F R E E M A N
1701 Lebanon Pike Circle
Nashville, TN 37210
(615) 884-5785 • Fax: (469) 621-5615
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Water Environment Federation
the water quality people

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **WEF - RESIDUALS & BIOSOLIDS AND ENERGY & WATER CONFERENCE / MAY 06 - 08, 2013**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call (615) 884-5785 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.

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: (See definitions on back) 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 and DHL** are included in this category due to their delivery procedures.

UNCRATED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

STRAIGHT TIME: 8:00 A.M. to 5:00 P.M. Monday through Friday

OVERTIME: 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb. Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment	$ 69.85	139.70
Special Handling Shipment	$ 90.80	181.60
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment	$ 64.10	128.20
Special Handling Shipment	$ 83.35	166.70
Uncrated or Pad Wrapped Shipment	$ 96.15	192.30
Small Package - Maximum weight is 30 lbs per shipment*		
Per shipment	$ 35.50	
*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.		
ADDITIONAL SURCHARGES:		
Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after Deadline	$ 17.45	34.90
Show Site Shipment after Deadline	$ 16.05	32.10
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment	$ 16.05	32.10
Special Handling Shipment	$ 20.85	41.70
Uncrated or Pad Wrapped Shipment	$ 24.05	48.10
Overtime Charge - Outbound (in addition to above rates)		
Crated or skidded Shipment	$ 16.05	32.10
Special Handling Shipment	$ 20.85	41.70
Uncrated or Pad Wrapped Shipment	$ 24.05	48.10

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
Surcharges	÷ 100 =		
		0.00% Tax	
		Total	

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. $ 139.70
52 lbs. charged @ 200 lbs. $ 139.70
65 lbs. charged @ 200 lbs. $ 139.70 = $419.10

1 Consolidated Shipment
3 pieces (1 shipment)
177 lbs. charged @ 200 lbs = $139.70
Added benefit - your shipments are less likely to get misplaced if they are packaged together with larger items.

(show #) 290548

TSS12-13

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 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.

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DIRECT MOBILE UNITS / MOTORIZED VEHICLES

Exhibitors or agents with mobile or motorized equipment will require guidance to their respective booths. This guidance is required and provided by Freeman to prevent damage that may occur to exhibits, or property of others, or when necessary to move crates that may be in the aisles.

Exhibitors may drive their motorized equipment in and out of the exhibit areas or have Freeman supply an operator when available at an additional cost.

SPOTTING FEE

MOBILE UNITS*	$	165.00 PER UNIT (Round Trip)
MOTORIZED VEHICLES	$	165.00 PER UNIT (Round Trip)

***NOTE:** Mobile units will be assessed a "one time" spotting charge in addition to a one hour forklift/operator charge, (See Material Handling Equipment Labor form) each way for unloading and loading.Motorized equipment is defined as a tractor, forklift, crane, etc. arriving at the exhibit hall that can be driven to the booth location under its own power.

Number of units:_____Type:_____

Dimensions of Largest Unit:

Height_____Width_____Length _____Weight _____

Will you require a crane or forklift?_____

(*See Forklift / Rigging Labor Order Form)

Comments/Special Handling Requirements:_____

_____

_____

_____

FREEMAN mobile units/motorized vehicles

UNION JURISDICTIONS
NASHVILLE, TN

Standing on chairs, tables, or other rental furniture is prohibited. These items are not made to support standing weight and Freeman cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your exhibit, please order labor from Freeman and the proper tools and ladder will be provided.

Children are NOT permitted in the exhibit hall during installation and dismantle, in accordance with Show Management.

MATERIAL HANDLING

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

Charges for Freeman's help are shown on the enclosed Material Handling Service and Rates Form. If Freeman must move the show into, out of, or both into and out of the hall during overtime hours, then you will be charged the overtime fee in addition to the regular CWT charge.

WORKING WITH THE UNION IN TENNESSEE

To assist you in preparing for your show in Nashville, we would like to share with you some information regarding the jurisdiction that the various unions have here. Currently we have an agreement with Stagehand Local Union to provide labor for display erection and dismantling. Full time employees of exhibiting companies or their representatives, may set their own displays, without assistance from the Local. However, should assistance be necessary beyond that provided by those employees, then labor must be provided by the Local. Labor can be ordered in advance by using the Display Labor Form or at showsite from the Freeman Decorating Company service desk.

TIPPING

Freeman requests that exhibitors do not tip our employees, as they are paid an excellent wage denoting a professional status. This applies to all Freeman employees. Any request for such should be brought to the attention of a Freeman representative at the Freeman Service Desk or correspondence may be directed to the General Manager at the local office address.