SERVICE INFORMATION

BOOTH EQUIPMENT
Each 8' x 10' booth will be set with 8' high WHITE and GOLD back drape, 3' high GOLD side dividers, (1) 6' x 30" WHITE or YELLOW draped table, (2) BLACK diamond upholstered arm chairs, (1) wastebasket.

EXHIBIT HALL CARPET
The exhibit area is carpeted.

DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of advance order discount rates, place your order by April 01, 2016.

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.
Thursday April 21, 2016 2:00 PM - 5:00 PM

EXHIBITOR HOURS
Friday April 22, 2016 11:00 AM - 2:00 PM

EXHIBITOR MOVE-OUT
For more information and helpful hints on post-show procedures and move-out, please go to www.freemanco.com/postshowFAQ.
Friday April 22, 2016 2:00 PM - 5:00 PM

DISMANTLE AND MOVE-OUT INFORMATION
All exhibitor materials must be removed from the exhibit facility by Friday, April 22, 2016 at 5:00 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 Friday, April 22, 2016 at 3:00 PM.

POST SHOW PAPERWORK AND LABELS
Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping 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 shipping your exhibit at the close of the show.
SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575  fax: (469) 621-5618
FreemanNewYorkES@freemanco.com

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

SHIPPING INFORMATION
Warehouse shipping address:

Exhibiting Company Name / Booth #__________
CUNY - BIG APPLE JOB FAIR 2016
C/O FREEMAN
1 RAILROAD PL
MASPETH, NY 11378

Freeman will accept crated, boxed or skidded materials beginning Monday, March 28, 2016, at the above address. Material arriving after April 14, 2016 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 - 2:30 PM. If required, provide your carrier with this phone number: (201) 299-7575.

Show site shipments will not be accepted. Please send shipments to the address above.

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. Refer to the Material Handling form for charges for this service.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

LABOR INFORMATION
Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Service Desk. Refer to the order form for 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 (201) 299-7575.

WE APPRECIATE YOUR BUSINESS!
FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman New York Exhibitor Services at (201) 299-7575 or Freeman’s Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4187 Local and International.

HELPFUL HINTS

SAVE MONEY
Order early to take advantage of advance order discount rates, place your order by order deadline date.

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, and machinery and equipment that are in use.

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

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

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

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

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

The operation or use of all motorized lifts and motorized 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
Call Freeman’s Exhibitor Services department at (201) 299-7575 with any questions or needs you may have.
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.
NAME OF SHOW: CUNY - BIG APPLE JOB FAIR 2016 / APRIL 22, 2016

COMPANY NAME: 

ADDRESS: 

CITY/STATE/ZIP: 

PHONE #: 

SIGNATURE: 

CONTACT'S E-MAIL 

E-MAIL FOR INVOICE 

Invitations will be sent by e-mail, please provide e-mail address of the person who reconciles your invoices if different than contact’s e-mail.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM VIA FAX OR POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

☐ COMPANY CHECK

Please make check payable to: Freeman. Checks must be in U.S. funds drawn on a U.S. or Canadian bank. (“US. FUNDS” MUST BE PRE-PRINTED on Canadian checks.)

Please reference (431467) on your remittance.

☐ CREDIT/DEBIT CARD

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

Please complete the information requested below:

☐ AMERICAN EXPRESS  ☐ MASTERCARD  ☐ VISA  FREEMAN NOW ACCEPTS DEBIT CARDS

Account No.: Exp. Date:

☐ Personal Credit Card  ☐ Company Credit Card

Cardholder Name (Print): 

Signature: 

Cardholder Billing Address: 

City/State/Zip: 

ENTER TOTALS HERE

<table>
<thead>
<tr>
<th>FURNISHINGS &amp; ACCESSORIES</th>
<th>CARPET</th>
<th>RENTAL EXHIBITS &amp; ACCESSORIES</th>
<th>INSTALLATION LABOR</th>
<th>DISMANTLE LABOR</th>
<th>MATERIAL HANDLING</th>
</tr>
</thead>
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<tr>
<th>RIGGING INSTALLATION</th>
<th>RIGGING DISMANTLE</th>
<th>SIGNS</th>
<th>EXHIBIT TRANSPORTATION</th>
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• Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freemanco.com/store. We do not accept credit card information via email.

• 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://feedback.freemanco.com/?431467
**MATERIAL HANDLING SERVICES**

Rate Classifications:

- Warehouse Shipment (100 lb. minimum)
- Crated or Skidded Shipment

**CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**SPECIAL HANDLING:** Material delivered in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS & DHL are included in this category due to their delivery procedures.

