
SERVICE INFORMATION**BOOTH EQUIPMENT**

Each 10' x 10' booth will be set with 8' high Burgundy back drape, 3' high Burgundy side dividers and a 7" x 44" one-line identification sign. Each booth will also include 1 - 8' table draped Burgundy, 2 - folding chairs and a wastebasket.

Please note: All orders placed for the Metropolitan Womens Expo will be subject to a 16% building fee from the Iowa Events Center. This will be added, pre-tax, to your bill.

EXHIBIT HALL CARPET

The exhibit area is not carpeted. Individual booth carpeting may be ordered through Freeman.

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 October 08, 2010.

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

SHOW SCHEDULE**EXHIBITOR MOVE-IN**

For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ

Friday October 22, 2010 12:00 PM - 8:00 PM

EXHIBIT HOURS

Saturday October 23, 2010 10:00 AM - 6:00 PM
Sunday October 24, 2010 10:00 AM - 4:00 PM

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ

Sunday October 24, 2010 4:00 PM - 8:00 PM

We will begin returning empty containers at the close of the show.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Sunday, October 24, 2010 at 8:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Sunday, October 24, 2010 at 5:30 PM.

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

2000 Easton Blvd
 Des Moines, IA 50317
 (515) 265-5601 fax (469) 621-5616
 FreemanDesMoinesES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 fax (817) 385-0983

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____

METROPOLITAN WOMENS EXPO 2010

C/O FREEMAN
 2000 EASTON BLVD
 DES MOINES, IA 50317

Freeman will accept crated, boxed or skidded materials beginning Monday, September 20, 2010, at the above address. Material arriving after October 20, 2010 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____

METROPOLITAN WOMENS EXPO 2010

C/O FREEMAN
 IOWA EVENTS CENTER
 730 3RD ST
 DES MOINES, IA 503091302

Freeman will receive shipments at the exhibit facility beginning Friday, October 22, 2010. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor.

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

LABOR INFORMATION

Booth Installation & Dismantle: If utilizing Freeman labor, please refer to the Installation & Dismantle order form to place your order for display labor. Straight time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Service Desk.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (515) 265-5601.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (515) 265-5601 or Freeman's Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by October 08, 2010.

AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

EXHIBITOR ASSISTANCE

For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ.

For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Call Freeman's Exhibitor Services department at (515) 265-5601 with any questions or needs you may have.

F R E E M A N

2000 Easton Blvd
 Des Moines, IA 50317
 (515) 265-5601 Fax: (469) 621-5616
 FreemanDesMoinesES@freemanco.com

**DISCOUNT PRICE
 DEADLINE DATE
 OCTOBER 08, 2010**

**INCLUDE THIS FORM
 WITH YOUR ORDER**

NAME OF SHOW: **METROPOLITAN WOMENS EXPO 2010 / OCTOBER 23-24, 2010**

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ BOOTH SIZE : _____ X

CITY/STATE/ZIP: _____

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 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 ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)
Please reference (259686) on your remittance.

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

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:

Please reference Name of Show & Booth Number so we can properly credit your account.
Note: Customers are responsible for any bank processing fees.

AMERICAN EXPRESS **MASTER CARD** **VISA**

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR
MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	HANGING SIGNS	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.freemanco.com/store.
- 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/?259686>

FREEMAN method of payment

F R E E M A N

2000 Easton Blvd
Des Moines, IA 50317
(515) 265-5601 Fax: (469) 621-5616
FreemanDesMoinesES@freemanco.com

METROPOLITAN WOMENS EXPO 2010 / OCTOBER 23-24, 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

CREDIT CARD ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

05/10 (259686)

Freeman third party authorization

F R E E M A N

2000 Easton Blvd.
Des Moines, Iowa 50317
(515) 265-5601 Fax: (469) 621-5616
FreemanDesMoinesES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
OCTOBER 08, 2010**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **METROPOLITAN WOMENS EXPO 2010 / OCTOBER 23-24, 2010**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 515-265-5601 to speak with one of our experts.

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

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

___	N71092	Diva Counter Stool	138.00	179.40	_____
___	N71091	Diva Chair.....	122.00	158.60	_____
___	N710102	Santana Chair	116.40	151.30	_____
___	N71085	Forestdale Chair.....	53.55	69.60	_____
___	N710144	Diplomat Chair.....	164.80	214.25	_____
___	N71038	Cherry Barrel Chair*	139.30	181.10	_____

Cranberry Taupe

Director Series							
<input type="checkbox"/>	Black	<input type="checkbox"/>	Blue	<input type="checkbox"/>	Bright Green	<input type="checkbox"/>	Orange
<input type="checkbox"/>	Purple	<input type="checkbox"/>	Red	<input type="checkbox"/>	Royal Blue	<input type="checkbox"/>	Yellow

___	N710142	Director Stool.....	96.80	125.85	_____
___	N71042	Director Chair	82.20	106.85	_____
___	N710998	Custom Imprinting/Director.....	Call for Quote		

