

SERVICE MANUAL PROOF ROUTING

NEVADA LIBRARY ASSOCIATION 2006 CONFERENCE
AUGUST 16-18, 2006
TEXAS STATION
LAS VEGAS, NEVADA

FACILITY SHIPPING ADDRESS: 2101 Texas Star Lane
Las Vegas, NV 89032

Order Deadline Date:	2 weeks before first day of move-in (3 weeks for shows at LVCC, MBCC, SECC)	AUGUST 2, 2006
TotalFlex Deadline:	4 weeks before first day of move-in	JULY 19, 2006
Warehouse Receiving:	30 calendar days before first day of show	JULY 17, 2006
Warehouse Deadline:	5 working days before move-in	AUGUST 11, 2006
Show Site Receiving:	First day of exhibitor move-in	AUGUST 16, 2006
Show Site Deadline:	Last day of exhibitor move-in	AUGUST 16, 2006
First Move-In Time:	Time first move-in begins	5:00 P.M.
Show Number:	Show number	170591

PROOF APPROVAL

___ Exhibitor Services

Date: _____ Changes: _____ OK: _____

___ Exhibitor Sales

Date: _____ Changes: _____ OK: _____

___ Sales

Date: _____ Changes: _____ OK: _____

PRINT APPROVAL

Account Executive's signature
(after association has reviewed & approved)

SIGNATURE: _____

DATE: _____

SHOW INFORMATION

BOOTH EQUIPMENT

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

Please note: (There are several booth sizes, but all booths will have black drape)

EXHIBIT HALL CARPET

The exhibit area is carpeted. To enhance the appearance of your booth, rental carpet is available through FREEMAN. Please refer to the Carpet brochure & order form in this service manual.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Wednesday	August 16, 2006	5:00 p.m.	-	8:00 p.m.
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All exhibits must be fully installed by **Friday, August 16, 2006 at 8:00 p.m.**

EXHIBIT HOURS

Thursday	August 17, 2006	8:00 a.m.	-	9:00 p.m.
Friday	August 18, 2006	8:00 a.m.	-	4:00 p.m.

EXHIBITOR MOVE-OUT

Friday	August 18, 2006	4:00 p.m.	-	8:00 p.m.
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(*) PLEASE NOTE: All warehouse and show site freight will be charged for Inbound/Outbound Overtime. Labor for move-in/move-out will be charged on Overtime. Overtime applies due to the move-in/move-out schedule. Please refer to the appropriate order form(s) for rates.

SERVICE CENTER HOURS

We will have staff available at the Freeman Services Center as follows:

Wednesday	August 16, 2006	5:00 p.m.	-	8:00 p.m.
Friday	August 18, 2006	4:00 p.m.	-	8:00 p.m.

- * Freeman will begin returning empty containers at the close of the show.
- * All exhibitor materials must be removed from the exhibit facility by **Friday, August 18, 2006 at 8:00 p.m.** Any materials remaining in the facility will be re-routed via Freeman's choice or returned to warehouse to await disposition at exhibitor's expense.
- * To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **Friday, August 18, 2006 at 4:00 p.m.**

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN 7000 Placid Street #101 Las Vegas, Nevada 89119 Ph: (702) 263-1404 Fax: (702) 263-9260	AVW-TELAV AUDIO VISUAL SOLUTIONS 3325 W. Sunset Road, Suite A Las Vegas, Nevada 89118 Ph: (702) 263-1484 Fax: (702) 263-1494
FREEMAN EXHIBIT TRANSPORTATION Ph: (800) 995-3579 Fax: (214) 615-6515	

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by **AUGUST 2, 2006**.

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

FREEMAN ONLINE®

Our Internet online ordering service, Freeman OnLine®, is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine®.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine®, click on the "Register" link in the top right corner to create a new account. To access Freeman OnLine® without using the email link, visit www.myfreemanonline.com and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine® please call our Customer Support Center at (1-888-508-5054).

SHIPPING INFORMATION

Warehouse shipping address:

NEVADA LIBRARY ASSOCIATION 2006 CONFERENCE

Exhibiting Company Name

Booth # _____

C/O FREEMAN

6675 West Sunset Road (215 & Rainbow)

Las Vegas, NV 89118

FREEMAN will accept crated, boxed or skidded materials beginning **JULY 17, 2006** at the above address. Materials arriving after **AUGUST 11, 2006** will be received at the warehouse with an additional after deadline charge. Warehouse freight will be delivered prior to exhibitor set up. If warehouse freight has to be moved in on a weekend in order to be in the exhibitors booth for move-in day, an overtime charge may apply. **Warehouse receiving hours are 8:00 a.m. - 4:00 p.m., Monday-Friday. Drivers must check in no later than 3:30 p.m. in order to be off-loaded on arrival date.**

Showsite shipping address:

NEVADA LIBRARY ASSOCIATION 2006 CONFERENCE

Exhibiting Company Name

Booth # _____

TEXAS STATION

C/O FREEMAN

2101 Texas Star Lane

Las Vegas, NV 89032

Materials will be accepted beginning at 5:00 P.M. on AUGUST 16, 2006.

