HEALTH AND SAFETY
Stay informed on Products, Services and Resources that will help you plan for a safe return to your next event. Click Here for our Health and Safety Resources.

BOOTH EQUIPMENT
Each 10’ x 10’ booth will be set with 8’ high black back drape, 3’ high black side drape, one 6’L x 30”H black draped tables, two Limerick® chairs, and one wastebasket. Booths 300 sqft or less will receive a 7” x 44” identification sign. Booths larger than 300 sqft may receive a 7” x 44” identification sign upon request.

EXHIBIT HALL CARPET
The exhibit area is carpeted with existing hotel carpet.

DISCOUNT PRICE DEADLINE DATE
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by December 8, 2022.

EXHIBITOR FREQUENTLY ASKED QUESTIONS
For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit FreemanOnline’s FAQ page.

SHOW SCHEDULE
EXHIBITOR MOVE-IN
Thursday January 5, 2023 9:00 a.m. - 2:00 p.m.

EXHIBIT HOURS
Thursday January 5, 2023 2:00 p.m. - 6:00 p.m.
Friday January 6, 2023 9:30 a.m. - 5:30 p.m.
Saturday January 7, 2023 9:30 a.m. - 5:30 p.m.
Sunday January 8, 2023 8:00 a.m. - 12:00 p.m.

EXHIBITOR MOVE-OUT
Sunday January 8, 2023 12:00 p.m. - 3:00 p.m.

DISMANTLE AND MOVE-OUT INFORMATION
• All exhibitor materials must be removed from the exhibit facility by Saturday January 8, 2023 at 3:00 p.m.
• To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Saturday January 8, 2023 at 10 am. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

EXHIBITOR SERVICE HOURS
Our Exhibitor Support team will be available from 8 a.m. - 5 p.m. from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

POST SHOW PAPERWORK AND LABELS
Exhibitor Support will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping 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 shipping your exhibit at the close of the show.

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 exhibitor 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.
FREEMANONLINE®
Take advantage of discount pricing by ordering online at FreemanOnline by December 8, 2022. Using the enhanced FreemanOnline, 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.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the "Create an Account" link. To access FreemanOnline without using the email link, visit FreemanOnline.

If you need assistance with FreemanOnline, please call Exhibitor Support at (888) 508-5054 Toll Free US and Canada.

SHIPPING INFORMATION
Warehouse Shipping Address:
Exhibiting Company Name / Booth #
AIA/SCS Annual Meeting 2023
C/O Freeman
905 Sams Ave
New Orleans, LA 70123

Please note that the Freeman warehouse will be closed on December 23 and 26, 2022 for Christmas. Shipments will not be accepted on this date. Freeman warehouse will be closed on January 2, 2023 for New Years Day.

Freeman will accept crated, boxed or skidded material beginning December 1, 2022 at the above address. Material arriving after December 29, 2022 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: (888) 508-5054.

ATTENTION: COST SAVING INFORMATION
It is recommended to send materials to the advance warehouse rather than directly to the Hyatt Regency New Orleans. To avoid delays and additional charges from the hotel, it is recommended to ship all packages to the advance warehouse address. Please note that the Hyatt Regency New Orleans is unequipped to remove and store empty containers and is unable to offer outbound loading assistance.

Freeman will not receive shipments at the exhibit facility. Shipments must be sent to the warehouse at the above address. 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: (888) 508-5054.

Please note: Any materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.

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.
PURCHASE TERMS
Freeman’s Terms & Conditions apply to all orders submitted to Freeman for any goods or services, and may be amended without notice. To review the current Terms & Conditions, click here.

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 Freeman labor will need to pick up and release their labor at the Freeman Service Center. Refer to the order form under Display Labor for Straight time and Overtime hours.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
Contact Us

FREEMAN EVENT TECHNOLOGY
(800) 868-6886
EventTechServices@freeman.com

FREEMAN EXHIBIT TRANSPORTATION
(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183
International Shipping Services or fax (469) 621-5810 or
Exhibit.Transportation@freeman.com

ASSISTANCE
We want you to have a successful show. If we can be of assistance, please call Exhibitor Support at (888) 508-5054.

WE APPRECIATE YOUR BUSINESS!
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 Exhibitor Support at (888) 508-5054 US & Canada.

HELPFUL HINTS

SAVE MONEY
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by December 8, 2022.

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 (EACs). Thank you for your cooperation.

Call Exhibitor Support at (888) 508-5054 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.

**BEFORE THE SHOW**

**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.

**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.
**ON SITE**

6. **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.

**MOVE OUT**

7. **train your team**

Educate your installation and dismantling teams about recycling and donation processes.

**shipping out**

8. **Pack in, pack out.**
Leave no traces on show site.

**leftover materials**

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

**leftover materials**

- **Donate the rest.**
  Ask the Freeman Exhibitors Services desk about local donation programs.

**FREEMAN.com**

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**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 (acrylic) 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

**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
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.

*Freeman will no longer accept cash payments for any Freeman services.*

1. Submit your payment information
   Proceed to our electronic Freeman Pay site to securely submit your payment information
   https://www.freemanpay.com/517009

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 price 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.
Shipping and Material Handling

before event
from your location or previous event

venue dock

venue dock

your exhibit

during the event

event venue

storage for empty containers

after event
to your location or next event

advance warehouse
where exhibit materials are stored before an event

shipping
transport to the venue's shipping dock then from the shipping dock to the next event or customer location

material handling
move items from the dock, to the exhibit, back to the dock after the show
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.
RESULTS, DELIVERED

With more than 90 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

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

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

Freeman Exhibit Transportation is an EPA Smartway Partner and is dedicated to reducing carbon emissions related to the transportation of goods. Renting or shipping items locally saves on carbon emissions and your shipping footprint.

Freeman Exhibit Transportation promise:

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

Questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit freeman.com

Continental U.S. Exhibitors: Contact our exhibit transportation experts at **800.995.3579** or via email at exhibit.transportation@freeman.com

International Exhibitors: Contact our exhibit transportation experts at **+1.817.607.5183** or via email at international.freight@freeman.com

**DON’T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM**
TIPS FOR EASY ORDERING

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

• 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

SHIPPING INFORMATION

Items to be shipped

<table>
<thead>
<tr>
<th>Number of Pieces</th>
<th>Est. Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates (wooden)</td>
<td></td>
</tr>
<tr>
<td>Cartons (cardboard)</td>
<td></td>
</tr>
<tr>
<td>Cases/Trunks (color ___________)</td>
<td></td>
</tr>
<tr>
<td>Skids/Pallets</td>
<td></td>
</tr>
<tr>
<td>Carpet (color ___________ )</td>
<td></td>
</tr>
<tr>
<td>Other ( ______________________ )</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

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 # (517009)
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. All shipments are subject to reweigh.
• On the Material Handling Form, locate the rate that applies to your shipment and multiply that rate by the weight of your shipment in pounds.
• 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.

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
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 be rerouted on Freeman's carrier choice 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

• 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
material handling simplified

Our new straight forward pricing makes pre-show budgeting easier. Pay for your actual weight per-pound with no invoice surprises.

- No minimums
- No crated
- No special handling
- No carpet & pad only
- No uncrated
- No hundred-weight billing
- No reweigh fees
- No overtime
- No marshalling yard fees
- No rounding - pay only for actual weight

It’s just easier!
Freeman is the exclusive provider of material handling 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. You have two options for shipping your advance freight - either to the warehouse or directly to show site. Material handling charges will automatically be applied to your account upon receipt of each shipment. It is not necessary to return this form to receive material handling services.

**RATES**

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
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<tbody>
<tr>
<td>Material Handling</td>
<td>$1.98 per pound</td>
</tr>
<tr>
<td>Material Handling - After Deadline</td>
<td>$2.48 per pound</td>
</tr>
<tr>
<td>Material Handling - 10 lbs and under</td>
<td>Free of Charge</td>
</tr>
</tbody>
</table>

*Rate applies to shipments sent to either the warehouse or directly to show site.*

**IMPORTANT SHIPPING INFORMATION**

Freeman Exhibit Transportation offers fast and easy service! Please call (800) 995-3579 to have one of our representatives help arrange all your shipment needs.

**Warehouse:**
- Avoid wait times at show site; ship to our warehouse!
- Warehouse receiving begins on **December 1, 2022.**
- Warehouse address:
  - **Exhibiting Company Name / Booth #**
  - **AIA/SCS Annual Meeting 2023**
  - C/O Freeman
  - 905 Sams Ave
  - New Orleans, LA 70123

- 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 refrigeration 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 x 92"L.

**Outbound:**
- Submit your outbound shipping information in advance and we will deliver your paperwork to your booth during the show. If no outbound information is submitted, Freeman reserves the right to return the freight back to the company address on file at the exhibitor's expense.
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. Freeman will make arrangements for all Freeman Exhibit Transportation shipments.