Pages 3 & 4

___	N71048	Gray Gaslift Stool w/Arms ...	152.45	198.20	_____
___	N71047	Gray Gaslift Stool	144.20	187.45	_____
___	N71046	Gray Gaslift Chair w/Arms...	150.40	195.50	_____
___	N71045	Gray Gaslift Chair.....	141.10	183.45	_____
___	N71044	Executive Chair	180.25	234.35	_____
___	N71041	Bugle Base Chair*	105.00	136.50	_____

Black Tweed Blue Tweed

___	N71088	Black Diamond Stool.....	77.25	100.45	_____
___	N71089	Black Diamond Side Chair ...	63.85	83.00	_____
___	N71090	Black Diamond Arm Chair	85.50	111.15	_____
___	C210105	Opal Side Chair	35.35	45.95	_____
___	C210101	Carson Arm Chair*	48.00	62.40	_____

Black Blue Gray

___	C210112	Casey Padded Stool.....	60.75	79.00	_____
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Black Gray

LOUNGE SEATING

Pages 5 & 6

___	N73091	Signature Loveseat	196.00	254.80	_____
___	N71093	Signature Chair	210.00	273.00	_____

Kennedy Sectional Series:					
<input type="checkbox"/>	Black Tweed	<input type="checkbox"/>	Blue Tweed		

___	N730313	Kennedy Sofa - 3 piece*.....	405.00	526.50	_____
___	N730213	Kennedy Loveseat 2 piece*.	265.00	344.50	_____
___	N73013	Kennedy Corner Section*	154.00	200.20	_____
___	N73014	Kennedy Center Section*	156.00	202.80	_____

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

___	N72026	Cherry Cocktail Table	113.45	147.50	_____
___	N72027	Cherry End Table.....	99.00	128.70	_____
___	N72028	Metro Slate Cocktail Table...	101.40	131.80	_____
___	N72029	Metro Slate End Table	73.90	96.05	_____
___	C115103	Studio Black Cocktail Table	N/A	N/A	_____
___	C115104	Studio Black End Table	59.35	77.15	_____
___	N72015	Glass Conference Table	118.45	154.00	_____

Black Gray

___	N72065	Bugle Base Table/White	155.60	202.30	_____
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Pedestal Tables - SoHo Series

___	N72066	Black-Top Mini 18"H x 18"W	75.00	97.50	_____
___	N72069	Black-Top Cafe 30"H x 24"W	88.60	115.20	_____
___	N72070	Black-Top Bistro 42"H x 24"W ...	93.00	120.90	_____
___	N72067	Black-Cafe Table 30"H x 36"W...	94.00	122.20	_____
___	N72068	Black-Bistro Table 42"H x 36"W.	99.00	128.70	_____

Pedestal Tables - Chelsea Series - Butcher Block Top

___	N72063	Cafe Table 30"H x 30"W	92.45	120.20	_____
___	N72064	Cafe Table 30"H x 36"W	93.60	121.70	_____
___	N720163	Bistro Table 42"H x 30"W	97.00	126.10	_____
___	N720164	Bistro Table 42"H x 36"W.....	99.75	129.70	_____

OFFICE FURNITURE

Pages 9 & 10

___	N72093	Milano Table/Blonde Top	261.45	339.90	_____
___	N72092	Milano Table/Black Top.....	260.40	331.25	_____
___	N72094	Luna Table/Black Top	375.00	487.50	_____
___	N720191	Hemingway Writing Table.....	210.75	274.00	_____
___	N74061	Cherry Desk/5-foot	350.00	455.00	_____
___	N74065	Cherry Bookcase.....	149.00	193.70	_____
___	N74064	Cherry Credenza	292.35	380.05	_____
___	N74071	Oak Desk/5-foot	325.50	423.15	_____
___	N74075	Oak Bookcase	149.00	193.70	_____
___	N74074	Oak Credenza	259.30	337.10	_____

DISPLAY FURNITURE

Pages 11 & 12

___	N72056	Display Counter*	145.00	188.50	_____
___	N75079	Orion Computer Kiosk	196.00	254.80	_____
___	N75030	Black Display Cube/Small ...	130.00	169.00	_____
___	N75031	Black Display Cube/Med.....	146.00	189.80	_____
___	N75032	Black Display Cube/Large	159.00	206.70	_____

Remember to select a color for items with checkboxes.

A color will be selected for you if not indicated.

F R E E M A N

NAME OF SHOW: **METROPOLITAN WOMENS EXPO 2010 / OCTOBER 23-24, 2010**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 515-265-5601 to speak with one of our experts.

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

DISPLAY FURNITURE					
Pages 11 & 12 (continued)					
Qty	Part #	Description	Discount Price	Standard Price	Total

Display Cylinders

_____	N75020	Black Display Cylinder/Low.	130.00	169.00	
_____	N75021	Black Display Cylinder/Med.	136.80	177.85	
_____	N75022	Black Display Cylinder/High*	143.00	185.90	

Please select color for table skirt:					
<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Dark Green	<input type="checkbox"/> Gold	
<input type="checkbox"/> Gray	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> Teal	<input type="checkbox"/> White	

