SERVICE INFORMATION

BOOTH EQUIPMENT
Each table top booth will consist of (1) 6’ blue draped table, (2) Limerick chairs, (1) wastebasket, and (1) 7” x 44” one-line booth identification sign.

EXHIBIT HALL CARPET
The exhibit area is carpeted.

DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of advance order discount rates, place your order by January 31, 2018.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
For more information and helpful hints on preshow procedures and move-in, please go to Pre-Show FAQ

*Please note: All freight must be shipped to Freeman’s Advance Warehouse. No direct shipment to show site will be allowed.*

Thursday       February 22, 2018           1:00 p.m.  -   7:00 p.m.
Any labor or material handling services performed after 5:00 p.m. will incur overtime charges.

EXHIBIT HOURS

Thursday       February 22, 2018           8:00 p.m.  - 10:00 p.m.
Friday       February 23, 2018           1:30 p.m.  -   4:00 p.m.
Saturday      February 24, 2018           9:00 a.m.  - 12:30 p.m.

EXHIBITOR MOVE-OUT
For more information and helpful hints on postshow procedures and move-out, please go to Post-Show FAQ

Saturday      February 24, 2018         12:30 p.m.  -  2:00 p.m.
All labor and outbound material handling services performed on Saturday will have overtime charges applied.
We will begin returning empty containers at the close of the show.

DISMANTLE AND MOVE-OUT INFORMATION
• All exhibitor materials must be removed from the exhibit facility by Saturday, February 24, 2018 at 2:00 p.m.
• To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in at the below address by Saturday, February 24, 2018 at 1:00 p.m.

Washington Marriott Wardman Park
2660 Woodley Road NW
Washington, DC 20008

*PLEASE NOTE: The above address is only for post-show pick-ups during exhibitor move-out. Please do NOT send any materials to the Marriott Wardman Park in advance. Advance shipments must be shipped to Freeman’s Advance Warehouse. See “Shipping Information” on the following page.*

VEHICLE RESTRICTIONS
Show site pick-ups are limited to straight trucks and tractor-trailers with a total length under 45 feet.
POST SHOW PAPERWORK AND LABELS
Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. 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
9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 fax (469) 621-5609
FreemanWashingtonES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION
(800) 995-3579 US & Canada or +1 (512) 982-4187 Outside the US or +1 (817) 607-5183
Shipping Services or fax +1 (469) 621-5810 or email exhibit.transportation@freeman.com

FREEMAN ONLINE®
Take advantage of discount pricing by ordering at www.freeman.com by January 31, 2018. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - before, during and after your show. Additionally, you can now access Freeman Online from any device - desktop, laptop, tablet or via our new FreemanOnline Mobile App.

To place online orders you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the "Create an Account" link. To access Freeman Online without using the email link, visit www.freeman.com. you can also download and use the FreemanOnline Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version is available to extend mobile use for those users that do not have an Apple or Android devices or who do not want to download the app.

If you need assistance with Freeman Online please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1 (512) 982-4186 or +1 (817) 607-5000 Local & International.

SHIPPING INFORMATION
Warehouse Shipping Address:
   Exhibiting Company Name / Booth #
   AAAS ERN CONFERENCE IN STEM
   C/O Freeman
   9900 Business Parkway
   Lanham, MD 20706

Freeman will accept crated, boxed or skidded materials beginning Monday, January 22, 2018, at the above address. Material arriving after February 14, 2018 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 a.m. - 3:30 p.m. If required, provide your carrier with this phone number: (301) 918-7975

*All materials must be shipped to the above Warehouse Shipping Address. Please do not send any materials to show site. If exhibitors send materials to the hotel's package room, the materials will incur additional handling fees charged by the FedEx Office at the Marriott Wardman Park Hotel. Freeman is not responsible for materials sent directly to the Marriott Wardman Park Hotel.
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 301-918-7975.