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

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

**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.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>100 lb. Minimum</th>
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<tr>
<td>Warehouse Shipment</td>
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<tr>
<td>Crated or Skidded Shipment</td>
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</tbody>
</table>

**Surcharges**

- 8.875% Tax
- N/A

**Estimated Total Cost (200 lb. Min.):**

- Total

For Assistance, please call 201-299-7575 to speak with one of our experts.

**Let Freeman Online® estimate your material handling charges for you.** Log on to www.freemanco.com/store, 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.

The warehouse will receive shipments Monday through Friday during the hours of 8:00 AM - 2:30 PM. To check on the arrival of freight, please call (201) 299-7575.
PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Freeman and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

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

DEFINITIONS
For purposes of this Contract, Freeman means Freeman Expositions, Inc. and its respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors Freeman may appoint. The term “Exhibitor” means the Exhibitor, its employees, agents, or representatives.

PAYMENT TERMS
Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor’s booth. If the Show or Event is canceled because of reasons beyond Freeman’s control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor’s responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor’s invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitor’s, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. All titles shall be transferred to Freeman upon receipt of invoice. Effective 60 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction, and shall be resolved on its own merits. Freeman reserves the right to charge Exhibitor for the difference between the Exhibitor’s estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Freeman provides a credit card for payment and charges are rejected by the Exhibitor’s credit card company for any reason, Freeman hereby provides notice that it reserves the right, and Exhibitor authorizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor’s account.

ELECTRICAL
Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event. Freeman is not responsible for any damage, loss, or injury, caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees, and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys’ fees) arising out of or in any way connected with Exhibitor’s actions or omissions under this Agreement.

LABOR UNDER THE SUPERVISION OF EXHIBITOR

Responsibilities:
Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman’s Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION:
Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) arising out of or occasioned by the acts or omissions of Exhibitor. The Exhibitor’s indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, Show or Event Regulations and/or Rules as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT
Please refer to Freeman’s “MATERIAL HANDLING TERMS & CONDITIONS” as it relates to material handling services and to the “SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT” as it relates to transportation services. Contract terms depend on the nature of services secured by Exhibitor through Freeman. Terms & Conditions may vary for each type of service ordered through Freeman.

Freeman REV 5/15
MATERIAL HANDLING

YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor’s materials are delivered to Freeman’s warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman.

1. DEFINITIONS. For purposes of this Contract, Freeman means Freeman Expositions, Inc., and its employees, agents, and affiliates and related entities. In no event shall Freeman be deemed to be the Ultimate Consignee for shipping and custom purposes. The term “Exhibitor” means the Exhibitor, its employees, agents, and representatives.

2. PACKAGING/Crates and STORAGE. Freeman shall not be responsible for damage to loose or uncared for materials, pad wrapped or shrink-wrapped materials, glass breakage, collapsed or damaged crates, and the actual picking of materials from the floors for loading onto a carrier and during such times, Exhibitor materials will be left unattended. Freeman is NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR’S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. Freeman recommends the securing of service security from Facility or Show Management. All MHA’s submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth at the time of pickup. Freeman is not responsible for any damaged, lost, or other charges including business center charges arising from delivery or pickup of Exhibitor’s materials.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All previous labels must be removed or obliterated. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels; and will not return empty containers to Exhibitor. Freeman reserves the right to dispose of empty containers not claimed by Exhibitor.

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packaging and the actual picking of materials from Exhibitor’s materials. Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor’s shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. Freeman shall not be responsible for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman’s reasonable control, nor for uninsured goods requiring cold storage and those in accessible storage are stored at Exhibitor’s own risk. FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.

5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor’s materials after same remain unpaid or unsatisfied.

6. DESIGNATED CARRIERS. Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor’s shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.

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

8. CLAIM(S) FOR LOSS. Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site and in any case not later than thirty (30) business days after the date when Exhibitor’s materials are delivered to the carrier for transportation from show site or from Freeman’s warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman more than one (1) year after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to withhold any payments for Freeman’s services as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on its own merits.

b. MAXIMUM RECOVERY. If found liable for any loss, Freeman’s sole and exclusive maximum liability for loss or damage to Exhibitor materials and Exhibitor’s sole and exclusive maximum recovery is limited to the lesser of $3.00 (USD) per pound or the actual invoice price. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

c. LIMITATION OF LIABILITY. IN NO EVENT SHALL FREEMAN BE LIABLE TO THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES.