DRAPED TABLES - Tables are 30" high/Counters are 42" high

_____	C130430	4' Draped Table/30"W	67.00	87.10	
_____	C130630	6' Draped Table/30"W	82.00	106.60	
_____	C130618	6' Draped Table/18"W	77.00	100.10	
_____	C130830	8' Draped Table/30"W	97.00	126.10	
_____	C130818	8' Draped Table/18"W	92.00	119.60	
_____	C12404630	4th Side Drape-6'x30"H	21.55	28.00	
_____	C12404830	4th Side Drape-8'x30"H	23.75	30.90	
_____	C130442	4' Draped Counter/30"W	92.00	119.60	
_____	C130642	6' Draped Counter/30"W	107.00	139.10	
_____	C130618	6' Draped Counter/18"W	102.00	132.60	
_____	C130842	8' Draped Counter/30"W	122.00	158.60	
_____	C130818	8' Draped Counter/18"W	117.00	152.10	
_____	C12404642	4th Side Drape-6'x42"H	22.60	29.40	
_____	C12404842	4th Side Drape-8'x42"H	25.90	33.65	

UNDRAPED TABLES

_____	C131430	4' Undraped Table/30"W	40.20	52.25	
_____	C131630	6' Undraped Table/30"W	49.20	63.95	
_____	C130618	6' Undraped Table/18"W	46.20	60.05	
_____	C131830	8' Undraped Table/30"W	58.20	75.65	
_____	C131818	8' Undraped Table/18"W	55.20	71.75	
_____	C131442	4' Undraped Counter/30"W	55.20	71.75	
_____	C131642	6' Undraped Counter/30"W	64.20	83.45	
_____	C131618	6' Undraped Counter/18"W	61.20	79.55	
_____	C131842	8' Undraped Counter/30"W	73.20	95.15	
_____	C131818	8' Undraped Counter/18"W	70.20	91.25	

Table Top Risers - Risers are 12" deep					
---	--	--	--	--	--

_____	C150410	4'Lx7"H Single Step Riser	27.00	35.10	
_____	C150410	4'Lx14"H Single Step Riser	26.00	33.80	
_____	C150410	4'L Double Step Riser	49.00	63.70	
_____	C150610	6'Lx7"H Single Step Riser	32.00	41.60	
_____	C150610	6'Lx14"H Single Step Riser	34.00	44.20	
_____	C150610	6'L Double Step Riser	64.00	83.20	
_____	C150810	8'Lx7"H Single Step Riser	44.00	57.20	
_____	C150810	8'Lx14"H Single Step Riser	47.00	61.10	
_____	C150810	8'L Double Step Riser	68.00	88.40	

ACCESSORIES					
Pages 13 & 14					
Qty	Part #	Description	Discount Price	Standard Price	Total

_____	C220118	Chrome Sign Holder	57.35	74.55	
_____	C750135	Round Literature Rack	125.00	162.50	
_____	C750136	Flat Literature Rack	98.00	127.40	
_____	C220109	Chrome Coat Tree	28.00	36.40	
_____	C220134	Chrome Easel	20.40	26.50	
_____	C220110	Chrome Bag Rack	55.40	72.00	
_____	C220107	Wastebasket	12.10	15.75	
_____	N75057	Small Refrigerator	225.55	293.20	
_____	N75052	Black Table Lamp	60.65	78.85	
_____	N74082	File Cabinet/2 Drawer	76.10	98.95	
_____	N74081	File Cabinet/4Drawer	97.15	126.30	
_____	C10201484	Bulletin Board	131.85	171.40	
_____	C220121	Chrome Stanchion w/ belt	59.00	76.70	

Special Drape					
<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Dark Green	<input type="checkbox"/> Gold	
<input type="checkbox"/> Gray	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> Teal	<input type="checkbox"/> White	

_____	12103	Special Drape 3'H (per ft.)	6.35	8.25	
_____	12108	Special Drape 8' H (per ft.)	8.85	11.50	

TOTAL COST					
	+	+	=		
Sub Total	16% Building Commission	6% Tax	Total		

**Remember to select a color for items with checkboxes.
A color will be selected for you if not indicated.**

FREEMAN furnishing essentials

F R E E M A N

2000 Easton Blvd.
Des Moines, Iowa 50317
(515) 265-5601 Fax: (469) 621-5616
FreemanDesMoinesES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
OCTOBER 08, 2010**

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

FREEMAN carpet

NAME OF SHOW: **METROPOLITAN WOMENS EXPO 2010 / OCTOBER 23-24, 2010**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 515-265-5601 to speak with one of our experts.

- For FREE samples or a quote on **orders over 1200 sq. ft.** or to request quotes on carpet logos please call our Exhibitor Services Department at 515-265-5601..
- **No MATERIAL HANDLING charges apply.** Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- **Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.**
- **Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.**

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

PRESTIGE CARPET - includes plastic covering, delivery, material handling, installation and removal

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

CHOOSE YOUR CARPET COLOR - 40 oz.

- Black Charcoal Gray Pearl Navy Sea Breeze White

40 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)		Discount	Standard
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.65	\$ 4.75 \$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.35	\$ 4.35 \$ _____

CHOOSE YOUR CARPET COLOR - 28 oz.

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

28 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)		Discount	Standard
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 3.10	\$ 4.05 \$ _____
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.65	\$ 3.45 \$ _____

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

- Our Custom Cut Classic Carpeting is available in custom cut sizes, and in a variety of colors.

