



Exhibit Space Display and Event Regulations

In addition to the rules and regulations on the commitment form, please review the following:

Age Restriction:

No one under 18 years of age will be allowed in the exhibit halls during install or dismantle. Event Management reserves the right to require proof of age prior to admission into the event.

Alcohol:

Alcohol will not be permitted during any student related activity, sponsored or hosted by sponsors or exhibiting companies.

Americans with Disabilities Act (ADA):

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line, 800.514.0301 and from the ADA website, www.ada.gov.

Balloons:

No balloons of any kind will be permitted in the exhibit halls.

Booth Types and Restrictions

Inline: Space rental includes standard 8ft drape back wall. The drape will be a combination of 8ft drape and 3ft side rails. A 7"x44" company identification sign (Company name will be listed as it appears on your space contract/invoice). The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of the exhibit space which is within 10ft (3.05m) of an adjoining booth.

Perimeter: A perimeter exhibit space is an In-line or linear exhibit space that is located on the outer-perimeter of the expo floor, with no exhibitors behind them. Use of Space: Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. Space rental includes: Standard 8ft drape back wall. The drape will be a combination of 8ft drape and 3ft side rails. A 7"x44" company identification sign (Company name will be listed as it appears on your space contract/invoice). The hall is NOT carpeted, carpet or floor covering is required, see exhibit display & event regulations for more information. Height: All display fixtures, components including graphics and identification signs are allowed a maximum height of 12ft only in the rear half (measuring 5 ft from the back wall) of the exhibit space. A maximum height of 4 ft is allowed in the front half of the exhibit space (measuring 5 ft from the aisle).

Corner Perimeter Exhibit Spaces: A corner perimeter exhibit space is at the end of a series of exhibit spaces with exposure to intersecting aisles on two sides. All guidelines for perimeter exhibit spaces apply. 10x30's or larger In-line Exhibit Spaces: When three or more in-line or linear exhibit spaces are used in combination to create a single exhibit space, the 4ft height limitation only applies to the portion of the exhibit space which is within 10ft of an adjoining exhibit or corner. All exhibit spaces must adhere to display regulations: Including ADA, demonstrations, lighting, sound, structural integrity and storage.

Island: An island exhibit is 400 square feet or larger with aisles on all four sides. Use of Space: An island exhibit space is separated by the width of an aisle from all neighboring exhibits so full use of the exhibit space is permitted. Height: All display fixtures, components including



graphics and identification signs are allowed a maximum height of 20ft. Some venues have low ceiling areas so please check the exhibitor resources for any notices for exhibits in a low ceiling location. Multi-level or Ceilings: Exhibitors installing a display with a ceiling or second level must meet all building, fire safety and structural integrity regulations. All exhibit spaces must adhere to display regulations: Including ADA, demonstrations, lighting, sound, structural integrity, and storage.

An Island Booth is any size booth exposed to aisles on all four sides. The entire cubic content of the space may be used.

All activities are confined to island booths. If your exhibit falls outside of your booth, you will be asked to purchase additional booths or contain all activities in your existing booth(s).

Canopies and Ceilings:

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for in-line/linear or perimeter exhibit spaces must comply with line-of-sight requirements. (See "Use of Space" for in-line/linear or perimeter exhibit spaces.)

The bottom of the canopy should not be lower than 7ft from the floor within 5ft of any aisle. Canopy supports should be no wider than 3 inches. This applies to any exhibit space configuration that has a sight line restriction, such as an in-line/linear exhibit space. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.

Carpet:

The expo hall is **not** carpeted. Exhibit spaces are **required** to have carpet or floor covering. You are allowed your own or order from the official event contractor. If you need to use the concrete floor to demonstrate your product, please contact Event Management for approval.

Aisle Carpet Color: Aisle carpet will be tuxedo black.

Demonstrations:

As a matter of safety and courtesy to others, exhibitors should conduct presentations and demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of building and local regulations regarding fire/safety and environment which must be adhered to.

Any demonstrations involving hazardous materials must have prior authorization from Event Management.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3' (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel. Items such as moving vehicles, mascots, and any item associated with your booth that obstructs aisles are prohibited unless otherwise authorized by SHPE show management.

Dismantling Early:

Early dismantling of booths is prohibited. Please contact Event Management for any questions.

Distribution of Marketing Material:

SHPE does not allow the distribution of marketing materials within entrances and exits throughout the event. Distribution of these items is only allowed within a sponsors' event and/or an exhibitor's booth space. Non-compliance will lead to further applicable action by SHPE.

Exhibitor Conduct:

The distribution of any articles that interfere with the activities or obstruct access to neighboring exhibit spaces, or that impedes the aisles is prohibited. Exhibitors must conduct their activities only from within the confines of their exhibit space.



Exhibit space personnel, hired staff, promotional features (traffic builders) along with distribution of any marketing materials must be within the confines of the exhibit space. Any exhibit space personnel, hired staff or promotional features that obstruct access to neighboring exhibit spaces, or that impedes aisles, is prohibited.

Exhibitor Badges and Expo Hall Access:

All personnel representing the exhibitor or their agents must be identified with the official SHPE exhibitor badge for access to the expo hall (including installation and dismantle). Badges must be worn at all times while in the exhibit halls or meeting spaces.

Exhibitors are allowed access during installation and dismantle hours. On show days, exhibitors will be allowed access to the expo hall one (1) hour prior to expo hours with the official SHPE show badge. See Schedule at a Glance for hours. If an exhibitor needs to stay in his/her exhibit space after expo hours, please contact Event Management so we can notify security.

Fire Equipment and Egress Signs:

Exhibit space displays and equipment shall not impair the visibility of egress signs, fire hoses, extinguishers, and audible or visual devices.

Floor Plan:

The floor plan is often changing due to new sales, exhibit space moves, etc. It is the exhibitor's responsibility to monitor the online floor plan. If you see that a competitor has selected a location near you or a location opens that you would be interested in relocating to, please contact your Exhibitor Account Executive.

Food and Beverage:

The convention center has an exclusive service provider for food and beverage. Please refer to the in-house provider for order requirements. If you want to provide samples, please refer to the exclusive provider for guidelines on this service.

Hanging Signs & Graphics:

Hanging signs and graphics are only allowed in island exhibit spaces. The maximum height is 20ft to the top of the sign. (In-line/linear, or perimeter exhibit spaces cannot have hanging signs and graphics). The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the exhibit space type. Hanging signs and graphics must be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only. Drawings should be available for inspection as requested by SHPE.

Interview Booths:

There will be no signs allowed in the aisle spaces of the interview booth areas. Banners and individual signs for each Interview Booth area will be available to assist people with locating booths.

Lighting:

Exhibitors should adhere to the following suggested minimum guidelines when determining exhibit space lighting:

No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to Event Management for approval. Lighting, including gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles. Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by Event Management.

Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event. Currently some convention facilities are not allowing quartz halogen lighting fixtures in exhibits due to potential fire hazards, please check with the facility. Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

**Multi-Story Exhibit:**

A multi-story exhibit is an exhibit space where the display fixture includes two or more levels. In many cities, a multi-storied exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as Event Management because it is deemed to be a "structure" for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met.

Open Exhibit Space Locations:

Any open exhibit space location will be available at the current exhibit space rental. To purchase an additional open space location, contact a member of Event Management for pricing and payment options. Any exhibitor that expands into another exhibit space location that is not contracted to them will be charged for the additional space.

Product Height:

Some exhibitors have products that exceed display height restrictions. Exhibition organizers have guidelines for displaying such products. Products exceeding height restrictions are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold and no additional advertising is attached. Please contact Event Management for approval for variance in height regulations.

Recruiting, Suitcasing and Outboarding:

"Recruiting" outside of the confines of your booth or hosted event activity is not permitted. In addition, conducting interviews in areas not designated to your company is not permitted.

"Suitcasing" is the act of suppliers or sales representatives soliciting business in the aisles of the exhibition, in another company's exhibit space, during any event activities without authorization from Event Management. Notify Event Management if you witness anyone "Suitcasing."

"Outboarding" is the act of non-exhibiting companies, Associations, suppliers or sales representatives conducting meetings, hospitality functions, training or showrooms with event participants off the expo floor (in hotels, restaurants, parking lots and other venues) without having purchased an exhibit space at the event or having authorization from Event Management.

These are all violations of SHPE policy. Please report any violations to Event Management.

Sound/Music:

In general, exhibitors may use sound equipment in their exhibit spaces so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the exhibit space rather than into the aisle. Rule of thumb: sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of an exhibit space.

Exhibitors should be aware that music played in their exhibit spaces, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

Storage:

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the exhibit space area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly. Exhibit spaces on the end of an aisle where the back of the exhibit space is visible and unsightly, may be required by Event Management to add drape to mask the unsightliness.

**Structural Integrity:**

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the expo hall when freight doors are open. Refer to local building codes that regulate temporary structures. Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

Tower:

A tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used. Towers in excess of 8ft should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of towers. A building permit or safety lines may be required.

Vehicles:

Vehicles cannot be placed in carpeted areas within the convention center. Exhibitors wishing to display a vehicle will need authorization from Event Management. Depending on the exhibit space location, a targeted move-in may be required for the vehicle. Once installed the vehicle must remain the designated space throughout the event, there will be no removal prior. Vehicle keys must be left with Event Management and vehicle should contain no more than a ¼ tank of gas.

Questions?

If you have any questions regarding this information or need assistance with the Exhibit or Interview areas, please contact customer service team: exhibits@shpe.org



Phoenix Convention Center
Exhibit Halls 3-6
Phoenix, AZ

Complete and return to:
ROC Management, Inc.
Fax: 630-271-8234 Email: ROC@SHPE.org

EAC Notification Form

SHPE has selected certain firms (at rates considered equitable and normal for the area) as Official Contractors for various convention services. If you, the exhibitor, have contracted with any firm other than those appointed by SHPE, you must complete and return this form no later than October 21, 2019. In addition, it is your responsibility to inform your contractor of the rules governing exhibitor appointed contractors.

EAC's are required to provide a certificate of insurance showing minimum liability of \$1M per occurrence, combined single limit, for bodily injury, property damage, and worker's compensation, naming:

**FREEMAN EXPOSITION SERVICES
ROC MANAGEMENT, INC.
PHOENIX CONVENTION CENTER
SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS
SHPE 2019 NATIONAL CONVENTION**

EAC's must have all business licenses, work permits and insurance required by Local, State and City governments and Facility Management before beginning work, and be able to provide Event Management with evidence of compliance.

Exhibiting Company: _____

Address: _____

City / State / Zip: _____

Exhibit Contact: _____

Phone: _____ Fax: _____

Booth Number: _____

Person or Firm Contracted With:

Company: _____

Address: _____

City / State / Zip: _____

Contact: _____

Phone: _____ Fax: _____

Email: _____

Services Provided by Contractor: _____

Exhibitor Signature: _____ Date: _____

SHOW INFORMATION

BOOTH EQUIPMENT

General Booths

Each 10' x 10' booth will be set with 8' high blue and white back drape and 3' high blue side dividers, 1 - 6' gold draped table, 2 - Limerick® Chairs by Herman Miller, and 1 - wastebasket. Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

College & University Booths

Each 10' x 10' booth will be set with 8' high blue and white back drape, 3' high blue side dividers, 1 - 6' gold draped table, 2 - Limerick® Chairs by Herman Miller, 1 - wastebasket and tuxedo carpet. Government level, University level and non-Profit level exhibitors located within the College & University pavilion area will receive standard carpet in their booth package. Those located outside of the College & University pavilion area are excluded from the inclusive carpet. Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

Interview Booths

Each 10' x 8' booth will be set with 8' high blue and white drape on all four sides, 1 - 6' gold draped table, 2 - Limerick® Chairs by Herman Miller, 1 wastebasket and a one-line identification sign.

EXHIBIT HALL CARPET

The exhibit area is not carpeted; however, the aisles will be carpeted in tuxedo. All exhibitor booths must have carpet or finished flooring that covers the entire booth space. If your booth does not have carpet or flooring installed by 4:30pm on Thursday, October 31, 2019, Freeman will install carpet at the exhibitor's expense to conform to the SHPE flooring guidelines. Please see the included brochure and order forms to order carpet from Freeman in advance of the show.

Please refer to the SHPE booth build rules and guidelines outlined in this manual.

DISCOUNT PRICE DEADLINE DATE

To take advantage of advance order discount rates, place your order by **OCTOBER 9, 2019.**

SHOW SCHEDULE - VEHICLE MOVE-IN

Wednesday	October 30	8:00 a.m.	-	3:00 p.m.
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SHOW SCHEDULE - CAREER FAIR

EXHIBITOR MOVE-IN:

Wednesday	October 30	8:00 a.m.	-	12:00 p.m.	IPC Only
		12:00 p.m.	-	5:00 p.m.	
Thursday	October 31	8:00 a.m.	-	5:00 p.m.*	
Friday	November 1	8:00 a.m.	-	10:00 a.m.**	

(*) All wood must be tagged empty by 5:00 p.m. on Thursday, October 31 st.

() All empties must be clear of the floor by 10:00 a.m. on Friday, November 1st.**

CAREER FAIR HOURS

Friday	November 1	2:00 p.m.	-	5:00 p.m.
Saturday	November 2	10:00 a.m.	-	4:00 p.m.

EXHIBITOR MOVE-OUT:

Saturday	November 2	4:00 p.m.	-	10:00 p.m.
Sunday	November 3	8:00 a.m.	-	12:00 p.m.

All labor and outbound material handling services performed will have overtime charges applied.

SHOW SCHEDULE - INTERVIEW BOOTHS**EXHIBITOR MOVE-IN:**

Wednesday	October 30	8:00 a.m.	-	4:30 p.m.	IPC Only
Thursday	October 31	8:00 a.m.	-	12:00 p.m.	

EXHIBIT HOURS

Thursday	October 31	1:00 p.m.	-	5:00 p.m.	IPC Only
Friday	November 1	8:00 a.m.	-	5:00 p.m.	
Saturday	November 2	8:00 a.m.	-	5:00 p.m.	

EXHIBITOR MOVE-OUT:

Saturday	November 2	5:00 p.m.	-	10:00 p.m.	
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All labor and outbound material handling services performed will have overtime charges applied.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers after the aisle carpet has been removed.
- All exhibitor materials must be removed from the exhibit facility by **12:00 p.m., Sunday, November 3**. Any materials remaining in the facility will be re-routed via Freeman's choice or returned to warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **8:00 p.m. for pick up Saturday, November 2 and by 9:00 a.m. for pick up Sunday, November 3**.

SERVICE CONTRACTOR CONTACTS/INFORMATION:**FREEMAN**

2080 Brierley Way, Ste 102
Sparks, NV 89434
Ph: (775) 355-4600 Fax: (469) 621-5617

FREEMAN EXHIBIT TRANSPORTATION

Ph: (800) 995-3579 Fax: (469) 621-5810

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by October 9, 2019

Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during and after** your show. Additionally, you can now access FreemanOnline from any device — **desktop, laptop, tablet** or via our new **Freeman Online Mobile App**.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the "Create an Account" link. To access Freeman Online without using the email link, visit www.freemanco.com/store. You can also download and use the FOL Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version of the Freeman Online Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

If you need assistance with Freeman Online, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (775) 355-4600 for a quote.

SHIPPING INFORMATION**Warehouse shipping address:**

SHPE 2019 National Convention
Exhibiting Company Name
Booth # _____
C/O FREEMAN / FIDELITONE
6920 W Allison Rd
Chandler, AZ 85226

Freeman will accept crated, boxed or skidded materials beginning **SEPTEMBER 30, 2019** at the above address. Materials arriving after **OCTOBER 23, 2019** will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (775) 355-4600

Showsite shipping address:

SHPE 2019 National Convention
Exhibiting Company Name
Booth # _____
Phoenix Convention Center
C/O FREEMAN
100 N 3rd St
Phoenix, Az 85004

Freeman will receive shipments at the exhibit facility beginning **on OCTOBER 30, 2019**. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (775) 355-4600

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

Please Note: Overtime rates will apply on all shipments, inbound/outbound, from 4:30 p.m. to 8:00 a.m., Monday - Friday; ALL DAY on Saturdays, Sundays and Holidays.

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Material Handling section on the order form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for pick-up of your exhibit at the close of the show.

LABOR INFORMATION

Union labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising labor need to pick up and release their labor at the Freeman Service Desk. Refer to the order form under Display Labor for Straight Time and Overtime hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Reno Exhibitor Services at (775) 355-4600 or Freeman's Customer Support Center at (888) 508-5054 US & Canada or +1(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY

To take advantage of advance order discount rates, place your order by OCTOBER 9, 2019.

AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for you booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

EXHIBITOR ASSISTANCE

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Call Freeman's Exhibitor Services department at 775-355-4600 with any questions or needs you may have.

Interested in going green and saving money?

Follow these tips to make sure your sustainable booth strategies are cost-neutral or even cost-saving! Leave an impact on the show floor, not the environment.



1 *booth structure*

Option 1 Multiple Use

Use **Forest Sustainable Certified (FSC)** wood to build your booth and crates.

Get creative! Design your booth with a **small shipping footprint** to minimize carbon emissions. Freeman's eye-catching stretch-fabric booth designs pack up small (and light!) for shipping.

Option 2 One-time Use

Rent locally from nearby Freeman offices to reduce both shipping costs and carbon emissions.

2 *carpet*

Option 1 Rent

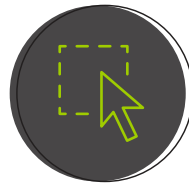
Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

Option 2 Color

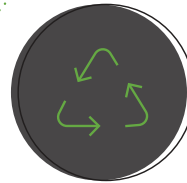
Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.



3 *shipping*



Online + before deadline = better bottom line. Take advantage of early-bird pricing and consolidate shipping when ordering supplies.



Choose reusable shipping padding. Avoid packing peanuts and foam plastic materials that never decompose.



Ship early. Use the 30-day policy to ship materials to the Freeman advance warehouse.

4 *graphics*

Option 1 Multiple Use

Print on a durable substrate **without dates, event names, or locations.**

Option 2 One-time Use

Print on 100 percent recyclable materials like Freeman Honeycomb and Smartbuild Eco, which are just as cost-effective as PVC.

5 *printing*



Reduce printing and **go digital** with your booth literature.



Print locally. Supporting local businesses while reducing shipping? It's a win-win.



Print on at least **50 percent post-consumer recycled paper.**

6

ON SITE

save energy



Use Energy
Star-rated equipment
for audio-visual
equipment and
monitors.



Power down. Turn off
equipment at the end
of each day.



Light up your booth
with CFLs, LEDs, or
other energy-
efficient lighting.

8

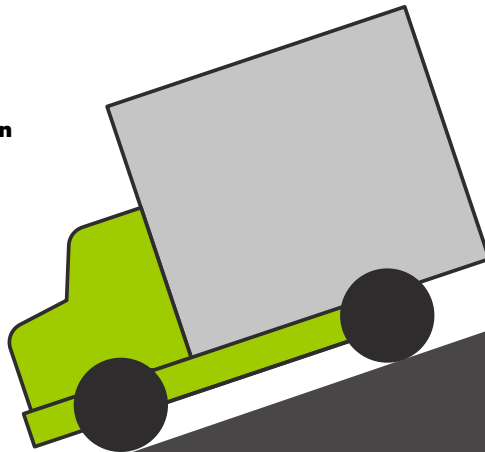
shipping out

Pack in, pack out.

Leave no traces on show site.

Join a caravan.

If you're shipping directly to another
show, ask **Freeman Transportation**
about joining a caravan to your
next show.



9

leftover materials

Remember to label.

Clearly **label recyclable leftover**
material for disposal.

Donate the rest.

Ask the Freeman Exhibitors Services
desk about local donation programs.



TYPICALLY* DONATE-ABLE

Furniture: Purchased items
Home furnishing: Décor
staging materials

Unused raw materials: Plywood,
subflooring, non-laminate wood

Flooring: 100 square feet of
flooring. Excludes carpet.

Left over giveaways: Pens, pads
of paper, sunglasses, USBs, etc., left
over in your promotional giveaway

TYPICALLY* RECYCLABLE

Cardboard: Used for signs or
shipping boxes

Glass: Green, brown, clear

Plastics: Shrink-wrap or plastic
banding used to secure shipments;
water/soda bottles; plexiglass
(acrylics) clear, smoked, or tinted;
Visqueen used to protect flooring

Metal: Aluminum cans/
steel banding

Paper: Fliers, brochures, programs,
tickets, office paper, newspaper,
magazines, paperboard

Wood: Non-laminate wood

F R E E M A N

FREEMAN.COM



Rules and Regulations



- ALL EXHIBIT/DISPLAY CONSTRUCTION, DECORATION MATERIAL, AND DRAPE must be flame retardant. Oil cloth, tar paper, nylon, plastic cloth, and certain other plastic materials that cannot be rendered flame retardant, through spray or dip application, are prohibited. Vertical carpet is also prohibited unless it is flame retardant. Please have the material's fire resistive documentation available prior to the show opening. If documentation for the material is not available then proof of satisfactory flame retardancy may include a field flame test based on NFPA 701*. This will require the material to have a 1 X 4 inch sample cut. **Please note that the NFPA 701 test is a "destructive test" and the sample could be discolored or destroyed.*
- Plywood less than 1/4" in thickness must be flame retardant treated lumber. The product shall not be painted or similarly modified until the material has been inspected and the flame retardant marking/labeling verified.
- Exits and aisles must be clear of all obstructions. This includes chairs, tables, product, trailer tongues, displays, etc. At no time shall a fire alarm horn/strobe be blocked or covered.

Common Questions:

Q: Can I have food and drink service for a reception on the show floor in the aisles?

A: If you are planning on having reception type food and drink service on the show floor please take this into consideration when laying out the show. The Fire Marshal and the Convention Center can assist you in designating approved cross aisles for these services.

General Requirements:

- The trade show/exhibition shall be set up per the Fire Department approved plan(s).

Common Questions:

Q: When should I submit floor plans?

A: Floor plans for exhibit halls and pre-functions are required at a minimum of 30 days prior to move-in. We recommend that you send any preliminary plans you may have prior to booth sales.

Q: What size do the plans need to be?

A: To help save our natural resource we ask that plans be submitted electronically in AutoCAD 2007 or Adobe PDF format to your Event Manager. If you desire to send printed copies please send 8 copies in 1/16 or 1/32 scale.

Q: How will I know if the plan are approved?

A: A stamped copy will be sent to you for your records. The plans will be stamped "Approved" or "Approved as Noted". "Approved as Noted" will contain notes on the plan. If the plan is not approved it will be stamped "Not Approved" and will need to be resubmitted. Corrections required will be provided. If the plan(s) came from your general service contractor/decorator they will be returned to them. A copy of the plan will also be provided to the in-house electrician, caterer, AV company and security company if applicable.

- ALL EXHIBIT/DISPLAY CONSTRUCTION, DECORATION MATERIAL, AND DRAPE must be flame retardant. Oil cloth, tar paper, nylon, plastic cloth, and certain other plastic materials that cannot be rendered flame retardant, through spray or dip application, are prohibited. Vertical carpet is also prohibited unless it is flame retardant. Please have the material's fire resistive documentation available prior to the show opening. If documentation for the material is not available then proof of satisfactory flame retardancy may include a field flame test based on NFPA 701*. This will require the material to have a 1 X 4 inch sample cut. **Please note that the NFPA 701 test is a "destructive test" and the sample could be discolored or destroyed.*
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Common Questions:

Q: Can I have food and drink service for a reception on the show floor in the aisles?

A: If you are planning on having reception type food and drink service on the show floor please take this into consideration when laying out the show. The Fire Marshal and the Convention Center can assist you in designating approved cross aisles for these services.

- A minimum three (3) foot clearance shall be provided around all fire extinguishers*, fire hose cabinets, standpipe connections, automatic external defibrillators, and fire alarm pull stations. These devices shall also be clearly accessible and visible from the aisles. NOTE: If fire extinguishers are obstructed, the client is responsible for providing a fully operational 2A-10BC fire extinguisher in a visible, accessible location.

Common Questions:

Q: Can I just move the blocked extinguishers out of the cabinet?

A: No. The building's fire extinguishers shall not be removed from the cabinets. You or your decorator will need to provide one. Most general service contractors/decorators can provide this service.

- Combustible materials such as pamphlets and other paper products shall be limited to a one (1) day supply and maintained in an orderly fashion inside the booth. No storage is allowed behind the booths. Registration area will also be limited in storage amounts.

Common Questions:

Q: Where can I store these items?

A: You can make arrangements to have your general service contractor/decorator provide storage on the dock or you can arrange, through your Convention Center's Event Manager, to use one of the registration storage rooms in the lobbies.

- Combustible containers, such as wood crates and empty cardboard boxes shall be stored outside of the exhibit space or inside an approved storage area. General service contractors/decorators can provide storage options
- All ordinary combustible freight storage in the lower truck docks shall be limited to 12" in height. Storage shall be confined to the event assigned doc slips. Combustible storage is not allowed under trailers.
- Operational single station smoke detectors shall be provided in all enclosed exhibits and vehicles exceeding 120 square feet (i.e. recreational vehicles, mobile homes, tents, simi trailers, etc.). Covered exhibits and booths exceeding 300 square feet shall obtain prior approval and comply with additional automatic sprinkler protection requirements.
- Booths which require more than 50 feet travel distance to an exit aisle shall be provided with a minimum to two (2) exits remote from each other.

Common Questions:

Q: When does this apply?

A: Some show floors will have a large bulk booth with drape around it like a book store or merchandise shop. If additional exits are required they will be noted on the approved plan.

- Any structure designed with a second level intended to be occupied shall submit plans stamped by a licensed structural engineer prior to move in. These booths shall be reviewed and approved by the Phoenix Fire Department and, if applicable, the Building Safety Department prior to setup in the facility.
- Two story booths with only one means of egress from the upper level shall have a posted maximum occupant load of ten (10) persons on the second level.

- Exit signs shall be visible from all locations. If exit signs are not visible, temporary exit signs shall be posted as approved by the Fire Marshal. If the space's lighting is at a low enough level in which the temporary exit sign(s) are not visible, then internal or external illuminated signs shall be used.

Common Questions:

Q: If I want to direct people to a particular exit can I block the other exits?

A: No. If you desire to have attendees exit through a particular door the other exit doors may have a sign placed on them that reads "Emergency Exit Only".

- Aisles in an exhibition or tradeshow shall be a minimum ten (10) feet wide. NOTE: This width may be increased based upon the show type and setup.
- Vehicles, freight, storage, or other items shall not be stored or left in the path of the roll-up or sliding doors. At no time shall doors be obstructed from self-closing.

Liquid and Gas Fueled Vehicles and Equipment for Display:

Common Questions:

Q: Who inspects the vehicle?

A: The in-house event security company providing your event security will inspect the vehicles. Two inspections will be conducted. The fuel will be checked prior to entry to the exhibit hall and another will be conducted once the vehicle is set in the booth with the fuel cap and battery secured.

Q: Is there a fee for the inspection?

A: While there is no fee for the vehicle display and inspection there will need to be adequate guard staffing to conduct the inspection. If you are planning on having vehicles please advise the in-house security company so they can add staff to ensure no delay in the inspection process and subsequent delay in the show opening.

- All fuel tank fill caps shall be self locking or taped in an approved manner to prevent tampering.
- Fuel in the fuel tanks shall not exceed one quarter of the tank capacity or five (5) U.S. gallons (18.9L), whichever is less.

Common Questions:

Q: What about Simi trucks?

A: We understand that Simi trucks cannot operate with 5 gallons or less of fuel down or up the ramps to the exhibit halls. Therefore, if the Simi's tractor is on display it shall have the smallest amount of fuel in its tank to make it into the exhibit space.

