LET US DO THE HEAVY LIFTING

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

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

ON-SITE SUPERVISION

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

If You Use Freeman Staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.
NAME OF SHOW:  JCK Las Vegas 2020 / June 2-5, 2020

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

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

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

ORDER FORM
DEADLINE DATE
MAY 7, 2020

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW:  JCK Las Vegas 2020 / June 2-5, 2020

COMPANY NAME:  

CONTACT NAME:  

E-MAIL ADDRESS:  

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

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DISPLAY LABOR (One Hour Minimum per Worker)

<table>
<thead>
<tr>
<th>Description</th>
<th>Price per Hour</th>
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<tbody>
<tr>
<td>Straight Time</td>
<td>$102.00</td>
</tr>
<tr>
<td>Overtime</td>
<td>$165.25</td>
</tr>
</tbody>
</table>

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

INSTALLATION LABOR

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

Emergency contact:  

Phone Number:  

☐ Exhibitor Supervised Labor

Supervisor will be:  

Phone Number:  

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

DISMANTLE LABOR

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

Emergency contact:  

Phone Number:  

☐ Exhibitor Supervised Labor

Supervisor will be:  

Phone Number:  

<table>
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<tr>
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<th>Start Time</th>
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Freeman Supervision (30%/$45.00) = $  
Tax = $ (N/A)  
Total Dismantle = $  

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

(486970)

Page 1 of 2
NAME OF SHOW: JCK Las Vegas 2020 / June 2-5, 2020

Company Name: BOOTH #:
Contact Name: PHONE #:
E-MAIL ADDRESS:

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

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

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

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

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

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

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

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

Comments: __________________________________________________________

Graphics: With Exhibit ______ Shipped Separately ______

Comments: __________________________________________________________

Special Tools/Hardware/Equipment Required: __________________________

OUTBOUND SHIPPING INFORMATION

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

SHIP TO: __________________________________________________________

_______________________________________________________________

_______________________________________________________________

Select a Carrier:

☐ Freeman Exhibit Transportation:

No need to schedule your outbound shipment. Charges will appear on your Freeman invoice.

Freeman will make all arrangements for Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

☐ Other Carrier:

Carrier Name: __________________________
Carrier Phone: _________________________

Select Level of Service:

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

☐ Standard Ground
☐ Specialized: Pad wrapped, uncrated or truckload

Freight Charges:

☐ Same as ship to
☐ Bill To: __________________________________________________________

Select Shipment Options (if applicable):

☐ Have loading dock
☐ Inside delivery
☐ Pad wrap required
☐ Do not stack

☐ Lift gate required
☐ Air ride required
☐ Residential

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

☐ Reroute via Freeman’s choice
☐ Deliver back to Freeman warehouse at Exhibitor’s expense.

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