CHOOSE YOUR CARPET COLOR:

- Black Tuxedo Burgundy Gray Teal Blue Plum Red Green

Rental - Price per square foot (100 sq. ft. minimum)

16 oz. Carpet Rental		Discount	Standard
Per sq. ft.	Booth Size: _____ x _____ = _____ sq.ft. @	\$ 2.15	\$ 2.80 \$ _____

CLASSIC CARPET - includes delivery, material handling, installation and removal

CHOOSE YOUR CARPET COLOR:

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

- Black Tuxedo Burgundy Gray Teal Blue Plum Red Green

Qty	Description	Discount	Standard	Total
_____	9' x 10' Classic Carpet	97.75	127.10	\$ _____
_____	9' x 20' Classic Carpet	195.50	254.15	\$ _____
_____	9' x 30' Classic Carpet	293.25	381.25	\$ _____
_____	9' x 40' Classic Carpet	391.05	508.35	\$ _____

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

- Price is per sq. ft.

Qty	Description	Discount	Standard	Total
_____	Carpet Padding - 1/2" (per sq. ft.)40	.50	\$ _____
_____	Carpet Padding - 1/2" (over 700 sq ft)35	.45	\$ _____
_____	Plastic Covering (per sq. ft)35	.45	\$ _____

TOTAL COST			
Sub Total	16% Building Commission	6% Tax	Total

****All Utility lines must be installed before carpet installation. Utilities should be ordered in advance.****
(259686)

F R E E M A N

2000 Easton Blvd.
 Des Moines, Iowa 50317
 (515) 265-5601 Fax: (469) 621-5616
 FreemanDesMoinesES@freemanco.com

**DISCOUNT PRICE
 DEADLINE DATE
 OCTOBER 21, 2010**

INCLUDE THE FREEMAN METHOD OF
 PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **METROPOLITAN WOMENS EXPO 2010 / OCTOBER 23-24, 2010**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 515-265-5601 to speak with one of our experts.

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

CLEANING SERVICES

- Prices are based on total square footage of booth regardless of area to be cleaned
- 100 sq. ft. minimum
- Our exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service
- **Show Site Prices will apply to all cleaning orders placed at show site**

VACUUMING (per sq ft - 100 sq ft minimum)

Qty	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time	0.30	0.40	_____
_____	610100	Booth Vacuuming - 2 Days.....	0.60	0.80	_____

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

TOTAL VACUUMING COST

_____	+	_____	+	_____	=	_____
Sub Total		16% Building Commission		6% Tax		Total

FREEMAN cleaning

F R E E M A N

2000 Easton Blvd.
Des Moines, Iowa 50317
(515) 265-5601 Fax: (469) 621-5616
FreemanDesMoinesES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
OCTOBER 08, 2010**

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

NAME OF SHOW: **METROPOLITAN WOMENS EXPO 2010 / OCTOBER 23-24, 2010**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

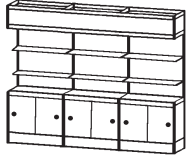
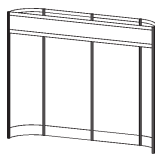
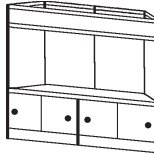
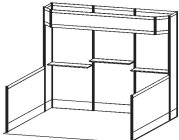
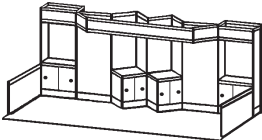
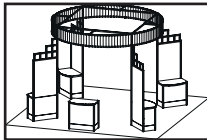
E-MAIL ADDRESS _____

For Assistance, please call 515-265-5601 to speak with one of our experts.

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

All Exhibits Include: Installation & Dismantle of Exhibit
Material Handling of Exhibit
Classic Carpet with Nightly Vacuuming
2 Arm Lights (per 10' unit)

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

<p>A. FREE STANDING COUNTER</p> <p>Discount Price Standard Price \$1,219.95 \$1,585.95</p> <p><input type="checkbox"/> Part# 1710201</p> 	<p>B. CURVED BACK WALL EXHIBIT</p> <p>Discount Price Standard Price \$959.90 \$1,247.85</p> <p><input type="checkbox"/> Part# 1710300</p> 	<p>C. BACK WALL COUNTER EXHIBIT</p> <p>Discount Price Standard Price \$1,811.10 \$2,354.45</p> <p><input type="checkbox"/> Part# 1710400</p> 
<p>D. 3 SHELF 10' x 10' EXHIBIT</p> <p>Discount Price Standard Price \$1,576.75 \$2049.80</p> <p><input type="checkbox"/> Part# 1710500</p> 	<p>E. 10' x 20' ANGLED EXHIBIT</p> <p>Discount Price Standard Price \$3,484.15 \$4,529.40</p> <p><input type="checkbox"/> Part# 1710600</p> 	<p>F. 20' x 20' ISLAND EXHIBIT</p> <p>Discount Price Standard Price \$10,816.45 \$14,061.40</p> <p><input type="checkbox"/> Part# 1710800</p> 

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

CHOOSE YOUR PANEL

- BLUE FABRIC GRAY FABRIC
 BLACK FABRIC WHITE HARDWALL
 WHITE PERFBORD

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colors are available.

