

# CIROBE 2011--Four Day Show

## Important Exhibitor Information

Your CIROBE booth number is: #

*In the* **BOOTH  
SET-UP PAGES**

**IN THIS PACKET YOU WILL FIND:**

- 1 • **Booth Set Up and Additional Furniture Information**  
Remember! All materials must be displayed **on top** of your 2' x 6' display table(s). Please call with any questions. It is understood that orders should not be written during set up.
- 2 • **PRE-REGISTRATION FORM** ..... **DUE OCTOBER 7, 2011**   
Fill out this form for exhibitor **badges** and table **signage**
- 3 • **RENTAL OF ADDITIONAL FURNITURE FORM**..... **DUE OCTOBER 7, 2011**   
Fill out this form for **round work tables, bookcases** and table **risers**.
- 4 • **HOTEL REGISTRATION FORM**..... **PLEASE FILL OUT IMMEDIATELY**   
CIROBE hotel rate good while availability lasts or until October 4, 2011--Use group code CIR for online reservations
- 5 • **ELECTRICAL & PLUMBING ORDER FORM** ..... **DUE OCTOBER 10, 2011\***
- 6 • **TELEPHONE SERVICES / DIRECT INTERNET ACCESS ORDER FORM** ..... **DUE OCTOBER 10, 2011\***
- 7 • **Chicago Area Union Jurisdictions**
- 8 • **General Fire Safety Policies & Procedures** ..... **\*FDC DISCOUNT RATE DEADLINE**
- 9 • **Directions to the Hilton Chicago**

*In the* **SHIPPING PAGES**

- 1 • **Shipping and Drayage Information**  
All materials should be shipped to the **Freeman Decorating Company Warehouse**; no materials should be sent to the Hilton. Shipments should arrive no earlier than September 26, no later than October 19, 2011 for the discount rate.
- 2 • **MATERIAL HANDLING ORDER FORM** ..... **DUE OCTOBER 19, 2011\***
- 3 • **METHOD OF PAYMENT FORM** ..... **DUE OCTOBER 19, 2011\***
- 4 • **Shipping warning** from the Hilton Chicago ..... **\*FDC DISCOUNT RATE DEADLINE**
- 5 • **Shipping rates chart** for last-minute freight
- 6 • **SHIPPING OUTBOUND**
- 7 • **LABELS** for your shipment
- 8 • Freeman Decorating Company Transportation Information (Optional)
- 9 • Freeman Decorating Company's **TERMS & CONDITIONS**

*In the* **BREAKDOWN  
PAGES**

- 1 • **Breakdown and Move-out Information**  
Breakdown may not begin until 5 pm on Saturday and your booth must be packed by 3 pm on Sunday. Please make your travel plans accordingly. If you will be shipping your booth back to your company, please make arrangements to have your materials picked up **on Monday, October 31 between 8 am & 11 am**.
- 2 • Sample **CIROBE OUTBOUND FREIGHT INTENTION FORM** (actual form to be received and completed on show site)
- 3 • Chicago fire marshal's **Rules regarding boxes**

**EXHIBITOR  
SCHEDULE**

	Tues., Oct 25	Wed., Oct 26	Thurs., Oct 27	Fri., Oct 28	Sat., Oct 29	Sun., Oct 30
Set-Up	9 a.m. - 5 p.m.	8 a.m. - 9 a.m.				
Show Hours		9 a.m. - 5 p.m.	9 a.m. - 5 p.m.	9 a.m. - 5 p.m.	9 a.m. - 5 p.m.	
Breakdown						9 a.m. - 3 p.m.**

\*\* Moveout continues 8 a.m. - 11 a.m. Monday, October 31. Exhibitors are not allowed on the floor on Monday without prior authorization.

### Chicago International Remainder and Overstock Book Exposition

1501 E. 57TH STREET, CHICAGO, IL 60637 • (773) 493-1389 • (773) 955-2967 FAX • info@cirobe.com • www.cirobe.com

# CIROBE CALENDAR OCTOBER 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26 Freight may begin arrival at Freeman	27	28	29	30 Program Listing & Advertising Deadline	1
2	3	4 Hotel Block Expires	5	6	7 Preregistration (Badge and Signage) and Additional Furniture Forms Due	8
9	10 Electrical, Telephone, and Internet Orders Due (Include Method of Payment)	11	12	13	14	15
16	17	18	19 Freight Discount Deadline, Material Handling and Method of Payment Form Due	20	21	22
23	24	25 Booth Set-up 9 a.m. - 5 p.m.	26 Booth Set-up 8 a.m. - 9 a.m. * Exhibit Hours 9 a.m. - 5 p.m.	27 Exhibit Hours 9 a.m. - 5 p.m.	28 Exhibit Hours 9 a.m. - 5 p.m.	29 Exhibit Hours 9 a.m. - 5 p.m.
30 Breakdown 9 a.m. - 3 p.m.	31 Freight Load Out 8-11 a.m.	NOTES:				

# Booth Set-up & Additional Furniture 2011

**SET-UP HOURS:** Tuesday, October 25.....9 a.m. - 5 p.m.  
& Wednesday, October 26 .....8 a.m. - 9 a.m.

***It is understood that orders should not be written during set up.***

**BOOTH SET-UP RULES:** Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles, deliver the material to your booth, and remove and reload material at the close of the show. Small items which can be easily carried by one person, in one trip, without the aid of flat trucks, dollies, etc., may be brought in through the front entrance of the hall. **Dollies, carts, and hotel bellhops are not allowed on the exhibit hall floor during set-up.** This rule is strictly enforced.

**FURNISHINGS & SERVICES INCLUDED:** You will be provided with two chairs per table. The booths are constructed of freestanding uniformly draped tables. As stated in the exhibitors agreement, **all materials must be displayed and sold from atop these tables.** Bookstands and bookshelves may be placed on the tables to broaden your display as long as they are not endangering any of the attendees or exhibitors. *No displays may be placed on the floor without the consent of CIROBE management. Any exceptions must be submitted in writing to CIROBE at least one month prior to the show and could result in additional fees.*

Please be aware that with increasing desire for electricity and phone service in our show and the architectural limitations at the Hilton, other exhibitors' electrical orders or phone line orders may unavoidably dictate the presence of an electrical junction box in your booth.

CIROBE provides security to prevent unauthorized entry to the exhibit halls throughout the show, including set-up, but does not provide security for materials at each individual booth. Exhibitors are responsible for their own materials and should secure any valuables when leaving their booths unattended. As stated in your contract, neither CIROBE, nor the Hilton maintains insurance covering exhibitor's property, and it is the sole responsibility of the exhibitor to obtain such insurance.

**CHECK-IN & BADGES:** **All exhibitors should check in first at the Will-Call desk at Registration, lower level,** at the Hilton Chicago to pick up their **badges,** programs, and other pertinent information. Will-Call will open Tuesday, October 25 at 9 a.m. Please fill out the enclosed pre-registration form to indicate which representatives from your company will be attending the show. (Note: Badges are strictly for the employees of exhibiting companies and no blank badges will be issued.)

**SIGNAGE:** CIROBE will provide **signage** for one business per booth. A pre-registration form is provided to indicate the proper booth name. You may bring your own signage, but **all signage must be attached to the tables.** No signage is allowed on the curtains or pillars, for example. Please plan accordingly.

**CATERING:** All food and beverages served on the exhibit floor must be ordered through the Hilton Chicago catering department. No outside food or beverage catering or services are allowed. For catering information, please call (312) 922-4400 and ask for catering.

**ELECTRICITY & PHONE:** Should you wish to have a phone line, electricity, and/or a high-speed internet connection at your booth, please return the enclosed forms by October 10 to ensure that these services will be available.

**ADDITIONAL FURNITURE:** CIROBE offers three kinds of additional furniture to expand your booth space and make it easier for you to work. As stated in your exhibitor contract, CIROBE is strictly a table-top show and all materials must be displayed from the top of your exhibit tables. We offer **portable bookcases** (3 shelves) and **table-top risers** (one shelf) to enhance and increase your table-top display space; and we offer **30" round work tables** to provide a place for you to do paperwork and take orders.

Furniture is available at a discounted rate if ordered and paid in full before October 7. After October 7, furniture orders are NON-REFUNDABLE and available at higher rates.

- Round tables will be available for rental at a cost of \$225 each, pre-ordered. We strongly advise you to pre-order your tables as a very limited supply of extras will be ordered. After October 7 the round table price is \$275, if available. Tables will be provided as work space only, and may not be used for the display of materials. They will only be provided on the condition that they do not encroach upon or crowd out your neighboring booths. If CIROBE or the fire marshal finds problems with their placement, the table(s) will be removed, and you will not be charged. You are not allowed to bring your own work tables.

- Six-foot risers may be rented for \$65 each. (After October 7 price: \$95) Risers are long, draped shelves that sit on top of the table to give you a two-level display.

