

F R E E M A N

1515 Washington Street
Braintree, MA 02184
781-380-7550 • Fax: 781-348-1273

NE BOAT SHOW
FEBRUARY 20-28, 2010
BOSTON CONVENTION & EXHIBITION CENTER
BOSTON, MA

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

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

EXHIBIT HALL CARPET

The aisles will not be carpeted.

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by **Tuesday, February 2, 2010.**

Save money by ordering labor in advance. All display and rigging labor orders placed at show site will be charged an additional 30% above the advance rate.

SHOW SCHEDULE

EXHIBITOR MOVE-IN - Exhibitors must adhere to the target move in schedule. Individual move in schedules will be mailed under separate cover by show management.

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

Tuesday	February 16	6:00 AM	-	10:00 PM
Wednesday	February 17	6:00 AM	-	10:00 PM
Thursday	February 18	6:00 AM	-	10:00 PM
Friday	February 19	6:00 AM	-	10:00 PM

All labor and inbound material handling services performed before 8:00 am and after 4:30 pm will have overtime charges applied.

EXHIBIT HOURS

Saturday	February 20	10:00 AM	-	8:00 PM
Sunday	February 21	11:00 AM	-	6:00 PM
Monday	February 22	12:00 PM	-	8:00 PM
Tuesday	February 23	12:00 PM	-	8:00 PM
Wednesday	February 24	12:00 PM	-	8:00 PM
Thursday	February 25	12:00 PM	-	8:00 PM
Friday	February 26	12:00 PM	-	8:00 PM
Saturday	February 27	10:00 AM	-	8:00 PM
Sunday	February 28	11:00 AM	-	5:30 PM

EXHIBITOR MOVE-OUT

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

Sunday	February 28	5:30 PM	-	11:45 PM
Monday	March 1	6:00 AM	-	9:00 PM
Tuesday	March 2	6:00 AM	-	6:00 PM

All labor performed on Sunday, February 28 will have double time charges applied. All outbound material handling services performed on Sunday, February 28 will have overtime charges applied. All labor and outbound material handling services performed on Monday, March 1 and Tuesday, March 2 before 8:00 am and after 4:30 pm will have overtime charges applied.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers Sunday, February 28 at 10:00 PM.
- All exhibitor materials must be removed from the exhibit facility by March 2 at 6:00 PM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check in by 4:00 PM on Tuesday, March 2. 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 other side.

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.

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN

1515 Washington Street
 Braintree, MA 02184
 Phone: 781-380-7550 • FAX: 781-348-1273

FREEMAN TRANSPORTATION

800-995-3579 • FAX 817-385-0983

FREEMAN ONLINE®

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

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine without using the email link, visit www.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:

NE Boat Show 2010
 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 Wednesday, January 20, 2010 at the above address. Materials arriving after Monday, February 8, 2010 will be received at the warehouse with an additional after deadline charge. **PLEASE NOTE: The warehouse will be closed on Monday, February 15, 2010 in observance of Presidents Day. Shipments will not be accepted on this date.**

Show site shipping address:

NE Boat Show 2010
 Exhibiting Company Name
 Booth # _____
 C/O Freeman
 Boston Convention & Exhibition Center
 415 Summer Street
 Cypher Street Entrance
 Boston, MA 02210

Freeman will receive shipments at the exhibit facility beginning Tuesday, February 16 at 6:00 AM. 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.

TRUCK MARSHAL YARD

All vehicles dropping off or picking up at the Boston Convention and Exhibition Center loading dock need to report to the marshaling area. Please see the enclosed directions.

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Boston Exhibitor Services at 781-380-7550 or Freeman's Customer Support Center at 888-508-5054.

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.

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

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

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

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

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure 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.

F R E E M A N

1515 Washington Street
Braintree, MA 02184
781-380-7550 • FAX: 781-348-1273

DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 2, 2010

**INCLUDE THIS FORM
WITH YOUR ORDER**

NAME OF SHOW: **NE BOAT SHOW 2010 / FEBRUARY 20-28, 2010**

COMPANY NAME:		BOOTH#:
ADDRESS:		BOOTH SIZE X
CITY/STATE/ZIP:		CUSTOMER #
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 the e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF ALL TERMS AND 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 (193248) on your remittance.