Please Note: Overtime rates will apply on all shipments, inbound/outbound, between 5:00 p.m. - 8:00 a.m., Monday - Friday; ALL DAY on Saturdays, Sundays and Holidays.

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Material Handling section on the order form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for pick-up of your exhibit at the close of the show.

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

LABOR INFORMATION

Union labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising labor need to pick up and release their labor at the Freeman Service Desk. Refer to the order form under Display Labor for Straight Time and Overtime hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (702) 263-1404.

WE APPRECIATE YOUR BUSINESS.

FREEMAN ON LINE
BROCHURE #43615

WELCOME - SMALL SHOW
BROCHURE #8817

EXHIBIT TRANSPORTATION
BROCHURE #8808

F R E E M A N

1-800-995-3579

USE ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY FREEMAN TRANSPORTATION

NAME OF SHOW: **NEVADA LIBRARY ASSOCIATION 2006 CONFERENCE - AUGUST 16-18, 2006**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information:
1-800-995-3579

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION:

REQUESTED PICK UP DATE: _____

SHIPPER NAME: _____

SHIPPER ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

DESTINATION

- I will be shipping to the WAREHOUSE
FRTR/Exhibiting Company Name
& Booth # _____
Hold for: NEVADA LIBRARY ASSOCIATION 2006
CONFERENCE
c/o FREEMAN
6675 West Sunset Road (215 & Rainbow)
Las Vegas, NV 89118
MUST BE DELIVERED BY AUGUST 11, 2006

- I will be shipping to the SHOW SITE
FRTR/Exhibiting Company Name
& Booth # _____
Hold for: NEVADA LIBRARY ASSOCIATION 2006
CONFERENCE
TEXAS STATION
c/o FREEMAN
2101 Texas Star Lane
Las Vegas, NV 89032

CANNOT BE DELIVERED BEFORE 5:00 P.M. ON AUGUST 16, 2006

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

Service via Air Transportation is charged based on Dimensional or Actual Weight whichever is greater.

- Standard Ground: Dependent on distance
- Expedited Ground: Tailored to specific requirements
- Specialized: Pad Wrapped, uncrated or truckload
- Declared Value \$ _____

(Optional - \$20,000 maximum)

SHIPPING INFORMATION

Items to be shipped

Number of Pieces	Est. Weight
___ Crates (wooden)	_____
___ Cartons (cardboard)	_____
___ Cases/Trunks (fiber)(color) _____	_____
___ Skids/Pallets	_____
___ Carpet (color) _____	_____
___ Other _____	_____
___ Total	_____

Size of largest piece: (H) _____ (W) _____ (L) _____

NOTE: Shipments will be weighed and measured prior to delivery.

OUTBOUND SHIPPING

- I would like to schedule outbound Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information if **different from pick up address:**

Ship to address:

Number of Labels: _____

FAX THIS COMPLETED FORM TO:
1-214-615-6515

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

ANY QUESTIONS
PLEASE CALL:
1-800-995-3579

SHOW # (170591)

FREEMAN EXHIBIT TRANSPORTATION

F R E E M A N

7000 Placid, #101
Las Vegas, NV 89119
Ph: 702-263-1404 • Fax: 702-263-9260

**DISCOUNT PRICE
DEADLINE DATE
AUGUST 2, 2006**

NAME OF SHOW: **NEVADA LIBRARY ASSOCIATION 2006 CONFERENCE - AUGUST 16-18, 2006**

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 e-mail address of the person who reconciles your invoices if different than above.

METHOD OF PAYMENT

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

- COMPANY CHECK**
Please make check payable to: Freeman. Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)
Please reference (170591) 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:
- BANK TRANSFER**
Bank Transfer to Bank of America, N.A.; Dallas, TX 75202
ABA#: 026009593
 Freeman
 FFC/ACCT# 125-203-919-2
 U.S Dollar Wires from inside the U.S. or Canada should use
 Swift Code: BOFAUS3N
 Foreign Exhibitors wiring funds from Overseas should use
 Swift Code: BOFAUS6S
Please reference Name of Show & Booth Number so we properly credit your account.
- Note: Customers are responsible for any bank processing fees.**