Check color choice

- Tuxedo Green Teal
 Blue Black Red
 Gray Burgundy Plum

You may upgrade your carpet to one of our 15 designer colors in our PRESTIGE carpet line. Now available in 28 oz. and 40 oz. weight. Refer to our enclosed Carpet order form for color selections and pricing.

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit).
Note: Electrical power must be ordered using the electrical order form included in your service manual.

- * Electrical power and labor to install lights must be ordered separately
- * Custom graphics must be ordered separately

HEADER IDENTIFICATION SIGN

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

- CLARENDON MEDIUM **ENVIRO**
EUROSTILE BOLD **HELVETICA BOLD**
TIMES NEW ROMAN

Indicate which color lettering you would like. We have a wide variety of standard colors available:

Letter color desired: _____

Indicate exactly how you want your company name to appear:

CONTACT FOR PRICING

Please check any of the following boxes to have an Exhibitor Sales Specialist contact you for pricing:

- Upgrade Carpet
 Custom Logo Header

TOTAL COST

Sub Total	+	16% Building Commission	+	6% Tax	=	Total
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FREEMAN rental exhibit services

FREEMAN

2000 Easton Blvd.
Des Moines, Iowa 50317
(515) 265-5601 Fax: (469) 621-5616
FreemanDesMoinesES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
OCTOBER 08, 2010**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **METROPOLITAN WOMENS EXPO 2010 / OCTOBER 23-24, 2010**

COMPANY NAME _____ BOOTH #: _____

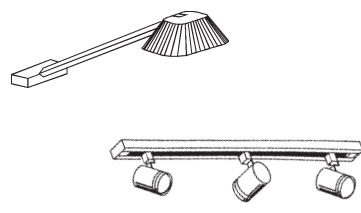
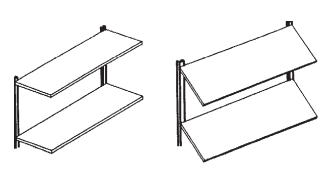
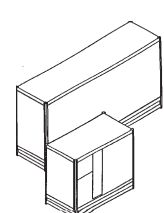
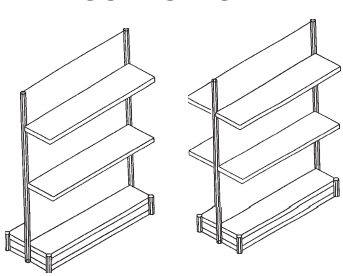
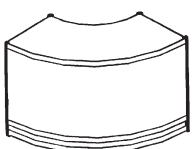
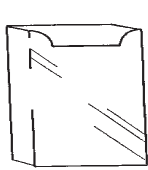
CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 515-265-5601 to speak with one of our experts.

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

ACCESSORIES FOR RENTAL UNITS

<p>LIGHTS (use only on rentals)</p> 	<p>SHELVES (use only on rentals)</p> 	<p>CABINETS</p> 
<p>GONDOLAS</p> 	<p>RADIUS COUNTER (does not have doors)</p> 	<p>LITERATURE POCKETS</p> 

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
<i>(electrical service & labor to install lights not included)</i>					

___	17251	Arm Light (200w).....	54.00	70.20	___
___	172514	4' Tracklight (3 lights).....	170.00	221.00	___
___	17252	Halogen Light.....	75.00	97.50	___

CABINETS & LOCKS					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					

___	17305	1M x 1/2M x 36" High	230.00	299.00	___
___	17306	1M x 1/2M x 42" High	238.00	309.40	___
___	17308	2M x 1/2M x 36" High	350.00	455.00	___
___	17309	2M x 1/2M x 42" High	375.00	487.50	___
___	17310	1M Radius x 1/2M x 36" H	365.00	474.50	___
___	17311	1M Radius x 1/2M x 42" H	400.00	520.00	___

(Radius Cabinets do not have doors)

___	17301	Cabinet Lock	23.50	30.55	___
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Inside Shelves Available . . . Quoted on Request

Qty	Part #	Description	Discount Price	Standard Price	Total
GONDOLAS					

Gondolas
 Blue Fabric
 Gray Fabric
 Perfboard
 White PVC

___	174541	Single Sided 1M x 4' H	195.00	253.50	___
___	174542	Double Sided 1M x 4' H	285.00	370.50	___

Other sizes Available . . . Quoted on Request

SHELVES					
___	17201	1M Straight (37" x 12")	44.60	58.00	___
___	17206	1M Angled (37" x 12")	49.50	64.35	___

LITERATURE POCKETS					
___	174015	For 8 1/2 x 11 Literature	23.35	30.35	___

TOTAL COST					
Sub Total	+	16% Building Commission	+	6% Tax	= Total

Don't see what you need? Please call an Exhibitor Sales Specialist at 515-265-5601

FREEMAN

2000 Easton Blvd.
Des Moines, Iowa 50317
(515) 265-5601 Fax: (469) 621-5616
FreemanDesMoinesES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
OCTOBER 08, 2010**