- Folding portable bookcases (three shelves, approximately 28" wide) may be rented for \$85.00 each. (After October 7 price: \$110, if available. Supply is very limited.) The bookcases must be set up only on the 6-foot display tables. We have a very limited quantity of bookcases available so please order as soon as possible.

The above items must be ordered and paid in full by October 7, 2011. All furniture ordered after October 7 will be subject to higher rates and availability, and must be prepaid. Furniture that has not been paid for will not be delivered. If you intend to order furniture at the show site, please bring a check or a credit card.

PLEASE NOTE: AFTER **OCTOBER 7** FURNITURE ORDERS ARE NON-REFUNDABLE. YOU WILL BE GIVEN A STATEMENT OF YOUR FURNITURE ORDER WHEN YOU CHECK IN FOR SET-UP AND IT IS YOUR RESPONSIBILITY TO INFORM US OF ANY DISCREPANCIES. UNLESS YOU LET US KNOW THAT YOUR ORDER HAS NOT BEEN FILLED PROPERLY WITHIN TWO HOURS OF CHECK-IN, YOU WILL BE CHARGED EVEN IF YOUR FURNITURE IS MISSING OR WRONG.

**DUE: OCTOBER 7, 2011**

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## **CIROBE 2011 PRE-REGISTRATION FORM**

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- **Booth identification sign** should read (one business name per table):

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- **Badges** (exhibitor badges are for employees of the exhibitor only):

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 *A reminder:* your **PROGRAM** information forms will arrive under separate cover in the next two weeks. Please phone or fax if you do not receive your forms.

This form must be returned by  
**October 7, 2011** to:

Or fill it out online at <http://www.cirobe.com>  
using the online exhibitor kit

CIROBE  
1501 East 57th St.  
Chicago, IL 60637  
(773) 493-1389  
FAX (773) 955-2967  
email info@cirobe.com  
online www.cirobe.com

**DUE: OCTOBER 7, 2011**

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## C I R O B E 2 0 1 1

### R E N T A L O F A D D I T I O N A L F U R N I T U R E F O R M

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- These items must be ordered and paid in full by **October 7, 2010** (and are subject to availability.) Furniture orders are **NON-REFUNDABLE** after **October 7**.
- Remember: All furniture orders must be pe-paid. If you intend to order furniture at the show, please bring a check or credit card.
- **No outside work tables are allowed.** You may bring your own displays or bookcases at no additional charge provided they fit on your 2'x6' exhibit table. Any extra floor displays must be preapproved in writing and will incur additional fees unless they are substituted for your exhibit table.

Qty	Item	Price
	<b>Round Table(s) at \$225 each.</b> (After October 7 price: \$275) <small>Round tables are for work space only and <b>may not</b> be used as display space</small>	
	<b>6-foot Riser(s) at \$65 each.</b> (After October 7 price: \$95) <small>Risers must be placed on your display table and are display furniture.</small>	
	<b>Portable Bookcase(s) at \$85 each.</b> (After October 7 price: \$110) <small>Supply very limited; portable bookcases must be placed on your display table and are display furniture.</small>	
<b>Total Due</b>		

Exhibitor Name \_\_\_\_\_ Booth # \_\_\_\_\_  
 Contact Name \_\_\_\_\_ Date \_\_\_\_\_  
 Contact Signature \_\_\_\_\_

**Method of payment:**

- Check enclosed Make checks payable to CIROBE and send with this form to: CIROBE, 1501 E. 57th St., Chicago IL 60637.  
 Visa/Mastercard/American Express

card#  expiration date

Cardholders Name: \_\_\_\_\_ CVV Code\*: \_\_\_\_\_

Signature: \_\_\_\_\_

Card Billing Address (must match address to which your statement is sent and include the zip code):  
 \_\_\_\_\_  
 \_\_\_\_\_

You can also order your furniture online at <http://www.cirobe.com/orders.html>

This form must be returned by  
**October 7, 2011** to:

**CIROBE**  
 1501 East 57th St.  
 Chicago, IL 60637  
 (773) 493-1389  
 FAX (773) 955-2967  
 email info@CIROBE.com  
 online www.cirobe.com

# HILTON REGISTRATION FORM FOR CIROBE 2011

CIROBE  
Oct 26-29, 2011

FAX TO: (312) 663-6528

Please check requested accommodations and circle rate required:

Main Hotel		Executive Class Level	
<input type="checkbox"/> Single (1 person)	\$209.00	<input type="checkbox"/> Single (1 person)	\$259.00
<input type="checkbox"/> Double (2 persons, 1 bed)	\$209.00	<input type="checkbox"/> Double (2 persons, 1 bed)	\$259.00
<input type="checkbox"/> Double/double (2 persons, 2 dbl beds)	\$209.00	<input type="checkbox"/> Double/double (2 persons, 2 dbl beds)	\$259.00
<input type="checkbox"/> Smoking <input type="checkbox"/> Non-smoking		<input type="checkbox"/> Smoking <input type="checkbox"/> Non-smoking	
<input type="checkbox"/> Wheelchair Accessible		<input type="checkbox"/> Wheelchair Accessible	

Additional Person: \$25.00

Additional Person: \$25.00

- The above rates expire Tuesday, October 4, 2011. If rate requested is not available, lowest available rate will be confirmed.
- All room rates are subject to the prevailing Illinois and Chicago Occupancy, Operators' and Accommodations Taxes, currently 15.4%.
- A deposit of one room and tax per reservation will be billed to the credit card given at the time the reservation is made.
- **Reservations must cancel 3 days prior to check-in date to avoid late cancel fee of one night room and tax.** Ex: If your reservation is for arrival on Wednesday, October 26, 2011, you must cancel by Sunday, October 23, 2011.
- To avoid an early departure fee of one night room and tax, please confirm your length of stay at check-in.
- Early check-in can be requested in advance based on availability.

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Sharing with (Name): \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Hour: \_\_\_\_\_ a.m./p.m. Check-in is 3:00 p.m

Departure Date: \_\_\_\_\_ Check-out is 11:00 a.m.

HHonors #: \_\_\_\_\_

Card Name: \_\_\_\_\_ Card No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Hotel reservations should be made **directly** with the Hilton Chicago.  
Please mention CIROBE when making your reservation.

Hilton Chicago  
720 South Michigan Avenue  
Chicago, Illinois 60605

Phone: Toll Free (877) 865-5320 or (312) 922-4400

Reservations Fax #: (312) 663-6528

Book online at [www.hilton.com](http://www.hilton.com) using group code CIR or through [www.cirobe.com](http://www.cirobe.com)

**Reservations must be received by October 4, 2011.**

# FREEMAN

5040 West Roosevelt Road  
Chicago, Illinois 60644-1436  
(773) 473-7080 • Fax (469) 621-5603  
Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE  
DEADLINE DATE  
**OCTOBER 10, 2011**

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

## C.I.R.O.B.E. • October 26-29, 2011

NAME OF SHOW: \_\_\_\_\_  
COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 773-473-7080 to speak with one of our experts.

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

Description	Qty.	Discount Price	Standard Price	Total
<b>ELECTRICAL SERVICE</b>				
<b>BASIC POWER</b>				
<b>110/120 SINGLE PHASE / PER DAY</b>				

1500 watt single outlet \_\_\_\_\_ \$105.00 \$140.00 \$ \_\_\_\_\_  
2000 watt single outlet \_\_\_\_\_ \$125.00 \$145.00 \$ \_\_\_\_\_  
Above 30 amps or 2000 watts Quoted on Request

<b>HIGH POWER</b>				
<b>208 SINGLE PHASE / PER DAY</b>				

15 amps single outlet \_\_\_\_\_ \$225.00 \$275.00 \$ \_\_\_\_\_  
20 amps single outlet \_\_\_\_\_ \$250.00 \$300.00 \$ \_\_\_\_\_  
30 amps single outlet \_\_\_\_\_ \$300.00 \$350.00 \$ \_\_\_\_\_  
Above 30 amps or 3000 watts Quoted on Request

<b>208 THREE PHASE / PER DAY</b>				
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15 amps single outlet \_\_\_\_\_ \$250.00 \$300.00 \$ \_\_\_\_\_  
20 amps single outlet \_\_\_\_\_ \$325.00 \$350.00 \$ \_\_\_\_\_  
30 amps single outlet \_\_\_\_\_ \$500.00 \$600.00 \$ \_\_\_\_\_  
Above 30 amps or 3000 watts Quoted on Request

ALL ELECTRICAL OUTLET REQUESTS ARE  
CHARGED PER DAY

<b>ELECTRICAL LABOR</b>				
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One Half Hour Minimum charge for delivery & hook up of all A/V equipment (computers, monitors, on site order, etc.)