- Vehicles or equipment shall not be fueled or defueled on City of Phoenix property.
- The battery's positive post must be disconnected. If approved by the Fire Marshal, batteries used to power auxiliary equipment may be permitted to be kept in service.

Common Questions:

Q: What if the exhibitor requests to display the vehicle's sound or electronics?

A: The in-house electrical company can provide shore power to the vehicle. The exhibitor will need to provide an inverter.

- CNG, LNG, propane, natural gas and hydrogen fuel tanks shall be empty (zero pressure) or inert and the emergency shut off valve(s) shall be closed.
- RV's, campers, tractor trailers, and other vehicles with more than 120 square feet of ceiling shall have an operational smoke detector per divided section.
- It may be necessary to inspect, move or relocate a vehicle before or during a show. For this reason, it is recommended that a set of keys be available on site for all vehicles.
- Fuel storage shall be located outdoors in approved cabinets at a location approved by the Fire Marshal.

Cooking and Warming Devices:

All cooking and warming devices shall be approved by the Fire Marshal. All cooking and warming devices shall be listed by a recognized testing laboratory, i.e. UL or FM.

- Cooking and warming devices shall be isolated from the public by placing the devices a minimum 48 inches from the public accessible area or provide a non-combustible three (3) sided non-combustible barrier between the public and the device(s).

Common Questions:

Q: Does this mean an exhibitor cannot cook in the booth next to an aisle?

A: No. Exhibitors can cook in the booths provided the distance or barrier requirement above is met. This will require the cooking to be done at the rear of the booth or at the front with a barrier as stated above.

- Individual cooking or warming devices shall not exceed 288 square inches of cooking surface.
- The table surface holding the cooking or warming device using combustible oils or solids must be made of a non-combustible material.

Common Questions:

Q: Does this mean the table needs to be metal?

A: No. The table's surface needs to be non-combustible. This could be a wooden table with a metal sheet or buffet pan beneath the cooking device.

- A minimum of two (2) feet shall be provided between devices.
- Combustible materials (including booth drape) shall be maintained a minimum two (2) feet from cooking and warming devices.
- An approved 20BC rated dry chemical fire extinguisher shall be provided within 30 feet of deep fat fryers using animal based oil.

- A wet chemical type “K” fire extinguisher shall be located within 30 feet of any cooking device that utilizes vegetable based oil.
- Butane burners are allowed provided that the following are met:
 - a. The cylinder(s) and appliances shall be listed.
 - b. Appliances shall not have more than two (2) 10 ounce (296 ml) non-refillable butane gas cylinders, each have a maximum capacity of 1.08 lb (.490 kg).
 - c. Cylinders shall be connected directly to the appliance and shall not be manifolded.
 - d. Cylinders shall not be in the building after show hours.
 - e. Additional replacement and empty cylinders shall be stored outside the building.
- A noncombustible lid shall be immediately available and shall be of a sufficient size to cover the devices cooking well.

Electrical:

Non-grounded two (2) wire 110v extension cords are **NOT** permitted. Most of these cords are only listed for residential use.

- Extension cords shall not run under carpet or rugs unless designed to do so, or if it is approved by the in-house electricians.
- There shall be a two (2) foot clearance between halogen or other high intensity lights and combustibles or per the manufacturer’s instructions.
- Halogen and other high intensity lighting shall have the original factory guards in place over the lens/glass.
- All electrical cords, devices and equipment shall be free from defects and operated per their manufacturer’s instructions.
- All electric cords in the path of travel shall be taped down to prevent tripping.
- All electric devices shall be listed by a nationally recognized laboratory, i.e., UL / FM.
- Placement of cables along floors, aisle ways, doorways or other areas that can create a trip hazard or prohibit accessibility is prohibited. If cords do not exceed a #2 pencil size they may be taped down. The tape shall cover the cord in a parallel direction.

Hazardous Material:

Material Safety Data Sheets (MSDS) are required to be onsite and accessible for all approved hazardous materials brought into the facility. **ALL** hazardous materials shall be approved by the Phoenix Fire Department and the Phoenix Convention Center prior to being brought into the facility.

The following hazardous materials are **PROHIBITED**:

- LPG cylinders in excess of 2.5 pounds (1 kg) water capacity
- Flammable compressed gases, such as acetylene.
- Flammable liquids, including but not limited to, gasoline, kerosene, cleaning solvents, thinners and other petroleum-based liquids except those allowed in section LIQUID AND GAS FUELED VEHICLES.
- Pool chemicals, pesticides, herbicides, poisons, and other such products.
- Explosive materials, unless approved by the Fire Marshal, such as pyrotechnic materials.
- Cryogenics (i.e. liquid nitrogen, liquid oxygen), unless approved by the Fire Marshal

Open flame Devices:

Open flame devices are **PROHIBITED** with the exception of the following:

- Cooking or warming devices in compliance with the COOKING AND WARMING DEVICES section.
- Sterno may be used for warming trays with an operational, visible and accessible 2A-10BC fire extinguisher within 30 feet.
- Candles that have been pre-approved by the Fire Marshal and Phoenix Convention Center.

Fire Watch:

A fire watch, in accordance with the 2006 Phoenix Fire Code, shall be in place during the following conditions:

- Any time fog, smoke or haze is used.
- Any time pyrotechnic effects are used.
- The fire alarm is in a modified mode.
- When the Phoenix Fire Department and/or the Phoenix Convention Center determine the hazards associated with an operation or event warrants.



Fire and Life Safety Handout Vehicle Displays

Vehicle fires are a common type of fire that Fire Departments respond to on a daily basis. When outside, they present unique hazards to Firefighters. When inside buildings, they can be extremely dangerous not only to the Firefighters but to the attendees and structure as well. To help ensure that we adequately prevent the possibility of a vehicle fire in the Phoenix Convention Center, the Phoenix Fire Code has requirements for the displaying of vehicles inside the building. If you have questions please feel free to contact Mary Schilling, Fire Inspector, with the Phoenix Fire Department at 602.495.5774 or mary.schilling@phoenix.gov

- The Phoenix Convention Center's preferred Security Company is responsible for inspecting vehicle displays. The Phoenix Fire Department will verify the inspections and vehicles conform to fire code. No Fire Department permit is required for vehicle displays.
- All fuel tank fill caps shall be self locking or taped in an approved manner to prevent tampering.
- Fuel in the fuel tanks shall not exceed one quarter of the tank capacity or five (5) U.S. gallons (18.9L), whichever is less.
 - Common Question:
Q: What about Semi trucks?
A: We understand that Semi trucks cannot operate with 5 gallons or less of fuel down or up the ramps to the exhibit halls. Therefore, if the Semi's tractor is on display it shall have the smallest amount of fuel in its tank to make it into the exhibit space.
- Vehicles or equipment shall not be fueled or defueled on City of Phoenix property.
- The battery's positive post must be disconnected. If approved by the Fire Marshal, batteries used to power auxiliary equipment may be permitted to be kept in service.
 - Common Question:
Q: What if I would like to display the vehicle's sound or electronics?
A: The in-house electrical company can provide shore power to the vehicle. The exhibitor will need to provide an inverter.
- CNG, LNG, LPG (propane) and hydrogen fuel tanks shall have the emergency shut off valve(s) in the closed position.
- RVs, campers, tractor trailers, and other vehicles with more than 120 square feet of ceiling shall have an operational smoke detector per divided section.
- It may be necessary to inspect, move, or relocate a vehicle before a show. For this reason, it is recommended that a set of keys be available on site for all vehicles.
- Fuel storage shall be located outdoors in approved cabinets.

FREEMAN

2080 Brierley Way, Ste. 102
Sparks, NV 89434
(775) 355-4600 • Fax: (469) 621-5617

DISCOUNT PRICE
DEADLINE DATE
OCTOBER 9, 2019

INCLUDE THIS FORM
WITH YOUR ORDER
PLEASE USE BLACK INK

NAME OF SHOW:	SHPE 2019 National Convention / November 1-2, 2019		
COMPANY NAME:			BOOTH#:
ADDRESS:			BOOTH SIZE X
CITY/STATE/ZIP:			
CONTACT NAME:			PHONE #:
CONTACT EMAIL:			

Payment Information

Freeman only accepts payment information electronically. Place your order on FreemanOnline or follow the steps below to provide your payment information electronically and submit your order forms.

1. Submit your payment information

Proceed to our electronic Freeman Pay site to securely submit your payment information
[https://www.freemanpay.com/\(489677\)](https://www.freemanpay.com/(489677))

2. Submit your order

Upload your order forms through the same link used to submit your payment information

- Both your order and your payment must be received by the discount deadline date to guarantee discount pricing.
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.

FREEMAN method of payment

PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED; OR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN; OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Inc., Exhibit Surveys, Inc., Freeman Exhibit, Freeman Transportation, FreemanXP, Inc., Stage Rigging, Inc., The Freeman Company, Freeman Electrical, Inc., Freeman Digital Ventures, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR'S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

If FREEMAN provides electrical services, claims will not be considered, or adjustments made unless filed in writing, by EXHIBITOR, prior to the close of the event. FREEMAN is not responsible for any damage or loss caused by the loss of power beyond its control and EXHIBITOR agrees to hold FREEMAN, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. EXHIBITOR shall indemnify and hold harmless FREEMAN, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with EXHIBITOR'S actions or omissions under this Agreement. Please note that electrical services are NOT automatically included in Audio Visual rentals and must be ordered separately from the designated electrical provider.

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. If any labor secured through Freeman is conducting overhead work, the Exhibitor is responsible for ensuring that everyone in the area of overhead work is wearing a hard hat. If the Exhibitor does not have its own hard hats, Freeman can assist with obtaining them. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labor provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of FREEMAN includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.

MATERIAL HANDLING

YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

1. DEFINITIONS. For purposes of this Contract, Freeman means Freeman Expositions, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In no event shall Freeman be deemed to be the Ultimate Consignee for shipping and custom purposes. The term "Exhibitor" means the Exhibitor, its employees, agents, and representatives.

2. PACKAGING/CRATES AND STORAGE. Freeman shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.**

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All previous labels must be removed or obliterated. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. **FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.**

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. **FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT.** Freeman recommends the securing of security services from Facility or Show Management. All MHA's submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth at the time of pickup. Freeman is not responsible for any wait time or other charges including business center charges arising from delivery or pickup of Exhibitor's materials.

5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**

6. DESIGNATED CARRIERS. Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. **IN NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.**

7. FORCE MAJEURE. Freeman's performance hereunder is subject to, and Freeman shall not be responsible for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman's reasonable control, nor for ordinary wear and tear in the handling of Exhibitor's materials.

8. CLAIM(S) FOR LOSS. Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site and in any case not later than **thirty (30) business days** after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from Freeman's warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman **more than one (1) year** after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment due Freeman for its services as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their own merits.

b. MAXIMUM RECOVERY. If found liable for any loss, Freeman's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

c. LIMITATION OF LIABILITY. IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

9. DECLARED VALUE. Declarations of Declared Value are between the Exhibitor and the selected Carrier ONLY, and are in no way an extension of Freeman's maximum liability stated herein. Freeman will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

10. JURISDICTION / VENUE. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICITON IN DALLAS COUNTY, TEXAS.

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

12. LIEN. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor ("Obligations"). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

13. WAIVER & RELEASE. Exhibitor, as a material part of the consideration to Freeman for material handling services, waives and releases all claims against Freeman with respect to all matters for which Freeman has disclaimed liability pursuant to the provisions of this Contract.

14. DRIVER LIABILITY WAIVER. IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper's behalf, it shall be deemed, conclusively, to have been prepared by the Shipper. The Shipper agrees that this shipment is subject to the TERMS stated herein All TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

1. DEFINITIONS: In this Contract, "Freeman" means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. Freeman's RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, Freeman DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

4. PACKAGING AND CRATES: Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

5. REFUSED SHIPMENTS: If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

- (a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.
- (b) Storage charges, based on Freeman's applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.
- (c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.
- (d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.
- (e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES: FREEMAN'S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF \$50.00 (USD) PER SHIPMENT OR \$.50 (USD) PER POUND (\$1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL FREEMAN'S LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):

- (a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
 - (b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
 - (c) personal effects;
 - (d) and other inherently fragile or unique items, including prototypes, etc.
- Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties:
- (a) whenever or wherever the claimed loss or damage may occur;
 - (b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
 - (c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages. Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

- (a) Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.
- (b) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.
- (c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within five (5) business days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via email at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Sedgwick, PO Box 14151, Lexington, KY 40512-4151. For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

9. CHOICE OF FORUM: THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES (INCLUDING ADOPTED INTERNATIONAL CONVENTIONS) AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE'S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

10. MISCELLANEOUS: Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; stop the shipment in transit, or divert or reschedule same, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

1. DEFINITIONS. In this Contract, "Freeman" means Freeman Expositions, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. FINAL CONTRACT BETWEEN THE PARTIES. In exchange for Shipper's payments and Freeman's services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

4. PACKAGING AND CRATES. Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of Freeman, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

(b) Storage charges, if applicable, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. When Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

7. INSURANCE. Freeman IS NOT AN INSURER. Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.

8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES. Shipper understands that even if shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. **FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE.**

(THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE. Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value. (e) For either unmarked, unlabeled, or improperly packaged television monitors, the maximum liability is the lesser of \$3.00 (USD) per pound or the actual invoice price.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) **Freeman's MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$100,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: **(a) WHENEVER OR WHEREVER THE CLAIMED LOSS OR DAMAGE MAY OCCUR; (b) EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE, AND; (c) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.**

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

(a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gasses, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of Freeman persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

10. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Sedgwick, PO Box 14151, Lexington, KY 40512-4151 as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 5 business days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Notice of concealed damage must be confirmed in writing or via email at exhibit.transportation@freeman.com within 5 business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were in when damage was discovered. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

For shipping containers designed for repeated use (tradeshow cases, totes, crates), Freeman shall have no liability for superficial damage to said containers in the form of scuffs, scratches, dents or dings. Freeman will only accept liability for "catastrophic" damage to these shipping containers (crushing, puncture, or complete destruction). Freeman's maximum liability in cases of "catastrophic" damage or total loss will be limited to a depreciated value of the container based on the time elapsed from the original purchase and the purchase price established on the provided original invoice. This maximum liability will be subject to all other applicable limits of liability such as repair costs.

11. CHOICE OF FORUM / ARBITRATION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF CONTRACT, TORT, COMMON LAW OR RELATING TO THE ENFORCEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be exclusively settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. MISCELLANEOUS. (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman's Small Packages program are lost, damaged or destroyed while in Freeman's possession, **FREEMAN'S MAXIMUM LIABILITY SHALL BE \$100 per package UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** If small packages are received by the Shipper and notice of loss or damage is not received by Freeman within 15 days of the delivery of the property, the parties agree that the presumption shall arise that the property was delivered in proper quantity and in good condition.



TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

Turn to Freeman for one-stop transportation services. Our all-inclusive round trip standard ground shipping and material handling package means transporting materials to any exhibit location has never been easier or more affordable. Plus, Freeman works directly with you and show site decision makers to streamline the process, so it's faster than ever to get on the road to success.

The Freeman Exhibit Transportation promise:

- ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- PICK-UP AND TRANSPORTATION FROM POINT OF ORIGIN TO YOUR CHOICE OF EITHER ADVANCE WAREHOUSE OR SHOW SITE
- 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
- PRE-PRINTED SHIPPING LABELS AND OUTBOUND PAPERWORK

Benefits:

- TURNKEY PRICING ENSURES PRECISE BUDGETING
- NO ADDITIONAL HANDLING, PICK-UP OR DELIVERY FEES
- NO ADDITIONAL FUEL SURCHARGES OR OVERTIME SURCHARGES
- NO CARRIER WAITING TIME FEES
- EXPERIENCED ON-SITE TRANSPORTATION REPS FROM MOVE-IN THROUGH MOVE-OUT
- LTL (LESS THAN TRUCK LOAD) SHIPPING

*Services apply to destinations anywhere in the Continental U.S.



To take advantage, call **1-800-995-3579** or email **exhibit.transportation@freeman.com** for a quote.

F R E E M A N

(800) 995-3579 Toll Free US & Canada
(817) 607-5183 Local & International

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

NAME OF SHOW: **SHPE 2019 National Convention / November 1 - 2, 2019**

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.freeman.com

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 US must be cleared through customs. Please call for additional information:
(800) 995-3579 Toll Free US & Canada
(817) 607-5183 Local & International

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip Code)

DESTINATION

- ☐ I will be shipping to the **WAREHOUSE**

FREEMAN / Exhibiting Company Name / Booth #

SHPE 2019 National Convention

C/O: FREEMAN / FIDELITONE

6920 W ALLISON RD

CHANDLER, AZ 85226

MUST BE DELIVERED BY OCTOBER 23, 2019

- ☐ I will be shipping to **SHOW SITE**

FREEMAN / Exhibiting Company Name / Booth #

SHPE 2019 National Convention

C/O: FREEMAN

PHOENIX CONVENTION CENTER

100 N 3RD ST

PHOENIX, AZ 85004

CANNOT BE DELIVERED BEFORE OCTOBER 30, 2019

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@freeman.com

or

Fax: (469) 621-5810

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

SHOW # (489677) _____

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 the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the 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 the Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. 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.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.

HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the 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.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- 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 the Quick Facts.

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. 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 Material Handling Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the rate for the freight category that best describes your shipment. There are four 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, 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.

- All inbound and outbound shipments are subject to overtime charges if the shipments are received, loaded or unloaded during the overtime hours specified on the Material Handling Order Form. This includes both warehouse and show site shipments.
- Add any late delivery or off-target charges listed on the Material Handling Order Form if the freight will be received after the deadlines listed on the 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.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up "Empty Labels" at the Freeman Service Center. Once the container is completely empty, place a label on each container individually. Labeled empty containers will be picked up periodically and stored in non-accessible storage during the event.
- 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 Freeman Service Center at show site for your shipping documents.
- Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handling Agreement and labels will be available for pick up at the Freeman Service Center.

- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the 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, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

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 Rigging 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 Freeman 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 Terms and Conditions, which can be found in the exhibit service manual or online at www.freeman.com.

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

- Cranes
- Accessible 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

FREEMAN

2080 Brierley Way, Ste. 102
Sparks, NV 89434
(775) 355-4600 • Fax: (469) 621-5617

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

NAME OF SHOW: **SHPE 2019 National Convention / November 1-2, 2019**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call (775) 355-4600 to speak with one of our experts.

Let Freeman Online® estimate your material handling charges for you. Log on to www.freeman.com, 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 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.

UNCRAVED: 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

OVERTIME: 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Observed 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.....	\$154.00	308.00
Special Handling Shipment.....	\$200.25	400.50
Carpet and/or Pad Only Shipment.....	\$231.00	462.00
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$147.00	294.00
Special Handling Shipment.....	\$191.25	382.50
Uncrated or Pad Wrapped Shipment.....	\$220.50	441.00
Carpet and/or Pad Only Shipment.....	\$220.50	441.00
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 OCTOBER 23, 2019.....	\$ 38.50	77.00
Show Site Shipment after Show Opening.....	\$ 36.75	73.50
Overtime Charge - Inbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 36.75	73.50
Special Handling Shipment.....	\$ 48.00	96.00
Uncrated or Pad Wrapped Shipment.....	\$ 55.25	110.50
Carpet and/or Pad Only Shipment.....	\$ 55.25	110.50
Overtime Charge - Outbound (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 36.75	73.50
Special Handling Shipment.....	\$ 48.00	96.00
Uncrated or Pad Wrapped Shipment.....	\$ 55.25	110.50
Carpet and/or Pad Only Shipment.....	\$ 55.25	110.50
Shipments returned to warehouse after close of show (1,000 lb minimum)*.....	\$ 31.75	317.50

*In addition to above rates.

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

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.freeman.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, 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”?

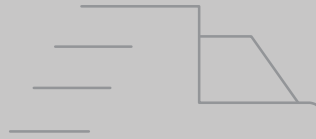
Shipments arrive from a small package carrier (including, among others, Federal Express, UPS & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

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.

exhibit transportation*caravan service***Are you heading to SWE19 after SHPE 2019 NATIONAL CONVENTION?
Freeman Exhibit Transportation can get you there!**

Save time and money on outbound shipping with Freeman exhibit transportation's caravan option. Your shipment will deliver direct to the Anaheim Convention Center to arrive on the general move-in date. Visit the Freeman service center and speak to our transportation specialist to sign up for Freeman's caravan!

What's in it for you?**Convenience**

We keep it simple. Just turn in your outbound shipping form (MHA) and leave your labeled packages in your booth at show closing.

**Focus**

Exhibitors can take advantage of Freeman's focused transportation to/from events.

**Affordability**

Cost sharing with other exhibitors heading to/from events helps you maximize your budget.

**Service**

We have you covered from door to door, with full on-site supervision from move-in to move-out.

Additional Information

To schedule in advance please call our National Call Center at 1-800-995-3579 or email at exhibit.transportation@freemanco.com

Contact Freeman to sign up for our caravan shipping today!

FREEMAN

2080 Brierley Way, Ste 102
 Sparks, NV 89434
 (775) 355-4600 Fax: (469) 621-5617

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **SHPE 2019 National Convention / November 1 - 2, 2019**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (775) 355-4600 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

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 TO THE FREEMAN SERVICE CENTER.

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.
 Charges will appear on your Freeman invoice.

Carrier Name: _____
 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:

- | | |
|---|---|
| <input type="checkbox"/> 1 Day: Delivery next business day | <input type="checkbox"/> Standard Ground |
| <input type="checkbox"/> 2 Day: Delivery by 5:00 PM second business day | <input type="checkbox"/> Specialized: Pad wrapped, uncrated, or truckload |
| <input type="checkbox"/> Deferred: Delivery within 3-5 business days | |

Select Shipment Options (if applicable)

- | | |
|--|---|
| <input type="checkbox"/> Have loading dock | <input type="checkbox"/> Lift gate required |
| <input type="checkbox"/> Inside delivery | <input type="checkbox"/> Air ride required |
| <input type="checkbox"/> Pad wrap required | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Do not stack | |

Select Desired Number of Labels: _____

Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service 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

D O N O T D E L A Y

RECEIVING DATE BEGINS: SEPTEMBER 30, 2019

DEADLINE DATE IS: OCTOBER 23, 2019

TO: _____

EXHIBITOR NAME

C/O: FREEMAN / FIDELITONE

6920 W ALLISON RD

CHANDLER, AZ 85226

WAREHOUSE

EVENT: ***SHPE 2019 National Convention***

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

F R E E M A N

R U S H

D O N O T D E L A Y

RECEIVING DATE BEGINS: SEPTEMBER 30, 2019

DEADLINE DATE IS: OCTOBER 23, 2019

TO: _____

EXHIBITOR NAME

C/O: FREEMAN / FIDELITONE

6920 W ALLISON RD

CHANDLER, AZ 85226

WAREHOUSE

EVENT: ***SHPE 2019 National Convention***

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

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE OCTOBER 30, 2019

TO:

EXHIBITOR NAME

C/O: FREEMAN

**PHOENIX CONVENTION CENTER
100 N 3RD ST**

PHOENIX, AZ 85004

SHOW SITE

EVENT: ***SHPE 2019 National Convention***

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

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C/O FREEMAN / FIDELITONE
6920 W ALLISON RD
CHANDLER, AZ 85226

HANGING SIGN

EVENT: SHPE 2019 National Convention

BOOTH NO. _____ NO. OF PIECES _____

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FREEMAN®

furnishings 2019





EMPOWERING YOUR BUSINESS FROM THE GROUND UP

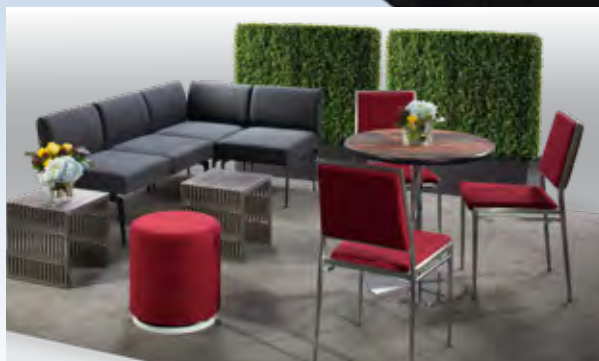
Meaningful engagement doesn't have to be complicated. You just need the right elements. Whether you're a global brand testing a new product, a startup seeking exposure, or an organization needing flexibility, the furnishings to create a dynamic brand experience start here. **To learn more about our exhibit solutions, go to freeman.com/exhibit-design**

**It's not about building a booth.
It's about designing a**

beacon

Fairfax Sofa & La Brea Chairs

10'x10' Booth



10'x10' Munich Sectional Booth



10'x20' Malba Café & Bench Theater Booth

Power Up In Style.

Denotes Powered Products



ROMA



81021 Chair, Powered
(white vinyl) 37"L 31"D 33"H



POWERED
DETAIL

ROMA



83017 Sofa, Powered
(white vinyl) 78"L 31"D 33"H

HEDGE

4 ft 85035
4' Boxwood Hedge
46"L 9"D 47"H



WIRELESS CHARGING TABLE, POWERED

820710
(white, ac plug-in)
20"L 20"D 18"H



POWERED
DETAIL

Powered Seating

Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.

Powered Seating



A) 810120
Naples Chair, Powered
 (black vinyl)
 36" L 30" D 33.25" H

B) 830121
Naples Sofa, Powered
 (black vinyl)
 87" L 30" D 33.25" H

C) 830122
Naples Loveseat, Powered
 (black vinyl)
 62" L 30" D 33.25" H

Powered Tables



Ventura Powered Bar Tables
 72.25" L 26.25" D 42" H
 (silver frame)
A) 820955 (white top)
B) 820950 (black top)

Ventura Powered Café Tables
 72.25" L 26.25" D 30" H
 (silver frame)
C) 820964 (black top)
D) 820965 (white top)



Sydney Powered Cocktail Tables
 48" L 26" D 18" H
 (brushed steel)
E) 82073 (white)
F) 82076 (black)

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Powered Banquettes.

Denotes Powered Products



Modular System

Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free-standing charging station.



POWERED
DETAIL

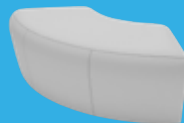
Detail of Electrical
Charging Outlet



Full Banquette
w/ Electrical Charging Outlet
(white vinyl)
72" RND 51"H



8506 Center Cone
w/ Electrical Charging Outlet
(white vinyl)
38" RND 51"H



8507 Quarter Curve Ottoman
(white vinyl)
53"L 22"D 18"H




Ottoman Ring
(4 curve ottoman seats)
(white vinyl)
72" RND 18"H



815119 Half Bench Ottoman
(white vinyl)
39"L 22"D 18"H

Powered Pedestals

Denotes AC and USB charging outlets 



Powered Locking Pedestal
(white)
A) 85061 24"L 24"D 36"H
B) 85063 24"L 24"D 42"H
(black)
C) 85060 24"L 24"D 36"H
D) 85062 24"L 24"D 42"H

Wireless Charging Table, Powered
E) 820710
(white, AC plug-In)
20"L 20"D 18"H

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Powered Tech Desk



A) 84083 Tech Desk, Powered w/3 Drawer File Cabinet
(black metal, laminate)
60"L 30"D 30"H

B) 84084 Tech Desk, Powered
(black metal, laminate)
60"L 30"D 30"H

C) 84080 3 Drawer File Cabinet on Castors
(black metal, laminate)
16"L 20"D 28"H

Soft Seating

Create Engaging Booth Environments

HOPI

(gray linen)

810140, Chair

21"L 25"D 34"H

830150, Loveseat

48"L 25"D 34"H

HEDGE

7 ft 85030

7' Boxwood Hedge

36.5"L 12"D 84"H

PEDESTAL

85063

Powered Locking

(white)

24"L 24"D 42"H

CAFÉ TABLE

8201223

Hydraulic Chrome Base

(laminated white top)

30"Round 29"H

REGIS

82075 End Table

(brushed metal)

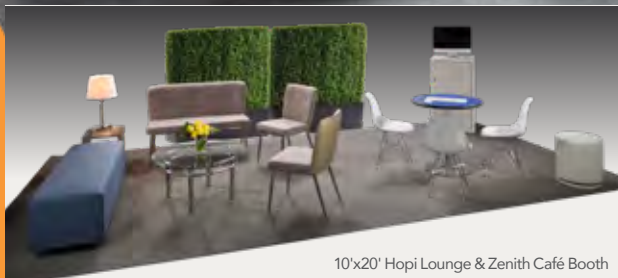
16"L 15.5"D 16.5"H

MARCHE

815159 Swivel Ottoman

(blue fabric)

17"RND 18"H



10'x20' Hopi Lounge & Zenith Café Booth

Soft Seating Collections

Available in Power 

A.



