

# F R E E M A N

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

NESEA BuildingEnergy12  
MARCH 7-8, 2012  
SEAPORT WORLD TRADE CENTER  
BOSTON, MA

FREEMAN quick facts

## SERVICE INFORMATION

### BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high black back drape, 3' high black side dividers, one (1) 6' black draped table, two (2) Limerick chairs, one (1) wastebasket and a 7" x 44" one-line identification sign.

### EXHIBIT HALL CARPET

The aisles will be carpeted in blue.

### 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 21, 2012.**

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

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ)

Tuesday March 6 1:00 PM - 8:00 PM

**All labor and inbound material handling services performed after 4:30 pm will have overtime charges applied.**

### EXHIBIT HOURS

Wednesday March 7 10:30 AM - 6:30 PM

Thursday March 8 10:00 AM - 4:00 PM

### EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ)

Thursday March 8 4:00 PM - 8:00 PM

**All labor and outbound material handling services performed after 4:30 pm will have overtime charges applied.**

## DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.
- All exhibitor materials must be removed from the exhibit facility by 8:00 PM on Thursday, March 8, 2012.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check in by 6:00 PM on Thursday, March 8, 2012. 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.*

## VEHICLE RESTRICTIONS

Due to the loading dock configuration at this facility, trucks are not to exceed 13'6" in height and 62' in length. Any truck over these limits may be subject to a "truck & driver" minimum charge of \$150.00.

## 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: 469-621-5608

### FREEMAN TRANSPORTATION

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

## 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](http://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:

NESEA BuildingEnergy12  
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 Tuesday, February 7, 2012 at the above address. Materials arriving after February 28, 2012 will be received at the warehouse with an additional after deadline charge. **PLEASE NOTE: The warehouse will be closed on Monday, February 20, 2012 in observance of President's Day. Shipments will not be accepted on this date.**

### Show site shipping address:

NESEA BuildingEnergy12  
Exhibiting Company Name  
Booth # \_\_\_\_\_  
C/O Freeman  
Seaport World Trade Center  
200 Seaport Blvd., Commonwealth Pier  
Boston, MA 02210

Freeman will receive shipments at the exhibit facility beginning Tuesday, March 6, 2012 at 1:00 PM. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

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

## LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs.

Exhibitors supervising labor need to pick up and release their labor at the Service Desk. Refer to the order form under Display Labor for Straight Time and Overtime hours.

## ASSISTANCE

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

## WE APPRECIATE YOUR BUSINESS

## **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 Toll Free US & Canada or (817)-607-5000 Local & International.

### **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](http://www.freemanco.com/preshowFAQ).

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://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: 469-621-5608

DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 21, 2012

**INCLUDE THIS FORM  
WITH YOUR ORDER**

NAME OF SHOW: **NESEA BuildingEnergy12 / March 7-8, 2012**

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COMPANY NAME: \_\_\_\_\_ BOOTH#: \_\_\_\_\_

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ADDRESS: \_\_\_\_\_ BOOTH SIZE \_\_\_\_\_ X \_\_\_\_\_

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CITY/STATE/ZIP: \_\_\_\_\_ CUSTOMER # \_\_\_\_\_

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PHONE #: \_\_\_\_\_ EXT.: \_\_\_\_\_ FAX #: \_\_\_\_\_

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SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

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CONTACT'S E-MAIL \_\_\_\_\_

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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 21- 280997 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**

**BANK TRANSFER**

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

Freeman  
FFC/ACCT# 125-203-919-2  
Swift Code: BOFAUS3N

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

**Note: Customers are responsible for any bank processing fees.**

**MASTERCARD**

**VISA**

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	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](http://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/?280997>

FREEMAN method of payment

# F R E E M A N

1515 Washington St  
Braintree, MA 02184  
(781) 380-7550 Fax: (469) 621-5608  
FreemanBostonES@freemanco.com

## NESEA BuildingEnergy12 / March 7-8, 2012

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"/> BOOTH CLEANING                 |
|   | <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

CREDIT CARD ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

05/10 (280997)

Freeman third party authorization

# FREEMAN

1515 Washington St  
Braintree, MA 02184  
(781) 380-7550 Fax: (469) 621-5608  
FreemanBostonES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 21, 2012**

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

NAME OF SHOW: **NESEA BuildingEnergy12 / March 7-8, 2012**

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.freemanco.com/store](http://www.freemanco.com/store)

## FURNISHINGS

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

___	N71092	Diva Counter Stool .....	201.70	262.20	___
___	N71091	Diva Chair.....	179.25	233.05	___
___	N710102	Santana Chair .....	179.25	233.05	___
___	N71085	Forestdale Chair .....	111.20	144.55	___
___	N710144	Diplomat Chair .....	291.00	378.30	___
___	N71038	Cherry Barrel Chair .....	209.65	272.55	___

Cranberry  Taupe

#### Director Series

Black  Blue  Bright Green  Orange  
 Purple  Red  Royal Blue  Yellow

___	N710142	Director Stool .....	164.50	213.85	___
___	N71042	Director Chair .....	132.90	172.75	___
___	N710998	Custom Imprinting/Director .....	Call for Quote		___

### Pages 3 & 4

___	N71048	Gray Gaslift Stool w/Arms ....	305.15	396.70	___
___	N71047	Gray Gaslift Stool .....	268.65	349.25	___
___	N71046	Gray Gaslift Chair w/Arms ....	268.65	349.25	___
___	N71045	Gray Gaslift Chair .....	211.30	274.70	___
___	N71044	Executive Chair .....	303.55	394.60	___
___	N71041	Bugle Base Chair .....	162.95	211.85	___

Black Tweed  Blue Tweed

___	N71088	Black Diamond Stool .....	175.15	227.70	___
___	N71089	Black Diamond Side Chair ...	99.95	129.95	___
___	N71090	Black Diamond Arm Chair....	143.35	186.35	___
___	C210108	Limerick®..Chair by .....	71.40	92.80	___