BANK TRANSFER

Bank Transfer to Bank of America, N.A.; Dallas, TX 75202, ABA#: 026009593 ACCT# 1252039192 Freeman

International Wire Transfer

Swift Code: BOFAUS3N ACCT# 1252039192 Freeman

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:

ACH Direct Deposit

ABA#: 111000012 ACCT# 1252039192 Freeman

Please reference Name of Show & Booth Number so we properly credit your account.

Note: Customers are responsible for any bank processing fees.

AMERICAN EXPRESS DISCOVER MASTERCARD VISA DINERS CLUB

Account No.: _____ Exp. Date: _____

Cardholder Name (Print): _____ Signature: _____

Cardholder Billing Address: _____

City/State/Zip: _____

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	RENTAL EXHIBITS & ACCESSORIES	INSTALLATION LABOR	DISMANTLE LABOR	ELECTRICAL LABOR	
MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	SIGNS	TOTALFLEX	EXHIBIT TRANSPORTATION	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.myfreemanonline.com.
- 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/?193248>

FREEMAN method of payment

F R E E M A N

1515 Washington St
Braintree, MA 02184
(781) 380-7550 Fax: (781) 348-1273
FreemanBostonES@freemanco.com

NE BOAT SHOW 2010 / FEBRUARY 20-28, 2010

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

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

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

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

- | | |
|---|---|
| <input type="checkbox"/> ALL FREEMAN SERVICES | <input type="checkbox"/> FREEMAN EXHIBIT TRANSPORTATION |
| <input type="checkbox"/> I&D LABOR/SUPERVISION | <input type="checkbox"/> RENTAL FURNITURE/CARPET/SIGNS |
| <input type="checkbox"/> MATERIAL HANDLING/IN & OUT | |
| | <input type="checkbox"/> OTHER _____ |

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

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

THIRD PARTY CREDIT CARD AUTHORIZATION

- AMERICAN EXPRESS MASTERCARD VISA DISCOVER DINERS CLUB

CREDIT CARD ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

07/08 (193248)

FREEMAN third party authorization

F R E E M A N

1515 Washington St
 Braintree, MA 02184
 (781) 380-7550 Fax: (781) 348-1273
 FreemanBostonES@freemanco.com

**DISCOUNT PRICE
 DEADLINE DATE
 FEBRUARY 02, 2010**

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

NAME OF SHOW: **NE BOAT SHOW 2010 / FEBRUARY 20-28, 2010**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: **X**

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

FURNISHINGS

Qty	Part #	Description	Discount Price	Standard Price	Total
PAGE 1					
___	N71085	Forestdale Chair	86.95	113.05	_____
___	N71088	Black Diamond Stool	156.45	203.40	_____
___	N71089	Black Diamond Side Chair	99.75	129.70	_____
___	N71090	Black Diamond Arm Chair	128.10	166.55	_____
___	C115103	Studio Black Cocktail Table	69.55	90.40	_____
___	C115104	Studio Black End Table	69.55	90.40	_____
___	N75079	Orion Computer Kiosk	262.35	341.05	_____

Display Cylinders					
___	N75020	Black Display Cylinder/Low	145.60	189.30	_____
___	N75021	Black Display Cylinder/Med....	145.60	189.30	_____
___	N75022	Black Display Cylinder/Lg	145.60	189.30	_____

PAGE 2					
___	C210105	Opal Side Chair	59.80	77.75	_____
___	C210101	Carson Arm Chair	80.35	104.45	_____
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray					
___	C210112	Casey Padded Stool	96.10	124.95	_____
<input type="checkbox"/> Black <input type="checkbox"/> Gray					

Pedestal Tables - SoHo Series					
___	N72066	Black-top Mini 18"W x 18"H	112.40	146.10	_____
___	N72069	Black-top Cafe 24"W x 30"H ...	140.20	182.25	_____
___	N72070	Black-top Bistro 24"W x 42"H ..	140.20	182.25	_____
___	N72067	Black-top Café Table 36"x30"	140.20	182.25	_____
___	N72068	Black-top Bistro Table 36"x42"	140.20	182.25	_____