Charges will appear on your Freeman invoice. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Carrier Name: ________________________

Carrier Phone: ________________________

Select a 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

Select Shipments Options (if applicable)

□ Have loading dock □ Lift gate required

□ Inside delivery □ Air ride required

□ Pad wrap required □ Residential

□ Do not stack

Select Desired Number of Labels: ________________________

Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service Center. If no outbound information is submitted, Freeman reserves the right to return the freight back to the company address on file at the exhibitor’s expense.
TO: ________________________________  EXHIBITOR NAME

C/O: Freeman  
905 Sams Ave  
New Orleans, LA 70123

WAREHOUSE  
(517009)

EVENT: AIA/SCS Annual Meeting 2023

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.
Furniture catalog

Set the scene for engagement.

Visit us at freeman.com/find-show © 2022 Freeman. All Rights Reserved.
Make a statement

The right furniture sets the stage to educate attendees about your brand, inspire audiences to partner with you, display your products elegantly, or connect through conversation.
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The secret lies in designing your exhibit’s engagement around your business goals, choosing and using the right solutions to design your space, design your experience, and design your results.

**Things to consider:**
- Exhibit space and size
- Engagement type
- Presentation lengths
- Product displays
Top design tips
for well executed exhibit spaces.

1. Spin Around.
Swivel chairs in small spaces maximize functionality and allow you to engage with those all around!

2. Get Connected.
Communal tables help facilitate networking opportunities and build connections.

3. Creature Comforts.
Design a comfortable “living room” space with soft lounge seating to relax clients and encourage conversation.

4. Demo Down.
Square or circular ottomans are a great way to design small theaters for quick demonstrations.

5. Keep it Green.
Don’t forget the greenery to warm up your booth environment by bringing nature indoors.

6. Level the field.
Low and casual seating makes clients more comfortable and open to learning.

7. Provide a Pop!
Colorful furnishings attract attention and help reinforce brand themes.

8. Charge it!
Powered tables and seating encourages clients to linger in the booth and recharge.

Accent tables provide perfect work spaces for more in-depth conversations.

10. Stay Social.
Stylize furnishings to create shareable moments worthy of Instagram.

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Soft seating

Invite your guests to stay a while.

Allegro sofa
Create a welcoming environment with a soft seating collection that provides flexibility in style, color, and function.

Conversate casually.
Soft seating

Pair neutral colors for a cohesive look.

81037 Sterling Chair
(gray fabric)
33"L 33.5"D 32"H

8309 Sterling Sofa
(gray fabric)
82"L 33.5"D 32"H

8109 Fairfax Chair
(white vinyl, brushed metal)
27"L 26"D 30"H

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

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Soft seating

Perfect for more in-depth conversations.

810180 Valencia Chair
[salsa orange velvet]
28”L 30.5”D 31”H

83045 Valencia Sofa
[coffee brown velvet]
63”L 30.5”D 31”H
Soft seating

Mix and match chairs and sofas to create comfort in any sized space.

830951 Key Largo Sofa (black fabric)
79"L 35"D 34"H

810950 Key Largo Chair (black fabric)
35"L 35"D 34"H

830950 Key Largo Loveseat (black fabric)
57"L 35"D 34"H

83019 Baja Sofa (white vinyl)
86"L 30.5"D 28"H

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

83020 Baja Loveseat (white vinyl)
61"L 30.5"D 28"H
Soft seating

Set a new standard in seating with soft curves.

83040 Palm Beach Sofa
(white vinyl, brushed metal)
69"L 29"D 33"H

83015 Allegro Sofa
(blue fabric)
73"L 34.5"D 30"H

81019 Allegro Chair
(blue fabric)
36"L 34.5"D 30"H

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Soft seating

Modern and industrial details to satisfy your seating senses.

830119 Naples Sofa
black vinyl (87" L, 30" D, 33.25" H)
830122 Available in power

810119 Naples Chair
black vinyl (36" L, 30" D, 33.25" H)

830120 Naples Loveseat
black vinyl (62" L, 30" D, 33.25" H)
830122 Available in power

83013 Cordoba Loveseat
taupe fabric, black (60.5" L, 32" D, 33" H)

81048 Cordoba Chair
taupe fabric, black (37" L, 32" D, 33" H)
Accent chairs

Add a little pop of color.
Make a lasting impression.

Style, comfort, and seating that scales. Complement your brand identity with an assortment of accent chairs.
Accent chairs

Merge design, innovation, and purpose into each detail.

810874 La Brea Chair
(charcoal grey fabric, chrome)
35”L 27”D 40”H

81034 Bowery Chair
(yellow fabric, chrome) 29.75”L 31”D 27.25”H

81075 Swanson Swivel Chair
(white vinyl) 28”L 25”D 30”H

810145 Wentworth Chair
(brown vinyl) 31”L 24”D 31.5”H

81026 Lena Chair
(green leather, bronze) 27”L 25”D 31”H

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Accent chairs

Let comfort and quality take the lead.
Accent chairs

Versatile statement pieces that stand out on a stage or in your exhibit.

81047 Brooklyn Swivel Chair (white, black)
24.5" L, 25.5" D, 31.75" H

81046 Brooklyn Meeting Chair (white, oak)
24.5" L, 25.5" D, 31.75" H

81048 Cordoba Chair (taupe fabric, black)
37" L, 32" D, 33.5" H
Accent chairs

Quality upholstery to stand the test of time.

81024 Atherton Chair (distressed brown leather, blackened steel)
27"L 31"D 30"H

81032 Pasadena Chair (white molded plastic, chrome tower base)
27"L 25"D 26"H

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

810947 Pro Executive Guest Chair (black vinyl)
24"L 26"D 36"H

81035 Century Chair (gray velvet)
30"L 30"D 31"H

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Side seating
Add a little something extra.
Create an atmosphere that brings your vision to life with a diverse selection of chairs.
Side chairs

Give your space a fresh look with clean lines.

- **810161 Marina Chair** (ocean blue fabric, brushed metal)
  - 17.5”L 19.5”D 35”H

- **810160 Marina Chair** (black vinyl, brushed metal)
  - 17.5”L 19.5”D 35”H

- **810162 Marina Chair** (ocean blue fabric, brushed metal)
  - 17.5”L 19.5”D 35”H

- **810163 Marina Chair** (red fabric, brushed metal)
  - 17.5”L 19.5”D 35”H

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Side chairs

Add seating to any area, from a café to a theater space.

810861 Laguna Chair (maple, chrome) 18.1” L 19” D 34” H
810841 Rustique Chair w/ arms (gunmetal) 20” L 18” D 31” H
81093 Lucent Chair (frosted acrylic, chrome) 19.5” L 19.75” D 32.5” H
810851 Zenith Chair (white, chrome) 18.2” L 22” D 32” H
71089 Black Diamond Side Chair (black) 21” L 23” D 32” H

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Bring out the personality of your event with stylish and colorful seating.

8201223 Round Café Table
[white laminate top, chrome hydraulic base]
30" RND 29" H

Blade Chair
20.5" L 19" D 35.5" H
810846 [sky blue] pictured left
810845 (red)

Malba Chair
20" L 20" D 32" H
810131 [gray] pictured left
810130 (green)

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

Razor Armless Chair
[white]
15.5" L 23.5" D 30.5" H
810837

Side chairs
Barstools

Meet and greet, casually.
Versatility defined.

Whether it be at a kiosk, bar, demo station or table, bar stools set the foundation for connecting. Pair with side seating to maximize seating options for your attendees.
Barstools

For quick and casual conversations.
Barstools

A timeless silhouette reliable for any setting.

81026 Marina Barstool
(ocean blue fabric, brushed metal)
21”L X 17.5”D X 41.5”H

81028 Marina Barstool
(brown fabric, brushed metal)
21”L X 17.5”D X 41.5”H

81029 Marina Barstool
(red fabric, brushed metal)
21”L X 17.5”D X 41.5”H

81030 Marina Barstool
(black vinyl, brushed metal)
21”L X 17.5”D X 41.5”H

81031 Marina Barstool
(white vinyl, brushed metal)
21”L X 17.5”D X 41.5”H

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Barstools

Elevate your space with bold colors.

Blade Barstool
20.5"L 20.125"D 40.5"H
81081 (sky blue)
81080 (red)

71088 Black Diamond Stool
(Black) 22"W X 18"D X 46"H

810840 Zoey Barstool
(White vinyl, chrome) 15"L 16"D 30-34.75"H

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

810830 Rustique Barstool
(Gunmetal) 13"L 13"D 30"H
Barstools
Neutral options to complement your brand.

210109 LIMERICK® Stool by HERMAN MILLER®
(white)
18” X 17.75” L X 44” H

210161 Butcher-Top Bistro
(oak)
30” L RND 42” H
also available
210160 36” RND 42” H

810104 Banana Barstool
(white vinyl, chrome)
19” L 22” D 41.75” H

810103 Banana Barstool
(white, chrome)
21” L 22” D 41.75” H

810848 Christopher Barstool
(white vinyl, chrome)
19” L 19” D 41” H

810202 Shark Barstool
(white, chrome)
22” L 19” D 34-44” H

810850 Zenith Barstool
(frosted acrylic, chrome)
19” L 20” D 44” H

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

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Bars & Counters

Meet and greet essentials.
Connect and socialize with guests. Functional solutions for entertaining and hosting demos.