Herman Miller

___	C210112	Casey Padded Stool .....	107.50	139.75	___
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Black  Gray

## LOUNGE SEATING

Pages 5 & 6

___	N73091	Signature Loveseat .....	912.70	1,186.5	___
___	N71093	Signature Chair .....	411.55	535.00	___

#### Kennedy Sectional Series

Black Tweed  Blue Tweed

___	N730313	Kennedy Sofa - 3 piece .....	820.50	1,066.6!	___
___	N730213	Kennedy Loveseat - 2 piece	568.60	739.20	___
___	N73013	Kennedy Corner Section ....	284.60	370.00	___
___	N73014	Kennedy Center Section ...	252.90	328.75	___

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

___	N72026	Cherry Cocktail Table .....	151.15	196.50	___
___	N72027	Cherry End Table .....	119.10	154.85	___
___	N72028	Metro Slate Cocktail Table .....	81.60	106.10	___
___	N72029	Metro Slate End Table .....	81.60	106.10	___
___	C115103	Studio Black Cocktail Table ....	77.90	101.25	___
___	C115104	Studio Black End Table .....	77.90	101.25	___
___	N72015	Glass Conference Table .....	374.60	487.00	___
___	N72065	Bugle Base Table/White .....	374.20	486.45	___

Black  Chrome

#### Pedestal Tables - SoHo Series

___	N72066	Black-top Mini 18"W x 18"H ....	125.75	163.50	___
___	N72069	Black-top Cafe 24"W x 30"H ...	156.95	204.05	___
___	N72070	Black-top Bistro 24"W x 42"H	156.95	204.05	___
___	N72067	Black-top Café Table 36"x30"	156.95	204.05	___
___	N72068	Black-top Bistro 36"W x 42"H ..	156.95	204.05	___

#### Pedestal Tables - Chelsea Series - Butcher Block Top

___	N72063	Café Table 30"W x 30"H .....	156.95	204.05	___
___	N72064	Café Table 36"W x 30"H .....	156.95	204.05	___
___	N720163	Bistro Table 30"W x 42"H .....	156.95	204.05	___
___	N720164	Bistro Table 36"W x 42"H .....	156.95	204.05	___

## OFFICE FURNITURE

Pages 9 & 10

___	N72093	Milano Table/Blonde Top .....	400.25	520.35	___
___	N72092	Milano Table/Black Top .....	400.25	520.35	___
___	N72094	Luna Table/Black Top .....	488.85	635.50	___
___	N720191	Hemingway Writing Table .....	357.60	464.90	___
___	N74061	Cherry Desk 5' .....	374.20	486.45	___
___	N74065	Cherry Bookcase .....	374.20	486.45	___
___	N74064	Cherry Credenza .....	268.65	349.25	___
___	N74071	Oak Desk 5' .....	374.20	486.45	___
___	N74075	Oak Bookcase .....	374.20	486.45	___
___	N74074	Oak Credenza .....	268.65	349.25	___

## OFFICE FURNITURE

Pages 11 & 12

___	N72056	Display Counter .....	190.55	247.70	___
___	N75079	Orion Computer Kiosk .....	293.60	381.70	___
___	N75030	Black Display Cube/Small .....	190.30	247.40	___
___	N75031	Black Display Cube/Medium ...	203.60	264.70	___
___	N75032	Black Display/Large .....	230.85	300.10	___

NAME OF SHOW: **NESEA BuildingEnergy12 / March 7-8, 2012**

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.

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**FURNISHINGS**

**DISPLAY FURNITURE**  
Pages 11 & 12 (continued)

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>Display Cylinders</b>					
___	N75020	Black Display Cylinder/Low ...	162.95	211.85	___
___	N75021	Black Display Cylinder/Med	162.95	211.85	___
___	N75022	Black Display Cylinder/High....	162.95	211.85	___

**Draped Tables - Tables are 24" wide**  
 Black  Blue  Burgundy  Dark Green  Gold  
 Gray  Plum  Red  Teal  White

___	C130330	Draped Table 3'L x 30"H .....	N/A	N/A	___
___	C130430	Draped Table 4'L x 30"H .....	132.80	172.65	___
___	C130630	Draped Table 6'L x 30"H .....	166.05	215.85	___
___	C130830	Draped Table 8'L x 30"H .....	185.15	240.70	___
___	C12404630	4th Side Drape 6'L x 30"H ..	32.90	42.75	___
___	C12404830	4th Side Drape 8'L x 30"H .	32.90	42.75	___
___	C130342	Draped Counter 3'L x 42"H ...	N/A	N/A	___
___	C130442	Draped Counter 4'L x 42"H ...	168.05	218.45	___
___	C130642	Draped Counter 6'L x 42"H ...	199.85	259.80	___
___	C130842	Draped Counter 8'L x 42"H ...	219.90	285.85	___
___	C12404642	4th Side Drape 6'L x 42"H ..	46.00	59.80	___
___	C12404842	4th Side Drape 8'L x 42"H ..	46.00	59.80	___

**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 .	56.00	72.80	___
___	C131630	Undraped Table 6'L x 30"H.	68.65	89.25	___
___	C131830	Undraped Table 8'L x 30"H .	86.50	112.45	___
___	C131342	Undraped Counter 3'Lx42"H	N/A	N/A	___
___	C131442	Undraped Counter 4'Lx42"H	76.05	98.85	___
___	C131642	Undraped Counter 6'Lx42"H	88.80	115.45	___
___	C131842	Undraped Counter 8'Lx42"H	107.40	139.60	___

