LET US DO THE HEAVY LIFTING

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

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

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

**ON-SITE SUPERVISION**

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

If You Use Freeman Staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.
NAME OF SHOW: DRI 2020 ANNUAL CONFERENCE / MARCH 01 - 03, 2020

COMPANY NAME: ____________________________ BOOTH #: ____________________________

CONTACT NAME: ____________________________ PHONE #: ____________________________

E-MAIL ADDRESS: ____________________________

For Assistance, please call 404-253-6494 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time-</td>
<td>$101.00</td>
<td>$141.50</td>
</tr>
<tr>
<td>Overtime-</td>
<td>$151.50</td>
<td>$212.25</td>
</tr>
<tr>
<td>Double Time-</td>
<td>$202.00</td>
<td>$283.00</td>
</tr>
</tbody>
</table>

- Show Site prices will apply to all labor orders placed at show site.
  - Price is per person/per hour.
  - Start time guaranteed only at start of working day.
  - One hour minimum per 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.

Emergency contact: ____________________________ Phone Number: ____________________________

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

Supervisor will be: ____________________________ Phone Number: ____________________________

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

Tax = $(N/A)

Total Installation = $

DISMANTLE LABOR

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

Emergency contact: ____________________________ Phone Number: ____________________________

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

Supervisor will be: ____________________________ Phone Number: ____________________________

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Freeman Supervision (30%/45.00) = $

Tax = $(N/A)

Total Dismantle = $

NAME OF SHOW: DRI 2020 ANNUAL CONFERENCE / MARCH 01 - 03, 2020

COMPANY NAME: ____________________________ BOOTH #: ____________________________

CONTACT NAME: ____________________________ PHONE #: ____________________________

E-MAIL ADDRESS: ____________________________
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 ______________

Total No. of: Crates Cartons Fiber Cases

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

Carpet: With Exhibit Rented From Freeman Color Size

Electrical Placement: Drawing Attached Drawing With Exhibit

Electrical Under Carpet

Comments: ____________________________________________________________

Graphics: With Exhibit Shipped Separately

Comments: ____________________________________________________________

Special Tools/Hardware Required:

OUTBOUND SHIPPING INFORMATION

SHIP TO: ________________________________

Select a Carrier:

Freeman Exhibit Transportation: Other Carrier:

No need to schedule your outbound shipment. Carrier Name: ________________

Charges will appear on your Freeman invoice. Carrier Phone: ________________

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

Select Level of Service:

1 Day: Delivery next business day Standard Ground

2 Day: Delivery by 5:00 PM second business day Specialized: Pad wrapped, uncrated or truckload

Deferred: Delivery within 3-5 business days

Freight Charges:

Same as ship to

Bill To: ________________________________

Select Shipment Options (if applicable)

Have loading dock Lift gate required

Inside delivery Air ride required

Pad wrap required Residential

Do not stack

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

Re-route via Freeman’s choice

Deliver back to the warehouse at exhibitor’s expense

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