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 feature you may contact Freeman Exhibitor Services at (301) 918-7975 or Freeman’s Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY
Order early to take advantage of advance order discount rates, place your order by January 31, 2018.

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, 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 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 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 Pre-Show FAQ.

For more information and helpful hints on postshow procedures and move-out, please go to Post-Show FAQ.

Call Freeman’s Exhibitor Services department at 301-918-7975 with any questions or needs you may have.
Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.

Green Tips for Exhibitors
Interested in going Green and saving money with your exhibit booth? Follow these tips to assist you in making your sustainable booth strategies at least cost-neutral, and possibly cost-saving!

Supplies and Ordering
• Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
• Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
• Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
• Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways are smart and trendy, like a USB storage drive with your content already loaded.

Printing, Recycling and Waste Management
• Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling requests via email and website referrals.
• If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content.
• Ask Freeman about new paper-based signage materials that are comparably priced to plastic. There are good alternatives to foam core and PVC which are not as easily recyclable.
• Participate in the exhibit donation program by providing materials that are eligible for donation to local charities, such as pens, bags and notepads.

Shipping and Transportation
• If you must ship materials, planning out your booth in a timely way to meet shipping deadlines can also help maximize consolidation and cost-savings.
• Choose a SmartWay™-certified hauler at no additional cost to ensure your transportation company is practicing sustainable shipping.
• Set a goal to leave no trace behind by shipping out all booth properties and packing materials and donating extra giveaways thereby minimizing any waste for the show.
• If you are attending another trade show that many of your fellow exhibitors are also participating in, ask your General Service Contractor or Show Management to set up a caravan service to save on fuel emissions—and cost of transportation.

Personnel and Best Practices
• Take advantage of local or regional representatives to staff your booth, rather than bringing staff from far away offices, reducing travel cost.
• Bring Green as part of your company message providing recycling bins in your booth and information on what you have done to exhibit in a sustainable way.

These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact goinggreen@freemanco.com.
NAME OF SHOW:  **AAAS ERN CONFERENCE IN STEM / FEBRUARY 22 - 24, 2018**

COMPANY NAME:  
ADDRESS:  
CITY/STATE/ZIP:  
PHONE #:  
SIGNATURE:  
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.

**METHOD OF PAYMENT**

By submitting this form via fax or postal mail or ordering materials or services from Freeman, you agree to be bound by all terms & conditions included in your service manual.

- **COMPANY CHECK**
  - Please make check payable to: Freeman. Checks must be in U.S. funds drawn on a U.S. or Canadian bank. (“US. FUNDS” MUST BE PRE-PRIINTED on Canadian checks.)
  - Please reference (insert 466271) on your remittance.

- **CREDIT/DEBIT CARD**
  - For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:
  - We do not accept credit card information via email.

**AMERICAN EXPRESS**  **VISA**  **MASTERCARD**

Account No.:  
Exp. Date:  
Signature:  
Cardholder Name (Print):  
Cardholder Billing Address:  
City/State/Zip:  

**ENTER TOTALS HERE**

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<th>PORTER SERVICE</th>
<th>RENTAL EXHIBITS &amp; ACCESSORIES</th>
<th>SIGNS</th>
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- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: **www.freeman.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 Exhibitor Sales.
YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

• THE METHOD OF PAYMENT FORM IS SIGNED; OR
• AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN; OR
• WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Inc., Exhibit Surveys, Inc., Freeman Exhibit, Freeman Transportation, FreemanXP, Inc., Stage Rigging, Inc., The Freeman Company, Freeman Electrical, Inc., Freeman Digital Ventures, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any sub contractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any assignee appointed contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR'S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event.

If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is selecting these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepay basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card as for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and 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 EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

If FREEMAN provides electrical services, claims will not be considered, or adjustments made unless filed in writing, by EXHIBITOR, prior to the close of the event. 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. Please note that electrical services are NOT automatically included in Audio Visual rentals and must be ordered separately from the designated electrical provider.