AMERICAN EXPRESS DISCOVER MASTERCARD VISA DINERS CLUB CARTE BLANCHE

Account No.: _____ Exp. Date: _____
 Personal Credit Card Company Credit Card

Cardholder Name (Print): _____ Signature: _____

Cardholder Billing Address: _____

City/State/Zip: _____

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	INSTALLATION LABOR	DISMANTLE LABOR	MATERIAL HANDLING
RIGGING INSTALLATION	RIGGING DISMANTLE	HANGING SIGNS	SIGNS	UTILITIES	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 Sales 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://totalshow.custominsight.com/?170591>

FREEMAN METHOD OF PAYMENT

F R E E M A N

7000 Placid, #101
Las Vegas, NV 89119
Ph: (702) 263-1404 • Fax: (702) 263-9260

NEVADA LIBRARY ASSOCIATION 2006 CONFERENCE - AUGUST 16-18, 2006

To authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms & Conditions section of this services manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

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

EXHIBITOR NAME: (PLEASE PRINT) _____

EXHIBITOR SIGNATURE: _____

DATE: _____

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME: _____

BOOTH #: _____

EXHIBITING COMPANY ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

EXT. _____

FAX: _____

CONTACT'S E-MAIL: _____

Indicate which services are to be invoiced to the Third Party:

- | | |
|---|---|
| <input type="checkbox"/> ALL 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"/> UTILITIES | <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 e-mail address of the person who reconciles your invoices if different than above.

THIRD PARTY CREDIT CARD AUTHORIZATION

- AMERICAN EXPRESS MASTERCARD VISA DISCOVER DINERS CLUB CARTE BLANCHE

CREDIT CARD ACCOUNT NO: _____

EXP. DATE: _____

CARDHOLDER NAME (PLEASE PRINT): _____

CARD TYPE: _____

AUTHORIZED SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

FREEMAN THIRD PARTY AUTHORIZATION

FURNISHINGS - SMALL SHOW
BROCHURE #10954

FREEMAN

7000 Placid, #101
 Las Vegas, NV 89119
 Ph: (702) 263-1404 • Fax: (702) 263-9260

**DISCOUNT PRICE
 DEADLINE DATE
 AUGUST 2, 2006**

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

NAME OF SHOW: **NEVADA LIBRARY ASSOCIATION 2006 CONFERENCE - AUGUST 16-18, 2006**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: **X**

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

FURNISHINGS					
Qty	Part #	Description	Discount Price	Standard Price	Total

___	N75079	Orion Computer Kiosk.....	304.20	395.45	___
___	N71089	Black Diamond Side Chair	88.85	115.50	___
___	N71088	Black Diamond Stool	132.85	172.70	___
___	N71090	Black Diamond Arm Chair	112.35	146.05	___
___	C115103	Studio Black Cocktail Table.....	75.55	98.20	___
___	C115104	Studio Black End Table	69.05	89.75	___
___	N71085	Forestdale Chair.....	78.25	101.75	___

*Please circle color for Tilt Swivel Chair

Blue Tweed Gray Tweed Black Tweed

___	N71040	Tilt Swivel Chair*	132.85	172.70	___
___	N75020	Black Display Cylinder/Low....	149.55	194.40	___
___	N75021	Black Display Cylinder/Med ...	159.40	207.20	___
___	N75022	Black Display Cylinder/High ...	180.70	234.90	___

Pedestal Tables - SoHo Series

___	N72066	Black-Top Mini 18"H x 18"W.....	107.20	139.35	___
___	N72069	Black-Top Cafe 30"H x 24"W.....	125.20	162.75	___
___	N72070	Black-Top Bistro 42"H x 24"W ...	165.85	215.60	___

*Please circle color for 36"W SoHo Table:

Black Gray

___	N72067	Cafe Table 30"H x 36"W*.....	144.55	187.90	___
___	N72068	Bistro Table 42"H x 36"W*.....	180.70	234.90	___

Pedestal Tables - Chelsea Series - Butcher Block Top

___	N72063	Cafe Table 30"H x 30"W	136.10	176.95	___
___	N72064	Cafe Table 30"H x 36"W.....	143.15	186.10	___
___	N720163	Bistro Table 42"H x 30"W	182.70	237.50	___
___	N720164	Bistro Table 42"H x 36"W	199.70	259.60	___

*Please circle color for Arm Chair:

Blue Burgundy Gray

___	C210101	Carson Arm Chair*	79.05	102.75	___
___	C210105	Opal Side Chair.....	52.60	68.40	___
___	C210112	Casey Padded Stool	77.65	100.95	___

FURNISHINGS					
Qty	Part #	Description	Discount Price	Standard Price	Total

*Please circle color for table drape: *Black Blue Berry Burgundy Dark Green Gold Gray Plum Red Teal White*

