

Location: Baltimore Convention Center – Baltimore, MD

Halls: E, Swing & F

Exhibitor Installation:

Sunday, March 27

9:00am – 5:00pm

Monday, March 28

8:00am – 6:00pm

All exhibits must be fully operational by 6:00pm Monday, March 28th. Installation work will **NOT** be permitted after 6:00pm without approval from Event Management

POV/Self Unloading – see POV information for details & to request a dock pass

Sunday: 10:00am – 4:00pm

Monday: 8:00am – 5:00pm

Tuesday: No POV services available Tuesday

Registration Hours:

Monday, March 28 *Exhibitors & fnPrime Members only* 1:00pm – 5:00pm

Tuesday, March 29 7:00am – 5:00pm

Wednesday, March 30 7:00am – 5:00pm

Thursday, March 31 7:00am – 3:00pm

Conference Hours

Monday, March 28 Workshop 2:00pm – 4:00pm

Tuesday, March 29 8:00am – 11:30am

Tuesday, March 29 Networking Party 4:00pm – 5:00pm

Wednesday, March 30 8:00am – 10:15am

3:00pm – 5:15pm

Special Events

5:30pm – 6:30pm

Thursday, March 31

8:00am – 10:15am

2:30pm – 4:45pm

Expo Hours:

Tuesday, March 29

11:30am – 4:00pm

Wednesday, March 30

10:30am – 3:00pm

Thursday, March 31

10:30am – 2:30pm

Exhibitor Dismantle:

Thursday, March 31	2:31pm – 9:00pm
POV/Self Loading	2:31pm – 8:00pm
Friday, April 1	8:00am – 10:00am

Removal of Exhibits:

Review the move-out and dismantle notice for additional information on the return of empties and the POV operation. All freight not called for by 10:00am Friday, April 1, will be shipped by a carrier selected by the official drayage contractor at the exhibitor's expense.

EXHIBIT SPACE RENTAL INFORMATION**Exhibit Space Rental Includes:**

- In-line space will have red and white 8' back-wall and 3' red side rail drape
- 7"x44" Company Identification Sign
- Unlimited Exhibitor Badge Registrations
- Onsite Exhibitor Lounge
- Complimentary Online Profile Page (must be submitted by deadline)
- 24 Hour Exhibit Hall Perimeter Security
- Pre- and Post – Event Registrant Mailing List

NOTE: Carpet and electrical services are not included in the space rental.

Aisle Carpet:

For 2022, we will not have aisle carpet. Exhibitors will NOT be required to carpet their exhibit booth Space. If you would like to carpet your booth space, please see Freeman's carpet order form.

Check Your Exhibit Space Location:

The exhibit floor plan is constantly changing based on sales activity, changes in exhibit space size, etc., so you are encouraged to occasionally review the plan. It is the Exhibitor's responsibility to monitor the online floor plan. If an exhibit space location opens that you would prefer, or if a competitor has chosen a location near you, please contact your Exhibitor Account Executive.

Link to the online floor plan:

<https://www.rocehibitions.com/floorplans/22balt/exfx.html#floorplan>

NFMT Event Management Contacts

Exhibit Management:	ROC Exhibitions, Inc. 1963 University Lane Lisle, IL 60532		nfmt@rocehibitions.com P: 630-271-8210
Event Planning Questions & Rules & Regulations	Kristen Haley Danny Rosenstock	630-271-8224 847-769-0431	khaley@rocehibitions.com drosenstock@rocehibitions.com
Accounting: Accounts Payable:	Amber Holliday	414-228-7701 Ext: 443	amber.holliday@tradepress.com
Education & Conferences:	Amy Brown Nicole Aguiar Danielle Goepel	414-228-7701 Ext: 458 Ext: 453 Ext: 459	education@tradepress.com Amy.brown@tradepress.com Nicole.aguiar@tradepress.com Danielle.goepel@tradepress.com
Exhibit & Sponsorship Sales: Rep and Companies that start with	Companies A & B or start with a # number Companies C-M Companies N-Z	Laurie Vega Kathy Arnold Ashley Clark	414-228-7701 Ext: 482 Ext: 314 Ext: 305 Laurie.vega@tradepress.com Kathy.arnold@tradepress.com Ashley.clark@tradepress.com
Exhibitor Registration Questions:	Bernice Vargas Luna	Ext: 8230	P: 630-271-8210 bvargas@rocehibitions.com

Official NFMT Contractors

Warning: If you are contacted by a company that is **NOT** on this list, they are **NOT** working on behalf of the show. There are several companies that will lead you to believe they are working for the show but that is **NOT** the case. Please contact Exhibit Management to alert us of any vendors using these tactics.

Repeat Offenders: Housing vendors, list rental companies, AV services and shipping services.

Decorator/General Contractor:	Freeman	P: 888-508-5054 P: 512-982-4186 F: 469-621-5609 E: exhibitorsupport@freemanco.com
	Services:	Discount Deadlines:
	Flooring & Furnishings	2/28/2022
	Installation & dismantle	2/28/2022
	Material Handling	2/28/2022
	Rental Exhibits	2/28/2022
	Signs & Graphics	2/28/2022

Audio Visual & Computer Rental:	Audio Visual One 9611 W. Foster Ave. Schiller Park, IL 60176	P: 224-629-7264 E: spolletta@audiovisualone.com Deadline: 3/18/2022
Linking to AV		
Business Center:	Baltimore Convention Center	P: 410-649-7194
Hours: M-Th: 8:30-5:00pm & F: 8:30-11am	1 W. Pratt St. Baltimore, MD 21201	E: info@baltimorebizcenter.com On 300 level adjacent to room 334
Exhibit Space Cleaning:	All Convention Cleaners (ACC) 6205 Hotel St. Austell, GA 30106	P: 770-949-3441 F: 770-949-3358 E: accinc@bellsouth.net Deadline: 3/21/22
Link to Cleaning		
Facility:	Baltimore Convention Center 1 W. Pratt St. Baltimore, MD 21201	P: 410-649-7000 F: 410-649-7005 Exhibit Halls: E, Swing, F
Food & Beverage:	Centerplate 1 W. Pratt St. Baltimore, MD 21201	P: 410-649-7009 F: 410-649-7043 E: marsha.pratt@centerplate.com Deadline: 3/15/22
Link to Menus		
Floral:	National Plant & Floral 1001 E. Sunset #95814 Las Vegas, NV 89193	P: 702-956-8011 F: 702-956-8021 E: exhibitorservice@nationalplantfloral.com Deadline: 3/4/22
Link to Floral		
Housing/Hotel Reservation:	Visit Baltimore Housing Services 400 E. Pratt St. 10th Floor Baltimore, MD 21202	P: 800-282-6632 P: 410-837-4636 E: conventionhousing@baltimore.org Deadline: March 17, 2022 or when rooms are sold out whichever comes first.
Link to Housing		
Lead Retrieval:	CompuSystems 2651 Warrenville Rd. Ste 400 Downers Grove, IL 60515	P: 866-600-5323 P: 708-786-5565 E: exhibitor-support@csireg.com W: Compusystems.com/orders
	Compusystems will be e-mailing exhibitors a link to online ordering 2/1/22	
Security:	CES Security 115 McHenry Ave. Baltimore, MD 21208	P: 443-471-7000 F: 443-471-7007 E: eventcoordinator@cessecurity.com Deadline: 3/14/2022
Link to Security		
Telephone & Internet:	MC Dean PO Box 532232 Atlanta, GA 30353	P: 410-649-7097 E: Nathaniel.morgan@mcdean.com W: bcc.mcdean.com Deadline: 3/04/2022
Utilities (Electrical & Plumbing):	Edlen 1 W. Pratt St. Baltimore, MD 21201	P: 410-649-7321 E: baltimore@edlen.com
Link to Edlen Ordering	Compressed Air	3/8/2022
	Electrical	3/8/2022
	Water & Drains	3/8/2022

BUILDING OPERATING MANAGEMENT'S NFMT[®]2022

National Facilities Management & Technology March 29 - 31, 2022 • Baltimore

Baltimore Convention Center
Baltimore, MD

EXHIBITOR APPOINTED CONTRACTOR (EAC) NOTIFICATION FORM

Deadline for Certificate of Insurance is February 18, 2022

NFMT[®] has selected certain firms (at rates considered equitable and normal for the area) as Official Contractors for various convention services. If you, the exhibitor, have contracted with any firm other than those appointed by NFMT[®], you must complete and return this form. It is your responsibility to inform your contractor of the rules governing exhibitor appointed contractors. NOTE: There may be certain vendors & services exclusive to the Baltimore Convention Center and an EAC will not be allowed to provide that service.

Deadline for Certificate of Insurance is Friday, February 18th. EAC's are required to provide a certificate of insurance showing a minimum limit of \$3,000,000.00 per occurrence for property damage, personal injury, workers compensation aggregate coverage of \$3,000,000.00 per occurrence, and naming the following as additionally insured for the dates of the event (including move in and out days):

Freeman / ROC Exhibitions, Inc. / The Mayor, The City of Baltimore, the Baltimore Convention Center, its employees, its elected/appointed officials, employees and official agents / Forum Media Group / Trade Press Media Group / and the NFMT[®] Conference and Expo.

- The EAC must abide by the rules and regulations of the event and all pertinent union regulations.
- The EAC's employees must always wear approved identification badges while in the work area.
- If the EAC is empowered to incur expense on behalf of the exhibitor, a Third-Party Payment Authorization form must be completed and returned to Freeman. The exhibitor agrees that they are ultimately responsible for the cost of all services provided in connection to their exhibit space.
- The EAC agrees to have evidence, in the exhibit space, that it has a valid authorization from the Exhibitor for services.
- The EAC must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's exhibit space.
- The EAC may not solicit business on the exhibit floor.
- The EAC must have all business licenses, work permits, and insurance required by State and City governments and Facility Management before beginning work and shall provide Event Management with evidence of compliance.
- If required, the EAC must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The EAC must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

Exhibiting Company _____ Exhibitor Booth # _____

EAC: Company Number _____

Services Provided by EAC _____

Address _____ City, State _____ Zip Code _____

Contact _____ Phone _____ Email _____

Services Provided by the Contractor _____

Exhibitor Signature _____ Date _____

Complete and return to: turbanczyk@roceexhibitions.com



Contract for Exhibit/Sponsorship Package

Deposit must accompany completed contract

March 29-31, 2022
Baltimore Convention Center
Baltimore, MD

Laurie Vega
laurie.vega@tradeexpress.com
Phone: 414-228-7701, Ext. 482

Complete and return to:
Ashley Clark
ashley.clark@tradeexpress.com
Phone: 414-228-7701, Ext. 305

Kathy Arnold
kathy.arnold@tradeexpress.com
Phone: 414-228-7701, Ext. 314

Company: _____
Parent Company/Division: _____
Billing Address: _____
Billing Address 2: _____
City: _____ State: _____ Zip: _____ Country: _____
Contact*: _____
Title: _____
Phone: _____ Fax: _____
Email: _____ Website: _____

*This is the person who will receive your invoice, service manual, and other event-related correspondence.

Location preferences:

Exhibit space numbers: 1. _____ 2. _____ 3. _____
Dimensions of exhibit space: _____ x _____

Direct Competitors: 1. _____ 2. _____

Indicate companies you prefer not to have next to your space location. It is the Exhibitor's responsibility to monitor the online floor plan in the event a competitor selects a location next or near to them.

Payment Terms

- Fifty percent (50%) of the total participation cost must accompany completed contract. See Customer Payment Information Form. Final payment will be due 90 days before the event.
- Beginning December 19, 2021, full payment must accompany completed contract.
- ROC Exhibitions, Inc. may, at its discretion, release the exhibit space(s) if deposit(s) are not made per the stated schedule.
- Exhibit space must be paid in full and Event Management must receive a completed contract before the exhibitor is permitted to install their display.

Cancellation Policy

- No monetary refund will be processed with any cancellation requests.
- Cancellations will result in the forfeit of all exhibitor badges and any attendee database files.

Authorized Signature: _____ **Date:** _____
By signing I acknowledge that I have received the rules and regulations contained on the reverse of this contract. The signed contract shall become a binding contract in accordance with the terms of the agreement and all rules and regulations.

Event Management Signature: _____ **Date:** _____

Information for Event Website

This text will be published in the exhibitor listing posted on the website. Please limit to one sentence or 10-15 word description.