B.



C.



BAJA

A) 81050 Chair
(white vinyl)
36"L 30.5"D 28"H

B) 83019 Sofa
(white vinyl)
86"L 28"D 30"H

C) 83020 Loveseat
(white vinyl)
61"L 30.5"D 28"H

A.



B.



FAIRFAX

A) 830949 Sofa
(white vinyl, brushed metal)
62"L 26"D 30"H

B) 810949 Chair
(white vinyl, brushed metal)
27"L 26"D 30"H

A.



B.



C.



NAPLES

A) 810119 Chair
(black vinyl)
36"L 30"D 33.25"H
810120 (Powered)

B) 830119 Sofa
(black vinyl)
87"L 30"D 33.25"H
830121 (Powered)

C) 830120 Loveseat
(black vinyl)
62"L 30"D 33.25"H
830122 (Powered)

Munich Collection

Modular Seating to Design Custom Exhibits

Denotes Powered Products



MUNICH

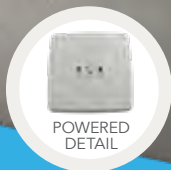
830201 Sectional 3pc.
(gray fabric)
93.5"L 27"D 28.5"H

HEDGE

4 ft 85035
4' Boxwood Hedge
46"L 9"D 47"H

WIRELESS CHARGING TABLE, POWERED

820710
(white, ac plug-in)
20"L 20"D 18"H



830200 Munich Armless Loveseat
(gray fabric)
45"L 27"D 28.5"H



810150 Munich Corner Chair
(gray fabric)
26"L 27"D 28.5"H



810151 Munich Armless Chair
(gray fabric)
22.5"L 27"D 28.5"H

Soft Seating Collections



A.



B.



A.



B.



C.

ALLEGRO

A) 81019 Chair
(blue fabric)
36"L 34.5"D 30"H
B) 83015 Sofa
(blue fabric)
73"L 34.5"D 30"H

TANGIERS

A) 830118 Sofa
(beige textured)
78"L 37"D 36"H
B) 810118 Chair
(beige textured)
34"L 37"D 36"H
C) 830220 Loveseat
(beige textured)
57.5"L 37"D 37"H

KEY LARGO

A) 810950 Chair
(black fabric)
35"L 35"D 34"H
B) 830950 Loveseat
(black fabric)
57"L 35"D 34"H
C) 830951 Sofa
(black fabric)
79"L 35"D 34"H

SOUTH BEACH

(platinum suede)
A) 8301 Sofa
69"L 29"D 33"H
B) 8151 Ottoman
25"L 31"D 18"H



A.



B.



C.



A.



B.

Accent Chairs



SWANSON

810875 Swivel Chair
(white vinyl)
28"L 25"D 30"H

KEY WEST

8103 Chair
(black)
31"L 31"D 31"H



LA BREA

810874 Chair
(charcoal gray, fabric)
35"L 27"D 40"H



WENTWORTH

810145 Chair
(brown vinyl)
32.1"L 26"D 31.5"H

AURA

820844 Round Table
(white metal)
15" Round 22"H



Accent Chair Styles



A.



B.



C.



D.



E.



F.

Madrid Chair

A) 81816

(white vinyl)
30"L 30"D 31"H

B) 8102

(black vinyl)
30"L 30"D 31"H

C) 810949

Fairfax Chair

(white vinyl, brushed metal)
27"L 26"D 30"H

D) 810151

Munich Armless Chair

(gray fabric)
22.5"L 27"D 28.5"H

E) 810140

Hopi Chair

(gray linen)
21"L 25"D 34"H

F) 810947

Pro Executive Guest Chair

(black vinyl)
24"L 22"D 36"H

Meeting & Stage Chairs



A.



B.



C.



D.



E.



F.

Marina Chair

17.5"L 19.5"D 35"H

A) 810160 (black vinyl)

B) 810161 (brown fabric)

C) 810164 (white vinyl)

Meeting Chair

25.5"L 23.5"D 34"H

D) 810835 (espresso vinyl)

E) 810836 (taupe fabric)

F) 810948 (white vinyl)

Group Seating

ZENITH

A) 810851 Chair
(white, chrome)
18.25"L 22"D 32"H

**B) 820241
Madison Hydraulic
Café Table**
(chrome base, gray
acajou top)
30" RND 29"H



LAGUNA

C) 810861 Chair
(maple, chrome)
18"L 19"D 34"H

**D) 8201223
Round Café Table**
(white laminate top,
chrome hydraulic base)
30" Round 29"H



MALBA

20"L 20"D 32"H
A) 810131 Chair (gray)
B) 810130 Chair (green)

MARINA

17.5"L 19.5"D 35"H
A) 810164 (white vinyl)
B) 810160 (black vinyl)
C) 810161 (brown fabric)
D) 810162 (ocean blue fabric)
E) 810163 (red fabric)



Styles & Shapes



A.



B.



C.

**A) 810810
Berlin Chair**
(black, white)
18"L 22"D 32"H

**B) 810846
Christopher Chair**
(white vinyl, chrome)
17"L 19"D 35"H

**C) 810841
Rustique Chair w/arms**
(gunmetal)
20"L 18"D 31"H



D.



E.



F.

**D) 81063
Altura Guest Chair**
(black crepe)
25"L 20"D 34"H

**E) 71089
Diamond Side Chair**
(black)
21"W X 23" L X 32"H

**F) 71090
Diamond Arm Chair**
(black)
20"W X 21"L X 33"H



G.



H.



I.

**G) 810837
Razor Armless Chair**
(white)
15.38"L 15.5"D 30.5"H

**H) 81083
Blade Chair**
(sky blue)
20.5"L 19"D 30.5"H

**I) 81082
Blade Chair**
(red)
20.5"L 19"D 30.5"H

Mix & Match

Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

J) 210108 LIMERICK® Chair BY HERMAN MILLER™
(gray) 18"W X 17.75"L X 33"H

K) 81093 Lucent Chair (frosted, acrylic) 19.5"L 19.75"D 32.5"H



Ottomans

Vibe Cube

18"L 18"D 18"H

- A) 81531 (white vinyl)
- B) 81530 (black vinyl)
- C) 81532 (steel blue vinyl)
- D) 81534 (purple vinyl)
- E) 81533 (silver vinyl)
- F) 81519 (red vinyl)
- G) 81517 (yellow vinyl)
- H) 81520 (pink vinyl)
- I) 81518 (blue vinyl)
- J) 81525 (orange vinyl)



D.



E.



F.



G.



I.



H.



J.



Styles & Shapes



C.



F.



I.



L.



N.



A.



D.



G.



J.



M.



O.



B.



E.



H.



K.

Beverly Bench

60"L 20"D 18"H

- A) 81556 (white vinyl)
- B) 81550 (black vinyl)
- C) 81552 (gray fabric)
- D) 81555 (red fabric)
- E) 81554 (ocean blue fabric)
- F) 81553 (linen fabric)
- G) 81551 (brown fabric)

H) 815119 Half Bench

(white vinyl)

39"L 22"D 18"H

ENDLESS Square

34"L 34"D 15"H

- I) 815123 (black)
- J) 815122 (white)

ENDLESS Curved

60.5"L 37.5"D 15"H

- K) 815952 (black)
- L) 815953 (white)

M) 8507 Quarter Curve

(white vinyl)

53"L 22"D 18"H

Ring (4 ottoman seats)

(white vinyl)

72"RND 18"H

N) 81526 Edge

LED Cube

(white plastic)

19"L 19"D 19"H

A/C power only

O) 82074

Regis Bench

(brushed metal)

47"L 15.5"D 16"H

Marche Swivel



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.

Marche Swivel Ottomans

17"RND 18"H

- A) 815150 (white vinyl)
- B) 815154 (red fabric)
- C) 815158 (pear yellow fabric)
- D) 815156 (plum fabric)
- E) 815159 (blue fabric)
- F) 815151 (gray fabric)
- G) 815155 (rose quartz fabric)
- H) 815152 (linen fabric)
- I) 815153 (raspberry fabric)
- J) 815157 (meadow green fabric)
- K) 815160 (orange fabric)

Accent Tables

ALONDRA

Cocktail Table

47"L 24"D 16"H

A) 820250 (glass, chrome)

B) 820251 (wood, chrome)



B.



C.



D.



ALONDRA

End Table

20"L 20"D 20"H

C) 820252 (glass, chrome)

D) 820253 (wood, chrome)

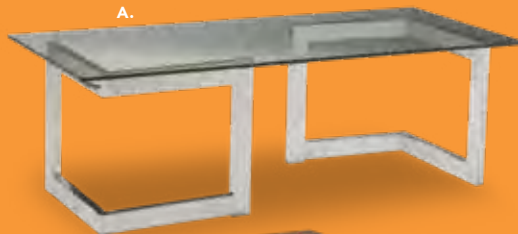
GEO

Cocktail Table

50"L 22"D 16"H

A) 82034 (glass, chrome)

B) 82027 (wood, black)



B.



C.



D.



GEO


End Table

26"L 26"D 20"H

C) 82035 (glass, chrome)

D) 82028 (wood, black)

Styles & Shapes

Available in Power 

Sydney Cocktail Tables

(brushed steel)

48"L 26"D 18"H

A) 82053 (white)

82073 (Powered)

B) 82052 (black)

82076 (Powered)

C) 82077 (blue)

D) 82078 (wood)

Sydney End Tables

27"L 23"D 22"H

E) 82055 (white)

F) 82054 (black)

G) 82079 (blue)

H) 82080 (wood)

Regis Tables

(brushed metal)

I) 82074 Bench Table

47"L 15.5"D 16"H

J) 82075 End Table

16"L 15.5"D 16.5"H

Silverado Tables

(glass, chrome)

K) 82015 End Table

24" Round 22"H

L) 82014 Cocktail Table

36" Round 17"H

Oliver Tables

(walnut finish)

M) 82088 End Table

22" Round 22"H

N) 82087 Cocktail Table

47"L 27"D 19"H

Aura Round Table

O) 82084

(white metal)

15" Round 22"H

Edge LED Cube Table

P) 82057

(plexi top, white plastic)

20"L 20"D 20"H

A/C power only

Wireless Charging

Table, Powered

Q) 820710

(white, AC plug-In)

20"L 20"D 18"H

A. 

B. 

F.

E.

C.

D.

H.

G.

I.

L.

K.

J.

M.

N.

O.

P.

Q. 

Café Tables

**A) 820940 Blue Hydraulic
Café Table**
(chrome base, blue top)
30" RND 29" H

B) 810131 Malba Chair
(gray)
20" L 20" D 32" H



**7 ft 85030
7' Boxwood Hedge**
36.5" L 12" D 84" H



**30" Round Café Tables
A) 898240**

Standard Black Base
(red top) 30" RND 29" H

B) 898895 Lucent Chair
(frosted, acrylic)
19.5" L 19.75" D 32.5" H

**A) 820241 Madison
Hydraulic Café Table**
(chrome base, gray acajou top)
30" RND 29" H

B) 810130 Malba Chair
(green)
20" L 20" D 32" H



Customize and Create

Choose your base, black or chrome, then pick a color that suits your design.



Café Tables

Standard Black Base
30" RND 29"H

- A) 8201220 (white)
also available
- 820265 (Madison/gray acajou)
- 820941 (blue)
- 820943 (wood)

Café Tables

Hydraulic Chrome Base
30" RND 29"H

- B) 820923 (graphite nebula)
also available
- 8201208 (maple)
- 820921 (red)
- 820940 (blue)
- 820942 (wood)
- 820925 (silver)
- 8201223 (white)

- 36" RND 29"H
- 820126 (white)
- 8201209 (graphite nebula)
- 8201206 (maple)

Mix & Match

Create your look. Choose from a wide variety of tables and seating options.



- C) 72063 Chelsea butcher block-top café table (oak) 30"RND 30"H
also available
- 72064 36"RND 30"H

- D) 810164 Marina Chair (white vinyl) 17.5"L 19.5"D 35"H

- E) 72069 SOHO Series Black Top Café (black) 24"RND 30"H
also available
- 72067 36"RND 30"H | 72066 18"RND 18"H

- F) 81082 Blade Chair (red) 20.5"L 19"D 30.5"H



Bar Tables

A) 8201222
30" Round Bar Table
 (white top, chrome
 hydraulic base)
 30" RND 45"H

B) 810952
Apex Barstool
 (blue ultra suede)
 21"L 21"D 33"H



C) 8201226
Rustique Square Metal Bar Table
 (gunmetal)
 23.75"L 23.75"D 41.25"H

D) 810839
Rustique Barstool
 (gunmetal)
 13"L 13"D 30"H



E) 820930
30" Round Bar Table
 (blue top, chrome
 hydraulic base)
 30" RND 45"H

F) 810860
Laguna Barstool
 (maple, chrome)
 18"L 20"D 47"H



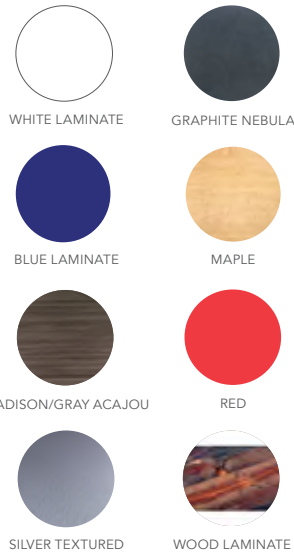
G) 820240 30"
Round Bar Table
w/ Hydraulic Chrome Base
 (Madison/gray acajou)
 30" RND 45"H

H) 810850
Zenith Barstool
 (white, chrome)
 19"L 20"D 44"H



Customize and Create

Choose your base, black or chrome, then pick a color that suits your design.



Bar Tables

Standard Black Base

30" RND 42"H

A) 8201221 (white)
also available
820264 (Madison/gray acajou)
820931 (blue)
820933 (wood)

Bar Tables

Hydraulic Chrome Base

30" RND 45"H

E) 820922 (graphite nebula)
also available
8201207 (maple)
820920 (red)
820930 (blue)
820932 (wood)
802924 (silver)

36" RND 45"H
820125 (white)
8201211 (graphite nebula)
8201205 (maple)

Style & Design

Choose from a variety of table top colors and styles for the perfect look.



C) 720163 Chelsea butcher block-top bistro
(oak) 30"RND 42"H
also available
720164 36"RND 42"H

D) 81092 Lucent Barstool
(frosted, acrylic) 22"L 22.5"D 45.5"H

E) 72070 SOHO blacktop bistro
(black) 24"RND 42"H
also available
72068 36"RND 42"H

F) 810953 Apex Barstools
(red vinyl) 21"L 21"D 33"H



Barstools



LIFT Barstools

15" Round 23–33.5"H

A) 810870 (white vinyl)

B) 810873 (red vinyl)

C) 810871 (black vinyl)

D) 810872 (gray vinyl)

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



O.



P.



Q.



R.

T.

U.



S.

Mix & Match

T) 720163 Butcher Block-Top Bistro
(oak) 30"L RND 42"H

also available **720164** 36" RND 42"H

U) 210109 LIMERICK® Stool BY HERMAN MILLER™
(white) 18" X 17.75" L X 44" H



Apex Barstools

21"L 21"D 33"H

A) 810951 (black vinyl)

B) 810953 (red vinyl)

C) 810954 (white vinyl)

D) 810952 (blue ultra suede)

Zoey Barstools

15"L 16"D 30-34.75"H

E) 810840 (white, chrome)

F) 810834 (black, chrome)

Banana Barstools

21"L 22"D 41.75"H

G) 810104 (black, chrome)

H) 810103 (white, chrome)

I) 810201 Oslo Barstool

(white)

17"L 20"D 45"H

J) 810848 Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

K) 810202 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

L) 810850

Zenith Barstool

(white, chrome)

19"L 20"D 44"H

M) 81092

Lucent Barstool

(frosted, acrylic)

22"L 22.5"D 45.5"H

N) 810860

Laguna Barstool

(maple, chrome)

18"L 20"D 47"H

Blade Barstool

20.5"L 20.125"D 40.5"H

O) 81080 (red)

P) 81081 (sky blue)

Q) 71088

Black Diamond Stool

(black) 22"W X 18"L X 46"H

R) Gas Lift Stool w/ arms

24"W X 20"L X 46"H

71048 (gray, adjustable)

also available

71047 w/o arms

S) 810839

Rustique Barstool

(gunmetal) 13"L 13"D 30"H

Conference Tables

A.



B.



42" Round Conference Table

42" RND 29"H

A) 820708 (white laminate)

B) 820260 (Madison/gray acajou)

D.



C.



MADISON

(Madison/gray acajou)

C) 820261 5' Table

60"L 48"D 29"H

D) 820262 8' Table

96"L 60"D 29"H

E) 820263 10' Table

120"L 48"D 29"H

E.



Styles & Shapes

A. | B.



C.



D.

E.



F.



I.



G.



H.



Atomic Round Tables
(glass, chrome)
A) 8201225 42"RND 30"H
B) 8201224 36"RND 30"H

Geo Rounded Square Tables
42"L 42"D 29"H
C) 82044 (glass, chrome)
D) 82043 (glass, black)

Geo Rectangular Tables
60"L 36"D 29"H
E) 82041 (glass, black)
F) 82051 (glass, chrome)

G) 820707 Merlin Multi Use Table
(gray laminate, black)
46"L 29"D 30"H
H) 820706 Work Table
(white laminate, white)
48"L 24"D 30"H

I) 820203 6' Conference Tables
(graphite nebula)
72"L 42"D 29"H

Mix & Match

J) 810946 Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable
K) 810945 Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable

J.



K.



Executive Seating

Pro Executive High Back Chair

25"L 24"D 48"H
A) 810844 (white vinyl)
B) 810946 (black vinyl)
 Adjustable height



Task Stool

810135
 (black fabric)
 27.5"L 27.5"D
 Adjustable height



Pro Executive Guest Chair

24"L 22"D 36"H
810947 (black vinyl)

B.



Gas Lift Chair

26" X 20"L X 38"H
A) 71045 (gray, adjustable)
71046 w/ arms

Gas Lift Stool

24"W X 20"L X 46"H
B) 71048 (gray, adjustable)
71047 w/o arms

A.

B.



Pro Executive Mid Back Chair

24"L 22"D 40"H
A) 810945 (white vinyl)
B) 810944 (black vinyl)
 Adjustable height


A.

B.



Communal and Powered Tables

Choose from a variety of Powered, Solid or Grommet Hole Table Tops.

Denotes AC and USB charging outlets 



POWERED
DETAIL

Bar Tables

Table Top Options



Colors not available in all table options. Please check options listed to the right.



A. 

810860
Laguna Barstool
(maple, chrome)
18"L 20"D 47"H



B.



C.

Ventura Powered Bar Tables

(silver frame)
72.25"L 26.25"D 42"H

A) 820950 (black top)
820955 (white top)

Ventura Communal Bar Tables

(silver frame)
72.25"L 26.25"D 42"H

Maple Top
B) 820954 (solid)
820951 (grommets)

White Top
C) 820953 (grommets)
820956 (solid)

Black Top
820952 (solid)

Café Tables



A. 



B.



C.



D.



E.

Ventura Powered Café Tables

(silver frame)
72.25"L 26.25"D 30"H

A) 820964 (black top)
B) 820965 (white top)

Ventura Communal Café Tables

(silver frame)

72.25"L 26.25"D 30"H

Maple Top

C) 820963 (solid)
820960 (grommets)

White Top

D) 820961 (grommets)
820966 (solid)

Black Top

E) 820962 (solid)

Office Essentials

MADISON

A) 84075 Madison Executive Desk

(gray acajou) 60"L 30"D 29"H

B) 84077 Madison Credenza

(gray acajou) 60"L 20"D 29"H

C) 810135 Task Stool

(black fabric)

27.5"L 27.5"D 32.75"-40.25"H Adjustable

D) 810844 Pro Executive

High Back Chair

(white classic vinyl)

25"L 24"D 48"H Adjustable

A.

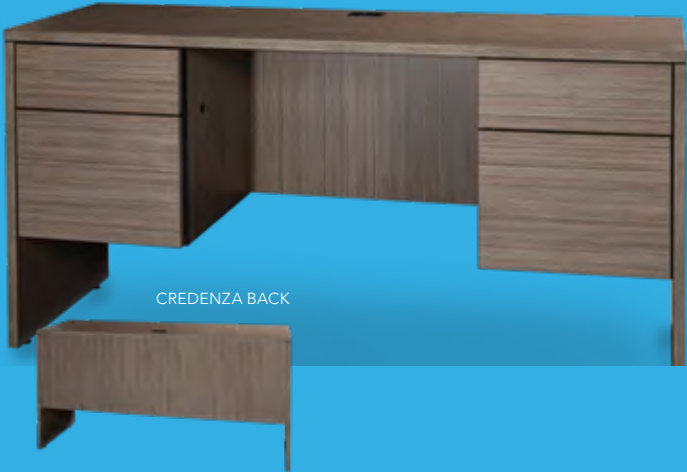
DESK FRONT



DESK BACK

B.

CREDENZA FRONT




CREDENZA BACK

C.

D.



Tech Powered Desk

Denotes AC and USB charging outlets 



A. 



A) 84083 Tech Desk, Powered, w/3 Drawer File Cabinet

(black metal, laminate)
60"L 30"D 30"H

B) 84084 Tech Desk, Powered

(black metal, laminate)
60"L 30"D 30"H

C) 84080 3 Drawer File Cabinet on Castors

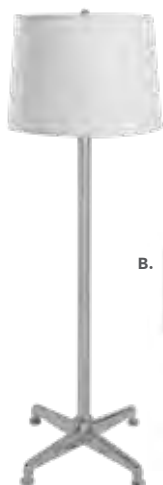
(black metal, laminate)
16"L 20"D 28"H

B. 



Lighting & Shelving

A.



B.



C.



D.



ACCENT LAMPS

Mason Lamps
(brushed silver)

A) 850708 Floor Lamp
18" RND 55"H

B) 850707 Table Lamp
16" RND 26"H

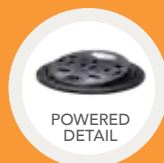
SHELVING

C) 85020 Posh Shelving
(chrome, acrylic)
36"L 18"D 72"H

D) 84078 Madison Bookcase
(gray acajou)
36"L 12"D 72"H

Show Essentials

Denotes AC and USB
charging outlets



Midtown Powered Counter

Metallic pewter gray curved counter with taupe-colored glass top features two AC & three USB charging outlets, locking storage cabinet and two shelves.



Midtown Powered Counter

60"L 18"D 42"H (pewter/glass)

850103 (unlighted)

850102 (lighted with plug-in)



(back)



7ft 85030

7' Boxwood Hedge

36.5"L 12"D 84"H



810860

Laguna Barstool

(maple, chrome)

18"L 20"D 47"H

Display Counter

A) 72056

Display Counter

(black)

24"W X 49"L X 42"H

B) 210109

limerick Stool

BY HERMAN MILLER™

(white)

18" X 17.75"L X 44"H

B.



A.



Midtown Bar

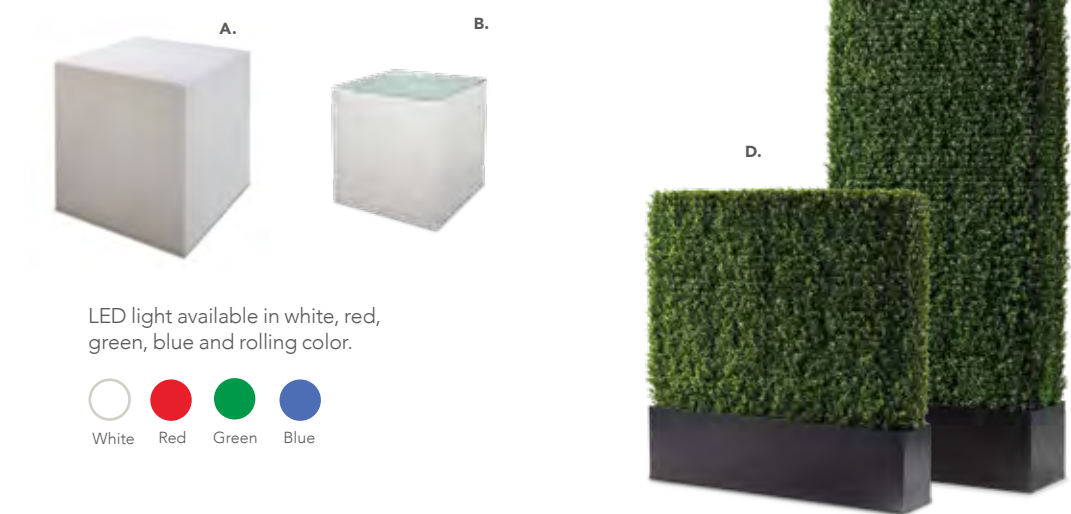
Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.



Midtown Bar
60"L 18"D 42"H
(pewter)
A) 850101
(unlighted)
B) 850100
(lighted with plug-in)

Apex Barstool
C) 810952
(blue ultra suede)
21"L 21"D 33"H

Lighted & Greenery Products



LED light available in white, red, green, blue and rolling color.



A) 81526 Edge LED Cube Ottoman
(white plastic)
20"L 20"D 20"H
A/C power only
B) 820857 Edge LED Cube Table
(plexi top, white plastic)
20"L 20"D 20"H
A/C power only

C) 7 ft 85030 7' Boxwood Hedge
36.5"L 12"D 84"H
D) 4 ft 85035 4' Boxwood Hedge
46"L 9"D 47"H

Draped or Undraped Tables & Counters

Table-top Colors



Special Draping: Special drape is available in a variety of colors. Refer to the order form for details. Table-top risers are available in a variety of sizes. See order form for details.