**Table Top Risers**

___	C150410	Single Step Riser 4'L x 7"H	39.55	51.40	___
___	C150610	Single Step Riser 6'L x 7"H	43.00	55.90	___
___	C150810	Single Step Riser 8'L x 7"H	N/A	N/A	___
___	C150414	Single Step Riser 4'L x14"H	N/A	N/A	___
___	C150614	Single Step Riser 6'L x14"H	N/A	N/A	___
___	C150814	Single Step Riser 8'L x14"H	N/A	N/A	___
___	C150420	Double Step Riser 4'L .....	58.20	75.65	___
___	C150620	Double Step Riser 6'L .....	64.45	83.80	___
___	C150820	Double Step Riser 8'L .....	N/A	N/A	___

**ACCESSORIES**  
Pages 13 & 14

Qty	Part #	Description	Discount Price	Standard Price	Total
___	C220121	Chrome Stanchion w/belt .....	68.75	89.40	___
___	C220118	Chrome Sign Holder .....	126.45	164.40	___
___	N750135	Round Literature Rack .....	177.00	230.10	___
___	N750136	Flat Literature Rack .....	156.60	203.60	___
___	C220109	Chrome Coat Tree .....	45.80	59.55	___
___	C220134	Chrome Easel .....	38.75	50.40	___
___	C220110	Chrome Bag Rack .....	100.85	131.10	___
___	N75053	Black Trash Receptacle .....	81.60	106.10	___
___	N75054	Aluminum Trash Receptacle .	81.60	106.10	___
___	220107	Wastebasket .....	20.10	26.15	___
___	220106	Corrugated Wastebasket.....	15.10	19.65	___
___	N75057	Small Refrigerator .....	353.00	458.90	___
___	N75052	Black Table Lamp .....	128.80	167.45	___
___	N74082	File Cabinet/2 Drawer .....	162.95	211.85	___
___	N74081	File Cabinet/4 Drawer .....	211.30	274.70	___
___	10201484	Bulletin Board .....	204.40	265.70	___

**Special Drape**  
 Black  Blue  Burgundy  Dark Green  Gold  
 Gray  Plum  Red  Teal  White

___	12103	Special Drape 3'H (per ft.) ....	13.10	17.05	___
___	12108	Special Drape 8'H (per ft.) ...	17.95	23.35	___

**TOTAL COST**

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

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.freemanco.com/store](http://www.freemanco.com/store)**

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>SEATING</b> Pages 1 & 2					

<b>Lisbon Group - Black leather</b>					
___	8302	Sofa .....	685.45	891.10	_____
___	8303	Loveseat .....	617.25	802.45	_____
___	81011	Chair .....	459.30	597.10	_____

<b>Chairs</b>					
___	8102	Barcelona - black leather	752.05	977.65	_____
___	810816	Barcelona - white leather	746.95	971.05	_____

<b>Newport Group - Charcoal leather</b>					
___	8308	Loveseat .....	624.55	811.90	_____
___	8109	Armless Chair .....	354.95	461.45	_____
___	81010	Corner Chair .....	414.45	538.80	_____

<b>South Beach Group - Platinum suede</b>					
___	8301	Sofa .....	601.40	781.80	_____
___	8151	Ottoman .....	262.30	341.00	_____

<b>Key West Group - Black</b>					
___	8306	Sofa .....	596.10	774.95	_____
___	8307	Loveseat .....	542.00	704.60	_____

**Pages 3 & 4**

<b>Astro Group - Beige suede</b>					
___	83063	Sofa .....	633.75	823.90	_____
___	810809	Chair .....	425.55	553.20	_____
___	82052	Sydney Cocktail Table - black .....	270.05	351.05	_____
___	82054	Sydney End Table - black .....	223.95	291.15	_____

<b>Rio Group - Blue suede</b>					
___	8305	Sofa .....	556.45	723.40	_____
___	81014	Chair .....	398.45	518.00	_____
___	82022	Inspiration Table .....	294.20	382.45	_____
___	82023	Inspiration End Table .....	278.25	361.75	_____

<b>Marrakesh Group - Beige</b>					
___	83062	Sofa .....	569.10	739.85	_____
___	810808	Chair .....	404.45	525.80	_____

<b>Memphis Group - Black</b>					
___	83064	Sofa .....	578.35	751.85	_____
___	810812	Chair .....	414.95	539.45	_____

<b>Chairs</b>					
___	8101	T-Vac (translucent/chrome)	294.20	382.45	_____
___	810819	Globus Occasional-White	355.10	461.65	_____

<b>Ottomans</b>					
___	8154	Square (black leather) .....	289.85	376.80	_____
___	8152	Square (white leather) .....	289.85	376.80	_____
___	8155	Bench (black leather) .....	360.85	469.10	_____
___	8153	Bench (white leather) .....	360.85	469.10	_____
___	81513	Half Round (black leather)	376.80	489.85	_____
___	81514	Half Round (white leather)	376.80	489.85	_____

<b>Cubes</b>					
___	8157	Blueberry .....	104.30	135.60	_____
___	8159	Raspberry .....	104.30	135.60	_____
___	81510	Lemon .....	104.30	135.60	_____
___	81511	Natural .....	N/A	N/A	_____
___	81512	Black Leather .....	104.30	135.60	_____

**Pages 5 & 6**

<b>Chairs</b>					
___	8104	Cappucino Chair .....	301.40	391.80	_____
___	8105	Stage Chair (onyx) .....	172.50	224.25	_____
___	8106	Stage Chair (camel) .....	172.50	224.25	_____
___	8107	Stage Chair (beige) .....	172.50	224.25	_____
___	8108	Stage Chair (red) .....	172.50	224.25	_____
___	8103	Tub Chair (black) .....	376.80	489.85	_____
___	810810	Berlin Stack Chair (black/white) .....	102.80	133.65	_____
___	810811	Berlin Stack Chair (red/white) .....	102.80	133.65	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>SEATING (continued)</b> Pages 5 & 6					

<b>Chairs (continued)</b>					
___	81017	Panton Chair (white) .....	181.15	235.50	_____
___	810814	ICE Side Chair (transparent) .....	197.65	256.95	_____
___	81090	New York Chair .....	178.25	231.75	_____
___	810707	ISO Mesh Pull-up Chair ....	285.50	371.15	_____
___	810110	Manhattan Chair (oyster)	208.70	271.30	_____

