

F R E E M A N

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

Freeman would like to make your ordering process a simple one. Complete all of the necessary forms for the services your company will require such as furniture, carpet, material handling, etc., and be sure to make note of the **ADVANCE ORDER DEADLINE DATE** located at the top of each form. Please use the following procedures as a guide for the completion of the order forms going to Freeman.

1. Complete all necessary forms and calculate the cost of each order. Record the total on the subtotal line at the bottom of each price sheet.
2. Complete the **Method of Payment** form and submit with all orders. Please add **6% tax** to all taxable items. Payments can be made in the form of cash, travelers' check, business check, credit card, third party payment, or bank transfer. A credit card number on file is mandatory in order to process your order. A purchase order will not act as payment.
3. Make a complete photocopy set of all Freeman forms being sent to us for your files. Staple all original Freeman forms together with your Method of Payment form.
4. If your order does not reach us by the Advanced Deadline Date, it will be invoiced at the Standard Prices. Order forms can be submitted to Freeman by mail, air courier, or fax. Additions to your order are allowed at any time.

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If faxing your order, please do not mail in order to avoid duplication.
If an e-mail address is provided on your order forms,
you will receive an e-mail confirmation of your orders.

Please visit our Freeman Service Center at showsite
to place additional orders once move-in has begun.

If you have any questions, please contact our Exhibitor Services Department.

YOUR COOPERATION IS GREATLY APPRECIATED!

FREEMAN PRE-SHOW ORDER INFORMATION