

FREEMAN

13101 Almeda Rd.

Houston, Texas 77045

Ph: 713-433-2400 • Fax: 469-621-5613

FreemanHoustonES@freemanco.com



**DISCOUNT PRICE
DEADLINE DATE
MARCH 30, 2010**

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

NAME OF SHOW: **ENTELEC 2010 CONFERENCE & EXPO / APRIL 13 - 15, 2010**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 713-433-2400 to speak with one of our experts.

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

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container **MUST** arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization. For signs that require CHAIN HOIST, TRUSS RENTAL OR STRUCTURAL RIGGING at the GRBCC, please contact David Egan at Freeman (713) 433-2400, 21 days prior to exhibitor move-in.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner _____ Metal or Wood _____ Other _____

Shape: Square _____ Triangle _____ Rectangle _____ Other _____

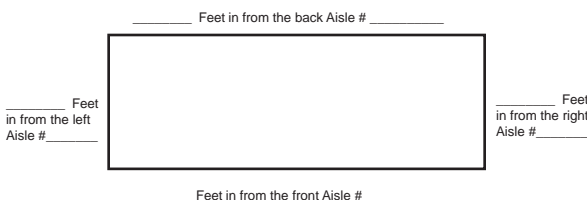
Size: Height _____ Length _____ Width _____

Weight of Sign: _____

Does Your Sign Require Electricity _____ Assembly _____

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



Number of feet from floor to top of sign: _____

11/06 (217824)

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time

8:00 A.M. to 4:30 P.M., Monday through Friday

Overtime

6:00 A.M. to 8:00 A.M. & 4:30 P.M. to 12:00 A.M.

Monday through Friday,

6:00 A.M. to 12:00 A.M. Saturday & Sunday

Double Time

12:00 A.M. to 6:00 A.M. and recognized holidays

Crew Size - MINIMUM of two people

Materials

Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- Show site prices will apply to all labor orders placed at show site
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

| | Straight Time | Overtime | Double Time |
|------------------------|---------------|----------|-------------|
| Condor | | | |
| Advance Price | \$401.00 | \$471.50 | \$542.00 |
| Show Site Price | \$521.13 | \$613.00 | \$704.60 |

Additional Crew Assembly Labor (Per person / Per hour)

| | | | |
|------------------------|---------|----------|----------|
| Advance Price | \$70.50 | \$105.75 | \$141.00 |
| Show Site Price | \$91.65 | \$137.50 | \$183.30 |

Installation Estimate

Approx Hours _____ Hourly Rate _____ Total Estimated Cost _____
 _____ @ _____ = _____

Dismantle Estimate

Approx Hours _____ Hourly Rate _____ Total Estimated Cost _____
 _____ @ _____ = _____

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

- _____ Freeman
 _____ Exhibitor Personnel
 _____ Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

FREEMAN hanging sign labor

- This form required for:
- rigging of objects over 250 lbs.
 - points requiring motors
 - rigging of audio, video, or lighting
 - rigging of any moving objects
 - rigging of any signs requiring an electrical connection



F R E E M A N

Audio Visual
 1001 Avenida de las Americas
 Houston, Texas 77010
 Phone: 713-853-8180
 Fax: 713-853-8264

Structural Rigging Authorization Request Form

SEE NEXT PAGE FOR TERMS AND CONDITIONS

| | | | |
|---------------------------------------------------------------|--|----------------------------------------------|----------------------------|
| NAME OF EVENT ENTELEC 2010 CONFERENCE & EXPO | | DATES OF EVENT APRIL 14 - 15, 2010 | |
| COMPANY | | CONTACT | |
| ADDRESS | | OFFICE PHONE | OFFICE FAX |
| E-MAIL | | ON SITE CONTACT | ON-SITE PHONE |
| INSTALLATION COMPANY FREEMAN AV, HOUSTON | | CONTACT Steve Schoenberger | |
| ADDRESS 1001 AVE DE LAS AMERICAS, HOUSTON, TX 77010 | | PHONE 713-853-8184 | FAX 713-853-8264 |