DRAPED TABLES - Tables are 24" wide

___	C130330	3' Draped Table/30"H*	82.90	107.75	___
___	C130430	4' Draped Table/30"H*	103.60	134.70	___
___	C130630	6' Draped Table/30"H*	123.85	161.00	___
___	C130830	8' Draped Table/30"H*	141.10	183.45	___
___	C12404630	4th Side Drape-6'x30"H*	34.60	45.00	___
___	C12404830	4th Side Drape-8'x30"H*	34.60	45.00	___
___	C130342	3' Draped Counter/42"H*	112.05	145.65	___
___	C130442	4' Draped Counter/42"H*	128.30	166.80	___
___	C130642	6' Draped Counter/42"H*	144.55	187.90	___
___	C130842	8' Draped Counter/42"H*	161.80	210.35	___
___	C12404642	4th Side Drape-6'x42"H*	40.00	52.00	___
___	C12404842	4th Side Drape-8'x42"H*	40.00	52.00	___

UNDRAPED TABLES

___	C131330	3' Undraped Table/30"H.....	32.75	42.60	___
___	C131430	4' Undraped Table/30"H.....	40.05	52.05	___
___	C131630	6' Undraped Table/30"H.....	46.40	60.30	___
___	C131830	8' Undraped Table/30"H.....	52.50	68.25	___
___	C131342	3' Undraped Counter/42"H	56.30	73.20	___
___	C131442	4' Undraped Counter/42"H	64.30	83.60	___
___	C131642	6' Undraped Counter/42"H	71.70	93.20	___
___	C131842	8' Undraped Counter/42"H	77.50	100.75	___

TABLE TOP RISERS

___	C150410	4'Lx7"H Single Step Riser	52.15	67.80	___
___	C150414	4'Lx14"H Single Step Riser	55.45	72.10	___
___	C150420	4'Lx14"H Double Step Riser	106.65	138.65	___
___	C150610	6'Lx7"H Single Step Riser	71.70	93.20	___
___	C150614	6'Lx14"H Single Step Riser	76.90	99.95	___
___	C150620	6'Lx14"H Double Step Riser	131.30	170.70	___
___	C150810	8'Lx7"H Single Step Riser	82.90	107.75	___
___	C150814	8'Lx14"H Single Step Riser	87.30	113.50	___
___	C150820	8'Lx14"H Double Step Riser	169.50	220.35	___

Subtotal	\$	_____
Tax 7.75%	\$	N/A
Total Cost	\$	_____

Remember to select a color of items with ().
 A color will be selected for you if not indicated.

FREEMAN

7000 Placid, #101
 Las Vegas, NV 89119
 Ph: (702) 263-1404 • Fax: (702) 263-9260

**DISCOUNT PRICE
 DEADLINE DATE
 AUGUST 2, 2006**

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

NAME OF SHOW: **NEVADA LIBRARY ASSOCIATION 2006 CONFERENCE - AUGUST 16-18, 2006**

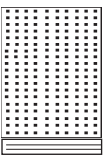
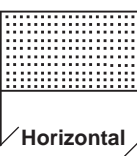
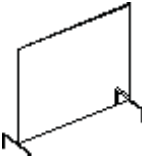
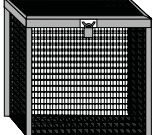


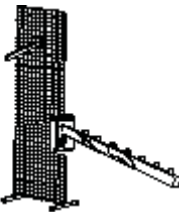
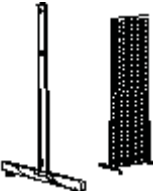
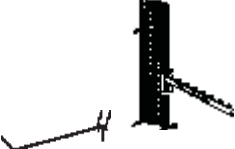
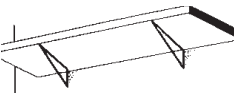
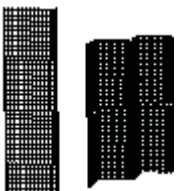

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For your special display needs, choose from the following Freeman Accessories.

ACCESSORIES FOR RENTAL UNITS

 Vertical PERFBOARD - SINGLE SIDED	 Horizontal PERFBOARD - SINGLE SIDED	 CHROME GARMENT RACK	 COLLAPSIBLE SECURITY CONTAINER
 2 WAY STRAIGHT ARM	 4 WAY SLANT ARM	 GRID ACCESSORIES	 GRID LEGS
 PERF HOOKS AND ACCESSORIES	 WHITE PERFBOARD SHELVES	 2' x 8' GRID PANELS	 4 WAY CONNECTORS

Qty	Part #	Description	Discount Price	Standard Price	Total
-----	--------	-------------	----------------	----------------	-------