**STRAIGHT TIME** .....\$ 90.00  
**OVERTIME** .....\$150.00  
(1/2 hour minimum )

Description	Qty.	Discount Price	Standard Price	Total
<b>ADDITIONAL EQUIPMENT</b>				

300 watt flood \_\_\_\_\_ \$ 50.00 \$ 60.00 \$ \_\_\_\_\_  
Power Strip \_\_\_\_\_ \$ 35.00 \$ 40.00 \$ \_\_\_\_\_  
(Does not include electrical)  
10' extension cord \_\_\_\_\_ \$ 15.00 \$ 20.00 \$ \_\_\_\_\_  
Above 30 amps or 3000 watts Quoted on Request

### Outlets will be powered down overnight.

Outlets requiring 24-hour service or dedicated circuits will be at double the rates.

**All electrical outlets are charged per day.**

**Please complete the grid on the next page to indicate location of electrical power or drains.**

## PLUMBING SERVICES

### WATER, COMPRESSED AIR, WASTE LINES

- **Available on special written request.** Price dependent upon location of booth. Please specify amount, size, and type of service desired, with detailed drawings of equipment connections. Estimated charges are subject to reasonable adjustment due to any increase in labor costs occurring before the date of the show.
- All equipment and material furnished on this order by the Chicago Hilton shall remain the property of the hotel.
- Check one:  
\_\_\_\_\_ Steamfitter \_\_\_\_\_ PSI  
\_\_\_\_\_ Plumber (for Compressed Air Line)  
(80 PSI limit) <Written Request Enclosed>

## TOTALS

### ELECTRICAL SERVICES TOTAL

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
No. of days Daily Rate Subtotal  
**Subtotal** \_\_\_\_\_ + **Tax (8%)** \_\_\_\_\_ = **TOTAL** \_\_\_\_\_

### ELECTRICAL LABOR TOTAL

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
No. of Workers Per Hour TOTAL

## TOTAL COST

\_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_  
SERVICES LABOR TOTAL

### QUICK TIPS FOR EASY EXHIBITING

- If you have questions or need assistance in completing your order, please call the Exhibit Hall Dept. at the Hilton Chicago at 312/922-4400, Ext. 6535.
- **Discount Pricing -- Applies to all orders when accompanied with full payment and received 14 days in advance.**
- **To ensure order processing, full payment must accompany order.**

FREEMAN electrical & plumbing

# F R E E M A N

## ELECTRICAL SERVICES

The grid below may be printed to layout your electrical requirements for booths up to 40' x 40' or used to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

- 1. Location of the main power drop.** (Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight.) Please provide specific dimensions.
- 2. Location and load to all outlets.** Please provide specific dimensions and wattages/amperages. *Please do not simply place an X where your power is required.*
- 3. Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

Show Name: \_\_\_\_\_ Dates: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Adjacent Aisle or Booth # \_\_\_\_\_

A large grid for layout planning, consisting of 40 columns and 40 rows of squares. The grid is surrounded by labels for adjacent aisle or booth numbers:

- Top: Adjacent Aisle or Booth # \_\_\_\_\_
- Bottom: Adjacent Aisle or Booth # \_\_\_\_\_
- Left: Adjacent Aisle or Booth # \_\_\_\_\_
- Right: Adjacent Aisle or Booth # \_\_\_\_\_

A measurement scale can be applied as necessary to reflect the size of your booth. (Minimum: 1 square = 1 foot)

SCALE: 1 SQUARE = \_\_\_\_\_ FOOT/FEET or \_\_\_\_\_ INCHES

## SKILLED PROFESSIONALS AND COST-CONSCIOUS CHARGES

To free you from unnecessary problems or delays at the show, we urge you to review this summary of electrical requirements applicable to all exhibitors (These requirements are based on the City of Chicago Electrical Code). In addition, if you are not familiar with basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to the Hilton Chicago. If you need further information or clarification on any point, please write to the attention of the Hilton Chicago Exhibition Hall Manager.

## BEFORE YOU SHIP, CHECK YOUR EQUIPMENT AGAINST THESE REQUIREMENTS

- All wiring and electrical equipment requires evidence of testing and approval by a nationally recognized testing laboratory.
- All electrical signs shall have permanent nameplate stating (1) size in feet and inches (2) weight and (3) maximum ampere load of the sign.
- All wiring that touches the floor must be "SO" cord, rated for extra hard usage.
- Wiring above floor level must be "SJ" cord, rated for hard usage.
- Zip cord is prohibited.
- Flexible cords must be 3-wire unless part of a specifically approved assembly.
- Motors of 3/4 HP and over must be equipped with a safety switch.
- Open clip sign sockets, latex or lamp cord wire in displays, duplex or triplex attachment plugs, are prohibited.

## AT THE EXHIBITION

- Electrical fixtures that are part of your display must be installed during set-up and removed during pack-up by hotel electricians who are union members, whether an order has been placed or not. Charges will be made accordingly. All jobs are a minimum of one half hour time.
- General illumination of the area is provided.
- All outlets will be installed on the floor of the backwall of the standard booth. Connections from outlets to equipment shall be time and material.
- Any electrical connections to the building electrical systems, or extensions thereto, must be made by building electricians, not by the exhibitor.
- Extensions to the electrical system must be made by 3-wire flexible cord, type SO or equal, in lengths arranged so that there will be no more than one coil, 2 feet in diameter, of excess cord.
- Any cord run across a traffic lane must be encased in a substantial enclosure specifically approved for the purpose.
- No electrical equipment shall be attached to, or supported from, booth dividers.
- Permanently installed wiring on booths or displays must be encased in an approved metal raceway. Where flexibility is necessary, such as between booth sections or at connection points to the building system, type SO cord or equal, in lengths not to exceed 6 feet, with approved attachment plugs, may be used.
- Splices and terminations shall be made in an approved metal enclosure.
- All electrical material and equipment must use 3-wire cord and be grounded. Because of local and national ordinances, connections where wiring constitutes a fire hazard will not be allowed.

## IMPORTANT NOTES

- All exhibits will be carefully inspected to determine if violations exist. If they do, qualified electricians are available to correct them. The work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical services will not be connected.
- All material and equipment furnished by Hilton Chicago will remain the property of the Hilton Chicago.

# F R E E M A N

5040 West Roosevelt Road  
 Chicago, Illinois 60644-1436  
 (773) 473-7080 • Fax (469) 621-5603  
 Email: FreemanChicagoES@freemanco.com

**DISCOUNT PRICE  
 DEADLINE DATE  
 OCTOBER 10, 2011**

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

NAME OF SHOW: **C.I.R.O.B.E. • October 26-29, 2011**

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

ORDERED BY: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

For Assistance, please call 773-473-7080 to speak with one of our experts.

START SERVICE ON: DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME: \_\_\_\_\_

END SERVICE ON: DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME: \_\_\_\_\_

**LABOR RATES:** Non-Hilton Lines Regular Business hours 8:00 a.m. - 4:00 p.m. \_\_\_\_\_ x \$ 125.00 hr \_\_\_\_\_  
 Overtime rates 4:00 p.m. - 8:00 p.m. and Weekends \_\_\_\_\_ x \$ 125.00 hr \_\_\_\_\_  
 Evening Rates 8:00 p.m. - 12:00 a.m. \_\_\_\_\_ x \$ 150.00 hr \_\_\_\_\_

**EQUIPMENT AVAILABLE**

D.I.D. (Direct Inward Dial): \_\_\_\_\_ x \$ 225.00 = \_\_\_\_\_  
 Voice \_\_\_\_\_ Fax \_\_\_\_\_ Each Additional Day \_\_\_\_\_ x \$ 50.00 = \_\_\_\_\_

ANALOG LINE \_\_\_\_\_ x \$ 195.00 \_\_\_\_\_  
 Each additional Day @ \_\_\_\_\_ x \$ 50.00 \_\_\_\_\_

SPEAKER PHONE \_\_\_\_\_ x \$ 250.00 \_\_\_\_\_  
 Each additional Day @ \_\_\_\_\_ x \$ 50.00 \_\_\_\_\_

HOUSE PHONE \_\_\_\_\_ x \$ 95.00 \_\_\_\_\_  
 Each additional Day @ \_\_\_\_\_ x \$ 50.00 \_\_\_\_\_

MULTI LINE SET \_\_\_\_\_ x \$ 295.00 \_\_\_\_\_  
 Each additional Day @ \_\_\_\_\_ x \$ 50.00 \_\_\_\_\_  
 FEATURES (PER KEY) \_\_\_\_\_ x \$ 50.00 \_\_\_\_\_  
 (Hunt, Intercom, Speed Dial, Forwarding, Call Transfer)  
 DELUXE MULTI LINE SET x \_\_\_\_\_ \$ 350.00 \_\_\_\_\_  
 (Includes Voice Mail, Hunt, and Forwarding)  
 Each Additional Day @ \_\_\_\_\_ x \$ 50.00 \_\_\_\_\_

**TOTAL EQUIPMENT CHARGES** \_\_\_\_\_

\_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_  
 TOTAL EQUIPMENT CHARGES 14.5% TAX TOTAL CHARGES

**LOCAL AND LONG DISTANCE CALLS ARE BILLED SEPARATELY**

Signature : \_\_\_\_\_ Printed \_\_\_\_\_

Note: This form must be received 15 days prior to the installation date to guarantee availability. Any telephone requests received after the required date may not be accommodated and will be subject to a late fee. Prepayment of all services is required before installation is started. All telephone calls are charged at the prevailing hotel rate. In event of loss or damage to equipment, a replacement cost will be applied.