FACILITY LOCATION WHERE RIGGING IS TO BE DONE (GIVE SPECIFICS - HALL, BOOTH, ROOM #)

PREFERRED DATE/TIME RIGGING INSTALLATION WILL BEGIN:

DAY: _____ DATE: _____ TIME: _____

PREFERRED DATE/TIME RIGGING INSTALLATION WILL BE REMOVED:

DAY: _____ DATE: _____ TIME: _____

DESCRIPTION AND DIMENSIONS OF MATERIAL AND/OR EQUIPMENT TO BE RIGGED: (SEE REVERSE FOR DRAWINGS REQUIRED)

NOTE: Charge per Rigger is: \$65/hr / 6hrs min., OT after 8 hours / Saturday, Sundays, and Holidays \$97.50/hr

| | | |
|--------------------------|---------------------------|----------------------------------|
| TOTAL WEIGHT OF RIGGING: | NUMBER OF HANGING POINTS: | MAX WEIGHT OF EACH HANGING POINT |
|--------------------------|---------------------------|----------------------------------|

| | | |
|--|-------------------------|-----------------------|
| | Steel package per point | \$25 per @ show rate |
| | Chain Hoist | \$125 per @ show rate |
| | Motor Controller | \$75 per @ show rate |
| | Point Charge | \$50 per point |

Note: Any unreturned material will be billed to Credit Card at Rack Rate

REQUESTED BY:

| | | |
|------------|-----------|------|
| PRINT NAME | SIGNATURE | DATE |
|------------|-----------|------|

Note: I have read and will comply with all terms and conditions listed on next page.

| | | |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Billing to (This MUST be completely filled out) | CHECK ONE | Contact Name: |
| Contact Name: | <input type="checkbox"/> Master Card | <input type="checkbox"/> Visa |
| | <input type="checkbox"/> Discover | <input type="checkbox"/> American Express |
| | | <input type="checkbox"/> Company Check |
| Company Name: | Credit Card charges are for services, equipment, labor, and handling fees at the GRBCC listed on this order form and for any additional amount incurred as a result of show site orders placed by your representative. | |
| Address: | Credit Card #: | Plus #: |
| City/State/Zip: | Exp.Date: | Date of Order: |
| Phone #'s | Auth. Sign.: | |
| Fax #'s: | We have read, understand and agree to all terms as described and have advised our show site representative accordingly. | |



F R E E M A N

1001 Avenida de las Americas

Houston, Texas 77010

Phone: 713-853-8180

Fax: 713-853-8264

STRUCTURAL RIGGING TERMS AND CONDITIONS

1. **FREEMAN AV** is the exclusive structural rigger for the facility. During the initial design stages, please contact the **FREEMAN AV** rigging coordinator regarding specific rigging requirements for your event. The **FREEMAN AV** rigging coordinator will confirm whether or not the requirements fall within the facility architect's guidelines. Facility management or their designated representative may, at any time, refuse permission to hang, stop, terminate or delay the hanging or attachment process if they are concerned for safety reasons or damage to the building. The facility's manager's decision will be final in all cases. Facility management has the ultimate right to assign an on-site supervisor provided by the facility audio-visual contractor, at published rates.
2. The rigging order form must be received by **FREEMAN AV** a minimum of 30 days prior to the first day of load-in to qualify for Incentive Rates. Base Rates for Rigging Approval apply to all forms/payments received after the 30 day deadline and require a deposit. Revisions and/or changes received after the 30 day deadline are subject to the base rates.
3. Rigging installations that exceed the stated load capabilities within any **GRBCC** area require prior written authorization. This form must be completed for ALL rigging installations in the **GRBCC** facility. **FREEMAN AV** must handle all rigging in all areas.
4. Contractor must submit this completed form and plans for authorization at least 30-days prior to move-in.
5. Plans must include detailed scale drawings (plans and elevations), rigging plots, and product literature if applicable. Drawings must include facility location where rigging will be done, and the location and weight load of each hanging point within the rigging plot. Contractor must submit two (2) copies of all plans.
6. The **GRBCC** reserves the right to utilize independent consultants, at Licensee's expense, for weight verifications and field inspections.
7. This is not a labor order form; you must schedule specific dates and times for any required labor.
8. All charges for **FREEMAN AV** labor and materials will be billed to party entered in payment section unless other arrangements are made with the Exhibit Services Department at least 30-days in advance.
9. Authorization by the **GRBCC** to provide rigging installations neither suggests nor implies that the **GRBCC** or **FREEMAN AV** has certified or approved the design or safety of the proposed rigging installation.
10. **Authorized personnel must conduct all work in a safe manner.**

