

# FREEMAN

3323 IH-35 North • San Antonio, Texas 78219  
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ATTN: Exhibitor Services

EARLY ORDER  
DEADLINE DATE:  
JUNE 7, 2010

FREEMAN audio visual & computers

NAME OF SHOW: **GOVERNMENT FLEET EXPO & CONFERENCE 2010**

SHOW INFORMATION: **June 21-23, 2010 / Austin Convention Center / Austin, TX**

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

EXHIBITING COMPANY ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

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

EMAIL: \_\_\_\_\_

PHONE: ( ) (EXT.): FAX: ( )

ON-SITE CONTACT: \_\_\_\_\_ ON-SITE CONTACT CELL #: ( )

## METHOD OF PAYMENT

YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF FREEMAN'S TERMS AND CONDITIONS.

**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 job # on your remittance.**

**CREDIT CARD**

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

**AMERICAN EXPRESS**    **DISCOVER**    **MASTERCARD**    **VISA**    **DINERS CLUB**

ACCOUNT NO.: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

CARDHOLDER NAME (PRINT): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

CARDHOLDER BILLING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

## THIRD PARTY AUTHORIZATION

**FOR USE BY AN EXHIBITOR APPOINTED CONTRACTOR:** We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described on both sides of this form. 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 to the exhibiting company. All invoices are due and payable upon receipt, by either party.

EXHIBITOR NAME: \_\_\_\_\_

EXHIBITOR SIGNATURE: \_\_\_\_\_

THIRD PARTY AGENT: \_\_\_\_\_

CREDIT CARD ACCOUNT NO.: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

CARDHOLDER NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

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

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

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: ( ) EXT: FAX: ( )

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

**AUDIO/VIDEO EQUIPMENT**

Description	Qty.	Early Order Show Rate	Standard Show Rate	Total
<b>FLAT SCREEN DISPLAYS AND ACCESSORIES</b>				
17" LCD Flat Screen w/Wall Mount, Data Only Aspect Ratio 4:3		@ \$ 195.00	@ \$ 253.50	\$
20" LCD Flat Screen w/Wall Mount, Data Only Aspect Ratio 4:3		@ \$ 285.00	@ \$ 370.50	\$
20" LCD Flat Screen w/Wall Mount, Video Only Aspect Ratio 4:3		@ \$ 285.00	@ \$ 370.50	\$
24" LCD Flat Screen w/Wall Mount, 1080P Aspect Ratio 16:9, High Definition		@ \$ 375.00	@ \$ 487.50	\$
32" LCD Flat Screen w/Wall Mount • Aspect Ratio 16:9, High Definition		@ \$ 675.00	@ \$ 877.50	\$
37" LCD Flat Screen w/Wall Mount • Aspect Ratio 16:9, High Definition		@ \$ 825.00	@ \$1072.50	\$
42" Plasma Monitor w/Wall Mount • Aspect Ratio 16:9, High Definition		@ \$ 885.00	@ \$1150.50	\$
46" LCD Flat Screen w/Wall Mount, 1080P • Aspect Ratio 16:9, High Definition		@ \$ 1485.00	@ \$1930.50	\$
50" Plasma Monitor w/Wall Mount • Aspect Ratio 16:9, High Definition		@ \$1185.00	@ \$1540.50	\$
61" Plasma Monitor w/Wall Mount Aspect Ratio 16:9, High Definition		@ \$ 2295.00	@ \$2983.50	\$
65" Plasma Monitor w/Wall Mount, 1080P • Aspect Ratio 16:9, High Definition		@ \$ 4500.00	@ \$5850.00	\$
<b>Flat screen display will be used in the following configuration [choose one]</b>		table top wall mount • (see note below) floor stand (see pricing below)		
Single Post Stand, For Use With 17", 20", and 24" Flat Screen Monitors Only		@ \$ 150.00	@ \$ 195.00	\$
Dual Post Plasma Stand, For Use with 32" and Larger Monitors		@ \$ 225.00	@ \$ 292.50	\$
<b>•NOTE: No Charge for Speakers on designated (•) Flat Screen Monitors.</b>				
<b>Wall or truss mounted Flat Screen Monitors may require additional labor.</b>				
<b>VIDEO PLAYERS RECORDERS</b>				
DVD Player (Consumer Grade)		@ \$ 150.00	@ \$ 195.00	\$
<b>AUDIO EQUIPMENT</b>				
Small High Performance P.A. System (2 Sm. Speakers, 1 mixer/amp)		@ \$ 465.00	@ \$ 604.50	\$
Wired Microphone (handheld)		@ \$ 75.00	@ \$ 97.50	\$
Wired Microphone (headset)		@ \$ 105.00	@ \$ 136.50	\$
Wireless Microphone (hand or headset)		@ \$ 390.00	@ \$ 507.00	\$
Anchor AN1000 Powered Speaker w/Stand		@ \$ 75.00	@ \$ 97.50	\$
<b>PROJECTION EQUIPMENT - PROJECTORS AND SCREENS</b>				
Freeman offers a wide variety of LCD and DLP projectors and screens to meet your specific needs. Please call us for a consultation.				