Pedestal Tables - Chelsea Series - Butcher Block Top					
___	N72063	Café Table 30"W x 30"H	140.20	182.25	_____
___	N72064	Café Table 36"W x 30"H	140.20	182.25	_____
___	N720163	Bistro Table 30"W x 42"H	140.20	182.25	_____
___	N720164	Bistro Table 36"W x 42"H	140.20	182.25	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
PAGE 2 (continued)					
Draped Tables - Tables are 24" wide					
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Dark Green <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White					
___	C130330	Draped Table 3'L x 30"H	N/A	N/A	_____
___	C130430	Draped Table 4'L x 30"H	118.65	154.25	_____
___	C130630	Draped Table 6'L x 30"H	148.35	192.85	_____
___	C130830	Draped Table 8'L x 30"H	165.40	215.00	_____
___	C12404630	4th Side Drape 6'L x 30"H	29.40	38.20	_____
___	C12404830	4th Side Drape 8'L x 30"H	29.40	38.20	_____
___	C130342	Draped Counter 3'L x 42"H ...	N/A	N/A	_____
___	C130442	Draped Counter 4'L x 42"H ...	150.15	195.20	_____
___	C130642	Draped Counter 6'L x 42"H ...	178.55	232.10	_____
___	C130842	Draped Counter 8'L x 42"H ...	196.50	255.45	_____
___	C12404642	4th Side Drape 6'L x 42"H ..	41.10	53.45	_____
___	C12404842	4th Side Drape 8'L x 42"H ..	41.10	53.45	_____

Undraped Tables - Tables are 24" wide					
___	C131330	Undraped Table 3'L x 30"H ..	N/A	N/A	_____
___	C131430	Undraped Table 4'L x 30"H ..	50.05	65.05	_____
___	C131630	Undraped Table 6'L x 30"H ..	61.35	79.75	_____
___	C131830	Undraped Table 8'L x 30"H ..	77.25	100.45	_____
___	C131342	Undraped Counter 3'Lx42"H	N/A	N/A	_____
___	C131442	Undraped Counter 4'Lx42"H	67.95	88.35	_____
___	C131642	Undraped Counter 6'Lx42"H	79.35	103.15	_____
___	C131842	Undraped Counter 8'Lx42"H	96.00	124.80	_____

MISCELLANEOUS					
___	C220134	Chrome Easel	34.65	45.05	_____
___	220107	Wastebasket	17.95	23.35	_____

Special Drape					
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Dark Green <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White					
___	12103	Special Drape 3'H (per ft.)	11.70	15.20	_____
___	12108	Special Drape 8'H (per ft.) ...	16.05	20.85	_____

TOTAL COST					
_____	+	_____	=	_____	_____
Sub-Total		6.25%Tax		Total Cost	

F R E E M A N

1515 Washington Street
Braintree, MA 02184
781-380-7550 • Fax: 781-348-1273

DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 2, 2010

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

NAME OF SHOW: **NE BOAT SHOW 2010 / FEBRUARY 20-28, 2010**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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

- For FREE samples or a quote on **orders over 1200 sq. ft.** or to request quotes on carpet logos please call our Exhibitor Sales Department at 781-380-7550.
- **No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- **Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.**

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

PRESTIGE CARPET - includes plastic covering, delivery, material handling, installation and removal

- **Guaranteed new, high quality carpet available in a variety of designer colors.**

CHOOSE YOUR CARPET COLOR - 40 oz.

- Black Charcoal Gray Pearl Navy Sea Breeze White

40 oz. Rental	- Price per square foot (100 sq. ft. minimum)	Discount	Standard	
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.95	\$ 5.15	\$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.45	\$ 4.50	\$ _____

CHOOSE YOUR CARPET COLOR - 28 oz.

