

FREEMAN

2000 Easton Blvd.
Des Moines, Iowa 50317
(515) 265-5601 Fax: (515) 265-3145
FreemanDesMoinesES@freemanco.com



**STRATEGIC SPACE
SYMPOSIUM**
2 - 4 NOVEMBER 2009
QWEST CENTER
OMAHA, NEBRASKA

FREEMAN quick facts

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high Black back drape, 36" high Black side dividers and 1 - 7" x 44" one-line identification sign. Each booth will also receive 1 - 6' table draped Black, 2 - side chairs and 1 wastebasket.

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; however, the aisle ways will be carpeted in Tuxedo. Individual booth carpeting may be ordered through Freeman.

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 19 October 2009.

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

EXHIBIT HOURS

Monday	2 November 2009	1800 - 2000
Tuesday	3 November 2009	0700 - 1800
Wednesday	4 November 2009	0700 - 1430

EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to:

www.freemanco.com/preshowFAQ.

Sunday	1 November 2009	0800 - 2000
Monday	2 November 2009	0800 - 1600

EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to:

www.freemanco.com/postshowFAQ

Wednesday	4 November 2009	1430 - 2345
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We will begin returning empty containers once aisle carpet is removed.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by 4 November 2009 at 2345.

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 November 2009 at 2030.

F R E E M A N

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.

Please note: All items not ordered through the Official Show Vendors may be subject to Material Handling Charges and are the responsibility of the Exhibitor.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

2000 Easton Blvd.
Des Moines, IA 50317
(515) 265-5601 fax (515) 265-3145

FREEMAN EXHIBIT 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:

Exhibiting Company Name / Booth #
STRATEGIC SPACE SYMPOSIUM
YRC
C/O Freeman
4480 S. 90th Street
Omaha, NE 68127

Freeman will accept crated, boxed or skidded material beginning 2 October 2009 at the above address. Material arriving after 23 October 2009 will be received at the warehouse with an additional after deadline charge.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
STRATEGIC SPACE SYMPOSIUM
Qwest Center
C/O Freeman
455 N. 10th St.
Omaha, NE 68102-1151

Freeman will receive shipments at the exhibit facility beginning 31 October 2009. 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.

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 Freeman labor will need to pick up and release their labor at the Labor 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 515-265-5601

WE APPRECIATE YOUR BUSINESS!

F R E E M A N

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 Des Moines Exhibitor Services at (515) 265-5601 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: early deadline order date here.

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 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 that 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 (515) 265-5601 with any questions or needs you may have.

F R E E M A N

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Des Moines, Iowa 50317
(515) 265-5601 Fax: (515) 265-3145
FreemanDesMoinesES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
19 OCTOBER 2009

**INCLUDE THIS FORM
WITH YOUR ORDER**

NAME OF SHOW: **STRATEGIC SPACE SYMPOSIUM 2009 / 2 - 4 NOVEMBER 2009**

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 (insert job #) on your remittance.

CREDIT CARD

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

AMERICAN EXPRESS DISCOVER MASTERCARD VISA DINERS CLUB

BANK TRANSFER

Bank Transfer to Bank of America, N.A.; Dallas, TX
Wire Transfer

ABA#: 026009593 ACCT #1252039192 Freeman

International Wire Transfer

Swift Code: BOFAUS3N ACCT #1252039192 Freeman

ACH Direct Deposit

ABA# 111000012 ACCT #1252039192 Freeman

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

Note: Customers are responsible for any bank processing fees.

Account No.: _____ Exp. Date: _____

Cardholder Name (Print): _____ Signature: _____

Cardholder Billing Address: _____

City/State/Zip: _____

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	INSTALLATION LABOR	DISMANTLE LABOR	MATERIAL HANDLING
RIGGING INSTALLATION	RIGGING DISMANTLE	HANGING SIGNS	SIGNS	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/?164603>

FREEMAN method of payment

F R E E M A N

2000 Easton Blvd.
Des Moines, Iowa 50317
(515) 265-5601 Fax: (515) 265-3145
FreemanDesMoinesES@freemanco.com

STRATEGIC SPACE SYMPOSIUM / 2 - 4 NOVEMBER 2009

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 to be bound by all terms and conditions as described in the Terms & Conditions section of this services 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."

YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF ALL FREEMAN TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE KIT.

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"/> BOOTH CLEANING |
| | <input type="checkbox"/> OTHER _____ |

FOR ACCURACY PURPOSES, SHOW MANAGEMENT REQUIRES COPIES OF ALL INVOICES TO BE SENT TO THE EXHIBITOR OF RECORD AT THE CONCLUSION OF THE SHOW.

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY 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 email.

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:

FREEMAN third party authorization

FREEMAN

2000 Easton Blvd.
Des Moines, Iowa 50317
(515) 265-5601 Fax: (515) 265-3145
FreemanDesMoinesES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
19 OCTOBER 2009**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **STRATEGIC SPACE SYMPOSIUM / 2 - 4 NOVEMBER 2009**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 515-265-5601 to speak with one of our experts.

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

Qty	Part #	Description	Discount Price	Standard Price	Total
CHAIRS					
Pages 1 & 2					

___	N71092	Diva Counter Stool	151.05	196.35	_____
___	N71091	Diva Chair.....	148.70	193.30	_____
___	N710102	Santana Chair	128.55	167.10	_____
___	N71085	Forestdale Chair.....	70.00	91.00	_____
___	N710144	Diplomat Chair.....	200.72	260.90	_____
___	N71038	Cherry Barrel Chair*	160.70	208.90	_____

Cranberry Taupe

Director Series

Black Blue Bright Green Orange
 Purple Red Royal Blue Yellow

___	N710142	Director Stool.....	105.05	136.55	_____
___	N71042	Director Chair	92.15	119.80	_____
___	N710998	Custom Imprinting/Director.....	Call for Quote		

Pages 3 & 4

___	N71048	Gray Gaslift Stool w/Arms ...	175.75	228.50	_____
___	N71047	Gray Gaslift Stool	163.00	211.90	_____
___	N71046	Gray Gaslift Chair w/Arms...	173.70	225.80	_____
___	N71045	Gray Gaslift Chair.....	163.00	211.90	_____
___	N71044	Executive Chair	213.15	277.10	_____
___	N71041	Bugle Base Chair*	114.75	149.20	_____

Black Tweed Blue Tweed

___	N71088	Black Diamond Stool.....	98.00	127.40	_____
___	N71089	Black Diamond Side Chair ...	80.10	104.15	_____
___	N71090	Black Diamond Arm Chair	94.00	122.20	_____
___	C210105	Opal Side Chair	41.25	53.65	_____
___	C210101	Carson Arm Chair*	60.00	78.00	_____

Black Blue Gray

___	C210112	Casey Padded Stool.....	74.45	96.80	_____
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Black Gray

LOUNGE SEATING

Pages 5 & 6

___	N73091	Signature Loveseat	514.80	669.25	_____
___	N71093	Signature Chair	268.30	348.80	_____

Kennedy Sectional Series:

Black Tweed Blue Tweed

___	N730313	Kennedy Sofa - 3 piece*.....	561.60	730.10	_____
___	N730213	Kennedy Loveseat 2 piece*.	414.95	539.45	_____
___	N73013	Kennedy Corner Section*	220.70	286.90	_____
___	N73014	Kennedy Center Section*	176.75	229.80	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
TABLES					
Pages 7 & 8					