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

NAME OF SHOW: **METROPOLITAN WOMENS EXPO 2010 / OCTOBER 23-24, 2010**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE # _____

E-MAIL ADDRESS _____

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

TABLE TOP UNIT



RENTAL Size	Price	QTY.	TOTAL
40" H x 6' W	\$699.90	_____	_____
40" H x 8' W	\$816.80	_____	_____

PURCHASE*

Size	Price	QTY.	TOTAL
40" H x 6' W	\$826.45	_____	_____
40" H x 8' W	\$936.80	_____	_____

*Shipping Not Included

Rental Units Include:

Draped Table (Select color below)
Classic Carpet 9' X 10' (Select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-200 Watt Halogen Light (Electrical service & labor not included)

Purchase Units Include:

1-Case
One Time Installation & Dismantle

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: Black Gray

Additional Fabric Panel Colors for Purchase Units Only:

Blaze Red Blueberry Emerald Silver

Other Colors Also Available for Purchase Units

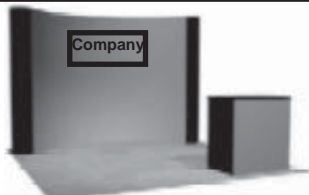
9'x10' Classic Carpet:

Blue Black Burgundy
 Green Gray Plum Red Teal Tuxedo

Table Drape:

Black Blue Burgundy Green Gold
 Gray Plum Red Teal White

FLOOR UNIT



RENTAL Size	Price	QTY.	TOTAL
8' H x 8' W	\$1167.30	_____	_____
8' H x 10' W	\$1396.30	_____	_____

PURCHASE*

Size	Price	QTY.	TOTAL
8' H x 8' W	\$1874.60	_____	_____
8' H x 10' W	\$2201.10	_____	_____

*Shipping Not Included

Rental Units Include:

Classic Carpet 9' X 10' (Select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-Podium - 8'H x 10'W unit only
2-200 watt Halogen Lights(Electrical service & labor not included)

Purchase Units Include:

2-Cases
One Time Installation & Dismantle
1-Podium - 8'H x 10'W unit only

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: Black Gray

Additional Fabric Panel Colors for Purchase Units Only:

Blaze Red Blueberry Emerald Silver

Other Colors Also Available for Purchase Units

9'x10' Classic Carpet:

Blue Black Burgundy
 Green Gray Plum Red Teal Tuxedo

CUSTOM GRAPHIC / PHOTO PANELS

Our custom graphic panels can dramatically enhance your exhibit's appearance.

Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

OPTIONAL ACCESSORIES	RENTAL	PURCHASE	TOTAL
Part # Description	Qty. Price	Qty. Price	
1715800 2-200 Watt Halogen Light Kit	_____ 146.00	_____ 196.35	_____
1715801 1-200 Watt Halogen Light Kit	_____ 75.95	_____ 143.40	_____
1715802 Straight Shelf	_____ 60.55	_____ 99.30	_____
1715803 Angle Shelf	_____ 60.00	_____ 99.30	_____

QUICK TIPS

- If shipping literature or products, material handling rates will apply.
- Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will cost an additional 30% over prices indicated.**

TOTAL PURCHASE COST

Sub Total	16% Building Commission	6% Tax	Total
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TOTAL RENTAL COST

Sub Total	16% Building Commission	6% Tax	Total
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FREEMAN totalflex

F R E E M A N

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Des Moines, Iowa 50317
(515) 265-5601 Fax: (469) 621-5616
FreemanDesMoinesES@freemanco.com

DISCOUNT PRICE
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COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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

GRAPHICS AND SIGNS

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.

\$14.40 per sq.ft. discount price

sq. ft. _____ x or = \$ _____

\$18.70 per sq.ft. standard price

- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment

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

LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

- Foamcore Masonite
- PVC Plexi
- Gatorfoam Other

Vertical Horizontal Use Your Judgment For Sign Layout

Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.		Discount Price	Standard Price	TOTAL
_____	@	35.75	46.50 = \$	_____
_____	@	40.00	52.00 = \$	_____
_____	@	45.95	59.75 = \$	_____
_____	@	48.45	63.00 = \$	_____
_____	@	45.95	59.75 = \$	_____
_____	@	63.85	83.00 = \$	_____
_____	@	70.15	91.20 = \$	_____
_____	@	75.25	97.85 = \$	_____
_____	@	102.05	132.65 = \$	_____
_____	@	147.35	191.55 = \$	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical Horizontal Use Your Judgment For Sign Layout

Background Color: _____

Lettering Color: _____

TOTAL COST			
Sub Total	+ _____	+ _____	= _____
16% Building Commission	6% Tax		Total

FREEMAN signs & graphics

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

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

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

- All related PMS and/or CMYK color codes (if submitting CMYK values, please supply accurate color swatches)
- Accurate color proof print of artwork
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting a "vector" file, include all fonts, or convert fonts to outlines or paths

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

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

Files should always be saved in their native format.

ACCEPTABLE FILE TYPES

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

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

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

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

WAYS TO SEND ARTWORK

- Artwork files that are of acceptable resolution as listed above will typically be too large to send via e-mail. Files should be sent via overnight delivery on either a CD-ROM or a DVD. A printed hard proof needs to accompany the files.
- Files may also be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup must be sent via overnight delivery in addition to posting the electronic files.