PERFBOARD					
___	10201180	1M x 8'H-Vertical/ Single Side.....	164.55	213.90	___
___	10201182	1/2M x 8'H-Vertical/ Single Side.....	123.85	161.00	___
___	10201480	4' x 8' Horizontal/ Single Side.....	164.55	213.90	___
___	1020410	4' x 12" Perfboard Shelf.....	79.20	102.95	___
___	10203	4" Single Hook.....	2.10	2.75	___
___	10203	6" Single Hook.....	2.10	2.75	___
___	10203	8" Single Hook.....	2.10	2.75	___
___	10205	12" Shelf Bracket.....	13.60	17.70	___
___	10207	7-Ball Waterfall.....	25.45	33.10	___

GRIDS					
___	103028	Chrome Grid.....	132.05	171.65	___
___	103010	Black Grid.....	132.05	171.65	___
___	103011	White Grid.....	132.05	171.65	___
___	103029	Grid Legs - Chrome.....	20.70	26.90	___
___	103029	Grid Legs - Black.....	20.70	26.90	___
___	103029	Grid Legs - White.....	20.70	26.90	___
___	103030	Grid Connectors.....	25.45	33.10	___
___	10303	3-Ball Waterfall (for grids).....	21.30	27.70	___
___	10305	5-Ball Waterfall (for grids).....	22.70	29.50	___
___	10307	7-Ball Waterfall (for grids).....	25.45	33.10	___

Qty	Part #	Description	Discount Price	Standard Price	Total
-----	--------	-------------	----------------	----------------	-------

___	10309	Cleaver Clip (for grids).....	4.20	5.45	___
___	1030468	4" Single Hook (for grids).....	2.10	2.75	___
___	1030468	6" Single Hook (for grids).....	2.10	2.75	___
___	1030468	8" Single Hook (for grids).....	2.10	2.75	___

ACCESSORIES					
___	151010	Collapsible Security Contr.	247.05	321.15	___
___	15905	Fish Bowl	29.75	38.70	___
___	159011	Ticket Tumbler (Small).....	90.65	117.85	___
___	10405	Garment Rack	98.90	128.55	___
___	10404	4-way Slant Arm Garment Rack	123.85	161.00	___
___	10403	2-way Straight Arm Garment Rack	98.45	128.00	___

Please circle color for drape:

	Black	Burgundy	Dark Green	Gold	Gray	Plum
___	Red	Teal	White	Berry	Blue	
___	12103	Special Drape- 3' H per foot* ...		12.85	16.70	___
___	12108	Special Drape- 8' H per foot* ...		16.40	21.30	___

Subtotal	\$	_____
Tax 7.75%	\$	N/A
Total Cost	\$	_____

CARPET ONLY
BROCHURE #8974

F R E E M A N

7000 Placid, #101
 Las Vegas, NV 89119
 Ph: (702) 263-1404 • Fax: (702) 263-9260

**DISCOUNT PRICE
 DEADLINE DATE
 AUGUST 2, 2006**

INCLUDE THE FREEMAN METHOD OF PAYMENT WITH YOUR ORDER

NAME OF SHOW: **NEVADA LIBRARY ASSOCIATION 2006 CONFERENCE - AUGUST 16-18, 2006**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

- For FREE samples or a quote on **orders over 1200 sq. ft.** please call our Exhibitor Sales Department (702) 263-1404.
- If you would like a quote on digitally produced carpet logos, please contact our Exhibitor Sales Department.
- **No MATERIAL HANDLING charges on carpet ordered from Freeman!**

PRESTIGE CARPET LINE - includes plastic covering, delivery installation and removal

- Guaranteed new, high quality carpet available in a variety of designer colors.

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

- Black Charcoal Gray Pearl Navy Sea Breeze White

40 oz. Carpet Rental - Price per square foot (100 sq. ft. minimum)	Discount	Standard	
1 - 700 sq. ft. Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.15	\$ 4.10	\$ _____
701 - 1200 sq. ft. Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.85	\$ 3.70	\$ _____

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

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

28 oz. Carpet Rental - Price per square foot (100 sq. ft. minimum)	Discount	Standard	
1 - 700 sq. ft. Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.70	\$ 3.50	\$ _____
701 - 1200 sq. ft. Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.40	\$ 3.10	\$ _____

CUSTOM CUT CLASSIC CARPET - includes plastic covering, delivery, installation and removal

- Our Custom Cut Classic Carpeting is available in custom cut sizes, and in nine standard colors.

CHOOSE YOUR CARPET COLOR:

- Black Tuxedo Burgundy Gray Teal Blue Plum Red Green

Rental - Price per square foot (100 sq. ft. minimum)	Discount	Standard	
16 oz. Carpet Rental			
Per sq. ft. Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.05	\$ 2.65	\$ _____

CLASSIC CARPET - includes delivery, installation and removal

- Our 16 oz. Classic Carpeting is available in nine standard colors in the following standard sizes.