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. If any labor secured through Freeman is conducting overhead work, the Exhibitor is responsible for ensuring that everyone in the area of overhead work is wearing a hard hat. If the Exhibitor does not have its own hard hats, Freeman can assist with obtaining them. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labor provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of FREEMAN includes any and all violations of Federal, State, County or Local ordinances, “Show Regulations and/or Rules” as published and/or set forth by Facility or Show Management, and/or directing labor provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO FREEMAN’S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.
1. DEFINITIONS. For purposes of this Contract, Freeman means Freeman Expositions, Inc. and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In no event shall Freeman be deemed to be the Ultimate Consignee for shipping and custom purposes. The term "Exhibitor" means the Exhibitor, its employees, agents, and representatives.

2. PACKAGING/Crates AND STORAGE. Freeman shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman does not accept any crates or packaging not taring and, in any event, all items must be listed. Goods requiring cold storage and those in accessible storage are stored at Exhibitor’s own risk. FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All porous labels must be removed or obliterated. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES OR CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR’S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. Freeman recommends the securing of service trucks from Facility or Shipment Management. All MHA’s submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth. Freeman does not accept any crates or packaging not taring and, in any event, all items must be listed or other charges including business center charges arising from delivery or pickup of Exhibitor’s materials.

5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor’s materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the date when Exhibitor's materials are delivered. Freeman is not the carrier under any agreement, does not assume any responsibility, for Exhibitor’s materials from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. The Exhibitor's materials may be placed in Freeman’s warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

6. DESIGNATED CARRIERS. Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to be under the exclusive supervision and control of the carrier or driver of that carrier. Freeman does not accept any crates or packaging not taring and, in any event, all items must be listed or other charges including business center charges arising from delivery or pickup of Exhibitor’s materials.

7. FORCE MAJEURE. Freeman’s performance hereunder is subject to, and Freeman shall not be responsible for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman’s reasonable control, nor for ordinary wear and tear in the handling of Exhibitor’s materials.

8. CLAIM(S) FOR LOSS. Freeman will use commercially reasonable efforts to transmit the Declared Value instructions to the designated carrier or driver of that carrier. Freeman assumes no responsibility or liability for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman’s reasonable control, nor for ordinary wear and tear in the handling of Exhibitor’s materials.

9. DECLARED VALUE. Declarations of Declared Value are between the Exhibitor and the selected Carrier Only, and are in no way an extension of Freeman’s maximum liability stated herein. Freeman reserves the right to inspect any shipment(s) at its sole discretion. Exhibitor’s sole and exclusive remedy is limited to the Declared Value applicable to the selected Carrier; however, FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

10. JURISDICTION / VENUE. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees) incurred by Freeman in connection with matters for which Freeman has disclaimed liability pursuant to the provisions of this Contract, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

12. LIEN. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor’s materials that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the “Collateral”), to secure the prompt and full payment and performance of all Exhibitor’s indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman or for the benefit of Exhibitor (the “Obligations”). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

13. WAIVER & RELEASE. Exhibitor, as a material part of the consideration to Freeman for material handling services, waives and releases all claims against Freeman with respect to all matters for which Freeman has disclaimed liability pursuant to the provisions of this Contract.

14. DRIVER LIABILITY WAIVER, IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OR OPERATOR OF THE TRUCK OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE AWAY FROM THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY; YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF THE RULES FOR SAFE OPERATION YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

Freeman REV 07/17
In this Contract, "Freeman" means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, affiliates, and affiliated companies, including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom or on whose behalf or account the property is shipped, and the term "Consignee" means the person to whom delivery is to be made, including any drivers, agents, assignees, affiliated companies, and contractors appointed by the Shipper, excluding only "Freeman." Property is all objects of any type received from the Shipper for transport as described herein. "Consignor" means the person to whom delivery is to be made.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Freeman shall not be responsible for events or causes of loss, death, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, or any other cause or causes beyond its control, including (by way of illustration only, and not as a limitation on the breadth of this clause), war or its declared or undeclared continuance, injury to or death of persons, damage to property, non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence, willful misconduct, or deliberate act.