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

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) arising out or contributed to by Exhibitor’s negligent supervision of any labor secured through Freeman, Exhibitor’s negligence, willful misconduct, or corporate or deliberate act of Exhibitor, Exhibitor’s employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor’s violation of Federal, State, County or Local ordinance and/or Exhibitor’s violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

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

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

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

Freeman REV 5/15
There are many transportation carriers to choose from, but Freeman has more than 85 years of experience in the events industry. No one understands exhibit transportation better than Freeman. Allow us to make the shipping process easy for you.

Between our cost effective solutions, superior customer service and all inclusive pricing, you will find Freeman Exhibit Transportation to be reputable, reliable and convenient. Our transportation experts have the ability to quickly respond to changes when necessary and are available to assist you with all of your show requirements.

As the official service contractor, Freeman partners with you and with decision makers at show site – making it easier for you to transport your exhibit to any location.

Some of the benefits of working with Freeman Exhibit Transportation include:

• Guaranteed all inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service.
• One convenient invoice with all your Freeman show services.
• On site transportation experts are available before, during and after the show.
• Customer service seven days a week, offering complete shipment visibility and expert oversight.

questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit [www.freemanco.com](http://www.freemanco.com)

Continental U.S. Exhibitors: Contact our exhibit transportation experts at 800.995.3579 or via email at exhibit.transportation@freemanco.com

International Exhibitors: Contact our exhibit transportation experts at +1.817.607.5183 or via email at international.freight@freemanco.com
**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:
  (800) 995-3579 Toll Free US & Canada
  (817) 607-5100 Local & International

**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 #

CUNY - BIG APPLE JOB FAIR 2016

C/O: FREEMAN

1 RAILROAD PLACE

MASPETH, NY 11378

MUST BE DELIVERED BY APRIL 14, 2016

SHOW SITE SHIPMENTS WILL NOT BE ACCEPTED

### SHIPPING INFORMATION

**Items to be shipped**

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<thead>
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<th>Number of Pieces</th>
<th>Est. Weight</th>
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<td>Skids/Pallets</td>
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<td>Other ( ___________ )</td>
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</tbody>
</table>