___	N72026	Cherry Cocktail Table	132.10	171.75	_____
___	N72027	Cherry End Table.....	107.10	139.25	_____
___	N72028	Metro Slate Cocktail Table....	117.50	152.75	_____
___	N72029	Metro Slate End Table.....	85.30	110.90	_____
___	C115103	Studio Black Cocktail Table ...	86.80	112.85	_____
___	C115104	Studio Black End Table	64.25	83.55	_____
___	N72015	Glass Conference Table	149.75	194.70	_____

Black Gray

___	N72065	Bugle Base Table/White	164.30	213.60	_____
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Pedestal Tables - SoHo Series

___	N72066	Black-Top Mini 18"H x 18"W	93.60	121.70	_____
___	N72069	Black-Top Cafe 30"H x 24"W ...	139.25	181.05	_____
___	N72070	Black-Top Bistro 42"H x 24"W ...	142.50	185.25	_____
___	N72067	Black-Cafe Table 30"H x 36"W.	145.60	189.30	_____
___	N72068	Black-Bistro Table 42"Hx36"W.	151.85	197.40	_____

Pedestal Tables - Chelsea Series - Butcher Block Top

___	N72063	Cafe Table 30"H x 30"W	137.30	178.50	_____
___	N72064	Cafe Table 30"H x 36"W	140.40	182.50	_____
___	N720163	Bistro Table 42"H x 30"W	138.30	179.80	_____
___	N720164	Bistro Table 42"H x 36"W.....	143.50	186.55	_____

OFFICE FURNITURE

Pages 9 & 10

___	N72093	Milano Table/Blonde Top	289.95	376.95	_____
___	N72092	Milano Table/Black Top.....	289.95	376.95	_____
___	N72094	Luna Table/Black Top	413.90	538.05	_____
___	N720191	Hemingway Writing Table*	277.40	360.60	_____
___	N74061	Cherry Desk/5-foot	373.85	486.00	_____
___	N74065	Cherry Bookcase.....	162.80	211.65	_____
___	N74064	Cherry Credenza	305.30	396.90	_____
___	N74071	Oak Desk/5-foot	358.85	466.50	_____
___	N74075	Oak Bookcase	140.00	182.00	_____
___	N74074	Oak Credenza	283.85	369.00	_____

DISPLAY FURNITURE

Pages 11 & 12

___	N72056	Display Counter*	247.00	321.10	_____
___	N75079	Orion Computer Kiosk	266.50	346.45	_____
___	N75030	Black Display Cube/Small ...	173.50	225.55	_____
___	N75031	Black Display Cube/Med.....	187.45	243.70	_____
___	N75032	Black Display Cube/Large	203.55	264.60	_____

Remember to select a color for items with checkboxes.

A color will be selected for you if not indicated.

F R E E M A N

NAME OF SHOW: **STRATEGIC SPACE SYMPOSIUM / 2 - 4 NOVEMBER 2009**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 515-265-5601 to speak with one of our experts.

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

DISPLAY FURNITURE					
Pages 11 & 12 (continued)					
Qty	Part #	Description	Discount Price	Standard Price	Total

Display Cylinders

_____	N75020	Black Display Cylinder/Low*	174.60	227.00	_____
_____	N75021	Black Display Cylinder/Med*	198.15	257.60	_____
_____	N75022	Black Display Cylinder/High*	214.25	278.55	_____

Please select color for table skirt:					
<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	

DRAPED TABLES - Tables are 30" high/Counters are 42" high

_____	C130430	4' Draped Table/30"W	85.50	111.15	_____
_____	C130630	6' Draped Table/30"W	104.10	135.35	_____
_____	C130618	6' Draped Table/18"W	104.10	135.35	_____
_____	C130830	8' Draped Table/30"W	115.00	149.50	_____
_____	C130818	8' Draped Table/18"W	115.00	149.50	_____
_____	C12404630	4th Side Drape-6'x30"H	39.80	51.75	_____
_____	C12404830	4th Side Drape-8'x30"H	39.80	51.75	_____
_____	C130442	4' Draped Counter/30"W	118.55	154.10	_____
_____	C130642	6' Draped Counter/30"W	138.60	180.20	_____
_____	C130618	6' Draped Counter/18"W	138.60	180.20	_____
_____	C130842	8' Draped Counter/30"W	151.35	196.75	_____
_____	C130818	8' Draped Counter/18"W	151.35	196.75	_____
_____	C12404642	4th Side Drape-6'x42"H	39.80	51.75	_____
_____	C12404842	4th Side Drape-8'x42"H	39.80	51.75	_____

UNDRAPED TABLES

_____	C131430	4' Undraped Table/30"W	31.30	40.70	_____
_____	C131630	6' Undraped Table/30"W	39.85	51.80	_____
_____	C130618	6' Undraped Table/18"W	39.85	51.80	_____
_____	C131830	8' Undraped Table/30"W	46.30	60.20	_____
_____	C131818	8' Undraped Table/18"W	46.30	60.20	_____
_____	C131442	4' Undraped Counter/30"W	59.00	76.70	_____
_____	C131642	6' Undraped Counter/30"W	74.30	96.60	_____
_____	C131618	6' Undraped Counter/18"W	74.30	96.60	_____
_____	C131842	8' Undraped Counter/30"W	81.95	106.55	_____
_____	C131818	8' Undraped Counter/18"W	81.95	106.55	_____

Table Top Risers - Risers are 12" deep					
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_____	C150410	4'Lx7"H Single Step Riser	38.60	50.20	_____
_____	C150410	4'Lx14"H Single Step Riser	46.30	60.20	_____
_____	C150410	4'L Double Step Riser	62.95	81.85	_____
_____	C150610	6'Lx7"H Single Step Riser	54.00	70.20	_____
_____	C150610	6'Lx14"H Single Step Riser	61.00	79.30	_____
_____	C150610	6'L Double Step Riser	92.30	120.00	_____
_____	C150810	8'Lx7"H Single Step Riser	70.65	91.85	_____
_____	C150810	8'Lx14"H Single Step Riser	70.65	91.85	_____
_____	C150810	8'L Double Step Riser	97.00	126.10	_____

ACCESSORIES					
Pages 13 & 14					
Qty	Part #	Description	Discount Price	Standard Price	Total

_____	C220121	Chrome Stanchion w/ belt	62.15	80.80	_____
_____	C220118	Chrome Sign Holder	70.70	91.90	_____
_____	C750135	Round Literature Rack	141.00	183.30	_____
_____	C750136	Flat Literature Rack	123.20	160.15	_____
_____	C220109	Chrome Coat Tree	40.70	52.90	_____
_____	C220134	Chrome Easel	29.50	38.35	_____
_____	C220110	Chrome Bag Rack	67.00	87.10	_____
_____	N75054	Aluminum Trash Receptacle	56.80	73.80	_____
_____	C220107	Wastebasket	15.45	20.10	_____
_____	N75057	Small Refrigerator	270.00	351.00	_____
_____	N75052	Black Table Lamp	59.00	76.60	_____
_____	N74082	File Cabinet/2 Drawer	100.65	130.85	_____
_____	N74081	File Cabinet/4Drawer	117.85	153.20	_____
_____	C10201484	Bulletin Board	162.30	211.00	_____