Company Name: _____

Products or Services:

Owned and Produced by Trade Press Media Group, a Forum Media Group Company. 2100 W Florist Ave, Glendale, WI 53209
www.nfmt.com/remix

Select your participation option

- Exhibit Space Pricing**
Base Exhibit Space _____ sq. ft. x \$45.00 \$ _____
- Platinum - \$20,000 (Limit 5)**
- One 1-hour Conference Speaking Slot (Live Streamed on Hybrid App)
 - 20x20 Booth*
 - Networking Break Sponsor
 - Post-event recording file of presentation
 - Pre-event email to all registrations
 - Logo placement on event website, emails and marketing materials
 - Full registration list to include name, job title and postal address
 - Company description on event website and hybrid app
 - One Conference Session Live Streamed on Virtual Platform
 - Premium Banner Add Rotation on Homepage
 - 1 Gamification Participation
 - 1 Sponsored Post on Event Days (Tues, Wed, Thurs)
 - Company Profile Page

- Gold - \$11,000 (Limit 20)**
- One Product Zone Speaking Slot in Expo Hall (Product Demos, Learning Lab, etc)
 - One Solutions Exchange slot
 - One session live streamed on hybrid app
 - 10x20 Booth*
 - Logo placement on event website, emails and marketing materials
 - Full registration list to include name, job title and postal address
 - Company description on event website and hybrid app
 - One Product Zone Presentation Streamed on Virtual Platform
 - Banner Add Rotation on Homepage
 - Company Profile Page

- Silver - \$6,000**
- One 20-Minute Product Zone Speaking Slot in Expo Hall (Product Demos, Learning Lab, etc)
 - 10x10 Booth*
 - Logo placement on event website and marketing materials
 - Full registration list to include name, job title and postal address
 - Company description on event website and hybrid app
 - Banner Add Rotation on Homepage
 - Company Profile Page

*Booth size may be increased for an additional discounted fee.

A la carte Sponsorships

- Hybrid Profile Page Listing \$700
- Audio Visual Sponsorship \$5,000
- Floor Decals - \$5,000
 - Package of (8) 5x5 and (2) 8x8
- Product Showcase Panel \$895
- Lanyard Sponsor \$10,000
- Registration Sponsor \$3,200
- Daily Prize Drawing \$7,000
- Networking Event Sponsorship \$15,000
- Lunch Coupons (3 avail) \$3,000
- Charging Station (3 avail) \$1,200
- Aisle Banner \$1,500 3 for \$3,000
- Passport to Prizes Participation \$2,000
- Attendee Emails
 - Mid Feb \$1,750 Late Feb \$2,250 Early Mar \$2,750 Late Mar \$3,000

Total Sponsorship and a la carte options \$ _____

50% Deposit: \$ _____
(Deposit must accompany completed contract at time of sale.)

Balance due December 19, 2021 \$ _____

Beginning December 19, 2021 payment (100%) must accompany completed contract. \$ _____

EXHIBITION RULES AND REGULATIONS

1. **EVENT MANAGEMENT:** The words 'Event Management' as used herein shall mean event management as previously specified in the contract, or its officer or Committees or Agents or Employees acting for it in the management of the Exhibition.

2. **ELIGIBLE EXHIBITS:** Exhibits will be limited to those companies or other entities offering materials, products or services or specific interest to registrants. Event Management reserves the right to determine the eligibility of any product floor display. Exhibiting manufacturers' representatives and/or distributors must list their participating principals as the exhibitors of record. Only the sign of the exhibitor whose name appears upon the face of this contract may be placed on the exhibit space or in the printed list of Exhibitors of the Exhibition. No exhibitors or advertising will be allowed to extend beyond the space allotted to the Exhibitor, or above the back and side rails.

Event Management reserves the right to reject, eject, or prohibit any exhibit in whole or in part, or Exhibitor or their representatives upon the Event Management's good faith determination that the same is not in accordance with these rules and regulations. Event Management reserves the right to relocate a exhibit space at anytime. In such event the exhibitor will have no financial remedy with Event Management.

3. **LIMITATION OF LIABILITY:** The Exhibitor agrees to indemnify and hold harmless the Event Management, its subsidiaries, the sponsor, owner, exhibition hall facility, and city in which this Exhibition is being held and their officers, agents, and employees, against all claims, losses, suits, damages, judgements, expenses, costs and charges of every kind resulting from its occupancy of the space herein contracted for by reason of personal injuries, death, property damages, or any other cause sustained by any person or others. The Event Management will not be responsible for loss or damage to displays or goods belonging to exhibitors, whether resulting from fire, storms, acts of God, air conditioning or heating failure, theft, pilferage, mysterious disappearance, bomb threats or other causes. All such items are brought to the Exhibition and displayed at exhibitors own risk, and should be safeguarded at all times.

Event Management will provide the services of a reputable agency for perimeter protection during the period of installation, event and dismantling and Exhibitor agrees that the provision of such services constitutes adequate discharge of all obligations of the Event Management to supervise and protect Exhibitors' property within the Exhibition. Exhibitors may furnish additional guards at their own cost and expense, only with prior approval by Event Management.

The exhibitor agrees that Event Management shall not be responsible in the event of any errors or omission in the Exhibitors' official event directory and in any promotional material.

Exhibitor agrees to indemnify Event Management against and hold it harmless for any claims and for all damages, costs and expenses, including without limitation, attorneys' fees and amounts paid in settlement incurred in connection with such claims arising out of the acts or negligence of Exhibitor, their Agents, or Employees.

4. **DEFAULT IN OCCUPANCY:** If exhibition space is not occupied by the time set for completion of installation of displays, such space may be possessed by Event Management for such purposes as it may see fit.

5. **SUB-LEASING:** Exhibitor shall not sublet their space, or any part thereof, of the exhibition of anything not specified in the contract. Exhibitor may not exhibit, offer for sale, give as a premium, or advertise articles not manufactured or sold in their own name, except where such articles are required for the proper demonstration of operation of Exhibitor's display, in which case identification of such articles shall be limited to the regular nameplate, imprint, or other identification which in standard practice appears normally on them. Exhibitor may not permit in their exhibit space non-exhibiting Companies' Representatives. Rulings of the Event Management shall in all instances be final with regard to use of any exhibit space.

6. **DAMAGE TO PROPERTY:** Exhibitor is liable for any damage caused to building floors, walls or columns, or to standard exhibit space equipment, or to other Exhibitor's property. Exhibitor may not apply paint, lacquer, adhesives, or other coating to building columns and floors or to standard exhibit space equipment.

7. **OFFICIAL SERVICE CONTRACTOR:** To assure orderly and efficient installation, operation, and removal of the displays, and to minimize confusion by the presence or solicitation of unknown or unqualified firms, Event Management, has designated an official service contractor. In venues where permitted, Exhibitors may be free to use its own display house providing the outside contractor for set up and dismantle of the exhibit submits a request, in writing, to Event Management and includes a list of the names of all display company representatives working in the exhibit area along with the proof of liability insurance satisfactory to Event Management.

8. **SPECIAL SERVICES:** Electricity, gas, water, and other utilities, as well as other special services needed by individual Exhibitors, are provided only when the Exhibitor orders and agrees to pay for them specially from the persons authorized to supply such services in conformity with City, Insurance and other requirements.

9. **EXHIBIT SPACE REPRESENTATIVES:** Exhibit space representatives shall be restricted to Exhibitor's Employees and their authorized Representatives. Exhibit space representatives shall wear badge identification furnished by Event Management at all times. Event Management may limit the number of exhibit space representatives at any time. All exhibit spaces must be staffed by the Exhibitor during all open event hours.

10. **ELECTRICAL SAFETY:** All wiring on displays or display fixtures must conform to the applicable standards established by various Governmental Agencies and standard fire inspection ordinances. All display wiring must exhibit the seal and/or such other seals of official approving agencies as may be required at the site of the Exhibition.

11. **SAFETY AND FIRE LAWS:** All applicable fire and safety laws and regulations must be strictly observed by the Exhibitor. Cloth decorations must be flameproof. Wiring must comply with local Fire Department and Underwriters' Rules. Smoking in exhibits is forbidden. Crowding will be restricted, aisles and fire exits must not be blocked by exhibits. No displays of paper, pine boughs, leafy decorations, trees, or tree branches are allowed. Acetone and most rayon drapes are not flameproof and may be prohibited. No storage behind exhibits is provided or permitted.

12. **DECORATION:** Event Management shall have full discretion and authority in the placing, arrangement and appearance of all items displayed by Exhibitor and may require the replacing, rearrangement or redecoration of any item or of any exhibit space, at the Exhibitors expense. Exhibitor must make certain that surfaces or dividers and back-walls are finished in such a manner as not to be unsightly or have logos or promotion facing Exhibitors in adjoining exhibit spaces. If such surfaces remain unfinished by the "must be set time" outlined in the service manual, Event Management shall authorize the official decorator to effect the necessary finishing at the Exhibitor's expense. Any displays on which set-up has not been started by the "must be set time" outlined in the exhibitor manual, Event Management reserves the right to have such displays installed at the Exhibitor's expense. Event Management will not allow any installation or moving of exhibit spaces or freight one-hour prior to the opening of the exhibit floor.

Height and Floor Coverings:

Exhibit spaces and/or displays must be built, erected within the height limits and guidelines set forth in the exhibitor manual. Any Exhibitor whose exhibit space exceeds the height limits and/or guidelines will be required at their own expense to alter the display to conform to the limits and guidelines.

All exhibit space floor areas must be covered with carpet or approved covering. In the event of non-compliance, Event Management reserves the right to have the display area covered with proper floor coverings at the Exhibitor's expense.

13. **SOUND LEVEL:** Mechanical or electrical devices which produce sound must be operated so as not to prove disturbing to other Exhibitors. Event Management reserves the right to determine the acceptable sound level in all such instances.

14. **PERFORMANCE OF MUSIC:** The Exhibitor acknowledges that any live or recorded performances of copyrighted music which occur in the Exhibitor's exhibit space must be licensed from the appropriate copyright owner or agent. The Exhibitor undertakes full responsibility for obtaining any necessary licenses and agrees to indemnify and hold harmless Event Management from any damages or expenses incurred by Event Management due to the Exhibitor's failure to obtain such licenses.

15. **LOTTERIES / CONTESTS:** The operation of games of chance, or lottery devices, or the actual or simulated pursuit of any recreation pastime is permitted only to the extent permitted by applicable law and on written approval from Event Management. Furthermore, any such activity shall remain within the constraints of the exhibit space only.

16. **PERSONNEL AND ATTIRE:** Event Management reserves the right to determine whether the character and/or attire of exhibit space personnel is acceptable and in keeping with the best interests of Exhibitors and the Exhibition. Further, Exhibitor expressly agrees that they and their personnel will not conduct official exhibitor functions in their private rooms during business hours of the Exhibition.

17. **EXHIBITOR CONDUCT:** Exhibitors wishing to conduct retail sales within their exhibit space are subject to rules set forth by Event Management and the facility. Exhibitors will be responsible for all applicable federal, state and local taxes. Subject to the foregoing, the distribution of samples, souvenirs, publications, etc., or other sales or sales promotion activities must be conducted by Exhibitor only from within their exhibit space. The distribution of any articles that interfere with the activities or obstructs access to neighboring exhibit spaces, or that impedes aisles, is prohibited. No article containing any product other than the product or materials made or processed or used by Exhibitor in their product or service may be distributed except by written permission of Event Management.

18. **OBSTRUCTION OF AISLES OR EXHIBIT SPACES:** Any demonstration of activity that results in obstruction of aisles or prevents ready access to nearby Exhibitors' exhibit spaces shall be suspended for any periods specified by Event Management.

19. **ADMISSION:** Admission is open to adults affiliated with the industry served by the Exhibition. No persons under 18 years of age will be admitted to the exhibit hall or conference sessions unless otherwise specified. Event Management shall have sole control over admission policies at all times.

