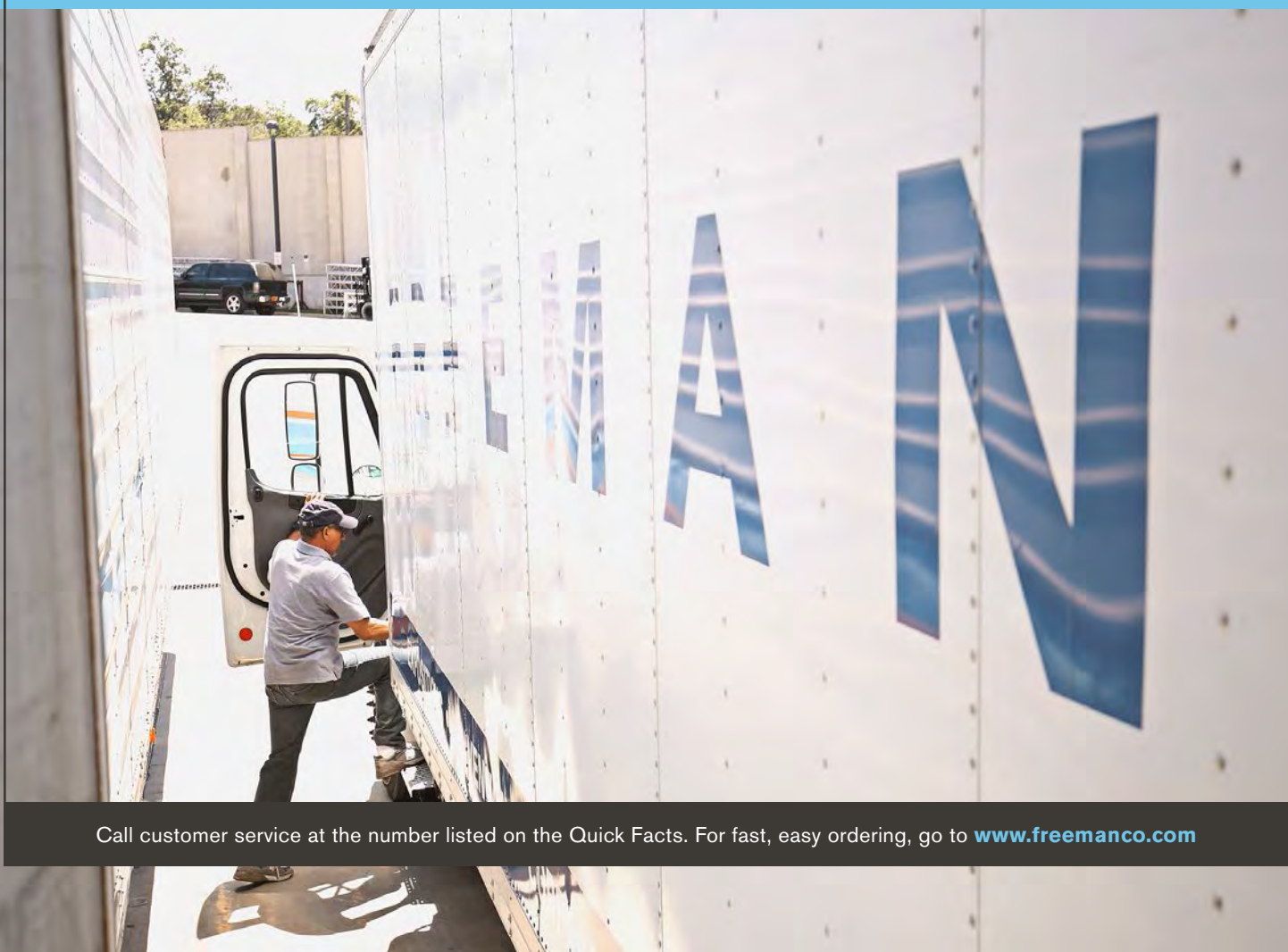


RESULTS, DELIVERED

With more than 85 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

Between our all-inclusive pricing and superior customer service, Freeman Exhibit Transportation is the most reliable, convenient and cost-effective solution available. Our team of experts has the ability to quickly respond to changes when necessary, remaining entirely responsive to all of your show requirements, whenever and wherever they arise.