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.)	12.30	16.00	_____
_____	12108	Special Drape 8' H (per ft.)	17.15	22.30	_____

TOTAL COST		
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<i>Sub-Total</i> _____	+ Tax (7%) _____	= <i>TOTAL</i> _____
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**Remember to select a color for items with checkboxes.
A color will be selected for you if not indicated.**

FREEMAN furnishing essentials

F R E E M A N

2000 Easton Blvd.
Des Moines, Iowa 50317
(515) 265-5601 Fax: (515) 265-3145
FreemanDesMoinesES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
19 OCTOBER 2009**

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

NAME OF SHOW: **STRATEGIC SPACE SYMPOSIUM / 2 - 4 NOVEMBER 2009**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 515-265-5601 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 Services Department at 515-265-5601..
- **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.**
- **Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.**

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. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)

		Discount	Standard	
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 4.10	\$ 5.35	\$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.30	\$ 4.30	\$ _____

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. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)

		Discount	Standard	
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.55	\$ 4.60	\$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.90	\$ 3.75	\$ _____

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. @	\$ 2.60	\$ 3.40	\$ _____

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.

Qty	Description	Discount	Standard	Total
<input type="checkbox"/> Black	_____ 9' x 10' Classic Carpet	140.35	182.45	\$ _____
<input type="checkbox"/> Tuxedo	_____ 9' x 20' Classic Carpet	280.70	364.90	\$ _____
<input type="checkbox"/> Burgundy	_____ 9' x 30' Classic Carpet	421.05	547.35	\$ _____
<input type="checkbox"/> Gray	_____ 9' x 40' Classic Carpet	561.40	729.80	\$ _____
<input type="checkbox"/> Teal				
<input type="checkbox"/> Blue				
<input type="checkbox"/> Plum				
<input type="checkbox"/> Red				
<input type="checkbox"/> Green				

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

- Price is per sq. ft.

Qty	Description	Discount	Standard	Total
_____	Carpet Padding - 1/2" (per sq. ft.)65	.85	\$ _____
_____	Carpet Padding - 1/2" (over 700 sq ft)45	.60	\$ _____
_____	Plastic Covering (per sq. ft)40	.50	\$ _____

TOTAL COST

Sub-Total _____ + Tax (7%) _____ = TOTAL _____

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

FREEMAN carpet

F R E E M A N

2000 Easton Blvd.
Des Moines, Iowa 50317
(515) 265-5601 Fax: (515) 265-3145
FreemanDesMoinesES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
31 OCTOBER 2009

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **STRATEGIC SPACE SYMPOSIUM / 2 - 4 NOVEMBER 2009**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 515-265-5601 to speak with one of our experts.

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

CLEANING SERVICES

- Prices are based on total square footage of booth regardless of area to be cleaned
- 100 sq. ft. minimum
- Our exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service
- **Show Site Prices will apply to all cleaning orders placed at show site**

VACUUMING (per sq ft - 100 sq ft minimum)

Qty	Part #	Description	Advance Price	Show Site Price	Total
-----	--------	-------------	---------------	-----------------	-------

- Includes emptying of your booth's wastebasket(s) at the time of vacuuming.

_____	610100	Booth Vacuuming - One Time	0.34	0.45	_____
_____	610100	Booth Vacuuming - 2 Days.....	0.68	.90	_____
_____	610300	Booth Vacuuming - 3 Days.....	1.00	1.30	_____

TOTAL VACUUMING COST

Sub-Total _____ + Tax (7%) _____ = TOTAL _____

PORTER SERVICE (per day)

Qty	Part #	Description	Advance Price	Show Site Price	Total
-----	--------	-------------	---------------	-----------------	-------

- Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.

_____	620500	Exhibit Area / Under 500 sq. ft.	75.00	97.50	_____
_____	6201500	Exhibit Area / 501 - 1500 sq. ft.	98.80	128.45	_____
_____	6202500	Exhibit Area / 1501 - 2500 sq. ft.	120.95	157.25	_____
_____	6203500	Exhibit Area / Over 2500 sq. ft.	Call For Quote		

TOTAL PORTER COST

Sub-Total _____ + Tax (7%) N/A = TOTAL _____

FREEMAN cleaning

FREEMAN

2000 Easton Blvd.
Des Moines, Iowa 50317
(515) 265-5601 Fax: (515) 265-3145
FreemanDesMoinesES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
19 OCTOBER 2009**

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

NAME OF SHOW: **STRATEGIC SPACE SYMPOSIUM / 2 - 4 NOVEMBER 2009**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

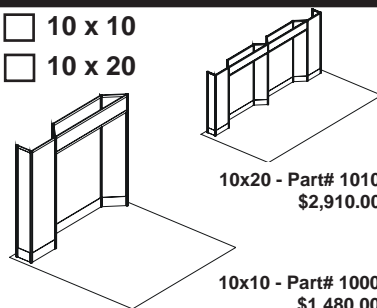
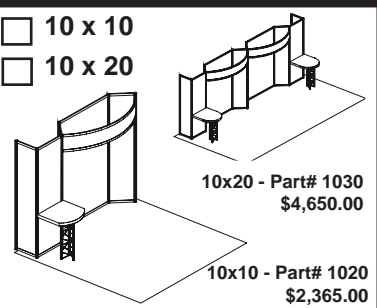
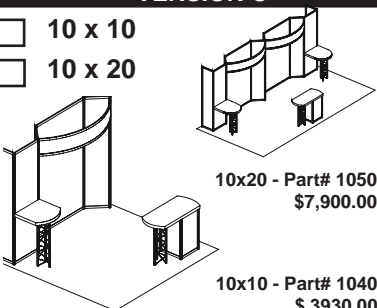
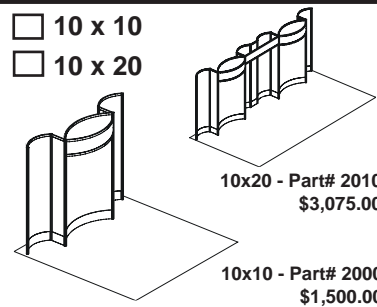
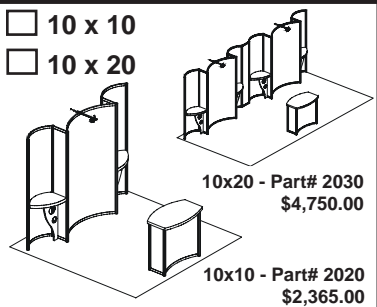
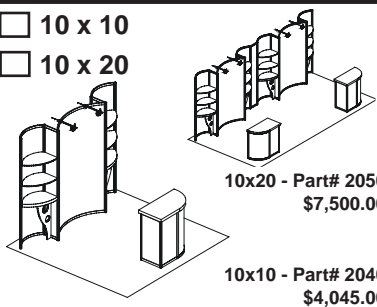
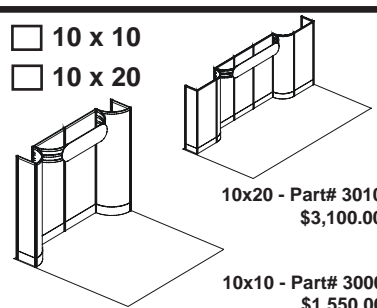
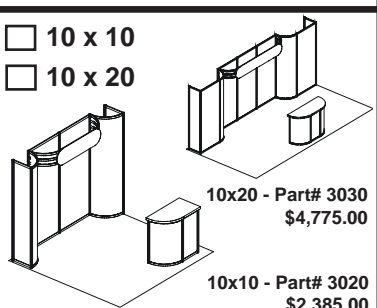
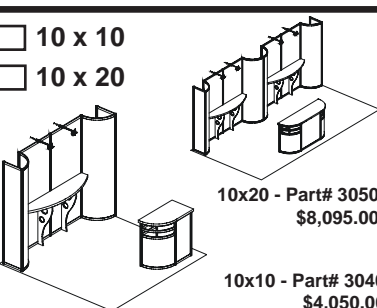
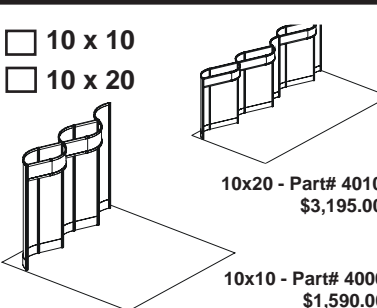
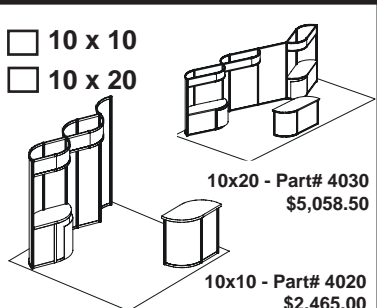
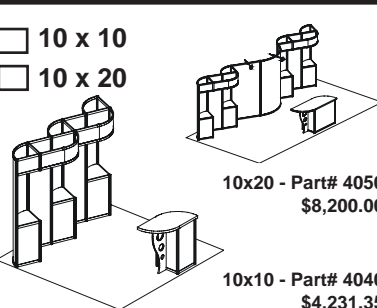
For Assistance, please call 515-265-5601 to speak with one of our experts.