**Pages 7 & 8**

<b>Chairs (continued)</b>					
___	81018	Flex Chair w/ wheels .....	147.80	192.15	_____
___	81075	Tilt Executive Chair .....	294.20	382.45	_____
___	810807	Luxor Executive Chair .....	398.45	518.00	_____
___	81063	Altura Conf/Guest Chair ....	301.40	391.80	_____
___	81073	Altura Jr Exec Chair/mid bac	331.85	431.40	_____
___	810813	Otto Highback Chair .....	414.95	539.45	_____
___	810702	Jetson Chair (black) .....	178.25	231.75	_____

<b>Barstools &amp; Bar</b>					
___	810100	Ohio Barstool (gray) .....	163.80	212.95	_____
___	810101	Ohio Barstool (red) .....	163.80	212.95	_____
___	810102	Ohio Barstool (black) .....	163.80	212.95	_____
___	810103	Banana Barstool (white) ...	179.65	233.55	_____
___	810104	Banana Barstool (black) ...	179.65	233.55	_____
___	810815	ICE Barstool (transparent)	210.85	274.10	_____
___	810505	Gin Barstool (maple) .....	158.00	205.40	_____
___	810706	Jetson Barstool (black) ....	247.75	322.10	_____
___	810200	Oslo Barstool (blue) .....	226.10	293.95	_____
___	810201	Oslo Barstool (white) .....	226.10	293.95	_____
___	8501	Martini Bar .....	1,304.15	1,695.40	_____

**TABLES, LIGHTING & MORE**  
Pages 9 & 10

<b>Tables</b>					
___	82033	Manhattan Table 29"H .....	287.00	373.10	_____
___	82015	Silverado End Table 22" H	240.55	312.70	_____
___	82014	Silverado Table 17"H .....	256.45	333.40	_____
___	82041	Geo Conf Table (black) .....	353.60	459.70	_____
___	82051	Geo Conf Table (chrome)	353.60	459.70	_____
___	82025	Geo End Table (black) .....	217.40	282.60	_____
___	82035	Geo End Table (chrome) ..	217.40	282.60	_____
___	82024	Geo Coffee Table (black) .	240.55	312.70	_____
___	82034	Geo Coffee Table (chrome)	240.55	312.70	_____
___	82054	Sydney End Table (black)	223.95	291.15	_____
___	82055	Sydney End Table (white)	223.95	291.15	_____
___	82052	Sydney Cocktail Table (black) .....	270.05	351.05	_____
___	82053	Sydney Cocktail Table (white) .....	270.05	351.05	_____

<b>Miscellaneous</b>					
___	850604	Etagere (black) .....	298.50	388.05	_____
___	850605	Etagere (pewter) .....	298.50	388.05	_____
___	85078	Locking Door Pedestal .....	443.45	576.50	_____
___	8503001	Refrigerator 14 cu. ft. (white) .....	744.80	968.25	_____

<b>Lighting</b>					
___	850704	Floor Lamp 58"H (pewter) .	147.80	192.15	_____
___	850701	Lumalight Lamp (red) .....	301.40	391.80	_____
___	850702	Lumalight Lamp (white) ....	301.40	391.80	_____
___	850703	Lumalight Lamp (orange) ...	301.40	391.80	_____
___	850705	Parisian Lamp 28"H (pewter) .....	143.45	186.50	_____

**TOTAL COST**

Sub-Total	+	6.25% Tax	=	Total Cost
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# F R E E M A N

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

DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 21, 2012

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

NAME OF SHOW: NESEA BuildingEnergy12 / March 7-8, 2012

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](http://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

<b>40 oz. Rental</b>	- Price per square foot (100 sq. ft. minimum)	Discount	Standard	
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 4.45	\$ 5.80	\$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.90	\$ 5.05	\$ _____

**CHOOSE YOUR CARPET COLOR - 28 oz.**

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

<b>28 oz. Rental</b>	- Price per square foot (100 sq. ft. minimum)	Discount	Standard	
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.60	\$ 4.70	\$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.20	\$ 4.15	\$ _____

**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)

<b>16 oz. Carpet Rental</b>		Discount	Standard	
Per sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.75	\$ 3.60	\$ _____

**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.....	202.25	262.95	\$ _____
_____	9' x 20' Classic Carpet Rental.....	404.50	525.85	\$ _____
_____	9' x 30' Classic Carpet Rental.....	606.75	788.80	\$ _____
_____	9' x 40' Classic Carpet Rental.....	809.00	1,051.70	\$ _____

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

_____	Carpet Padding - 1/2" (90 - 700 sq ft).....	1.43	1.85	\$ _____
_____	Carpet Pdding - 1/2" (Over 700 sq ft).....	1.17	1.50	\$ _____
_____	Plastic Covering (per sq. ft).....	1.17	1.50	\$ _____

**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: 469-621-5608

INCLUDE THE FREEMAN  
METHOD OF PAYMENT WITH  
YOUR ORDER

**DEADLINE DATE**  
**FEBRUARY 21, 2012**  
**SERVICE NOT AVAILABLE AFTER**  
**FEBRUARY 28, 2012**

SHOW NAME: **NESEA BuildingEnergy12 / March 7-8, 2012**

COMPANY NAME: \_\_\_\_\_ BOOTH#: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ FAX#: \_\_\_\_\_

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

<b>Straight Time-</b>	8:00 A.M. to 4:30 P.M. Monday through Friday .....	\$ 121.90	\$ 158.45
<b>Overtime-</b>	4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday and Holidays.....	\$ 197.90	\$ 257.25

- 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
<b>25' Flat Cord</b> .....	<b>\$25.00*</b>	_____
<b>50' Flat Cord</b> .....	<b>\$38.00*</b>	_____
<b>Tape to cover cords</b> .....	<b>\$22.00/roll*</b>	_____