CHOOSE YOUR CARPET COLOR:

- Black Tuxedo Burgundy Gray Teal Blue Plum Red Green

Qty	Description	Discount	Standard	Total
_____	9' x 10' Classic Carpet	125.15	162.70	\$ _____
_____	9' x 20' Classic Carpet	250.30	325.40	\$ _____
_____	9' x 30' Classic Carpet	375.45	488.10	\$ _____
_____	9' x 40' Classic Carpet	500.60	650.80	\$ _____

CARPET PADDING AND PLASTIC COVERING

_____	Carpet Padding - 1/2" (90 - 700 sq ft)	0.65	0.85	\$ _____
_____	Carpet Padding - 1/2" (Over 700 sq ft)	0.45	0.60	\$ _____
_____	Plastic Covering (per sq. ft)	0.35	0.45	\$ _____

TOTAL CARPET COST

Orders received without payment or placed after the deadline date will cost an additional 30% and are subject to availability.

Sub-Total _____ + Tax (7.75%) **N/A** = TOTAL _____

****All Utility lines must be installed before carpet installation. Utilities should be ordered in advance.****
 (170591) LV 06/07

FREEMAN CARPET

DIGITAL GRAPHICS
BROCHURE #8800

F R E E M A N

7000 Placid, #101
 Las Vegas, NV 89119
 Ph: (702) 263-1404 • Fax: (702) 263-9260

**DISCOUNT PRICE
 DEADLINE DATE
 AUGUST 2, 2006**

INCLUDE THE FREEMAN METHOD
 OF PAYMENT WITH YOUR ORDER

NAME OF SHOW: **NEVADA LIBRARY ASSOCIATION 2006 CONFERENCE - AUGUST 16-18, 2006**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq. ft.
 sq. ft. _____ x \$12.25 = \$ _____

- \$12.25 per sq. ft. (standard price \$18.40)
- Minimum order 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)

LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

Foamcore Masonite

PVC Plexi

Gatorfoam Other

Vertical Horizontal Use Your Judgment For Sign Layout

Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

Size	Qty.	Discount Price	Standard Price	Total
7" x 11"	_____ @	\$54.05	\$81.10 = \$	_____
7" x 22"	_____ @	\$55.40	\$83.10 = \$	_____
7" x 44"	_____ @	\$56.80	\$85.20 = \$	_____
9" x 44"	_____ @	\$60.15	\$90.25 = \$	_____
11" x 14"	_____ @	\$66.35	\$99.55 = \$	_____
14" x 22"	_____ @	\$68.10	\$102.15 = \$	_____
14" x 44"	_____ @	\$81.30	\$121.95 = \$	_____
22" x 28"	_____ @	\$85.40	\$128.10 = \$	_____
28" x 44"	_____ @	\$103.10	\$154.65 = \$	_____
20" x 60"				
(white only)	_____ @	\$168.45	\$252.70 = \$	_____
Easel Back	_____ @	\$8.80	\$13.20 = \$	_____

Note: File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)

INDICATE YOUR SIGN COPY HERE:

- Please feel free to attach additional sign copy on separate page.

Vertical Horizontal Use Your Judgment For Sign Layout

Background Color: _____

Lettering Color: _____

Subtotal \$ _____

Tax 7.75% \$ _____

Total Cost \$ _____

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our desire is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass this information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to insure accurate color reproduction.

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:

- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

- All related PMS and/or CMYK color codes
- Accurate color proof print of artwork
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting a “vector” file, include all fonts, or convert fonts to outlines or paths

ACCEPTABLE FILE SOFTWARE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs (listed in order of preference):

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW
- MACROMEDIA freehand
- QUARK XPRESS

Files should always be saved in their native format.

ACCEPTABLE FILE TYPES

Files that Freeman can use in order of preference, include:

- EPS and AI (especially when submitting logos)
- TIF (especially when submitting photos)
- JPG (provided resolution is high enough for photo images; not recommended for logos)

File types that Freeman cannot use to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

WAYS TO SEND ARTWORK

- Artwork files that are of acceptable resolution as listed above will typically be too large to send via e-mail. Files may be saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)

- Large files may also be posted to Freeman’s FTP site for downloading—you may get the password and other needed information from your Freeman service representative in order to post files. However, a hard paper proof print must also be sent via overnight delivery in addition to posting the electronic files.

LABOR
BROCHURE #8809

SHOW SITE WORK RULES IN LAS VEGAS, NEVADA

To assist you in planning for your participation in the show, we are certain you will appreciate knowing in advance that Union labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following.

■ EXHIBIT INSTALLATION AND DISMANTLING ■

Teamsters Union Local #631 has jurisdiction via a labor agreement with FREEMAN for the erection, touch-up, dismantling, and repair of all exhibits when this work is done by persons other than your full-time company personnel.