3. Freeman's RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, death, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, or any other cause or causes beyond its control. Freeman shall not be responsible for damage to loose or uncrated materials, or for any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall be responsible only for loss or unloading or delivering property at the designated location, and shall not be liable for damage to the property or its contents as a result of its transportation, except in the event the property first comes into the physical possession of Freeman, and the responsibility of Freeman under such circumstances is limited to actions or omissions in connection with the property or the property owner's instructions in connection with the property. If the property is placed in a warehouse or similar facility, the responsibility of Freeman shall not extend beyond actions or omissions in connection with the property or the property owner's instructions in connection with the property. Freeman shall not be responsible for the actions or omissions of any other party. Freeman reserves the right to periodically inspect all establishments in which it may place the shipment in public storage at the owner's expense and without liability to Freeman.

4. PACKAGING AND CRATES: Shipper's property must be well-packed and for safe and secure handling, storage, and shipment. Property (including all packaging, crates, and containers) that is not well-packed or not secure will be given to customer for its property. Freeman shall not be responsible for any loss or damage to the property or its contents as a result of any action or omission on the part of Shipper. Freeman shall provide reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

5. REFUSED SHIPMENTS: If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor, Freeman's liability shall then become that of a warehouseman.

(a) Shipper shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.

(b) Storage charges, based on Freeman's applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that Freeman feels is convenient and necessary. Freeman shall not be liable for the loss of or damage to any property that Freeman shall place in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempt to first notify customer, customer is first notified in writing of Freeman's intention to refuse the shipment.

6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES: FREEMAN'S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY, DAMAGE TO THE PROPERTY, THE PROPERTY'S VALUE, AND ANY OTHER DAMAGES ASSOCIATED WITH THE PROPERTY [INCLUDING ANY DAMAGES THAT MAY RESULT FROM THE ACTIONS OR INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT], NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF THE FOLLOWING TWO AMOUNTS: (A) $100 PER KILOGRAM OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT THE REQUEST OF THE SHIPPER, FREEMAN AGREES TO PERFORM AN INSPECTION OF THE PROPERTY AND IS ABLE TO CONFIRM THAT THE DAMAGE TO THE PROPERTY IS CAUSED BY FREEMAN'S SOLE NEGLIGENCE, WILLFUL MISCONDUCT, OR DELIBERATE ACT; AND (B) THE AMOUNT OF THE APPROPRIATE VALUATION CHARGE multiplied by the fraction: the weight of the property actually sustained, whichever is lower. If carriage of the shipment is SOLELY OR PRIMARILY FOR THE PURPOSE OF TRANSPORTATION, FREEMAN'S LIABILITY IN THE EVENT OF NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE AMOUNT OF THE APPROPRIATE VALUATION CHARGE multiplied by the fraction: the weight of the property actually sustained, whichever is lower. If carriage of the shipment is SOLELY OR PRIMARILY FOR THE PURPOSE OF TRANSPORTATION, FREEMAN'S LIABILITY IN THE EVENT OF NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE AMOUNT OF THE APPROPRIATE VALUATION CHARGE multiplied by the fraction: the weight of the property actually sustained, whichever is lower. If carriage of the shipment is SOLELY OR PRIMARILY FOR THE PURPOSE OF TRANSPORTATION, FREEMAN'S LIABILITY IN THE EVENT OF NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE AMOUNT OF THE APPROPRIATE VALUATION CHARGE multiplied by the fraction: the weight of the property actually sustained, whichever is lower.