Visit us at freeman.com for ordering and full product line

Sizing Chart*

*Table and counter widths are available in select cities



24"D X 30"H | Tables Draped

124330	Tables Draped	3'L x 24"D x 30"H
124430	Tables Draped	4'L x 24"D x 30"H
124630	Tables Draped	6'L x 24"D x 30"H
124830	Tables Draped	8'L x 24"D x 30"H

24"D X 30"H | Tables Undraped

125330	Tables Undraped	3'L x 24"D x 30"H
125430	Tables Undraped	4'L x 24"D x 30"H
125630	Tables Undraped	6'L x 24"D x 30"H
125830	Tables Undraped	8'L x 24"D x 30"H

30"D X 30"H | Tables Draped

130330	Tables Draped	3'L x 30"D x 30"H
130430	Tables Draped	4'L x 30"D x 30"H
130630	Tables Draped	6'L x 30"D x 30"H
130830	Tables Draped	8'L x 30"D x 30"H

30"D X 30"H | Tables Undraped

131330	Tables Undraped	3'L x 30"D x 30"H
131430	Tables Undraped	4'L x 30"D x 30"H
131630	Tables Undraped	6'L x 30"D x 30"H
131830	Tables Undraped	8'L x 30"D x 30"H

4th Side | Table Draped 30"

12404630	Drape Table 4th Side	6' X 30"
12404830	Drape Table 4th Side	8' X 30"

24"D X 42"H | Counter Draped

124342	Counter Draped	3'L x 24"D x 42"H
124442	Counter Draped	4'L x 24"D x 42"H
124642	Counter Draped	6'L x 24"D x 42"H
124842	Counter Draped	8'L x 24"D x 42"H

24"D X 42"H | Counter Undraped

125342	Counter Undraped	3'L x 24"D x 42"H
125442	Counter Undraped	4'L x 24"D x 42"H
125642	Counter Undraped	6'L x 24"D x 42"H
125842	Counter Undraped	8'L x 24"D x 42"H

30"D X 42"H | Counter Draped

130342	Counter Draped	3'L x 30"D x 42"H
130442	Counter Draped	4'L x 30"D x 42"H
130642	Counter Draped	6'L x 30"D x 42"H
130842	Counter Draped	8'L x 30"D x 42"H

30"D X 42"H | Counter Undraped

131342	Counter Undraped	3'L x 30"D x 42"H
131442	Counter Undraped	4'L x 30"D x 42"H
131642	Counter Undraped	6'L x 30"D x 42"H
131842	Counter Undraped	8'L x 30"D x 42"H

4th Side | Table Draped 42"

12404642	Drape Table 4th Side	6' X 42"
12404842	Drape Table 4th Side	8' X 42"

Product Display

A.



B.



C.



A) 72056
Display Counter
(black)
24"W X 49"L X 42"H

B) 75079
Orion Computer Kiosk
(black)
28"L X 28"D X 40.5"H
(computer not included)

C) 810840
Zoey Barstools
(white, chrome)
15"L 16"D 30-34.75"H

D.



E.



F.



D) 75032
Diplay Cube - Large
(black)
24"W X 24"L X 42"H

E) 75031
Diplay Cube - Medium
(black)
18"W X 18"L X 36"H

F) 75030
Diplay Cube - Small
(black)
12"W X 12"L X 42"H

J.



G.



H.



I.



G) 75022
Diplay Cylinder - High
(black)
24"W X 24"L X 36"H

H) 75021
Diplay Cylinder - Medium
(black)
18"W X 18"L X 20"H

I) 75020
Diplay Cylinder - Low
(black)
30"W X 12"L X 15"H
available in rectangle sizes

J) 810947
Pro Executive Guest Chair
(black vinyl)
24"L 22"D 36"H

Product Storage



RACKS

A) 750135
Round Literature Rack
(black)
17"W X 17"L X 57"H

B) 750136
Flat Literature Rack
(black)
10"W X 55"H

CABINETS

C) 84080
3 Drawer File Cabinet
on Castors
(black metal, laminate)
16"L 20"D 28"H

D) 74082
2 Drawer File Cabinet
w/Lock
(tan metal)
15"W X 29"L X 28"H

E) 74081
4 Drawer File Cabinet
w/Lock
(tan metal)
15"W X 29"L X 50"H



REFRIGERATORS

F) 8503001
Large Refrigerator
(white) 14.0 cubic feet
28"W X 28"L X 64"H

G) 8983000
Small Refrigerator
(brown) 4.0 cu feet
20"W X 22"L X 33"H

Show & Office Accessories



A) 10201484
Floor Standing
Bulletin Board
(black)
48"W X 96"L X 78"H

B) 71048
Gas Lift Stool w/ arms
(gray, adjustable)
24"W X 20"L X 46"H
also available
71047 w/o arms



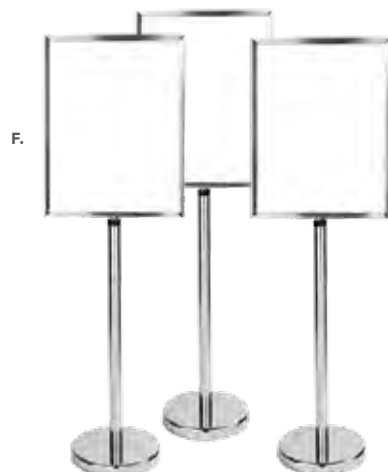
C) 220121
Chrome Stanchion
w/ 8' Retractable Belt
(black, belt) 42"H



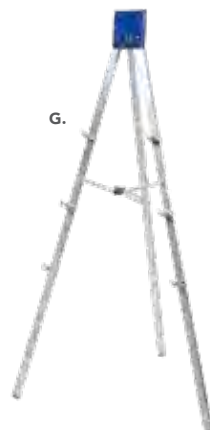
D) 220110
Chrome Bag Rack
(3" at center)
1"W X 41"H X 26"W



E) 220109
Chrome Coat Tree
(21"w at the base)
8 1/4"W X 69 1/2"H



F) 220118
Chrome Sign Holder
(sign holds)
22"W X 28"H



G) 220143
Brushed Aluminum Easel
(open 5 1/4"W X 64 1/4"H)
26"W X 62"H



H) 220106
Corrugated Wastebasket
(black)



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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SOFT SEATING						

Naples Group - Black Vinyl

_____	810119*	Chair.....	514.70	566.15	720.60	_____
_____	830120*	Loveseat.....	691.50	760.65	968.10	_____
_____	830119*	Sofa.....	769.45	846.40	1,077.25	_____

Munich Group - Gray Fabric

_____	810150*	Corner Chair.....	540.25	594.30	756.35	_____
_____	810151*	Armless Chair.....	471.55	518.70	660.15	_____
_____	830200*	Armless Loveseat.....	792.00	871.20	1,108.80	_____
_____	830201*	Sectional - 3 Piece.....	1,803.75	1,984.15	2,525.25	_____

Baja Group - White Vinyl

_____	81050*	Chair.....	537.90	591.70	753.05	_____
_____	83020*	Loveseat.....	572.25	629.50	801.15	_____
_____	83019*	Sofa.....	837.10	920.80	1,171.95	_____

South Beach Group - Platinum Suede

_____	8301*	Sofa.....	687.00	755.70	961.80	_____
_____	8151*	Ottoman.....	299.90	329.90	419.85	_____

Key Largo Group - Black Fabric

_____	830950*	Loveseat.....	514.90	566.40	720.85	_____
_____	830951*	Sofa.....	571.90	629.10	800.65	_____
_____	810950*	Chair.....	331.75	364.95	464.45	_____

Allegro Group - Blue Fabric

_____	81019*	Chair.....	549.80	604.80	769.70	_____
_____	83015*	Sofa.....	877.50	965.25	1,228.50	_____

Fairfax Group - White Vinyl

_____	810949*	Chair.....	331.75	364.95	464.45	_____
_____	830949*	Sofa.....	529.85	582.85	741.80	_____

Hopi Group - Gray Linen

_____	810140*	Chair.....	220.35	242.40	308.50	_____
_____	830150*	Loveseat.....	220.35	242.40	308.50	_____

Tangiers Group - Beige Fabric

_____	810118*	Chair.....	454.90	500.40	636.85	_____
_____	830220*	Loveseat.....	666.10	732.70	932.55	_____
_____	830118*	Sofa.....	642.10	706.30	898.95	_____

CASUAL SEATING

Ottomans

_____	815122*	Endless Square - White Vinyl.....	319.75	351.75	447.65	_____
_____	815123*	Endless Square - Black Vinyl.....	319.75	351.75	447.65	_____
_____	815953*	Endless Curve - White Vinyl.....	430.75	473.85	603.05	_____
_____	815952*	Endless Curve - Black Vinyl.....	430.75	473.85	603.05	_____
_____	815119*	Half-Bench - White Vinyl.....	349.05	383.95	488.65	_____
_____	81518*	Vibe Cube - Blue Vinyl.....	154.45	169.90	216.25	_____
_____	81519*	Vibe Cube - Red Vinyl.....	154.45	169.90	216.25	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING (cont'd)						
_____	81525*	Vibe Cube - Orange Vinyl.....	154.45	169.90	216.25	_____
_____	81520*	Vibe Cube - Pink Vinyl.....	154.45	169.90	216.25	_____
_____	81517*	Vibe Cube - Yellow Vinyl.....	154.45	169.90	216.25	_____
_____	81530*	Vibe Cube - Black Vinyl.....	128.75	141.65	180.25	_____
_____	81531*	Vibe Cube - White Vinyl.....	128.75	141.65	180.25	_____
_____	81532*	Vibe Cube - Steel Blue Vinyl.....	128.75	141.65	180.25	_____
_____	81533*	Vibe Cube - Silver Vinyl.....	128.75	141.65	180.25	_____
_____	81534*	Vibe Cube - Purple Vinyl.....	128.75	141.65	180.25	_____
_____	815151*	Marche Swivel - Gray Fabric.....	215.35	236.90	301.50	_____
_____	815154*	Marche Swivel - Red Fabric.....	215.35	236.90	301.50	_____
_____	815159*	Marche Swivel - Blue Fabric.....	215.35	236.90	301.50	_____
_____	815152*	Marche Swivel - Linen Fabric.....	215.35	236.90	301.50	_____
_____	815157*	Marche Swivel - Meadow Green Fabric.....	215.35	236.90	301.50	_____
_____	815158*	Marche Swivel - Pear Yellow Fabric.....	215.35	236.90	301.50	_____
_____	815156*	Marche Swivel - Plum Fabric.....	215.35	236.90	301.50	_____
_____	815153*	Marche Swivel - Raspberry Fabric.....	215.35	236.90	301.50	_____
_____	815155*	Marche Swivel - Rose Quartz Fabric.....	215.35	236.90	301.50	_____
_____	815150*	Marche Swivel - White Vinyl.....	215.35	236.90	301.50	_____
_____	815160*	Marche Swivel - Orange Fabric.....	215.35	236.90	301.50	_____
_____	81526*	Edge LED Cube - High Density Plastic.....	220.05	242.05	308.05	_____
Banquettes						
_____	8506*	Center Cone w/Electrical Charging Outlet.....	618.85	680.75	866.40	_____
_____	8507*	Quarter Curve Ottoman.....	410.90	452.00	575.25	_____
Beverly Bench Ottomans						
_____	81550*	Black Vinyl.....	400.60	440.65	560.85	_____
_____	81551*	Brown Fabric.....	400.60	440.65	560.85	_____
_____	81552*	Gray Fabric.....	400.60	440.65	560.85	_____
_____	81553*	Linen Fabric.....	400.60	440.65	560.85	_____
_____	81554*	Ocean Blue Fabric.....	400.60	440.65	560.85	_____
_____	81555*	Red Fabric.....	400.60	440.65	560.85	_____
_____	81556*	White Vinyl.....	400.60	440.65	560.85	_____
Accent Chairs						
_____	71089	Black Diamond Side Chair.....	127.50	140.25	178.50	_____
_____	71090	Black Diamond Arm Chair.....	182.90	201.20	256.05	_____
_____	810861*	Laguna Chair - Maple/Chrome.....	127.30	140.05	178.20	_____
_____	210108	Limerick® Chair by Herman Miller.....	101.20	111.30	141.70	_____
_____	8102*	Madrid Chair - Black Vinyl/Chrome.....	860.40	946.45	1,204.55	_____
_____	810816*	Madrid Chair - White Vinyl/Chrome.....	851.80	937.00	1,192.50	_____
_____	810948*	Meeting Chair - White Vinyl.....	287.20	315.90	402.10	_____
_____	810835*	Meeting Chair - Espresso Vinyl.....	232.50	255.75	325.50	_____
_____	810836*	Meeting Chair - Taupe Microfiber.....	305.05	335.55	427.05	_____
_____	8103*	Key West Tub Chair - Black Fabric.....	431.25	474.40	603.75	_____
_____	810164*	Marina Chair - White Vinyl.....	146.05	160.65	204.45	_____
_____	810160*	Marina Chair - Black Vinyl.....	146.05	160.65	204.45	_____
_____	810161*	Marina Chair - Brown Fabric.....	146.05	160.65	204.45	_____
_____	810162*	Marina Chair - Ocean Blue Fabric.....	146.05	160.65	204.45	_____
_____	810163*	Marina Chair - Red Fabric.....	146.05	160.65	204.45	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Occasional Chairs (cont.)						
	810131*	Malba Chair - Gray Molded Plastic.....	96.60	106.25	135.25	
	810130*	Malba Chair - Green Molded Plastic.....	94.10	103.50	131.75	
	810846*	Christopher Chair - White Vinyl/Chrome.....	135.20	148.70	189.30	
	810851*	Zenith Chair - White/Chrome.....	151.05	166.15	211.45	
	810841*	Rustique Chair - Gunmetal.....	135.20	148.70	189.30	
	810837*	Razor Armless Chair - White High Density Plastic.....	62.50	68.75	87.50	
	810875*	Swanson Swivel Chair - White Vinyl.....	249.55	274.50	349.35	
	81083*	Blade Chair - Sky Blue.....	80.65	88.70	112.90	
	81082*	Blade Chair - Red.....	80.65	88.70	112.90	
	810810*	Berlin Stack Chair - White & Black Plastic/Chrome...	117.65	129.40	164.70	
	81093*	Lucent Chair - Frosted Acrylic.....	202.75	223.05	283.85	
	810145*	Wentworth Chair - Brown Vinyl.....	259.40	285.35	363.15	
Executive Seating						
	71046	Gray Gaslift Chair With Arms.....	275.95	303.55	386.35	
	71045	Gray Gaslift Chair Without Arms.....	267.45	294.20	374.45	
	810874*	La Brea Swivel Chair - Charcoal Gray Fabric.....	332.75	366.05	465.85	
	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	345.40	379.95	483.55	
	810844*	Pro Executive High Back Chair - White Vinyl.....	308.10	338.90	431.35	
	810946*	Pro Executive High Back Chair - Black Vinyl.....	287.20	315.90	402.10	
	810945*	Pro Executive Mid Back Chair - White Vinyl.....	339.20	373.10	474.90	
	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	339.15	373.05	474.80	
	810947*	Pro Executive Guest Chair - Black Vinyl.....	351.60	386.75	492.25	
Barstools						
	71088	Black Diamond Stool.....	203.90	224.30	285.45	
	71048	Gray Gaslift Stool with Arms.....	292.45	321.70	409.45	
	71047	Gray Gaslift Stool without Arms.....	284.15	312.55	397.80	
	810860*	Laguna Barstool - Maple/Chrome.....	160.35	176.40	224.50	
	210109	Limerick® Stool by Herman Miller.....	127.85	140.65	179.00	
	810872*	Lift Barstool - Gray Vinyl/Chrome.....	174.20	191.60	243.90	
	810873*	Lift Barstool - Red Vinyl/Chrome.....	174.20	191.60	243.90	
	810871*	Lift Barstool - Black Vinyl/Chrome.....	174.20	191.60	243.90	
	810870*	Lift Barstool - White Vinyl/Chrome.....	174.20	191.60	243.90	
	810951*	Apex Barstool - Black Vinyl.....	229.50	252.45	321.30	
	810952*	Apex Barstool - Blue Ultra Suede.....	229.50	252.45	321.30	
	810953*	Apex Barstool - Red Vinyl.....	229.50	252.45	321.30	
	810954*	Apex Barstool - White Vinyl.....	229.50	252.45	321.30	
	810103*	Banana Barstool - White Vinyl/Chrome.....	206.15	226.75	288.60	
	810104*	Banana Barstool - Black Vinyl/Chrome.....	206.15	226.75	288.60	
	810850*	Zenith Barstool - White/Chrome.....	151.05	166.15	211.45	
	810840*	Zoey Barstool - White Vinyl/Chrome.....	332.45	365.70	465.45	
	810834*	Zoey Barstool - Black Vinyl/Chrome.....	332.45	365.70	465.45	
	810848*	Christopher Barstool - White Vinyl/Chrome.....	203.05	223.35	284.25	
	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	368.35	405.20	515.70	
	810839*	Rustique Barstool - Gunmetal.....	135.20	148.70	189.30	
	810201*	Oslo Barstool - White Plastic/Chrome.....	259.20	285.10	362.90	
	81080*	Blade Barstool - Red.....	161.30	177.45	225.80	
	81081*	Blade Barstool - Sky Blue.....	161.30	177.45	225.80	
	81092*	Lucent Barstool - Frosted Acrylic.....	215.80	237.40	302.10	
	810135*	Task Stool - Black Fabric.....	178.75	196.65	250.25	

NAME OF SHOW: **SHPE 2019 National Convention / November 1 - 2, 2019**COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: **X**

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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Draped Tables & Counters**Draped Tables** - Tables are 24" wide
☐ Black ☐ Blue ☐ Brown ☐ Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

_____	124330	Draped Table 3'L x 30"H.....	128.95	141.85	180.55	_____
_____	124430	Draped Table 4'L x 30"H.....	160.70	176.75	225.00	_____
_____	124630	Draped Table 6'L x 30"H.....	192.50	211.75	269.50	_____
_____	124830	Draped Table 8'L x 30"H.....	218.50	240.35	305.90	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	54.10	59.50	75.75	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	54.10	59.50	75.75	_____
_____	124342	Draped Counter 3'L x 42"H.....	174.05	191.45	243.65	_____
_____	124442	Draped Counter 4'L x 42"H.....	198.35	218.20	277.70	_____
_____	124642	Draped Counter 6'L x 42"H.....	223.90	246.30	313.45	_____
_____	124842	Draped Counter 8'L x 42"H.....	250.70	275.75	351.00	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	62.65	68.90	87.70	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	62.65	68.90	87.70	_____

Undraped Tables & Counters

_____	125330	Undraped Table 3'L x 30"H.....	51.25	56.40	71.75	_____
_____	125430	Undraped Table 4'L x 30"H.....	62.65	68.90	87.70	_____
_____	125630	Undraped Table 6'L x 30"H.....	72.55	79.80	101.55	_____
_____	125830	Undraped Table 8'L x 30"H.....	81.45	89.60	114.05	_____
_____	125342	Undraped Counter 3'L x 42"H.....	87.95	96.75	123.15	_____
_____	125442	Undraped Counter 4'L x 42"H.....	100.20	110.20	140.30	_____
_____	125642	Undraped Counter 6'L x 42"H.....	111.50	122.65	156.10	_____
_____	125842	Undraped Counter 8'L x 42"H.....	120.40	132.45	168.55	_____

Table Top Risers - Risers are 8" wide

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	29.25	32.20	40.95	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	29.25	32.20	40.95	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	34.25	37.70	47.95	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	34.25	37.70	47.95	_____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	39.50	43.45	55.30	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	39.50	43.45	55.30	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	44.75	49.25	62.65	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	44.75	49.25	62.65	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	54.75	60.25	76.65	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	54.75	60.25	76.65	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	64.75	71.25	90.65	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	64.75	71.25	90.65	_____

Pedestal Tables - Soho Series

_____	72069	Black Top Cafe Table - 30"H x 24"W.....	202.00	222.20	282.80	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	232.85	256.15	326.00	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	172.75	190.05	241.85	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	266.80	293.50	373.50	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	291.00	320.10	407.40	_____

Pedestal Tables - Chelsea Series

_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	219.20	241.10	306.90	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	230.85	253.95	323.20	_____

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Pedestal Tables - Chelsea Series (continued)						
	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	273.55	300.90	382.95	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	291.00	320.10	407.40	
Pedestal Tables						
	8201208*	Hydraulic Base Cafe Table - Maple.....	327.70	360.45	458.80	
	8201207*	Hydraulic Base Bar Table - Maple.....	344.25	378.70	481.95	
	8201209*	Hydraulic Base Cafe Table - Graphite.....	367.80	404.60	514.90	
	8201211*	Hydraulic Base Bar Table - Graphite.....	377.20	414.90	528.10	
	8201206*	Hydraulic Base Cafe Table - Maple.....	365.45	402.00	511.65	
	8201205*	Hydraulic Base Bar Table - Maple.....	372.55	409.80	521.55	
	820126*	Hydraulic Base Cafe Table - White Laminate.....	383.70	422.05	537.20	
	820125*	Hydraulic Base Bar Table - White Laminate.....	401.10	441.20	561.55	
	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.....	316.90	348.60	443.65	
	820240*	Madison Hydraulic Base Bar Table - Gray Acajou.....	316.90	348.60	443.65	
	820265*	Madison Cafe Table - Gray Acajou.....	237.65	261.40	332.70	
	820264*	Madison Bar Table - Gray Acajou.....	259.95	285.95	363.95	
	8201220*	30" Cafe Table Black Base - White Laminate.....	233.45	256.80	326.85	
	8201221*	30" Bar Table Black Base - White Laminate.....	249.50	274.45	349.30	
	8201222*	30" Bar Table Chrome Base - White Laminate.....	359.35	395.30	503.10	
	8201223*	30" Cafe Table Chrome Base - White Laminate.....	359.35	395.30	503.10	
	820920*	30" Bar Table Chrome Hydraulic Base - Red.....	277.00	304.70	387.80	
	820921*	30" Cafe Table Chrome Hydraulic Base - Red.....	277.00	304.70	387.80	
	820922*	30" Bar Table Chrome Hydraulic Base - Graphite.....	277.00	304.70	387.80	
	820923*	30" Cafe Table Chrome Hydraulic Base - Graphite.....	277.00	304.70	387.80	
	820924*	30" Bar Table Chrome Hydraulic Base - Silver.....	338.80	372.70	474.30	
	820925*	30" Cafe Table Chrome Hydraulic Base - Silver.....	338.80	372.70	474.30	
	820930*	30" Bar Table w/ Hydraulic Base - Blue.....	298.65	328.50	418.10	
	820931*	30" Bar Table w/ Black Base - Blue.....	237.60	261.35	332.65	
	820932*	30" Bar Table w/ Hydraulic Base - Wood.....	294.30	323.75	412.00	
	820933*	30" Bar Table w/ Black Base - Wood.....	252.90	278.20	354.05	
	820940*	30" Cafe Table w/ Hydraulic Base - Blue.....	298.65	328.50	418.10	
	820941*	30" Cafe Table w/ Black Base - Blue.....	213.65	235.00	299.10	
	820942*	30" Cafe Table w/ Hydraulic Base - Wood.....	364.05	400.45	509.65	
	820943*	30" Cafe Table w/ Black Base - Wood.....	231.10	254.20	323.55	
Accent Tables						
	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	275.25	302.80	385.35	
	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	293.80	323.20	411.30	
	820252*	Alondra End Table - Glass/Chrome.....	220.35	242.40	308.50	
	820250*	Alondra Cocktail Table - Glass/Chrome.....	304.50	334.95	426.30	
	820253*	Alondra End Table - Wood/Chrome.....	220.35	242.40	308.50	
	820251*	Alondra Cocktail Table - Wood/Chrome.....	304.50	334.95	426.30	
	8201224*	Atomic 36" Round Table - Glass/Chrome.....	313.60	344.95	439.05	
	8201225*	Atomic 42" Round Table - Glass/Chrome.....	313.60	344.95	439.05	
	82028*	Geo End Table - Wood/Black Steel.....	259.95	285.95	363.95	
	82027*	Geo Cocktail Table - Wood/Black Steel.....	264.90	291.40	370.85	
	82035*	Geo End Table - Glass/Chrome.....	248.65	273.50	348.10	

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Accent Tables (continued)

_____	82034*	Geo Cocktail Table - Glass/Chrome.....	275.25	302.80	385.35	_____
_____	82054*	Sydney End Table - Black Laminate/Brushed Steel..	258.20	284.00	361.50	_____
_____	82055*	Sydney End Table - White Laminate/Brushed Steel..	258.20	284.00	361.50	_____
_____	82052*	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	311.50	342.65	436.10	_____
_____	82053*	Sydney Cocktail Table - White Laminate/Brushed Steel.....	311.50	342.65	436.10	_____
_____	82079*	Sydney End Table - Blue Laminate/Brushed Steel....	N/A	N/A	N/A	_____
_____	82080*	Sydney End Table - Wood Laminate/Brushed Steel..	N/A	N/A	N/A	_____
_____	82077*	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	281.20	309.30	393.70	_____
_____	82078*	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	281.20	309.30	393.70	_____
_____	82075*	Regis End Table - Brushed Metal.....	230.25	253.30	322.35	_____
_____	82074*	Regis Bench Table - Brushed Metal.....	324.35	356.80	454.10	_____
_____	820844*	Aura Round Table - White Metal.....	144.10	158.50	201.75	_____
_____	82057*	Edge LED Cube Table-White Plastic/Clear Acrylic....	220.05	242.05	308.05	_____
_____	82043*	Geo Square-Round Table - Glass/Black Steel.....	321.85	354.05	450.60	_____
_____	82044*	Geo Square-Round Table - Glass/Chrome.....	321.85	354.05	450.60	_____
_____	82088*	Oliver End Table - Walnut Finish.....	240.15	264.15	336.20	_____
_____	82087*	Oliver Table - Walnut Finish.....	272.30	299.55	381.20	_____
_____	8201226*	Rustique Square Metal Bar Table - Gray.....	274.70	302.15	384.60	_____

Conference Tables

_____	82041*	Geo Conference Table - Glass/Black Steel.....	404.50	444.95	566.30	_____
_____	82051*	Geo Conference Table - Glass/Chrome.....	404.50	444.95	566.30	_____
_____	820260*	Madison Conference Table - Gray Acajou.....	406.00	446.60	568.40	_____
_____	820708*	42" Round Conference Table - White Laminate.....	413.35	454.70	578.70	_____
_____	820203*	6' Oval Conference Table - Graphite.....	574.35	631.80	804.10	_____
_____	820261*	Madison 5' Conference Table - Gray Acajou.....	492.60	541.85	689.65	_____
_____	820262*	Madison 8' Conference Table - Gray Acajou.....	982.80	1,081.10	1,375.90	_____
_____	820263*	Madison 10' Conference Table - Gray Acajou.....	982.80	1,081.10	1,375.90	_____
_____	820951*	Ventura Bar Table - Maple w/ Grommets.....	679.80	747.80	951.70	_____
_____	820952*	Ventura Communal Bar Table - Black.....	666.10	732.70	932.55	_____
_____	820953*	Ventura Bar Table - White w/ Grommets.....	679.80	747.80	951.70	_____
_____	820954*	Ventura Communal Bar Table - Maple.....	679.80	747.80	951.70	_____
_____	820956*	Ventura Communal Bar Table - White.....	679.80	747.80	951.70	_____
_____	820963*	Ventura Communal Cafe Table - Maple.....	494.85	544.35	692.80	_____
_____	820960*	Ventura Cafe Table - Maple w/ Grommets.....	693.25	762.60	970.55	_____
_____	820961*	Ventura Cafe Table - White w/ Grommets.....	693.25	762.60	970.55	_____
_____	820966*	Ventura Communal Cafe Table - White.....	494.85	544.35	692.80	_____
_____	820962*	Ventura Communal Cafe Table - Black.....	494.85	544.35	692.80	_____

Office

_____	84075*	Madison Desk - Gray Acajou.....	618.85	680.75	866.40	_____
_____	84077*	Madison Credenza - Gray Acajou.....	514.90	566.40	720.85	_____
_____	84078*	Madison Bookcase - Gray Acajou.....	440.65	484.70	616.90	_____

Computer Desks/Tables

_____	820706*	Work Desk - White Laminate.....	356.20	391.80	498.70	_____
_____	820707*	Merlin Table - Gray Laminate.....	369.20	406.10	516.90	_____

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POWERED						

Powered Seating

_____	810120*	Naples Chair, Powered - Black Vinyl.....	670.65	737.70	938.90	_____
_____	830122*	Naples Loveseat, Powered - Black Vinyl.....	900.40	990.45	1,260.55	_____
_____	830121*	Naples Sofa, Powered - Black Vinyl.....	1,036.50	1,140.15	1,451.10	_____
_____	81021*	Roma Chair, Powered - White Vinyl.....	670.65	737.70	938.90	_____
_____	83017*	Roma Sofa, Powered - White Vinyl.....	1,036.50	1,140.15	1,451.10	_____