ALL QUESTIONS CONCERNING TELEPHONE SERVICE SHOULD BE DIRECTED TO THE  
 HILTON CHICAGO COMMUNICATIONS SUPPORT MANAGER  
 @ (312) 431-6988 OR BY FAX (312) 922-4652.

**\*\*NO ORDER WILL BE PROCESSED WITHOUT THE REQUESTED INFORMATION AND CLIENT SIGNATURE\*\***

FREEMAN telecommunications request

**Hilton Chicago**  
**720 S. Michigan Avenue**  
**Chicago, Ill 60605**

**Submit THIS form to: Fax: (312) 922-4652**

**CREDIT CARD AUTHORIZATION**

I authorize the **Hilton Chicago** to charge my credit card for (Check Appropriate):

\_\_\_\_\_ Telephone Call Charges

Local Access, Internet Access & 800 Calls will be billed at:

- Room to Room no charge
- 911 no charge
- Local \$1.50 + .10 per minute after 60 minutes
- 800/888/8xxx Toll Free \$1.50 + .10 per minute after 60 minutes.
- Long distance domestic AT&T Operator Assisted Rate , less 50% of Surcharge
- International AT&T Operator Assisted Rate
- Directory Assistance Local \$1.00
- Long Distance \$2.00

**IMPORTANT:** The telephone service order form must be completed & submitted to Freeman at the number listed on that form.

=====

Name of Show: \_\_\_\_\_ Date of Show: \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Exhibitor Address: \_\_\_\_\_

\_\_\_\_\_

Exhibitor Phone: \_\_\_\_\_

=====

Type of Card (Check One)

American Express \_\_\_\_\_

Visa \_\_\_\_\_

MasterCard \_\_\_\_\_

Diners Club \_\_\_\_\_

Discover \_\_\_\_\_

The hotel may place a charge on my credit card for the estimated amount (14) days prior to my function.

Name On Card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Total Estimated Charges: \$ \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CHICAGO AREA UNION JURISDICTIONS

All exhibit and display work in the Chicago area must be done by union personnel.

There are six major unions that have jurisdiction over tradeshow. The following guidelines will help you in preparing your exhibit to conform to union jurisdiction and adherence to them can save you a substantial amount of money.

## TEAMSTER UNION

Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles, deliver the material to your booth and remove and reload material at the close of the show. The only exceptions to this are, machinery, which is handled by the Riggers and Machinery Movers Union, and small items which can be easily carried by one person, in one trip, without the aid of flat trucks, dollies, etc.

Exhibitor may carry in small packages including pop-up booths provided they can be hand-carried.

## MACHINERY MOVERS & RIGGERS

Riggers, as members of the union are usually referred to, handle all machines. This includes unloading machines from trucks, moving the materials to your booth and uncrating them if necessary. Riggers also remove skids and reskid machines and spot the machines in your booth.

The weight of your machine and its size dictate the number of riggers you will need. As an example, if you require a forklift you must have a full crew of riggers (three persons). If the machine is small and can be handled by one or two persons, you will not be required to use a full crew.

Exhibitors may carry computers or appliances provided it can be reasonably done by hand.

Exhibitors may remove small computers and appliances from the crate or box provided that it can be done without a forklift or any power equipment.

On computer equipment and small appliances, crew sizes for operations requiring a rigger will be determined by the size of the job. If only one person is needed to do the work, then only one rigger will be required.

## CARPENTERS UNION

Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work with the exception of machinery, signs or lighted headers, unless the sign or header is a permanently attached part of the display. Carpenters also recreate machines for outbound loading.

Exhibitors may set up and dismantle pop-up displays in booths of 10' x 10' or less. A pop-up display shall be defined as a display system of ten feet or less, that can be set up by one person in 1/2 hour or less, without the use of tools. Pop-up displays larger than 10 feet will require union labor.

# CHICAGO AREA UNION JURISDICTIONS

## DECORATORS UNION

Decorators handle installation of signs, drape background, table skirting, and other items of a decorative nature that must be done after a display background is erected, such as photos, and framed and unframed pictures.

Exhibitors may hang their own corporate logos, small pictures and graphics when such items are designed to be attached by pre-set velcro strips, permanently mounted hooks or snaps.

Exhibitors may set up and take down 10' x 10' displays ("pop-ups") if one person can accomplish the task in 1/2 hour or less without the use of tools.

Exhibitors may skirt table(s) provided they do it with their own custom fit skirts, without the use of staples, snaps or velcro.

Exhibitors may blow up balloons provided they are not used in the display.

## ELECTRICAL UNION

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to the proper outlets, and installing any signs or headers that are lighted, unless they are permanently attached to the exhibit backwall.

## GENERAL PROVISIONS

In each case where these rules indicate that an "exhibitor may" do something, this is interpreted to mean a full-time employee of the exhibiting company (full time throughout the year. Verifiable documentation must be provided upon request).

Reasonable judgement must be used in determining when a task is so large or so time consuming as to require professional union labor.

## WHAT YOU CAN DO WITHOUT UNIONS IN THE CHICAGO AREA

Contrary to popular belief, exhibitors are allowed to do a few jobs in the comfort and privacy of their own booth. Hopefully this guideline will help.

Exhibitors are allowed to unpack and repack their own product. This does not mean that because your product is a 10 ton assembly line, and is shipped in pieces, that you can assemble it; it means that if you are displaying some type of merchandise that comes in boxes, you can unpack and set out for display providing no tools are required to open boxes. Exhibitors are allowed to do the technical work on their machines, example: fine line balancing, programming, additional electrical work, in most cases, and cleaning of the machines.



HOTEL USE ONLY	
TOTAL POSTED	_____
CHECKED OUT	_____
SERVICE MANAGER	_____

**TELECOMMUNICATIONS INTERNET REQUEST FORM**  
 720 South Michigan Avenue, Chicago, IL 60605  
 (312) 922-4400 EXT: 6838 Fax (312) 922-4652

**DUE OCTOBER 10, 2011**

**2011 CIROBE DISCOUNT INTERNET EXHIBITOR ORDER FORM**

Today's Date: \_\_\_\_\_

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Booth # \_\_\_\_\_

Street Address \_\_\_\_\_ Install Date/Time \_\_\_\_\_

City, State, ZIP \_\_\_\_\_ Disconnect Date/Time \_\_\_\_\_

Phone Number \_\_\_\_\_

\*\*\*\*\*

Method of Payment \_\_\_\_\_ Credit Card Type \_\_\_\_\_ Expiration Date \_\_\_\_\_

Master Account \_\_\_\_\_ Credit Card # \_\_\_\_\_

\*\*\*\*\*

**NO ORDER WILL BE PROCESSED WITHOUT THE REQUESTED PAYMENT INFORMATION AND CLIENTS SIGNATURE**

**HIGH SPEED INTERNET CONNECTIONS**

Uses DHCP (Dynamic Host Configuration Protocol)  
 (Client to provide their own Ethernet card)

(ACCESS CODE WILL BE PROVIDED ONSITE)

Shared DS3 1<sup>st</sup> connection is \$150 per day: \_\_\_\_\_ x \$150 = \$ \_\_\_\_\_  
 (List # of days) (This is your total for 1<sup>st</sup> line charges)

Each Additional connection is \$200 each per day: \_\_\_\_\_ x \$200 each = \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_  
 (List # of extra lines) (# of days) (This is your total for add'l lines)

**TOTAL HSIA CHARGES: \$ \_\_\_\_\_**

Signature \_\_\_\_\_ Printed \_\_\_\_\_

Note: Please return this completed form to the attention of Telecommunications Department c/o Hilton Chicago 720 South Michigan Avenue, Chicago, IL 60605. This form must be received 15 days prior to the installation date in order to guarantee availability. Any telephone requests received after the required date may not be accommodated and will be subject to a late fee. Prepayment for all services is required before installation is started. Make checks payable to the Hilton Chicago and enclose with this form. All telephone calls are charged at the prevailing hotel rate. In the event of loss or damage to equipment, a replacement cost will be applied. 50% charge will be applied to orders cancelled after the equipment was set.

# DIRECTIONS TO HILTON CHICAGO

## CAR TRAFFIC

### From O'Hare Airport:

Follow signson Kennedy Expressway (90/94) east to Chicago. Exit east at Congress Parkway. Turn right (south) at either Wabash Avenue or Michigan Avenue to Balbo Drive.