Please visit us at: www.freemanco.com

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DISCOUNT PRICE
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COMPANY NAME _____ BOOTH #: _____

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E-MAIL ADDRESS _____

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For fast, easy ordering, go to www.freemanco.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	\$ 59.50	\$ 77.35
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	\$ 89.25	\$ 116.05
Double Time- 12:00 Midnight to 6:00 A.M. and recognized holidays.....	\$ 119.00	\$ 154.70

- 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)						= \$ _____
16% Building Commission						= \$ _____
6% Tax						= \$ _____
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)						= \$ _____
16% Building Commission						= \$ _____
6% Tax						= \$ _____
Total Dismantle						= \$ _____

Please note: All dismantle labor will be performed on overtime.

FREEMAN installation & dismantle labor

F R E E M A N

NAME OF SHOW: **METROPOLITAN WOMENS EXPO 2010 / OCTOBER 23-24, 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 _____ Showsite _____ Date Shipped _____

of Crates _____ Cases _____ Cartons _____

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 Transportation:

- Common Carrier
 Air Freight Next Day 2nd Day Deferred

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 the Freeman Companies' choice.
 Delivery back to 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

F R E E M A N

1-800-995-3579

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

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **METROPOLITAN WOMENS EXPO 2010 / OCTOBER 23-24, 2010**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call 1-800-995-3579 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

FREEMAN / Exhibiting Company Name / Booth #

METROPOLITAN WOMENS EXPO 2010

C/O: FREEMAN
2000 EASTON BLVD
DES MOINES, IA 50317

MUST BE DELIVERED BY OCTOBER 20, 2010

- I will be shipping to **SHOW SITE**

FREEMAN / Exhibiting Company Name / Booth #

METROPOLITAN WOMENS EXPO 2010

C/O: FREEMAN
IOWA EVENTS CENTER
730 3RD ST
DES MOINES, IA 503091302

CANNOT BE DELIVERED BEFORE OCTOBER 22, 2010

TYPE OF SERVICE

- 1 Day: Delivery next business day (before 5:00 PM)
 2 Day: Delivery by 5:00 PM second business day
 Deferred: Delivery within 3 - 4 business days
 Declared Value \$ _____

Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.

- Standard Ground: Dependent on distance
 Expedited Ground: Tailored to specific requirements
 Specialized: Pad wrapped, uncrated, truck load

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

**FAX THIS COMPLETED FORM TO:
(817) 385-0983**

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

SHOW # (259686) _____

FREEMAN exhibit transportation

F R E E M A N

F R E E M A N

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

MUST DELIVER BY OCTOBER 20, 2010

MUST DELIVER BY OCTOBER 20, 2010

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
2000 EASTON BLVD

DES MOINES, IA 50317

C/O: FREEMAN
2000 EASTON BLVD

DES MOINES, IA 50317

WAREHOUSE

WAREHOUSE

EVENT: *METROPOLITAN WOMENS EXPO 2010*

EVENT: *METROPOLITAN WOMENS EXPO 2010*

BOOTH NO. _____ NO. _____ OF _____ PCS.

BOOTH NO. _____ NO. _____ OF _____ PCS.

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

F R E E M A N

F R E E M A N

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

CANNOT DELIVER BEFORE OCTOBER 22, 2010

CANNOT DELIVER BEFORE OCTOBER 22, 2010

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

**C/O: FREEMAN
IOWA EVENTS CENTER
730 3RD ST**

**C/O: FREEMAN
IOWA EVENTS CENTER
730 3RD ST**

DES MOINES, IA 503091302

DES MOINES, IA 503091302

SHOW SITE

SHOW SITE

EVENT: METROPOLITAN WOMENS EXPO 2010

EVENT: METROPOLITAN WOMENS EXPO 2010

BOOTH NO: _____ NO. _____ OF _____ PCS

BOOTH NO: _____ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

F R E E M A N

2000 Easton Blvd.
Des Moines, Iowa 50317
(515) 265-5601 Fax: (469) 621-5616
FreemanDesMoinesES@freemanco.com

PLEASE INCLUDE THE FREEMAN
METHOD OF PAYMENT FORM
WITH YOUR ORDER

NAME OF SHOW: **METROPOLITAN WOMENS EXPO 2010 / OCTOBER 23-24, 2010**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 515-265-5601 to speak with one of our experts.

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.

MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS, Airborne Express and DHL** are included in this category due to their delivery procedures.
(See definitions on back)
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday
- OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays
(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.)