Powered Tables

_____	820950*	Ventura Communal Bar Table, Powered - Black.....	824.05	906.45	1,153.65	_____
_____	820955*	Ventura Communal Bar Table, Powered - White.....	748.50	823.35	1,047.90	_____
_____	820964*	Ventura Communal Cafe Table, Powered - Black.....	614.75	676.25	860.65	_____
_____	820965*	Ventura Communal Cafe Table, Powered - White.....	647.75	712.55	906.85	_____
_____	84083*	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	596.60	656.25	835.25	_____
_____	84084*	Tech Desk, Powered - Black Metal.....	524.85	577.35	734.80	_____
_____	82076*	Sydney Cocktail Table, Powered - Black.....	406.05	446.65	568.45	_____
_____	82073*	Sydney Cocktail Table, Powered - White.....	406.05	446.65	568.45	_____

Powered Pedestals

_____	85060*	Powered Locking Pedestal 36" H, Black.....	488.80	537.70	684.30	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	488.80	537.70	684.30	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	584.10	642.50	817.75	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	584.10	642.50	817.75	_____
_____	820710*	Wireless Charging Table, Powered.....	490.50	539.55	686.70	_____

Midtown Counters & Bars

_____	850103*	Midtown Powered Counter Unlighted - Pewter.....	1,569.60	1,726.55	2,197.45	_____
_____	850102*	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	1,826.85	2,009.55	2,557.60	_____
_____	850101*	Midtown Bar Unlighted - Pewter.....	1,406.10	1,546.70	1,968.55	_____
_____	850100*	Midtown Bar Lighted w/ Plug-In - Pewter.....	1,669.90	1,836.90	2,337.85	_____

DISPLAY & ACCESSORIES

Product Storage

_____	84080*	3 Door File Cabinet on Castors - Black	171.85	189.05	240.60	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size...	288.60	317.45	404.05	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	396.00	435.60	554.40	_____
_____	85020*	Posh Shelving w/ Chrome Frame - White.....	501.25	551.40	701.75	_____

Refrigerator

_____	75057	Small Refrigerator.....	464.00	510.40	649.60	_____
_____	8503001*	Refrigerator - White.....	850.80	935.90	1,191.10	_____

Lighting

_____	850707*	Mason Table Lamp - White/Brushed Silver.....	173.30	190.65	242.60	_____
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	254.55	280.00	356.35	_____

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Display

	75020	Display Cylinder - Black - Low.....	241.40	265.55	337.95	
	75021	Display Cylinder - Black - Medium.....	255.45	281.00	357.65	
	75022	Display Cylinder - Black - High.....	291.00	320.10	407.40	
	75030	Display Cube - Black - 12" Small.....	241.40	265.55	337.95	
	75031	Display Cube - Black - 18" Medium.....	255.45	281.00	357.65	
	75032	Display Cube - Black - 24" Large.....	291.00	320.10	407.40	
	75079	Orion Computer Kiosk - Black.....	489.00	537.90	684.60	
	72056	Display Counter - Black.....	489.30	538.25	685.00	

Boxwood Hedges

	85030*	7' Boxwood Hedge.....	697.60	767.35	976.65	
	85035*	4' Boxwood Hedge.....	381.50	419.65	534.10	

Accessories

	220121	Chrome Stanchion w/ 8' Retractable Belt.....	92.65	101.90	129.70	
	220118	Chrome Sign Holder.....	100.20	110.20	140.30	
	750135	Round Literature Rack.....	396.00	435.60	554.40	
	750136	Flat Literature Rack.....	343.25	377.60	480.55	
	220109	Chrome Coat Tree.....	65.55	72.10	91.75	
	220134	Aluminum Easel.....	66.35	73.00	92.90	
	220110	Chrome Bag Rack.....	89.95	98.95	125.95	
	10201484	Floor Standing Bulletin Board.....	177.85	195.65	249.00	
	220106	Corrugated Wastebasket.....	19.15	21.05	26.80	

Special Drape

<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Brown	<input type="checkbox"/> Green	<input type="checkbox"/> Flax				
<input type="checkbox"/> Gold	<input type="checkbox"/> Gray	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> White				
	12103	Special Drape 3'H (per ft.).....	20.55	22.60	28.75			
	12108	Special Drape 8'H (per ft.).....	25.75	28.35	36.05			

TOTAL COST		
	+	=
Sub-Total	8.6% Tax	Total Cost

Taxes: Due to varying taxes across counties and cities for various categories, applicable taxes will be applied to your order accordingly based on the jurisdictions of the show city.

*Asterisk indicates item is a Freeman Select furnishing

FREEMAN

2080 Brierley Way, Ste 102
Sparks, NV 89434
(775) 355-4600 Fax: (469) 621-5617

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
OCTOBER 09, 2019**

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

NAME OF SHOW: **SHPE 2019 National Convention / November 1 - 2, 2019**

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

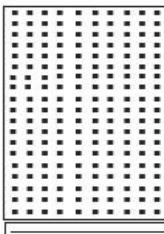
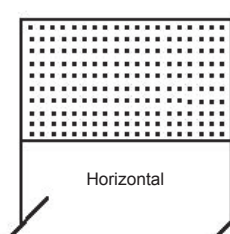
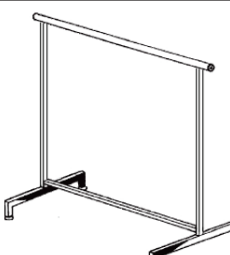
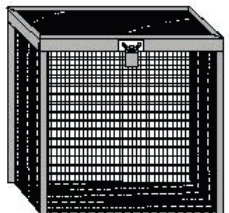


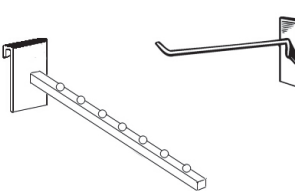
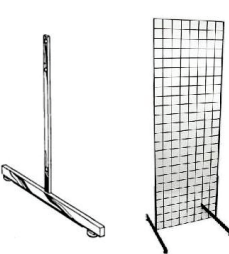
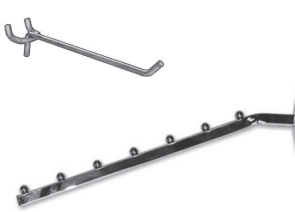
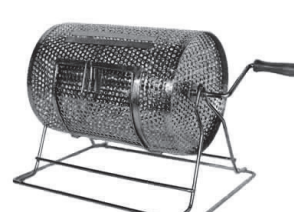
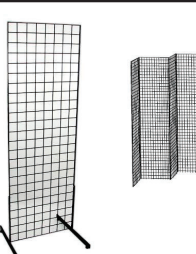
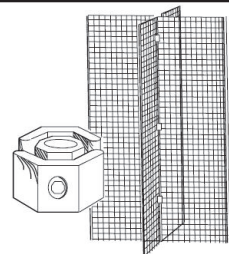
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (775) 355-4600 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

ACCESSORIES

 <p>Vertical</p> <p>PERFBOARD SINGLE SIDED</p>	 <p>Horizontal</p> <p>PERFBOARD SINGLE SIDED</p>	 <p>CHROME GARMENT RACK</p>	 <p>COLLAPSIBLE SECURITY CONTAINER</p>
 <p>2 WAY STRAIGHT ARM</p>	 <p>4 WAY SLANT ARM</p>	 <p>GRID ACCESSORIES</p>	 <p>GRID LEGS</p>
 <p>PERFBOARD HOOKS AND ACCESSORIES</p>	 <p>TICKET TUMBLER</p>	 <p>2' x 8' GRID PANELS</p>	 <p>4 WAY CONNECTORS</p>

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
PERFBOARDS / BULLETIN BOARDS						
___	10201178	1M x 8'H Single Side-Vert (White)...	216.50	238.15	303.10	
___	10201179	1M x 8'H Single Side-Vert (Gray)...	216.50	238.15	303.10	
___	10201182	1/2 M x 8'H Single Side-Vert.....	162.95	179.25	228.15	
___	10201480	4' x 8' Single Side-Horz.....	216.50	238.15	303.10	
___	102040	4" Single Hook.....	2.75	3.05	3.85	
___	102060	6" Single Hook.....	2.75	3.05	3.85	
___	102080	8" Single Hook.....	2.75	3.05	3.85	
___	10205	12" Shelf Bracket.....	17.90	19.70	25.05	
___	10207	7-Ball Waterfall Arm.....	33.40	36.75	46.75	

GRIDS						
___	103028	Chrome Grid.....	173.75	191.15	243.25	
___	103010	Black Grid.....	173.75	191.15	243.25	
___	103011	White Grid.....	173.75	191.15	243.25	
___	103040	Grid Legs (Chrome).....	27.30	30.05	38.20	
___	103041	Grid Legs (Black).....	27.30	30.05	38.20	
___	103042	Grid Legs (White).....	27.30	30.05	38.20	
___	103030	Grid Connectors.....	33.40	36.75	46.75	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
GRIDS (continued)						
___	10303	3-Ball Waterfall Arm.....	28.00	30.80	39.20	
___	10305	5-Ball Waterfall Arm.....	29.90	32.90	41.85	
___	10307	7-Ball Waterfall Arm.....	33.40	36.75	46.75	
___	10309	Cleaver Clip.....	5.75	6.35	8.05	
___	103044	4" Single Hook.....	2.75	3.05	3.85	
___	103046	6" Single Hook.....	2.75	3.05	3.85	
___	103048	8" Single Hook.....	2.75	3.05	3.85	

ACCESSORIES						
___	151010	Collapsible Security Container.....	309.50	340.45	433.30	
___	15905	Fish Bowl.....	39.15	43.05	54.80	
___	159011	Ticket Tumbler - Small.....	119.20	131.10	166.90	
___	10405	Garment Rack.....	130.10	143.10	182.15	
___	10404	4-way Slant Arm.....	162.95	179.25	228.15	
___	10403	2-way Straight Arm.....	129.55	142.50	181.35	

TOTAL COST		
Sub-Total	8.6 % Tax	Total Cost

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FREEMAN accessories

FROM THE GROUND UP

.....

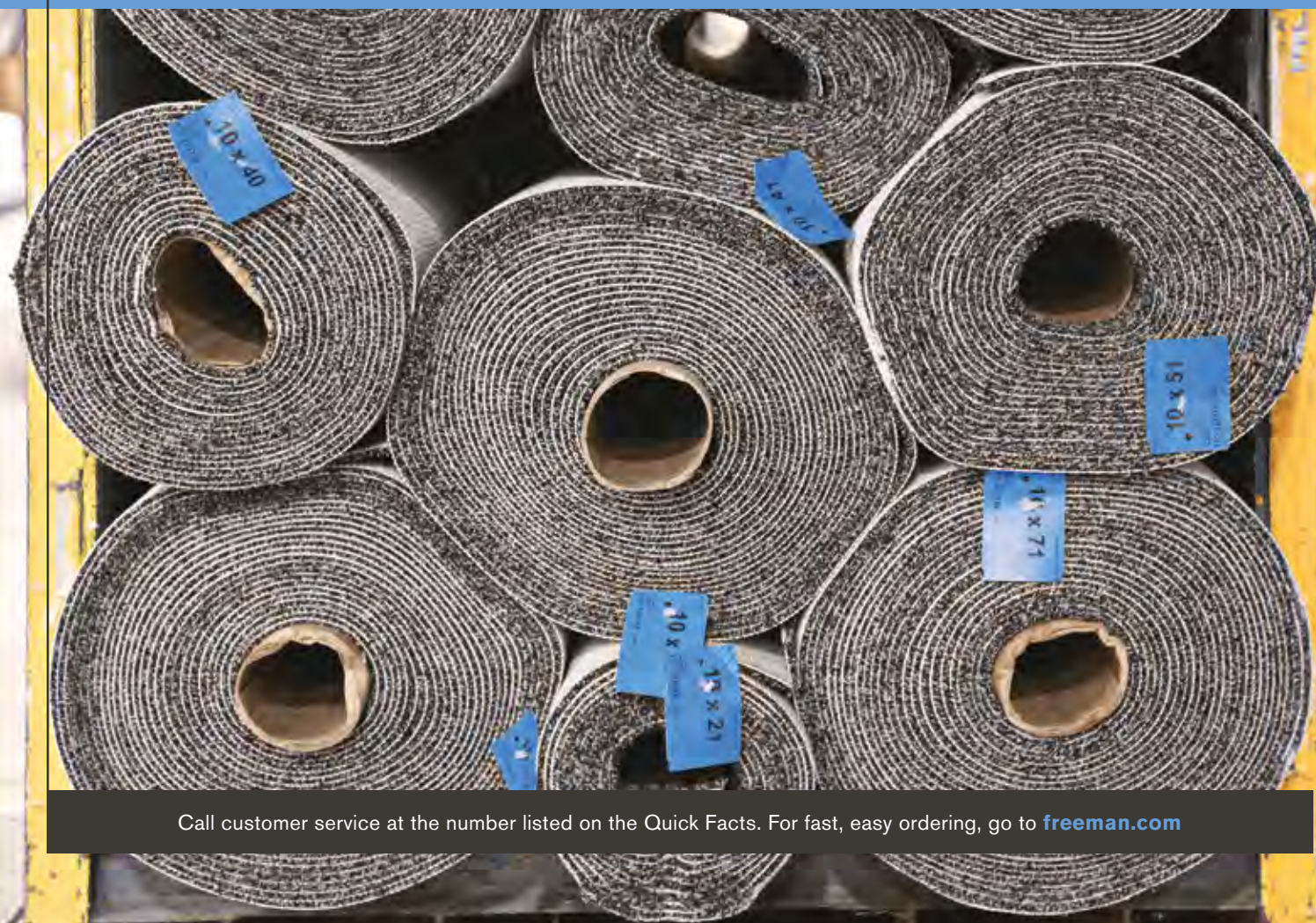
Engage your audience from the moment they set foot in your exhibit with custom carpets. Our colorfast carpeting boasts a consistent shade every time and the padding exceeds industry standards, ensuring that you'll be floored by the quality. Custom options can be ordered and include borders, patterns and logo applications in both our classic and prestige carpeting lines.

Sustainability Tip:



DARKER COLORED CARPETS SUCH AS BLACK AND GRAY AND THE TWO-TONED CARPET ARE MADE OF 20-25% RECYCLED CONTENT. RENTING CARPET FROM FREEMAN MINIMIZES YOUR SHIPPING FOOTPRINT.

- Colorfast carpet technology guarantees a uniform and professional look throughout the life of your exhibit
- Diverse customization options guarantee the fulfillment of your brand standards
- All carpet and padding is manufactured with recycled material
- Rental prices are all-inclusive so there are never hidden charges for material handling or pickup
- Renting carpet from Freeman minimizes your shipping footprint.



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

PRESTIGE CARPET

Freeman's prestige carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Five popular colors are available in a luxurious 40-ounce weight and all nine designer colors are available in a 28-ounce weight.

Freeman's prestige carpet packages include new 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

Custom Options

Prestige carpets can also be customized to fit your exhibit needs with unique logos, patterns and borders. Call the phone number on the Quick Facts for assistance.



***Colors available in both 28 oz. and 40 oz.**



Sustainability Tip: Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show.

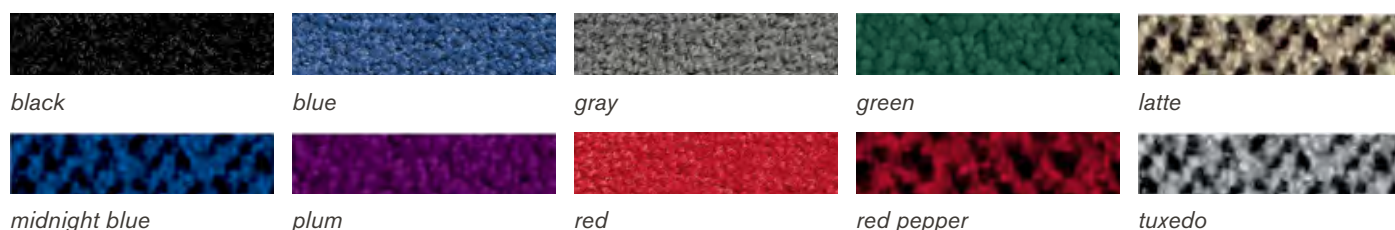
CLASSIC CARPET

Custom Cut

Freeman classic carpet is available in a range of colors and includes delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

Standard Cut

Our classic carpet comes in a variety of sizes. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



Actual colors may vary slightly

Sustainability Tip: Freeman Classic carpet is reused a minimum of four times before retired from inventory and recycled. Darker colored carpets such as black and gray, as well as the two-toned carpet are made of 20-25% recycled content.

FREEMAN

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Sparks, NV 89434
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**ONLINE PRICE
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COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (775) 355-4600 to speak with one of our experts.

- Orders received after the deadline or without payment will be charged the Standard price.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Pricing includes delivery, material handling, installation and removal.

 All carpets, padding and plastic covering contain recycled content and are recyclable.

For fast, easy ordering, go to www.freeman.com

10' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet	\$ 369.10	\$ 406.00	\$ 516.75	_____
_____	10' x 20' Classic Carpet	\$ 738.20	\$ 812.00	\$ 1,033.50	_____
_____	10' x 30' Classic Carpet	\$ 1,107.30	\$ 1,218.05	\$ 1,550.20	_____
_____	10' x 40' Classic Carpet	\$ 1,476.40	\$ 1,624.05	\$ 2,066.95	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 123.25	\$ 135.60	\$ 172.55	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 246.50	\$ 271.15	\$ 345.10	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 369.75	\$ 406.75	\$ 517.65	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 493.00	\$ 542.30	\$ 690.20	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 246.50	\$ 271.15	\$ 345.10	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 493.00	\$ 542.30	\$ 690.20	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 739.50	\$ 813.45	\$ 1,035.30	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 986.00	\$ 1,084.60	\$ 1,380.40	_____
_____	Plastic Covering (price per sq. ft.).....	\$.65	\$.70	\$.90	_____

9' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet	\$ 205.00	\$ 225.50	\$ 287.00	_____
_____	9' x 20' Classic Carpet	\$ 410.00	\$ 451.00	\$ 574.00	_____
_____	9' x 30' Classic Carpet	\$ 615.00	\$ 676.50	\$ 861.00	_____
_____	9' x 40' Classic Carpet	\$ 820.00	\$ 902.00	\$ 1,148.00	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 111.00	\$ 122.10	\$ 155.40	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 222.00	\$ 244.20	\$ 310.80	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 333.00	\$ 366.30	\$ 466.20	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 444.00	\$ 488.40	\$ 621.60	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 222.00	\$ 244.20	\$ 310.80	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 444.00	\$ 488.40	\$ 621.60	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 666.00	\$ 732.60	\$ 932.40	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 888.00	\$ 976.80	\$ 1,243.20	_____
_____	Plastic Covering (price per sq. ft.).....	\$.65	\$.70	\$.90	_____

9' carpet is laid toward the front edge, leaving 1' at the back of the booth for access to utility ports.

TOTAL COST			
_____	+	_____	=
Sub- Total		8.6% Tax	Total Cost

FREEMAN standard size carpet

Take advantage of the Online price
by ordering at www.freeman.com
before OCTOBER 09, 2019

FREEMAN

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NAME OF SHOW: **SHPE 2019 National Convention / November 1 - 2, 2019**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (775) 355-4600 to speak with one of our experts.

- **Guaranteed new, high-quality carpet.**
- **Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.**
- **Prestige and Custom Cut Classic Carpet are subject to a 100% cancellation charge.**
- **All utility lines must be installed before carpet installation. Utilities should be ordered in advance.**

All carpets, padding and plastic covering contain recycled content and are recyclable.

For fast, easy ordering, go to www.freeman.com

CUSTOM CUT CLASSIC CARPET - includes plastic covering, delivery, material handling, installation and removal

- Order Custom Cut Classic Carpeting by the sq. ft. if your size is not listed on the standard size order form.

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 3.95

CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

16 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)

					Online Price	Discount Price	Standard Price	Total
Per sq. ft.	Booth Size:	_____ x _____ = _____ sq. ft. @	\$	3.95	\$	4.35	\$	5.55

PRESTIGE CARPET - includes plastic covering, delivery, material handling, installation and removal

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

☐ Black ☐ Cardinal ☐ Charcoal ☐ Cream ☐ Gray Pearl ☐ Navy ☐ Toast ☐ Wedgewood ☐ White

28 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)

					Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size:	_____ x _____ = _____ sq. ft. @	\$	5.30	\$	5.85	\$	7.40
Over 700 sq. ft.	Booth Size:	_____ x _____ = _____ sq. ft. @	\$	4.65	\$	5.10	\$	6.50

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

40 oz. Carpet Rental - Price per sq. ft. (100 sq. ft. minimum)

					Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size:	_____ x _____ = _____ sq. ft. @	\$	6.25	\$	6.90	\$	8.75
Over 700 sq. ft.	Booth Size:	_____ x _____ = _____ sq. ft. @	\$	5.80	\$	6.40	\$	8.10

CARPET PADDING - includes delivery, material handling, installation and removal

- Order Carpet Padding by the sq. ft. if your size is not listed on the standard size order form.

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 1.05

Qty	Description	Price per sq. ft. (90 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ 1.05	\$ 1.15	\$ 1.45	_____
_____	Carpet Padding-1/2" (Over 700 sq. ft.)		\$.85	\$.95	\$ 1.20	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ 2.10	\$ 2.30	\$ 2.90	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ 1.70	\$ 1.90	\$ 2.40	_____

TOTAL COST

Sub- Total	+	8.6% Tax	=	Total Cost
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cut to size carpet
FREEMAN

FREEMAN

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CLEANING SERVICES

- Cleaning is an exclusive service. This includes all floor services and trash removal.
- Prices are based on total square footage of booth regardless of area to be cleaned.
- Show Site Prices will apply to all cleaning orders placed at show site.

VACUUMING (per sq. ft. - 100 sq. ft. minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
---------------	--------	-------------	---------------	-----------------	-------

- Includes emptying of your booth's wastebasket(s) at the time of vacuuming.

_____	610100	Booth Vacuuming - One Time60	.85	_____
_____	610200	Booth Vacuuming - 2 Days	1.20	1.70	_____
_____	610300	Booth Vacuuming - 3 Days	N/A	N/A	_____
_____	610400	Booth Vacuuming - 4 Days	N/A	N/A	_____

SHAMPOOING (per sq ft - 100 sq ft minimum)

Qty (sq. ft.)	Part #	Description	Advance Price	Show Site Price	Total
---------------	--------	-------------	---------------	-----------------	-------

_____	630100	Shampoo Carpet - One Time97	1.35	_____
_____	630200	Shampoo Carpet - 2 Days	1.93	2.70	_____
_____	630300	Shampoo Carpet - 3 Days	2.79	3.90	_____

PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
--------------	--------	-------------	---------------	-----------------	-------

- Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.

_____	620500	Exhibit Area / Under 500 sq.ft.	133.35	186.70	_____
_____	6201500	Exhibit Area / 501 - 1,500 sq. ft.	170.70	239.00	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sq. ft.	201.50	282.10	_____
_____	6203500	Exhibit Area / Over 2,500 sq.ft.....	Call for Quote		

TOTAL COST

_____	+	_____	=	_____
Sub-Total		8.6 %Tax		Total Cost

FIT TO PRINT

SmartFabric® is a triple-layered fabric made of 100 percent polyester that's ideal for printed graphics. It's an extremely versatile all-in-one fabric and has been treated to meet NFPA 701 small-scale flammability standards. This lightweight material provides an easy way to make a big impact and has a small shipping footprint to reduce your shipping cost and carbon emissions.



* Client to provide print-ready artwork, or Freeman can design artwork for an additional fee.

SMARTFABRIC® RENTAL EXHIBITS



10 x 10 ft. unit

GRAPHIC SIZE

116"W 92.5"H



10 x 20 ft. unit

GRAPHIC SIZE

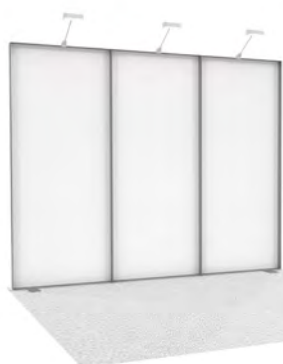
233.5"W 92.5"H

RENTAL EXHIBITS INCLUDE:

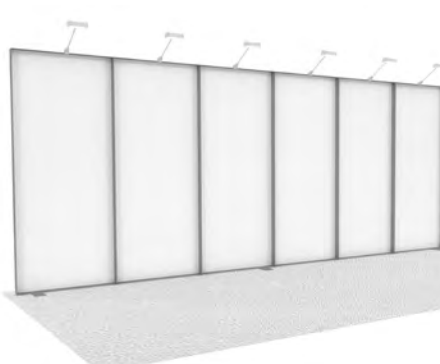
- Custom Fabric Graphic* with zippered carrying case (fabric graphic purchased to keep)
- Rental Frame, a 100% recyclable structure
- 9' x 10' or 9' x 20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per 10' Booth
- 6 Arm Lights per 20' Booth
- Power for lights only

FRAME ONLY UNIT

If you rented a SmartFabric booth previously, you own the graphic. For subsequent shows, all you need to do is rent the frame. We will install your fabric graphic over the frame.**



**10 x 10 ft.
frame**



**10 x 20 ft.
frame**

RENTAL EXHIBITS INCLUDE:

- Rental Frame
- 9' x 10' or 9' x 20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per 10' Booth
- 6 Arm Lights per 20' Booth
- Power for lights only

*Client to provide print-ready artwork, or Freeman can design artwork for an additional fee. **Only Freeman SmartFabric will be installed on the frame.

CLASSIC CARPET

Freeman Classic carpet is reused a minimum of four times before being retired from inventory and recycled. Darker-colored carpets such as black and gray, as well as two-toned carpets, are made of 20-25 percent recycled content.

9' x 10' or 9' x 20' (16 oz.) – Color Options Included with Rental Package Options



black



blue



gray



green



latte



midnight blue



plum



red



red pepper



tuxedo

9' carpet is laid toward the front edge, leaving 1' at the back of the booth for utility port access. Actual colors may vary slightly.

PRESTIGE CARPET

Prestige carpet is for one time use. The carpet for your booth will be brand new and recycled at the end of the show. Renting carpet from Freeman minimizes your shipping footprint.

(28 oz.) – Available Upgrade Color Options



black*



cardinal



charcoal*



cream



gray pearl*



navy*



toast



wedgewood



white*

***Colors available in both 28 oz. and 40 oz. Actual colors may vary slightly.**

OPTIONAL ACCESSORIES

SMARTFABRIC® ZIPPERED CARRYING CASE

20"W 8"H 16"D

One SmartFabric zipper bag is included with purchase.



CLEAR ACRYLIC SHELF

36"W .25"H 12"D

(holds up to 15 lbs each)



CUSTOM GRAPHICS

An exhibitor sales specialist will contact you to review the process for providing your own graphic files or options for using our graphic design services to design your back wall.

FREEMAN SUSTAINABILITY FOCUS



This solution is a clean footprint booth. This rental unit includes a 100 percent recyclable aluminum frame. All flooring, lighting, furniture, and booth structure will go back into inventory to be reused or recycled.

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E-MAIL ADDRESS : _____

For Assistance, please call (775) 355-4600 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

SMARTFABRIC EXHIBIT

SmartFabric Exhibits provide a custom printed fabric graphic to keep and reuse on future events.



