NAME OF SHOW: SHPE 2019 National Convention / November 1-2, 2019

COMPANY NAME ____________________________  BOOTH #: ____________________________

CONTACT NAME: ____________________________  PHONE #: ____________________________

E-MAIL ADDRESS ____________________________

For Assistance, please call (775) 355-4600 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 A.M. to 4:30 P.M. Monday through Friday</td>
<td>$ 145.00</td>
<td>$ 203.00</td>
</tr>
<tr>
<td>Overtime-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:30 P.M. to 8:00 A.M. Monday through Friday</td>
<td>$ 205.00</td>
<td>$ 287.00</td>
</tr>
<tr>
<td>All day Saturday, Sunday and observed holidays</td>
<td>$ 290.00</td>
<td>$ 406.00</td>
</tr>
</tbody>
</table>

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

INSTALLATION LABOR

☐ Freeman Supervised Labor - Please complete the reverse side of this form.
  • Installation of your exhibit will be completed at our discretion prior to show opening
  • The charge for this service is 30% of the total installation labor bill, with a minimum of $45.00

Emergency contact: ____________________________  Phone Number: ____________________________

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

Supervisor will be: ____________________________  Phone Number: ____________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
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<tr>
<td>____</td>
<td>____</td>
<td>x</td>
<td>____ @ $ ____</td>
<td>= $ ____</td>
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Freeman Supervision (30%/$45.00) = __________

Tax (8.6%) = ______  N/A

Total Installation = __________

DISMANTLE LABOR

☐ Freeman Supervised Labor - Please complete the reverse side of this form.
  • Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor
  • The charge for this service is 30% of the total dismantle labor bill, with a minimum of $45.00

Emergency contact: ____________________________  Phone Number: ____________________________

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

Supervisor will be: ____________________________  Phone Number: ____________________________

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Freeman Supervision (30%/$45.00) = __________

Tax (8.6%) = ______  N/A

Total Dismantle = __________

If you have questions or need assistance in completing your order, please call your Freeman I & D Representative.
**NAME OF SHOW:** SHPE 2019 National Convention / November 1-2, 2019

**COMPANY NAME:**

**CONTACT NAME:**

**BOOTH#:**

**PHONE#:**

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**INBOUND SHIPPING & SET UP INFORMATION**

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

<table>
<thead>
<tr>
<th>Total No. of:</th>
<th>Crates</th>
<th>Cartons</th>
<th>Fiber Cases</th>
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Setup Plan/Photo: Attached ______ To Be Sent With Exhibit ______ In Crate No. ______

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

Electrical Placement: ______ Drawing Attached Drawing With Exhibit Electrical Under Carpet ______

Comments: ____________________________________________________________

| Graphics: With Exhibit ______ Shipped Separately ______ |
| Comments: ________________________________________________ |

Special Tools/Hardware Required: ____________________________

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**OUTBOUND SHIPPING INFORMATION**

SHIP TO: ____________________________________________________________

Select a Carrier:

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

- [ ] Other Carrier:
  - Carrier Name: __________________________
  - Carrier Phone: ________________________

Select Level of Service:

- [ ] 1 Day: Delivery next business day
- [ ] 2 Day: Delivery by 5:00 PM second business day
- [ ] Deferred: Delivery within 3-5 business days

Freight Charges:

- [ ] Same as ship to
  - Bill To: ____________________________________________________________

Select Shipment Options (if applicable):

- [ ] Have loading dock
- [ ] Inside delivery
- [ ] Pad wrap required
- [ ] Do not stack
- [ ] Lift gate required
- [ ] Air ride required
- [ ] Residential

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

- [ ] Re-route via Freeman’s choice
- [ ] Deliver back to the warehouse at exhibitor’s expense

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