Local #631's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, or the performance, testing, maintenance or repairs of your products.

If full-time company personnel are utilized to set an exhibit, they must carry company identification such as a medical identification card or a payroll stub.

The utilization of workers hired from a non-union agency or company is prohibited.

To secure labor, please complete the labor forms enclosed.

■ MATERIAL HANDLING ■

Teamsters Union Local #631 has jurisdiction via a labor agreement with FREEMAN for the loading and unloading of all trucks, trailers, and common and contract carriers as well as the handling of empty containers and the operation of material handling equipment. It also has the jurisdiction for the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

FREEMAN has the responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. FREEMAN will not be responsible for any material it does not handle.

Exhibitors may "hand carry" material provided they do not use material handling equipment to assist them. When exhibitors choose to "hand carry" material, they may not be permitted access to the loading dock/freight door areas.

■ GRATUITIES ■

FREEMAN requests that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service, should be reported immediately to a supervisor of FREEMAN. FREEMAN employee(s) are paid an excellent wage, and tipping is not an accepted company policy.

■ IN GENERAL ■

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions arising with regard to the Union's jurisdiction or practices must be directed to a FREEMAN management representative.

F R E E M A N

7000 Placid, #101
 Las Vegas, NV 89119
 Ph: (702) 263-1404 • Fax: (702) 263-9260

**DISCOUNT PRICE
 DEADLINE DATE
 AUGUST 2, 2006**

INCLUDE THE FREEMAN METHOD OF PAYMENT WITH YOUR ORDER

NAME OF SHOW: **NEVADA LIBRARY ASSOCIATION 2006 CONFERENCE - AUGUST 16-18, 2006**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

DISPLAY LABOR (One Hour Minimum per Worker)

	Description	Advance Price	Show Site Price
Straight Time-	8:00 A.M. to 5:00 P.M. Monday through Friday	\$ 76.00	\$ 98.80
Overtime-	5:00 P.M. to 8:00 A.M. Monday through Friday, All day Saturday, Sunday and recognized holidays	\$ 126.00	\$ 163.80

- 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 man - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pickup labor
- 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 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 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						= \$ _____

If you have questions or need assistance in completing your order, please call your Freeman I & D Representative. (170591) LV-HTL 06/07

FREEMAN DISPLAY LABOR

NAME OF SHOW: NEVADA LIBRARY ASSOCIATION 2006 CONFERENCE - AUGUST 16-18, 2006

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

FREEMAN SUPERVISED LABOR

IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse _____ Show Site _____ Date Shipped _____

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

Freeman Exhibit Transportation:

- Common Carrier
 Air Freight Next Day 2nd Day Deferred Expedited

Other (list carrier name & phone number):

- Other Common Carrier: _____
 Other Air Freight: _____
 Van Line: _____

FREIGHT CHARGES

- Prepaid Collect

Bill To: _____

In the event your selected carrier fails to show on final move-out day, please select one of the following options:

- Reroute via Freeman's choice
 Deliver back to Freeman warehouse at Exhibitor's expense.

PLEASE NOTE: Freeman will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

FREIGHT
BROCHURE #8813

F R E E M A N

7000 Placid, #101
 Las Vegas, NV 89119
 Ph: (702) 263-1404 • Fax: (702) 263-9260

INCLUDE THE FREEMAN METHOD OF PAYMENT WITH YOUR ORDER

NAME OF SHOW: **NEVADA LIBRARY ASSOCIATION 2006 CONFERENCE - AUGUST 16-18, 2006**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** Material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, side door unloading, stacked and constricted space unloading, loads mixed with pad-wrapped material, carpet and/or pads only shipments, 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.
 (See definitions on back)
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- STRAIGHT TIME:** 8:00 A.M. to 5:00 P.M. Monday through Friday
- OVERTIME:** 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
 (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)
- WAREHOUSE HOURS:** 8:00 A.M. to 4:30 P.M. Monday through Friday, Holidays excluded.
- DRIVERS CHECK-IN:** **NO LATER THAN 3:30 P.M. IN ORDER TO BE OFF-LOADED ON ARRIVAL DATE.**

Description	Price Per CWT	Minimum
-------------	---------------	---------

RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 61.80	123.60
Special Handling Shipment.....	\$ 80.35	160.70
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 58.05	116.10
Special Handling Shipment.....	\$ 75.45	150.90
Uncrated or Pad Wrapped Shipment.....	\$ 87.10	174.20
Small Package - Maximum weight is 30 lbs per shipment*		
First Carton	\$ 37.30	
Each Additional Carton	\$ 10.00	

*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.

