SERVICE INFORMATION

BOOTH EQUIPMENT
Each 8’ x 5’ booth will be set with 8’ high white back drape, 3’ high white side dividers, one (1) 6’L x 42”H blue draped counter (white vinyl on top, blue drape on sides), one (1) 4’ x 8’ poster board, one (1) clip light, one (1) black Casey Padded Stool, (1) wastebasket and a 7” x 44” one-line identification sign (black and white with company name only). One (1) 500 watt electrical outlet, with power strip, and wireless internet will also be provided through the exhibit facility.

Each 10’ x 5’ booth will be set with 8’ high white back drape, 3’ high white side dividers, one (1) 8’L x 42”H blue draped counter (white vinyl on top, blue drape on sides), one (1) 4’ x 8’ poster board, one (1) clip light, one (1) black Casey Padded Stool, (1) wastebasket and a 7” x 44” one-line identification sign (black and white with company name only). One (1) 500 watt electrical outlet, with power strip, and wireless internet will also be provided through the exhibit facility.

DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of advance order discount rates, place your order by Monday, March 4, 2013.

SHOW SCHEDULE
EXHIBITOR MOVE-IN
For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ
Monday March 25 1:30 PM - 4:00 PM
All labor and inbound material handling services performed after 4:30 pm will have overtime charges applied.

EXHIBITOR MOVE-OUT
For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ
Wednesday March 27 4:15 PM - 7:00 PM
All labor and outbound material handling services performed after 4:30 pm will have overtime charges applied.

DISMANTLE AND MOVE-OUT INFORMATION
• Freeman will begin returning empty containers at the close of the event.
• All exhibitor materials must be removed from the exhibit facility by 7:00 PM on Wednesday, March 27.
• To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check in by 5:00 PM on Wednesday, March 27. Drivers not checked in by this time will risk the possibility of their shipments going out on the house carrier.

Please refer to our Shipping Instructions located on the next page.

POST SHOW PAPERWORK AND LABELS
Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

VEHICLE RESTRICTIONS
Due to the loading dock configuration at this facility, trucks are not to exceed 13’6” in height and 62’ in length. Any truck over these limits may be subject to a “truck & driver” minimum charge of $150.00.
SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN
1515 Washington Street
Braintree, MA 02184
Phone: 781-380-7550 • Fax: 469-621-5608

FREEMAN TRANSPORTATION
800-995-3579 Toll Free US & Canada
817-607-5100 Local & International
Fax: 469-621-5810

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at www.freemanco.com/store by Monday, March 4, 2013. Our Internet online ordering service, Freeman OnLine is available for your convenience to order all Freeman services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine.

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

SHIPPING INFORMATION
Warehouse shipping address:
ECLIPSECON 2013
Exhibiting Company Name
Booth #__________
C/O Freeman
1515 Washington Street
Braintree, MA 02184

PLEASE NOTE: The warehouse is open from 8:00 am - 4:00 pm Monday - Friday. Exceptions are noted below.

Freeman will accept crated, boxed or skidded materials beginning Monday, February 25, 2013 at the above address. Materials arriving after Monday, March 18, 2013 will be received at the warehouse with an additional after deadline charge.

Show site shipping address:
ECLIPSECON 2013
Exhibiting Company Name
Booth #__________
C/O Freeman
Seaport World Trade Center
200 Seaport Blvd., Commonwealth Pier
Boston, MA 02210

Freeman will receive shipments at the exhibit facility beginning Monday, March 25, 2013. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

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

LABOR INFORMATION
Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs.
Exhibitors supervising labor need to pick up and release their labor at the Service Desk.
Refer to the order form under Display Labor for Straight Time and Overtime hours.

ASSISTANCE
We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 781-380-7550.

WE APPRECIATE YOUR BUSINESS
HELPFUL HINTS

SAVE MONEY
Order early to take advantage of advance order discount rates, place your order by the deadline date listed on each form.

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE
For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Call Freeman’s Exhibitor Services department at 781-380-7550 with any questions or needs you may have.
NAME OF SHOW: EclipseCon 2013 / March 25-28, 2013

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th>BOOTH#:</th>
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<tbody>
<tr>
<td>ADDRESS:</td>
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<td>CITYSTATE/ZIP:</td>
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<td>PHONE #:</td>
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<tr>
<td>SIGNATURE:</td>
<td>PRINT NAME:</td>
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<tr>
<td>E-MAIL FOR INVOICE:</td>
<td>CHECK IF YOU ARE A NEW FREEMAN CUSTOMER</td>
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For your convenience, we will use this authorization to charge your credit/debit 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:

**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. (“US. FUNDS” MUST BE PRE-PRINTED on Canadian checks.)
  - Please reference 299601 on your remittance.