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freemanco.com

EXHIBIT TRANSPORTATION SERVICES

Freeman works directly with you and show site decision makers to transport your exhibit to any location with ease.

The Freeman Exhibit Transportation promise:

- ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- ONE CONVENIENT INVOICE ENCOMPASSING ALL FREEMAN SHOW SERVICES
- ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION

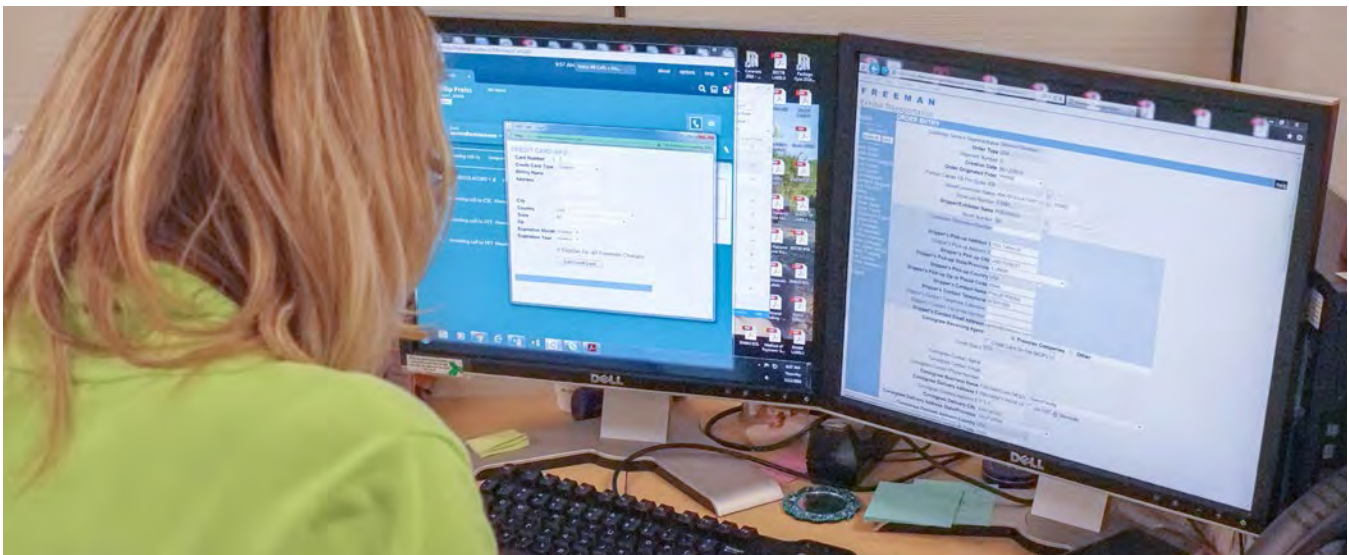
questions?

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

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

DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM TO ORDER YOUR INBOUND AND OUTBOUND SHIPPING.



FREEMAN

(800) 995-3579 Toll Free US & Canada
(817) 607-5100 Local & International

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

NAME OF SHOW: **BOOKEXPO AND BOOKCON 2017 / JUNE 1-4, 2017**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call applicable number listed above 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:
(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 #

BOOKEXPO AND BOOKCON 2017

C/O: FREEMAN
1 RAILROAD PLACE
MASPETH, NY 11378

MUST BE DELIVERED BY MAY 22, 2017

- I will be shipping to **SHOW SITE**
- FREEMAN / Exhibiting Company Name / Booth #**
- BOOKEXPO AND BOOKCON 2017**

C/O: FREEMAN
JACOB K JAVITS CONVENTION CENTER
655 W 34TH ST
NEW YORK, NY 10001-1188

CANNOT BE DELIVERED BEFORE MAY 28, 2017

TYPE OF SERVICE

- Next Day Air: Delivery next business day by 5:00 PM
- Second Day Air: Delivery second business day by 5:00 PM
- 3-5 Day Service: Delivery within 3 - 5 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 VIA:

E-mail:

exhibit.transportation@freemanco.com

or

Fax: (469) 621-5810

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

SHOW # (434969) _____

FREEMAN exhibit transportation

WHAT ARE FREIGHT SERVICES?