SmartFabric Rental Exhibit Includes:

- 116.5" X 92.5" Custom Fabric Graphic (Purchased item to keep)
- Carrying Case for Graphic (To carry the purchased fabric graphic)
- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 3-Arm Lights (per 10 ft.)
- Power for LIGHTS only

Classic Carpet: ☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte
☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Discount	Standard	Total
_____	10' x 10' SmartFabric Exhibit.....	\$ 2,262.75	\$ 3,167.85	_____
_____	10' x 20' SmartFabric Exhibit.....	\$ 4,362.75	\$ 6,107.85	_____

CUSTOM GRAPHICS

A Freeman Exhibitor Sales Specialist will be contacting you to review the process for providing graphic files and helpful tips that will ensure a successful graphic print.

FRAME ONLY UNIT

The SmartFabric frame only unit is for exhibitors who have previously rented the SmartFabric exhibit (above) and have the fabric graphic ready for reuse. If you need a new graphic made, please select the SmartFabric Rental Exhibit (above). No fabric graphics will be printed without the rental unit.



Frame Only Unit Includes:

- Classic Carpet 9' X 10' or 9' X 20' (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 3-Arm Lights (per 10 ft.)
- Power for LIGHTS only

Classic Carpet: ☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte
☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Discount	Standard	Total
_____	10' x 10' Frame Only Unit.....	\$ 1,480.50	\$ 2,072.70	_____
_____	10' x 20' Frame Only Unit.....	\$ 2,467.50	\$ 3,454.50	_____

ACCESSORIES

Qty	Description	Discount	Standard	Total
_____	SmartFabric Arm Light	\$ 70.30	\$ 98.40	_____
_____	SmartFabric Acrylic Shelf (supports up to 15 lbs).....	\$ 162.25	\$ 227.15	_____
_____	SmartFabric Carrying Case (purchase).....	\$ 21.65	\$ 30.30	_____

QUICK TIPS

• Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. All graphics are subject to a 100% cancellation charge once production begins.

The product offered has recyclable content or has eco-friendly attributes and is 100% recyclable according to manufacturer's specifications.

9' carpet is laid toward the front edge, leaving 1' at the back of the booth for access to utility ports.

TOTAL COST

Sub-Total	+	8.6 % Tax	=	Total Cost
-----------	---	-----------	---	------------

RENTAL EXHIBITS THAT IMPRESS

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When it comes to designing your exhibit, effective solutions don't require expensive investments. Take the stress out of your upcoming show with a rental exhibit from Freeman. With quality rental options that meet your budget requirements, we'll have you exhibit ready at a moment's notice, without the hassle of ownership.

PACKAGE 1



10 X 20



10 X 10

PACKAGE 1 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



FREEMAN

PACKAGE 2



10 X 20



10 X 10

PACKAGE 3



10 X 20



10 X 10

PACKAGE 4



10 X 20



10 X 10

PACKAGE 2 UPGRADE OPTIONS

With Graphics and Cabinet

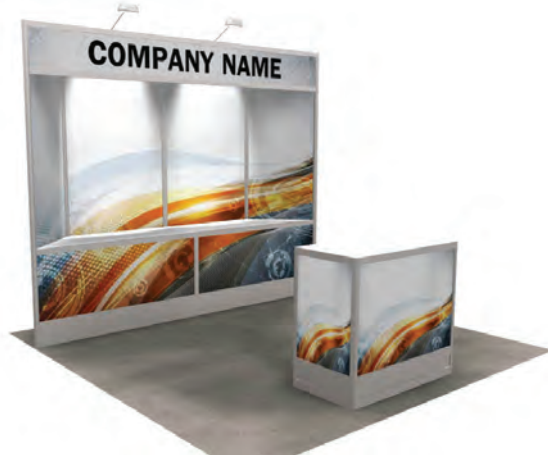
10 X 10



PACKAGE 3 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



PACKAGE 4 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



FREEMAN

PACKAGE 5



10 X 20



10 X 10

PACKAGE 6



10 X 20



10 X 10

PACKAGE 5 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



PACKAGE 6 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



FREEMAN

There are upgrade options available that allow you to change the panels to slatwall, add shelves, change the metal color and add cabinets as a storage option with the dual purpose of a reception counter.



SLATWALL



COLORED PANELS



SHELVES



BLACK METAL



CABINETS

Booth Panel Options – Color Options Included with Rental Package



black fabric



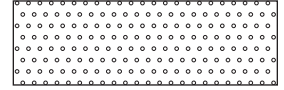
blue fabric



gray fabric



white



white perforated

Classic Carpet (16 oz.) – Color Options Included with Rental Package Options. Darker colored Classic carpet is made of 25-50% recycled content.



black



blue



gray



green



latte



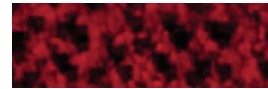
midnight blue



plum



red



red pepper



tuxedo

9' carpet is laid toward the front edge, leaving 1' at the back of the booth for utility port access. Actual colors may vary slightly.

Prestige Carpet (28 oz.) – Available Upgrade Color Options



black*



cardinal



charcoal*



cream



gray pearl*



navy*



toast



wedgewood



white*

*Colors available in both 28 oz. and 40 oz. Actual colors may vary slightly.

Rental Exhibits Include:

- 9x10 or 9x20 Classic Carpet
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2-arm lights per 10' Booth
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

questions?

All packages can be customized or modified to fit your specific needs. To speak with an Exhibitor Sales Specialist, call the number listed on the Quick Facts.



“CLEAN FOOTPRINT” MATERIALS

When you select “Clean Footprint” materials for your booth we will use only materials that can be reused or recycled. All flooring, lighting, furniture, and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be printed on reusable and 100% recyclable substrate such as Freeman honeycomb, conerd board and reboard. Using a Freeman rental unit includes 100% recyclable aluminum in the structure and virtually eliminates your shipping footprint and carbon emissions.

FREEMAN

2080 Brierley Way, Ste 102
Sparks, NV 89434
(775) 355-4600 Fax: (469) 621-5617

**DISCOUNT PRICE
DEADLINE DATE
OCTOBER 09, 2019**

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

NAME OF SHOW: **SHPE 2019 National Convention / November 1 - 2, 2019**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call **(775) 355-4600** to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

All Exhibits Include: installation & dismantle of exhibit, material handling of exhibit, 9' x 10' or 9' x 20' classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

To place your order, please check the appropriate box and complete the remaining selections at the bottom of the form.

RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price
Package 1	<input type="checkbox"/> 10' x 10'	3,326.20	4,656.70	<input type="checkbox"/> 10' x 20'	6,258.10	8,761.35
Package 2	<input type="checkbox"/> 10' x 10'	2,068.40	2,895.75	<input type="checkbox"/> 10' x 20'	3,742.55	5,239.55
Package 3	<input type="checkbox"/> 10' x 10'	2,971.15	4,159.60	<input type="checkbox"/> 10' x 20'	5,548.15	7,767.40
Package 4	<input type="checkbox"/> 10' x 10'	2,675.15	3,745.20	<input type="checkbox"/> 10' x 20'	4,955.80	6,938.10
Package 5	<input type="checkbox"/> 10' x 10'	3,148.70	4,408.20	<input type="checkbox"/> 10' x 20'	5,912.95	8,278.15
Package 6	<input type="checkbox"/> 10' x 10'	3,274.90	4,584.85	<input type="checkbox"/> 10' x 20'	6,211.95	8,696.75

CHOOSE YOUR PANEL

☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White Hardwall ☐ White Perfboard



CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colors are available:

Check color choice

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte
☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

You may want to add padding or upgrade your carpet to one of our 15 designer colors in our PRESTIGE carpet line. Now available in **28 oz.** and **40 oz.** weight. Refer to our enclosed Carpet order form for color selections and pricing.

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit).

Note: Power and labor to hang the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 Watts.

Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

Indicate which color lettering you would like. We have a wide variety of standard colors available:

☐ Black ☐ Blue ☐ Brown ☐ Burgundy ☐ PMS Color _____
☐ Red ☐ Teal ☐ White ☐ Green ☐ Font Type _____

Indicate exactly how you want your company name to appear:

*Unless font type is indicated, Helvetica will be used.

ENHANCE YOUR EXHIBIT

Enhance your exhibit and have an Exhibitor Sales Specialist contact you for pricing by checking any of the following boxes:

☐ Slatwall & Shelves ☐ Cabinets & Counters ☐ Specialty Colored Metal ☐ Recyclable Graphics
☐ Colored Panels ☐ Creating a Custom Exhibit ☐ Graphics & Custom Logo ☐ White Eco-Board



The product offered has recyclable content or has eco-friendly attributes and is 100% recyclable according to manufacturer's specifications.

TOTAL COST		
Sub-Total	+	8.6 % Tax
	=	Total Cost

FREEMAN

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Sparks, NV 89434
(775) 355-4600 Fax: (469) 621-5617

**DISCOUNT PRICE
DEADLINE DATE
OCTOBER 09, 2019**

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

NAME OF SHOW: **SHPE 2019 National Convention / November 1 - 2, 2019**

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

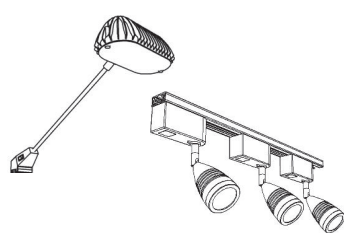
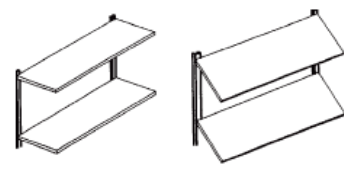
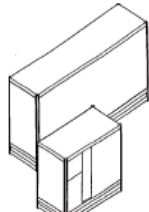
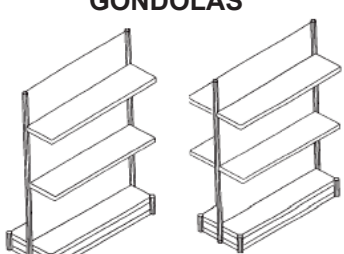

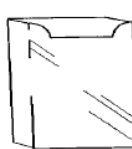
CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (775) 355-4600 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

ACCESSORIES FOR RENTAL UNITS

LIGHTS (use only on rentals) 	SHELVES (use only on rentals) 	CABINETS 
GONDOLAS 	RADIUS CABINET (does not have doors) 	LITERATURE POCKETS 

Qty	Part #	Description	Discount Price	Standard Price	Total
LIGHT FIXTURES					
(electrical service & labor to install lights not included)					
_____	172512	Arm Light	76.30	106.80	_____
_____	172514	4' Tracklight (3 lights)	284.60	398.45	_____
_____	17252	Halogen Light	102.90	144.05	_____

CABINETS & LOCKS					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
_____	17305	1M x 1/2M x 36" High.....	423.10	592.35	_____
_____	17306	1M x 1/2M x 42" High.....	423.10	592.35	_____
_____	17308	2M x 1/2M x 36" High.....	593.35	830.70	_____
_____	17309	2M x 1/2M x 42" High.....	593.35	830.70	_____
_____	173010	1M Radius x 1/2M x 36" High.	593.35	830.70	_____
_____	173011	1M Radius x 1/2M x 42" High..	593.35	830.70	_____
(Radius Cabinets do not have doors)					
_____	17301	Cabinet Lock	15.70	22.00	_____
Inside Shelves Available Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
GONDOLAS					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfbord <input type="checkbox"/> White PVC					
_____	174541	Single Sided 1M x 4' High...	338.50	473.90	_____
_____	174542	Double Sided 1M x 4' High..	466.60	653.25	_____
_____	174581	Single Sided 1M x 8' High...	459.05	642.65	_____
_____	174582	Double Sided 1M x 8' High..	587.15	822.00	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
SHELVES					
_____	17201	1M Straight (37" x 12")	112.15	157.00	_____
_____	17206	1M Angled (37" x 12")	112.15	157.00	_____

Qty	Part #	Description	Discount Price	Standard Price	Total
LITERATURE POCKETS					
_____	174015	For 8 1/2 x 11 Literature	39.00	54.60	_____

TOTAL COST					
_____	Sub-Total	+	_____	8.6% Tax	=
_____	Total Cost				

Don't see what you need?
Please call Exhibitor Sales at (775) 355-4600.

07/17 (489677)

*** Remember to make a selection for items
with checkboxes. Otherwise, a selection
will be made for you.**

FREEMAN exhibit accessories

FLEXING TO FIT YOUR NEEDS

.....

TotalFlex® provides the ability to configure exhibits to fit your space, budget and vision from show to show. Available for rent or for purchase, this pop-up display is versatile, lightweight and durable, and setup can be completed without tools in only a few minutes.

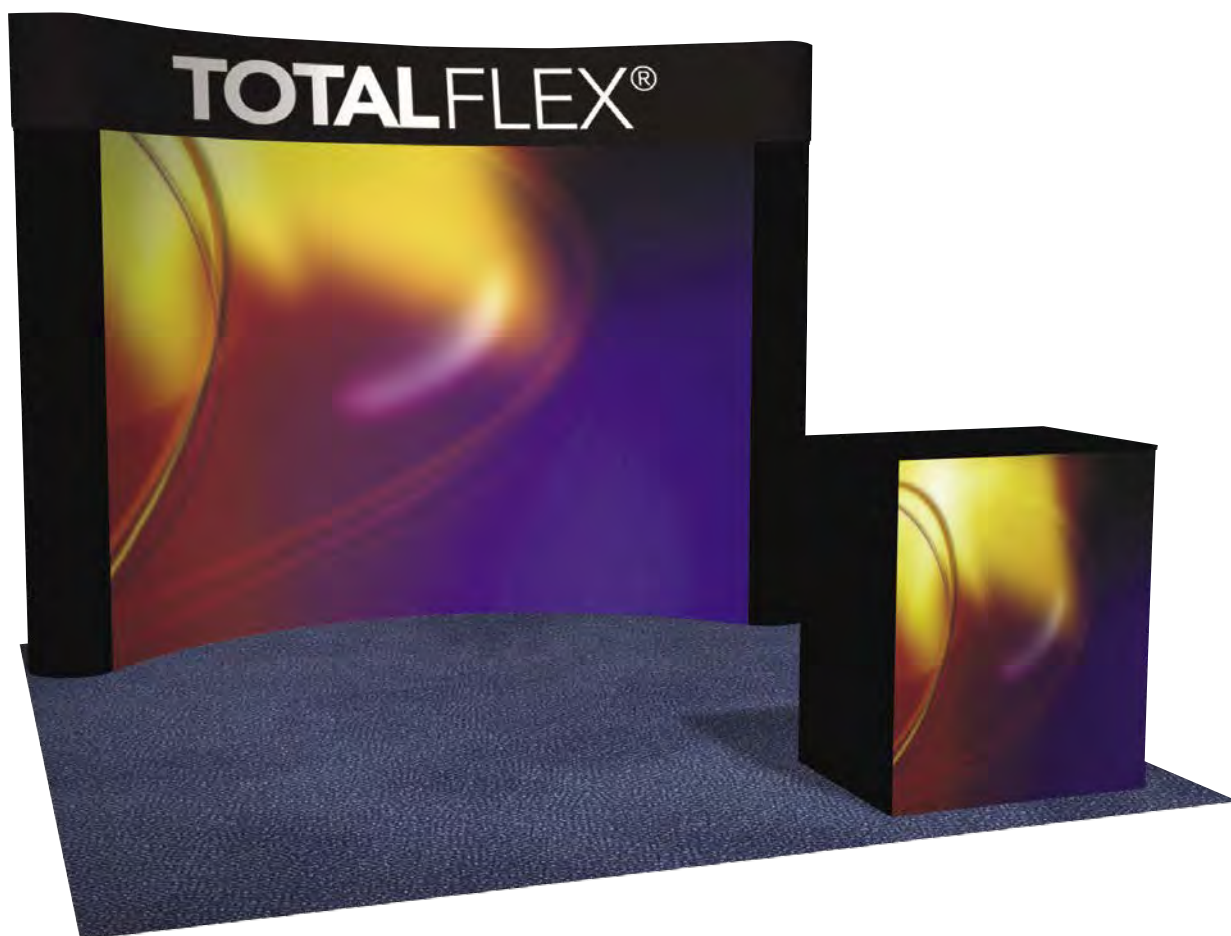


Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com

The TotalFlex® solution is the most versatile exhibit option available:

- Floor unit cases easily convert into a podium.
- Velcro-compatible fabric panels available in a wide selection of colors.
- Compatible with shelves, lights and other innovative trade show accessories.
- Available in a variety of sizes for rent or purchase, including a tabletop version (shown on front).
- Freeman offers full graphic and logo design solutions.*
- All TotalFlex® rental units include installation & dismantling of display system, material handling, 9'x10' or 9'x20' Classic Carpet with nightly vacuuming, 200-watt halogen lights (1 light for the table-top unit, 2 lights per 8x10 unit) as well as power and labor to hang them.

**Graphic design elements are priced separately and not included with TotalFlex® order.*



FLOOR UNITS

10'w x 8'h Floor Standing Unit

20'w x 8'h Floor Standing Unit

TABLE TOP UNITS

6'w x 40"h Table Top Unit

8'w x 40"h Table Top Unit

FREEMAN

2080 Brierley Way, Ste 102
Sparks, NV 89434
(775) 355-4600 Fax: (469) 621-5617

**DISCOUNT PRICE
DEADLINE DATE
OCTOBER 09, 2019**

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

NAME OF SHOW: **SHPE 2019 National Convention / November 1 - 2, 2019**

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

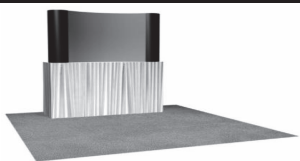
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (775) 355-4600 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

TABLETOP UNIT



RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	1,186.25	1,660.75	_____	_____
40"H x 8"W	1,377.10	1,927.95	_____	_____

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
40"H x 6"W	1,289.95	1,805.95	_____	_____
40"H x 8"W	1,462.95	2,048.15	_____	_____

*Shipping Not Included

Rental Units Include:

Draped Table (select color below)
Classic Carpet 9' X 10' (select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-200 Watt Halogen Light (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:

1-Case
One Time Installation & Dismantle

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: ☐ Black ☐ Gray ☐ Blue

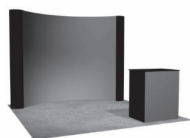
*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Table Drape:

☐ Black ☐ Blue ☐ Brown ☐ Green ☐ Flax
☐ Gold ☐ Gray ☐ Plum ☐ Red ☐ White

FLOOR UNIT



RENTAL

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	1,945.45	2,723.65	_____	_____
8'H x 10'W	2,317.20	3,244.10	_____	_____

PURCHASE*

Size	Discount Price	Standard Price	QTY	TOTAL
8'H x 8'W	2,927.50	4,098.50	_____	_____
8'H x 10'W	3,437.70	4,812.80	_____	_____

*Shipping Not Included

Rental Units Include:

Classic Carpet 9' X 10' (select color below)
Installation & Dismantle of Exhibit
Material Handling of Exhibit
Nightly Vacuuming
1-Podium - 8'H X 10'W unit only
2-200 Watt Halogen Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

Purchase Units Include:

2-Cases
One Time Installation & Dismantle
1-Podium - 8'H X 10'W unit only

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: ☐ Black ☐ Gray ☐ Blue

*Other Colors Also Available for Purchase Units

9' x 10' Classic Carpet: ☐ Black ☐ Blue ☐ Green ☐ Gray
☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

• All Classic carpet contain recycled content and are recyclable.

CUSTOM GRAPHIC / PHOTO PANELS

☐ Our custom graphic panels can dramatically enhance your exhibit's appearance.

Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

OPTIONAL ACCESSORIES				RENTAL			PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total		Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	239.00	334.60	_____		_____	303.65	425.10	_____
1715801	1-200 Watt Halogen Light Kit	_____	125.55	175.75	_____		_____	224.70	314.60	_____
1715802	Straight Shelf	_____	97.15	136.00	_____		_____	156.55	219.15	_____
1715803	Angled Shelf	_____	97.15	136.00	_____		_____	156.55	219.15	_____

QUICK TIPS

* If shipping literature or products, material handling rates will apply.

* Order in advance to save time, money and ensure availability. **Orders received after the deadline date or without payment will be charged the Standard Price.**

PURCHASE UNITS TOTAL COST

Sub-Total + 8.6% Tax = Total Cost

RENTAL UNITS TOTAL COST

Sub-Total + 8.6% Tax = Total Cost

SEEING IS BELIEVING

.....

Quality graphics contribute significantly to the impact of your exhibit. With state-of-the-art design and printing capabilities, Freeman brings your banners, signage, and exhibit graphics to life in a larger-than-life way. Our graphics products redefine "high definition," which means your brand has never been seen like this before.

- Photo-quality / high-resolution printing on a variety of rigid and rolled material including honeycomb, foam, Polyfoam, PVC, acrylic, fabric, vinyl and mesh materials
- Grand Format printers provide high-resolution digital printing of single and double-sided banners in virtually any size
- Electronic file transfer, in-house printing, and company-wide procedure standardization allow us to control quality, cost and scheduling on a nationwide basis
- Extensive resources ensure that last minute repairs and replacements are handled efficiently as needed, no matter where your event may be located



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

Quality graphics contribute significantly to the impact of your exhibit. Vivid colors and sharp images attract attention, build traffic, and communicate messages more effectively. Freeman has invested in the latest printing technology and has the skills to provide you with the finest high-resolution digital graphic reproduction available.

Freeman can provide four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more. Each Freeman location has stand-alone printing capabilities, along with two additional graphic locations for additional support and for special requirements.

Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis. Last minute repairs and replacements are handled efficiently through our nationwide resources.

- 5M UV roll printers provide grand format, four-color, high-resolution digital printing of single and double-sided banners up to 16' wide and virtually any size with seams.
- 3M Dye Sublimation printers provide 10' fabric graphics that work perfectly in our SmartWall panel system.
- UV flatbeds print directly to a variety of ridged materials and offer a 100% recyclable graphic when using a cardboard substrate.
- Freeman offers 100% recyclable substrates that can save you money and the environment.
- Large format Eco-Solvent printers produce high quality graphics for wall, carpet and window applications.
- 3M high speed digital cutters allow for precise cutting of multiple panel applications and also custom router graphic panels.
- Computer-aided graphic design & layout available for your assistance.

- Suspended banners
- Accent graphic photo panels
- Large format signage and banners
- Logo reproduction
- Backlit displays and murals
- Four-color carpet image printing



FREEMAN

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Sparks, NV 89434
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**DISCOUNT PRICE
DEADLINE DATE
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**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **SHPE 2019 National Convention / November 1 - 2, 2019**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (775) 355-4600 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

GRAPHICS

To order your graphics, complete this order form and attach your sign copy or electronic file.

Please see artwork guidelines for electronic files on page 2 of this form.

Note: All graphics are subject to a 100% Cancellation Charge.

DIGITAL GRAPHICS

Freeman has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high-resolution digital printing virtually any size for banners, signage, exhibit graphics and more.

_____ L X _____ W = _____ sq.ft.
\$ 21.90 per sq. ft. discount price
sq. ft. _____ x or _____ = \$ _____
\$ 32.85 per sq. ft. standard price

- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)

LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

- | | |
|---|--|
| <input type="checkbox"/> Freeman Foam (Foamcore) | <input type="checkbox"/> Masonite |
| <input type="checkbox"/> Freeman PVC (PVC) | <input type="checkbox"/> Plexi |
| <input type="checkbox"/> Freeman HD Foam (Gatorfoam) | <input type="checkbox"/> Freeman Honeycomb (Eco-Board) |
| <input type="checkbox"/> Freeman Polyfoam (Ultra Board) | <input type="checkbox"/> Other |

The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.

Vertical Horizontal Use Your Judgment For Sign Layout



Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	@ 83.25	124.90 =	_____
7" x 22"	@ 85.35	128.05 =	_____
7" x 44"	@ 87.25	130.90 =	_____
9" x 44"	@ 92.85	139.30 =	_____
11" x 14"	@ 97.00	145.50 =	_____
14" x 22"	@ 105.15	157.75 =	_____
14" x 44"	@ 125.05	187.60 =	_____
22" x 28"	@ 131.55	197.35 =	_____
28" x 44"	@ 158.65	238.00 =	_____
20" x 60"	@ 258.60	387.90 =	_____

(white only)

Note: File conversion, retouching, cloning or color may incur additional labor charges. (See reverse side for graphic guidelines.)

INDICATE YOUR SIGN COPY HERE:

* Please feel free to attach additional sign copy on separate page.

Vertical

Horizontal

Use Your Judgment For Sign Layout



Background Color: _____

Lettering Color: _____

TOTAL COST

Sub-Total	+	8.6 % Tax	=	Total Cost
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FREEMAN graphics

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our goal is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer or art department. Artwork must be submitted in the proper resolution and/or file size to produce quality images. Please provide proper color matching information and proofs to ensure accurate color reproduction.

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

RASTER ART (photos, logos containing any continuous tone images):

- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

VECTOR ART:

- Logos should be vector and have outlined fonts (if provided as bitmap, please use high-res images)

FONTS and LINKS

- Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines
- Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving.

COLOR

- If PMS color matching is required, please use original Pantone + Solid Coated swatches in your artwork. Modifying Pantone names will result in printing default color (CMYK)
- CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified Color Proofs (Gracol, Swop, Fogra), please provide ICC file information used to print your samples. Best option would be to include ICC chart on your prints.

ARTWORK IN THE STRUCTURE

- Please note that any panels going in the metal frame will hide 1/4" of your art all the way around. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop

Always provide the following:

- Native files with fonts and links (zipped)
- High-res PDF-X/4 exports of the files

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

- AI CLOUD (CC) file with Packaged supporting links and fonts. You may keep images linked but Packaging feature must be used.
- AI (CS6, CS5, CS4...) file with embedded links and outlined fonts
- EPS file with embedded links and outlined fonts
- INDD file with Packaged supporting links and fonts

PRINT FILES:

- High-res PDF-X/4 (preferred)
- AI with PDF content (choose this option when saving file)
- EPS files with embedded links and outlined fonts

RASTER OR BITMAP ART:

- Photoshop EPS (preferred, use 8-bit preview, Max, Quality JPG compression)
- PSD (make sure font layers are rasterized)
- TIFF, JPG (quality 8 and higher)

Mac users: Use Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts)

WAYS TO SEND ARTWORK

• Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (775) 355-4600 for assistance.

SHOW SITE WORK RULES IN ARIZONA

To assist you in planning for your participation in the show, we are certain you will appreciate knowing in advance that FREEMAN labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following.

■ EXHIBIT INSTALLATION AND DISMANTLING ■

Stagehand Local #336 has jurisdiction via a labor agreement with FREEMAN for the erection, touch-up, dismantling, and repair of all exhibits when this work is done by persons other than your full-time company personnel. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.

Jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, or the performance, testing, maintenance or repairs of your products.

If full-time company personnel are utilized to set an exhibit, they must carry company identification such as a medical identification card or a payroll stub.

The utilization of workers hired from a non-union agency or company is prohibited.

To secure labor, please complete the labor forms enclosed.

■ MATERIAL HANDLING ■

Stagehand Local #336 has jurisdiction via a labor agreement with FREEMAN for the loading and unloading of all trucks, trailers, and common and contract carriers as well as the handling of empty containers and the operation of material handling equipment. It also has the jurisdiction for the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

FREEMAN has the responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. FREEMAN will not be responsible for any material it does not handle.

Exhibitors may "hand carry" material provided they do not use material handling equipment to assist them. When exhibitors choose to "hand carry" material, they may not be permitted access to the loading dock/freight door areas.

■ GRATUITIES ■

FREEMAN requests that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when FREEMAN employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service, should be reported immediately to a supervisor of FREEMAN. FREEMAN employee(s) are paid an excellent wage, and tipping is not an accepted company policy.

■ IN GENERAL ■

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions arising with regard to FREEMAN's jurisdiction or practices must be directed to a FREEMAN management representative.