### From Midway Airport:

Take Cicero Avenue to the Stevenson Expressway (55) heading east. Follow sign to Lake Shore Drive (north). Turn left (west) at Balbo Drive. Continue to Michigan Avenue or Wabash Avenue.

### From the West:

Go east on the Eisenhower Expressway (290) which becomes Congress Parkway. Turn right (south) at either Wabash Avenue or Michigan Avenue to Balbo Drive.

### From the South:

Go north on Lake Shore Drive to Balbo Drive. Turn left (west) and continue to either Michigan Avenue or Wabash Avenue.

### From the North:

Take the Kennedy Expressway east to Chicago Loop and exit east at Congress Parkway. Turn right (south) at either Wabash Avenue or Michigan Avenue to Balbo Drive.

OR

Go south on Lake Shore Drive to Balbo Drive. Turn right (west) and continue to either Michigan Avenue or Wabash Avenue.

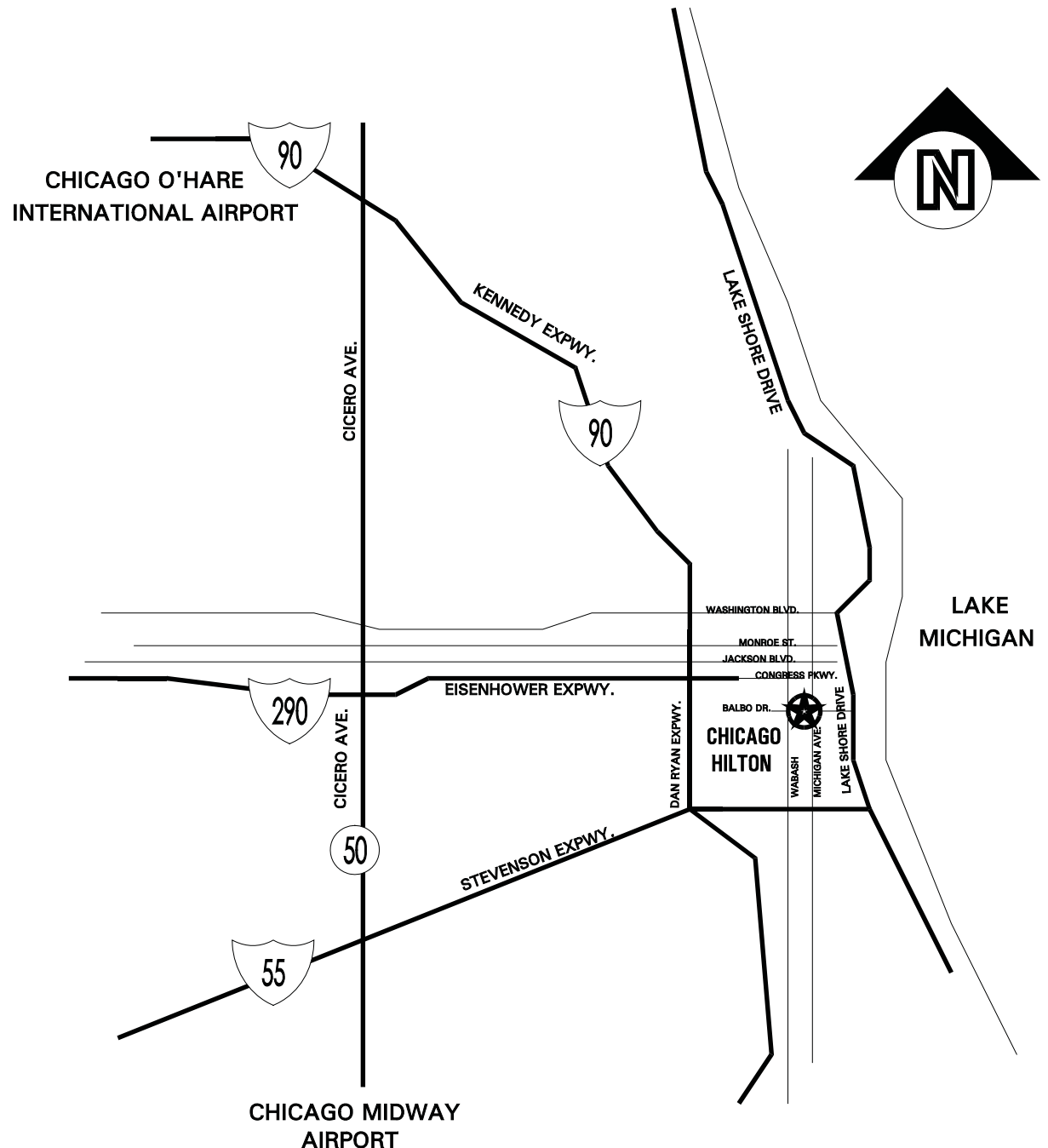
## TRUCK TRAFFIC

### From the West:

Go east on the Eisenhower Expressway (290). Exit 90/94 South. Continue to Roosevelt Road. Turn left (east) and continue to Wabash Avenue. Turn left (north) to Hilton Chicago.

### From the South or North:

Use 90/94, exit Roosevelt Road. Turn left (east) and continue until Wabash Avenue. Turn left (north) to Hilton Chicago.



# Shipping and Drayage Information 2011

Freeman Decorating Company is the exclusive drayage company for CIROBE 2011.

**All freight for CIROBE must be shipped to Freeman Decorating Company's warehouse.**

## **SHIPPING RULES:**

Do not send your boxed, skidded or crated material to the Hilton Chicago for holding. Please be aware that *the Hilton Chicago will turn away any freight sent in advance of this event*. Freeman Decorating Company will accept boxed, skidded or crated material up to 30 days in advance of convention set up (September 26). **These materials should be shipped to arrive at Freeman's warehouse no later than October 19, 2011**, or an additional fee will be assessed.

Please review the Freeman Decorating Company "Limits of Liability and Responsibility for Material Handling Services" form and the "Union Regulation Guidelines" also included in this mailing.

## **DRAYAGE CHARGE & SERVICES:**

**Material handling service charge (drayage), round-trip to and from booth:**

\$64.40 per hundred weight, two hundred pound minimum (\$128.80) per shipment, if received by October 19, 2011. For shipments arriving after October 19, please see the Shipping Rate Chart in this section.

**Basic material handling service includes:**

- Labor and equipment to unload shipment.
- Storage up to 30 days in advance.
- Delivery to booth prior to exhibitor installation.
- Handle any empty containers to/from storage.
- Removal from booth to dock for reloading onto outbound carriers.

**Small package rate (30 lbs or under per shipment):**

Each carton: **\$40.50**, deadline is October 19.

*A small package shipment is a shipment totalling 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. (Small packages received after October 19 will be \$57.05 per carton)*

## **TIPS FOR SHIPPING & DRAYAGE:**

**DO:** Send one large shipment rather than several smaller shipments as there is a \$128.80 per shipment minimum charge.

Call the Freeman warehouse at (773) 473-7080 before you leave for Chicago to make sure your shipments have arrived.

Ship last minute packages to the Freeman warehouse to avoid extra delays and expenses.

Any late shipments sent directly to the Hilton, even on the day of the event, will be passed along to Freeman, and you will be assessed additional drayage charges.

*PLEASE BE AWARE THAT UPS MAY NOT DELIVER MULTIPLE BOX SHIPMENTS ON THE SAME DAY, THUS YOU MAY INCUR EXTRA FREEMAN CHARGES. YOU MAY WANT TO CONSIDER SHRINK-WRAPPING OR SKIDDING EVEN A SMALL SHIPMENT TO AVOID MULTIPLE MINIMUM HANDLING CHARGES.*

**DO NOT:** Ship to the Hilton as they will pass your packages along to Freeman, resulting in additional charges and delays.

## **LABELS & FORMS**

Your shipments should be labeled as follows:

**Exhibitor (company) Name**  
**Booth # \_\_\_\_\_ & (Your) Exhibit Hall**  
**Hold for: CIROBE Oct 26-29, Hilton Chicago**  
**c/o Freeman Decorating Company**  
**2500 W. 35th St.**  
**Chicago, IL 60632**

All exhibitors shipping materials must return both the Material Handling Service and Rates form and the Method of Payment form included in this packet to Freeman Decorating Company.