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 VIA:**

E-mail: exhibit.transportation@freemanco.com

Fax: (469) 621-5810

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

SHOW # (431467)
Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or (e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notice, Freeman may offer the shipment for sale at a public auction and Freeman has the right to designate to adequately protect contents for handling by forklift and similar means. General guidance as to carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a designated to receive notice in these instructions. (a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication to the person to whom the property is being transported, and includes their respective employees, officers, directors, (b) Freeman shall not be responsible for events or causes of loss, delay, or destruction beyond its reasonable control, including, but not limited to, strikes, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, failure of subcontractors or carriers, pilferage, theft or loss or damage arising from acts of God or from the actions or omissions of parties other than Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee’s designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect. 3. Freeman’s RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of the services for which it is contracted. Freeman is not responsible for acts or omissions of others, and includes all personnel, employees, agents, consignees, or anyone else designated to receive notice in these instructions. (a) Whenever or wherever the claimed loss or damage may occur; (b) in any manner beyond the control of Freeman; or (c) even though Freeman may have been advised or be on notice of the possibility or even the practical certainty of a loss or damage. Freeman makes no warranties, express or implied, and expressly disclaims all and any warranties. Except for Freeman’s failure to deliver in accordance with the Guaranteed Service Section of the Service Guide, Freeman will not be liable for misdelivery, incomplete delivery, nor for any other reason, but not limited to failure to follow Shipper or Consignee instructions or failure to collect or property already delivered. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or destruction beyond its reasonable control, including, but not limited to, strikes, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, failure of subcontractors or carriers, pilferage, theft or loss or damage arising from acts of God or from the actions or omissions of parties other than Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee’s designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect. 4. PACKAGING AND CRATES: Shipper’s property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively by Shipper or any other party claiming an interest in the shipment must notify Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss, of, theft, or damage, to its property. Freeman shall never be liable or responsible for damages identified by the terms of this Agreement, and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: (a) whenever or wherever the claimed loss or damage may occur; (b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of warranty, or otherwise, but not limited to failure to follow Shipper or Consignee instructions or failure to collect or property already delivered. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or destruction beyond its reasonable control, including, but not limited to, strikes, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, failure of subcontractors or carriers, pilferage, theft or loss or damage arising from acts of God or from the actions or omissions of parties other than Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee’s designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect. 5. REFUSED SHIPMENTS: If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman’s liability shall then become that of a warehouseman. (a) Shipper shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions. (b) Storage charges, based on Freeman’s applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman’s option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner’s risk and expense. (c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman’s attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise, at Shipper’s option, to sell the property and the estimated net proceeds of sale. (d) If Freeman, at its option, elects to sell the property, Freeman may offer the shipment for sale at a public auction and Freeman has the right to designate the party to whom the property will be sold at the public auction. The amount of sale will be applied to Freeman’s invoice for the shipment and Freeman shall be responsible for the balance of charges not covered by the sale of the goods. Such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership. (d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall release or affect Shipper’s liability for the property under such circumstances and in such manner as may be authorized by law. (e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property at the best advantage, where applicable. Where Freeman is directed by Consignor or Consignee to unload or deliver property at a particular location where Consignor, Consignee, or the Agent, if any is not regularly located, Freeman’s liability for the shipment shall terminate immediately upon unloading or delivery. 6. LIMITATION ON SHIPPER’S RECOVERABLE DAMAGES: FREEMAN’S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO DAMAGES ARISING FROM OR CAUSED BY THE NEGLIGENCE OR OTHER FAULT OF FREEMAN, AND RELATING TO PROPERTY SHIPPED OR TO BE SHIPPED, INCLUDING BUT NOT LIMITED TO DAMAGES FOR DELIVERY OR NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO, SHALL BE LIMITED TO THE HIGHER OF ($5.00 PER LB. ($1.00 PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT IN WRITING FREEMAN SPECIFIES EXACT VALUE FOR CARGO SEIZED FOR CUSTOMS PURPOSES, IN WHICH EVENT THE LIMITATION OF LIABILITY IS THE LESSER OF THE DECLARED VALUE OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHER IS LOWER, IF CARRIAGE OF THE SHIPMENT IS SOLELY FOR FOREIGN SHIPMENT, THE LIMITATION OF LIABILITY ON SHIPMENTS WHICH ARE SHIPPED FROM OR TO A PLACE OTHER THAN THE COUNTRY OF DEPARTURE, FREEMAN’S LIABILITY FOR CARGO LOST, DAMAGED, OR DESTROYED, OR FOR DELAYS IN PERFORMANCE OF FREEMAN’S OBLIGATIONS UNDER THIS AGREEMENT, IS LIMITED TO THE LESSER OF THE DECLARED VALUE OR 5/10/15 FREEMAN’s liability is non-negotiable and has been prepared by Shipper, or if by Freeman or anyone authorized by Shipper. The Shipper agrees that this shipment is subject to the TERMS stated herein ALL TERMS, including but not limited to, all limitations of liability, shall apply to their agents and their contractors carrying their property. In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Shippers, or if by Freeman or anyone authorized by Shippers. The Shipper agrees that this shipment is subject to the TERMS stated herein ALL TERMS, including but not limited to, all limitations of liability, shall apply to their agents and their contractors carrying their property. In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Shippers, or if by Freeman or anyone authorized by Shippers.
7. Under such circumstances and in such manner as may be authorized by law. Freeman’s liability for the shipment shall terminate after the acceptance by the Consignee or his designee.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Storage may be, at Freeman’s option, in any location that provides reasonable communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the bulk of perishable goods or what cannot be delivered and disposition is not given within a reasonable time. The amount may be increased by the use of reasonable care and without liability to Freeman.

(b) Freight charges, if applicable, shall start no sooner than the next business day following the date on which it is shipped to the applicable carrier. Freight charges, if applicable, shall start no sooner than the next business day following the date on which it is shipped to the applicable carrier for outbound shipments, and the responsibility of Freeman under the Contract shall continue in full force and effect.

3. FREEMAN’S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for the performance of individuals or firms who are not under direct supervision or control of Freeman, although in such event Freeman shall not be liable for the acts or omissions of such individuals or firms.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry freight without environmental or temperature control. Delay, or damage beyond its reasonable control, including by way of illustration only, and not as a limitation on the breadth of the carrier's responsibility, as follows: (a) Refrigerated, frozen or subjected to temperatures below freezing; (b) Defective or damaged for any cause, (c) Subject to fire, water, wind or other natural disasters, or (d) Subject to fire, water, wind or other natural disasters.