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after AUGUST 11, 2006.....	\$ 15.45	30.90
Show Site Shipment after AUGUST 16, 2006.....	\$ 14.50	29.00
Small Package - First Carton	\$ 9.35	
Small Package - Each Additional Carton	\$ 2.50	
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 14.50	29.00
Special Handling Shipment.....	\$ 18.85	37.70
Uncrated or Pad Wrapped Shipment.....	\$ 21.80	43.60
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 14.50	29.00
Special Handling Shipment.....	\$ 18.85	37.70
Uncrated or Pad Wrapped Shipment.....	\$ 21.80	43.60

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
Surcharges	÷ 100 =			
Tips to Save on Material Handling			7.75% Tax	N/A
			Total	

- Consolidate shipments** - when total weight is less than 200 lbs. For Example:

<p>3 Separate Shipments</p> <p>60 lbs. charged @ 200 lbs. \$ 123.60</p> <p>52 lbs. charged @ 200 lbs. \$ 123.60</p> <p>65 lbs. charged @ 200 lbs. \$ 123.60 = \$370.80</p>	<p>1 Consolidated Shipment</p> <p>3 pieces (1 shipment)</p> <p>177 lbs. @ 200 lbs = \$123.60</p> <p>Added benefit - your shipments are less likely to get misplaced if they are packaged together with larger items.</p>
--	---
- Let Freeman OnLine® estimate your material handling charges for you.** Log on to www.myfreemanonline.com, select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

FREEMAN MATERIAL HANDLING

SPECIAL HANDLING DEFINITIONS

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

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

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

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

What about carpet only shipments?

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

What is the difference between Crated and Uncrated Shipments?

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

F R E E M A N

7000 Placid, #101
Las Vegas, NV 89119
Ph: (702) 263-1404 • Fax: (702) 263-9260

NAME OF SHOW: **NEVADA LIBRARY ASSOCIATION 2006 CONFERENCE - AUGUST 16-18, 2006**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: X

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOWSITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW.

- FREEMAN EXHIBIT TRANSPORTATION**
 - 1 Day: Delivery next business day
 - 2 Day: Delivery by 5:00 P.M. second business day
 - Expedited
 - Deferred: Delivery within 4 business days
 - Standard Ground
 - Specialized: Pad wrapped, uncrated, or truckload

- OTHER COMMON CARRIER _____
- OTHER VAN LINE _____
- OTHER AIR FREIGHT _____
 - Next Day Second Day Deferred

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.

Verify the piece count, weight, and that a signature is on the Material Handling Agreement prior to shipping out.

SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, Freeman will attempt a courtesy phone call to your carrier to confirm the scheduled pick-up.

DESIRED NUMBER OF LABELS: _____

FREEMAN SHIPPING OUTBOUND

F R E E M A N

R U S H

DO NOT DELAY

DEADLINE DATE **AUGUST 11, 2006**

TO: _____

EXHIBITOR NAME

C/O FREEMAN

**6675 WEST SUNSET ROAD
LAS VEGAS, NV 89118**

WAREHOUSE

NEVADA LIBRARY ASSOCIATION 2006

_____ **CONFERENCE**

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

F R E E M A N

R U S H

DO NOT DELAY

DEADLINE DATE **AUGUST 11, 2006**

TO: _____

EXHIBITOR NAME

C/O FREEMAN

**6675 WEST SUNSET ROAD
LAS VEGAS, NV 89118**

WAREHOUSE

NEVADA LIBRARY ASSOCIATION 2006

_____ **CONFERENCE**

BOOTH # _____ **NO. OF PIECES** _____

CARRIER _____

F R E E M A N

R U S H

DO NOT DELAY

NOT BEFORE AUGUST 16, 2006

TO: _____

EXHIBITOR NAME

C/O FREEMAN
TEXAS STATION
2101 TEXAS STAR LANE
LAS VEGAS, NV 89032

SHOW SITE

NEVADA LIBRARY ASSOCIATION 2006

CONFERENCE

BOOTH # _____ NO. OF PIECES _____

CARRIER _____

F R E E M A N

R U S H

DO NOT DELAY

NOT BEFORE AUGUST 16, 2006

TO: _____

EXHIBITOR NAME

C/O FREEMAN
TEXAS STATION
2101 TEXAS STAR LANE
LAS VEGAS, NV 89032

SHOW SITE

NEVADA LIBRARY ASSOCIATION 2006

CONFERENCE

BOOTH # _____ NO. OF PIECES _____

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.

EXHIBIT TRANSPORTATION
TERMS & CONDITIONS
BROCHURE #10218

FREEMAN
TERMS & CONDITIONS
BROCHURE #10317

"VEGAS" BROCHURE
IN STOCK AT IMAGE