20. **TERMINATION OF EXHIBITION:** In the event that the premises in which the Exhibition is or is to be conducted shall become, in the sole discretion of Event Management, unfit for occupancy, or in the event the holding of the Exhibition or the performance of Event Management under the contract (of which these Rules and Regulations are a part) are substantially or materially interfered with by virtue of any cause or causes not reasonably within the control of Event Management, said contract and/or the Exhibition (or any part thereof) may be terminated by Event Management. Event Management shall not be responsible for delays, damage, loss, increased costs or other unfavorable conditions arising by virtue of any cause or causes not reasonably within the control of Event Management. If Event Management terminates the live exhibition, Event Management will, at the discretion of the Exhibitor (paying company), credit 100% of the amount that has been paid on both fees, sponsorship fees, marketing and advertising for the 2022 event towards either of the following two options: 1) the same booth space at the 2023 NFMT Baltimore event; or 2) other specifically designated Trade Press Print, Digital and Live Event Products to be fulfilled in the year 2022. Cash refunds will not be provided. For purposes hereof, the phrase "cause or causes not reasonably within the control of Event Management" shall include, but not by way of limitation; fire; casualty; flood; epidemic; earthquake; explosion or accident; blockage embargo; inclement weather; governmental restraints; or orders of civil defense or military authorities; act of public enemy; riot or civil disturbance; strike, lockout, boycott or other labor disturbance; inability to secure sufficient labor; technical or other personnel failure; impairment or lack of adequate transportation facilities; inability to obtain condemnation, requisition or commandeering of necessary supplies or equipment; local, State or Federal laws, ordinances, rules orders, decrees or regulations whether legislative, executive or judicial, and whether constitutional or unconstitutional; or Act of God.

21. **RESOLUTION OF DISPUTES:** In the event of a dispute or disagreement between: Exhibitor and Official Contractor, or between Exhibitor and a Labor Union or Labor Union Representative; or between two or more Exhibitors, all interpretations of the rules governing the Exhibition, actions, or decisions concerning this dispute of disagreement by Event Management intended to resolve the dispute or disagreement shall be binding on Exhibitor.

22. **RECEIPT OF GOODS AND EXHIBITS:** All arriving goods and exhibits will be received at receiving areas designated by Event Management. All incoming goods and exhibits must be plainly marked and all charges prepaid.

23. **CARE AND REMOVAL OF EXHIBITS:** The Event Management will maintain the cleanliness of all aisles. Exhibitor must, at their own expense, keep exhibits clean and in good order. All exhibits must remain fully intact until the Exhibition has officially ended. Disturbing or tearing down an exhibit prior to the official closing hour of the Exhibition can result in a penalty and a refusal by Event Management to accept or process exhibit space applications for subsequent exhibition. Exhibits must be removed from the building by the time specified in the Exhibitor's Manual. In the event any Exhibitor fails to remove their exhibit in the allotted time, the Event Management reserves the right, at the Exhibitor's expense, to ship the exhibit through a carrier of Event Management's choosing or to place the same in a storage warehouse subject to the Exhibitor's disposition or make such other disposition of this property as it may deem desirable without any liability to the Event Management.

24. **PHOTOGRAPHY:** Before, after, or during event hours, no photography or videotaping will be permitted anywhere except by Event Management or the official event photographer. Only those professional photographers approved by Event Management will be allowed on the event floor. Any individual, whether exhibitor or attendee, is prohibited from taking photographs or electronic images of exhibit displays or their contents without the permission of the exhibitor involved. Violators will be escorted off the exhibit floor and will forfeit their credentials and/or film. Violators will not be allowed re-entry. Event Management reserves the right to use photographs taken at the event for promotional purposes.

25. **INSURANCE:** Exhibitor is advised to see that their regular company insurance includes extraterritorial coverage, and that they have their own theft, public liability, and property damage insurance.

26. **LOSSES:** Event Management shall bear no responsibility for damage to Exhibitor's property, or lost shipments either coming in or going out, nor for moving costs. Damage to inadequately packed property is Exhibitor's own responsibility. If exhibit fails to arrive, Exhibitor is nevertheless responsible for exhibit space cost. Exhibitor is advised to ensure against these risks.

27. **AMENDMENT TO RULES:** Any matters not specifically covered by the preceding rules shall be subject solely to the decision of Event Management. The Event Management shall have full point in the matter of interpretation amendment and enforcement of all said rules and regulations, and that any such amendments when made and brought to the notice of the said Exhibitor shall be and become part hereof as though duly incorporated herein and subject to each and every one of the terms and conditions therein set forth.

28. **DEFAULT:** If the Exhibitor defaults in any of its obligations under this contract or violates any of its obligations or covenants under this contract, including without limitation any Exhibition Rule or Regulation promulgated pursuant to the contract, the Event Management may, without notice, terminate this agreement and retain all moneys received on account as liquidated damages. The Event Management may thereupon direct the Exhibitor forthwith to remove its Employees, Agents or Servants, and all of its articles of merchandise and other personal property from the space contracted for and from the Exhibition Hall.

29. **AGREEMENT TO RULES:** Exhibitor, for themselves and their employees, and representatives, agrees to abide by the foregoing rules, rules and regulations set in the exhibitor service kit/manual, and by any amendments that may be put into effect by Event Management.

30. **CONTRACT ACCEPTANCE:** Deposit of your check does not constitute contract acceptance. This agreement shall not be binding until accepted by Event Management.

31. **FORUM SELECTION:** All disputes and matters arising under, in connection with or incident to this Agreement, shall be litigated, if at all, in and before a court in the State of Illinois, to the exclusion of the courts of any other state or country.

32. **CHOICE OF LAW:** This Agreement shall be governed by and construed in accordance with the internal laws of the State of Illinois (regardless of such State's conflict of laws principles).

33. **PROMOTION:** Any promotion in the event city, at but not limited to, the convention center, hotels, airports, restaurants and bars must receive prior written approval from Event Management. Promotional replica items given in any way with actual fire protection or safety devices or actual fire protection or safety devices given to expo attendees shall be listed in accordance with the appropriate manufacturing standards and shall be in full working order.

Exhibit Display & Event Regulations

In addition to the rules & regulations on the space contract, please review the following.

Age Restriction:

No one under 18 years of age will be allowed in the conference sessions or the exhibit hall (including setup, dismantle and show hours). Event Management reserves the right to require proof of age prior to admission into NFMT[®].

Americans with Disabilities Act (ADA):

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line, (800) 514-0301, and from the ADA Web site – www.ada.gov

Balloons:

No balloons of any kind will be permitted.

Canopies and Ceilings:

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

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

Carpet & Drape:

Due to COVID, in 2022 we will not have aisle carpet. Exhibitors will NOT be required to carpet their exhibit booth space.

Drape:

In-line space will have a standard 8' high red and white back drape and 3' high red side drape.

Demonstrations:

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance.

Exhibitors should be aware of building and local regulations regarding fire/safety and environment which must be adhered to.

Dismantling Early:

Any exhibitor who begins to dismantle or pack their exhibit before the close of the expo will lose their accumulated priority points.

Exhibitor Badges & Exhibit Hall Access:

All personnel representing the exhibitor or their agents must be identified with the official NFMT® exhibitor badge for access to the exhibit hall (including installation & dismantle). Prior to onsite registration opening, security will distribute temporary set-up badges.

Exhibitors are allowed access during installation & dismantle hours. On show days, exhibitors will be allowed access to the exhibit hall one (1) hour prior to expo hours with the official NFMT® show badge. See Schedule at a Glance for hours.

If an exhibitor needs to stay in his/her exhibit space after expo hours, please contact Event Management so we can notify security.

Fire Equipment & Egress Signs:

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

Hanging Signs & Graphics:

Hanging signs and graphics are allowed in **island exhibit spaces**. The maximum height is 18ft to the top of the sign. (In-line/ linear exhibit spaces, or perimeter exhibit spaces do not qualify for hanging signs and graphics). The distance is measured from the floor to the top of the sign. Regardless if suspended from above, or supported from below, they should comply with all use-of- space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the exhibit space type.

Lighting:

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

No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to Event Management for approval.

Lighting, including gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibitionaisles.

Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by Event Management.

Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

Multi-story and Enclosed Exhibits:

See the Convention Center rules and regulations.

Open Exhibit Space Locations:

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

Product Height:

Some exhibitors have products that exceed display height restrictions. Exhibition organizers have guidelines for displaying such products. Products exceeding height restrictions are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold. No additional advertising or signs can be attached.

Please contact Event Management for approval for variance in height regulations.

Sound/Music:

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

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

Storage:

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

Structural Integrity:

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

Suitcasing & Outboarding:

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

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

“Suitcasing and outboarding” are violations of the NFMT® exhibition policy. Please report any violations to Event Management.

Towers:

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used.

Towers in excess of 8ft should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of towers. A building permit or safety lines may be required.

Vehicles:

Rules vary depending on the facility. See convention center rules. Depending on the exhibit space location, a targeted move-in may be required for the vehicle. Please notify Event Management if you will be displaying a vehicle and confirm if a targeted move-in time will be required.

Convention Center Rules & Regulations

Americans with Disabilities Act:

The Center complies with the Americans with Disabilities Act to provide the following:

- Sidewalk curb cuts into main lobby areas
- Thresholds at each entrance which are level with the floor
- Standard wheelchair accessible restrooms
- Exterior automatic sliding doors
- Emergency systems which provide both flashing strobes and voice alarms
- Meeting room signs equipped with Braille indicators
- Elevators equipped with Braille indicators, chimes, and raised letters
- Visual line indicators (flashers) and amplified handsets available through the Center's Telecommunications Department
- Wheelchair lift which raises up to stage level

Service Animals

Service Animals that are individually trained to do work or perform tasks for people with disabilities will be permitted inside the Center. Animals must be licensed and up to date on vetting and appropriate Health Department permits. Baltimore City Health Department can be reached at (410) 396-4398.

Animals in the Exhibit:

The Center will allow animals that are licensed and up to date on vetting for exhibitions with written approval from the Center and appropriate Health Department permits. Baltimore City Health Department can be reached at (410) 396-4398.

Animals approved to be on the premises must meet the following confinement guidelines:

- Animal(s) is to be on a leash at all times, if not confined to a pen.
- Animal(s) must be under constant control at all times.
- Animal exhibits are not permitted on carpeted areas.
- The owner or handler will be fully responsible for their animal(s) at all times.
- The general service contractor will be responsible for providing (and disposing of) plastic sheeting and any other required floor covering for the animal exhibit.

Balloons:

No balloons of any kind will be allowed.

Building Security:

The Center provides 24-hour internal patrols of all areas of the facility and the building perimeter.

All Center employees have Center identification badges. Event Management may refuse access to employees without showing proper Center identification.

Center employees are strictly prohibited from using Center identification badges to enter events for personal or other reasons not related to their assigned duties. All event personnel are subject to inspection of cartons, packages or containers brought into or taken out of the Center.

All event personnel must wear an identification badge issued by their employer, by Event Management, or by the designated service contractor.

Catering: Centerplate

Centerplate is the exclusive food and beverage provider for the Baltimore Convention Center. Both the Center and Centerplate have committed significant resources to providing the most comprehensive offering of quality food and beverage services of any facility in the country. The catering sales manager will work closely with you to accommodate individual and specific requirements for your catering services and concession needs. Floral centerpieces, specialty linens, and themed décor can be arranged through your Centerplate sales manager for your event.

Sampling

Any trade show exhibitor who wishes to provide sample food or beverages that they normally produce in the ordinary course of their business is required to notify Centerplate, in writing, as to the nature of the proposed product sample. Items dispensed are limited to products manufactured, processed, or distributed by that exhibiting firm, must be directly related to the purpose of the show, and are dispensed in the contracted areas only. Please refer to the section on Cooking in Exhibits on page 13 for more information.

Candles

Open flames are prohibited. Votive candles or vessel candles which fill up 50% or less of the cancel vessel, will be allowed for banquets in a controlled and confined space.

Crate Storage:

The designated general service contractor is responsible for all event crate storage. Exhibitors and exhibitor-appointed contractors may arrange for storage with the designated general service contractor.

All crates and containers must be stored either offsite or inside trailers, which should remain in the assigned loading dock(s). Boneyards are prohibited.

Storage of flammable or combustible materials, mixtures, liquids, gases, hazardous waste, or medical waste without approved certified containers is prohibited. All approved materials and containers must remain outside in the loading dock area.

Damages:

Any type of damage to the Center must be reported immediately. Center representatives, Event Management and the designated service contractor will inspect leased areas of the building prior to move-in and during move-out to determine existing conditions of the spaces. The inspections will be coordinated by and conducted with appropriate Center personnel.

Drones, Remote Pilot Aircraft Systems (RPAS) and Unmanned Aerial Vehicles (UAVs)

Drones, RPAS, and UAVs which abide by the Federal Aviation Administration (FAA) and Department of Homeland Security guidelines will be permitted as follows:

1. Prior written approval from the Center is required. Request should include the following information:
 - How many drones will be in use?
 - What are the dimensions and weight of each drone?
 - Schedule of use and flight plan, including launch and land locations (flight plan must be clear of all signage and rigging)
2. If the request is approved, the following rules must be met:
 - Cannot be flown overpopulated areas
 - Can only be flown as high as 5 ft. below the lowest hanging point (i.e. truss work) and at least 18 inches from any building structure (i.e. sprinklers).
 - Must stay within contracted space (if Licensee) or exhibit booth (if exhibitor)
 - Cannot carry weapons
 - Licensee is responsible for providing the Center with a certificate of insurance to cover any possible building damages or attendee injuries caused by the device.
 - Battery-operated or electrically powered devices are permitted.