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

All Exhibits Include: Installation & Dismantle of Exhibit
Material Handling of Exhibit
Classic Carpet with Nightly Vacuuming
2 Arm Lights (per 10' unit)

*To place your order, please check
the appropriate box and complete
the reverse side.*

FREEMAN rental exhibits

	VERSION A	VERSION B	VERSION C
SYSTEM 1 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 1010 \$2,910.00 10x10 - Part# 1000 \$1,480.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 1030 \$4,650.00 10x10 - Part# 1020 \$2,365.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 1050 \$7,900.00 10x10 - Part# 1040 \$3,390.00
SYSTEM 2 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 2010 \$3,075.00 10x10 - Part# 2000 \$1,500.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 2030 \$4,750.00 10x10 - Part# 2020 \$2,365.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 2050 \$7,500.00 10x10 - Part# 2040 \$4,045.00
SYSTEM 3 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 3010 \$3,100.00 10x10 - Part# 3000 \$1,550.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 3030 \$4,775.00 10x10 - Part# 3020 \$2,385.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 3050 \$8,095.00 10x10 - Part# 3040 \$4,050.00
SYSTEM 4 OPTIONS	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 4010 \$3,195.00 10x10 - Part# 4000 \$1,590.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 4030 \$5,058.50 10x10 - Part# 4020 \$2,465.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 4050 \$8,200.00 10x10 - Part# 4040 \$4,231.35

CUSTOM EXHIBITS & EXHIBITS LARGER THAN 10 X 20

- An Exhibitor Sales Specialist will contact you to assist in creating a unique exhibit
- * Electrical power and labor to install lights must be ordered separately
- * Custom graphics must be ordered separately

NAME OF SHOW: **STRATEGIC SPACE SYMPOSIUM / 2 - 4 NOVEMBER 2009**

COMPANY NAME:

BOOTH #:

BOOTH SIZE: X

CONTACT NAME:

PHONE #:

CHOOSE YOUR PANEL

VERSION A

- BLUE FABRIC
- GRAY FABRIC
- BLACK FABRIC
- WHITE HARDWALL

VERSIONS B & C (HARDWALL)

- BEIGE
- NAVY
- FOREST GREEN
- WHITE
- BLACK

CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colors are available.

Check color choice

- Tuxedo
- Blue
- Gray
- Green
- Black
- Burgundy
- Teal
- Red
- Plum

You may **upgrade** your carpet to one of our 15 designer colors in our **PRESTIGE** carpet line. Now available in **28 oz.** and **40 oz.** weight. Refer to our enclosed Carpet order form for color selections.

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit). Note: Electrical power and labor to install lights must be ordered using the electrical order form included in your service manual.

QUICK TIPS

- Please see the Exhibit Accessories order form, or contact our Exhibitor Sales Specialist to assist in selecting custom accessories for your exhibit.
- Consider ordering floral accessories to enhance your exhibit on the Floral Services order form.
- If shipping literature or products, material handling rates will apply.
- Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will cost an additional 30% over prices indicated.**
- **Orders cancelled after production begins are subject to a 100% Cancellation Charge.**

HEADER IDENTIFICATION SIGN

VERSIONS A & B

Circle the font style for your header identification sign, and then indicate your color preference.

CLARENDON MEDIUM

ENVIRO

EUROSTILE BOLD

HELVETICA BOLD

TIMES NEW ROMAN

Other _____

Indicate color of background:

- Beige
- Navy
- White
- Black
- Forest Green

Indicate which color lettering you would like. We have a wide variety of standard colors available:

Letter color desired: _____

Indicate exactly how you want your company name to appear:

10' X 20' Rental Exhibits indicate copy of second header: (*Only applies to units pictured with a second header*)

VERSION C

An Exhibitor Sales Specialist will contact you to assist with creating your custom graphics.

CONTACT FOR PRICING

Please check any of the following boxes to have an Exhibitor Sales Specialist contact you for pricing:

- Upgrade Carpet
- Custom Logo Header
- Creating a Custom Exhibit

TOTAL COST

Sub-Total _____ + Tax (7%) _____ = TOTAL _____

FREEMAN

2000 Easton Blvd.
Des Moines, Iowa 50317
(515) 265-5601 Fax: (515) 265-3145
FreemanDesMoinesES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
19 OCTOBER 2009**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **STRATEGIC SPACE SYMPOSIUM / 2 - 4 NOVEMBER 2009**

COMPANY NAME _____ BOOTH #: _____

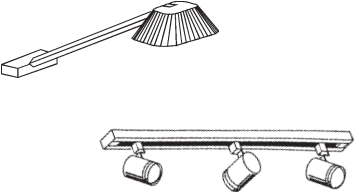
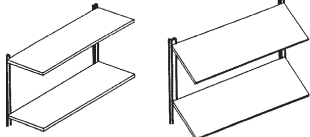
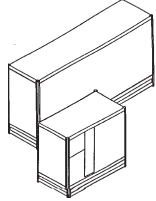
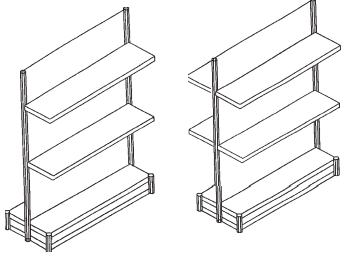
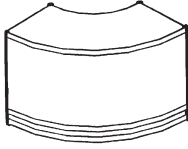
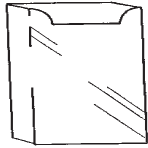
CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 515-265-5601 to speak with one of our experts.