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

How do I ship to the warehouse?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed 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 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 you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted on Freeman’s carrier choice or delivered back to the warehouse at the exhibitor’s expense.
- For your convenience, show recommended carriers will be on site to handle outbound transportation.

Where do I get a forklift?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

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

F R E E M A N

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

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

NAME OF SHOW: **BOOKEXPO AND BOOKCON 2017 / JUNE 1-4, 2017**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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.

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 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.
- UNCRTATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
- CARPET AND/OR PAD ONLY:** Shipments 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
FREEMAN GUARANTEE: *Straight time rates will apply Monday through Friday during the first eight hours after the show closes.*
- PREMIUM TIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday
Vehicles checked in after 3:00 P.M. Monday thru Friday will be subject to Premium rates.
- 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.)

Description	Price Per CWT	100 lb. Minimum
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All warehouse freight will be unloaded on Saturday, May 27th the first day of move-in. Overtime rates will apply.

RATE CLASSIFICATIONS:

Warehouse Shipment (100 lb. minimum)	
Crated or Skidded Shipment.....	\$225.00
Special Handling Shipment.....	\$292.50
Carpet and/or Pad Only Shipment.....	\$337.50
Above rates includes the overtime surcharge for Saturday unload.	
Show Site Shipment (100 lb. minimum)	
Crated or Skidded Shipment.....	\$118.25
Special Handling Shipment.....	\$153.75
Uncrated or Pad Wrapped Shipment.....	\$177.50
Carpet and/or Pad Only Shipment.....	\$177.50
Small Package - Maximum weight is 30 lbs per shipment*	
Per Shipment.....	\$ 45.00

*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)	
Warehouse Shipment after May 22, 2017.....	\$ 83.00
Show Site Shipment after June 01, 2017.....	\$ 59.25
Premium Time Charge - Inbound (in addition to above rates)	
Crated or Skidded Shipment.....	\$ 29.75
Special Handling Shipment.....	\$ 38.50
Uncrated or Pad Wrapped Shipment.....	\$ 44.50
Carpet and/or Pad Only Shipment.....	\$ 44.50
Overtime Charge - Outbound (in addition to above rates)	
Crated or Skidded Shipment.....	\$ 59.25
Special Handling Shipment.....	\$ 77.00
Uncrated or Pad Wrapped Shipment.....	\$ 88.75
Carpet and/or Pad Only Shipment.....	\$ 88.75
Premium Time Charge - Inbound (in addition to above rates)	
Crated or Skidded Shipment.....	\$ 29.75
Special Handling Shipment.....	\$ 38.50
Uncrated or Pad Wrapped Shipment.....	\$ 44.50
Carpet and/or Pad Only Shipment.....	\$ 44.50
Overtime Charge - Outbound (in addition to above rates)	
Crated or Skidded Shipment.....	\$ 59.25
Special Handling Shipment.....	\$ 77.00
Uncrated or Pad Wrapped Shipment.....	\$ 88.75
Carpet and/or Pad Only Shipment.....	\$ 88.75

**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.**

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.freemanco.com/store

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, 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 & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

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 points.

What about carpet only shipments?

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

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
Surcharges	÷ 100 =			
			8.875% Tax	N/A
			Total	

special handling definitions

F R E E M A N

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

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **BOOKEXPO AND BOOKCON 2017 / JUNE 1-4, 2017**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

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

MATERIAL HANDLING SERVICES - BOOK RATE

A **Book Rate** has been established for BookExpo America 2017.

Books received in advance at the Freeman warehouse will include the following services:

- Receiving beginning Friday, April 28, 2017
- Delivery to show site.
- Placement in exhibitor's booth on Tuesday, May 30, 2017.
- Movement from booth to dock and loading upon the close of show.