- Gasoline-powered devices must have fuel maintained at ¼ tank or 5 gallons, whichever is less. Fueling or fuel removal within the Center is prohibited.
- Propane-fueled devices are strictly prohibited.

Elevators:

There are seven passenger elevators, four freight elevators and one service elevator in the Center. The passenger elevators are conveniently located in each lobby, serving all four levels. The freight and service elevators are located on the outside of the facility and service all four levels.

Public passenger elevators may not be used to transport equipment or exhibit materials. All show freight and equipment will be transported on the freight elevators.

Entering & Existing the Building:

During move-in and move-out, all event personnel, service contractors, exhibitor-appointed contractor staff, and temporary help shall enter/exit the facility using the public safety office on Charles Street.

Everyone is subject to inspection of bags, packages and containers brought into or taken out of the Center.

The Center's Public Safety department reserves the right to restrict access to anyone who does not comply with policies.

Exhibit Booth Information:

Booths cannot block visibility or access to emergency exits.

Booths cannot interfere with access to any of the Center's service areas, concession stands, or mechanical rooms.

All materials must be flame retardant or fabricated from inherently fireproof materials. Any material that cannot be made flame retardant is prohibited. The Baltimore City Fire Department reserves the right to perform a flame test of exhibit materials at his or her discretion. Exhibitors are required to have a flame retardant certificate available for review at all times.

The use of Velcro stick-on decals and badges or similar items is strictly prohibited in the facility.

The use of tape on any surface, including but not limited to painted or portable walls within the facility is strictly prohibited.

Miscellaneous Requirements:

- Glitter and confetti are prohibited in the Center.
- Smoke or fog machines must be water-based and must also be pre-approved by the Center.
- Display or use of hay, straw, wood chips, bamboo, or lumber are permissible only if treated with a flame retardant and pre-approved by both the Center and the Fire Department.
- Welding or cutting will be permitted 25 feet from the building at the loading dock area only and will require a hot work permit and prior written approval.
- Any type of controlled pyrotechnics or fireworks inside the building will require prior written approval from the Center and will require hiring a licensed pyrotechnics contractor in addition to all relevant permits from the Baltimore City Fire Department. The Center may also require that a Fire Watch be present at the expense of the Licensee.

Multi-Story and Enclosed Booths:

A floor plan is required for each multi-story and enclosed exhibit a minimum of 90 days out from the first event day. The diagram must include load capabilities for the second level and must meet the following minimum life safety requirement:

No less than two means of egress from each load bearing area(s) in excess of 200 square feet in a multi-story exhibit, or from each covered assembly area in excess of 200 square feet.

Final approval will be provided by the Baltimore City Fire Department.

A single exhibit or group of exhibits with ceilings that do not require sprinklers must be separated by a minimum of 10 feet where the aggregate ceiling exceeds 300 square feet. Single level booths greater than 300 square feet and covered with a ceiling must be protected by a fire extinguishing system approved by the BCFD.

Each enclosed or covered area must display a charged and approved fire extinguisher in addition to being protected by an audible smoke detector. This includes storage closets built into the exhibit.

Cooking in Exhibits:

If cooking is required as a part of an exhibit, prior written approval must be obtained from both Centerplate and the Baltimore Convention Center.

The following information must be provided to both Centerplate and your Convention Services Manager at least 45 days prior to move-in:

- A list of all exhibitors who plan to cook and distribute food at the event.
- Final exhibit floor plan which indicates each exhibitor referenced above.
- Manufacturer's specifications for all cooking equipment, including drawings or photographs of such equipment and a description of the proposed cooking method(s).

Cooking devices must be either electric or butane-powered. They must also be approved and recognized by a testing laboratory (i.e. U.L., F.M.).

- Frying equipment must be used with a grease shield.

The following safety requirements must be met:

- Individual cooking or warming devices shall not exceed 288 square inches of surface area.
- The surface holding the cooking or warming devices must be of non-combustible material.
- Cooking or warming devices and heated products must be isolated from the public by either placing the device(s) a minimum of 4 feet away from the front of the booth, or by providing a Plexiglas shield between the devices and heated products.
- At least 2 feet must be maintained between cooking devices within the same booth.
- An approved fire extinguisher and metal lid for each device, or an approved automatic extinguishing system must be provided within each booth utilizing cooking or warming devices.
- The use or storage of any flammable or combustible liquids, compressed gas cylinders, hazardous materials, or chemicals as fuel is strictly prohibited.

Baltimore City Fire Department (BCFD) Regulations:

The following BCFD regulations are strictly enforced. Please read and comply with the following regulations:

1. All meeting rooms, ballrooms, and exhibit halls have a maximum occupancy that may not be exceeded. The Center reserves the right to deny further entry into rooms, if necessary. For information on maximum occupancies per room, please check with your CSM.
2. All tripping hazards must be eliminated.
3. Exit signs must be visible from any location in the room despite any decorations, furnishing, or equipment. If event-related material obstructs the visibility of an exit sign, a replacement, reflective sign, indicating the exit location is required to be installed.
4. All doors leading to required fire exits must be kept unlocked and visible at all times when the space is in use.
5. The Center prohibits securing rooms by chain or deadbolt. If your event requires additional security measures, please contact your Convention Services Manager.
6. All materials must be flame retardant or fabricated from inherently fireproof materials. Any material that cannot be made flame retardant is prohibited.
7. No combustible materials, merchandise, or signs shall be attached to, hung or draped over side and rear dividers of booths or attached to table skirting facing aisles, unless fire resistant.
8. Any type of controlled pyrotechnics or fireworks inside the building will require prior written approval and may require hiring a licensed pyrotechnics contractor in addition to obtaining and providing all relevant permits.
9. Welding or cutting for demonstration purposes will be permitted in the loading dock area only and requires a permit and prior written approval.

Hazardous Materials

Licensee is responsible for submitting written requests to bring any hazardous material or substances into the Center. In addition, a Safety Data Sheet is required for each request.

Special handling of hazardous materials is required for proper disposal and can be coordinated with your Convention Services Manager. Additional fees may apply.

Emergency Phone Numbers:

24-Hour Building Security (Public Safety Office): 410-649-7160 / 7055*

EMT/ Medical Emergency: 5046 from any house phone or above Public Safety numbers

Baltimore City Fire, Medical and Police: 911

Non-emergency: 311

Lost and Found: Baltimore Convention Center Public Safety Office: 410-649-7055*

* Last four digits can be dialed from any white house phone.

To report an emergency, call the Public Safety Office on extension 5046 from any house phone.

Floor Loads:

The load limits of the Exhibit Hall floors are 350 pounds per square foot.

The load for the Charles Street, Otterbein, Pratt Street, Camden, and Sharp Street Lobbies, the 200 level, 300 level and 400 level is 100 pounds per square foot.

The load limits for the outside terraces is 50 pounds per square foot. All of the above limits are strictly enforced.

- The Center cannot accept, unload, or store any shipment of show freight, materials, or equipment unless arranged with the Business Center. If items are shipped directly to the Baltimore Convention Center, the Licensee or General Service Contractor must be available to accept the delivery.
- Deliveries can only be done through the loading dock area and must be during the Licensee's contracted date and during times listed in the Exhibitor service manual.
- Drivers hauling freight that is directly shipped to the Center will be required to report to the designated general service contractor at a pre-arranged truck marshaling facility.
- The Center reserves the right to limit the number of trucks loading or unloading in the exhibit hall(s) if the freight handling operation presents clear or apparent safety concerns (i.e., there are too many vehicles in the hall, resulting in an excess amount of vehicle exhaust).

Lost and Found:

- All lost and found articles are either turned into the Center's Public Safety Office or to a designated area arranged with Licensee. Every effort is made to identify the owner and return all articles.
- Lost and found articles whose ownership cannot be determined are recorded and stored at the Center for a 30-day period. Articles left beyond 30 days will be disposed of as directed by Center Management.

Vehicles:

For Move-in & Move-out

- Only gas and electric motorized vehicles are allowed in the Center. Propane is prohibited.
- Gasoline and diesel fueled material handling equipment may not be stored overnight in exhibit halls.
- Vehicles which drip oil or other staining solutions must have drip pans or dry absorption powder under the parked vehicles and engines.
- All operating motor vehicles, including forklifts or any other material handling device must be attended by a trained and certified operator.
- Only electrically operated forklifts with carpet protection are permitted in carpeted areas of the Center. If any damages occur as a result of such operation, the Center's Public Safety Department must be notified immediately.

For Display Purposes

- Gasoline powered vehicles must have fuel maintained at ¼ tank or 5 gallons, whichever is less. Fueling or fuel removal within the Center is prohibited.
- Natural gas-powered vehicles must have the tank purged before entering the building.
- Fuel tank caps must be locked or taped shut.
- Battery cables must be disconnected, and the connecting leads wrapped with electrical tape.

For Demonstration Purposes

- A mechanized or motorized part demonstration powered by either propellant or electrical system must have prior written approval from both the Center and the BCFD.
- A moving vehicle demonstration requires the submission of full written details of the proposed demonstration no less than 30 days prior to decorator move-in. After review by Center management, the request will be forwarded to the BCFD for review and approval.

Scooters, Segways and Skateboards

The use of skateboards, in-line skates, roller skates, and hover boards are prohibited within the Center. Seated scooters and other Segways with U.L. certification are permitted; however, the Center may limit access based on high foot traffic within the building.

Smoking Policy

The Baltimore Convention Center complies with the City of Baltimore's health code by prohibiting smoking, vaping devices, and e-cigarettes within 50 feet of all entrances. In accordance with this code, there are no designated smoking areas inside the Center. This applies to all employees, contractors, patrons, and attendees.

Weapon Policy

Personal or concealed weapons, or replicas of any kind (i.e., fake sword), are prohibited in the Center.

Definition:

In-line or linear exhibit spaces are generally arranged in a straight line and have neighboring exhibitors on the left and/or right of their exhibit space leaving one side of their exhibit space exposed to the aisle.

Use of Space:

Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

Exhibit Space Rental Includes – Drape and ID Sign:

- In-line space will have a standard 8' high red and white back drupe and 3' high red side drupe.
- Booths 300 square feet or less will receive a 7"x44" one-line identification sign. Name will be taken off of the name on the space invoice.

Carpet:

Due to COVID, in 2022 we will not have aisle carpet. Exhibitors will NOT be required to carpet their exhibit booth space. If you would like to carpet your exhibit space, please see Freeman's rental carpet or you may bring your own.

Height:

All display fixtures and components including graphics and identification signs are allowed a maximum height of 8' only in the back half (measuring 5' from the back wall) of the exhibit space. A maximum height of 4' is allowed in the front half of the exhibit space (measuring 5' from the aisle). [See image A below]

Corner In-line or Linear Exhibit Spaces:

A corner exhibit space is an in-line/linear exhibit space at the end of a series of exhibit spaces with exposure to intersecting aisles on two sides. All guidelines for in-line/linear exhibit space apply.

10x30's or larger In-line Exhibit Spaces:

When three or more in-line or linear exhibit spaces are used in combination to create a single exhibit space, the 4' height limitation only applies to the portion of the exhibit space which is within 10' of an adjoining exhibit space or corner.

[See image B below]

All exhibit spaces must adhere to display regulations:

Including ADA, demonstrations, lighting, sound, structural integrity, and storage.

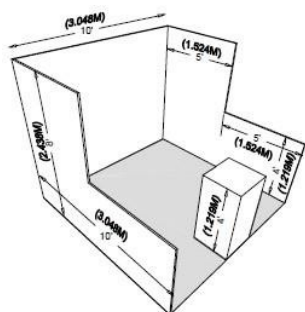


IMAGE A

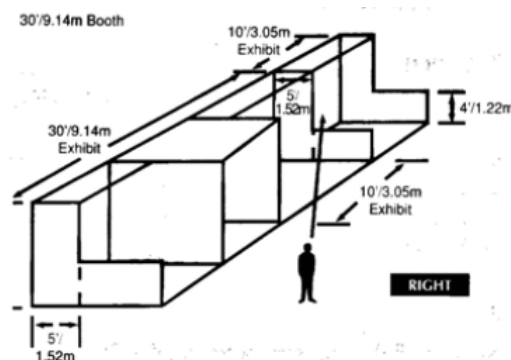


IMAGE B

Definition:

An island exhibit space is 400 square feet or larger with aisles on all four sides.