(b) Shipper agrees that Freeman shall not be liable for delay caused by highway or water within 5 degrees Fahrenheit of the temperature specified on the face of these shipping instructions. "Service Request and Shipping Instructions" if no temperature was specified.

REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to tender a shipment at a time that is acceptable to the Shipper, Freeman shall make all reasonable efforts to find a new location for delivery. If the delivery cannot be made within 30 days after the original delivery time, the Shipper shall be responsible for the cost of return transportation.

(a) Shipper may not contest the price of the property as long as it is delivered at the price quoted.

Storage charges, if applicable, shall start no sooner than the next business day following the date on which it is shipped to the applicable carrier. Storage charges, if applicable, shall start no sooner than the next business day following the date on which it is shipped to the applicable carrier.

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(a) Shipper may not contest the price of the property as long as it is delivered at the price quoted.

7. INSURANCE. Freeman IS NOT AN INSURER. Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.
How do I estimate my Material Handling charges?

Charges will be based on the weight of your shipment. Each shipment received at the specific shipping address for either the warehouse or show site is located on Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.

The warehouse will receive shipments Monday through Friday, except holidays. Refer to Quick Facts for warehouse hours. No appointment is necessary.

The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.

All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.

Certified weight tickets must accompany all shipments.

Warehouse freight will be delivered to the booth prior to exhibitor set up.

Please call the number located on Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

How do I ship to show site?

• Freight will be accepted only during exhibitor move-in. Please refer to Quick Facts for the specific exhibitor move-in dates and times.

• All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.

• Certified weight tickets must accompany all shipments.

What about prepaid or collect shipping charges?

• Collect shipments will be returned to the delivery carrier.

• To ensure that your freight does not arrive collect, mark your bill of lading “prepaid.”

• “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

How should I label my freight?

• The label should contain the exhibiting company name, the booth number and the name of the event.

• The specific shipping address for either the warehouse or show site is located on Quick Facts.

How do I ship to show site?

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• The label should contain the exhibiting company name, the booth number and the name of the event.

• The specific shipping address for either the warehouse or show site is located on Quick Facts.

How do I estimate my Material Handling charges?

• Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.

• On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.

• Next, select the category that best describes your shipment. There are three categories of freight:

  Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

  Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

  Uncrated: material that is shipped loose or pad-wrapped, carpet and / or pad-only shipments, and / or unskidded machinery without proper lifting bars or hooks.

• Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show site shipments.

• Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on Quick Facts.

• Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on Quick Facts.

• The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.

• Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

What happens to my empty containers during the show?

• Pick up “Empty Labels” at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.

• At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

How do I protect my materials after they are delivered to the show or before they are picked up after the show?

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

How do I ship my materials after the close of the show?

• Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.

• To save time, complete and submit the Outbound Shipping Form in advance or a third party.

• Do I need insurance?

stock an insurance policy that covers your materials while they are on location. We recommend that you provide your insurance policy to Freeman to review and verify that it is adequate to cover the value of your materials.

Do I need insurance?

Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.

All materials handled by Freeman are subject to the enclosed Terms and Conditions. Other available services (may not be available in all locations)

• Cranes

• Scissor lifts, condors

• Access storage at show site

• Exhibit transportation services (see enclosed brochure)

• Security storage at show site

• Short-term and long-term warehouse storage

• Local pick-up and delivery

• Priority empty return
DRIVING DIRECTIONS TO THE FREEMAN WAREHOUSE
1 RAILROAD PLACE, MASPETH, NY 11378

FROM THE NORTH
Take I-95 South to I-295 South to Throggs Neck Bridge – go over bridge to I-295 South (Clearview Expressway) – take Exit 4E-W5 onto I-495 West (Long Island Expressway) – take I-495 West to exit 18 toward Maurice Ave – turn left onto Maurice Ave – at 2nd traffic light, bear right onto 55th Dr – go one block, turn left onto 58th St – bear right onto Maspeth Ave - turn right onto Railroad Pl – turn left at the end of the street into driveway and proceed through gate.

FROM THE SOUTH
Take I-95 North to Exit 10 – follow signs for 440/Verrazano Bridge – take I-278 East over Verrazano to I-278 East (Brooklyn Queens Expressway) – take Exit 35 to I-495 East – follow signs to Maurice Ave (Exit 18) – ride Service Road to Maurice Ave – turn right onto Maurice Ave - turn right onto 55th Dr – one block, turn left onto 58th St – bear right onto Maspeth Ave - turn right onto Railroad Pl – turn left at the end of the street into driveway and proceed through gate.