- **CREDIT/DEBIT CARD**
  - For your convenience, we will use this authorization to charge your credit/debit 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**
  - **MASTERCARD**
  - **VISA**
  - **FREEMAN NOW ACCEPTS DEBIT CARDS**

  Account No.: Exp. Date:

Cardholder Name (Print): Signature:

Cardholder Billing Address:

City/State/Zip:

**ENTER TOTALS HERE**

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<tr>
<th>FURNISHINGS &amp; ACCESSORIES</th>
<th>CARPET</th>
<th>CLEANING/SHAMPOOING</th>
<th>PORTER SERVICE</th>
<th>RENTAL EXHIBITS &amp; ACCESSORIES</th>
<th>INSTALLATION LABOR</th>
<th>DISMANTLE LABOR</th>
<th>ELECTRICAL LABOR</th>
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<th>MATERIAL HANDLING</th>
<th>RIGGING INSTALLATION</th>
<th>RIGGING DISMANTLE</th>
<th>SIGNS</th>
<th>TOTAL FLEX</th>
<th>EXHIBIT TRANSPORTATION</th>
<th>GRAND TOTAL</th>
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- 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.


02/12(299601)
In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

**EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING**

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

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

**EXHIBITOR NAME:** (PLEASE PRINT)

**EXHIBITOR SIGNATURE:**

**DATE:**

**EXHIBITING COMPANY INFORMATION**

**EXHIBITING COMPANY NAME:**

**BOOTH #:**

**EXHIBITING COMPANY ADDRESS:**

**CITY/STATE/ZIP:**

**PHONE:**

**EXT.:**

**FAX:**

**CONTACT’S E-MAIL:**

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

- ☐ ALL FREEMAN SERVICES
- ☐ I&D LABOR/SUPERVISION
- ☐ MATERIAL HANDLING/IN & OUT
- ☐ FREEMAN EXHIBIT TRANSPORTATION
- ☐ RENTAL FURNITURE/CARPET/SIGNS
- ☐ BOOTH CLEANING
- ☐ OTHER

**THIRD PARTY COMPANY INFORMATION**

**THIRD PARTY COMPANY NAME:**

**CONTACT NAME:**

**THIRD PARTY BILLING ADDRESS:**

**CITY/STATE/ZIP:**

**PHONE:**

**EXT.:**

**FAX:**

**CONTACT’S E-MAIL:**

**E-MAIL FOR INVOICE:**

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

**THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION**

- ☐ AMERICAN EXPRESS
- ☐ MASTERCARD
- ☐ VISA

**FREEMAN NOW ACCEPTS DEBIT CARDS**

**ACCOUNT NO:**

**EXP. DATE:**

**CARDHOLDER NAME (PLEASE PRINT):**

**CARD TYPE:**

**AUTHORIZED SIGNATURE:**

**CARDHOLDER BILLING ADDRESS:**

**CITY/STATE/ZIP:**
NAME OF SHOW: EclipseCon 2013 / March 25-28, 2013

For Assistance, please call (781) 380-7550 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

<table>
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<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount</th>
<th>Standard Price</th>
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<td>C210112</td>
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<td>Light Fixtures</td>
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<td>17251</td>
<td>Arm Light</td>
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Pedestal Tables - SoHo Series

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<th>Discount</th>
<th>Standard Price</th>
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<td>Black-top Mini 18&quot;W x 18&quot;H ...</td>
<td>132.05</td>
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<td>N72069</td>
<td>Black-top Cafe 24&quot;W x 30&quot;H ...</td>
<td>164.80</td>
<td>181.30</td>
<td>230.70</td>
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<tr>
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<td>N72070</td>
<td>Black-top Bistro 24&quot;W x 42&quot;H</td>
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<td>181.30</td>
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<td>N72067</td>
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<td>181.30</td>
<td>230.70</td>
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<tr>
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<td>N72068</td>
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<td>164.80</td>
<td>181.30</td>
<td>230.70</td>
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</tr>
</tbody>
</table>

Round Literature Rack........... | 185.90 | 204.50 | 260.25

Flat Literature Rack............ | 164.50 | 180.95 | 230.30
For fast, easy ordering, go to www.freemanco.com/store

GRAPHICS & SIGNS

To order your graphics, complete this order form and attach your sign copy or electronic file. Please see artwork guidelines for electronic files on page 2 of this form.

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

DIGITAL GRAPHICS

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

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

LARGE DIGITAL GRAPHICS

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

File Information:

- Electronic File Name
- Application
- PMS Colors
- Backing Material:
  - Foamcore
  - Masonite
  - PVC
  - Plexi
  - Gatorfoam
  - Other
- Vertical
- Horizontal
- Use Your Judgment For Sign Layout

Special Instructions

For Assistance, please call (781) 380-7550 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

CONTACT NAME: PHONE #:
E-MAIL ADDRESS:
COMPANY NAME: BOOTH #: X BOOTH SIZE:

TOTAL COST =

% Tax 6.25 + Sub-Total = Total Cost
CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:
  • 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:
  • 100 dpi resolution at full size of actual finished product

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

ACCEPTABLE FILE SOFTWARE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs (listed in order of preference):
  • ADOBE—Illustrator, InDesign, and Photoshop
  • COREL DRAW
  • QUARK XPRESS

Files should always be saved in their native format.