Use of Space:

An island space is separated by the width of an aisle from all neighboring exhibits so full use of the exhibit space is permitted.

Carpet:

Due to COVID, in 2022 we will not have aisle carpet. Exhibitors will NOT be required to carpet their exhibit booth space. If you would like to carpet your exhibit space, please see Freeman's rental carpet or you may bring your own.

Height:

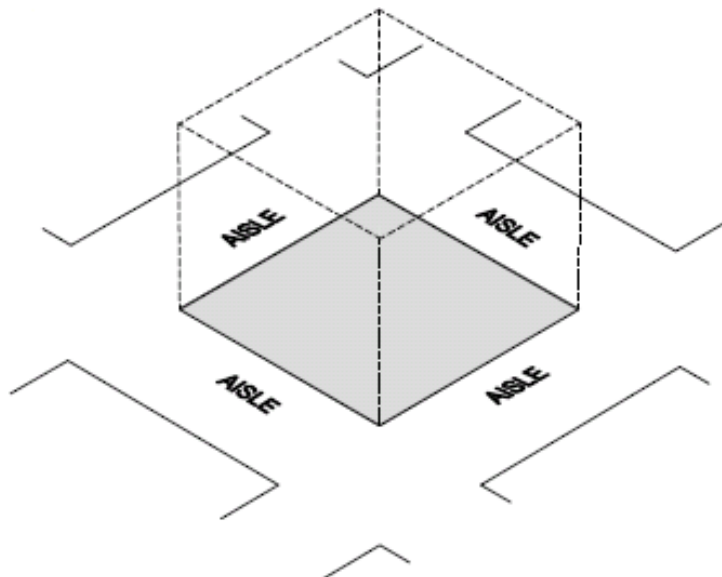
All display fixtures, components including graphics and identification signs are allowed a maximum height of **18ft.** Some venues have low ceiling areas so please check the service manual for any notices for exhibit spaces in a low ceiling location.

Multi-level or Ceilings:

Exhibitors installing a display with a ceiling or second level must meet all building, fire safety and structural integrity regulations.

All exhibit spaces must adhere to display regulations:

Including ADA, demonstrations, lighting, sound, structural integrity, and storage.



Definition:

A perimeter exhibit space is an In-line or linear exhibit space that is located on the outer-perimeter of the exhibit floor, with no exhibitors behind them.

Use of Space:

Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

Exhibit Space Rental Includes:

- In-line space will have a standard 8' high red and white back drape and 3' high side drape.
- Booths 300 square feet or less will receive a 7" x 44" one-line identification sign. Name will be taken off the space invoice.

Carpet:

Due to COVID, in 2022 we will not have aisle carpet. Exhibitors will NOT be required to carpet their exhibit booth space. If you would like to carpet your exhibit space, please see Freeman's rental carpet or you may bring your own.

Height:

All display fixtures, components including graphics and identification signs are allowed a maximum height of 12' only in the back half (measuring 5' from the back wall) of the exhibit space. A maximum height of 4' is allowed in the front half of the exhibit space (measuring 5' from the aisle).

Corner Perimeter Exhibit Spaces:

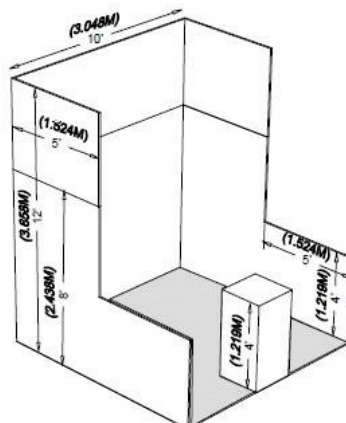
A corner perimeter exhibit space is at the end of a series of exhibit spaces with exposure to intersecting aisles on two sides. All guidelines for perimeter exhibits apply.

10x30's or larger In-line Exhibit Spaces:

When three or more in-line or linear exhibit spaces are used in combination to create a single exhibit space, the 4' height limitation only applies to the portion of the exhibit space which is within 10ft of an adjoining exhibit space or corner.

All booths must adhere to display regulations:

Including ADA, demonstrations, lighting, sound, structural integrity, and storage.



NFMT[®] **does not** have the following exhibit spaces in this event:

End-cap exhibit spaces

Peninsula exhibit spaces

Split Island exhibit spaces

Extended header exhibit spaces

Does not allow cubic content

Vehicle Display Authorization
Deadline: February 21, 2022

Event Management must receive the request to display a vehicle in the exhibit space **35 days prior** to the first move-in day in order to submit to the convention center by their deadline (30 days prior to the first move-in day).

Exhibitors are required to abide by the rules and regulations of event, convention center and local city and state regulations.

- Fueling or fuel removal while on display is prohibited.
- Vehicles cannot be moved during the event.
- Fuel in the tank shall not exceed a ¼ of the tank capacity or 5 gallons, whichever is less.
- Fuel tank caps must be locked or sealed to prevent escape of vapors.
- Battery cables must be disconnected and the connecting leads wrapped with electrical tape.
- Keys to the vehicle must be turned into Event Management for the duration of the event.
- Vehicles which drip oil or other staining solutions must have drip pans or dray absorption powder under the vehicle/engine.
- Depending on the exhibit space location, a targeted move-in time may be required. Event Management will notify you if a targeted move-in time is required.

Freeman is required to escort any vehicles operated by exhibitors into the exhibit hall, a mobile spotting fee of \$220.00 will be charged. Freeman's mobile units/motorized vehicles form will need to be completed and returned.

Exhibiting Company: _____ Exhibit Space #: _____

Vehicle Make, Model, Description: _____

Fuel Type or Electric: _____

Contact: _____

Phone: _____ Email: _____

On-site contact if different than above:

Contact: _____ Cell: _____

Exhibitor Signature: _____ Date: _____

E-mail by February 21, 2022 to: Theresa Urbanczyk at E-Mail: turbanczyk@rocexhibitions.com

MOBILE UNIT & VEHICLE SPOTTING

Exhibitors or agents with mobile units or vehicles will require guidance to their respective booths. This guidance is required and provided by Freeman to prevent damage that may occur to exhibitors, the property of others, or when necessary to move crates that may be in the aisles.

Mobile units are defined as a piece of equipment than can be pushed or towed to the booth on wheels.

Vehicles are defined as an automobile, trailer, tractor, crane, etc. arriving at the exhibit hall that can be driven to the booth location under its own power. Exhibitors may drive their vehicles into and out of the exhibit areas or have Freeman supply an operator when available.

Each vehicle shall comply with the following:

1. Batteries should be disconnected in an approved manner.
2. Vehicles shall not be fueled or refueled within the building. Fuel in the tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less.
3. Fuel tank openings shall be locked and sealed to prevent escape of vapors.
4. No leaks underneath vehicles.
5. At least 36" clear access or aisles must be maintained around the vehicle.
6. Vehicles must be a minimum of 20 feet from exit of door or exit pathway.

SPOTTING FEES

Mobile Units *\$220.00 per unit (round trip)

Vehicles\$220.00 per unit (round trip)

*** Note:** If a forklift is utilized to tow a mobile unit or vehicle to the booth, a one hour forklift/operator charge will be assessed in addition to the spotting fee. If rigging labor is utilized to push the equipment to the booth, a one hour rigging labor charge will be assessed in addition to the spotting fee. Please refer to the Forklift & Rigging Labor Order Form for rates.

Number of units: _____ Type: _____

Dimensions of Largest Unit:
Height _____ Width _____ Length _____ Weight _____

Will you require a crane or forklift? _____
(See Material Handling Rates)

Comments / Special Hanging Requirements:

Baltimore Convention Center Rule Regarding Moving In & Out:

Public passenger elevators and escalators may NOT be used to transport equipment or exhibit materials. All show freight and equipment may only be delivered or removed through the loading dock area.

NFMT[®] Event Management, Freeman, the Baltimore Convention Center, and the Union have worked together to provide an option for Exhibitors that meet the POV requirements.

What is considered a POV- Privately Owned Vehicle?

Privately owned class 1 or 2 vehicles include: automobiles, pick-up trucks, mini-vans, full-size vans and sport utility vehicles.

What is NOT considered a POV?

Multiple axle class 1 or 2 vehicles pulling trailers, flatbed trucks, box vans and trailers are **NOT** considered privately owned vehicles.

Can I&D companies or contractors use the POV area?

General contractors, represented labor, I&D companies, and Exhibitor Appointed Contractors (EAC) are not allowed to use the POV area.

Acceptable Loading and Unloading:

Displays or other event related materials must be unloaded or loaded by hand or with the use of a fully manual cart or dolly by a full-time employee of the exhibiting company.

Material Handling:

Due to safety concerns and in order to maintain an organized orderly flow during load-in and load out periods, exhibitors and their employees are not allowed to use forklifts, pallet jacks, motorized dollies, or similar motorized or hydraulic equipment to load unload, or transport materials.

Optional Assistance On-site with Labor:

An optional service to load or unload your POV is available through Freeman for a cost of \$75.00 one-way. This optional service does not apply to standard material handling.

How much time is allowed to load/unload?

You will be allotted 20 minutes to load/unload your vehicle, take your equipment, displays or other event materials to your exhibit space to drop them off.

- This is only a loading/unloading area. It is **not** a parking area while you assemble your exhibit space. If you run over your allotted 20 minutes, you will be charged \$100.00. For every additional 30 minutes you will be charged an additional \$100.00.

POV Hours of Operation:

Move In:

Sunday, 3/27	10:00 am – 4:00 pm	All POVs must be unloaded and removed by 4:30 pm
Monday, 3/28	8:00 am – 5:00 pm	All POVs must be unloaded and removed by 5:30 pm
Tuesday, 3/29	<i>NO POV or Self Unloading on Tuesday.</i>	

All vehicles on Tuesday will be unloaded by Freeman and normal material handling charges will apply.

Due to the limited amount of space for the POV operation, wait times to access the POV area may be longer on Monday.

Move Out:

Thursday, 3/31	2:31 pm – 9:00 pm	All POVs must be loaded and removed by 8:30 pm
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To Participate: Deadline to request a POV dock pass: March 18, 2022.

Request your dock pass: <https://www.surveymonkey.com/r/98MNTPR>

After receiving your request, NFMT Event Management will e-mail you a dock pass.

- x You will need to present your pass to access the POV area.
- x The pass will need to be displayed in the window of the POV.

Location of the POV area:

The entrance to the POV area is located at the loading dock entrance off of Charles Street. There will be personnel stationed at the entrance to assist in directing POVs and checking for the proper POV dock pass.



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 red and white back drape and 3' high red side drape. Booths 300 sqft or less will receive a 7" x 44" one-line booth identification sign. Booths larger than 300 sqft may receive a 7" x 44" one-line booth identification sign upon request.

EXHIBIT HALL CARPET

The exhibit area is not carpeted. Flooring not required.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by February 28, 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 FAQ page](#).

SHOW SCHEDULE

Move-in: Any labor services performed Sunday will incur overtime charges. Material handling services performed Sunday will incur over time charges. Any labor and/or material handling services performed before 8:00 a.m. or after 4:30 p.m. Monday will incur overtime charges.

EXHIBITOR MOVE-IN

Sunday	March 27, 2022	9:00 AM - 5:00 PM
Monday	March 28, 2022	8:00 AM - 6:00 PM

EXHIBIT HOURS

Tuesday	March 29, 2022	11:30 AM - 4:00 PM
Wednesday	March 30, 2022	10:30 AM - 3:00 PM
Thursday	March 31, 2022	10:30 AM - 2:30 PM

Move-out: Any labor and/or material handling services performed after 4:30 p.m. Thursday or Friday will incur overtime charges.

EXHIBITOR MOVE-OUT

Thursday	March 31, 2022	2:31 PM - 9:00 PM
Friday	April 01, 2022	8:00 AM - 10:00 AM

We will return empty containers by March 31, 2022 at 4:00 PM.

EXHIBITOR SERVICE HOURS

Our Exhibitor Services team will be available from 8am - 5pm 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.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Friday, April 01, 2022 at 10:00 AM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Friday, April 01, 2022 at 8:00 AM.