**FREEMAN audio visual & computers**

**COMPUTER EQUIPMENT**

Description	Qty.	Early Order Show Rate	Standard Show Rate	Total
<b>COMPUTERS AND ACCESSORIES</b>				
Desktop Computer w/monitor		@ \$ 350.00	@ \$ 455.00	\$
Laptop - PIV 2GHz/512MB RAM/DVD/Win XP		@ \$ 395.00	@ \$ 513.50	\$
Computer Speakers		@ \$ 30.00	@ \$ 39.00	\$
Wireless Presentation Mouse		@ \$ 40.00	@ \$ 52.00	\$
Keyboard/Mouse Set		@ \$ 50.00	@ \$ 65.00	\$
HP Laser Printer 40PPM		@ \$ 195.00	@ \$ 253.50	\$
<b>NOTE: All computers include Microsoft Office. Additional models, speeds, and configurations are available, customized to your needs.</b>				
<b>ADDITIONAL EQUIPMENT NOT LISTED</b>				
<b>Please call 1-210-226-1376 to inquire about specialty audio visual equipment and services not listed such as model specific equipment, computers, truss, motors, lighting and large format video solutions.</b>				
<b>QUOTED ADDITIONAL EQUIPMENT NOT LISTED ON ORDER FORM</b>				
		@ \$	@ \$	\$
		@ \$	@ \$	\$
		@ \$	@ \$	\$

**CALCULATING YOUR ORDER**

Equipment Subtotal ..... = \$ \_\_\_\_\_

Handling Charge **Includes delivery, set up, and dismantle:**

23% of equipment subtotal for **orders \$3000 and under** (\$75.00 minimum)..... = \$ \_\_\_\_\_

**\*\*For orders exceeding \$3000, please contact Exhibitor Services at 210-226-1376 for a labor quote based on the hourly rates listed below.**

Hourly Labor Rates:

\$45.00/hr Straight Time (Between 8:00 am - 5:00 pm, Mon. - Fri.)

\$67.50/hr Over Time (Between 5:00 pm - 8:00 am, Mon. - Fri., all day Sat./Sun.)

**Additional labor required for wall or truss mounted Flat Screen Monitors (if applicable)**

Add calculated Local Tax: **\_8.25\_ %**..... = \$ \_\_\_\_\_

**Total Charges** ..... = \$ \_\_\_\_\_

**QUICK TIPS**

- Equipment rentals are based on SHOW RATES. Single day rentals are available.
- Orders confirmed before the deadline will receive the early order show rate.
- A representative must be in your booth to sign for delivery of the equipment.
- All payments must be made in advance in U.S. Funds.
- Electrical Services are not included in equipment pricing.
- For equipment not listed or assistance in completing your order, please contact an Exhibitor Services Representative at 1-210-226-1376.
- Items ordered after deadline date are subject to availability and applicable freight charges.
- Cancellation of equipment rental and services must be received by deadline date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and a minimum one-day charge on equipment will be applied.

## PAYMENT AND LABOR TERMS & CONDITIONS

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 OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

### DEFINITIONS

For purposes of this Contract, "Freeman" means Freeman Decorating Services, Inc. ("FDSI"), Freeman Decorating Ltd. Freeman Audio Visual Solutions, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

### PAYMENT TERMS

Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. 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 After Deadline charges as indicated on each order form. 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 equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman's property. Exhibitor will notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor and equipment 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, Audio Visual and/or Computer Equipment 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. 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 the 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 rebilling 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 preapproved 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 pre-paid 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. 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 for as long as unpaid balances remain on the Exhibitor's account. Exhibitor hereby grants a lien on its property in Freeman's possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

**LABOR UNDER SUPERVISION OF EXHIBITOR:** Exhibitor shall be responsible for the performance of labor provided under this section. 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. 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) 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.