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

ACCESSORIES FOR RENTAL UNITS

<p>LIGHTS (use only on rentals)</p> 	<p>SHELVES (use only on rentals)</p> 	<p>CABINETS</p> 
<p>GONDOLAS</p> 	<p>RADIUS COUNTER (does not have doors)</p> 	<p>LITERATURE POCKETS</p> 

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
(electrical service & labor to install lights not included)					
___	17251	Arm Light (200w).....	78.90	102.55	___
___	172514	4' Tracklight (3 lights).....	269.90	350.85	___
___	17252	Halogen Light.....	86.45	112.45	___

CABINETS & LOCKS					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 1/2M x 36" High.....	384.35	499.65	___
___	17306	1M x 1/2M x 42" High	384.35	499.65	___
___	17308	2M x 1/2M x 36" High.....	537.25	698.45	___
___	17309	2M x 1/2M x 42" High.....	537.25	698.45	___
___	17310	1M Radius x 1/2M x 36" High ...	596.40	775.30	___
___	17311	1M Radius x 1/2M x 42" High ..	596.40	775.30	___
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock	24.70	32.10	___

Qty	Part #	Description	Discount Price	Standard Price	Total
GONDOLAS					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfboard <input type="checkbox"/> White PVC					
___	1745100	Single Sided 1M x 4' High	297.55	386.80	___
___	1745200	Double Sided 1M x 4' High.....	401.10	521.45	___

Other sizes Available ... Quoted on Request

SHELVES					
___	17201	1M Straight (37" x 12").....	80.35	104.45	___
___	17206	1M Angled (37" x 12").....	80.35	104.45	___
LITERATURE POCKETS					
___	174015	For 8 1/2 x 11 Literature.....	25.70	33.40	___
TOTAL COST					
Sub-Total _____ + Tax (7%) _____ = TOTAL _____					

Inside Shelves Available ... Quoted on Request

Don't see what you need? Please call an Exhibitor Sales Specialist at 515-265-5601

FREEMAN custom accessories

F R E E M A N

2000 Easton Blvd.
Des Moines, Iowa 50317
(515) 265-5601 Fax: (515) 265-3145
FreemanDesMoinesES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
19 OCTOBER 2009**

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

NAME OF SHOW: **STRATEGIC SPACE SYMPOSIUM / 2 - 4 NOVEMBER 2009**

COMPANY NAME _____ BOOTH #: _____

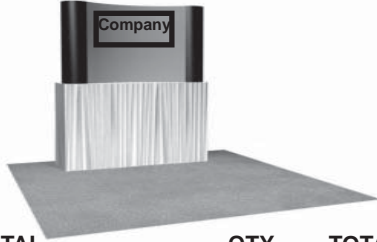
CONTACT NAME: _____ PHONE # _____

E-MAIL ADDRESS _____

For Assistance, please call 515-265-5601 to speak with one of our experts.

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

TABLE TOP UNIT



RENTAL Size	Price	QTY.	TOTAL
40" H x 6' W	\$769.90	_____	_____
40" H x 8' W	\$898.45	_____	_____

PURCHASE* Size	Price	QTY.	TOTAL
40" H x 6' W	\$962.65	_____	_____
40" H x 8' W	\$1091.20	_____	_____

*Shipping Not Included

Rental Units Include:
Draped Table (Select color below)
Classic Carpet 9' X 10' (Select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-200 Watt Halogen Light (Electrical service & labor not included)

Purchase Units Include:
1-Case
One Time Installation & Dismantle

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: Black Gray

Additional Fabric Panel Colors for Purchase Units Only:

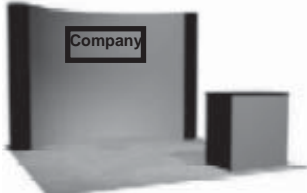
Blaze Red Blueberry Emerald Silver

Other Colors Also Available for Purchase Units

9'x10' Classic Carpet: Blue Black Burgundy
 Green Gray Plum Red Teal Tuxedo

Table Drape:
 Black Blue Burgundy Green Gold
 Gray Plum Red Teal White

FLOOR UNIT



RENTAL Size	Price	QTY.	TOTAL
8' H x 8' W	\$1284.05	_____	_____
8' H x 10' W	\$1535.90	_____	_____

PURCHASE* Size	Price	QTY.	TOTAL
8' H x 8' W	\$2183.75	_____	_____
8' H x 10' W	\$2564.15	_____	_____

*Shipping Not Included

Rental Units Include:
Classic Carpet 9' X 10' (Select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-Podium - 8'H x 10'W unit only
2-200 watt Halogen Lights(Electrical service & labor not included)

Purchase Units Include:
2-Cases
One Time Installation & Dismantle
1-Podium - 8'H x 10'W unit only

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: Black Gray

Additional Fabric Panel Colors for Purchase Units Only:

Blaze Red Blueberry Emerald Silver

Other Colors Also Available for Purchase Units

9'x10' Classic Carpet: Blue Black Burgundy
 Green Gray Plum Red Teal Tuxedo

CUSTOM GRAPHIC / PHOTO PANELS

Our custom graphic panels can dramatically enhance your exhibit's appearance.

Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

OPTIONAL ACCESSORIES	RENTAL	PURCHASE	TOTAL
Part # Description	Qty. Price	Qty. Price	
1715800 2-200 Watt Halogen Light Kit	_____ \$ 160.15	_____ \$ 228.75	_____
1715801 1-200 Watt Halogen Light Kit	_____ \$ 83.55	_____ \$ 167.15	_____
1715802 Straight Shelf	_____ \$ 64.25	_____ \$ 115.70	_____
1715803 Angle Shelf	_____ \$ 64.25	_____ \$ 115.70	_____

QUICK TIPS

- If shipping literature or products, material handling rates will apply.
- Order in advance to save time, money and ensure availability. Orders received after the deadline date or without payment will cost an additional 30% over prices indicated.

PURCHASE UNITS TOTAL COST

Sub-Total _____ + Tax (7%) _____ = TOTAL _____

RENTAL UNITS TOTAL COST

Sub-Total _____ + Tax (7%) _____ = TOTAL _____

FREEMAN tota!flex

F R E E M A N

2000 Easton Blvd.
Des Moines, Iowa 50317
(515) 265-5601 Fax: (515) 265-3145
FreemanDesMoinesES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
19 OCTOBER 2009

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **STRATEGIC SPACE SYMPOSIUM / 2 - 4 NOVEMBER 2009**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 515-265-5601 to speak with one of our experts.

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

GRAPHICS AND SIGNS

To order your graphics, complete this order form and attach your sign copy or electronic file.
Please see guidelines for electronic files on the reverse side of this form.

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 in virtually any size for banners, signage, exhibit graphics and more.