- Shipper warrants the accuracy of the weight and dimension data furnished in this Contract.
- Shipper agrees that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper shall have no liability for damage to the property or its contents as a result of any action or omission on the part of Freeman, except in cases of "catastrophic" damage or total loss, which shall be subject to the limitations described above.
- Shipper shall defend and indemnify Freeman, its employees, officers, directors, agents, and customers from and against all claims, demands, suits, actions, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any negligence or willful misconduct of Shipper or any employee of Shipper.
- Upon request by Freeman, Shipper shall provide proof of insurance in the amount of $1,000,000.00 to cover the liability described above.
- Shipper shall defend and indemnify Freeman, its employees, officers, directors, agents, and customers from and against all claims, demands, suits, actions, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any negligence or willful misconduct of Shipper or any employee of Shipper.
- Shipper shall defend and indemnify Freeman, its employees, officers, directors, agents, and customers from and against all claims, demands, suits, actions, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any negligence or willful misconduct of Shipper or any employee of Shipper.
- Shipper shall defend and indemnify Freeman, its employees, officers, directors, agents, and customers from and against all claims, demands, suits, actions, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any negligence or willful misconduct of Shipper or any employee of Shipper.
- Shipper shall defend and indemnify Freeman, its employees, officers, directors, agents, and customers from and against all claims, demands, suits, actions, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any negligence or willful misconduct of Shipper or any employee of Shipper.
- Shipper shall defend and indemnify Freeman, its employees, officers, directors, agents, and customers from and against all claims, demands, suits, actions, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any negligence or willful misconduct of Shipper or any employee of Shipper.
- Shipper shall defend and indemnify Freeman, its employees, officers, directors, agents, and customers from and against all claims, demands, suits, actions, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any negligence or willful misconduct of Shipper or any employee of Shipper.
- Shipper shall defend and indemnify Freeman, its employees, officers, directors, agents, and customers from and against all claims, demands, suits, actions, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any negligence or willful misconduct of Shipper or any employee of Shipper.
MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and only then by an authorized representative of Freeman.

1. DEFINITIONS. In this Contract, “Freeman” means Freeman Expositions, Inc., and its respective employ- ees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom the property is being transported, and includes the person or business for whom the property is scheduled to be delivered or to be picked up by Freeman and any other person for whom the property is delivered or to be picked up by the carrier, and all others acting in a similar manner. The term “Consignee” refers to the persons designated by the Shipper to receive the property. The term “Carrier” means any person or business to whom, or for whom the property is shipped, and includes all persons or businesses to whom the property is delivered. The term “Consignee or the Consignee’s designated agent” means the person or business designated by the Shipper to receive the property on behalf of the Shipper. The term “Property” means the property being shipped.

2. FINAL CONTRACT BETWEEN THE PARTIES. In exchange for Shipper’s payments and Freeman’s services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper’s property.

3. FREEMAN’S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its rea- sonable control, including (by way of illustration only and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, factory failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of any public enemy, war, act of any foreign or domestic government, act of any public enemy, act of any foreign or domestic government, and act of any foreign or domestic government.

4. PACKAGING AND CRATES. Shipper’s property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability of any packaging system for any or all purposes or procedures that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padded or carton-shipped items where air can circulate, or for property not properly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forkift and similar means. General guidance as to acceptable packaging systems and pro- cedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper’s expense.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailer without environmental or humidity controls, or where the date of manufacture is not known. Physical possession of Freeman for in-transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is re- sponsible for transporting food in a manner that will not result in spoilage or waste unless special protective equipment or services are requested.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery or of merchandise or damages the property, the Consignee hereby authorizes Freeman to dispose of or otherwise dispose of the property in the manner described in this Contract. Freeman shall not be responsible for any consequential losses, damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud, intentional misconduct, or any other type of damages, claims, actions, suits, claims for loss or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper’s negligence, willful misconduct, or deliberate act; Shipper’s violation of Federal, State, County or Local ordinances; Shipper’s violation of Show REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE, AND; (c) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR NOTIFIED OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.
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:

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
   Hold for: AAAS ERN CONFERENCE IN STEM - Booth #
   9900 Business Parkway
   Lanham, MD 20706
   MUST BE DELIVERED BY FEBRUARY 14, 2018

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
Number of Pieces Weight
☐ Crates (wooden)
☐ Cartons (cardboard)
☐ Cases/Trunks (fiber) (color )
☐ Skids/Pallets
☐ Carpet/Pad (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: __________

SEND COMPLETED FORM VIA:
E-mail: exhibit.transportation@freeman.com
Fax: (469) 621-5810

A TRANSPORTATION EXPERT WILL CONTACT YOU TO CONFIRM RECEIPT OF YOUR ORDER AND FINALIZE DETAILS
SHOW # (466271)
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.
WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

• We will accept freight beginning 30 days prior to show move-in.
• To check on your freight arrival, call Exhibitor Services at the location listed on the Quick Facts.
• To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
• The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Quick Facts for warehouse hours. No appointment is necessary.
• The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. Loose or pad-wrapped material must be sent directly to show site.
• All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
• Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
• Certified weight tickets must accompany all shipments.
• Warehouse freight will be delivered to the booth prior to exhibitor set up.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

• Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
• On the Material Handling Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
• Next, select the rate for the freight category that best describes your shipment. There are four categories of freight:
  
  **Crated:** material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
  
  **Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.
**FREIGHT SERVICES**

**Freight Services**

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

**Carpet and/or Pad Only:** shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

- All inbound and outbound shipments are subject to overtime charges if the shipments are received, loaded or unloaded during the overtime hours specified on the Material Handling Order Form. This includes both warehouse and show site shipments.
- Add any late delivery or off-target charges listed on the Material Handling Order Form if the freight will be received after the deadlines listed on the Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.

**WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?**

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

**HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?**

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

**HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?**

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Freeman Service Center at show site for your shipping documents.
- Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handling Agreement and labels will be available for pick up at the Freeman Service Center.

**WHERE DO I GET A FORKLIFT?**

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

**DO I NEED INSURANCE?**

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the Terms and Conditions, which can be found in the exhibit service manual or online at www.freeman.com.

**OTHER AVAILABLE FREIGHT SERVICES**

(may not be available in all locations)

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)
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 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, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS & 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 points.

CARPET AND/OR PAD ONLY: Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

STRAIGHT TIME: 8:00 A.M. to 5:00 P.M. Monday through Friday

OVERTIME: 5:00 P.M. to 8:00 A.M. Monday through Friday and all day Saturday

DOUBLE TIME: All day 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.)

Recognized Holidays: New Year’s Day, January 1, 2018; Martin Luther King Day, January 15, 2018; President’s Day, February 19, 2018; Memorial Day, May 28, 2018; Independence Day, July 4, 2018; Labor Day, September 3, 2018; Columbus Day, October 8, 2018; Veteran’s Day, November 11, 2018; Thanksgiving Day, November 22, 2018; Day After Thanksgiving, November 23, 2018; Christmas Day, December 25, 2018

All rates quoted above are straight time rates. Show site overtime hours are before 8:00 a.m. and after 5:00 p.m. on weekdays. All freight received at the warehouse that must be moved into or out of the booth before 8:00 a.m. or after 5:00 p.m. on weekdays will be charged additional overtime rates. Any time on Saturday, Sunday or holidays will be charged overtime or double time surcharges in addition to the above rates.

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)

Warehouse Shipment after FEBRUARY 14, 2018…………………………… $ 36.00 72.00

Overtime Charge - Inbound/Outbound - Mon-Fri & Sat (in addition to above rates)

Crated or Skidded Shipment…………………………………………………………$ 32.75 65.50

Special Handling Shipment…………………………………………………………$ 42.50 85.00

Uncrated or Pad Wrapped Shipment………………………………………………$ 49.25 98.50

Carpet and/or Pad Only Shipment…………………………………………………$ 49.25 98.50

Double Time Charge - Inbound/Outbound - Sun & Holidays (in addition to above rates)

Crated or Skidded Shipment…………………………………………………………$ 39.25 78.50

Special Handling Shipment…………………………………………………………$ 51.00 102.00

Uncrated or Pad Wrapped Shipment………………………………………………$ 59.00 118.00

Carpet and/or Pad Only Shipment…………………………………………………$ 59.00 118.00

**No shipments will be received at show site**

Small Package - Maximum weight is 30 lbs per shipment*

Per Shipment ........................................................................................................ $ 45.00

* 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 the same carrier.