ACCEPTABLE FILE TYPES

Files that Freeman can use in order of preference, include:
  • EPS and AI (especially when submitting logos)
  • TIF (especially when submitting photos)
  • JPG (provided resolution is high enough for photo images; not recommended for logos)

File types that Freeman cannot use to reproduce high quality graphics include:
  • GIF files
  • Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
  • Self-extracting files, such as EXE or SEA files

WAYS TO SEND ARTWORK

• Artwork files that are of acceptable resolution as listed above will typically be too large to send via e-mail. Files may be saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)
• Files may also be posted to Freeman’s FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (781) 380-7550 for assistance.
NAME OF SHOW: EclipseCon 2013 / March 25-28, 2013

COMPANY NAME: ________________________

CONTACT NAME: ________________________

PHONE #: ________________________

E-MAIL ADDRESS: ________________________

For Assistance, please call 781-380-7550 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
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<tbody>
<tr>
<td><strong>Straight Time</strong>—8:00 A.M. to 4:30 P.M. Monday through Friday**</td>
<td>$128.00</td>
<td>$166.40</td>
</tr>
<tr>
<td><strong>Overtime</strong>—4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday and Holidays**</td>
<td>$207.75</td>
<td>$270.10</td>
</tr>
</tbody>
</table>

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


INSTALLATION LABOR

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

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

  Supervisor will be: __________________________ Phone Number: __________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
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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.

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

  Supervisor will be: __________________________ Phone Number: __________________________

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<th>Date</th>
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Freeman Supervision (30%/$45.00) = $

Tax = $(N/A)

Total Dismantle = $
NAME OF SHOW: EclipseCon 2013 / March 25-28, 2013

COMPANY NAME: BOOTH#:

CONTACT NAME: PHONE#:

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse _________ Show Site _________ Date Shipped ____________________

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

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

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

Comments: __________________________________________________________________________________________

Graphics: With Exhibit ___________ Shipped Separately ___________

Comments: __________________________________________________________________________________________

Special Tools/Hardware Required: ______________________________________________________________________

OUTBOUND SHIPPING INFORMATION

SHIP TO: ____________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

METHOD OF SHIPMENT

☐ Freeman Exhibit Transportation:
  ☐ Common Carrier
  ☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred ☐ Expedited

☐ Other (list carrier name & phone number):
  ☐ Other Common Carrier: ______________________________________________________________________
  ☐ Other Air Freight: __________________________________________________________________________
  ☐ Van Line: ________________________________________________________________________________

FREIGHT CHARGES

☐ Prepaid ☐ Collect

Bill To: _______________________________________________________________________________________

__________________________________________________________________________________________

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

☐ Reroute via Freeman’s choice

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

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
NAME OF SHOW: EclipseCon 2013 / March 25-28, 2013

COMPANY NAME: ___________________________   BOOTH #: ___________________________

E-MAIL ADDRESS: ___________________________   PHONE #: ___________________________

For Assistance, please call 781-380-7550 to speak with one of our experts.

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

### MATERIAL HANDLING SERVICES

| CRATED: | Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required. |
| SPECIAL HANDLING: | Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS, Airborne Express & DHL are included in this category due to their delivery procedures. |
| UNCRATED: | Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. |

**STRAIGHT TIME:**
- 8:00 A.M. to 4:30 P.M. Monday through Friday
- 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays

**OVERTIME:**
- Showsite overtime hours are before 8:00 am and after 4:30 pm on weekdays, anytime on Saturday, Sunday or Holidays will be charged overtime rates. Showsite overtime hours are before 8:00 am and after 4:30 pm on weekdays, anytime on Saturday, Sunday or Holidays will be charged overtime each way in addition to the above rates.

**OVERTIME SHOW SITE (IN ADDITION TO ABOVE RATES):**
- Warehouse Shipment (200 lb. minimum) - Includes overtime outbound
- Show Site Shipment (200 lb. minimum) - Includes overtime outbound
- Small Package - Maximum weight is 30 lbs per shipment

### ADDITIONAL SURCHARGES:

- Shipment Delivered after Deadline Date (in addition to above rates)
- Overtime Warehouse (in addition to above rates)
- Overtime Show Site (in addition to above rates)