_____ L X _____ W = _____ sq. ft.

\$15.55 per sq.ft. discount price

sq. ft. _____ x or = \$ _____

\$23.35 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

Note: 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"	_____ @	52.35	78.55 = \$	_____
7" x 44"	_____ @	58.20	87.30 = \$	_____
9" x 44"	_____ @	65.90	98.85 = \$	_____
11" x 14"	_____ @	67.45	101.20 = \$	_____
14" x 22"	_____ @	75.80	113.70 = \$	_____
14" x 44"	_____ @	96.35	144.55 = \$	_____
22" x 28"	_____ @	101.25	151.90 = \$	_____
28" x 44"	_____ @	154.20	231.30 = \$	_____
20" x 60" (white only)	_____ @	148.40	222.60 = \$	_____

Note: File conversion, retouching, cloning or colour correcting may incur additional labour 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 Colour: _____

Lettering Colour: _____

TOTAL COST

Sub-Total _____ + Tax (7%) _____ = TOTAL _____

FREEMAN signs & graphics

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

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 should be sent via overnight delivery on either a CD-ROM or a DVD. A printed hard proof needs to accompany the 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 must be sent via overnight delivery in addition to posting the electronic files.

Please visit us at: www.freemanco.com

F R E E M A N

2000 Easton Blvd.
Des Moines, Iowa 50317
(515) 265-5601 Fax: (515) 265-3145
FreemanDesMoinesES@freemanco.com

DISCOUNT PRICE DEADLINE DATE
31 OCTOBER 2009

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **STRATEGIC SPACE SYMPOSIUM / 2 - 4 NOVEMBER 2009**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 515-265-5601 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	\$ 81.00	\$ 105.30
Overtime- 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday		
6:00 A.M. to 12:00 Midnight Saturday and Sunday	\$ 122.00	\$ 158.60
Double Time- 12:00 Midnight to 6:00 A.M. and recognized holidays.....	\$ 148.00	\$ 192.40

- 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: _____

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)						= \$ _____
7% Tax						= \$ _____
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)						= \$ _____
7 % Tax						= \$ _____
Total Dismantle						= \$ _____

FREEMAN installation & dismantle labor

F R E E M A N

NAME OF SHOW: **STRATEGIC SPACE SYMPOSIUM / 2 - 4 NOVEMBER 2009**

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 _____ Showsite _____ Date Shipped _____

of Crates _____ Cases _____ Cartons _____

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 Transportation:

Common Carrier Air Freight Next Day 2nd Day Deferred

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 the Freeman Companies' choice.
- Delivery back to 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

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: **STRATEGIC SPACE SYMPOSIUM / 2 - 4 NOVEMBER 2009**

COMPANY NAME _____ BOOTH #: _____

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
STRATEGIC SPACE SYMPOSIUM - Booth #
c/o FREEMAN
YRC
4480 S. 90th Street
Omaha, NE 68127

MUST BE DELIVERED BY 23 OCTOBER 2009

I will be shipping to **SHOW SITE**

FREEMAN/Exhibiting Company Name
STRATEGIC SPACE SYMPOSIUM - Booth #
c/o FREEMAN
Qwest Center
455 N. 10th Street
Omaha, NE 68102-1151

CANNOT BE DELIVERED BEFORE 30 OCTOBER 2009

TYPE OF SERVICE - Choose One

- 1 Day: Delivery next business day (before 5:00 p.m.)
- 2 Day: Delivery by 5:00 P.M. 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, or truckload

SHIPPING INFORMATION

Items to be shipped		Weight
Number of Pieces		
<input type="checkbox"/> Crates (wooden)	_____	_____
<input type="checkbox"/> Cartons (cardboard)	_____	_____
<input type="checkbox"/> Cases/Trunks (fiber) (color _____)	_____	_____
<input type="checkbox"/> Skids/Pallets	_____	_____
<input type="checkbox"/> Carpet/Pad (color _____)	_____	_____
<input type="checkbox"/> Other (_____)	_____	_____
<input type="checkbox"/> 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 EXPERT
WILL CONTACT YOU TO CONFIRM
RECEIPT OF YOUR ORDER AND
FINALIZE DETAILS

SHOW # 164603

FREEMAN exhibit transportation

F R E E M A N

R U S H

DO NOT DELAY

MUST DELIVER BY OCTOBER 23, 2009

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

YRC

4480 S. 90TH STREET

OMAHA, NE 68127

WAREHOUSE

EVENT: STRATEGIC SPACE SYMPOSIUM 2009

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

R U S H

DO NOT DELAY

MUST DELIVER BY OCTOBER 23, 2009

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

YRC

4480 S. 90TH STREET

OMAHA, NE 68127

WAREHOUSE

EVENT: STRATEGIC SPACE SYMPOSIUM 2009

BOOTH NO. _____ NO. _____ OF _____ PCS.

F R E E M A N

F R E E M A N

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

CANNOT DELIVER BEFORE OCTOBER 31, 2009

CANNOT DELIVER BEFORE OCTOBER 31, 2009

TO:

TO:

EXHIBITOR NAME

EXHIBITOR NAME

C/O: FREEMAN

C/O: FREEMAN

QWEST CENTER

QWEST CENTER

455 N 10TH STREET

455 N 10TH STREET

OMAHA, NE 68102-1151

OMAHA, NE 68102-1151

SHOW SITE

SHOW SITE

EVENT: STRATEGIC SPACE SYMPOSIUM 2009

EVENT: STRATEGIC SPACE SYMPOSIUM 2009

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

2000 Easton Blvd.
Des Moines, Iowa 50317
(515) 265-5601 Fax: (515) 265-3145
FreemanDesMoinesES@freemanco.com

PLEASE INCLUDE THE FREEMAN
METHOD OF PAYMENT FORM
WITH YOUR ORDER

NAME OF SHOW: **STRATEGIC SPACE SYMPOSIUM / 2 - 4 NOVEMBER 2009**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 515-265-5601 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:** (See definitions on back) 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 and 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
- OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb. Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 62.00	123.95
Special Handling Shipment.....	\$ 80.60	161.20
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 56.60	113.20
Special Handling Shipment.....	\$ 73.58	147.16
Uncrated or Pad Wrapped Shipment.....	\$ 84.90	169.80
Small Package - Maximum weight is 30 lbs per shipment*		
First Carton	\$ 40.00	
*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 same carrier.		
Cart Service Fee - Intended for privately owned vehicles		
Per trip (2 Trip minimum)	\$ 46.50	
A "privately owned vehicle" is any that is primarily designed to transport passengers, not cargo or freight. Examples: pick-up, passenger van, taxi, etc...		
ADDITIONAL SURCHARGES:		
Shipment Delivered after Deadline Date		
Warehouse Shipment after (5 days before move in).....	\$ 15.00	
Show Site Shipment after (day of move in).....	\$ 14.15	
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 14.15	
Special Handling Shipment.....	\$ 18.40	
Uncrated or Pad Wrapped Shipment.....	\$ 21.23	
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 14.15	
Special Handling Shipment.....	\$ 18.40	
Uncrated or Pad Wrapped Shipment.....	\$ 21.23	

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
Surcharges	÷ 100 =			

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. \$ 123.95

52 lbs. charged @ 200 lbs. \$ 123.95

65 lbs. charged @ 200 lbs. \$ 123.95 = \$371.85

1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. charged @ 200 lbs = \$ 123.95

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

7% Tax	
Total	

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 and DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What about carpet only shipments?

