awards,  
 also available.

Please call for more info and scheduling.

Sub Total \$ \_\_\_\_\_ AMEX/VISA/MC # \_\_\_\_\_ Exp. \_\_\_\_\_

Non-Prepay Charges\* \$ \_\_\_\_\_ Name on Card \_\_\_\_\_ AVS Security Code \_\_\_\_\_

Check # \_\_\_\_\_

Total \$ \_\_\_\_\_ \*All orders not prepaid subject to a \$10.00 per view charge.

Exhibitor Photographic Services



# A TO Z Events

**We Know Trade Shows & Understand Exhibitors' Needs!**



**Contact Us Today: (702) 212-2500**

**Info@AtoZevents.com**

**www.AtoZevents.com**

**Info, Pictures, Music, Video  
Extensive Selection Online**

- ❖ **Models, Actors**
- ❖ **Convention Talent**
- ❖ **Booth Traffic Promoters**
- ❖ **Magicians, Jugglers**
- ❖ **Show Girls**
- ❖ **Chair Massage**
- ❖ **Shoe Shining Stand**
- ❖ **Game Rentals**
- ❖ **Emcee**
- ❖ **Comedian**
- ❖ **Speakers**
- ❖ **Cirque like Act Performers**

- ❖ **Impersonators**
- ❖ **Money Booth**
- ❖ **Piano Player, Harp Player**
- ❖ **Cirque like Act Performers**
- ❖ **Bands, Trio, Full Production**
- ❖ **Dueling Piano**
- ❖ **Headliners, Celebrities**
- ❖ **Artists, Body Painters**
- ❖ **Specialty Acts & Production**
- ❖ **Over 1000 Entertainers. Call Today**



Phone: 702-212-2500 Fax: 310-499-5276 Toll Free: 800-244-5775  
Info@AtoZEvents.com www.AtoZEvents.com