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Support Department 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 move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Support Department at (888) 508-5054 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:**FREEMAN**

(888) 508-5054

ExhibitorSupport@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 Toll Free US & Canada or +1 (512) 982-4187 or +1 (817) 607-5183 Local & International Shipping Services or fax +1 (469) 621-5810 or email exhibit.transportation@freeman.com

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by February 28, 2022. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - **before, during** and **after** your show.

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

If you need assistance with Freeman Online please call Exhibitor Support at (888) 508-5054 Toll Free US & Canada or +1 (512) 982-4186 or +1 (817) 607-5000 Local & International.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____

NATIONAL FACILITIES MANAGEMENT & TECHNOLOGY CONFERENCE BALTIMORE 2022

C/O TFORCE FREIGHT/FREEMAN

6571 WASHINGTON BLVD

ELKRIDGE, MD 21075

Freeman will accept crated, boxed or skidded materials beginning Friday, February 25, 2022, at the above address. Material arriving after March 18, 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 - 3:00 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____

NATIONAL FACILITIES MANAGEMENT & TECHNOLOGY CONFERENCE BALTIMORE 2022

C/O FREEMAN

BALTIMORE CONVENTION CENTER

1 W PRATT ST

BALTIMORE, MD 21201

Freeman will receive shipments at the exhibit facility beginning Friday, March 25, 2022. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are 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: All 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 Purchase Terms, [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.

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 SERVICES

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 feature you may contact Exhibitor Support at (888) 508-5054 US & Canada or +1(817) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by February 28, 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, 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 your 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 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.



1 BEFORE THE SHOW

booth structure

Option 1 Multiple Use

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

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

Option 2 One-time Use

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

2 carpet

Option 1 Rent

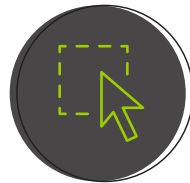
Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

Option 2 Color

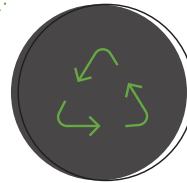
Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.



3 shipping



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



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



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

4 graphics

Option 1 Multiple Use

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

Option 2 One-time Use

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

5 printing



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



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



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

6

ON SITE

save energy



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



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



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

8

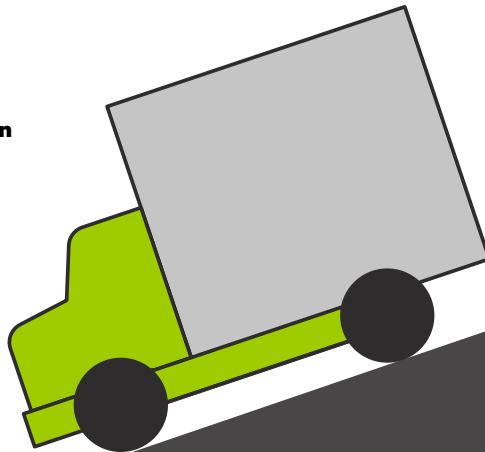
shipping out

Pack in, pack out.

Leave no traces on show site.

Join a caravan.

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



9

leftover materials

Remember to label.

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

Donate the rest.

Ask the Freeman Exhibitors Services desk about local donation programs.



TYPICALLY* DONATE-ABLE

Furniture: Purchased items
Home furnishing: Décor staging materials

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

Flooring: 100 square feet of flooring. Excludes carpet.

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

TYPICALLY* RECYCLABLE

Cardboard: Used for signs or shipping boxes

Glass: Green, brown, clear

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

Metal: Aluminum cans/ steel banding

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

Wood: Non-laminate wood

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/506252>

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.**

before event

during the event

after event

from your location
or previous event

to your location
or next event

event venue

venue
dock

your exhibit

venue
dock

advance
warehouse

storage for empty containers



advance warehouse

where exhibit materials are stored before an event



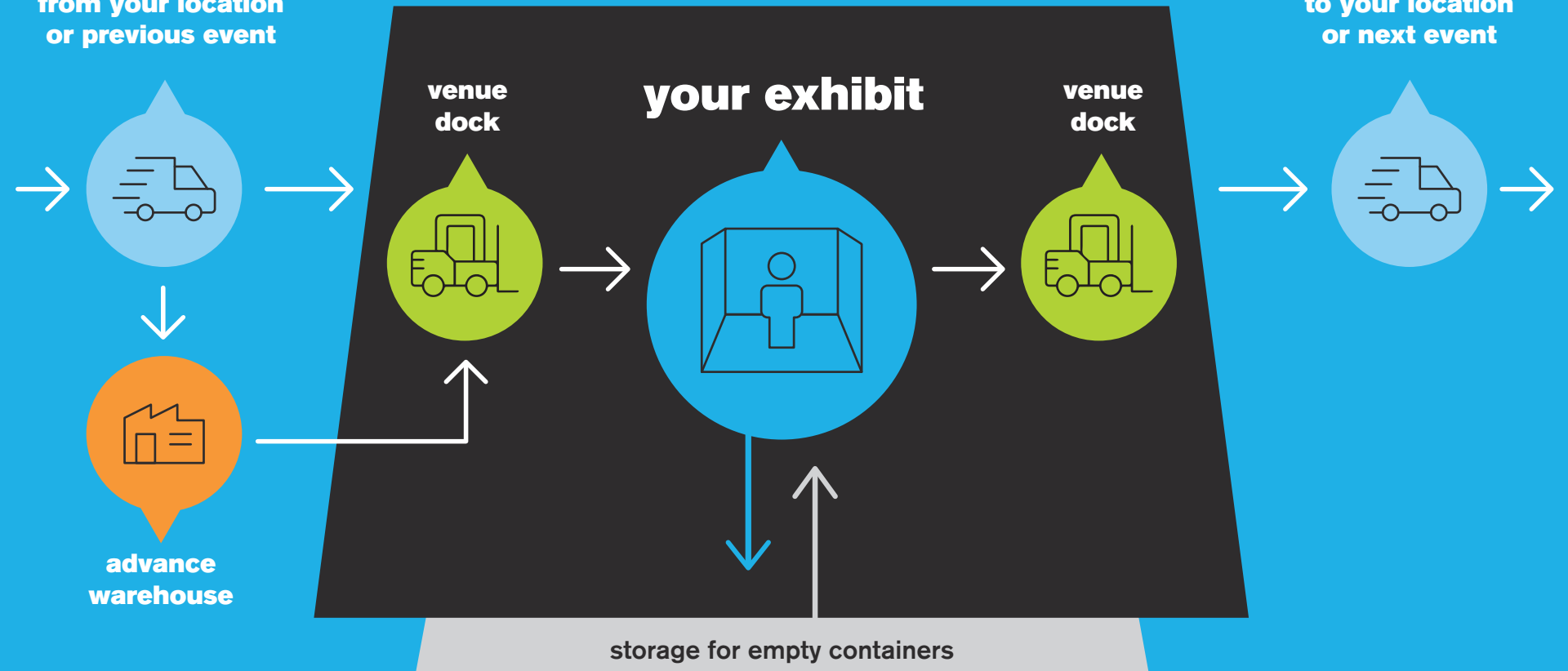
shipping

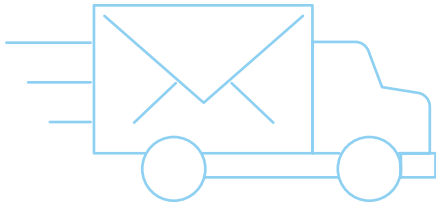
transport to the venue's shipping dock then from the shipping dock to the next event or customer location



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.

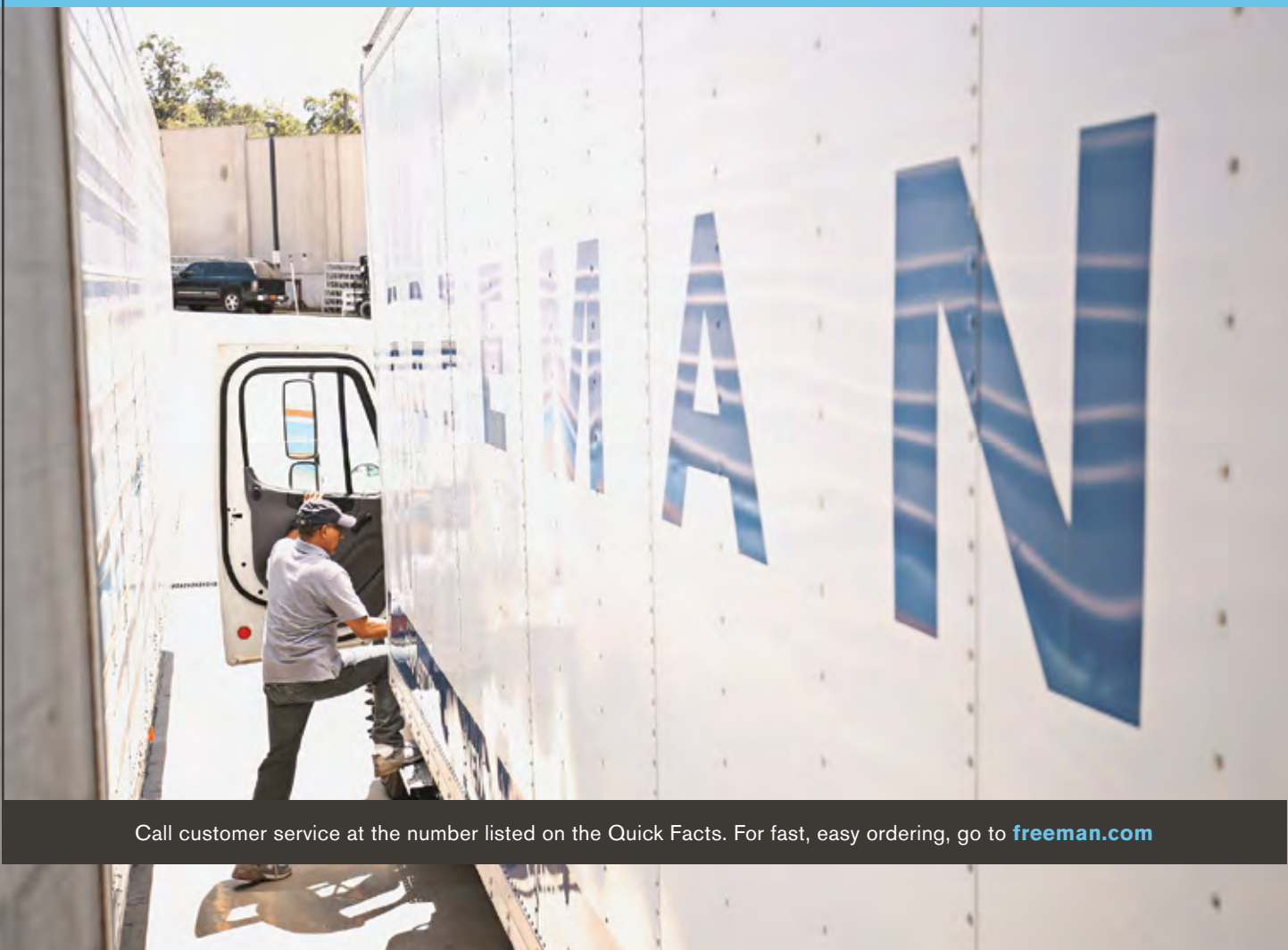


To take advantage, call **1-800-995-3579** or email **exhibit.transportation@freeman.com** for a quote.