LET US DO THE HEAVY LIFTING

Freeman specialists are ready to assist you with all of your exhibit requests, from beginning to end. And when it comes to installing and dismantling exhibits, we make no exceptions. Whether it's shipping and storage, emergency on-site repairs, basic installation and dismantling or support service coordination, including electrical, furnishings and more, Freeman has the resources and capabilities to ensure the most successful show experience possible.



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

Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

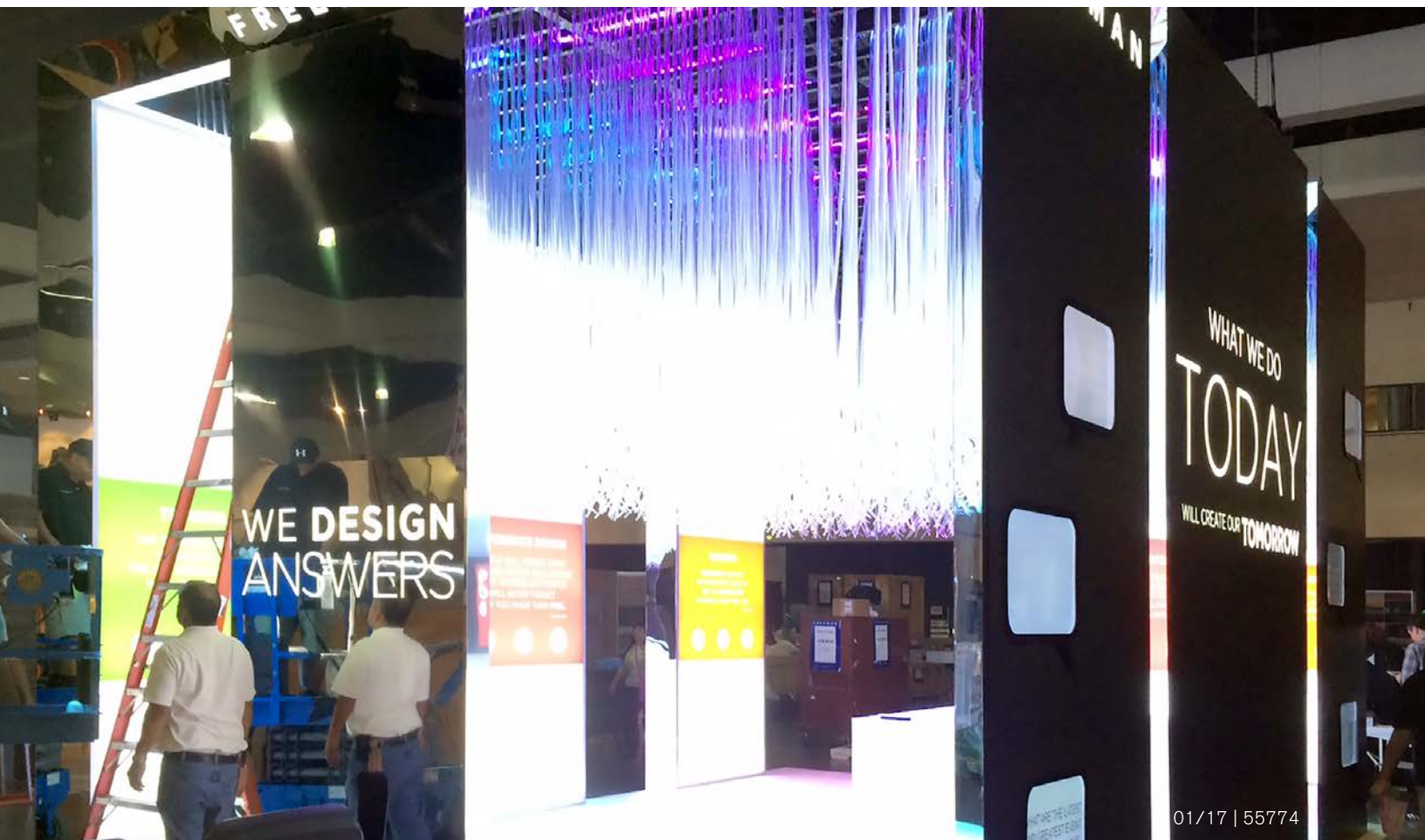
- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations focused on incremental improvement to meet rapidly changing market conditions based upon customer feedback
- Post-show evaluations that help identify small changes that make big impacts

ON-SITE SUPERVISION

You may wish to supervise labor on your own, but if you need assistance, Freeman installation & dismantling experts will get the job done as an extension of your team.

If You Use Freeman Staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.



FREEMAN

2080 Brierley Way, Ste. 102
Sparks, NV 89434
(775) 355-4600 • Fax: (469) 621-5617

INCLUDE THE FREEMAN METHOD
OF PAYMENT WITH YOUR ORDER

NAME OF SHOW: **SHPE 2019 National Convention / November 1-2, 2019**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call (775) 355-4600 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

DISPLAY LABOR (One Hour Minimum per Worker)

	Description	Advance Price	Show Site Price
Straight Time-	8:00 A.M. to 4:30 P.M. Monday through Friday	\$ 145.00	\$ 203.00
Overtime-	4:30 P.M. to 8:00 A.M. Monday through Friday, All day Saturday, Sunday and observed holidays	\$ 205.00	\$ 287.00
Double Time-	12:00 Midnight to 7:00 A.M. and recognized holidays.....	\$ 290.00	\$ 406.00

• **Show Site prices will apply to all labor orders placed at show site.**

• Price is per person/per hour.

• Start time guaranteed only at start of working day

• One hour minimum per man - labor thereafter is charged in half (1/2) hour increments

• Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker

• When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.

• Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

INSTALLATION LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**

• Installation of your exhibit will be completed at our discretion prior to show opening

• The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00

Emergency contact: _____ Phone Number: _____

☐ **Exhibitor Supervised Labor** (Supervisor must check in at Service Desk to pick up labor)

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax (8.6%)						= \$ N/A
Total Installation						= \$ _____

DISMANTLE LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**

• Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor

• The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00

Emergency contact: _____ Phone Number: _____

☐ **Exhibitor Supervised Labor** (Supervisor must check in at Service Desk to pick up labor)

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
Freeman Supervision (30%/\$45.00)						= \$ _____
Tax (8.6%)						= \$ N/A
Total Dismantle						= \$ _____

If you have questions or need assistance in completing your order, please call your Freeman I & D Representative.

FREEMAN installation & dismantle labor

NAME OF SHOW: **SHPE 2019 National Convention / November 1-2, 2019**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE#: _____

FREEMAN SUPERVISED LABOR

IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse _____ Show Site _____ Date Shipped _____

Total No. of: _____ Crates _____ Cartons _____ Fiber Cases _____

Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ Size _____

Electrical Placement: _____ Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

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 Level of Service:

☐ 1 Day: Delivery next business day

☐ Standard Ground

☐ 2 Day: Delivery by 5:00 PM second business day

☐ Specialized: Pad wrapped, uncrated or truckload

☐ Deferred: Delivery within 3-5 business days

Freight Charges:

☐ Same as ship to

Bill To: _____

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

In the event your selected carrier fails to show on final move-out day, please select one of the following options:

☐ Re-route via Freeman's choice

☐ Deliver back to the warehouse at exhibitor's expense

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by the exhibitor.

FREEMAN

2080 Brierley Way, Ste. 102
Sparks, NV 89434
(775) 355-4600 • Fax: (469) 621-5617

INCLUDE THE FREEMAN METHOD
OF PAYMENT WITH YOUR ORDER

NAME OF SHOW: **SHPE 2019 National Convention / November 1-2, 2019**
COMPANY NAME: _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS: _____

For Assistance, please call (775) 355-4600 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

FORKLIFT RIGGING EQUIPMENT AND LABOR

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 and all day Saturday, Sunday and Observed Holidays.

- **Show site prices will apply to all labor orders placed at show site**
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Freeman Service Desk to pickup labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$225.00	\$315.00
304051	Forklift w/operator - up to 5,000 lbs - OT.....	285.00	399.00
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	244.00	341.75
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	304.50	426.50
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	277.50	388.50
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	338.00	473.25
304040	Forklift w/operator - 4-Stage - ST.....	247.75	347.00
304041	Forklift w/operator - 4-Stage - OT.....	308.25	431.75

RIGGING LABOR

3020100	Rigger - ST	145.00	203.00
3020101	Rigger - OT.....	205.00	287.00
3020102	Rigger - DT.....	290.00	406.00

VEHICLE SPOTTING

257024	Vehicle Spotting (Round Trip)	\$ 375.00
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INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							8.6% Tax	
							Total	

DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							8.6% Tax	
							Total	

PLEASE NOTE: THIS FORM IS FOR SIGNS WEIGHING LESS THAN 100 LBS.
 ANY SIGNS WEIGHING MORE THAN 100 LBS MUST BE RIGGED BY AV CONCEPTS.
 CALL - 888-828-2462 OR CLICK HERE FOR MORE INFO: [HTTP://WWW.AVCONCEPTS.COM](http://www.avconcepts.com)

FREEMAN

850 Spice Island Drive
 Sparks, NV 89431
 (775) 355-4600 • Fax: (469) 621-5617

INCLUDE THE FREEMAN METHOD
 OF PAYMENT WITH YOUR ORDER

NAME OF SHOW: **SHPE 2019 National Convention / November 1-2, 2019**
 COMPANY NAME: _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS: _____

For Assistance, please call 775-355-4600 to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

HANGING SIGN LABOR

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday
 Overtime - 7:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday
 7:00 A.M. to 12:00 Midnight Saturday and Sunday

Double Time - 12:00 Midnight to 7:00 A.M. and recognized holidays

EQUIPMENT WITH CREW

- Standard prices will apply to all hanging sign orders placed at show site.
- Crew Size - **MINIMUM** of three people.
- **Materials - Cable, clamps, etc... are additional and charged accordingly.**
- Rates are per lift and crew per hour.
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments.

SIGN HANGS ONLY

	Straight Time	Over Time	Double Time
Boom/Condor Lift with Crew per hour			
Advanced Price.....	\$ 590.00	\$ 710.00	\$ 830.00
Showsite Price.....	\$ 826.00	\$ 994.00	\$ 1162.00

ASSEMBLY CREW/ADDITIONAL LABOR

Assembly Crew or Ground Supervisor - Per Person, Per Hour

Advanced Price.....	\$ 145.00	\$ 205.00	\$ 290.00
Showsite Price.....	\$ 203.00	\$ 287.00	\$ 406.00

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

- ☐ **OK to proceed without Exhibitor Supervision**
- ☐ **Wait for Exhibitor Personnel**
- ☐ **Display House to supervise**

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

INBOUND SHIPPING

- Shipping to Advance Warehouse
- ☐ Deadline for Receipt: OCTOBER 23, 2019
- Shipping to Show Site* (Standard Prices Apply)
- ☐ Date of Arrival: _____

***Standard prices will apply for all Hanging Signs shipped direct to show site.**

ASSEMBLY ESTIMATE

Approx. Hours Hourly Rate Estimated Cost

_____ @ _____ = _____

***REQUESTED INSTALL DATE: _____ TIME: _____**

Approx. Hours Hourly Rate Estimated Cost

_____ @ _____ = _____

***REQUESTED DISMANTLE DATE: _____ TIME: _____**

Approx. Hours Hourly Rate Estimated Cost

_____ @ _____ = _____

Tax 8.6% : _____

TOTAL ESTIMATED COST: _____

***REQUESTED DATES & TIMES ARE NOT GUARANTEED.**

FREEMAN hanging sign labor

NAME OF SHOW: **SHPE 2019 National Convention / November 1-2, 2019**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 775-355-4600 to speak with one of our experts.

HANGING SIGN DETAILS & PLACEMENT DIAGRAM

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type ☐ Cloth Banner ☐ Metal ☐ Wood ☐ Other _____

Shape: ☐ Square ☐ Circle ☐ Rectangle ☐ Triangle ☐ Other _____

Is Electrical Required? ☐ Yes ☐ No Is Assembly Required? ☐ Yes ☐ No

Size: Height _____ Length _____ Width _____ Weight* _____

No. of feet from the floor to the top of the hanging structure _____

Adjacent Aisle or Booth# _____ / Number of feet in from TOP of exhibit space _____

Adjacent Aisle or Booth # _____ / Number of feet in from BOTTOM of exhibit space _____

A measurement scale can be applied as necessary to reflect your booth size.

- ☐ 10' x 10' use 1 square = 1/4ft
 ☐ 20'x20' use 1 square = 1/2ft
 ☐ 30ft x 30ft use 1 square = 3/4 ft
☐ 40' x 40' use 1 square = 1ft
☐ Customize your grid ____ft x ____ft use 1 square = ____foot

Exhibitors who comply with all outlined regulations will be given first priority.

FREEMAN hanging sign details & placement

FREEMAN

2080 Brierley Way, Ste 102
Sparks, NV 89434
(775) 355-4600 Fax: (469) 621-5617

**PLEASE INCLUDE THIS FORM
WITH YOUR HANGING SIGN
ORDER FORM**

STRUCTURAL INTEGRITY STATEMENT THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at the **SHPE 2019 National Convention / November 1 - 2, 2019** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, PHOENIX CONVENTION CENTER, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

**Complete and return form to address listed at the top
of this form.**

FREEMAN structural integrity statement

***Order By: October 1, 2019 to Receive Early Order Pricing!**



Exhibiting Company Name:	Booth #:
---------------------------------	-----------------

Packages	QTY.	Early Order	Show Rate	Total
Apple iPad with Floor Stand - White		\$225.00	\$292.50	
32" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$540.00	\$702.00	
42" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$655.00	\$855.00	
46" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$780.00	\$1,014.00	
55" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$1,090.00	\$1,417.00	

Flat Screen Monitors	QTY.	Early Order	Show Rate	Total
24" Flat Screen - 1080P, with Dell Sound Bar - Choose One: Table Top -or- Wall Mounted		\$220.00	\$286.00	
32" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$360.00	\$468.00	
42" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$475.00	\$617.50	
46" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$590.00	\$767.00	
55" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$900.00	\$1,170.00	
60" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,050.00	\$1,365.00	
70" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$1,350.00	\$1,755.00	
80" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted		\$2,100.00	\$2,730.00	
Please call for pricing on Flat Screens 90" and larger, LED & LCD Video Wall Options		Please call for pricing!		

Flat Screen Accessories	QTY.	Early Order	Show Rate	Total
Mounting Bracket - (32"- 80" Flat Screen) *Only required if providing your own Flat Screen		\$115.00	\$149.50	
Single Post Stand - (up to 24" Flat Screen; Mounting Bracket Required - Charges May Apply)		\$115.00	\$149.50	
Dual Post Stand - (32"- 80" Flat Screen; Mounting Bracket Required - Charges May Apply)		\$170.00	\$221.00	

Touchscreen Displays	QTY.	Early Order	Show Rate	Total
32" Touchscreen - Choose One: Table Top -or- Wall Mounted		\$600.00	\$780.00	
46" Touchscreen - Choose One: Table Top -or- Wall Mounted		\$975.00	\$1,267.50	
Please call for pricing on Touchscreens 65" and larger		Please call for pricing!		

Computing	QTY.	Early Order	Show Rate	Total
Desktop Computer with Monitor (3.2 GHz or faster)		\$210.00	\$273.00	
Laptop Computer (Core i5/2.5ghz/4GB/300GBHD/DVD)		\$250.00	\$325.00	
Apple iPad		\$135.00	\$175.50	
iPad Floor Stand - White		\$115.00	\$149.50	
Apple 21.5" iMac (Intel Core 2 Duo/3.06 GHz)		\$225.00	\$292.50	
Apple 15" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		\$340.00	\$442.00	
Apple 17" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		\$415.00	\$539.50	

Additional Equipment	QTY.	Early Order	Show Rate	Total
USB Media Player		\$90.00	\$117.00	
Choose: Blu-ray -or- DVD Player		\$115.00	\$149.50	
Sound Bar - 2.1 Full Range, with Built-in Subwoofer		\$60.00	\$78.00	
Small High Performance PA System (2 speakers, 1 Mixer/Amp)		\$250.00	\$325.00	
Wireless Microphone - Choose One: Handheld -or- Headset -or- Lavalier		\$180.00	\$234.00	

Quoted Equipment	QTY.	Early Order	Show Rate	Total

***Early order rate is subject to a 30% increase when ordering equipment after October 1, 2019.**

Contact Your Freeman Representative	Total Your Order	
HILARY FARRELL hilary.farrell@freeman.com Phone: 702.352.1417 Fax: 469.621.5614 Online at: www.freeman.com Don't see what you are looking for? Please call to discuss the options!	Equipment Sub-Total	
	31% Handling Charge (\$188.00 Min) Includes Delivery, Install & Dismantle	
	Added Labor to Mount Client Owned Flat Screen to Stand (\$75)	
	State Sales Tax (8.6%)	
	TOTAL CHARGES:	
	** Please note for Monitor Stand & Mount Rentals: Additional labor may be required to mount client provided monitors ** Electrical Services are not included in equipment pricing.	

Please Fill in All Information Below Before Submitting Your Order

Contact Information

Your Name:	Booth Number:
Exhibiting Company Name:	
Company Address:	
City / State:	Zip Code:
Phone:	Fax:
Email:	
Third Party (If Applicable):	
Signature:	

Delivery Information

<i>A representative must be in your booth at the time of delivery unless alternate arrangements are made. Delivery subject to readiness of the booth structure and set-up. Please call us at 702.352.1417 with questions.</i>	
On-Site Contact Person:	Cell Phone:
Please Select Your Preferred Date and Time of Delivery (Choose One):	
Thursday, October 31, 2019 <input type="checkbox"/> 8am - 12pm <input type="checkbox"/> 1pm - 5pm	
If You Have a Special Delivery Request, Please Note it Here:	

Payment Information

Method of Payment (Choose One):

- ☐ **Credit Card** * In an effort to maximize the security of customer payments, a Freeman representative will include a link to our secure portal to provide credit card payment, with your order confirmation.
- ☐ **Check** *Checks must be in U.S. funds drawn on a U.S. or Canadian bank. "U.S. Funds" must be pre-printed on Canadian checks.
- ☐ **Key Account** *Key Account customers have been pre-approved with net 30 terms.
- ☐ **Bank Transfer** * Please reference the Show Name and Booth Number so we may properly credit your account.
- Wire Transfer:** Bank Transfer to Bank of America, N.A.; Dallas, TX
 ABA#: 026-009-593, ACCT #: 4426831545 Freeman Audio Visual, Inc.
 Physical address routing identifiers: 100 West 33rd Street, New York, NY
- International Wire Transfer**
 Swift Code: BOFAUS3N ACCT # 4426831545 Freeman Audio Visual, Inc.
 CHIPS address: 0959 Freeman Audio Visual, Inc.
 Physical address for international routing identifiers: 100 West 33rd Street, New York, NY
- ACH Direct Deposit**
 ABA# 111-000-012 ACCT # 4426831545 Freeman Audio Visual, Inc.
 ABA routing transit number physical bank address: 901 Main Street, Dallas, TX

Note: Customers assume responsibility for any bank processing fees.

**** For your convenience, Freeman will use your authorization to charge your credit card account for advanced and on site orders placed by your company representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor including without limitation, any shipping charges.**

**** All payments must be made in advance in US funds.**

****Full payment, including any applicable tax, is due at the time the order is placed.**

Cancellation Policy: Any cancellation must be received within **7 days** of show open to avoid being charged one day's rental rate. Cancellations after delivery will result in a day's charge and labor incurred.

***Order By: October 1, 2019 to Receive Early Order Pricing!**

Company Name:

Meeting Room Event Technology Packages (Daily Rentals)	QTY.	Early Order	Daily Rate	Total
Small Meeting Room Package (Up to 50 people)				
96" Tripod Screen with Skirt, Projector(4000 Lumens), Projection Stand with Skirt, Sound System, Computer Direct Interface Box, Wireless Microphone, and Microphone Stand		\$650.00	\$845.00	
Medium Meeting Room Package (50 - 150 people)				
7.5' X 10' Fast fold Screen, Projector (4000 Lumens), Projection Stand with Skirt, Sound System, Computer Direct Interface Box, Wireless Microphone, and Microphone Stand		\$1,100.00	\$1,430.00	
Large Meeting Room Package (150 people +)				
10' X 14' Fast fold Screen, Projector (6000 Lumens) , Projection Stand with Skirt, Sound System, Computer Direct Interface Box, Wireless Microphone, and Microphone Stand		\$1,450.00	\$1,885.00	
Meeting Room Flat Screen Packages (Daily Rentals)				
46" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$520.00	\$676.00	
55" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$725.00	\$942.50	
70" Flat Screen Package - 1080P, with Dual Post Stand and External USB Media Player		\$1,015.00	\$1,319.15	

A La Carte Meeting Room Equipment (Daily Rentals)	QTY.	Early Order	Daily Rate	Total
LCD XGA Computer Projector (4000 Lumens)		\$425.00	\$552.50	
Projection Stand (for LCD and Overhead Projectors)		\$20.00	\$26.00	
Tripod Screen Circle One: 70" \$30 • 84" \$35 • 96" \$45		\$	\$	
Choose: Blu-ray -or- DVD Player		\$75.00	\$97.50	
Small High Performance PA System (2 speakers, 1 Mixer/Amp)		\$165.00	\$214.50	
Wireless Microphone - Choose One: Handheld -or- Headset -or- Lavalier		\$120.00	\$156.00	
Computer Direct Interface Box (Audio)		\$40.00	\$52.00	
Laptop Computer (Core i5/2.5ghz/4GB/300GBHD/DVD)		\$165.00	\$214.50	
HP Laser Printer (40 PPM)		\$97.50	\$126.75	
Wireless Presentation Mouse		\$30.00	\$39.00	
Flip Chart w/ Pad with Markers		\$40.00	\$52.00	

Quoted Additional Equipment	QTY.	Early Order	Daily Rate	Total

Freeman has a full complement of Computer, Audio, Video and Lighting Inventory, as well as design capabilities.
Whether your needs are big or small, our experts are available to help you!
Please contact us at: 702.352.1417 for a custom quote.

***Early order rate is subject to a 30% increase when ordering equipment after October 1, 2019.**

Contact Your Freeman Representative	Total Your Order	
HILARY FARRELL hilary.farrell@freeman.com Phone: 702.352.1417 Fax: 469.621.5614 Online at: www.freeman.com	Equipment Sub-Total	
	31% Handling Charge (\$188.00 Min) Includes Delivery, Install & Dismantle	
	Added Labor to Mount Client Owned Flat Screen to Stand (\$75)	
	State Sales Tax (8.6%)	
	TOTAL CHARGES:	
Don't see what you are looking for? Please call to discuss the options!	** Please note for Monitor Stand & Mount Rentals: Additional labor may be required to mount client provided monitors	
	** Electrical Services are not included in equipment pricing.	

Contact Information

Name:

Exhibiting Company Name:

Company Address:

City / State:

Zip Code:

Phone:

Fax:

Email:

Third Party (If Applicable):

Signature:

Meeting Information

*A representative must be in your meeting room at the time of delivery unless alternate arrangements are made.
Delivery subject to readiness of the meeting room and set-up. Please call us at 702.352.1417 with questions.*

On-Site Contact Person:

Cell Phone:

Date of Meeting:

Meeting Room Location:

Start Time:

End Time:

Seating Style:

Seating Capacity:

Rehearsal Required:

☐ Yes☐ No

If so, what time?

Additional Meeting Days:

Date of Meeting:

Meeting Room Location:

Start Time:

End Time:

Seating Style:

Seating Capacity:

Date of Meeting:

Meeting Room Location:

Start Time:

End Time:

Seating Style:

Seating Capacity:

Payment Information

Method of Payment (Choose One):

☐

Credit Card * In an effort to maximize the security of customer payments, a Freeman representative will include a link to our secure portal to provide credit card payment, with your order confirmation.

☐

Check *Checks must be in U.S. funds drawn on a U.S. or Canadian bank. "U.S. Funds" must be pre-printed on Canadian checks.

☐

Key Account *Key Account customers have been pre-approved with net 30 terms.

☐

Bank Transfer * Please reference the Show Name and Booth Number so we may properly credit your account.

Wire Transfer: Bank Transfer to Bank of America, N.A.; Dallas, TX

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Rates Effective July 1, 2019-June 30th 2020

Information & Online Ordering

www.commonwealthexpo.com



Submit Form To:



Commonwealth Electric Company

100 North 3rd Street, Phoenix, AZ 85004

PH 602.253.5881

Fax 602.253.5530

Email: (LeAnn) lwhitehead@commonwealthelectric.com

Please note that electrical orders can only be placed online or via this form, phone orders not accepted.

Society of Hispanic Professional Engineers					Dates: October 28-November 4, 2019	
Event:					Event # 479860	
For Discount Payment Price we must receive your order and payment prior to this						
DISCOUNT DEADLINE DATE OF:					10.14.19	
Company Name:					Booth#:	
Standard Electrical Outlets **Rates are for duration of event**					If you require services not listed on this form please call for a quote. Lighting, Water and/or Air, please call for Order Form	
Qty	Description	Discount	Regular	Amount		
120V Motor & Equipment Outlets (3 Pronged)						
	500 Watts (5Amp)	\$106.09	\$137.92			
	1000 Watts (10 Amp)	\$143.17	\$186.12			
	2000 Watts (20 Amp)	\$181.28	\$235.66			
1 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor					24 Hour Services:	
	10 Amp 208V 1 Phase	\$244.11	\$317.34		Rates are DOUBLE the Outlet Rate	
	20 Amp 208V 1 Phase	\$287.37	\$373.58		Check if required	
	30 Amp 208V 1 Phase	\$358.44	\$465.97			
	50 Amp 208V 1 Phase	\$489.25	\$636.03		Overhead Power:	
	60 Amp 208V 1 Phase	\$555.17	\$721.72		Rates are Time and Material, please call for quote.	
	100 Amp 208V 1 Phase	\$894.40	\$1,162.72			
3 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor					208V and 480V Services:	
	10 Amp 208v 3 Phase	\$276.04	\$358.85		There is a MINIMUM labor charge of (1) hr. for installation/removal of all 208V service. There is a MINIMUM labor charge of (2) hrs. for installation/removal of all 480V service.	
	20 Amp 208V 3 Phase	\$385.22	\$500.79			
	30 Amp 208V 3 Phase	\$425.17	\$552.72			
	50 Amp 208V 3 Phase	\$614.73	\$798.63			
	60 Amp 208V 3 Phase	\$745.15	\$968.70			
	100 Amp 208V 3 Phase	\$1,371.34	\$1,782.74			
Rental Items					Outlets requested to be placed anywhere other than the back of the booth will require a layout and a MINIMUM of (1) hour labor. Please call for quotes on labor if your booth is an Island booth or needs overhead power. Okay to proceed (layout with scaled orientation attached. Order will be installed prior to exhibitor move in. Layout to follow	
	Extension Cord 15'	\$29.20				
	Extension Cord 25'	\$31.36				
	5-way power strip	\$27.04				
	3-way adaptor	\$23.79				
In line booths with standard electrical placement (along back drapeline) will NOT incur labor charges						
Labor for Layout/Overhead/Qty and 208V Services						
ST (M-F 8am-4:30pm)		\$95.17				
OT (M-F 4:30pm-12am & Sat 8am-12 am)		\$142.76				
DT (M-F 12Am-8am & all Sundays/Holidays)		\$190.34				
State of Arizona or Federal Tax Exempt form must be submitted with order to receive exemption.		Total Order			FOR SUPERVISED LABOR ONLY	
		8.6% Sales Tax			Exhibitor supervision requested, requires a MINIMUM of (1) hour of labor.	
		Labor Amount				
**By signing the order form, I have read and agree to all of Commonwealth Electric Company's Conditions and Regulations **		Total Due			Date/Time Requested	
					Onsite Contact	
					Onsite Contact Cell #	
Company Name					Phone	
					Cell Phone	
Address					State	Zip
Email Address **Please Print Legibly**					Onsite Contact	
Signature					Print Name	
Paid by: CK AX MC VS		CC#			Exp Date	CVV
Cardholder Signature					Print Name	



Commonwealth Electric Customer Information

Payment Policy

1. Payment is required in full when order is placed.
2. Payment must be in U.S. dollars, check or credit card including Visa, MasterCard, and American Express.
3. A \$35 fee will be assessed on all returned checks.
4. Tax: All amounts, except labor, are subject to a combined Arizona State and City tax. If you are tax exempt in the State of Arizona, please attach the Sales Tax Exemption Certificate (form 5000) to your order.
5. Credit will not be given for service/equipment once they have been installed regardless of usage.
6. Refunds must be requested in writing by customer within 7 days of close of the event.
7. Claims will not be considered unless file in writing prior to close of show.