Bars & Counters

Metallic pewter gray curved counter with taupe-colored glass top features two AC outlets, 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)

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

For personalization contact exhibitorsolutions@freeman.com

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Ottomans

Perfectly positioned comfort anywhere, anytime.
Vibe Cube Ottomans

Bright and cheerful designs liven up your space.

Vibe Cube Ottomans
18”L 18”D 18”H
A) 81535 (citrus green vinyl)
B) 81517 (spice orange vinyl)
C) 81538 (desert rose vinyl)
D) 81516 (taupe vinyl)

81531 (white vinyl)
81530 (black vinyl)
81532 (steel blue vinyl)
81534 (purple vinyl)
81533 (silver vinyl)
81519 (red vinyl)
81517 (yellow vinyl)
81518 (blue vinyl)
81525 (orange vinyl)
Beverly Small Bench Ottomans

Adaptable, versatile, and colorful for any show occasion.

Beverly Small Bench Ottomans
30"L 20"D 18"H
A) 81567 (orange fabric)
B) 81563 (green fabric)
Beverly Bench Ottomans

Add elegance and style to any environment with classic designs.

Beverly Bench Ottomans
60"L 20"D 18"H
81555 (red fabric)

81550 (black vinyl)
81551 (brown fabric)
81552 (gray fabric)
81553 (linen fabric)
81554 (ocean blue fabric)
81556 (white vinyl)
Marche Swivel Ottomans

Your go-to accessory that works for small groups, large gatherings, or theater-style seating.

Marche Swivel Ottomans
17” RND 18”H
A) B15150 (white vinyl)
B) B15154 (red fabric)
C) B15159 (ivory faux sheep fur)
D) B15158 (pear yellow fabric)

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Ottoman styles

Creative configurations that let everyone know they’re welcome.

815123 Endless Square (black) 34”L 34”D 15”H
815122 Endless Square (white) 34”L 34”D 15”H
815952 Endless Curved (black) 60.5”L 37.5”D 15”H
815953 Endless Curved (white) 60.5”L 37.5”D 15”H

82074 Regis Bench (brushed metal) 47”L 15.5”D 16”H

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Power seating and tables

Convenience that guests can plug into.
Power seating and tables

Never run out of battery.

Demotes AC and USB charging outlets

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

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

POWERED DETAIL

830122 Naples Loveseat, Powered
(black vinyl) 62"L 30"D 33.25"H
Power seating and tables

Demos displayed powerfully.

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

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

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

8207 30° Round Bar Table, Powered
(white top, black)
30" RND 42"H

8208 30° Round Cafe Table, Powered
(white top, black)
30" RND 28"H

Please Note: Customer 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.
Power seating and tables

Invite attendees to recharge.

Please Note: Customer 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.

84083 Tech Desk, Powered with 3 Drawer File Cabinet
- Black metal, laminate
- 60" L 30" D 30" H

84084 Tech Desk, Powered
- Black metal, laminate
- 60" L 30" D 30" H

Powered Locking Pedestal
- White
- 85061 24" L 24" D 36" H
- 85063 24" L 24" D 42" H
- Black
- 85060 24" L 24" D 36" H
- 85062 24" L 24" D 42" H

(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface.)

Sydney Powered Cocktail Tables
- Brushed steel
- 48" L 26" D 18" H
- White 82073
- Black 82076

Powered AC and USB Charging outlets

Denotes AC and USB charging outlets.

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Power seating and tables

Convenience at your fingertips.

82039 Tech Tablet Chair
(gray vinyl, white metal tablet, chrome base)
30.5"L 29"D 33.5"H

830710 Wireless Charging Table, Powered
(white, AC plug-in)
20"L 20"D 18"H
Mobile devices must have Qi wireless charging capability.

8502 Village Charging Hub
(cream)
12"L 12"D 28.25"H

Please Note: Customer 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.
Accent tables

Work in style.
When you want to facilitate more in-depth conversations and provide handy work surfaces, accent tables are the perfect tool to provide your attendees with the flexibility they need.
Accent tables

Get more work done with more space.

Denotes AC and USB charging outlets

Sydney Tables
cocktail 48"L x 26"D x 18"H | end 27"L x 23"D x 22"H
82052 Cocktail (black, brushed steel) available in powered.
82055 End (white, brushed steel)
82053 Cocktail (white, brushed steel) available in powered.
82056 End (white, brushed steel)
82078 Cocktail (blue, brushed steel)
82079 End (blue, brushed steel)
82073 Cocktail (white)
82076 (black)
82077 Cocktail (black, brushed steel)
82079 End (black, brushed steel)
82078 Cocktail (wood, brushed steel)
82080 End (wood, brushed steel)

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Accent tables

Add room and style to your work space.

- **Silverado** (glass, chrome)
  - 82014 Cocktail Table 36” RND 17”H
  - 82015 End Table 24” RND 22”H

- **Taos Side Tables** (bronze finish) 15.75”L 15.75”D 24”H
  - 820322 (white top)
  - 820320 (black top)
  - 820321 (wood top)

- **Silverado** (brushed metal)
  - 82074 Bench Table 47”L 15.5”D 16”H
  - 82075 End Table 24” RND 22”H

- **Sedona Side Table** (bronze finish) 15.75”L 15.75”D 24”H
  - 820332 (white top)
  - 820330 (black top)
  - 820331 (wood top)

- **820710 Wireless Charging Table, Powered**
  - (white, AC-plug-in)
  - 20”L 20”D 18”H

- **820844 Aura Round Table** (white metal)
  - 15” Round 22”H

Denotes AC and USB charging outlets

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Accent tables

Relax and have a nice conversation.

Mesa
820134 End Table
24"RND 21.25"H (glass top, bronze)
820134 Cocktail Table
36"RND 17.25"H (glass top, bronze)
Accent tables

Sleek conversation pieces.
Café tables
The perfect place to connect.
Café tables

Comfort plus connections make for lasting impressions.
Café tables

The right balance to elevate your brand.

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

Café Tables
A) Standard Black Base
30" RND 29"H
- 820265 (madison/gray acajou)
- 820945 (blue)
- 820943 (black)
- 8201236 (barnwood)
- 8201239 (brushed yellow)
- 8201237 (green)
- 8201238 (orange)
- 8201220 (white)
- 8201243 (black)

36" RND 29"H
- 8201243 (black)
- 820126 (white)
- 8201232 (green)
- 8201233 (orange)
- 8201223 (white)
- 8201230 (brushed yellow)
- 8201224 (brushed yellow)
- 8201235 (brushed gunmetal)
- 8201234 (brushed yellow)
- 8201231 (black)
- 8201230 (black)

B) Hydraulic Chrome Base
30" RND 29"H
- 820241 (madison/gray acajou)
- 8201208 (maple)
- 820921 (red)
- 820940 (blue)
- 820942 (barnwood)
- 8201209 (graphite nebula)
- 8201220 (white)
- 8201223 (white)
- 8201242 (barnwood)
- 8201234 (brushed yellow)
- 8201224 (brushed yellow)
- 8201235 (brushed gunmetal)
- 8201233 (orange)
- 8201232 (green)

36" RND 29"H
- 820126 (white)
- 8201230 (graphite nebula)
- 8201241 (maple)
- 8201242 (black)

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Bar tables

Network, successfully.
Bar tables
Make that chat last a little longer.
Bar tables
Endless options to make the perfect combination.

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

810840 Zony Barstools
( white, chrome) Adjustable height
15"-18"D, 30-34.75"H

810919 brushed yellow
820920 red

720163 Chelsea Butcher Block-Top Bistro Table
(oak) 30" RND 42"H
also available 720164 36" RND 42"H

72070 Soho Black-Top Bistro Table
( black) 24" RND 42"H
also available 72068 36" RND 42"H

720914 brushed yellow
720930 blue

Bar Tables
A) Standard Black Base
30" RND 42"H
B) Hydraulic Chrome Base
30" RND 45"H

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

Bar Tables
A) Standard Black Base
30" RND 42"H
820921 (white)
820919 (brushed yellow)
820920 (red)
820915 (brushed gunmetal)
820916 (black)
820917 (green)
820918 (orange)
820929 (black)
820933 (barnwood)
820935 barnwood

Bar Tables
B) Hydraulic Chrome Base
30" RND 45"H
820920 (red)
820922 (white)
820917 (green)
820913 (orange)
820912 (black)
820914 (brushed yellow)
820910 (brushed gunmetal)
820932 (graphite nebula)
820930 (blue)
820933 (wood)
820932 (wood)

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Conference tables

Take care of business.
Conference tables

Made for connecting with new business opportunities.
Conference tables

Make an impression.

