

# FREEMAN

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**DEADLINE DATE  
OCTOBER 15, 2019**

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

NAME OF SHOW: **ArchitectureBoston Expo / November 06 - 07, 2019**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call (508) 894-5100 to speak with one of our experts.

## ArchitectureBoston Expo 2019 DONATION PROGRAM

**Freeman, in conjunction with the Boston Convention & Exhibition Center and Show Management will be coordinating donation services at ArchitectureBoston.**

Why donate: By donating your extra exhibit material we can work together to prevent goods from going to waste, or entering landfills. Goods donated will be picked up by various local non-profit organizations.

### Guidelines:

**Packing:** To ensure that all donation-collection companies are able to transport the contributed goods, all items must be packaged and ready for pick up by 12:00 pm on Friday, November 08th. All items must be skidded, wrapped and labeled.

**Labels:** "Donation," "Recycle" and "Trash" stickers are available at the Freeman service desk on-site. All items left on the exhibit hall floor must be clearly labeled.

**Labor:** If you require labor to package your donated goods, please complete the Labor Order Form and submit to Freeman by 5:00 pm on Wednesday, November 06th. Any intact displays or donation items not packaged will be skidded and wrapped by Freeman at the exhibitor's expense.

**Materials:** Please ensure all donated items are in good condition. Any damaged or incomplete items will be disposed of at the exhibitor's expense.

The items being collected for donation include, but are not limited to:

<b>Building Materials</b>	<b>Roofing Materials</b>	<b>Hard Flooring</b>	<b>CarpetRolls/Carpet Tiles</b>
<b>Fabric</b>	<b>Furniture</b>	<b>Lumber</b>	<b>Glass</b>
<b>Empty Boxes/Crates</b>	<b>Office Supplies</b>	<b>Books/Magazines</b>	<b>Decor and Accessories</b>

The following items will not be collected for donation:

- Partial items (example: a portion of a flooring display)
- Marketing materials and/or brochures
- Damaged or cracked materials

### DONATION SUBMISSION FORM

If you have any questions about items intended for donation, please contact Freeman:  
(508) 894-5100 or FreemanBostonES@freeman.com

If your company is interested in participating in this year's Donation Program, please submit this form to Freeman by Tuesday, October 15th. In the event you have additional materials to donate once at show site, please visit the Freeman service desk to fill out an updated form.

By signing below I hereby agree that the goods I submit for donation fall within the listed guidelines and will be properly packed and labeled by 12:00 pm on Friday, November 08th . If the goods are not properly packaged, I understand my final invoice will reflect a labor surcharge.

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

FREEMAN donation form