- Baywater Cardinal Gray Pearl Pine Toast
 Black Charcoal Navy Raspberry Wedgewood
 Cabernet Cream Peach Sea Breeze White

28 oz. Rental	- Price per square foot (100 sq. ft. minimum)	Discount	Standard	
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.25	\$ 4.25	\$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.85	\$ 3.70	\$ _____

CUSTOM CUT CLASSIC CARPET - includes plastic covering, delivery, material handling, installation and removal

- **Our Custom Cut Classic Carpeting is available in custom cut sizes, and in a variety of colors.**

CHOOSE YOUR CARPET COLOR:

- Black Tuxedo Burgundy Gray Teal Blue Plum Red Green

Rental - Price per square foot (100 sq. ft. minimum)

16 oz. Carpet Rental		Discount	Standard	
Per sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.45	\$ 3.20	\$ _____

CLASSIC CARPET - includes delivery, material handling, installation and removal

CHOOSE YOUR CARPET COLOR:

- **Our 16 oz. Classic Carpeting is available in eight standard colors in the following standard sizes.**

- Black Tuxedo Burgundy Gray Teal Blue Plum Red Green

Qty	Description	Discount	Standard	Total
_____	9' x 10' Classic Carpet Rental.....	180.70	234.90	\$ _____
_____	9' x 20' Classic Carpet Rental.....	361.40	469.80	\$ _____
_____	9' x 30' Classic Carpet Rental.....	542.10	704.75	\$ _____
_____	9' x 40' Classic Carpet Rental.....	722.80	939.65	\$ _____

CARPET PADDING AND PLASTIC COVERING - includes delivery, material handling, installation and removal

_____	Carpet Padding - 1/2" (90 - 700 sq ft).....	1.30	1.70	\$ _____
_____	Carpet Pdding - 1/2" (Over 700 sq ft).....	1.05	1.35	\$ _____
_____	Plastic Covering (per sq. ft).....	1.05	1.35	\$ _____

TOTAL COST

Sub-Total _____ + Tax (6.25%) _____ = TOTAL _____

Please indicate if your booth requires electrical cords, telephone or internet lines installed under your carpet. Utility services do not include the installation of cords to specific areas within the booth space. Exhibitors requiring this service should fill out our Electric Cord Labor Order Form.

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

F R E E M A N

1515 Washington Street
Braintree, MA 02184
Ph: 781-380-7550 • Fax: 781-348-1273

INCLUDE THE FREEMAN
METHOD OF PAYMENT WITH
YOUR ORDER

DEADLINE DATE
FEBRUARY 2, 2010
SERVICE NOT AVAILABLE AFTER
FEBRUARY 9, 2010

SHOW NAME: **NE BOAT SHOW 2010 / FEBRUARY 20-28, 2010**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE #: _____

SIGNATURE: _____ FAX#: _____

***YOUR SIGNATURE ABOVE DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.**

Straight Time-	8:00 A.M. to 4:30 P.M. Monday through Friday	\$108.90	141.55
Overtime-	4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday	\$164.15	213.40
Double Time-	All Day Sunday and Holidays.....	\$197.75	257.05

- Price is per person/per hour
 - Supervisor must check in at Service Desk to pick up labor
 - Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker
- Please include set up plan and special instructions with this order.**

Utility services for all 120V power provided by the facility does not include the installation of cords to specific areas within the booth space. Freeman labor, display company labor or the exhibitor can perform this work. Rental carpeting and padding will not be installed until cord installation is completed.

*High voltage (208V and over), please contact the facility's electrical department.

CORD INSTALLATION LABOR

Freeman Supervised Labor

- Installation of electrical cords will be completed at our discretion prior to exhibitor move-in.
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00. **A detailed floor plan must accompany this order.**

Emergency Contact: _____ Phone Number: _____

Exhibitor Supervised Labor

Display Company Supervised Labor

Name of supervisor _____ Phone Number: _____

•Start times cannot always be guaranteed.

- If no time is provided, labor will be available on a first-come, first serve basis only.
- Exhibitors and I&D house supervising the labor themselves should visit the Freeman service center to confirm that you are ready for service.
- Carpet will not be installed until cords have been laid.

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

CORD DISMANTLE LABOR

- **A one hour minimum labor charge will apply to pick up cords.**
- **Cord dismantle will be done on straight time whenever possible.**

Date	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	1	x 1 = 1	@ \$ _____ = \$ _____		

CORD RENTAL

Description	Price	Quantity
25' Flat Cord	\$25.00*	_____
50' Flat Cord	\$38.00*	_____
Tape to cover cords	\$22.00/roll*	_____

There will be a minimum charge of \$22.00 to cover cords with tape.
Larger areas and multiple electrical drops may require more than one roll.