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](https://www.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

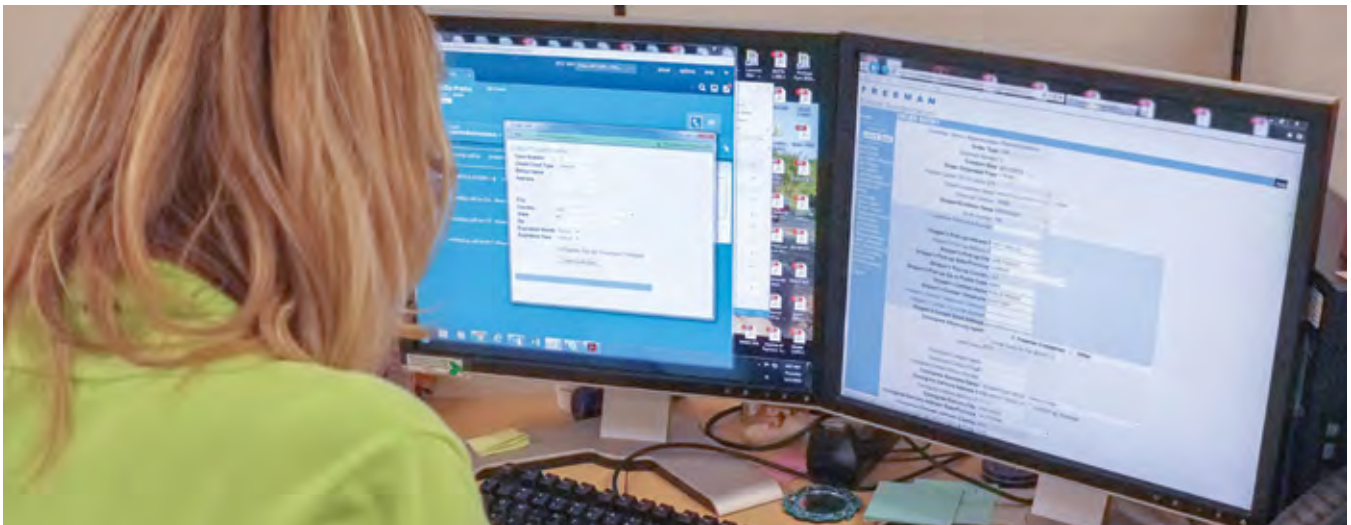
Questions?

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



FREEMAN

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

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

exhibit transportation

NAME OF SHOW: NATIONAL FACILITIES MANAGEMENT & TECHNOLOGY CONFERENCE BALTIMORE 2022/ MARCH 29-31, 2022

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the US must be cleared through customs. Please call for additional information:
(800) 995-3579 Toll Free US & Canada
(817) 607-5183 Local & International

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip Code)

DESTINATION

will be shipping to the **WAREHOUSE**

FREEMAN / Exhibiting Company Name / Booth #
NATIONAL FACILITIES MANAGEMENT & TECHNOLOGY
CONFERENCE BALTIMORE 2022

C/O TFORCE FREIGHT/FREEMAN

6571 WASHINGTON BLVD

ELKRIDGE, MD 21075

MUST BE DELIVERED BY MARCH 18, 2022

I will be shipping to **SHOW SITE**

FREEMAN / Exhibiting Company Name / Booth #
NATIONAL FACILITIES MANAGEMENT & TECHNOLOGY
CONFERENCE BALTIMORE 2022

C/O: FREEMAN

BALTIMORE CONVENTION CENTER

1 W PRATT ST

BALTIMORE, MD 21201

CANNOT BE DELIVERED BEFORE MARCH 25, 2022

TYPE OF SERVICE

- Next Day Air: Delivery next business day by 5:00 PM
- Second Day Air: Delivery second business day by 5:00 PM
- 3-5 Day Service: Delivery within 3 - 5 business days
- Declared Value \$ _____

Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.

- Standard Ground: Dependent on distance
- Expedited Ground: Tailored to specific requirements
- Specialized: Pad wrapped, uncrated, truck load

SHIPPING INFORMATION

Items to be shipped

Number of Pieces	Est. Weight
____ Crates (wooden)	_____
____ Cartons (cardboard)	_____
____ Cases/Trunks (fiber) (color _____)	_____
____ Skids/Pallets	_____
____ Carpet (color _____)	_____
____ Other (_____)	_____
____ Total	_____

Size of largest piece: (H) _____ (W) _____ (L) _____

NOTE: Shipments will be weighed and measured prior to delivery.

OUTBOUND SHIPPING

- I would like to schedule outbound Freeman Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information **if different from pick up address:**

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:

exhibit.transportation@freeman.com

or

Fax: (469) 621-5810

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

SHOW # (506252) _____

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.

HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Freeman Service Center at show site for your shipping documents.
- Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handling Agreement and labels will be available for pick up at the Freeman Service Center.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

WHERE DO I GET A FORKLIFT?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Rigging Order Form for available equipment.
- Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Freeman Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the Terms and Conditions, which can be found in the exhibit service manual or online at www.freeman.com.

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

- Cranes
- Accessible storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return

FREEMAN®

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!



MATERIAL HANDLING

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

Material Handling	\$ 1.91 per pound
Rate applies to shipments sent to either the warehouse or directly to show site	
Material Handling - After Deadline	\$ 2.39 per pound
Rate applies to shipments arriving at the warehouse after March 18, 2022 .	
Material Handling - 10 lbs and under	Free of Charge
This rate is per shipment. A qualifying shipment totals any number of pieces delivered to the same booth, by the same carrier, from the same shipper, on the same day, weighing 10 pounds or less.	

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 **FEBRUARY 25, 2022**.
- Warehouse address: **Exhibiting Company Name / Booth #
NATIONAL FACILITIES MANAGEMENT & TECHNOLOGY CONFERENCE BALTIMORE 2022
C/O TFORCE FREIGHT/FREEMAN
6571 WASHINGTON BLVD
ELKRIDGE, MD 21075**
- 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.

Show Site:

- Show site receiving begins on **MARCH 25, 2022**.
- Show Site address: **Exhibiting Company Name / Booth #
NATIONAL FACILITIES MANAGEMENT & TECHNOLOGY CONFERENCE BALTIMORE 2022
C/O FREEMAN
BALTIMORE CONVENTION CENTER
1 W PRATT ST
BALTIMORE, MD 21201**

Outbound:

- Submit your outbound shipping information in advance and we will deliver your paperwork to your booth during the show.

MOBILE UNIT & VEHICLE SPOTTING

Exhibitors or agents with mobile units or vehicles will require guidance to their respective booths. This guidance is required and provided by Freeman to prevent damage that may occur to exhibitors, the property of others, or when necessary to move crates that may be in the aisles.

Mobile units are defined as a piece of equipment than can be pushed or towed to the booth on wheels.

Vehicles are defined as an automobile, trailer, tractor, crane, etc. arriving at the exhibit hall that can be driven to the booth location under its own power. Exhibitors may drive their vehicles into and out of the exhibit areas or have Freeman supply an operator when available.

Each vehicle shall comply with the following:

1. Batteries should be disconnected in an approved manner.
2. Vehicles shall not be fueled or refueled within the building. Fuel in the tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less.
3. Fuel tank openings shall be locked and sealed to prevent escape of vapors.
4. No leaks underneath vehicles.
5. At least 36" clear access or aisles must be maintained around the vehicle.
6. Vehicles must be a minimum of 20 feet from exit of door or exit pathway.

SPOTTING FEES

Mobile Units * \$220.00 per unit (round trip)

Vehicles..... \$220.00 per unit (round trip)

*** Note:** If a forklift is utilized to tow a mobile unit or vehicle to the booth, a one hour forklift/operator charge will be assessed in addition to the spotting fee. If rigging labor is utilized to push the equipment to the booth, a one hour rigging labor charge will be assessed in addition to the spotting fee. Please refer to the Forklift & Rigging Labor Order Form for rates.

Number of units: _____ Type: _____

Dimensions of Largest Unit:
Height _____ Width _____ Length _____ Weight _____

Will you require a crane or forklift? _____
(See Material Handling Rates)

Comments / Special Hanging Requirements:

POV & CART SERVICE

Freeman will provide Cart Service for your event. Cart Service is a feature for Privately Owned Vehicles (POVs) that meet the requirements below.

DEFINITION OF PRIVATELY OWNED VEHICLE:

Privately Owned Vehicles are defined as cars, pick-up trucks, vans and other trucks primarily designed for passenger use, not cargo or freight. Vehicles that do not qualify for this service, or that have material that requires mechanical assistance to unload, will be directed to the Freeman Marshalling Yard.

Workers equipped with a flat cart scooter will assist exhibitors with unloading. Each cart will handle a load approximately 3' wide x 4' long x 3' high. Freight must not exceed 300 lbs. For safety reasons, it will be the judgment of the freight supervisor if the load can go higher than 3 feet. Cart Service includes storage of empty cardboard/product boxes at no additional charge. Empty stickers for your cartons and cases will be provided for this service.

RATES:

This service is available at a rate of \$75.00 One-Way.

DIRECTIONS:

- To receive this service, proceed directly to the facility and check in at the designated POV Check-In area for staging, checking in, processing paperwork and determining if vehicles are qualified for Cart Service. There will be signage posted to direct you.
- Two people must be with the vehicle - one to accompany the product to the booth and one to remove the vehicle from the area.
- The determination of Cart Service versus Material Handling will be made at the discretion of Freeman management. Any disputes will be handled at the time of unloading.

AVAILABILITY:

Cart Service will be available on the following dates and times:

Move In:

Sunday, 3/27 10:00 am-4:00 pm All POVs must be unloaded and removed by 4:30 pm

Monday, 3/28 8:00 am-5:00 pm All POVs must be unloaded and removed by 5:30 pm

Tuesday, 3/29 **NO POV or Self Unloading on Tuesday**

All vehicles on Tuesday will be unloaded by Freeman and normal material handling charges will apply.

Due to the limited amount of space for the POV operation, wait times to access the POV area may be longer on Monday.

Move Out:

Thursday, 3/31 2:31 pm – 9:00 pm All POVs must be loaded and removed by 8:30 pm

* Please visit the Freeman Service Center to complete and/or submit an Outbound Material Handling Agreement.

Please note: We anticipate that during peak periods, wait time can exceed 2-3 hours.

VEHICLES THAT QUALIFY:



Sedan



SUV



Pickup



Van

VEHICLES THAT DO NOT QUALIFY:



Trailer



Commercial Van



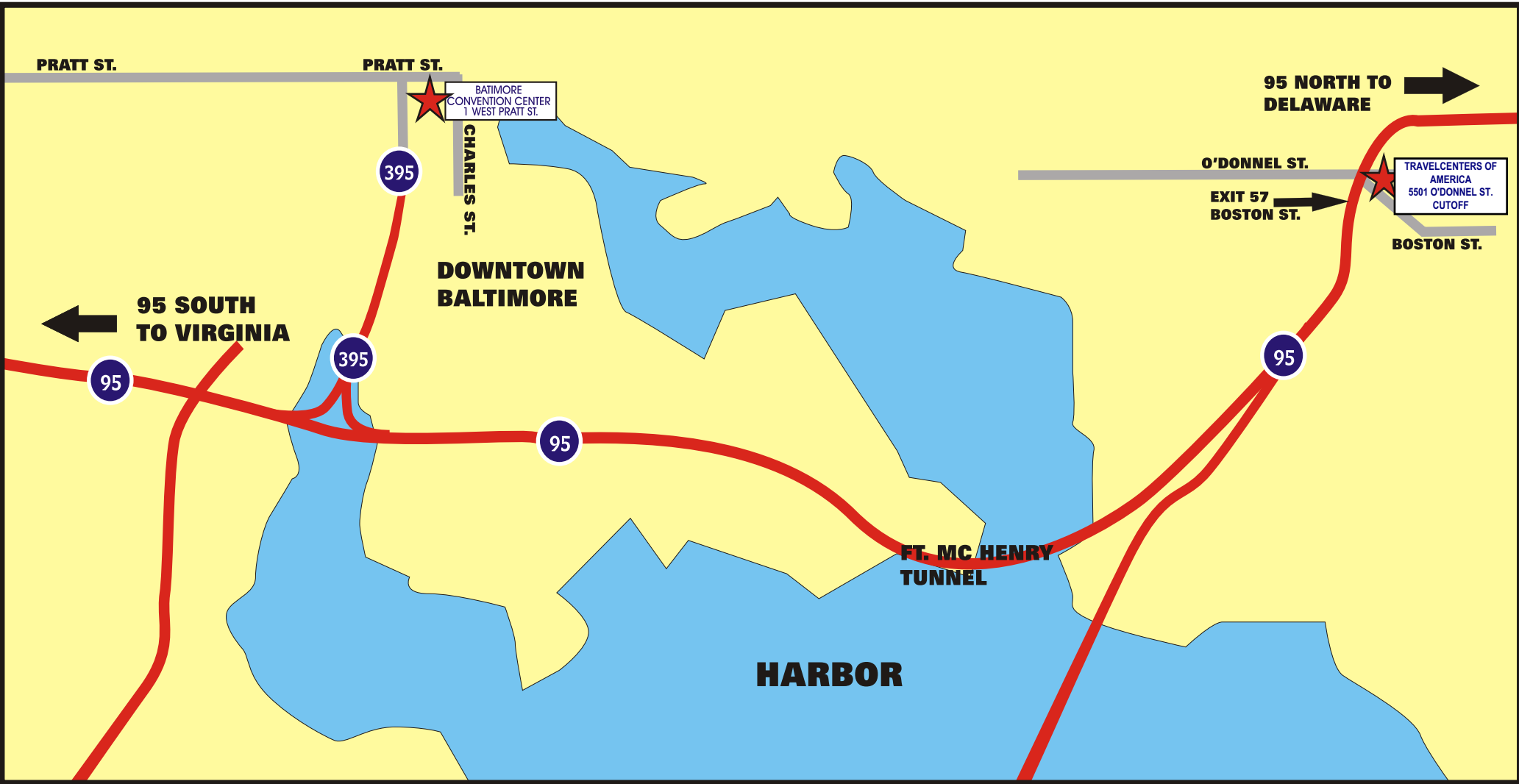
Rentals



Bobtail



Stakebed



DIRECTIONS TO TRAVELCENTERS OF AMERICA MARSHALLING YARD

From 95 North or South, Take Exit 57 - Boston St. to TravelCenters of America. Once in the TravelCenters of America, follow Freeman signs to the marshalling yard.