8201 10' Black Rectangular Conference Table (black top, silver) 120"L 48"D 29"H
8202 Powered

8205 8' Black Rectangular Conference Table (black top, silver) 96"L 48"D 29"H
8206 Powered

8203 6' Black Rectangular Conference Table (black top, silver) 72"L 48"D 29"H
8204 Powered

820363 Madison 10 Table (gray acajou) 120"L 48"D 29"H

810175 Genesis Chair (black fabric, black)
27.5"L 27.5"D 40-43.5"H Adjustable.

820362 Madison 8 Table (gray acajou) 96"L 48"D 29"H

820361 Madison 6 Table (gray acajou) 72"L 48"D 29"H

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Communal and powered tables

Choose from a variety of powered, solid, or grommet hole table tops.

Denotes AC and USB charging outlets.

Ventura Communal Bar Tables
(silver frame) 72.25”L 26.25”D 42”H
Maple Top 820953 (solid)
820963 (grommets)
Black Top 820952 (solid)
White Top 820951 (grommets)
820966 (solid)

Ventura Communal Café Tables
(silver frame) 72.25”L 26.25”D 30”H
Maple Top 820963 (solid)
820960 (grommets)
Black Top 820962 (solid)
White Top 820961 (grommets)
820966 (solid)

Ventura Powered Bar Tables
(silver frame) 72.25”L 26.25”D 42”H
Black Top 820954
White Top 820955

Ventura Powered Café Tables
(silver frame) 72.25”L 26.25”D 30”H
Black Top 820964
White Top 820965

Table top options

Colors not available in all table options. Please check options listed above.

Please Note: Customer 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.
Executive seating
Make a statement.
Executive seating

VIPs welcome.

810170 Cupertino Mid Back Chair
(Black vinyl, chrome)
27”L 30.5”D 40-43”H
Adjustable height

810175 Genesis Chair
(Black fabric, black)
27.5”L 27”D 40.43”H
Adjustable height

810147 Pro Executive Guest Chair
(Black vinyl)
24”L 22”D 36”H

810174 Pro Executive High Back Chair
(Black vinyl)
27”L 24”D 40-43”H
Adjustable height

810144 Pro Executive Mid Back Chair
(White vinyl)
24”L 22”D 36.75-39.75”H
Adjustable height

810145 Pro Executive Mid Back Chair
(White vinyl)
24”L 22”D 36.75-39.75”H
Adjustable height

810125 Task Stool
(Black fabric)
27.5”L 27.5”D 32.75”-40.25”H
Adjustable height

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Office essentials
Be ready for success.
Office essentials

Stay organized. Stay ahead of the game.

84075 Madison Executive Desk
(gray acajou) 60”L 30’D 30’H
81084 Pro Executive High Back Chair
(white vinyl) 25’L 24’D 45-48’H
Adjustable height

84083 Tech Desk, Powered, with 3 Drawer File Cabinet
(black metal, laminate)
Tech Desk 60’L 30’D 30’H
File Cabinet 24’L 20’D 28’H
File cabinet also available separately 84080

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

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

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

71045 Gray Gaslift Chair
(gray, black) 20’L 26’D 38’H

71047 Gray Gaslift Stool
(gray, black) 20’L 24’D 46’H

Please Note: Customer 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.
Office essentials

- **850708 Mason Floor Lamp**: Brushed silver, 18" RND 55"H
- **850707 Mason Table Lamp**: Brushed silver, 16" RND 26"H
- **220134 Brushed Aluminum Easel**: Open 5 1/4"W X 64 1/4"H, 26"W X 62"H
- **220110 Chrome Bag Rack**: 3" at center, 18"W 44"H 26"W
- **220109 Chrome Coat Tree**: 21"w at the base, 8 1/4"W 69 1/2"H
- **85091 Freestanding White Board**: Silver, white, 40"W 9"D 72"H
- **220106 Corrugated Wastebasket**: Black, 21"W

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Show essentials

Give your show that something “extra.”
Show essentials
Create the space you need with greenery and dividers.

85040 Miramar Dividers (molded plastic, white)
Vertical: 63"L 23"D 83"H
Horizontal: 83"L 23"D 63"H

85030 7’ Boxwood Hedge
36.5"L 12"D 84"H
85035 4’ Boxwood Hedge
46"L 9"D 47"H

820930 30” Round Bar Table
(blue top, chrome hydraulic base) 30”RND 45”H
810860 Laguna Barstool
(maple, chrome) 18”L 20”D 47”H
Show essentials

Add essential elements that showcase your brand during the show.

- **Product Kiosk & Display**
  - 75032 Display Cube–Large
    - (black) 24"W 14"L 42"H
  - 75031 Display Cube–Medium
    - (black) 10"W 10"L 38"H
  - 75030 Display Cube–Small
    - (black) 12"W 12"L 42"H

- **220121 Chrome Stanchion with 8’ Retractable Belt**
  - (black, belt) 42"H

- **220118 Chrome Sign Holder**
  - (sign hold) 22"W 28"H

- **84080 3 Drawer File Cabinet on Castors**
  - (black, metal, laminate) 10"L 20"D 28"H

- **8503001 Large Refrigerator**
  - (white) 14.0 cubic feet
  - 28"W 28"L 64"H

- **8983000 Mini Refrigerator**
  - (white) 4.0 cubic feet
  - 20"W 22"L 33"H

- **750135 Round Literature Rack**
  - (black) 17"W 17"L 57"H

- **750136 Flat Literature Rack**
  - (black) 10"W 55"H

For fast, easy ordering, visit us at freeman.com/find-show
Show essentials

Draped or Undraped Tables & Counters

Table Drape Colors

Visit us at freeman.com/store to view full product line and place order.

Sizing Chart

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 | Counter Draped
124342 Counter Draped 3'L x 24"D x 30"H
124442 Counter Draped 4'L x 24"D x 30"H
124642 Counter Draped 6'L x 24"D x 30"H
124842 Counter Draped 8'L x 24"D x 30"H

24"D X 42"H | Tables Draped
125330 Tables Draped 3'L x 24"D x 42"H
125430 Tables Draped 4'L x 24"D x 42"H
125630 Tables Draped 6'L x 24"D x 42"H
125830 Tables Draped 8'L x 24"D x 42"H

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

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

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

Corrugated Risers

4'L 7"H Corrugated Riser
1504100 (black) | 1504101 (white)
1504200 (black) | 1504201 (white)

6'L 7"H Corrugated Riser
1506100 (black) | 1506101 (white)
1506200 (black) | 1506201 (white)

8'L 7"H Corrugated Riser
1508100 (black) | 1508101 (white)
1508200 (black) | 1508201 (white)

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

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

Table Drape Colors

- black
- blue
- white
- red
- grey

Visit us at freeman.com/store to view full product line and place order.

Sizing Chart

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
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24"D X 42"H | Tables Draped
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24"D X 42"H | Counter Draped
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125842 Counter Draped 8'L x 24"D x 42"H

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

4th Side | Table Draped 42"
12404642 Drape Table 4th Side 6' X 42" 12404842 Drape Table 4th Side 8' X 42"
Order before the discount deadline.

Ordering early gives you access to a wider selection of products at discounted prices, saving you time and money so you can rest at ease.

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**Draped Tables & Counters**

- **Draped Tables - Tables are 24" wide**

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NAME OF SHOW: AIA/SCS Annual Meeting 2023 /January 5 - 8, 2023
COMPANY NAME: 
CONTACT NAME: 
E-MAIL ADDRESS: 

Take advantage of the Online price by ordering at www.freeman.com/store by DECEMBER 08, 2022.

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Take advantage of the Online price by ordering at www.freeman.com/store by DECEMBER 08, 2022.
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### Conference Tables

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### POWERED

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### Office

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### Powered Pedestals

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### Midtown Counters & Bars

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### DISPLAY & ACCESSORIES

### Product Storage

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### Lighting

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Take advantage of the Online price by ordering at www.freeman.com/store by DECEMBER 08, 2022.

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**TOTAL COST**

Total Cost = $

Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.
Flooring solutions
Stand out in style.
Your exhibit’s flooring should complement your brand

- The largest selection of exhibit flooring in the industry with a wide choice of colors and sizes
- New vinyl and turf solutions added to broaden your options and freshen your space
- Colorfast carpeting boasts a consistent shade every time
- All carpet and padding is manufactured with 100% recycled material
- Rental prices include delivery, installation, carpet removal and material handling fees
Most popular flooring options

Freeman offers the widest selection of flooring options, ensuring you can take your booth to the next level. Choose from varying carpet weights to fit your level of comfort and durability or stand out with vinyl and turf. Continue reading for more detail on each flooring option.

- **Classic Collection**
  - 16oz carpet

- **Designer Plus Collection**
  - 30oz carpet

- **Supreme Collection**
  - 45oz carpet

- **Expo Flex Collection**
  - 10ft vinyl

- **Event Flex Collection**
  - 12ft vinyl

- **Riviera + Parkside Collections**
  - Turf

Be sure to order before the discount deadline!

Ordering early gives you access to a wider selection of products at discounted prices, saving you time and money so you can rest at ease.

