

# F R E E M A N

**DEADLINE DATE  
JANUARY 2, 2006**

One Washington Blvd., Suite 1056  
Detroit, MI 48226  
Ph: 313-393-0250 • Fax: 313-393-0620

NAME OF SHOW:		<b>SAE 2006 ADSC - FEBRUARY 14 - 16, 2006</b>	
COMPANY NAME:	BOOTH #:	BOOTH SIZE:	X
ADDRESS:			
(STREET)	(P.O. BOX)		
(CITY)	(STATE)	(ZIP)	
PHONE #:	EXT.:	FAX#:	EMAIL:

SAE has selected **Freeman** as the Exclusive Service Contractor. If your company plans to use a firm who is not the Exclusive Service Contractor, i.e., **Freeman**, the EXHIBITOR must complete this form and mail it to the address listed below.

Exhibiting Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Contact at Show: \_\_\_\_\_  
Exhibitor Hired Service Contractor: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Type of Service to be Performed: \_\_\_\_\_

It is YOUR responsibility to inform your Exhibitor Hired Service Contractor that they are required to send a copy of their General Liability Insurance Certificate no later than **45 days** prior to show date. The Exhibitor must also inform their Contractor of pertinent information regarding the servicing of the exhibit; i.e.: order forms, dates, shipping instructions, display regulations, etc.

**These requirements and deadlines are strictly enforced.** Therefore, if the exhibitor and/or exhibitor-appointed contractor fails to supply these forms by the date indicated, the exhibitor-appointed contractor will not be permitted access to the exhibit floor to service the exhibit; and the work will be performed and/or supervised by Freeman.

It is the responsibility of the Exhibitor to see that each of the representatives of the Exhibitor-Appointed Contractor abides by the official rules and regulations of this event. The EAC must be, and/or use, a contractor signatory with Detroit Carpenters Local 687.

This form **MUST** be returned to **Freeman** no later than **January 2, 2006**.

**Return to: Freeman  
One Washington Blvd.  
Suite 1056  
Detroit, MI 48226  
Ph: (313) 393-0250  
Fax: (313) 393-0620**

**FREEMAN NOTICE OF INTENT TO USE EAC**