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

What is the difference between Crated and Uncrated Shipments?

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

F R E E M A N

2000 Easton Blvd.
Des Moines, Iowa 50317
(515) 265-5601 Fax: (515) 265-3145
FreemanDesMoinesES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
31 OCTOBER 2009

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

NAME OF SHOW: **STRATEGIC SPACE SYMPOSIUM / 2 - 4 NOVEMBER 2009**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 515-265-5601 to speak with one of our experts.

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

- Straight Time -** 8:00 A.M. to 4:30 P.M. Monday through Friday
Overtime - 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday
 6:00 A.M. to 12:00 Midnight Saturday and Sunday
- Double Time -** 12:00 Midnight to 6:00 A.M. and recognized holidays
- Show site prices will apply to all labor orders placed at show site
 - Start time guaranteed only at start of working day
 - **One hour minimum - labor thereafter is charged in half (1/2) hour increments**
 - Supervisor must check in at Service Desk to pick up labor
 - When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

FORKLIFT LABOR

304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 122.00	\$ 158.60
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 158.00	\$ 205.40
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$ 196.00	\$ 254.80
304080	Forklift w/operator - up to 8,000 lbs - ST.....	\$ 169.00	\$ 219.70
304081	Forklift w/operator - up to 8,000 lbs - OT.....	\$ 247.00	\$ 321.10
304082	Forklift w/operator - up to 8,000 lbs - DT.....	\$ 316.00	\$ 410.80

RIGGING LABOR

504900	Rigger - ST.....	\$ 71.00	\$ 92.30
504901	Rigger - OT.....	\$ 88.75	\$ 115.40
504902	Rigger - DT.....	\$ 140.00	\$ 182.00

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							7 % Tax	
							Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							7 % Tax	
							Total	

FREEMAN forklift / rigging labor

F R E E M A N

2000 Easton Blvd.
Des Moines, Iowa 50317
(515) 265-5601 Fax: (515) 265-3145
FreemanDesMoinesES@freemanco.com

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

FREEMAN shipping outbound

NAME OF SHOW: **STRATEGIC SPACE SYMPOSIUM / 2 - 4 NOVEMBER 2009**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

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: _____ ZIP: _____

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

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 Second 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: _____

Please return form to:

FREEMAN
2000 Easton Blvd
Des Moines, IA 50317

Attn: Exhibitor Services
Phone: 515-265-5601
Fax: 515-265-3145

NOTIFICATION OF INTENT
TO USE EXHIBITOR
APPOINTED CONTRACTOR



DEADLINE DATE
2 OCTOBER 2009

USA EXHIBITORS ONLY

NAME OF SHOW **STRATEGIC SPACE SYMPOSIUM / 2 - 4 NOVEMBER 2009**

COMPANY NAME _____ BOOTH# _____

ADDRESS _____
(STREET) (P.O. BOX) (CITY) (STATE) (ZIP)

ORDERED BY _____ TITLE _____ PHONE# () _____
(PLEASE PRINT)

SIGNATURE _____ DATE _____

If your company plans to use a firm which is not the official service contractor as designated by Show Management, please complete this form and mail to the address listed above.

Company Name: _____ Booth No.: _____

Contact at Show: _____

Exhibitor Appointed Contractor: _____

Address of Contractor: _____

Type of Service to be Performed: _____

*Inform your **Exhibitor Appointed Contractor** that they **must** send a copy of their General Liability Insurance Certificate no later than **30 days** prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit.*

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.



**UP TO
A 4 DAY
EVENT**



Qwest Center Omaha EXHIBITOR SERVICES ORDER FORM-order online at www.qwestcenteromaha.com

Qwest Center Omaha Mailing Address: 455 N 10th Street, Omaha, NE 68102
 Phone: (402) 341-1500 Fax: (402) 599-6725 Website: www.qwestcenteromaha.com
FULL PAYMENT FOR SERVICES ORDERED MUST ACCOMPANY THIS FORM
Advance Order Deadline Is Two Weeks (14 Days) Before Move In Date!

Equipment	Quantity	Advance Rate	Standard Rate	Total
-----------	----------	--------------	---------------	-------

Information Technology

DATA				
Shared Broadband Internet (1st PC)		\$125	\$150	
Shared Broadband Internet (Additional PC's)		75	85	
Dedicated T1 incl. VLAN		500	500	
Analog Modem/Fax Line		125	150	
5 Port Switch Rental (IP/PCs not incl.)		55	65	
PC Rental - Per Day	CALL FOR PRICING			
Laptop Rental - Per Day	CALL FOR PRICING			
Server Rental - Per Day	CALL FOR PRICING			

VOICE				
Analog Phone Line with Phone		\$125	\$150	
Digital Phone Line with Phone		175	225	
ISDN		200	250	
Long Distance Deposit (Non-Refundable)		25	25	

Total Information Technology \$

Other Services Available Upon Request

Long Distance per minute: US \$.15, ISDN US LD \$.75, Dir. Asst. \$1.00/call, IT Labor: \$75 per hour - Minimum 1/2 hour. Internet includes web browsing and internet e-mail. See Rules & Regs for details. Wireless networks are forbidden without express written permission of MECA.
Above prices are for up to a 4 day event.

Banner & Sign Hanging

Contact Qwest Center Omaha for quote

Freight Services

Contact Qwest Center Omaha for quote
Please specify:

Shipment prior to move-in date OR Shipment on move-in date

Exhibitor Information

ALL INFORMATION IS REQUIRED

Event Name _____

Company Name _____ Booth # _____

Address _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____

E-mail _____

On Site Contact _____

By signing below, I acknowledge that I have read, understand, and agree to the Utility/Technical Services Rules & Regulations.

Signature _____ Date _____

Equipment	Quantity	Advance Rate	Standard Rate	Total
-----------	----------	--------------	---------------	-------

Mechanical

Compressed Air: Exhibitor must supply own drier or regulator for critical applications. 1/2" Universal Quick Disconnect w/ 3/8" line required. Call for fill & drain over 1,000 gallons of water.
Water/Drain (Fill): One time water fill & drain up to 1,000 gallons.
Below prices are for up to a 4 day event.

Compressed Air		\$140	\$175	
Additional Air Lines		40	50	
Natural Gas Line w/1/2" connection		140	175	
Additional Gas Lines		40	50	
Sink Connection/drain (continuous)		175	275	
Fill/drain tank/spa 500g max		100	125	
Fill/drain tank/spa 500-1,000g max		125	175	

Total Mechanical \$

Electrical

Custom Services: Hard wire connection including lighting, more than 3 outlets ordered, antenna or satellite downlink connections, booth to booth cable runs, overhead power, changes to orders are at the discretion of the Electrician. 480v available in limited locations, call for specifics.
Below prices are for up to a 4 day event.