NEW

NEW

NEW

NEW

NEW

= Available only before the discount deadline

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Classic Collection
16oz

- Best value and best seller
- Available in 10ft width and in the most common exhibit spaces including 10x10, 10x20, and 10x30
- 100% recyclable
- For extra comfort, add padding for an additional fee

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Custom Cut Classic Collection
16oz

- 10ft width and custom cut to size
- Priced per sq.ft., minimum of 100 sq.ft.
- 100% recyclable
- Exhibit spaces are protected with Visqueen plastic floor covering
- For extra comfort, add padding for an additional fee

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Designer Plus Collection

30oz

- Step up the comfort and durability with the Designer plus carpet
- 10ft width designed and cut to size
- Priced per sq.ft., minimum of 100 sq.ft.
- 100% recyclable
- Exhibit spaces are protected with Visqueen plastic floor covering
- For extra comfort, add padding for an additional fee

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\[ = \] Available only before the discount deadline
Supreme Collection
45oz

- The most plush flooring option with added durability
- 10ft width designed and cut to size
- Priced per sq.ft., minimum of 100 sq.ft.
- 100% recyclable
- Exhibit spaces are protected with Visqueen plastic floor covering
- For extra comfort, add padding for an additional fee

For fast, easy ordering, visit us at freeman.com/find-show

 NESWS

Black Red Silver Cloud Navy
Charcoal Reflex Blue Cream Silver Mist

Smoke White

⚠️ Available only before the discount deadline
Ordering after the discount deadline? Don’t fret.
You can select from these options.

<table>
<thead>
<tr>
<th>Classic Collection</th>
<th>16oz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gray</td>
<td>Tuxedo</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Custom Cut Classic Collection</th>
<th>16oz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gray</td>
<td>Tuxedo</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Designer Plus Collection</th>
<th>30oz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>Gray Pearl</td>
</tr>
</tbody>
</table>
Now offering vinyl and turf flooring solutions.

Want to try something other than carpet? We have it!

For fast, easy ordering, visit us at freeman.com/find-show
Expo Vinyl Collection

- Get the upgraded appearance of wood or tile
- Standard 10ft width and can be custom cut to size
- Great for exhibit spaces in common sizes of 10x10, 10x20 and 10x30
- Priced per sq.ft., minimum of 100 sq.ft.
- 100% recyclable
- For extra comfort, add padding for an additional fee

NEW

Birch  Light Maple  Dark Maple
Ash  Smoke

= Available only before the discount deadline

For fast, easy ordering, visit us at freeman.com/find-show
Event Flex Collection

- Get the look of classic wood, tile, or laminate – with easier installation
- 12ft width designed and cut to size
- Great for island exhibit spaces or aisle flooring designs
- Priced per sq.ft., minimum of 100 sq.ft.
- 100% recyclable
- For extra comfort, add padding for an additional fee

For fast, easy ordering, visit us at freeman.com/find-show

NEW = Available only before the discount deadline
Turf

- Bring the outdoors to you with these synthetic grass flooring solutions
- Available in many shades of green and durable for both indoor and outdoor use
- Standard 12ft width and can be custom cut to size
- Priced per sq.ft., minimum of 100 sq.ft.

Riviera synthetic grass brings an outdoor feel to your event space. Optimized for durability and resistance that is ideal for indoor or outdoor use.

Riviera Black

Riviera Green

Parkside Parkside high-quality synthetic grass provides the real look and feel of your backyard. Colorfast and UV technology makes this the most durable turf solution for both indoor and outdoor use.

Parkside Green

NEW

For fast, easy ordering, visit us at freeman.com/find-show
Want to take your flooring to the next level?

Custom flooring options can be ordered for borders, patterns, logos and specific sizes. Contact your Freeman Sales Team member for more information about specialty and custom flooring selections.

Contact solutions@freeman.com
Order before the discount deadline.

Ordering early gives you access to a wider selection of products at discounted prices, saving you time and money so you can rest at ease.

freeman.com/find-show
**NAME OF SHOW:** AIA/SCS Annual Meeting 2023 / January 5 - 8, 2023

**COMPANY NAME:**

**CONTACT NAME:**

**PHONE #:**

**BOOTH #:**

---

**Take advantage of the Online Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by DECEMBER 08, 2022.**

---

**FLOORING**

- Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.
- Products or colors with limited availability after the discount deadline are denoted with an asterisk (*).
- 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.

---

### 10' Classic Carpet, Padding & Plastic Covering

**CHOOSE YOUR CARPET COLOR:**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10' x 10' Classic Carpet ....................................................</td>
<td>$235.00</td>
<td>$258.50</td>
<td>$329.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 20' Classic Carpet ....................................................</td>
<td>$470.00</td>
<td>$517.00</td>
<td>$658.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 30' Classic Carpet ....................................................</td>
<td>$705.00</td>
<td>$775.50</td>
<td>$987.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 10' Carpet Padding - Single Layer...............</td>
<td>$145.00</td>
<td>$159.50</td>
<td>$203.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 20' Carpet Padding - Single Layer...............</td>
<td>$290.00</td>
<td>$319.00</td>
<td>$406.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 30' Carpet Padding - Single Layer...............</td>
<td>$435.00</td>
<td>$478.50</td>
<td>$609.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 10' Carpet Padding - Double Layer...............</td>
<td>$290.00</td>
<td>$319.00</td>
<td>$406.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 20' Carpet Padding - Double Layer...............</td>
<td>$580.00</td>
<td>$638.00</td>
<td>$812.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 30' Carpet Padding - Double Layer...............</td>
<td>$870.00</td>
<td>$957.00</td>
<td>$1,218.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plastic Covering (price per sqft).....................</td>
<td>$.80</td>
<td>.90</td>
<td>1.10</td>
<td></td>
</tr>
</tbody>
</table>

**Custom Cut Classic Carpet**

- Order Custom Cut Classic Carpeting by the sqft if your size is not listed on the standard size order form.
- Pricing includes plastic covering, delivery, material handling, installation and removal.

**CHOOSE YOUR CARPET COLOR:**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Black</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Blue*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gray</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Midnight</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Red</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Red pepper*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tuxedo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**16 oz. Carpet Rental** - Price per sqft (100 sqft minimum)

**Per sqft**

**10 ft wide Vinyl** - Price per sqft (100 sqft minimum)

**Per sqft**

**12 ft Event Flex Vinyl**, choose your flooring color:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Barnwood</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Blackwood</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dark Maple</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Silverwood</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Whitewood</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Vinyl**

- Pricing includes delivery, material handling, installation and removal.

### 10 ft Expo Event Vinyl, choose your flooring color:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ash</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Birch</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dark Maple</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Light Maple</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Smoke</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 12 ft Event Flex Vinyl, choose your flooring color:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Barnwood</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Blackwood</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dark Maple</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Silverwood</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Whitewood</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**8/21**
NAME OF SHOW: AIA/SCS Annual Meeting 2023 /January 5 - 8, 2023

COMPANY NAME: 

CONTACT NAME: 

E-MAIL ADDRESS: 

**Upgraded Carpet**

- Pricing includes plastic covering, delivery, material handling, installation and removal.

```
<table>
<thead>
<tr>
<th>Carpet Type</th>
<th>Price per sq. ft. (100 sqft minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 oz Designer Plus Carpet, choose your carpet color:</td>
<td></td>
</tr>
<tr>
<td>- Black*</td>
<td>Graphite*</td>
</tr>
<tr>
<td>- Silver Cloud</td>
<td>Smoke*</td>
</tr>
<tr>
<td>30 oz. Carpet Rental - Price per sq. ft. (100 sqft minimum)</td>
<td>Online Price</td>
</tr>
<tr>
<td>1 - 700 sqft</td>
<td>Booth Size: ___ x ___ = ___ sqft</td>
</tr>
<tr>
<td>Over 700 sqft</td>
<td>Booth Size: ___ x ___ = ___ sqft</td>
</tr>
</tbody>
</table>
```

**Carpet Padding**

- Pricing includes delivery, material handling, installation and removal.
- Order padding by the sqft if your size is not listed on the standard size order form.

```
<table>
<thead>
<tr>
<th>Carpet Padding - Price per sqft (100 sqft minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 700 sqft</td>
<td>Booth Size: ___ x ___ = ___ sqft</td>
<td>$1.45</td>
<td>$1.60</td>
<td>$2.05</td>
</tr>
<tr>
<td>Over 700 sqft</td>
<td>Booth Size: ___ x ___ = ___ sqft</td>
<td>$1.30</td>
<td>$1.45</td>
<td>$1.80</td>
</tr>
</tbody>
</table>
```

**Double Carpet Padding** - Price per sqft. (100 sqft minimum)

```
<table>
<thead>
<tr>
<th>Double Carpet Padding - Price per sqft. (100 sqft minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 700 sqft</td>
<td>Booth Size: ___ x ___ = ___ sqft</td>
<td>$2.90</td>
<td>$3.20</td>
<td>$4.05</td>
</tr>
<tr>
<td>Over 700 sqft</td>
<td>Booth Size: ___ x ___ = ___ sqft</td>
<td>$2.60</td>
<td>$2.85</td>
<td>$3.65</td>
</tr>
</tbody>
</table>
```