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**

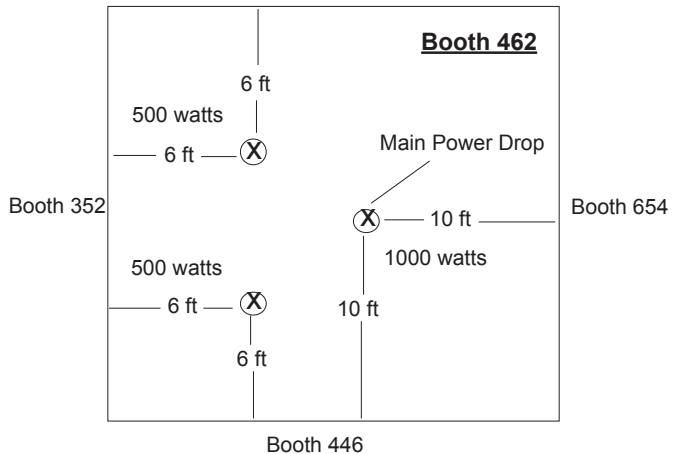
### TERMS & CONDITIONS

- 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: (469) 621-5608  
 FreemanBostonES@freemanco.com

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

FREEMAN cleaning

NAME OF SHOW: **NESEA BuildingEnergy12 / March 7-8, 2012**

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.freemanco.com/store](http://www.freemanco.com/store)**

## CLEANING SERVICES

- Cleaning Services include vacuuming of booth area and emptying wastebasket at time of vacuuming.
- 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 (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time .....	.34	.45	_____
_____	610200	Booth Vacuuming - 2 Days .....	.52	.70	_____
_____	610300	Booth Vacuuming - 3 Days .....	N/A	N/A	_____
_____	610400	Booth Vacuuming - 4 Days .....	N/A	N/A	_____

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

### SHAMPOOING (per sq ft - 100 sq ft minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time .....	.45	.60	_____
_____	630200	Shampoo Carpet - 2 Days .....	N/A	N/A	_____
_____	630300	Shampoo Carpet - 3 Days .....	N/A	N/A	_____

### PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sq.ft. ....	65.35	84.95	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft. ....	83.15	108.10	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft. ....	100.90	131.15	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

### TOTAL COST

_____	+	_____	=	_____
Sub-Total		N/A %Tax		Total Cost

# F R E E M A N

1515 Washington St  
 Braintree, MA 02184  
 (781) 380-7550 Fax: (469) 621-5608  
 FreemanBostonES@freemanco.com

**DISCOUNT PRICE  
 DEADLINE DATE  
 FEBRUARY 21, 2012**

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

NAME OF SHOW: **NESEA BuildingEnergy12 / March 7-8, 2012**

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.freemanco.com/store](http://www.freemanco.com/store)

## GRAPHICS & SIGNS

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

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

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

### DIGITAL GRAPHICS

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

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq.ft.

sq. ft. \_\_\_\_\_ \$ 16.10 per sq. ft. discount price  
 x or = \$ \_\_\_\_\_  
 \$ 20.95 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" @ _____	39.10	50.85 =	_____
7" x 22" @ _____	40.35	52.45 =	_____
7" x 44" @ _____	49.90	64.85 =	_____
9" x 44" @ _____	64.65	84.05 =	_____
11" x 14" @ _____	39.10	50.85 =	_____
14" x 22" @ _____	48.55	63.10 =	_____
14" x 44" @ _____	101.10	131.45 =	_____
22" x 28" @ _____	101.10	131.45 =	_____
28" x 44" @ _____	148.20	192.65 =	_____
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 St  
 Braintree, MA 02184  
 (781) 380-7550 Fax: (469) 621-5608  
 FreemanBostonES@freemanco.com

**DISCOUNT PRICE  
 DEADLINE DATE  
 FEBRUARY 21, 2012**

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

NAME OF SHOW: **NESEA BuildingEnergy12 / March 7-8, 2012**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: **X**

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_


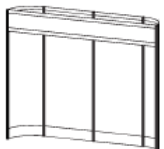
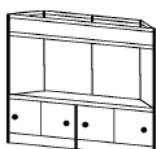

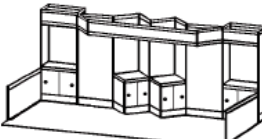

E-MAIL ADDRESS: \_\_\_\_\_

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

**For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)**

**All Exhibits Include:** Installation & Dismantle of Exhibit  
 Material Handling of Exhibit  
 Classic Carpet with Nightly Vacuuming  
 2 Arm Lights (per 100 sq. ft.)

*To place your order, please check the appropriate box and complete the remaining selections at the bottom of the form.*

<b>PACKAGES</b>	<b>A. FREE STANDING COUNTER</b> Discount Price: 1,683.95    Standard Price: 2,189.15 <input type="checkbox"/> Part# 1710201 	<b>B. CURVED BACK WALL EXHIBIT</b> Discount Price: 1,207.05    Standard Price: 1,569.15 <input type="checkbox"/> Part# 1710300 	<b>C. BACK WALL COUNTER EXHIBIT</b> Discount Price: 1,654.25    Standard Price: 2,150.55 <input type="checkbox"/> Part# 1710400 
	<b>D. 3 SHELF 10' X 10' EXHIBIT</b> Discount Price: 2,026.80    Standard Price: 2,634.85 <input type="checkbox"/> Part# 1710500 	<b>E. 10' X 20' ANGLED EXHIBIT</b> Discount Price: 4,538.00    Standard Price: 5,899.40 <input type="checkbox"/> Part# 1710600 	<b>F. 20' X 20' ISLAND EXHIBIT</b> Discount Price: 11,080.70    Standard Price: 14,404.90 <input type="checkbox"/> Part# 1710800 

Orders received after the deadline date or without payment will be charged the Standard Rate and are subject to availability. Orders cancelled after production begins are subject to a 100% Cancellation Charge.