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DEADLINE DATE
MARCH 30, 2010

PLEASE INCLUDE THIS FORM
WITH YOUR HANGING SIGN
ORDER FORM

ENTELEC 2010 CONFERENCE & EXPO / APRIL 13 - 15, 2010

STRUCTURAL INTEGRITY STATEMENT THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at the **ENTELEC 2010 CONFERENCE & EXPO** 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 **ASSOCIATION, GEORGE R. BROWN CONVENTION 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 exhibitor's expense.

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 of this form.

FREEMAN structural integrity statement

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
WAREHOUSE**

**DO NOT DELAY
WAREHOUSE**

TO: _____
Exhibitor Name

TO: _____
Exhibitor Name

C/O: FREEMAN
2000 CAVALCADE
HOUSTON, TX 77009

C/O: FREEMAN
2000 CAVALCADE
HOUSTON, TX 77009

HANGING SIGN

HANGING SIGN

EVENT: ENTELEC 2010 CONFERENCE & EXPO

EVENT: ENTELEC 2010 CONFERENCE & EXPO

BOOTH NO. _____ NO. _____ OF _____ PCS.

BOOTH NO. _____ NO. _____ OF _____ PCS.

CARRIER: _____

CARRIER: _____

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
SHOW SITE**

**DO NOT DELAY
SHOW SITE**

TO: _____
Exhibitor Name

TO: _____
Exhibitor Name

**C/O: FREEMAN
GEORGE R BROWN CONV CTR
1001 AVENIDA DE LAS AMERICAS
HALL B3
HOUSTON, TX 77010**

**C/O: FREEMAN
GEORGE R BROWN CONV CTR
1001 AVENIDA DE LAS AMERICAS
HALL B3
HOUSTON, TX 77010**

HANGING SIGN

HANGING SIGN

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CARRIER: _____

CARRIER: _____

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
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UNION JURISDICTIONS IN HOUSTON

UNION REGULATIONS

To assist you in planning your participation in your Houston show, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

CARPENTERS LOCAL 551

Currently we have an agreement with the Carpenters Local 551 to provide labor for display installation and dismantling. Full time employees of the exhibiting companies however, may set their own exhibits without assistance from this local. Any local services that may be required beyond what your regular full time employees can provide, must be rendered by Local 551. Labor can be ordered in advance by filling out the Display Labor section in the THE FREEMAN order form, or on showsite, at THE FREEMAN Service Desk.

MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/move-out.

TIPPING

FREEMAN requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional stature, and we feel that tipping is not necessary. This applies to all THE FREEMAN COMPANIES employees. Any request for such should be brought to the attention of a Freeman representative at THE FREEMAN Service Desk or correspondence may be directed to the attention of the General Manager at the local office address.

SAFETY

Standing on chairs, tables or other rental equipment is prohibited. This equipment is not engineered to support your weight. FREEMAN cannot be responsible for injuries or falls caused by the improper use of this equipment. If assistance is required in assembling your booth, please order labor in the Display Labor section in THE FREEMAN order form and the necessary ladders and/or tools will be provided.

NOTE:

- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of the Show Manager at FREEMAN. Please refrain from voicing complaints directly to craft personnel.
- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.