**Vinyl Flooring Padding** - Price per sqft (100 sqft minimum)

```
<table>
<thead>
<tr>
<th>Vinyl Flooring Padding - Price per sqft (100 sqft minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per sqft</td>
<td>Booth Size: ___ x ___ = ___ sqft</td>
<td>$4.25</td>
<td>$4.70</td>
<td>$5.95</td>
</tr>
</tbody>
</table>
```

**Turf**

- Pricing includes delivery, material handling, installation and removal.

```
<table>
<thead>
<tr>
<th>Turf - Price per sqft (100 sqft minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Riviera Turf -</td>
<td>$5.15</td>
<td>$5.65</td>
<td>$7.20</td>
<td></td>
</tr>
<tr>
<td>Parkside Turf -</td>
<td>$10.70</td>
<td>$11.75</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>Parkside Landscape Turf -</td>
<td>$10.70</td>
<td>$11.75</td>
<td>$15.00</td>
<td></td>
</tr>
</tbody>
</table>
```

**TOTAL COST**

Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.
NAME OF SHOW: AIA/SCS Annual Meeting 2023 /January 5 - 8, 2023

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 sqft - 100 sqft minimum)

<table>
<thead>
<tr>
<th>Qty (sqft)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>610100</td>
<td>Booth Vacuuming - One Time</td>
<td>.63</td>
<td>.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610200</td>
<td>Booth Vacuuming - 2 Days</td>
<td>1.26</td>
<td>1.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610300</td>
<td>Booth Vacuuming - 3 Days</td>
<td>1.89</td>
<td>2.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610400</td>
<td>Booth Vacuuming - 4 Days</td>
<td>2.52</td>
<td>3.55</td>
<td></td>
</tr>
</tbody>
</table>

### SHAMPOOING (per sqft - 100 sqft minimum)

<table>
<thead>
<tr>
<th>Qty (sqft)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>630100</td>
<td>Shampoo Carpet - One Time</td>
<td>1.15</td>
<td>1.60</td>
<td></td>
</tr>
</tbody>
</table>

### FLOOR SURFACE CLEANING (per sqft - 100 sqft minimum)

<table>
<thead>
<tr>
<th>Qty (sqft)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>690100</td>
<td>Floor Surface Cleaning - One Time</td>
<td>.63</td>
<td>.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>690200</td>
<td>Floor Surface Cleaning - 2 Days</td>
<td>1.26</td>
<td>1.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>690300</td>
<td>Floor Surface Cleaning - 3 Days</td>
<td>1.89</td>
<td>2.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>690400</td>
<td>Floor Surface Cleaning - 4 Days</td>
<td>2.52</td>
<td>3.55</td>
<td></td>
</tr>
</tbody>
</table>

### PORTER SERVICE (per day)

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

<table>
<thead>
<tr>
<th>Qty (# days)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>620500</td>
<td>Exhibit Area / Under 500 sqft</td>
<td>122.25</td>
<td>171.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6201500</td>
<td>Exhibit Area / 501 - 1,500 sqft</td>
<td>142.60</td>
<td>199.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6202500</td>
<td>Exhibit Area / 1,501 - 2,500 sqft</td>
<td>166.15</td>
<td>232.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6203504</td>
<td>Exhibit Area / Over 2,500 sqft</td>
<td>206.15</td>
<td>288.60</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST**

Total Cost = $ __________

Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.
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
CREATING VISUAL EXCITEMENT

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.

STATE-OF-THE-ART CAPABILITIES

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.

SUPERIOR QUALITY CONTROL

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.

DEPTH OF 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.

REPRODUCTION AND INSTALLATION

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

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

**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** = **sqft**
  - $25.80 per sqft discount price
  - $38.70 per sqft standard price
- Minimum order per graphic 9 sqft (1296 sqin)
- Double sqft for double-sided graphics
- Round sqft 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 sqft.

**STANDARD SIZES**

<table>
<thead>
<tr>
<th>CHOOSE YOUR SIZE:</th>
<th>QTY.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7&quot; x 11&quot;</td>
<td></td>
<td>59.10</td>
<td>88.65</td>
<td></td>
</tr>
<tr>
<td>7&quot; x 22&quot;</td>
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<td>63.45</td>
<td>95.20</td>
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<tr>
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<tr>
<td>20&quot; x 60&quot;</td>
<td></td>
<td>251.15</td>
<td>376.75</td>
<td></td>
</tr>
</tbody>
</table>

(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.

---

**CONTACT NAME:** ____________
**PHONE #:** ____________
**E-MAIL ADDRESS: ** ____________
**COMPANY NAME: ** ____________
**BOOTH #:** ____________

**TOTAL COST**

Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.
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
- When placing on order online, your order confirmation will include a link to our secure file sharing library so you may upload your graphic files. If your order is faxed in, or if you are working directly with a Freeman team member, a link will be emailed to you when your order is processed.
LABOR JURISDICTIONS / NEW ORLEANS

To assist you in planning for your participation in your New Orleans show, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask you to read the following:

LABOR SOURCE

We currently have a labor agreement with The Louisiana Carpenters Regional Council to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from the local. Any labor services that may be required beyond what your regular full time employees can provide, must be rendered by the local. Labor can be ordered in advance by returning the Display Labor order form, or on show site, at the Freeman Service Desk.

MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment; however, is not permitted. Freeman will control access to the loading docks in order to provide for a safe and orderly move in/out.

TIPPING

Freeman requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Freeman employees. Any request for such should be brought to the attention of a representative at the Freeman Service Desk or correspondence may be directed to the attention of the General Manager at the local office address.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman can not be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.
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.

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

Straight Time:
8:00 AM to 5:00 PM Monday through Friday.................................................................$118.25

Overtime:
5:00 PM to 8:00 AM Monday through Friday
All day Saturday and Sunday.........................................................................................$177.25

Double Time:
Holidays ...............................................................................................................................$236.25

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 person - labor thereafter is charged in half (1/2) hour increments.

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.

Emergency contact: ___________________________ Phone Number: ___________________________

Exhibitor Supervised Labor (Supervisor must check in at the Freeman Service Center 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

Freeman Supervision (30%) = $________________

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.

Emergency contact: ___________________________ Phone Number: ___________________________

Exhibitor Supervised Labor (Supervisor must check in at the Freeman Service Center 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

Freeman Supervision (30%) = $________________

Total Dismantle = $________________
**NAME OF SHOW:** AIA/SCS Annual Meeting 2023 / January 5 - 8, 2023  
**COMPANY NAME:**  
**CONTACT NAME:**  
**E-MAIL ADDRESS:**

---

**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**

<table>
<thead>
<tr>
<th>Freight will be shipped to:</th>
<th>Warehouse _______________</th>
<th>Show Site _______________</th>
<th>Date Shipped ____________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total No. of Pieces:</td>
<td>Crates ____________________</td>
<td>Cartons ____________________</td>
<td>Fiber Cases____________________</td>
</tr>
<tr>
<td>Setup Plan/Photo:</td>
<td>Attached _______________</td>
<td>To Be Sent With Exhibit _______________</td>
<td>In Crate No. ____________________</td>
</tr>
<tr>
<td>Carpet:</td>
<td>With Exhibit _______________</td>
<td>Rented From Freeman _______________</td>
<td>Color ____________________</td>
</tr>
<tr>
<td>Electrical Placement:</td>
<td>Drawing Attached _______________</td>
<td>Drawing With Exhibit _______________</td>
<td>Electrical Under Carpet _______________</td>
</tr>
<tr>
<td>Comments:</td>
<td>_______________________________</td>
<td>_______________________________</td>
<td>_______________________________</td>
</tr>
</tbody>
</table>

| Graphics:                 | With Exhibit _______________ | Shipped Separately _______________ |
| Comments:                 | _______________________________ | _______________________________ |

Special Tools/Hardware Required:

---

**OUTBOUND SHIPPING INFORMATION**

**SHIP TO:**

---

**Select a Carrier:**

- [ ] Freeman Exhibit Transportation:
  
  No need to schedule your outbound shipment. Charges will appear on your Freeman invoice. Freeman will make arrangements for all Freeman Exhibit Transportation shipments.