**Note:** Some inbound and all outbound material handling services will have overtime charges applied.

### RATE CLASSIFICATIONS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment (200 lb. minimum) - Includes overtime outbound</td>
<td>$174.80</td>
<td>349.60</td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$227.25</td>
<td>454.50</td>
</tr>
<tr>
<td>Show Site Shipment (200 lb. minimum) - Includes overtime outbound</td>
<td>$159.45</td>
<td>318.90</td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$207.30</td>
<td>414.60</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$239.20</td>
<td>478.40</td>
</tr>
<tr>
<td>Small Package - Maximum weight is 30 lbs per shipment</td>
<td>Per Shipment</td>
<td>$40.50</td>
</tr>
</tbody>
</table>

*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:

<table>
<thead>
<tr>
<th>Description</th>
<th>Price per CWT</th>
<th>Estimated Total Cost (200 lb. Min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment after March 18</td>
<td>$30.40</td>
<td>60.80</td>
</tr>
<tr>
<td>Show Site Shipment after Show Opening</td>
<td>$26.60</td>
<td>53.20</td>
</tr>
</tbody>
</table>

All rates quoted above are straight time rates. All freight received at the warehouse that must be moved into or out of the booth before 8:00 am or after 4:30 pm on weekdays will be charged overtime rates. Showsite overtime hours are before 8:00 am and after 4:30 pm on weekdays, anytime on Saturday, Sunday or Holidays will be charged overtime each way in addition to the above rates.

### Tips to Save on Material Handling

- **Consolidate shipments**: When total weight is less than 200 lbs. For Example:
  - 3 Separate Shipments: 60 lbs. charged @ 200 lbs. = $349.60
  - 1 Consolidated Shipment: 3 pieces (1 shipment) = $177.30
  - 65 lbs. charged @ 200 lbs. = $349.60

*Added benefit*: Your shipments are less likely to get misplaced if they are packaged together with larger items.
SPECIAL HANDLING DEFINITIONS

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

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

What is Constricted Space Loading/Unloading?
Trailer loaded “high and tight” shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

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

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

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

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

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

What does it mean if I have “No Documentation”?
Shipments arrive from a small package carrier (including, among others, Federal Express, UPS, Airborne Express & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

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

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

For frequently asked questions and material handling estimator tools, go to www.myfreemanonline.com
**TIPS FOR EASY ORDERING**

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

**COMPLETE THE FOLLOWING ITEMS ON THIS FORM:**

**PICK UP INFORMATION**
- Requested Pick Up Date:
- SHIPPER NAME
- SHIPPER ADDRESS

<table>
<thead>
<tr>
<th>Items to be shipped</th>
<th>Est. Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates (wooden)</td>
<td></td>
</tr>
<tr>
<td>Cartons (cardboard)</td>
<td></td>
</tr>
<tr>
<td>Cases/Trunks (fiber)</td>
<td></td>
</tr>
<tr>
<td>Skids/Pallets</td>
<td></td>
</tr>
<tr>
<td>Carpet (color _____________)</td>
<td></td>
</tr>
<tr>
<td>Other ( _____________________)</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

Size of largest piece: (H) _____ (W) _____ (L) _____

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

**OUTBOUND SHIPPING**

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

**FAX THIS COMPLETED FORM TO:**

(469) 621-5810

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

For fast, easy ordering, go to www.freemanco.com/store

NAME OF SHOW:  EclipseCon 2013 / March 25-28, 2013

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Booth #:</th>
<th>Booth Size:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Contact Name:  

E-mail Address:  

For Assistance, please call (781) 380-7550 to speak with one of our experts.

<table>
<thead>
<tr>
<th>Method of Shipment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Day: Delivery next business day</td>
<td></td>
</tr>
<tr>
<td>2 Day: Delivery by 5:00 P.M. second business day</td>
<td></td>
</tr>
<tr>
<td>Expedited</td>
<td></td>
</tr>
<tr>
<td>Deferred: Delivery within 3-4 business days</td>
<td></td>
</tr>
<tr>
<td>Standard Ground</td>
<td></td>
</tr>
<tr>
<td>Specialized: Pad wrapped, uncrated, or truckload</td>
<td></td>
</tr>
</tbody>
</table>

Desired number of labels:  

For your convenience:

- 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:
  - Next Day
  - 2nd Day
  - Deferred

- Other Van Line:

- Other Air Freight:

- Other Common Carrier:

- Special Instructions:
  - 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.

05/10 (299601)
TO: ________________  EXHIBITOR NAME

C/O: FREEMAN
1515 WASHINGTON ST
BRAINTREE, MA 02184

WAREHOUSE

EVENT: ________________  EclipseCon 2013

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.
DO NOT DELAY
CANNOT DELIVER BEFORE MARCH 25, 2013

TO: ____________________________
EXHIBITOR NAME

C/O: FREEMAN
SEAPORT WORLD TRADE CENTER BO
200 SEAPORT BLVD
BOSTON, MA 022102031

SHOW SITE

EVENT: EclipseCon 2013

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.