Subtotal _____
***+6.25% Mass Tax** _____
Total Cost _____

See Reverse Side For Additional Information And Conditions

FREEMAN electrical/internet cord labor

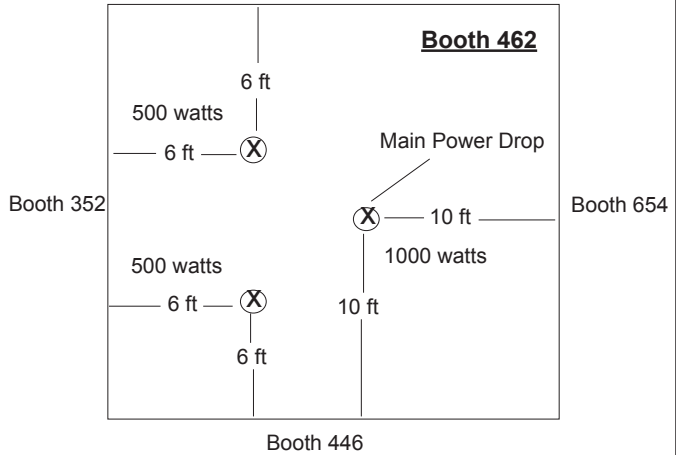
TERMS & CONDITIONS

- 1 Straight time rates apply to labor calls between the hours of 8:00 am and 4:30 pm, Monday through Friday. Overtime rates apply to labor calls before 8:00 am and after 4:30 pm, Monday through Friday, Saturdays, Double time rates apply to labor calls all day Sundays and Holidays.
- 2 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 3 A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour. A one hour minimum charge will apply to pick up cords.
- 4 Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 5 Labor charges will include the time for laborers to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 6 Every effort will be made to dispatch laborers as requested but start times cannot be guaranteed. 8:00 am calls will be filled on a first come first served basis as orders are received.
- 7 Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 8 Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattages/amperages.
3. Booth orientation - please provide surrounding aisle and/or booth numbers



BOOTH DIAGRAM



F R E E M A N

1515 Washington St
 Braintree, MA 02184
 (781) 380-7550 Fax: (781) 348-1273
 FreemanBostonES@freemanco.com

**DISCOUNT PRICE
 DEADLINE DATE
 FEBRUARY 02, 2010**

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

NAME OF SHOW: **NE BOAT SHOW 2010 / FEBRUARY 20-28, 2010**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X _____

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

GRAPHICS & SIGNS

To order your graphics, complete this order form and attach your sign copy or electronic file.

Please see artwork guidelines for electronic files on page 2 of this form.

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq.ft.

sq. ft. _____ \$ 14.40 per sq. ft. discount price
 x or = \$ _____
 \$ 18.70 per sq. ft. standard price

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

LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

Foamcore Masonite

PVC Plexi

Gatorfoam Other

Vertical _____ Horizontal _____ Use Your Judgment For Sign Layout



Special Instructions

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" @ _____	34.95	45.45 =	_____
7" x 22" @ _____	36.05	46.85 =	_____
7" x 44" @ _____	44.55	57.90 =	_____
9" x 44" @ _____	57.80	75.15 =	_____
11" x 14" @ _____	34.95	45.45 =	_____
14" x 22" @ _____	43.40	56.40 =	_____
14" x 44" @ _____	90.35	117.45 =	_____
22" x 28" @ _____	90.35	117.45 =	_____
28" x 44" @ _____	132.45	172.20 =	_____
20" x 60" @ _____	N/A	N/A =	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical

Horizontal

Use Your Judgment For Sign Layout



Background Color: _____

Lettering Color: _____

TOTAL COST

Sub-Total	+	6.25% Tax	=	Total Cost
-----------	---	-----------	---	------------

FREEMAN graphics & signs

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:

- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

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

ACCEPTABLE FILE SOFTWARE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs (listed in order of preference):

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW
- QUARK XPRESS

Files should always be saved in their native format.