- [ ] Other Carrier:
  
  Carrier Name: _______________
  Carrier Phone: _______________
  Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

**Select Level of Service:**

- [ ] 1 Day: Delivery next business day
- [ ] 2 Day: Delivery by 5:00 PM second business day
- [ ] Deferred: Delivery within 3-5 business days
- [ ] Standard Ground
- [ ] Specialized: Pad wrapped, uncrated or truckload

**Freight Charges:**

- [ ] Same as ship to
- [ ] Bill To:

---

**Select Shipment Options (if applicable)**

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

---

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

---

(517009) NO HTL
FORKLIFT & RIGGING LABOR

Straight Time: 8:00 AM to 5:00 PM Monday through Friday
Overtime: 5:00 AM to 8:00 AM Monday through Friday, All day Saturday and Sunday; 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 the Freeman Service Center to pickup labor
  - When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth
  - Any personnel within the designated footprint of an overhead work area will be required to wear a Type 1 Class G Hard Hat

### FORKLIFT LABOR

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>304050</td>
<td>Forklift w/operator - up to 5,000 lbs - ST</td>
<td>$195.25</td>
<td>$273.50</td>
</tr>
<tr>
<td>304051</td>
<td>Forklift w/operator - up to 5,000 lbs - OT</td>
<td>$254.00</td>
<td>$355.75</td>
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<tr>
<td>3040100</td>
<td>Forklift w/operator - up to 10,000 lbs - ST</td>
<td>$213.50</td>
<td>$299.00</td>
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<tr>
<td>3040101</td>
<td>Forklift w/operator - up to 10,000 lbs - OT</td>
<td>$266.25</td>
<td>$372.75</td>
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<tr>
<td>3040150</td>
<td>Forklift w/operator - up to 15,000 lbs - ST</td>
<td>$232.00</td>
<td>$325.00</td>
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<tr>
<td>3040151</td>
<td>Forklift w/operator - up to 15,000 lbs - OT</td>
<td>$284.00</td>
<td>$397.75</td>
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<td>304040</td>
<td>Forklift w/operator - 4-Stage - ST</td>
<td>$232.00</td>
<td>$325.00</td>
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<tr>
<td>304041</td>
<td>Forklift w/operator - 4-Stage - OT</td>
<td>$285.75</td>
<td>$400.25</td>
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### RIGGING LABOR

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<th>Show Site Price</th>
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</thead>
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<tr>
<td>3020100</td>
<td>Rigger - ST</td>
<td>$107.50</td>
<td>$150.50</td>
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<tr>
<td>3020101</td>
<td>Rigger - OT</td>
<td>$161.25</td>
<td>$225.75</td>
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### EQUIPMENT

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<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
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</thead>
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<tr>
<td>3090600</td>
<td>Forklift Cage</td>
<td>$46.00</td>
<td>$46.00</td>
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<tr>
<td>3090700</td>
<td>Forklift Boom</td>
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<tr>
<td>3090800</td>
<td>Pallet Jack</td>
<td>$46.00</td>
<td>$46.00</td>
</tr>
</tbody>
</table>

### INSTALLATION

Describe work to be done: ____________________________________________
Total Installation: $________

### DISMANTLE

Describe work to be done: ____________________________________________
Total Dismantle: $________
ELECTRICAL SERVICES

From under carpet wiring to overhead lighting, Freeman has the power to simplify your electrical needs and installation. We’ve answered your most common questions below to help you place your order or prepare for a detailed discussion. Whether you require basic household/office power or a more technical installation for equipment, audio-visual presentations or truss lights, our electrical specialists and qualified electricians are always available to assist you.

How do I know how much power I need?

First, review a layout of your exhibit, noting all of the items in it that require power. Consider lighting, computer equipment, and your own product. Are you bringing or renting any a/v equipment or ordering catering services that might need power? Will you be using a lead retrieval machine? If it’s an item that plugs into a standard wall outlet found in a home or office (in North America), it will require 110/120 volt power. 208 or 480 volt power is generally used for machinery or industrial cooking devices and is ordered by single or 3 phase.

Next, mark the voltage and wattage or amperage (referred to as “load”) (100 watts = 1 amp) of each piece of equipment at it’s location in the booth. This information should be provided on a name plate or stamp usually located on the back or bottom of the equipment. If not indicated, check our accompanying electrical usage guide for estimated wattages for common items used at trade shows or call your rental company/ caterer for specifics. For lighting, loads are dictated by the wattage of the bulbs. Arm lights included with Freeman exhibit packages use 200 watt bulbs. Keep in mind that you need to order power for any lighting within your booth unless the lights are ordered directly from the Electrical Department (those listed on the Freeman electrical order form).

Finally, total the wattage for the 120 volt devices in each area and select an outlet that meets or exceeds that total. Separate outlets should be ordered for each piece of equipment and/or each power location to help minimize tripping/power outages. It is always safer to slightly overestimate your power requirements. Wattage or amperages cannot be combined for 208 or 480 volt apparatus. Please order separate outlets for each.

Do I need to order labor?

As the official service contractor, electrical installations must be performed by Freeman union labor. Labor is required for any electrical work over and above the delivery of outlets to the back wall of inline booths. Labor orders will automatically be input upon receipt of an electrical layout for under carpet installation (floor work) or to connect any 208 volt or higher services (hook up). Dismantle labor for electrical services is calculated at 50% of the installation time since much of the work is performed on a mass basis after booths are removed from the exhibit hall. Please see the electrical labor order form for further details, rules and regulations.

What is an electrical layout and why do I need one?

Like your own home, electrical boxes and wiring should not be visible once the exhibit is completed. At show site, they are the first things to be installed so that they can be hidden by drape, walls or counters and under flooring or carpet. Electricians, therefore, work on a blank slate. A good electrical layout or floor plan provides them with a simple overhead view of your booth indicating the locations and load of each electrical outlet and the orientation of your booth within the show itself. The layout should be to scale and provide specific measurements to each outlet along with surrounding aisle or booth numbers to ensure accuracy. For island booths, a main power location must also be indicated as it is the location from which other outlets are fed. Please see the sample layouts and electrical grid for further information.

When a layout and credit card are provided in advance, Freeman makes every effort to ensure that the floor work is completed before you arrive so that there is no delay in assembling your booth. Once carpet is laid, installing or changing electrical services becomes much more difficult and potentially costly.

Please note that layouts, complete with mandatory information, are required prior to the deadline date for electrical orders to be eligible for advance rates. Layouts are not required if all outlets are located at the back wall in inline booths.

Is the price for power per day?

Outlet or connection prices are typically for an entire show.

What is 24 hour power?

Many facilities these days are energy conscious and therefore turn off power overnight during show days. Power is turned off 1/2 hour after the show closes at the earliest and restored no later than 1/2 hour before the show opens the following day. 24 hour power is, as it sounds, power that is continuously on 24 hours per day.

If your booth includes, for example, refrigeration equipment, an aquarium or programmable apparatus that depends on uninterrupted power, you should consider ordering 24 hour service. Power is usually not turned off during move-in or move-out.

Where does the power come from?

Depending on the facility, the power can come from overhead catwalks, floor ports, columns, wall outlets or a combination of these sources.

Where will my power be located?

In-line and peninsula booths will find their main power source on the floor somewhere along the rear drape line of their booth. Island booths need to submit an electrical layout. Please see the sample layouts and electrical grid for further information.

What if I need power at another location besides the rear of my booth? What if I have multiple power locations?

Exhibitors requiring power at any location other than a back wall must submit an electrical layout. Please see the sample layouts and electrical grid for further information.

How many places will I have to plug in? How many things can I plug in?

For planning purposes, you should always assume that there is only one connection point per outlet ordered. Power strips can provide additional sockets but do not confuse having more places to plug in with additional power. For example – An order is placed for a 500 watt outlet. A track light with 4 – 100 watt bulbs is plugged in to a power strip connected to the outlet, using 400 of the 500 watts. Any lighting or equipment now plugged in to a second socket may not exceed 100 watts.

All orders exceeding 120 volt/20 amps provide one connection point only, cannot accommodate power strips and require labor for installation.

F R E E M A N
Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)

Exhibitors may use their own extension cords and power strips under the following conditions:
- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labor is required to lay the cords.)
- All power strips must have circuit protection.

Can I run my extension cords under the carpet myself?

For safety reasons, exhibitors are not allowed to run any electrical wiring under any type of floor covering or where they may be concealed in the booth structure. The show’s electrical contractor is liable for electrical installations and therefore must perform all floor or booth work.

Will my floor work be completed before I arrive?

Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:
- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

Labor and material charges apply.

When will my power be turned on?

Power is only guaranteed to be installed before the show opens. If Freeman is allowed early access to the facility, power is normally ready the first day of move-in for exhibitors but any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

Do I need lighting?

Lighting can dramatically change the impact of an exhibit, no matter the size. Used effectively, lighting can emphasize specific areas of a booth or highlight products. Also, an exhibit will appear dark and uninviting if the surrounding booths are lit and yours is not.

Can I hang my own lights?

10 x 10 booths with pop-up displays (a display that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labor. Typically, exhibitors themselves can hang up to 4 lights as long as they require no more than 20 amps in total but it is best to clarify with the local branch. If a decorating company (including Freeman) has been contracted to install a display, electrical labor is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.

Do I need to order power for my lighting?

Exhibitors ordering Electrical Services lighting (those listed on the Freeman electrical order form) do not need to order power. It is included in the rental. Exhibitors supplying their own lighting or renting lights need to order power. Labor may be required to hang the lights.

Do I need to order labor to plug in my lights or equipment?

Most 120 volt connections do not require labor. Exhibitors are welcome to plug in their own standard office devices. Labor is required for all 208 or 480 volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

How can I save money and frustration when ordering electrical services?

Most importantly, be sure to submit your order before the discount price deadline date. If an electrical layout is needed, it also must be received, complete with mandatory information, before the deadline date to be eligible for discount pricing. Late orders can be subject up to a 50% increase in cost because of the behind-the-scenes planning required to distribute power.