Books received at show site will include the following services:

- Unloading at show site on exhibitor's assigned target time on Tuesday, May 30, 2017.
- Delivery to exhibitor's booth on exhibitor's assigned target time on Tuesday, May 30, 2017.
- Movement from booth to dock and loading upon the close of show.

THE FOLLOWING SPECIFIC RULES MUST BE FOLLOWED IN ORDER TO RECEIVE THE SPECIAL BOOK RATE:

- Books received at the Freeman warehouse must arrive no sooner than Friday, April 28, 2017, and no later than Monday, May 22, 2017.
- Books received at the Freeman warehouse or show site must be identified by a separate and distinct Bill of Lading stating "Books" with the proper weight of the shipment on the Bill of Lading.
- Books must be in cartons and on skids. The skids must be shrink wrapped for ease of handling. Skids must be capable of being lifted by a forklift or pallet jack.
- All books must be clearly labeled "Books" for easy identification.
- Exhibitors are responsible for, and must notify their display installers accordingly, to have all empty crates labeled and ready for removal as they become available, in order to make room for book delivery.
- Books sent directly to show site must arrive on their assigned Book Target Time on Tuesday, May 30, 2017. in order to receive the discounted Book Rate.
- Books shipped to show site **with** display materials will **not** receive the discounted Book Rate.
- No credit given on any donation books.

Description	Price Per CWT	Minimum
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RATE CLASSIFICATIONS:

Warehouse Shipment of Books (100 lb. minimum)		
Skidded/Shrink Wrapped Shipment	\$ 118.25	118.25
Show Site Shipment of Books (100 lb. minimum)		
Skidded/Shrink Wrapped Shipment	\$ 87.00	87.00

ADDITIONAL CHARGES:

Book shipments received off target or not in adherence with Special Book Rate Rules or receiving dates, will be charged at the Exhibit Display Material Handling Rates and any additional surcharges that may apply to those rates. Direct Show Site Book shipments will be considered off target if delivering carriers do not check in for unloading at the Javits Convention Center on Tuesday, May 30, 2017. All book shipments arriving on Wednesday will be unloaded by the end of the day Wednesday. The Book Target Floor Plan is published in the Exhibitor Manual.

Description	Weight CWT	Price per CWT	Estimated Total Cost
	÷ 100 =		
	÷ 100 =		
		8.875% Tax	
		Total	

- **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.

FREEMAN material handling - book rate

F R E E M A N

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

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

NAME OF SHOW: **BOOKEXPO AND BOOKCON 2017 / JUNE 1-4, 2017**
COMPANY NAME: _____ BOOTH # _____
PRINT NAME: _____
SIGNATURE: _____ DATE: _____

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.

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 and Sunday

Please reference the Javits website for building rules for display vehicles.

SPOTTING FEE

MOBILE UNITS* / MOTORIZED VEHICLES

Straight Time Rate: \$458.50 PER UNIT (Round Trip)

Overtime Rate: \$653.25 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 Material Handling Equipment Labor Form)

Comments/Special Handling Requirements: _____

(434969)

FREEMAN mobile units/motorized vehicles

F R E E M A N

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

**METHOD OF PAYMENT MUST
ACCOMPANY YOUR ORDER**

NAME OF SHOW: **BOOKEXPO AND BOOKCON 2017 / JUNE 1-4, 2017**

COMPANY NAME:

BOOTH#:

CONTACT NAME:

PHONE#:

CART SERVICE / PRIVATELY OWNED VEHICLES ONLY

Check-in Procedure for Privately Owned Vehicles (POVs)

Jacob K. Javits Convention Center.

If you are planning on delivering your booth equipment to the Jacob K. Javits Convention Center in a privately Owned Vehicle (POV), please read the instructions below to ensure a safe and efficient move-in.

A POV is a vehicle that is owned, operated or rented by the exhibitor.

A POV, or privately owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include pick-ups, passenger vans, taxi, limos, etc.

All POV drivers should come prepared with the following information:

Exhibiting Company Name:

Booth Number:

Number of pieces being delivered.