ACCEPTABLE FILE TYPES

Files that Freeman **can use** in order of preference, include:

- EPS and AI (especially when submitting logos)
- TIF (especially when submitting photos)
- JPG (provided resolution is high enough for photo images; not recommended for logos)

File types that Freeman **cannot use** to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

WAYS TO SEND ARTWORK

• Artwork files that are of acceptable resolution as listed above will typically be too large to send via e-mail. Files may be saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)

• Files may also be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (781) 380-7550 for assistance.

F R E E M A N

1515 Washington Street
Braintree, MA 02184
781-380-7550 • Fax: 781-348-1273

DEADLINE DATE
FEBRUARY 2, 2010

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

NAME OF SHOW: NE BOAT SHOW 2010 / FEBRUARY 20-28, 2010

COMPANY NAME _____ BOOTH #: _____

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)

Description	Advance Price	Show Site Price
Straight Time- 8:00 A.M. to 4:30 P.M. Monday through Friday	\$ 108.90	\$ 141.55
Overtime- 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday	\$ 164.15	\$ 213.40
Double Time- All day Sunday and Holidays	\$ 197.75	\$ 257.05

• **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.**

Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.

INSTALLATION LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

DISMANTLE LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

FREEMAN installation & dismantle

NAME OF SHOW: **NE BOAT SHOW 2010 / FEBRUARY 20-28, 2010**

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.

FREEMAN installation & dismantle

F R E E M A N

1515 Washington Street
Braintree, MA 02184
781-380-7550 • Fax: 781-348-1273

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

NAME OF SHOW: **NE BOAT SHOW 2010 / FEBRUARY 20-28, 2010**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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. (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, Sunday, and Holidays
- NOTE:** *SOME INBOUND AND OUTBOUND MATERIAL HANDLING SERVICES WILL HAVE OVERTIME CHARGES APPLIED.*

Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day

Description	Price Per CWT	200 lb. Minimum
-------------	---------------	-----------------

RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment	\$ 98.60	197.20
Special Handling Shipment	\$ 128.20	256.40
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment	\$ 86.10	172.20
Special Handling Shipment	\$ 111.95	223.90
Uncrated or Pad Wrapped Shipment	\$ 129.15	258.30
Small Package - Maximum weight is 30 lbs per shipment		
Per Shipment	\$ 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:

Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after February 8	\$ 24.65	49.30
Show site Shipment after Show Opening	\$ 21.50	43.00

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. Show site overtime hours are before 8:00 am and after 4:30 pm on weekdays. Any time on Saturday, Sunday or holidays will be charged overtime each way in addition to the above rates.

Overtime Charge - Warehouse (in addition to above rates)		
Crated or Skidded Shipment	\$ 49.30	98.60
Special Handling Shipment	\$ 64.10	128.20
Overtime Charge - Show Site (in addition to above rates)		
Crated or Skidded Shipment	\$ 43.05	86.10
Special Handling Shipment	\$ 56.00	112.00
Uncrated or Pad Wrapped Shipment	\$ 64.60	129.20
Off-target Charge (in addition to above rates)	25% additional	

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
Surcharges	÷ 100 =			
			6.25% Tax	N/A
			Total	

All rates are per 100 lbs. Please round up to the next 100 lbs.
Example: 840 lbs - 900 lbs (9 cwt)

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. \$ 197.20
52 lbs. charged @ 200 lbs. \$ 197.20
65 lbs. charged @ 200 lbs. \$ 197.20 = \$591.60

1 Consolidated Shipment
3 pieces (1 shipment)
177 lbs. charged @ 200 lbs = \$197.20

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

bcec 4-09

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to 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 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.

WHAT ARE FREIGHT SERVICES?

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

How do I ship to the warehouse?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

What about prepaid or collect shipping charges?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

How should I label my freight?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on Quick Facts.

How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt." (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

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

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

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on Quick Facts.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

What happens to my empty containers during the show?

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

How do I protect my materials after they are delivered to the show or before they are picked up after the show?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

How do I ship my materials after the close of the show?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to Freeman's carrier choice or delivered back to the warehouse at exhibitor's expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

Where do I get a forklift?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

Do I need insurance?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the enclosed Terms and Conditions.