Don’t underestimate your power requirements and work within the local rules, regulations and union jurisdictions. They have been implemented to avoid problems. While it may seem simple to plug in lights and equipment, it is not uncommon for exhibit or non electrical staff to overload circuits. Trouble calls can become expensive when it takes time to find the source of a problem.

If unsure about labor, call us for direction and if necessary, place a “will call” order before the discount price deadline date. You will only incur a charge if labor is dispatched to your booth but you’ll have secured the advance pricing. And, check in with the electrical or service desk as soon as you know you need labor, not at the time you want the electricians in your booth. It will help to avoid delays as we can schedule accordingly.

Lastly, try to resolve any disputes at show site. It is much easier to discuss electrical issues when both parties can physically review the installation.

Additional questions?

Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to www.freemanco.com/store.
ELECTRICAL SERVICES USAGE GUIDE

To assist in estimating, we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

Please note that there is a minimum of 500 watts per outlet. A 500 watt (5 amp) outlet cannot be split. A 1000 watt (10 amp) outlet can only be split one time. A 2000 watt (20 amp) outlet can only be split three times.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts)

Example: 5 - 100 watt light bulbs = (5 x 100 = 500 watts)

The following wattages are approximate and are provided to help you estimate your power usage.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ESTIMATED WATTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arm Lights</td>
<td>75-100</td>
</tr>
<tr>
<td>Card Reader (credit) / Lead Retrieval</td>
<td>50</td>
</tr>
<tr>
<td>Charging Furniture – Freeman Event Collection</td>
<td>500</td>
</tr>
<tr>
<td>Charging Furniture – Freeman Furnishings</td>
<td>500 per port (1000 max)</td>
</tr>
<tr>
<td>Computer</td>
<td>250-500</td>
</tr>
<tr>
<td>Computer – Laptop</td>
<td>100</td>
</tr>
<tr>
<td>Blu-Ray / DVD Player</td>
<td>50-100</td>
</tr>
<tr>
<td>Heater (Portable)</td>
<td>500</td>
</tr>
<tr>
<td>Heat Press for T-Shirts</td>
<td>2000</td>
</tr>
<tr>
<td>iPhone/Android</td>
<td>20</td>
</tr>
<tr>
<td>iPad/Tablet</td>
<td>25-50</td>
</tr>
<tr>
<td>Kitchen Appliances</td>
<td>500-2000</td>
</tr>
<tr>
<td>Laminator</td>
<td>2000</td>
</tr>
<tr>
<td>LED Panels</td>
<td>500-1000</td>
</tr>
<tr>
<td>Projector</td>
<td>1000</td>
</tr>
<tr>
<td>Refrigerator (Small)</td>
<td>500</td>
</tr>
<tr>
<td>Refrigerator (Large)</td>
<td>1000</td>
</tr>
<tr>
<td>Smart Reg Counter by Freeman (lit)</td>
<td>500</td>
</tr>
<tr>
<td>Steamer</td>
<td>2000</td>
</tr>
<tr>
<td>Stereо</td>
<td>100-500</td>
</tr>
<tr>
<td>Vacuum Cleaner</td>
<td>1500</td>
</tr>
<tr>
<td>Water Cooler</td>
<td>1000</td>
</tr>
<tr>
<td>TVs/Monitors</td>
<td>1000 (update television line)</td>
</tr>
<tr>
<td>Espresso Machine</td>
<td>30amp/208 volt, single phase</td>
</tr>
</tbody>
</table>
ELECTRICAL SERVICES

The grid below may be printed to layout your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

1. **Location of the main power drop.** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.

2. **Location and load of all outlets.** Please provide specific dimensions and wattages/amperages. *Please do not simply place an X where power is required.*

3. **Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

SHOW NAME _______________________________________________________ DATES ___________________
COMPANY NAME ___________________________________________________ BOOTH # _________________

A measurement scale can be applied as necessary to reflect the size of your booth.

- 10 x 10 use 1 square = 1/4 foot
- 20 x 20 use 1 square = ½ foot
- 40 x 40 use 1 square = 1 foot
SAMPLE LAYOUTS

IN LINE BOOTHs
Power is run or dropped to in line booths along the back walls or drape line of multi booth sections. The “main power locations” therefore are always located at the back of in line and peninsula booths. Outlets may not be in the exact center of the back wall. 120 volt outlets are shared by back to back booths. Example: Outlet = 

Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations must be included. Examples based on above floor plan:

20 x 20 Peninsula – Booth #401
Order = 2-10 amp, 1-20 amp outlets

10 x 20 In Line – Booth #409
Order = 2 x 5 amp outlets
ISLAND BOOTHs

Electrical layouts are always required for island booths and must include the following information:

1. **Main Drop.**
   Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment (no larger than x? x?) will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.

2. **Location and load of all outlets.**
   Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.

3. **Booth orientation.**
   Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

**Section of show floor plan**

![Section of show floor plan diagram]

---

20 x 20 Island – Booth #401
Order = 1 x 208 volt, 3 phase, 10 amp + 120 volt, 2 x 20 amp + 2 x 5 amp outlets

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Front of Hall
Main Entrance

**Booth 407**
Main Drop & 208 volt, 3 phase 10 amp 2 ft in from side

**Booth 506**
20 amp In bottom corner
**ADVANCE DISCOUNT PAYMENT PRICE**

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to December 8, 2022.

**ISLAND BOOTHS**

All Island booths require a placement grid.

**FLOOR WORK**

All floor work requires a placement grid.

**24 HOUR SERVICES**

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Rate for 24 hour power is double published rate.

**SEPARATE OUTLETS**

Separate outlets should be ordered for each piece of equipment and/or each power location.

If you have electrical requirements or have questions regarding electrical, please call Exhibitor Support at 888-508-5054.

**TOTAL COST**

Total Cost = $

Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.

---

## ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

<table>
<thead>
<tr>
<th>QTY</th>
<th>QTY 24 Hr</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Amp / 500 Watts</td>
<td></td>
<td>138.50</td>
<td>207.75</td>
<td></td>
</tr>
<tr>
<td>10 Amp / 1000 Watts</td>
<td></td>
<td>211.50</td>
<td>317.25</td>
<td></td>
</tr>
<tr>
<td>15 Amp / 1500 Watts</td>
<td></td>
<td>248.00</td>
<td>372.00</td>
<td></td>
</tr>
<tr>
<td>20 Amp / 2000 Watts</td>
<td></td>
<td>284.25</td>
<td>426.40</td>
<td></td>
</tr>
</tbody>
</table>

## EQUIPMENT (Power not included)

- Extension Cords - 25
  - Call for Quote
  - 36.75
  - 55.15

- Power Strip (15 amp rated)
  - Call for Quote
  - 36.75
  - 55.15

**CALL FOR QUOTE ON ANY 208 VOLT SINGLE / 3 PHASE**

(Labor Required for all 208V Connections)

**LABOR SCHEDULE**

- **Straight Time**: Monday - Friday, 8:00 am - 5:00 pm (Excluding Holidays)
- **Overtime**: Monday - Friday, 5:00 pm - 8:00 am and all day Saturday, Sunday and Holidays

**ELECTRICAL LABOR (Minimum 1 hour)**

<table>
<thead>
<tr>
<th></th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrician - ST</td>
<td>$ 114.50</td>
<td>$ 160.50</td>
</tr>
<tr>
<td>Electrician - OT</td>
<td>$ 229.00</td>
<td>$ 320.75</td>
</tr>
<tr>
<td>Scissor Lift w/crew - ST</td>
<td>$ 456.50</td>
<td>$ 639.25</td>
</tr>
<tr>
<td>Scissor Lift w/crew - OT</td>
<td>$ 565.75</td>
<td>$ 792.25</td>
</tr>
</tbody>
</table>

- Show site price applies to all labor orders placed at show site.
- Start time guaranteed only at start of working day.
- Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

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### ELECTRICAL LABOR (Minimum 1 hour)

**None of the following services may be performed by other Unions/I & D houses as it falls under electrical jurisdiction**

- **Floor Work**: The distribution of electrical across/underneath booths or parking
- **Booth Work**: Distribution or wiring of electrical overhead (including signs)
  - or hard wiring of exhibitor equipment

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**ADDITIONAL INFORMATION**

**ADVANCE DISCOUNT PAYMENT PRICE**

Our order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to December 8, 2022.

**ISLAND BOOTHS**

All Island booths require a placement grid.

**FLOOR WORK**

All floor work requires a placement grid.

**24 HOUR SERVICES**

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Rate for 24 hour power is double published rate.

**SEPARATE OUTLETS**

Separate outlets should be ordered for each piece of equipment and/or each power location.

If you have electrical requirements or have questions regarding electrical, please call Exhibitor Support at 888-508-5054.
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* EventNow is only available more than two days prior to event load in. If ordering within two days, contact your Encore on-site team.

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• Power and Internet Connectivity Packages

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We make it easy

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We regularly maintain and service all equipment

Encore delivers, installs, and tests equipment

After the show, Encore picks up your rental equipment

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encore3698@encoreglobal.com
O 504-613-3720 | M 504-418-4932

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[Images of various exhibition setups and technologies]