Please check-in at our Marshaling Trailer at 39th and 12th. Please check in for Cart Load Service.

Vehicles may never be left unattended.

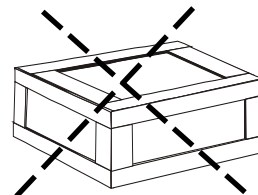
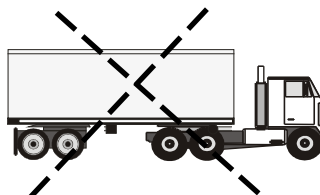
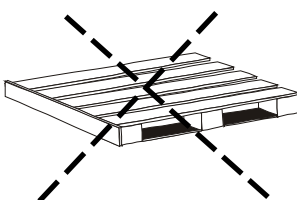
Freeman is pleased to provide a cartload material handling service, one way, from Concourse/ Crystal Palace, to your booth for a charge of \$177.50 each way. This service will be available during move-in and move-out.

A cartload is eight (8) pieces or less (weighing less than 250 lbs. total). Multiple cartloads will be allowed per vehicle. Exhibitors will be charged per cartload.

Freight that is too large or heavy must be handled by Freeman at published material handling rates at the Javits loading dock. No personal trucks (1 ton & over), no rental trucks, or bobtails will be unloaded through cartload service.

To receive this service, proceed directly to the POV check in per the attached floor plan. Vehicles will be unloaded according on a first-come first serve basis.

NOT ACCEPTABLE



FREEMAN cartload material handling

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 PI – 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 PI – 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 PI – 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 PI – turn left at the end of the street into driveway and proceed through gate.

NEW DRIVER CHECK-IN AREA

DUE TO THE UPCOMING CONSTRUCTION AT THE JKJCC THE DRIVER CHECK-IN AREA HAS BEEN RELOCATED. ALL DRIVERS WILL STILL NEED TO PARK THEIR VEHICLES ON CITY STREETS NEAR THE JAVITS AND WALK TO 12TH AVE. AND 36TH ST. WHERE THERE WILL BE ACCESS TO THE NEW DRIVER CHECK-IN AREA. CHECK-IN PROCEDURES WILL REMAIN BASICALLY THE SAME EXCEPT DRIVERS NEED TO BRING THEIR DRIVER'S LICENSE WITH THEM TO CHECK-IN.

F R E E M A N

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

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

NAME OF SHOW: **BOOKEXPO AND BOOKCON 2017 / JUNE 1-4, 2017**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

STORAGE AND HANDLING RATES

DELIVERIES FROM/TO STORAGE

Exhibitors must schedule delivery times at the Exhibit Service Center 3 hours prior to expected delivery. Deliveries before 12:00 noon must be scheduled the evening before.

STORAGE RATES

- \$61.45 per day for up to 10 cubic feet
- \$92.10 per day for more than 10 cubic feet

MATERIAL HANDLER RATE FROM/TO STORAGE

The following rates will apply for each delivery of materials from storage to booth or from booth to storage. **These rates do not include the initial Material Handling Rates for shipments received at the warehouse or show site.** Refer to Rigging Order Form.

STRAIGHT TIME \$165.70 Per Person/Per Half Hour
(One half hour minimum per person)
8:00 AM - 4:30 PM Monday through Friday

OVERTIME \$210.85 Per Person/Per Half Hour
(One half hour minimum per person)
ALL DAY Saturday, Sunday and Holidays

ACCESSIBLE STORAGE SPACE RESERVATIONS

_____ Number of days @ \$61.45 per day = \$ _____

_____ Number of days @ \$92.10 per day = \$ _____

For materials shipped in advanced to the warehouse, STORAGE CHARGES WILL BEGIN ON THE FIRST DAY OF EXHIBITOR MOVE-IN.

LIABILITY

While every attempt will be made to provide security for materials placed in accessible storage, Freeman assumes no liability for materials stored.

Additional, all materials handled by Freeman are subjected to our "Terms and Conditions".