120v, 20 Amp		\$65	\$95	<input type="checkbox"/>	Place an "X" in the box for 24 Hour Power Add extra charge below
208v, 30 Amp, Single Phase		100	150	<input type="checkbox"/>	
208v, 50 Amp, Single Phase		125	185	<input type="checkbox"/>	
208v, 20 Amp, 3 Phase		115	175	<input type="checkbox"/>	
208v, 30 Amp, 3 Phase		175	265	<input type="checkbox"/>	
208v, 40 Amp, 3 Phase		230	345	<input type="checkbox"/>	
Extension Cord (incl tax)		23.54	23.54	<input type="checkbox"/>	
Power Strip (6 outlet-incl tax)		23.54	23.54	<input type="checkbox"/>	

24 Hour Power = Total Price of Outlets _____ x .5 _____
Total Electrical \$

Services Grand Total \$

Payment Information

_____ Company Check (Payable to MECA) **{U.S. Funds Only}**
 _____ Visa _____ MasterCard _____ American Express _____ Discover
NO PERSONAL CHECKS ACCEPTED

CREDIT CARD INFORMATION:
 Company/Cardholder's Name _____

Cardholder's Billing Address _____

City _____ State _____ Zip _____ Phone # _____

Are You The Cardholder () Yes () No Is This a Corporate Card () Yes () No

This Card will be used to pay for charges by the following authorized users:
 Please print.

1) _____ 2) _____

Credit Card # _____ Exp. _____

Signature _____ Date _____



This order form reflects only a portion of inventory items available. Please call to inquire about specialty equipment and services you may require.



Revised 07/18/07

Audio Visual Exhibitor Form-order online at www.qwestcenteromaha.com

J&S Audio Visual, Inc. Office at Qwest Center Omaha

455 North 10th Street * Omaha, NE 68102 * Phone: (402) 599-6490 * Fax: (402) 599-6493 * E-Mail twilson@qwestcenter.com * www.jsav.com

Advance Order Deadline Is Two Weeks (14 Days) Before Show Date!

Equipment	Quantity	Advance Rate	Floor Rate	Total
Overhead Projector				
Standard Overhead Projector		\$50.00	\$55.00	
35mm Slide Projector				
35mm Slide Projector Kit		\$50.00	\$55.00	
35mm Wireless Remote		\$30.00	\$35.00	
Audio Players and Recorders				
Stereo Cassette Player/Recorder		\$35.00	\$40.00	
CD Player		\$40.00	\$45.00	
Audio Mini-Disc Player/Recorder		\$50.00	\$55.00	
Audio CD Player/Recorder		\$125.00	\$150.00	
Microphones and Accessories				
UHF Wireless Kit (HH or Tie-Clip)		\$90.00	\$100.00	
SM58 Professional Microphone		\$35.00	\$40.00	
PZM Microphone		\$40.00	\$45.00	
Audio Mixers				
4-Microphone Audio Mixer		\$30.00	\$35.00	
6-Microphone Audio Mixer		\$40.00	\$45.00	
10-Microphone Audio Mixer		\$100.00	\$115.00	
Speakers				
Self -Amplified Speaker w/ Stand		\$50.00	\$55.00	
<i>Larger Sound Systems Available Upon Request</i>				
Audio Accessories				
Polycom Teleconference Unit		\$50.00	\$55.00	
Audio Direct Box		\$10.00	\$15.00	
Stereo 1/3 Octave Equalizer		\$50.00	\$55.00	
Telephone Audio Interface		\$150.00	\$175.00	
Screens				
70" x 70" Tripod Screen		\$30.00	\$35.00	
84" x 84" Tripod Screen		\$35.00	\$40.00	
96" x 96" Tripod Screen		\$40.00	\$45.00	
7 1/2 x 10 Cinefold Front Fabric		\$65.00	\$70.00	
7 1/2 x 10 Cinefold Rear Fabric		\$70.00	\$75.00	
7 1/2 x 10 Fitted Dress Kit		\$50.00	\$55.00	
Labor				
J&S Rigging (per hour)		\$45.00	\$67.50	
Audio Visual Technician(per hour)		\$35.00	\$52.50	
Audio or Video Engineer(per hour)		\$45.00	\$67.50	

Equipment	Quantity	Advance Rate	Floor Rate	Total
Video Players and Recorders				
DVCRAM Player/Recorder		\$300.00	\$350.00	
S-VHS Player/Recorder		\$75.00	\$80.00	
DVD Player		\$75.00	\$80.00	
BetacamSP Player/Recorder		\$200.00	\$300.00	
Video/Data Display				
27" Video Monitor (Standard TV)		\$75.00	\$80.00	
21" SXGA Data Monitor		\$150.00	\$165.00	
42" Plasma Monitor & Stand		\$450.00	\$495.00	
50" Plasma Monitor & Stand		\$500.00	\$550.00	
XGA LCD Projector (2200 Lumens)		\$450.00	\$495.00	
XGA LCD Projector (4000 Lumens)		\$800.00	\$880.00	
Video Cameras				
Production Video Camera		\$300.00	\$330.00	
Production Video Camera Tripod		\$50.00	\$55.00	
Elmo Document Camera		\$140.00	\$175.00	
Video and Data Distribution				
RGBHV Distribution Amplifier		\$25.00	\$30.00	
Composite Video Distribution Amplifier		\$25.00	\$30.00	
Sony DSC1024 Scan Converter		\$300.00	\$350.00	
Carts and Stands				
34"/42"/54" Cart w/ Skirt (Circle One)		\$15.00	\$20.00	
Safelock Stand w/ Skirt		\$15.00	\$20.00	
Presentation Accessories				
Display Easel		\$10.00	\$15.00	
Flipchart Easel w/ Pad & Markers		\$25.00	\$30.00	
Banner Stands (client supplied banner)		\$50.00	\$55.00	
Laser Pointer		\$25.00	\$30.00	
3 x 4 Whiteboard w/ Markers		\$30.00	\$35.00	
Lighting Packages				
		CALL	CALL	

**Your J&S Representative at Qwest Center Omaha is:
Tommy Wilson, CTS**

Exhibitor Information	
ALL INFORMATION IS REQUIRED	
Event Name _____	
Company Name _____ Booth # _____	
Address _____	
City _____ State _____ Zip _____	
Phone # _____ Fax # _____	
E-Mail _____	
On Site Contact _____	
If Delivery Date Differs from Actual Show Dates Please Indicate Here	
Delivery Date _____ Time _____	
By signing below, I acknowledge that I have read, understand and agree to the Audio Visual Rules and Regulations.	
Signature _____ Date _____	

CALCULATING YOUR ORDER

Instructions:

- Multiply Quantity of Items by Applicable Daily Rental \$ _____
- Multiply Total of Line 1 by # of Show Days \$ _____
- Delivery, 30 Minute Setup, and Pickup N/C
- Calculate Tax 7.00% Nebraska Sales Tax \$ _____
- Additional Labor (Please Call Us) \$ _____

TOTAL \$ _____

Payment Information
_____ Company Check (Payable to MECA) {U.S. Funds Only}
_____ Visa _____ MasterCard _____ American Express _____ Discover
NO PERSONAL CHECKS ACCEPTED
CREDIT CARD INFORMATION:
Company/Cardholder's Name _____
Cardholder's Billing Address _____
City _____ State _____ Zip _____ Phone # _____
Are You The Cardholder () Yes () No Is This a Corporate Card () Yes () No
This Card will be used to pay for charges by the following authorized users: Please print.
(1) _____ (2) _____
Credit Card # _____ Expiration Date. _____
Signature _____ Date _____