### CHOOSE YOUR PANEL

- BLUE FABRIC     GRAY FABRIC  
 BLACK FABRIC     WHITE HARDWALL  
 WHITE PERFBORD

### CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. Please choose from the following available colors:

- Black     Gray     Red  
 Blue     Green     Teal  
 Burgundy     Plum     Tuxedo

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 and pricing.

### 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.

### HEADER IDENTIFICATION SIGN

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

- CLARENDON MEDIUM     ENVR0  
 EUROSTILE BOLD     HELVETICA BOLD  
 TIMES NEW ROMAN

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:

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

**FREEMAN exhibit packages**

# FREEMAN

1515 Washington St  
 Braintree, MA 02184  
 (781) 380-7550 Fax: (469) 621-5608  
 FreemanBostonES@freemanco.com

**DISCOUNT PRICE  
 DEADLINE DATE  
 FEBRUARY 21, 2012**

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

NAME OF SHOW: **NESEA BuildingEnergy12 / March 7-8, 2012**

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.freemanco.com/store](http://www.freemanco.com/store)**

**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.*

	VERSION A	VERSION B	VERSION C
<b>SYSTEM 1 OPTIONS</b>	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 1010 3,411.20 10x10 - Part# 1000 1,702.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 1030 5,405.25 10x10 - Part# 1020 2,699.00	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 1050 9,108.35 10x10 - Part# 1040 4,550.60
<b>SYSTEM 2 OPTIONS</b>	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 2010 3,553.65 10x10 - Part# 2000 1,744.75	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 2030 5,519.10 10x10 - Part# 2020 2,741.75	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 2050 9,293.40 10x10 - Part# 2040 4,693.05
<b>SYSTEM 3 OPTIONS</b>	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 3010 3,596.30 10x10 - Part# 3000 1,780.35	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 3030 5,547.65 10x10 - Part# 3020 2,770.25	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 3050 9,393.25 10x10 - Part# 3040 4,693.05
<b>SYSTEM 4 OPTIONS</b>	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 4010 3,696.00 10x10 - Part# 4000 1,844.45	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 4030 5,661.55 10x10 - Part# 4020 2,827.20	<input type="checkbox"/> 10 x 10 <input type="checkbox"/> 10 x 20  10x20 - Part# 4050 9,435.90 10x10 - Part# 4040 4,735.75

**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

FREEMAN rental exhibits

NAME OF SHOW: **NESEA BuildingEnergy12 / March 7-8, 2012**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

### CHOOSE YOUR PANELS

#### 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. Please choose from the following available colors:

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

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 and pricing.

### 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 you are 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
- EUROSTILE BOLD
- TIMES NEW ROMAN
- ENVR0
- HELVETICA BOLD

Other \_\_\_\_\_

#### Indicate color of background:

- Beige
- Black
- Navy
- Forest Green
- White

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 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		6.25 % Tax Total Cost

# F R E E M A N

1515 Washington St  
Braintree, MA 02184  
(781) 380-7550 Fax: (469) 621-5608  
FreemanBostonES@freemanco.com

**DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 21, 2012**

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

NAME OF SHOW: **NESEA BuildingEnergy12 / March 7-8, 2012**

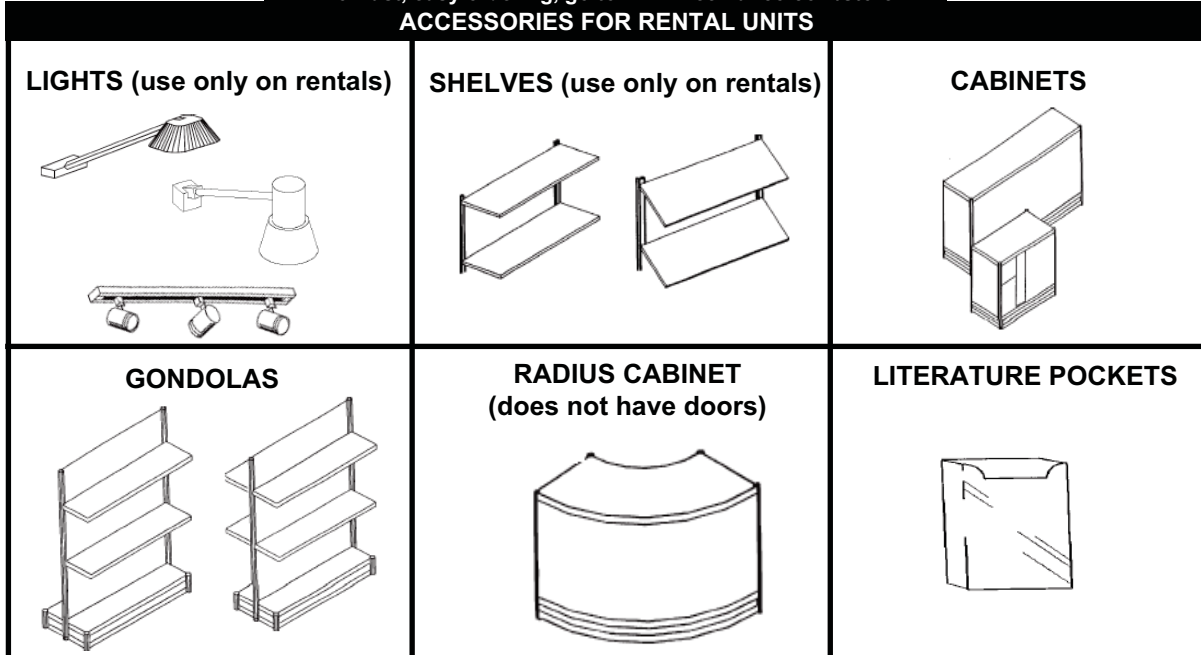
COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