ESTIMATED COST

_____ Number of deliveries @ \$ _____ = \$ _____

_____ Number of days @ \$61.45 per day = \$ _____

_____ Number of days @ \$92.10 per day = \$ _____

Total Estimated Cost.....\$ _____

FREEMAN accessible storage

F R E E M A N

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

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **BOOKEXPO AND BOOKCON 2017 / JUNE 1-4, 2017**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (201) 299-7575 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 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.

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

METHOD OF SHIPMENT

Select a Carrier:

Freeman Exhibit Transportation Other Carrier

No need to schedule your outbound shipment. Carrier Name: _____
Charges will appear on your Freeman invoice. Carrier Phone: _____

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

Select Shipment Options (if applicable)

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

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.

F R E E M A N

R U S H

DO NOT DELAY

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: APRIL 28, 2017

RECEIVING DATE BEGINS: APRIL 28, 2017

DEADLINE DATE IS: MAY 22, 2017

DEADLINE DATE IS: MAY 22, 2017

TO: _____

EXHIBITOR NAME

TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
1 RAILROAD PLACE

MASPETH, NY 11378**

**C/O: FREEMAN
1 RAILROAD PLACE

MASPETH, NY 11378**

WAREHOUSE

WAREHOUSE

EVENT: BOOKEXPO 2017

EVENT: BOOKEXPO 2017

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 MAY 28, 2017

CANNOT DELIVER BEFORE MAY 28, 2017

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
JACOB K JAVITS CONVENTION CENTER
655 W 34TH ST

NEW YORK, NY 10001-1188

C/O: FREEMAN
JACOB K JAVITS CONVENTION CENTER
655 W 34TH ST

NEW YORK, NY 10001-1188

SHOW SITE

SHOW SITE

EVENT: BOOKEXPO 2017

EVENT: BOOKEXPO 2017

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C/O: FREEMAN
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MASPETH, NY 11378

C/O: FREEMAN
1 RAILROAD PLACE

MASPETH, NY 11378

HANGING SIGN

HANGING SIGN

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R U S H

R U S H

D O N O T D E L A Y

D O N O T D E L A Y

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C/O: FREEMAN
1 RAILROAD PLACE
MASPETH, NY 11378

C/O: FREEMAN
1 RAILROAD PLACE
MASPETH, NY 11378

**WAREHOUSE
LITERATURE SHIPMENT**

**WAREHOUSE
LITERATURE SHIPMENT**

EVENT: *BOOKEXPO 2017*

EVENT: *BOOKEXPO 2017*

BOOTH NO. _____ NO. _____ OF _____ PCS.

BOOTH NO. _____ NO. _____ OF _____ PCS.

CARRIER: _____

CARRIER: _____

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F R E E M A N

F R E E M A N

R U S H

R U S H

D O N O T D E L A Y

D O N O T D E L A Y

CANNOT DELIVER BEFORE ASSIGNED TARGET DATE

CANNOT DELIVER BEFORE ASSIGNED TARGET DATE

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
JACOB K. JAVITS CONVENTION CTR
655 W 34TH STREET
NEW YORK, NY 10001

C/O: FREEMAN
JACOB K. JAVITS CONVENTION CTR
655 W 34TH STREET
NEW YORK, NY 10001

**SHOW SITE
LITERATURE SHIPMENT**

**SHOW SITE
LITERATURE SHIPMENT**

EVENT: *BOOKEXPO 2017*

EVENT: *BOOKEXPO 2017*

BOOTH NO. _____ NO. _____ OF _____ PCS.

BOOTH NO. _____ NO. _____ OF _____ PCS.

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FREEMAN

RUSH - BookCon

Do Not Delay

MUST DELIVER BY Between April 28th to May 22, 2017

EXHIBITOR NAME: _____

TO ROOM/BTH #: _____

**C/O: FREEMAN
1 RAILROAD PLACE
MASPETH, NY 11378**

WAREHOUSE

Exhibitor Name: _____

BOX #: _____ OF _____ PIECES.

CARRIER: _____

FREEMAN

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JACOB K JAVITS CONVENTION CENTER
655 W 34TH ST
NEW YORK, NY 10001-1188**

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