Outlets and Equipment

1. All electrical outlets are provided at an additional charge and are not part of a booth package unless otherwise indicated on the CECM order form.
2. Each outlet ordered is **ONE SINGLE** plug-in.
3. Outlets are to be ordered separately by **EACH** exhibitor and may not be shared.
4. Facility utility outlets are not part of the booth space and may not be used by the exhibitor/vendor.
5. For in-line and peninsula booths, each outlet will be located at the back of the booth. For island booths outlets will be placed at the most convenient location for CECM unless otherwise noted by the exhibitor. Should outlets be required in any other location within the booth, a labor charge will be incurred.

Labor

1. Labor charges shall be incurred for the following: (Please refer to your order form or contact CECM for labor minimums per service.)
 - Request your outlet anywhere but the back of the booth. A layout form must be attached to these orders with booth orientation
 - All 110v services above 20 amps
 - Any 208v service or higher is ordered
 - Conversion of exhibitor power connection
 - All overhead service
 - 8 or more services within the same booth space
 - Requested exhibitor supervision for service installation

Conditions and Regulations

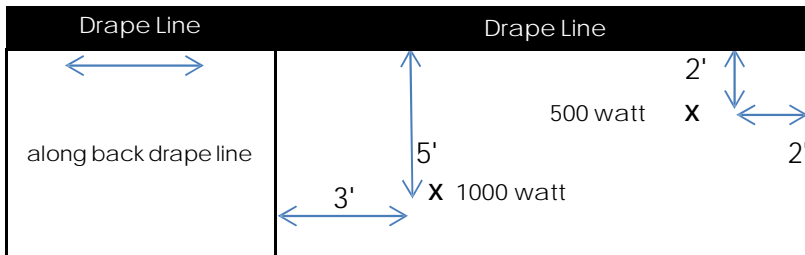
1. CECM will provide standard NEMA connections for all services 208v and higher. Please check with CECM Account Manager for specific type of connection per facility. It is the responsibility of each exhibitor to convert to each facility's connection.
2. Exhibitors/Vendors are responsible for supplying all convertors 220v-110v for international equipment. Should CECM supply there will be an additional charge. Contact CECM for specific charges.
3. Exhibitors are responsible for providing GFI outlets, should GFI be required. CECM can provide these services at an additional charge.
4. CECM will not be responsible for any cutting or altering of any floor covering in order to bring services to booth space in a specific location.
5. All materials and equipment furnished by CECM to provide service shall remain the property of CECM and be removed only by CECM at the close of the event. Any equipment removed by the exhibitor/vendor shall be charged replacement cost of the specific equipment.
6. All equipment, regardless of source of power, must comply with all Federal, State, and City safety codes.
7. All equipment must be properly labeled with complete information as to current, voltage, phase, cycle, horsepower, etc.
8. All exhibitor/vendor supplied cords must be of the 3 wire grounded type. Use of open clip sockets, latex or lamp cord wire is prohibited.
9. All exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
10. All motors over 3hp must have magnetic starters and disconnecting switch provided by the exhibitor/vendor.
11. Commonwealth Electric Company is not responsible for voltage fluctuations or power failure because of temporary conditions.



Event:
Booth Name & Number

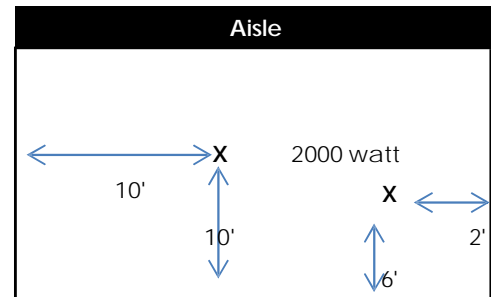
Examples filling out your floor plan-Not to Scale

Line Booth
Standard Placement



Line Booth
Custom Placement w/measurements

Island Booth
Custom Placement w/measurements



Exhibitor Floor Plan

Important Element of your floor plan to include:

- * Mark Service Location
- * Indicate adjacent booth numbers and/or aisles
- * Indicate your booth dimensions/measurements (ie 10 x 10 diagram below)

Adj Booth # _____

Adj Booth #

Adj Booth #

Adj Booth # _____



Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: 14 Days Prior to 1st Day of Show Move-in
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: () -
Contact Email:	Cell Number: () -
On-Site Contact:	On-Site Number: () -

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal.
Payment in full is required prior to the event.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=099

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
--	---

<p>Dedicated Wired Internet Routers Allowed</p> <p>Connection speeds of 3Mbps and up</p> <p>Required for:</p> <ul style="list-style-type: none"> • Web Casting • HD Streaming • Routers(wired or wireless) <p>Includes 5 Static Public IP Addresses</p>	<p>Broadband Wired Internet No Wired or Wireless Routers</p> <p>Connection speeds 1.5mbps Burstable to 3mbps, DHCP</p> <p>Recommended for:</p> <ul style="list-style-type: none"> • Internet Applications • Social Media • Email <p>Includes 1 Private IP Address</p>
---	---

Wireless services are NOT included on this form – please contact us for specific rates.

ORDER ONLINE: orders.smartcitynetworks.com/ordering.aspx

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

1. Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Broadband Internet Service		\$895	\$1,140	\$1,368	
b. Additional Device for Broadband Service, Per Device Up to 4		\$185	\$220	\$255	
If you require 6 or more devices – Please call (888) 446-6911.					
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps		\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)					X
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
				SUBTOTAL	
Make Checks Payable to SMART CITY NETWORKS Send Completed Orders with Payment To: 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com				ESTIMATED 10% TAX / FEES	
				GRAND TOTAL	
Effective January 1, 2019 – January 31, 2020		Customer No: 2019 - 029 -			

Aventura Catering Exhibitor Menu and Order Form

Aventura Catering Sales

Ashley Braden

Phone: 602.534.8604

Email: braden-ashley@aramark.com



beverages

freshly brewed coffee

our coffee service includes disposable starbucks® cups with lids, half and half creamer, sugar, artificial sweeteners, stir sticks and disposable napkins. coffee is priced per gallon with a 1-gallon minimum required per variety.

starbucks® house blend coffee \$72.00++ per gallon

starbucks® decaffeinated coffee \$72.00++ per gallon

tazo® hot tea \$72.00++ per gallon

beverage service

assorted pepsi® soft drinks \$4.00++ each

individual bottled aquafina® water \$4.00++ each

bubly® flavored sparkling \$4.50++ each

individual sparkling water \$4.50++ each

individual assorted fruit juice \$5.00++ each

iced tea, lemonade or fruit punch \$48.00++ per gallon

infused waters of strawberry-basil, cucumber or citrus \$30.00++ per gallon

water service

water cooler rental \$75.00+ per cooler per day

*electrical needs: 500 watts (5 amp) 150 volt electric must be ordered by client through commonwealth electric
dimensions: 13"(w) x 13" (w) x 55" (h)*

5 gallon water bottle \$30.00++ per bottle

Please be advised that all food and beverage items served within the Phoenix Convention Center must be prepared and presented by Aventura Catering. This includes requests for exhibitor amenities such as bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverages from the Phoenix Convention Center.

A 22% administrative fee and current sales tax will be added to all food and beverage.

A minimum order of \$100.00 is required. If not met, client is subject to a \$35.00+ delivery fee.

Client is responsible for providing tables and electrical service for their booth.



a la carte**bakery breakfast bites**

assorted bagels, cream cheese \$46.00++ per dozen

assorted danish pastries \$45.00++ per dozen

innovation bakery bread, muffins \$45.00++ per dozen

assorted donuts \$45.00++ per dozen

sweet

assorted cookies \$35.00++ per dozen

dessert bars assortment of lemon, apple, chocolate raspberry \$45.00++ per dozen

oreo® crusted fudge brownies \$45.00++ per dozen

rich white chocolate m&m® topped blondies \$45.00++ per dozen

chocolate dipped strawberries \$66.00++ per dozen

petite french dessert pastries \$72.00++ per dozen

assorted candy bars \$48.00++ per dozen

savory

tri colored tortilla chips and salsa (serves 25) \$125.00++

tri colored tortilla chips and guacamole (serves 25) \$150.00++

pita chips and spinach dip (serves 25) \$125.00++

homemade potato chips and onion dip (serves 25) \$125.00++

mixed nuts (serves 25) \$125.00++

mini pretzels (serves 25) \$100.00++

spicy snack mix (serves 25) \$100.00++

rejuvenating

granola bars \$4.00++ each

fresh fruit cup \$6.00++ each

whole fresh fruit 3.00++ each

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specialty booth stations

logo bottled water

your booth attendees will be your own personal marketers with your company's logo bottled water. provide us with your company logo and we'll custom order your bottled waters. a lead time of 30 days is required with a minimum of 20 cases ordered. \$200 Artwork Fee.

12 oz bottled waters \$96.00++ per case

16.9 oz bottled waters \$102.00++ per case

smoothie bar

specialty made-to-order smoothie bar is a show stopping treat. includes 9 ounce smoothies with disposable cups, straws and napkins with your choice of (2) flavors: strawberry, mango, strawberry-banana, peach, raspberry or blueberry. a dedicated attendant is required.

smoothies \$6.00++ each (minimum order of 100)

*booth attendant required: \$140.00+ (up to 4 hours) provided by aventura to operate equipment
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric*

Please be advised that all food and beverage items served within the Phoenix Convention Center must be prepared and presented by Aventura Catering. This includes requests for exhibitor amenities such as bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverages from the Phoenix Convention Center.

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A minimum order of \$100.00 is required. If not met, client is subject to a \$35.00+ delivery fee.

Client is responsible for providing tables and electrical service for their booth.



specialty booth stations continued

ice cream sandwiches

\$600.00++

ice cream sandwiched in between bakery fresh cookies that are a treat no one can resist. includes (100) 2" ice cream sandwiches for up to 3 hours of service, disposable napkins and utensils

choice of (2) ice cream flavors: vanilla, chocolate or strawberry.

choice of (2) cookie flavors: chocolate chip, sugar or snickerdoodle.

additional servings: \$6.00++ (each)

booth attendant required: \$140+ tax

electrical needs: 500 watts (5 amp) 120 volt must be ordered by client through commonwealth electric

fresh baked cookie station

\$400.00++

tempt show traffic to your booth with the warm and welcoming scent of freshly baked cookies. the fresh baked cookie station includes up to 4 hours of service, a table top otis spunkmeyer gourmet cookie oven, disposable napkins and approximately (160) 2 oz. cookies,

choice of (1) flavor: chocolate chip, oatmeal raisin, sugar or snickerdoodle.

additional case of cookie dough (160 cookies) available at \$325.00++ per case

booth attendant optional: \$140.00+ (up to 4 hours) to bake and distribute cookies

electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

cappuccino bar

**\$375.00++ per hour
(3 hour minimum)**

a barista presents your guests with specialty made-to-order coffee service of espresso shots, flavored cappuccinos, macchiato, mochas, lattes, hot chocolate and steamers. the cappuccino bar includes the barista, disposable cups with lids and napkins.

Additional hours: \$375.00 ++ per hour

electrical needs: 2000 watts (20 amp) 120 volt and 500 watts (5 amp) 110 volt must be ordered by client through commonwealth electric

italian soda bar

\$1,500.00++

welcome your guests to your booth by offering soda with an italian twist. the italian soda bar includes up to 4 hours of service and (250) 12 oz. servings with disposable cups and straws. select up to three flavors: strawberry, raspberry, peach, orange, lemon, lime.

Additional servings: \$125.00 ++ per hour (serves 25)

Please be advised that all food and beverage items served within the Phoenix Convention Center must be prepared and presented by Aventura Catering. This includes requests for exhibitor amenities such as bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverages from the Phoenix Convention Center.

A 22% administrative fee and current sales tax will be added to all food and beverage.

A minimum order of \$100.00 is required. If not met, client is subject to a \$35.00+ delivery fee.

Client is responsible for providing tables and electrical service for their booth.



specialty booth stations continued

hot and soft pretzels

\$275.00++

soft jumbo pretzels with our tabletop pretzel warmer. package includes the pretzel warmer and 36 traditional pretzels.

additional pretzels:

traditional pretzels with mustard \$5.00++ each

jalapeno pretzels \$6.00++ each

add individual servings of cheese dip \$1.00++ each

*optional booth attendant: \$140.00+ (4 hour minimum) provided by aventura to operate equipment
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric*

hydration station

\$250.00++

refreshing and delicious, this station will quench your thirst. the hydration station comes with infused water (2 gallons), lemonade (2 gallons) and iced tea (2 gallons) presented with beverage dispensers, disposable cups and napkins. select from the following flavors:

2 gallons of infused water, choice of: strawberry-basil, cucumber or citrus

2 gallons of lemonade, choice of: classic, strawberry, lavender or mango

2 gallons of iced tea, choice of: regular, passion fruit or prickly pear

Please be advised that all food and beverage items served within the Phoenix Convention Center must be prepared and presented by Aventura Catering. This includes requests for exhibitor amenities such as bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverages from the Phoenix Convention Center.

A 22% administrative fee and current sales tax will be added to all food and beverage.

A minimum order of \$100.00 is required. If not met, client is subject to a \$35.00+ delivery fee.

Client is responsible for providing tables and electrical service for their booth.



general information, policies and procedures

FOOD & BEVERAGE REGULATIONS

All food and beverage items served within Phoenix Convention Center must be prepared and presented by Aventura...A Premier Catering Company. This includes requests for exhibitor amenities such as logo-bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverage from the Convention Center. Aventura, as a licensee, is responsible for the administration of the sale and service of all alcoholic beverages in accordance with the Arizona Department of Liquor Licenses and Control. Therefore, in compliance with the state law, all beer, wine and liquor must be supplied and served by Aventura.

EVENT PLANNING

Exhibitor Food & Beverage Order Specifications

To insure the proper planning of your event, we kindly request that all exhibitor food and beverage specifications be received in writing by our office no later than **October 14, 2019**. Orders received after October 14, 2019 will incur a 10% late administrative charge.

Confirmation of Orders

Upon receipt of all written food and beverage specifications, your Aventura Sales Professional will review and provide the customer with written confirmation of services ordered. A separate event order will be issued to the customer for each individual service, along with a contract outlining specific agreements between the customer and the caterer, Aventura. The contract, signed event orders and payment in full must be received by Aventura on or before **October 24, 2019**. The event orders, when completed, will form part of your contract. Menu prices are subject to change without notice.

Client Responsibility

The client is responsible for ordering electrical power from Commonwealth Electric and booth catering tables and/or bar fronts and bar back tables from show decorator if necessary.

PAYMENT POLICY

Deposits

Aventura policy requires full payment (100%) of total estimated charges in advance.

Acceptable Forms of Payment

Company check, American Express, Visa, MasterCard and Discover are considered acceptable forms of payment. If payment is received within less than three (3) business days prior to the event, certified funds or credit card payment will be required. If company check is utilized for payment, a credit card will be required to facilitate on site additions and changes to existing orders.

Cancellation

Full charges will apply to cancellations made within five (5) business days prior to delivery.

ADMINISTRATIVE CHARGE* AND SALES TAX

- All food and beverage items are subject to 22% administrative charge* and applicable Arizona sales tax. Administrative charge* is taxable in the State of Arizona.
- ++ indicates the addition of 22% administrative charge* and applicable sales tax
- + indicates the addition of applicable Arizona sales tax (currently 8.6%)
- Administrative charge* and sales tax are subject to change without notice

DELIVERY FEES

All catering orders or re-orders totaling less than \$100.00 (excluding administrative charge* and sales tax) will result in a \$35.00+ delivery fee.

BEVERAGE PURCHASE POLICY

All beverage items are sold à la carte and cannot be purchased on a consumption basis.

LABOR

Each booth attendant is \$140.00+ for up to 4 hours and are \$45.00+ per hour for each additional hour per attendant.

Please be advised that all food and beverage items served within the Phoenix Convention Center must be prepared and presented by Aventura Catering. This includes requests for exhibitor amenities such as bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverages from the Phoenix Convention Center.

A 22% administrative fee and current sales tax will be added to all food and beverage.

A minimum order of \$100.00 is required. If not met, client is subject to a \$35.00+ delivery fee.

Client is responsible for providing tables and electrical service for their booth.



Under no circumstances should SHPE NATIONAL CONVENTION 2019 participants be found in the possession of weapons, illegal drugs or alcohol or under the influence of alcohol or drugs. Any participant contributing to the delinquency of a minor will face immediate disciplinary action, expulsion from SHPE NATIONAL CONVENTION 2019 and possible law enforcement involvement.

Due to these policies, alcohol will not be permitted during any student related activity, sponsored or hosted by sponsors or exhibiting companies.

Exhibitor Booth Catering Order Form

Please email your completed order and credit card authorization form to Ashley Braden:

Braden-Ashley@aramark.com

Confirmation will be emailed to you.

Show Name:		
Company:		
Order Contact:		
Street Address:		
City:	State:	Zip:
Email:		
Phone:	Fax:	
Booth #:	# of Guests:	
On-Site Contact:		
On-Site Contact Cell:		

MENU ITEMS

Service Date	Start Time	End Time	Quantity	Item Description	Unit Price	Total Price

Subtotal	
22% Administrative Fee (all food and beverage)	
8.6% Sales Tax	
Total	

a v e n t u r a

A PREMIER CATERING COMPANY

100 North Third Street

Phoenix, AZ 85004

T: 602-534-8604 F: 602-534-8603

_____ 1) Check issued for advance payment. Credit Card is to be
used for any additional orders & balance.

_____ 2) Credit Card is to be used for all charges.

PLEASE CHECK ONE

VISA _____

MASTERCARD _____

AMEX _____

DISCOVER _____

CREDIT CARD #: _____

EXPIRATION DATE: _____ SECURITY CODE: _____

CARD HOLDER NAME: _____

ON-SITE CONTACT: _____

COMPANY NAME: _____

BILLING ADDRESS: _____

PHONE #: _____ CELL #: _____

EMAIL ADDRESS: _____

SIGNATURE OF CARDHOLDER: _____

(Signature MUST be same as name on credit card)

PLEASE MAKE A LEGIBLE PHOTO COPY OF CREDIT CARD (FRONT ONLY) FOR CREDIT CARD VERIFICATION
ANY CREDITS DUE WILL BE PLACED BACK ONTO PROVIDED CREDIT CARD

FOR OFFICE USE ONLY

DATE: _____ (AUTHORIZATION VALID FOR 30 DAYS) AUTHORIZATION #: _____

AMOUNT OF AUTHORIZATION: _____ AUTHORIZED PERSONNEL: _____

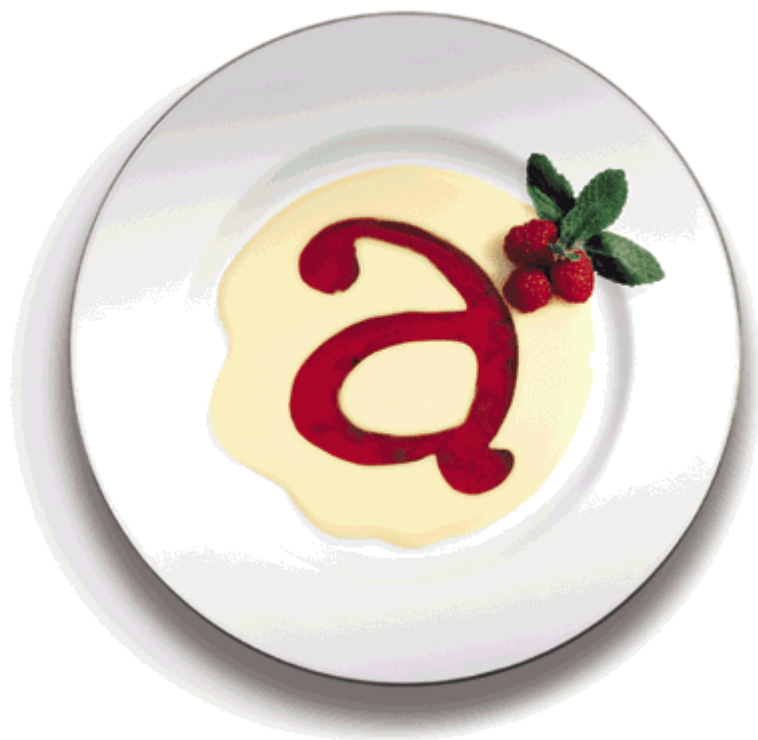
Aventura Catering Hospitality Menu and Order Form

Aventura Catering Sales

Ashley Braden

Phone: 602.534.8604

Email: braden-ashley@aramark.com



beverages

freshly brewed coffee

our coffee service includes disposable starbucks® cups with lids, half and half creamer, sugar, artificial sweeteners, stir sticks and disposable napkins. coffee is priced per gallon with a 1-gallon minimum required per variety.

starbucks® house blend coffee \$72.00++ per gallon

starbucks® decaffeinated coffee \$72.00++ per gallon

tazo® hot tea \$72.00++ per gallon

beverage service

assorted pepsi® soft drinks \$4.00++ each

individual bottled aquafina® water \$4.00++ each

bubly® flavored sparkling \$4.50++ each

individual sparkling water \$4.50++ each

individual assorted fruit juice \$5.00++ each

iced tea, lemonade or fruit punch \$48.00++ per gallon

infused waters of strawberry-basil, cucumber or citrus \$30.00++ per gallon

water service

water cooler rental \$75.00+ per cooler per day

*electrical needs: 500 watts (5 amp) 150 volt electric must be ordered by client through commonwealth electric
dimensions: 13"(w) x 13" (w) x 55" (h)*

5 gallon water bottle \$30.00++ per bottle

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a la carte**bakery breakfast bites**

assorted bagels, cream cheese \$46.00++ per dozen

assorted danish pastries \$45.00++ per dozen

innovation bakery bread, muffins \$45.00++ per dozen

assorted donuts \$45.00++ per dozen

sweet

assorted cookies \$35.00++ per dozen

dessert bars assortment of lemon, apple, chocolate raspberry \$45.00++ per dozen

oreo® crusted fudge brownies \$45.00++ per dozen

rich white chocolate m&m® topped blondies \$45.00++ per dozen

chocolate dipped strawberries \$66.00++ per dozen

petite french dessert pastries \$72.00++ per dozen

assorted candy bars \$48.00++ per dozen

novelty ice cream bars, sandwiches \$7.00++ each

savory

tri colored tortilla chips and salsa \$5++ per guest

tri colored tortilla chips and guacamole \$6.00++ per guest

pita chips and spinach dip (serves 25) \$125.00++

homemade potato chips and onion dip \$5.00++ per guest

mixed nuts \$5.00++ per guest

mini pretzels \$20.00++ per pound

spicy snack mix \$20.00++ per pound

rejuvenating

granola bars \$4.00++ each

fresh fruit cup \$6.00++ each

whole fresh fruit 3.00++ each

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specialty stations

smoothie bar

specialty made-to-order smoothie bar is a show stopping treat. includes 9 ounce smoothies with disposable cups, straws and napkins with your choice of (2) flavors: strawberry, mango, strawberry-banana, peach, raspberry or blueberry. a dedicated attendant is required.

smoothies \$6.00++ each (minimum order of 100)

attendant required: \$140.00+ (up to 4 hours) provided by aventura to operate equipment electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

hot and soft pretzel bar

soft jumbo pretzels with our tabletop pretzel warmer. package includes the pretzel warmer.

additional pretzels:

traditional pretzels with mustard \$5.00++ each

jalapeno pretzels \$6.00++ each

add individual servings of cheese dip \$1.00++ each

optional attendant: \$140.00+ (4 hour minimum) provided by aventura to operate equipment

electrical needs: 2000 watts (20 amp) 120 volt ordered by client through commonwealth electric

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reception menu

chilled hors d'oeuvres

minimum order of 25 pieces per item

pesto chicken, sweet pepper tapenade \$6.00++ per piece
 smoked chicken, boursin cheese, mint chutney \$6.00++ per piece
 seared beef tenderloin, mascarpone, sweet polenta round, onion relish \$6.00++ per piece
 chipotle roasted chicken, avocado crème, tomatillo chutney, tortilla cup \$6.00++ per piece
 bruschetta of avocado, basil, tomato, jalapeno, cracked pepper \$6.00++ per piece
 prosciutto wrapped asparagus, candied lemon zest \$6.00++ per piece
 spicy shrimp on coconut cornbread, candied pineapple \$7.00++ per piece
 vietnamese summer roll, spearmint, rice noodles \$6.00++ per piece
 vegetable napoleon, parmesan crisp \$6.00++ per piece
 spicy apple, brie on a crostini, candied walnut \$6.00++ per piece

warm hors d'oeuvres

minimum order of 25 pieces per item

chick pea, 24 hour bbq pulled beef croquette \$6.00++ per piece
 southwestern chicken skewer, cilantro crème \$6.00++ per piece
 chipotle steak skewer, onion, poblano, red pepper \$7.00 per piece
 sonoran chicken quesadilla \$6.00++ per piece
 pork, mango empanada, avocado crème \$6.00++ per piece
 empanada of chorizo, spinach, ricotta, lemon thyme \$6.00++ per piece
 tallegio cheese, baked pancetta cheese puff \$6.00++ per piece
 brie, raspberry phyllo star \$6.00++ per piece
 sonoran chicken spring roll, cilantro sauce \$7.00++ per piece
 steak, cheese spring roll, southwest chili sauce \$7.00++ per piece
 mini green rice, manchego cheese chimichanga, tomatillo dipping sauce \$6.00++ per piece
 southwest beef tortilla crisp \$6.00++ per piece

reception displays

crudité display, baby vegetables, red pepper hummus, ranch dip \$9.00++ per guest

chef's hand selected cheese board, lavosh, flatbread, crackers \$11.00++ per guest

tropical fruit, berries display, honey yogurt dipping sauce \$10.00++ per guest

cactus crab cakes, tequila cole slaw, chipotle aioli \$13.00++ per guest

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LABOR

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LINEN

House linen charges are \$10.00++ per linen. This can be white or black, 90 x90/mid length in size.

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Order Contact:						
Street Address:						
City:				State:	Zip:	
Email:						
Phone:				Fax:		
Room #:				# of Guests:		
On-Site Contact:						
On-Site Contact Cell:						
MENU ITEMS						
Service Date	Start Time	End Time	Quantity	Item Description	Unit Price	Total Price
					Subtotal	
					22% Administrative Fee (all food and beverage)	
					8.6% Sales Tax	
					Total	

a v e n t u r a

A PREMIER CATERING COMPANY

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DISCOVER _____

CREDIT CARD #: _____

EXPIRATION DATE: _____ SECURITY CODE: _____

CARD HOLDER NAME: _____

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BILLING ADDRESS: _____

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(Signature MUST be same as name on credit card)

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