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.freemanco.com/store](http://www.freemanco.com/store)  
**ACCESSORIES FOR RENTAL UNITS**



Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b> (electrical service & labor to install lights not included)					
___	17251	Arm Light (200w) .....	63.60	82.70	_____
___	172514	4' Tracklight (3 lights)	250.80	326.05	_____
___	17252	Halogen Light .....	63.60	82.70	_____

<b>CABINETS &amp; LOCKS</b>					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x ½M x 36" High.....	340.30	442.40	_____
___	17306	1M x ½M x 42" High.....	340.30	442.40	_____
___	17308	2M x ½M x 36" High.....	496.70	645.70	_____
___	17309	2M x ½M x 42" High.....	496.70	645.70	_____
___	173010	1M Radius x ½M x 36" High.	530.80	690.05	_____
___	173011	1M Radius x ½M x 42" High..	530.80	690.05	_____
(Radius Cabinets do not have doors)					
___	17301	Cabinet Lock .....	14.25	18.55	_____
Inside Shelves Available ..... Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perboard <input type="checkbox"/> White PVC					
___	174541	Single Sided 1M x 4' High...	265.40	345.00	_____
___	174542	Double Sided 1M x 4' High..	353.85	460.00	_____
___	174581	Single Sided 1M x 8' High...	398.15	517.60	_____
___	174582	Double Sided 1M x 8' High..	530.80	690.05	_____

<b>SHELVES</b>					
___	17201	1M Straight (37" x 12") .....	63.60	81.05	_____
___	17206	1M Angled (37" x 12") .....	63.60	81.05	_____

<b>LITERATURE POCKETS</b>					
___	174015	For 8½ x 11 Literature .....	26.95	35.05	_____

<b>TOTAL COST</b>					
_____	+	_____	=	_____	_____
Sub-Total		6.25% Tax		Total Cost	

Don't see what you need?  
Please call an Exhibitor Sales Specialist at (781) 380-7550.

*\* Remember to make a selection for items  
with checkboxes. Otherwise, a selection  
will be made for you.*

# F R E E M A N

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NAME OF SHOW: **NESEA BuildingEnergy12 / March 7-8, 2012**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

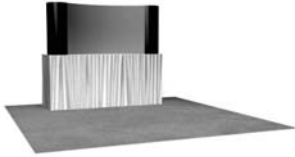
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## TABLE TOP UNIT



RENTAL		QTY	TOTAL
Size	Price		
40"H x 6"W	853.20	_____	_____
40"H x 8"W	991.85	_____	_____
PURCHASE*			
Size	Price		
40"H x 6"W	889.60	_____	_____
40"H x 8"W	1,008.25	_____	_____

\*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' x 10' Classic Carpet:**  Black  Blue  Burgundy  
 Green  Gray  Plum  Red  Teal  Tuxedo

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

## FLOOR UNIT



RENTAL		QTY	TOTAL
Size	Price		
8'H x 8'W	1,401.95	_____	_____
8'H x 10'W	1,669.90	_____	_____
PURCHASE*			
Size	Price		
8'H x 8'W	2,016.60	_____	_____
8'H x 10'W	2,367.95	_____	_____

\*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' x 10' Classic Carpet:**  Black  Blue  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			
Part #	Description	Qty	Price	Total	Qty	Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	172.75	_____	_____	222.10	_____
1715801	1-200 Watt Halogen Light Kit	_____	90.55	_____	_____	163.35	_____
1715802	Straight Shelf	_____	69.35	_____	_____	112.80	_____
1715803	Angled Shelf	_____	69.35	_____	_____	112.80	_____

## 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	+	6.25% Tax	=	Total Cost
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### RENTAL UNITS 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: 469-621-5608

DEADLINE DATE  
FEBRUARY 21, 2012

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

NAME OF SHOW: NESEA BuildingEnergy12 / March 7-8, 2012  
 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](http://www.myfreemanonline.com)

## DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
<b>Straight Time-</b> 8:00 A.M. to 4:30 P.M. Monday through Friday .....	\$ 121.90	\$ 158.45
<b>Overtime-</b> 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday and Holidays.....	\$ 197.90	\$ 257.25

**• 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						= \$ <b>(N/A)</b>
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						= \$ <b>(N/A)</b>
Total Dismantle						= \$ _____

FREEMAN installation & dismantle

NAME OF SHOW: **NESEA BuildingEnergy12 / March 7-8, 2012**

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  
Phone: 781-380-7550 • Fax: 469-621-5608

**DEADLINE DATE**  
**FEBRUARY 21, 2012**

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

NAME OF SHOW: **NESEA BuildingEnergy12 / March 7-8, 2012**

COMPANY NAME: \_\_\_\_\_

BOOTH#: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE#: \_\_\_\_\_

For fast, easy ordering, go to [www.myfreemanonline.com](http://www.myfreemanonline.com)

## FORKLIFT RIGGING EQUIPMENT AND LABOR

**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 & Holidays

- **Show Site price will apply to all labor orders place at show site**
- Start time guaranteed only at start of work 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
- Rigging is used for forklift use within your booth space

*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.*

Part#	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR - up to 5,000 lbs.</b>			
304050	Forklift & operator - ST.....	\$312.20	\$405.85
304051	Forklift & operator - OT.....	\$464.20	\$603.45
304040	4-Stage Forklift & operator - ST.....	\$443.75	\$576.90
304041	4-Stage Forklift & operator - OT.....	\$595.80	\$774.55

Please check here if you need a forklift that can lift over 5,000 lbs.