All rates quoted above are straight time rates. Show site overtime hours are before 8:00 a.m. and after 5:00 p.m. on weekdays. All freight received at the warehouse that must be moved into or out of the booth before 8:00 a.m. or after 5:00 p.m. on weekdays will be charged additional overtime rates. Any time on Saturday, Sunday or holidays will be charged overtime or double time surcharges in addition to the above rates.

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All rates quoted above are straight time rates. Show site overtime hours are before 8:00 a.m. and after 5:00 p.m. on weekdays. All freight received at the warehouse that must be moved into or out of the booth before 8:00 a.m. or after 5:00 p.m. on weekdays will be charged additional overtime rates. Any time on Saturday, Sunday or holidays will be charged overtime or double time surcharges in addition to the above rates.

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Shipment Delivered after Deadline Date (in addition to above rates)

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Special Handling Shipment…………………………………………………………$ 51.00 102.00

Uncrated or Pad Wrapped Shipment………………………………………………$ 59.00 118.00

Carpet and/or Pad Only Shipment…………………………………………………$ 59.00 118.00

**No shipments will be received at show site**

Small Package - Maximum weight is 30 lbs per shipment*

Per Shipment ........................................................................................................ $ 45.00

* 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 the same carrier.

All rates quoted above are straight time rates. Show site overtime hours are before 8:00 a.m. and after 5:00 p.m. on weekdays. All freight received at the warehouse that must be moved into or out of the booth before 8:00 a.m. or after 5:00 p.m. on weekdays will be charged additional overtime rates. Any time on Saturday, Sunday or holidays will be charged overtime or double time surcharges in addition to the above rates.
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, 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 & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

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 points.

What about carpet only shipments?
Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: AAAS ERN CONFERENCE IN STEM / FEBRUARY 22 - 24, 2018

COMPANY NAME: __________________________________________________________

CONTACT NAME: __________________________________ PHONE #: __________

BILL TO: COMPANY NAME: __________________________________________

DELIVERY ADDRESS: __________________________________________

CITY: __________________ STATE/PROVINCE: ____ ZIP/POSTAL CODE: __________

PHONE#: ________________ ATTN: __________________

SPECIAL INSTRUCTIONS: ____________________________

BILL TO: ☐ SAME AS SHIP TO

COMPANY NAME: __________________________________________

BILLING ADDRESS: __________________________________________

CITY: __________________ STATE/PROVINCE: ____ ZIP/POSTAL CODE: __________

METHOD OF SHIPMENT

☐ Freeman Exhibit Transportation

No need to schedule your outbound shipment. Charges will appear on your Freeman invoice.

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

☐ Other Carrier

Carrier Name: ____________________
Carrier Phone: ____________________

Select a Level of Service:

☐ 1 Day: Delivery next business day
☐ 2 Day: Delivery by 5:00 PM second business day
☐ Deferred: Delivery within 3-5 business days
☐ Standard Ground
☐ Specialized: Pad wrapped, uncrated or truckload

Select Shipment Options (if applicable):

☐ Have loading dock  ☐ Lift gate required
☐ Inside delivery  ☐ Air ride required
☐ Pad wrap required  ☐ Residential
☐ Do not stack

Select Desired Number of Labels: __________________________

Once your shipment is packed and ready to be picked up from your booth, please return the completed material Handling Agreement to the Freeman service desk. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at the exhibitor’s expense.