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

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

F R E E M A N

1-800-995-3579

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

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **NE BOAT SHOW 2010 / FEBRUARY 20-28, 2010**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call 1-800-995-3579 to speak with one of our experts.

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information: 1-800-995-3579

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip)

DESTINATION

- I will be shipping to the **WAREHOUSE**
- FREEMAN / Exhibiting Company Name / Booth #**
- NE BOAT SHOW 2010**
- C/O: FREEMAN
1515 WASHINGTON ST
BRAINTREE, MA 02184
- MUST BE DELIVERED BY FEBRUARY 08, 2010**
- I will be shipping to **SHOW SITE**
- FREEMAN / Exhibiting Company Name / Booth #**
- NE BOAT SHOW 2010**
- C/O: FREEMAN
BOSTON CONVENTION & EXHIBITION CENTER
415 SUMMER STREET
BOSTON, MA 02210
- CANNOT BE DELIVERED BEFORE FEBRUARY 16, 2010**

TYPE OF SERVICE

- 1 Day: Delivery next business day (before 5:00 PM)
- 2 Day: Delivery by 5:00 PM second business day
- Deferred: Delivery within 3 - 4 business days
- Declared Value \$ _____
- Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.**
- Standard Ground: Dependent on distance
- Expedited Ground: Tailored to specific requirements
- Specialized: Pad wrapped, uncrated, truck load

SHIPPING INFORMATION

Items to be shipped	Number of Pieces	Est. Weight
Crates (wooden)	_____	_____
Cartons (cardboard)	_____	_____
Cases/Trunks (fiber) (color _____)	_____	_____
Skids/Pallets	_____	_____
Carpet (color _____)	_____	_____
Other (_____)	_____	_____
Total	_____	_____

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

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

OUTBOUND SHIPPING

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

Ship to address: _____

Number of Labels : _____

**FAX THIS COMPLETED FORM TO:
(817) 385-0983**

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

SHOW # (193248) _____

FREEMAN exhibit transportation

F R E E M A N

1515 Washington St
Braintree, MA 02184
(781) 380-7550 Fax: (781) 348-1273
FreemanBostonES@freemanco.com

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **NE BOAT SHOW 2010 / FEBRUARY 20-28, 2010**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

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

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 P.M. second business day
- Expedited
- Deferred: Delivery within 3-4 business days
- Standard Ground
- Specialized: Pad wrapped, uncrated, or truckload

OTHER COMMON CARRIER _____

OTHER VAN LINE _____

OTHER AIR FREIGHT _____

Next Day 2nd Day Deferred

CARRIER PHONE #: _____

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, Freeman will attempt a courtesy phone call to your carrier to confirm the scheduled pick-up.

DESIRED NUMBER OF LABELS: _____

F R E E M A N

F R E E M A N

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

MUST DELIVER BY FEBRUARY 08, 2010

MUST DELIVER BY FEBRUARY 08, 2010

TO: _____

EXHIBITOR NAME

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

1515 WASHINGTON ST

BRAINTREE, MA 02184

C/O: FREEMAN

1515 WASHINGTON ST

BRAINTREE, MA 02184

WAREHOUSE

WAREHOUSE

EVENT: NE BOAT SHOW 2010

EVENT: NE BOAT SHOW 2010

BOOTH NO. _____ NO. _____ OF _____ PCS.

BOOTH NO. _____ NO. _____ OF _____ PCS.

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

F R E E M A N

F R E E M A N

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

CANNOT DELIVER BEFORE FEBRUARY 16, 2010

CANNOT DELIVER BEFORE FEBRUARY 16, 2010

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
BOSTON CONVENTION & EXHIBITION (C)
415 SUMMER STREET

BOSTON, MA 02210

C/O: FREEMAN
BOSTON CONVENTION & EXHIBITION (C)
415 SUMMER STREET

BOSTON, MA 02210

SHOW SITE

SHOW SITE

EVENT: _____ *NE BOAT SHOW 2010*

EVENT: _____ *NE BOAT SHOW 2010*

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.