RATE CLASSIFICATIONS:	Description	Price Per CWT	200 lb Minimum
Warehouse Shipment (200 lb. minimum)			
	Crated or Skidded Shipment.....	\$ 46.10	92.20
	Special Handling Shipment.....	\$ 59.50	119.00
Show Site Shipment (200 lb. minimum)			
	Crated or Skidded Shipment.....	\$ 39.55	79.10
	Special Handling Shipment.....	\$ 51.40	102.80
	Uncrated or Pad Wrapped Shipment.....	\$ 59.30	118.60
Small Package - Maximum weight is 30 lbs per shipment*			
	Per Shipment.....	\$ 35.00	
*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 same carrier.			
Cart Service Fee - Intended for privately owned vehicles			
	Per trip (2 Trip minimum).....	\$ 29.65	
A "privately owned vehicle" is any that is primarily designed to transport passengers, not cargo or freight. Examples: pick-up, passenger van, taxi, etc...			
ADDITIONAL SURCHARGES:			
Shipment Delivered after Deadline Date			
	Warehouse Shipment after deadline.....	\$ 9.20	
	Show Site Shipment after deadline.....	\$ 7.90	
Overtime Charge - Inbound (in addition to above rates)			
	Crated or Skidded Shipment.....	\$ 9.90	
	Special Handling Shipment.....	\$ 12.85	
	Uncrated or Pad Wrapped Shipment.....	\$ 14.80	
Overtime Charge - Outbound (in addition to above rates)			
	Crated or Skidded Shipment.....	\$ 9.90	
	Special Handling Shipment.....	\$ 12.85	
	Uncrated or Pad Wrapped Shipment.....	\$ 14.80	

Please note: All outbound shipments will be handled on overtime.

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
		÷ 100 =		
Surcharges		÷ 100 =		

Tips to Save on Material Handling

Consolidate shipments - when total weight is less than 200 lbs.

For Example:

3 Separate Shipments

60 lbs. charged @ 200 lbs. \$ 79.10

52 lbs. charged @ 200 lbs. \$ 79.10

65 lbs. charged @ 200 lbs. \$ 79.10 = \$ 237.30

1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. charged @ 200 lbs = \$ 79.10

ESTIMATED TOTAL COST

Sub-Total	+	16% Building Commission	+	6% Tax	=	Est. Total
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Added benefit - your shipments are less likely to get misplaced if they are packaged together with larger items.

FREEMAN material handling

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.myfreemanonline.com

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

What is Ground Loading/Unloading?

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

What is Constricted Space Loading/Unloading?

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

What is Designated Piece Loading/Unloading?

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

What are Stacked Shipments?

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

What is Shipment Integrity?

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

What is Alternate Delivery Location?

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

What are Mixed Shipments?

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

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

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

What about carpet only shipments?

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

What is the difference between Crated and Uncrated Shipments?

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

F R E E M A N

2000 Easton Blvd.
Des Moines, Iowa 50317
(515) 265-5601 Fax: (469) 621-5616
FreemanDesMoinesES@freemanco.com

DISCOUNT PRICE
DEADLINE DATE
OCTOBER 21, 2010

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **METROPOLITAN WOMENS EXPO 2010 / OCTOBER 23-24, 2010**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 515-265-5601 to speak with one of our experts.

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

Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday
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

Double Time - 12:00 Midnight to 6:00 A.M. and recognized holidays

- Show site prices will apply to all labor orders placed at show site
- Start time guaranteed only at start of working day
- **One hour minimum - labor thereafter is charged in half (1/2) hour increments**
- Supervisor must check in at Service Desk to pick up labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Description	Advance Price	Show Site Price
FORKLIFT LABOR		
304050 Forklift w/operator - up to 5,000 lbs - ST.....	\$ 88.60	\$ 115.20
304051 Forklift w/operator - up to 5,000 lbs - OT.....	\$ 133.00	\$ 173.00
304052 Forklift w/operator - up to 5,000 lbs - DT.....	\$ 177.00	\$ 230.00
304080 Forklift w/operator - up to 8,000 lbs - ST.....	\$ 137.80	\$ 179.15
304081 Forklift w/operator - up to 8,000 lbs - OT.....	\$ 206.70	\$ 268.15
304082 Forklift w/operator - up to 8,000 lbs - DT.....	\$ 275.65	\$ 358.35
RIGGING LABOR		
504900 Rigger - ST.....	\$ 61.00	\$ 79.30
504901 Rigger - OT.....	\$ 91.00	\$ 118.30
504902 Rigger - DT.....	\$ 122.00	\$ 158.60

INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							16% Bld. Comm.	
_____							6% Tax	
							Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							16% Bld. Comm.	
_____							6% Tax	
							Total	

Please note: All dismantle labor will be performed on overtime.

FREEMAN forklift / rigging labor

F R E E M A N

2000 Easton Blvd
Des Moines, IA 50317
(515) 265-5601 Fax: (469) 621-5616
FreemanDesMoinesES@freemanco.com

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **METROPOLITAN WOMENS EXPO 2010 / OCTOBER 23-24, 2010**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (515) 265-5601 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

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

SHIPPING INFORMATION

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

FREEMAN EXHIBIT TRANSPORTATION

- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 P.M. second business day
- Expedited
- Deferred: Delivery within 3-4 business days
- Standard Ground
- Specialized: Pad wrapped, uncrated, or truckload
- OTHER COMMON CARRIER _____
- OTHER VAN LINE _____
- OTHER AIR FREIGHT _____
 - Next Day
 - 2nd Day
 - Deferred

CARRIER PHONE #: _____

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

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

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

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

DESIRED NUMBER OF LABELS: _____