**REMEMBER:** TEAMSTERS HANDLE ALL FREIGHT INSIDE THE EXHIBIT HALL. THEY UNLOAD ALL TRUCKS OR VEHICLES, DELIVER THE MATERIAL TO YOUR BOOTH, AND REMOVE AND RELOAD MATERIAL AT THE CLOSE OF THE SHOW. SMALL ITEMS WHICH CAN BE EASILY CARRIED BY ONE PERSON, IN ONE TRIP, WITHOUT THE AID OF FLAT TRUCKS, DOLLIES, ETC., MAY BE BROUGHT IN THROUGH THE FRONT ENTRANCE OF THE HALL. **DOLLIES, CARTS, AND HOTEL BELLHOPS ARE NOT ALLOWED ON THE EXHIBIT HALL FLOOR DURING SET UP BUT ARE PERMITTED DURING BREAKDOWN.**

# F R E E M A N

5040 West Roosevelt Road  
 Chicago, Illinois 60644-1436  
 (773) 473-7080 • Fax (469) 621-5603  
 Email: FreemanChicagoES@freemanco.com

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

FREEMAN material handling

NAME OF SHOW: C.I.R.O.B.E. • October 26-29, 2011

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

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

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

For Assistance, please call 773-473-7080 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 4:30 P.M. Monday through Friday  
**Overtime -** 4:30 P.M. to 8:00 A.M. Monday through Friday; ALL DAY Saturday  
**Double Time-** ALL DAY Sunday and Holidays  
 (Overtime/Double Time will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price per CWT	200 lbs. Minimum
-------------	---------------	------------------

**RATE CLASSIFICATIONS:**

<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment .....	\$ 64.40	\$ 128.80
Special Handling Shipment .....	\$ 83.70	\$ 167.40
<b>Showsite Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment .....	\$ 80.90	\$ 161.80
Special Handling Shipment .....	\$ 105.15	\$ 210.30
Uncrated or Pad Wrapped Shipment .....	\$ 121.35	\$ 242.70
<b>Small Package - Maximum weight is 30 lbs. per shipment*</b> .....	\$ 40.50	

\* 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:**

<b>Shipment Delivered after Deadline Date (in addition to above rates)</b>		
Warehouse Shipment after <b>OCTOBER 19, 2011</b> .....	\$ 16.55	\$ 33.10
Showsite Shipment after <b>OCTOBER 25, 2011</b> .....	\$ 20.20	\$ 40.40
<b>Overtime Charge - Inbound/Outbound Monday-Friday &amp; Saturday (in addition to above rates)</b>		
Crated or Skidded Shipment .....	\$ 20.20	\$ 40.40
Special Handling Shipment .....	\$ 26.30	\$ 52.60
Uncrated or Pad Wrapped Shipment .....	\$ 30.30	\$ 60.60
<b>Double Time Charge - Inbound/Outbound Sunday, &amp; Holidays (in addition to above rates)</b>		
Crated or Skidded Shipment .....	\$ 40.45	\$ 80.90
Special Handling Shipment .....	\$ 52.60	\$ 105.20
Uncrated or Pad Wrapped Shipment .....	\$ 60.70	\$ 121.40

Description	Weight	CWT	Price per CWT	Estimated Total Cost
	÷ 100 =			
<b>Surcharges</b>	÷ 100 =			
			<b>Sub-Total</b>	
			<b>TOTAL</b>	

**Tips to Save on Material Handling!**

- **Consolidate shipments** (i.e. if minimum shipment weight is less than 200 lbs.)
- 3 Separate Shipments
  - 60 lbs. charged @ 200 lbs. \$128.80
  - 52 lbs. charged @ 200 lbs. \$128.80
  - 65 lbs. charged @ 200 lbs. \$128.80 = \$386.40
- 1 Consolidated Shipment
  - 3 pieces (1 shipment)
  - 177 lbs. charged @200 lbs. = \$128.80

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

# SPECIAL HANDLING DEFINITIONS

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

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

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

Vehicles that are not dock height, preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not at 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 by-passed to reach target 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 place 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?**

Alternate 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.

# F R E E M A N

5040 W Roosevelt Rd  
Chicago, IL 60644  
(773) 473-7080 Fax: (469) 621-5603  
FreemanChicagoES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
OCTOBER 10, 2011**

**INCLUDE THIS FORM  
WITH YOUR ORDER**

NAME OF SHOW: **C.I.R.O.B.E. / OCTOBER 26 - 29, 2011**

---

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 (269885) 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/?269885>

**FREEMAN method of payment**



## ATTENTION EXHIBITORS

Please be aware that the Hilton Chicago & Towers does NOT receive exhibitor freight, literature or supplies through the hotel package room. The hotel package room is too small to handle Exhibit Materials and the Hotel's everyday receiving.

It is the responsibility of all exhibitors to send their materials to the General Contractor in the following manner:

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

SHOW NAME: \_\_\_\_\_

BOOTH NO: \_\_\_\_\_

c/o FREEMAN  
2500 West 35th Street  
Chicago, Illinois 60632

All materials mailed to the Hilton Chicago & Towers will be turned over to Freeman. Their handling will be billed according to the Show's Shipping & Receiving Rates.

WE APPRECIATE YOUR COOPERATION.

**F R E E M A N**  
IS PROUD TO SERVE AS THE RECOMMENDED CONTRACTOR

## CIROBE Late Shipment Information 2011

This chart will tell you where to ship your samples and rates based on normal handling charges if your shipment will be arriving close to, or after the deadline date. These rates are based on **crated** shipments only and do not apply to Special Handling or Uncrated shipments. Shipments that arrive after 4:30 pm will incur overtime charges in addition to these rates. Minimum charge is 200 lbs. Please see the material handling form for special rates applicable to shipments under 30 lbs. All rates are round-trip (delivery to and removal from booth.)

<i>Shipment arriving</i>	<i>Rate applied</i>	<i>Ship to /Label to use</i>
To the warehouse on or before October 19	\$64.40/cwt (\$128.80 min.)	35 <sup>th</sup> St Warehouse
To the warehouse between October 20-24	\$80.95/CWT (\$161.90 min.)	35 <sup>th</sup> St Warehouse
To Showsite on Oct 25-28	\$101.10/CWT (\$202.20 min.)	725 S. Wabash
To Showsite on Oct 29	\$121.30/CWT (\$242.60 min.)	725 S. Wabash

### SHIPMENT ARRIVAL DATE:

Sun Oct 16	Mon Oct 17	Tues Oct 18	Wed Oct 19	Thurs Oct 20	Fri Oct 21	Sat Oct 22
	<i>Ship to:</i> <b>WAREHOUSE</b> <i>Discount Rate</i> \$64.40/CWT (200 lb min.)	<i>Ship to:</i> <b>WAREHOUSE</b> <i>Discount Rate</i> \$64.40/CWT (200 lb min.)	<i>Ship to:</i> <b>WAREHOUSE</b> <i>Discount Rate</i> \$64.40/CWT (200 lb min.)	<i>Ship to:</i> <b>WAREHOUSE</b> <i>Late Rate</i> \$80.95/CWT (200 lb min.) <i>Freight will be refused at show site but if it arrives at warehouse will be delivered for exhibitor set-up</i>	<i>Ship to:</i> <b>WAREHOUSE</b> <i>Late Rate</i> \$80.95/CWT (200 lb min.) <i>Freight will be refused at show site but if it arrives at warehouse will be delivered for exhibitor set-up</i>	

Sun Oct 23	Mon Oct 24	Tues Oct 25	Wed Oct 26	Thurs Oct 27	Fri Oct 28	Sat Oct 29
	<i>Ship to:</i> <b>WAREHOUSE</b> <i>Late Rate</i> \$80.95/CWT (200 lb min.) <i>Freight will be refused at show site but if it arrives at warehouse will be delivered for exhibitor set-up</i>	<i>Ship to:</i> <b>SHOW SITE</b> <i>LATE RATE</i> \$101.10/CWT (200 lb min.) <i>Shipment will be queued for delivery to show floor in order received*</i>	<i>Ship to:</i> <b>SHOW SITE</b> <i>LATE RATE</i> \$101.10/CWT (200 lb min.) <i>Shipment will be queued for delivery to show floor in order received*</i>	<i>Ship to:</i> <b>SHOW SITE</b> <i>LATE RATE</i> \$101.10/CWT (200 lb min.) <i>Shipment will be queued for delivery to show floor in order received*</i>	<i>Ship to:</i> <b>SHOW SITE</b> <i>LATE RATE</i> \$101.10/CWT (200 lb min.) <i>Shipment will be queued for delivery to show floor in order received*</i>	<i>Ship to:</i> <b>SHOW SITE</b> <i>OVERTIME SURCHARGE</i> \$121.30/CWT (200 lb min.) <i>Shipment will be queued for delivery to show floor in order received*</i>

**Do NOT ship to Show Site before October 24**, your shipment will be refused. If you are not certain of your delivery date, please feel free to call us for advice at (773) 493-1389.

\* Show site deliveries are made on a first-come, first-served basis and the time it takes materials to arrive at your booth depends on how many vehicles are on line, and when you (or your carrier) arrive to be loaded in. Also, consider that the elevator leading to the exhibit hall may be loaded with multiple Exhibitor shipments to make the best use of teamster labor and the one elevator leading to your respective halls.