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COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 713-433-2400 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

| Description | Advance Price | Show Site Price |
|-----------------------------------------------------------------------------------------------|---------------|-----------------|
| Straight Time- 8:00 A.M. to 4:30 P.M. Monday through Friday | \$ 70.50 | \$ 91.65 |
| Overtime- 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday | | |
| 6:00 A.M. to 12:00 Midnight Saturday and Sunday | \$ 105.75 | \$ 137.50 |
| Double Time- 12:00 Midnight to 6:00 A.M. and recognized holidays..... | \$ 141.00 | \$ 183.30 |

- Show Site prices will apply to all labor orders placed at show site.
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

INSTALLATION LABOR

Freeman Supervised Labor - Please complete the reverse side of this form.

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

| Date | Start Time | No. of People | Approx. Hrs. per Person | Total Hrs. | Hourly Rate | Estimated Total Cost |
|-----------------------------------|------------|---------------|-------------------------|------------|--------------|----------------------|
| _____ | _____ | _____ x | _____ = | _____ | @ \$ _____ = | _____ |
| _____ | _____ | _____ x | _____ = | _____ | @ \$ _____ = | _____ |
| _____ | _____ | _____ x | _____ = | _____ | @ \$ _____ = | _____ |
| Freeman Supervision (30%/\$45.00) | | | | | | = \$ _____ |
| Tax | | | | | | = \$ (N/A) |
| Total Installation | | | | | | = \$ _____ |

DISMANTLE LABOR

Freeman Supervised Labor - Please complete the reverse side of this form.

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00.

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

| 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 | | | | | | = \$ (N/A) |
| Total Dismantle | | | | | | = \$ _____ |

FREEMAN installation & dismantle

NAME OF SHOW: **ENTELEC 2010 CONFERENCE & EXPO / APRIL 13 - 15, 2010**

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 _____

Total No. of: _____ Crates _____ Cartons _____ Fiber Cases _____

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

Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ Size _____

Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

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

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NAME OF SHOW: **ENTELEC 2010 CONFERENCE & EXPO / APRIL 13 - 15, 2010**

COMPANY NAME: _____ BOOTH#: _____

ADDRESS: _____ BOOTH SIZE X _____

CITY/STATE/ZIP: _____ CUSTOMER # _____

PHONE #: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL _____

E-MAIL FOR INVOICE _____ CHECK IF YOU ARE A NEW FREEMAN CUSTOMER

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

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.

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 (217824) on your remittance.

CREDIT CARD

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

AMERICAN EXPRESS DISCOVER MASTERCARD VISA DINERS CLUB

BANK TRANSFER

Bank Transfer to Bank of America, N.A.; Dallas, TX
Wire Transfer
ABA#: 026009593 ACCT #1252039192 Freeman
International Wire Transfer
Swift Code: BOFAUS3N ACCT #1252039192 Freeman
ACH Direct Deposit
ABA# 111000012 ACCT #1252039192 Freeman

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

Note: Customers are responsible for any bank processing fees.

Account No.: _____ Exp. Date: _____

Cardholder Name (Print): _____ Signature: _____

Cardholder Billing Address: _____

City/State/Zip: _____

ENTER TOTALS HERE

| FURNISHINGS & ACCESSORIES | CARPET | RENTAL EXHIBITS & ACCESSORIES | INSTALLATION LABOR | DISMANTLE LABOR | MATERIAL HANDLING | | |
|---------------------------|-------------------|-------------------------------|--------------------|------------------------|-------------------|--|-------------|
| | | | | | | | |
| RIGGING INSTALLATION | RIGGING DISMANTLE | HANGING SIGNS | SIGNS | EXHIBIT TRANSPORTATION | | | GRAND TOTAL |
| | | | | | | | |

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.myfreemanonline.com.
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.

TELL US WHAT YOU THINK!

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

<http://feedback.freemanco.com/?217824>

FREEMAN method of payment

FREEMAN

13101 Alameda Rd
Houston, TX 77045
(713) 433-2400 Fax: (469) 621-5613
FreemanHoustonES@freemanco.com



ENTELEC 2010 CONFERENCE & EXPO / APRIL 13 - 15, 2010

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 DISCOVER DINERS CLUB

CREDIT CARD ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

07/08 (217824)

FREEMAN third party authorization