### SCISSORLIFT LABOR

3860100	Scissorlift & Operator - ST.....	\$312.20	\$405.85
3860101	Scissorlift & Operator - OT.....	\$464.20	\$603.45

### RIGGING LABOR

3020100	Rigger - ST.....	\$124.55	\$161.90
3020101	Rigger - OT.....	\$200.30	\$260.40

### INSTALLATION - RIGGING

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	
6.25% Tax	N/A
<b>Total</b>	

### DISMANTLE - RIGGING

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	
6.25% Tax	N/A
<b>Total</b>	

**Rigging must be canceled, in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per crew.**

# F R E E M A N

1515 Washington Street  
Braintree, MA 02184  
781-380-7550 • Fax:469-621-5608  
FreemanbostonES@freemanco.com

**DEADLINE DATE**  
**FEBRUARY 21, 2012**

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## **STRUCTURAL INTEGRITY STATEMENT**

### **THIS FORM MUST BE RETURNED**

### **FOR ALL SUSPENDED STRUCTURES**

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\_\_\_\_\_, the contracted exhibitor at the **NESEA BuildingEnergy12** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **NORTHEAST SUSTAINABLE ENERGY ASSOCIATION, SEAPORT WORLD TRADE CENTER, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Display House/Builder (if applicable): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Complete and return form to address listed at the top if you need labor to assemble your hanging structure.**

FREEMAN structural integrity statement

# F R E E M A N

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

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

NAME OF SHOW: NESEA BuildingEnergy12 / March 7-8, 2012  
 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](http://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
<b>RATE CLASSIFICATIONS:</b>		
<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment .....	\$ 115.80	231.60
Special Handling Shipment .....	\$ 150.55	301.10
<b>Show Site Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment .....	\$ 101.25	202.50
Special Handling Shipment .....	\$ 131.65	263.30
Uncrated or Pad Wrapped Shipment .....	\$ 151.90	303.80
<b>Small Package - Maximum weight is 30 lbs per shipment</b>		
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 <b>February 28</b> .....	\$28.95	57.90
Show Site Shipment after <b>Show Opening</b> .....	\$25.30	50.60

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

#### Overtime Warehouse (in addition to above rates)

510101 Crated or Skidded Shipment .....	\$ 57.90	115.80
510103 Special Handling Shipment .....	\$ 75.30	150.60

#### Overtime Show Site (in addition to above rates)

520101 Crated or Skidded Shipment .....	\$ 50.65	101.30
520103 Special Handling Shipment .....	\$ 65.85	131.70
520105 Uncrated or Pad Wrapped Shipment .....	\$ 75.95	151.90
Off-Target Charge .....	25% additional	

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

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

bec/wtc 4-11

### 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. \$ 231.60

52 lbs. charged @ 200 lbs. \$ 231.60

65 lbs. charged @ 200 lbs. \$ 231.60 = \$694.80

#### 1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. charged @ 200 lbs = \$231.60

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

FREEMAN material handling

# SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to [www.myfreemanonline.com](http://www.myfreemanonline.com)

special handling definitions

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

## **What is Ground Loading/Unloading?**

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

## **What is Constricted Space Loading/Unloading?**

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

## **What is Designated Piece Loading/Unloading?**

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

## **What are Stacked Shipments?**

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

## **What is Shipment Integrity?**

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

## **What is Alternate Delivery Location?**

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

## **What are Mixed Shipments?**

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

## **What does it mean if I have "No Documentation"?**

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS, Airborne Express & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

## **What about carpet only shipments?**

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

## **What is the difference between Crated and Uncrated Shipments?**

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

# FREEMAN

(800) 995-3579 Toll Free US & Canada  
(817) 607-5100 Local & International

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

NAME OF SHOW: **NESEA BuildingEnergy12 / March 7-8, 2012**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call applicable number listed above to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## 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:  
(800) 995-3579 Toll Free US & Canada  
(817) 607-5100 Local & International

### COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

#### PICK UP INFORMATION

Requested Pick Up Date: \_\_\_\_\_

SHIPPER NAME \_\_\_\_\_

SHIPPER ADDRESS \_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip)

#### DESTINATION

- I will be shipping to the **WAREHOUSE**

**FREEMAN / Exhibiting Company Name / Booth #**

**NESEA BuildingEnergy12**

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

**MUST BE DELIVERED BY FEBRUARY 28, 2012**

- I will be shipping to **SHOW SITE**  
**FREEMAN / Exhibiting Company Name / Booth #**

**NESEA BuildingEnergy12**

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

**CANNOT BE DELIVERED BEFORE MARCH 06, 2012**

#### TYPE OF SERVICE

- Next Day Air: Delivery next business day by 5:00 PM  
 Second Day Air: Delivery second business day by 5:00 PM  
 3-5 Day Service: Delivery within 3 - 5 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

09/11

### 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:  
(469) 621-5810**

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

**SHOW #** (280997) \_\_\_\_\_

FREEMAN exhibit transportation

# F R E E M A N

1515 Washington St  
 Braintree, MA 02184  
 (781) 380-7550 Fax: (469) 621-5608  
 FreemanBostonES@freemanco.com

**OUTBOUND MATERIAL HANDLING  
 AND SHIPPING LABELS**

NAME OF SHOW: **NESEA BuildingEnergy12 / March 7-8, 2012**

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.freemanco.com/store](http://www.freemanco.com/store)

**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 28, 2012**

**MUST DELIVER BY FEBRUARY 28, 2012**

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: NESEA BuildingEnergy12

EVENT: NESEA BuildingEnergy12

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 MARCH 06, 2012**

**CANNOT DELIVER BEFORE MARCH 06, 2012**

TO: \_\_\_\_\_  
*EXHIBITOR NAME*

TO: \_\_\_\_\_  
*EXHIBITOR NAME*

**C/O: FREEMAN  
SEAPORT WORLD TRADE CENTER  
200 SEAPORT BLVD  
  
BOSTON, MA 02210-2031**

**C/O: FREEMAN  
SEAPORT WORLD TRADE CENTER  
200 SEAPORT BLVD  
  
BOSTON, MA 02210-2031**

**SHOW SITE**

**SHOW SITE**

EVENT: NESEA BuildingEnergy12

EVENT: NESEA BuildingEnergy12

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.