# F R E E M A N

5040 W Roosevelt Rd  
Chicago, IL 60644  
(773) 473-7080 Fax: (469) 621-5603  
FreemanChicagoES@freemanco.com

## OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **C.I.R.O.B.E. / OCTOBER 26 - 29, 2011**

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

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

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

For Assistance, please call (773) 473-7080 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**

**CANNOT DELIVER BEFORE OCTOBER 25, 2011**

**CANNOT DELIVER BEFORE OCTOBER 25, 2011**

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

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

**C/O: FREEMAN  
HILTON CHICAGO  
725 S WABASH AVE**

**C/O: FREEMAN  
HILTON CHICAGO  
725 S WABASH AVE**

**CHICAGO, IL 606052116**

**CHICAGO, IL 606052116**

**SHOW SITE**

**SHOW SITE**

**EVENT:** \_\_\_\_\_ *C.I.R.O.B.E.*

**EVENT:** \_\_\_\_\_ *C.I.R.O.B.E.*

**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**

**MUST DELIVER BY OCTOBER 17, 2011**

**MUST DELIVER BY OCTOBER 17, 2011**

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

*EXHIBITOR NAME*

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

*EXHIBITOR NAME*

**C/O: FREEMAN**

**2500 WEST 35TH STREET**

**CHICAGO, IL 60632**

**C/O: FREEMAN**

**2500 WEST 35TH STREET**

**CHICAGO, IL 60632**

**WAREHOUSE**

**WAREHOUSE**

**EVENT:** \_\_\_\_\_ *C.I.R.O.B.E.*

**EVENT:** \_\_\_\_\_ *C.I.R.O.B.E.*

**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.

# 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, Gasses, 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 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.

# 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.

# Booth Breakdown and Removal 2011

**SHOW CLOSES:** Saturday, October 29 .....5 p.m. (lights out at 6 p.m.)

**BREAKDOWN:** Sunday, October 30 ..... 9 a.m. - 3 p.m.

**MOVE-OUT:** Monday, October 31 ..... 8 a.m. - 11 a.m. (please make the appropriate arrangements with your trucker)

Fire marshal's regulations prohibit the storage of boxes and other materials under tables.

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**BREAKDOWN DEPOSIT** We require that exhibitors do not start breaking down booths until the end of the show at 5 p.m. on Saturday, October 29, 2011. Please make your travel plans accordingly.

You have been required to pay a deposit, equal to 10% of your total booth fee, that is refundable so long as your booth remains open for sales until the close of the show. If you break down your booth prior to 5pm on Saturday, your deposit will be forfeited.

We have instituted this policy to maximize value from sales hours at CIROBE for all exhibitors and attendees without the distraction of exhibitors breaking down early.

**AFTER THE FLOOR CLOSSES**

After the floor closes at 5pm on Saturday, October 29, anyone without an exhibitor badge will be asked to leave the floor.

**Exhibitors will have one hour to remove or pack up any valuables and personal items from their booth.**

You should prepare to take any laptops or orders with you at the end of this hour, and use this time to close down your booth in preparation for **breakdown, which will take place the following morning.**

At 6 p.m., we will turn off the lights and escort everyone off the floor.

**BREAKDOWN**

Empty boxes will be returned Sunday morning, and **breakdown will begin at 9 a.m. on Sunday, October 30.**

Please build all skids in the aisles on the vinyl carpet protection, if present.

All booths must be broken down and packed by 3 p.m. Sunday night.

CIROBE provides security to prevent unauthorized entry to the exhibit halls throughout the show, including set-up and breakdown, but does not provide security for materials at each individual booth. Exhibitors are responsible for their own materials and should secure any valuables when leaving their booths unattended. As stated in your contract, neither CIROBE, nor the Hilton maintains insurance covering exhibitor's property, and it is the sole responsibility of the exhibitor to obtain such insurance.

**STORAGE OF BOXES DURING SHOW**

Fire marshal's regulations prohibit the storage of boxes and other materials under tables. If more than one day's booth supplies are stored under the tables, they will be removed and there is no guarantee if and when they will be returned. To ensure that packing materials are returned to your booth, make sure you place official empty stickers on them (available at the Freeman desk) with your company name and booth number, and have them removed by Freeman before the show starts.

**FREIGHT REMOVAL**

All drayage charges must be paid in full to Freeman before the end of the show. Freeman requests that you review your bill for discrepancies onsite, instead of waiting for an itemized receipt to arrive in the mail. If you did not use a credit card on the method of payment form, make sure you bring a credit card or a check to pay for any additional charges that accrue.

All freight will be removed from the hall between 8 a.m. and 11 a.m. on Monday, October 31. **If you are using a trucking company to move your freight, it is your responsibility to notify them and arrange pick-up from the Hilton on Monday, October 31 between 8 a.m. and 11 a.m.**

Outbound transport to the dock by Freeman for pickup by truck or common carrier is covered by your initial drayage costs and requires a Bill of Lading available from the Freeman Service Desk onsite. This must be filled out by the exhibitor before the exhibitor leaves. Materials removed by exhibitors via the hotel lobby do not require a bill of lading. Freeman is unable to use UPS for delivery.

All freight left in the hall after 11 a.m. on Monday will automatically be rerouted and shipped back to the exhibitor at exhibitor's expense. Unmarked boxes will be returned to Freeman's warehouse and disposed of if unclaimed after two weeks. All freight returned to the Freeman warehouse is subject to a surcharge.

**FOR INFORMATION ABOUT SELLING YOUR BOOTH, PLEASE TURN THE PAGE.**

# Booth Breakdown and Removal 2011 (pg. 2)

**SHOW CLOSURES:** Saturday, October 29 .....5 p.m. (lights out at 6 p.m.)

**BREAKDOWN:** Sunday, October 30 ..... 9 a.m. - 3 p.m.

**MOVE-OUT:** Monday, October 31 ..... 8 a.m. - 11 a.m. (please make the appropriate arrangements with your trucker)

**Fire marshal's regulations prohibit the storage of boxes and other materials under tables.**

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**U.P.S.** Freeman is unable to use UPS for delivery. However, the Hilton package room is set up for a limited number of UPS shipments. They will be open from 9 am - 3 pm on Sunday. Please be aware that the package room charges an additional weight-based surcharge (**\$10-\$20 and up**) per parcel above and beyond the UPS charges.

**SELLING YOUR BOOTH** To ensure that your sold booth goes to the booth purchaser, you must complete the **Outbound Booth Materials Intention Form** in order to have Freeman remove your freight from the exhibit floor to the loading dock for your purchaser (this service is included in the round-trip drayage fees.) On the Outbound Booth Materials Intention Form you must indicate to whom you are selling your booth and how they are planning to remove the freight. If a common carrier is being used, one of you must make arrangements for the freight to be picked up at the Hilton dock between 8 am and 11 am Monday and fill out the Freeman Bill of Lading to have the materials moved from the exhibit floor to the truck.

The **Outbound Booth Materials Intention Form** will be available throughout the weekend at the CIROBE office on the exhibit hall floor. This form must be filled out and returned to the CIROBE office; a copy will be made which must be given to the booth purchaser. Temporary badges will be assigned to the booth purchaser. After 5 p.m. Saturday, anyone breaking down a booth without an exhibitor badge or a temporary badge will be asked to leave the floor.

If you do not return the **Outbound Booth Materials Intention Form**, your booth purchaser will be unable to remove your materials from the show floor and Freeman will ship them back to you at your expense at a non-discounted rate.

**PACKING YOUR BOOTH** **No booth should be packed up during show hours.** Failure to comply with this directive will jeopardize your future participation in CIROBE. Regardless of whether you or a booth purchaser is packing up your booth, your booth should not be broken down until 5 p.m. on Saturday. If you have sold your booth materials, it is YOUR (the exhibiting firm's) responsibility to make sure your booth purchaser understands and complies with this directive. Any booth purchaser found packing up a booth prior to 5 p.m. Saturday will be asked to leave the floor until the show closes.

**You must be wearing your badge to pack your booth.** Your booth purchaser will also need a special temporary exhibitor badge (available from Registration on Sunday) as well as a copy of the Outbound Booth Materials Intention Form in order to pack up your booth. For the security of your materials, no one will be allowed to pack up a booth without an exhibitor badge and the related paperwork.

**Booth purchasers will not be allowed to consolidate materials from multiple booths.** If you or your booth purchaser requires consolidation for shipping, Freeman Decorating will consolidate materials onto skids for booth purchasers only with the appropriate Outbound Booth Materials Intention Forms. Please make sure you have furnished your booth purchaser with all the proper paperwork before leaving CIROBE, or they will not be able to take your materials.

**No booth should be considered "abandoned."** Many exhibitors are leaving their booths to be boxed up by a third party. Please make sure your booth buyer is aware that he/she can only box up booths that he/she has purchased. For your security, CIROBE will not allow an exhibitor or booth purchaser to pack up an unattended booth without the Outbound Booth Materials Intention Form. Should your materials be unpacked at the time the show floor is closed by CIROBE, they will be disposed of at CIROBE's discretion.