FROM THE WEST
Take I-80 East over George Washington Bridge – follow signs for Triboro Bridge (RFK) – go over bridge – trucks MUST exit to Service Road – ride Service Road to enter I-278 West – take I-278 West to Exit 36A to 58th St – turn left onto 58th St – bear right onto Maspeth Ave - turn right onto Railroad Pl – turn left at the end of the street into driveway and proceed through gate.

FROM THE EAST
Take I-495 West to exit 18 toward Maurice Ave – turn left onto Maurice Ave – at 2nd traffic light, bear right onto 55th Dr – go one block, turn left onto 58th St – bear right onto Maspeth Ave - turn right onto Railroad Pl – turn left at the end of the street into driveway and proceed through gate.
EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE
WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE.
TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

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

SHIPPING INFORMATION

<table>
<thead>
<tr>
<th>METHOD OF SHIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select a Carrier:</td>
</tr>
<tr>
<td>☐ Freeman Exhibit Transportation</td>
</tr>
<tr>
<td>☐ Other Carrier</td>
</tr>
</tbody>
</table>

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

Select a Level of Service:

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

Select Shipment Options (if applicable)

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

Select Desired Number of Labels: ____________

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.
TO: __________________________  C/O: FREEMAN
                     1 RAILROAD PLACE
                                 MASPETH, NY 11378

WAREHOUSE

EVENT: CUNY - BIG APPLE JOB FAIR 2016

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.
UNION JURISDICTIONS AT
JACOB K. JAVITS CONVENTION CENTER

THERE ARE THREE MAJOR UNIONS THAT HAVE JURISDICTION OVER TRADE SHOWS. THE FOLLOWING SHOULD HELP GUIDE YOU IN CONFORMING TO UNION JURISDICTIONS AND ITS ADHERENCE TO THEM WHEN REQUIRED.

TEAMSTER UNION:
Teamsters handle freight at the exhibit hall. They unload trucks or vehicles and deliver materials to and from booths. They also provide rigging of machinery, moving services and spot machinery in your booth. The normal rigging crew consists of two men and a forklift. Customarily, this service must be ordered in advance at exhibitor’s expense.

CARPENTER UNION:
Carpenters handle the erection and dismantling of display and exhibit booths. This also includes all display work. Carpenters uncrate and re-crate machinery or equipment and install and remove all draping and floor covering.

ELECTRICAL UNION:
Electricians handle all electrical work, which includes supply power lines to your booth, connecting equipment to outlets and install signs or headers that are lighted, unless they are permanently a part of the exhibit backwall.

WHAT CAN EXHIBITORS DO WITHOUT UNION PERSONNEL?
Contrary to popular belief, exhibitors are allowed to do some work within the privacy of their own booths. Exhibitors may install and dismantle their own exhibit and lay their own carpet in their own exhibit area as long as the booth size is 250 sq ft or less and the following conditions are met: 1) No tools are used in the assembly or dismantle; 2) Individuals performing the work must be full time employees of the exhibiting company and carry identification to verify this fact. Exhibitors are allowed to unpack and repack their own products (if in cartons, not crates) and are allowed to do technical work on their machines, such as balancing, programming, cleaning of machines, etc. Exhibitors may “hand carry” or use nothing larger than a two wheel baggage cart (rubber or plastic wheels only) to move their items. Exhibitors may move a “pop-up” display (equal or less than 25’ in length) capable of being carried by hand by one person. The individuals moving the items must be full time employees of the exhibiting company and must carry identification to verify this fact. We hope the above will help you. If you are in doubt, do not wait until you get to the show to ask questions. Call the Show Manager or Freeman before hand.

GENERAL INFORMATION:

FLAMEPROOFING:
Table coverings as well as all booth equipment must be a non-flammable material. All decorative materials must be fire-resistant and in accord with the standard established by the New York Fire Department. Affidavits attesting to flameproof compliance with New York City Fire Department Regulations must be submitted when requested.

INSURANCE:
Freeman and/or the Association (Exhibit Manager) and/or the Exhibit Convention Site will not be responsible in any way for the safety of any exhibit or materials against fire, water, theft, accident or any cause nor for the loss or damage to goods consigned to its care. However; every effort will be made to protect exhibitor’s property. You are advised to consult your insurance broker for proper coverage on any of your display material from the time it leaves your Company’s premises until it returns. In most cases a rider can be added to your present policy for a very nominal cost.