EXHIBITOR NAME \_\_\_\_\_

# CIROBE 2011

## Outbound Booth Materials Intention Form

This form ensures that your booth materials are handled as you intend.

**ALL EXHIBITORS MUST RETURN THIS FORM**  
to the CIROBE Will-Call Desk in the Mobley Room before leaving CIROBE 2011.

Exhibitor Name \_\_\_\_\_

Booth # \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Exhibitor agent \_\_\_\_\_

*I will be (check and complete all that apply):*

- Shipping back to my company this approximate # of pieces: \_\_\_\_\_ boxes / \_\_\_\_\_ skids  
 I have filled out the Bill of Lading with Freeman

- Selling materials from my booth to a third party:  
\_\_\_\_\_ (name of buyer)

Who will remove this approximate # of pieces: \_\_\_\_\_ boxes / \_\_\_\_\_ skids via  
\_\_\_\_\_

- Leaving my booth materials to be donated

If you are **shipping your booth or part of your booth back to your company**, you must fill out a Freeman Bill of Lading and return it to the Freeman Service Desk in the Northwest Hall, specifying the carrier which will remove your freight from the Hilton and how many pieces are to be removed. Bills of lading will be available at the Freeman service desk between Saturday morning. All freight must be packed up by 3 p.m. Sunday night, and your carrier must pick up at the Hilton dock between 7 a.m. and 11 a.m. Monday (unless we have already received an early freight removal form from you.)

If you are planning to **sell your booth or some of your booth materials** at the end of the show, you (the exhibitor) must fill out this form and bring it to the CIROBE office, where a copy will be made which must be given to the booth purchaser. After 5 p.m. Saturday, anyone breaking down a booth without an exhibitor badge or a temporary badge will be asked to leave the floor. (A temporary badge is obtainable by the booth purchaser at the Will-Call desk upon presentation of the authorized copy of this form.)

**BOOTH BUYERS PLEASE NOTE THE FOLLOWING:**

- Booths may not be packed up before 5 p.m.; any booth buyers that are packing up booths prior to 5 p.m. will be asked to leave the floor
- Booth buyers may not consolidate freight from different booths onto a pallet. Freeman will consolidate freight for you after they have received the pertinent Booth Material Intention Forms. You may then shrinkwrap your pallet(s) or hire Freeman to do so at your expense.
- In addition, please note that no booth should be considered abandoned. Many booths will remain unpacked awaiting their purchaser or pickup by the charity to which they have been donated.

**THIS FORM MUST BE RETURNED TO THE CIROBE OFFICE / WILL-CALL DESK  
BY THE EXHIBITOR BEFORE LEAVING CIROBE 2011.**

## Chicago Fire Department Regulations

In order to minimize the risk of fire and to keep exhibit halls in Chicago as safe as possible, the Chicago Fire Department has established the following regulations:

The Municipal Code states that **nothing** (for example: fiber cases, cartons, boxes, personal items, giveaways, etc.) may be stored behind or between exhibits booths, behind draperies or under tables. All materials that are needed for repacking purposes must be removed from the exhibit area.

You may keep a one-day supply of literature or products at your booth. Accessible storage is available for additional promotion items or giveaways. Please see the General Service Contractor at the service desk for assistance.

**The Chicago Fire Department strictly enforces these regulations.**

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**\*\*\*Exhibitor Information\*\*\***

**Welcome Exhibitors,**

**In compliance with the directives of the Chicago Fire Prevention Bureau, please be aware that equipment, products, materials, or containers of any kind may not; under any circumstances be stored under any tables, behind any drape, or behind any booth displays. You may keep one day's supply of your product or materials on display in the open area of your booth space.**

**Any items stored behind a booth display or drape will be subject to removal and placed in an off-site storage facility. These items will be returned to you at the close of the show.**

**If any booth is found not to be in compliance the Fire Marshal reserves the right to close down that booth. Those exhibitors not in compliance would still be responsible for any services rendered. Vehicle must have a lock on gas tank, not more than an 8th of gas the battery must be un-hooked by the hotel electrician the keys give to Hilton Security Department.**

**\*All tents must be Fire Retardant and Porous.**

**Thank you for your cooperation.  
Hilton Chicago Management**



## **WELCOME TO THE HILTON CHICAGO & TOWERS**

*In compliance with the directives of the Chicago Fire Prevention Bureau, we ask that **ALL EXHIBITORS** read and strictly adhere to the following:*

***Please be aware that equipment, products, material, or containers of ANY KIND MAY NOT, under any circumstances be stored under any tables, behind any drape, or behind any booth displays. You may keep one day's supply of your product or materials on display in the open area of your booth space.***

*Any items stored behind a booth display or drape will be subject to removal and will be placed in an off-site storage facility. These items will be returned at the close of show.*

*"Empty" labels are provided for your convenience and are available at the Freeman Service Desk. Please affix these to your empty containers and place them in the aisle for pick-up. They will be returned to your booth at the break of show.*

***If any booth is found not to be in compliance, the Fire Marshal reserves the right to close down that booth. Those exhibitors not in compliance are responsible for any services rendered.***

**THANK YOU FOR YOUR COOPERATION.**

*Hilton Chicago Management*

**F R E E M A N**  
IS PROUD TO SERVE AS THE RECOMMENDED CONTRACTOR



## GENERAL FIRE SAFETY POLICIES & PROCEDURES

### STATEMENT OF PURPOSE:

General fire safety policies and procedures have been established to ensure the Hilton Chicago, its guests, clients, personnel and related service industries are working in a safe environment, and in compliance with City of Chicago statutes governing fire prevention. These policies and procedures should serve as a guideline for all concerned and will be enforced by Hilton Chicago Management. Any requests for variations or exceptions should be directed to the Exhibit Hall Department of the Hilton Chicago, and must be approved in writing by hotel management.

1. All material, including scenery, drapes, signs, etc., used in construction of an exhibit booth **MUST** be flame retardant. Polyurethane foam must pass the "standard flame test". Only fire retardant cardboard and paper may be used. Affix certificate of flame proofing to the booth.
2. No storage of any kind is allowed behind the back drapes, behind booth displays, or under tables. A maximum of one-day's supply of materials may be placed in an OPEN AREA of your booth space.
3. No hazardous demonstrations, such as welding, cooking with natural gas, heater demonstrations, etc. will be permitted without the written approval of the Chicago Fire Prevention Bureau. A copy of all paperwork regarding the request and the approval of the procedure from the Fire Department should be forwarded to the Hotel's Exhibit Hall Manager.
4. Use of hazardous materials is **NOT** permitted at any time during an exhibit show. Hazardous materials include: open flames, hot coals, propane, gasoline, kerosene, radioactive material, oxygen, etc.
5. Vehicles or apparatus with fuel tanks for display **MUST** have a locking fuel cap and the fuel cap **MUST** be sealed using heavy tape and contain no more than 1/8 tank of fuel. Battery cable **MUST** be disconnected prior to vehicle entering the building.
6. Exhibits with enclosed ceilings **ARE NOT PERMITTED**. All exhibits **MUST** be **NO HIGHER THAN 10 FEET TALL**. All exhibits should remain 18" below the sprinkler system. Helium balloons are **NOT** permitted.
7. Floor plans of all exhibit booths exceeding 200 square feet must be submitted to Exhibit Hall Manager no less than 30 days before show opening.
8. All fire hose cabinets, pull stations, and emergency exits must be visible and accessible at all times.
9. All main and cross aisles, corridors, stairways, and other exit areas must maintain the required minimum width of 8 feet. No protrusions into the aisles are permitted.
10. Smoking is **NOT PERMITTED** during set-up or tear-down of shows, and is restricted to authorized areas at any other time.
11. Cut trees, branches and shrubs are prohibited in the hotel. Live plants must be maintained in their natural state.
12. Report emergencies immediately by dialing 55 on any house phone.

ALL QUESTIONS AND CLARIFICATIONS SHOULD BE DIRECTED TO:

HILTON CHICAGO  
EXHIBIT HALL MANAGER  
720 S. Michigan Avenue  
Chicago, IL 60605  
Phone: (312) 663-6535  
Fax: (312) 431-6904



720 South Michigan Avenue, Chicago, Illinois 60605 Telephone 312/922-4400 Fax 312/922-5240  
Reservations 1-800-HILTONS

Proud Recipients of the Awards of Excellence, the Pinnacle Award, the M&D Award and the Inner Circle Award

## **\*\*\*\*Attention Exhibitors\*\*\*\***

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As a reminder an electrical work order MUST be placed for any AV equipment to be delivered, installed and dismantled.

To avoid lines and ensure equipment is working properly, it is recommend that exhibitors have AV equipment installed on Monday, October 10, 2011, vs. waiting until the morning of show opening.