FREEMAN

(888) 508-5054 Fax: (469) 621-5609
ExhibitorSupport@freeman.com

NAME OF SHOW: **NATIONAL FACILITIES MANAGEMENT & TECHNOLOGY CONFERENCE BALTIMORE 2022/ MARCH 29-31, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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



EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM TO THE FREEMAN SERVICE CENTER.

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

METHOD OF SHIPMENT

Select a Carrier:

- Freeman Exhibit Transportation** **Other Carrier**

No need to schedule your outbound shipment.
Charges will appear on your Freeman invoice.

Carrier Name: _____

Carrier Phone: _____

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.
Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select a Level of Service:

- 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 Shipment 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. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.

F R E E M A N

R U S H

DO NOT DELAY

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: FEBRUARY 25, 2022

RECEIVING DATE BEGINS: FEBRUARY 25, 2022

DEADLINE DATE IS: MARCH 18, 2022

DEADLINE DATE IS: MARCH 18, 2022

TO: _____

EXHIBITOR NAME

TO: _____

EXHIBITOR NAME

**C/O: C/O TFORCE FREIGHT/FREEMAN
6571 WASHINGTON BLVD
ELKRIDGE, MD 21075**

**C/O: C/O TFORCE FREIGHT/FREEMAN
6571 WASHINGTON BLVD
ELKRIDGE, MD 21075**

WAREHOUSE

(506252)

**NATIONAL FACILITIES MANAGEMENT &
TECHNOLOGY CONFERENCE BALTIMORE 2022**

EVENT: _____

WAREHOUSE

(506252)

**NATIONAL FACILITIES MANAGEMENT &
TECHNOLOGY CONFERENCE BALTIMORE 2022**

EVENT: _____

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

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

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

F R E E M A N

F R E E M A N

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

CANNOT DELIVER BEFORE MARCH 25, 2022

CANNOT DELIVER BEFORE MARCH 25, 2022

TO: _____

EXHIBITOR NAME

TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
BALTIMORE CONVENTION CENTER
1 W PRATT ST**

**C/O: FREEMAN
BALTIMORE CONVENTION CENTER
1 W PRATT ST**

BALTIMORE, MD 21201

BALTIMORE, MD 21201

SHOW SITE

SHOW SITE

(506252)

**NATIONAL FACILITIES MANAGEMENT &
TECHNOLOGY CONFERENCE BALTIMORE 2022**

EVENT: _____

(506252)

**NATIONAL FACILITIES MANAGEMENT &
TECHNOLOGY CONFERENCE BALTIMORE 2022**

EVENT: _____

BOOTH NO: _____ NO. _____ OF _____ PCS

BOOTH NO: _____ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
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F R E E M A N

R U S H

DO NOT DELAY

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RECEIVING DATE BEGINS: FEBRUARY 25, 2022

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DEADLINE DATE IS: MARCH 18, 2022

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TO: _____

EXHIBITOR NAME

TO: _____

EXHIBITOR NAME

**C/O: C/O TFORCE FREIGHT/FREEMAN
6571 WASHINGTON BLVD
ELKRIDGE, MD 21075**

**C/O: C/O TFORCE FREIGHT/FREEMAN
6571 WASHINGTON BLVD
ELKRIDGE, MD 21075**

HANGING SIGN

(506252)

**NATIONAL FACILITIES MANAGEMENT &
TECHNOLOGY CONFERENCE BALTIMORE 2022**

EVENT: _____

HANGING SIGN

(506252)

**NATIONAL FACILITIES MANAGEMENT &
TECHNOLOGY CONFERENCE BALTIMORE 2022**

EVENT: _____

BOOTH NO: _____ NO. _____ OF _____ PCS

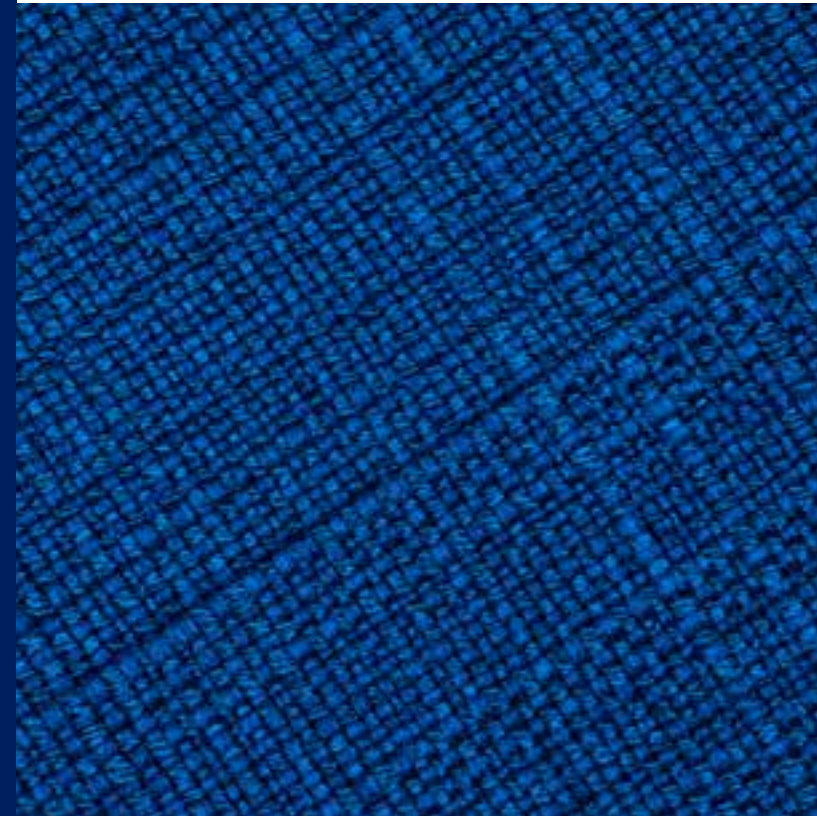
BOOTH NO: _____ NO. _____ OF _____ PCS

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.

Exhibitor support

Visit us at freeman.com or call 1.888.508.5054 to speak to our award winning exhibitor support team.

Freeman® Trade Show Furnishings are proud to offer this collection of the highest quality, design-oriented furnishings. Our nationwide distribution and professional staff is dedicated to the success of your exhibit. Make Freeman® Trade Show Furnishings your furniture solution.



Furnishings Brochure



Comfortable and Safe Networking

Meaningful engagement doesn't have to be complicated.

Networking and connecting with peers face-to-face is a key objective of attending in-person events. Delivering environments which facilitate both ad-hoc and in-depth networking is important in accommodating attendee needs and will allow attendees to connect with peers effectively, comfortably, and safely.

To help you feel confident as you begin to plan your in-person and hybrid events, we have developed Freeman SafeConnect. This program includes standards, protocols, and service offerings that reflect our values and commitment to safety and wellbeing — for our people, our customers, and our attendees.

Learn more about Freeman SafeConnect at [Freeman.com](https://freeman.com)



Bowery Swivel Chairs & Sedona C-Tables

Accent Chairs | pg 16
Side Tables | pg 28
Dividers | pg 57
Greenery | pg 48

Top Design Tips

for Tradeshow Booths.

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

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

8. Gather Round!
Ottomans styled around a side table create an informal campfire setting for small group discussions.

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

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

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

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

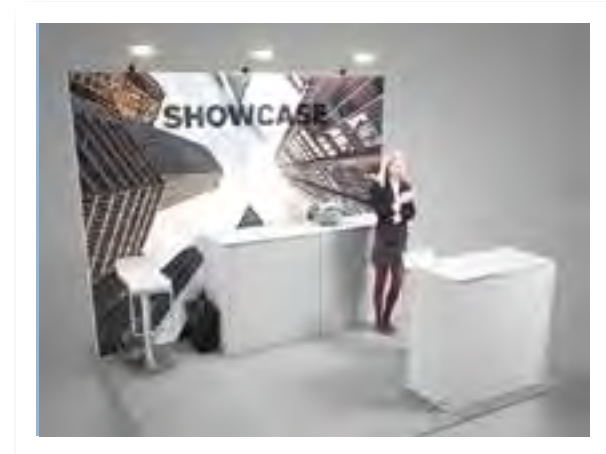
3. Creature Comforts.
Design a comfortable "living room" space with soft lounge seating to relax clients and encourage conversation.

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

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

Complete The Look Of Your Exhibit Space

Freeman makes it easy to furnish your next exhibit space with recommended booth packages available on FreemanOnline. To view all available booth packages for your event and order your favorite, visit freeman.com/store.




The Showcase 10'x10' booth package is designed for exhibitors with small, high value items to display. Multiple cabinets elevate your products and make it easy to catch the eye of attendees.
Shown here with Zoey Barstools

The Cinematic 10'x20' booth package is designed for exhibitors needing large monitors to display presentations, while hosting attendees in a comfortable and inviting environment.
Shown here with Banana Barstools



The Gather 10'x10' booth package turns your booth into a comfortable oasis from the bustle of the show floor. Ideal for comfortable one-on-one time with prospects.
Shown here with Baja Chairs and Sydney Power Cocktail Table

Power Up In Style.

Denotes Powered Products 

Powered Seating

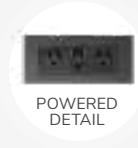
Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.



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




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



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




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

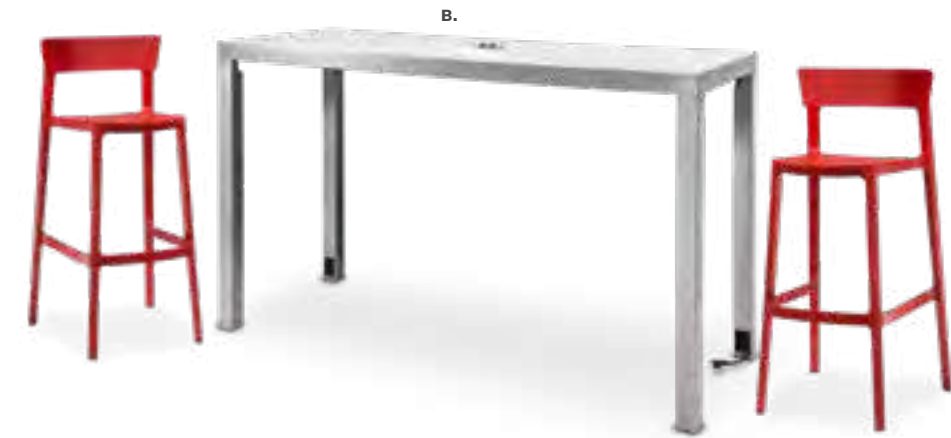
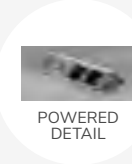



Powered Tables

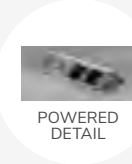
Use
Ventura 6'
Bar or Cafe Tables
in your design to
facilitate conversations
while social
distancing.




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





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




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.

Take Charge.

Denotes Powered Products 

Powered Tables


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

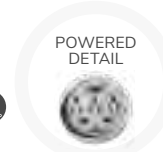
SYDNEY 
Sydney Powered Cocktail Tables
 48"L 26"D 18"H (brushed steel)
E) 82073 (white)
F) 82076 (black)



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.

Powered Pedestals

Denotes AC and USB charging outlets 



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

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

Powered Tech Desk




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

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

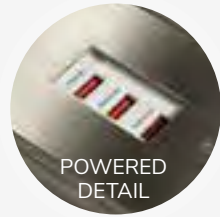
C) 84080 3 Drawer File Cabinet on Castors
 (black metal, laminate)
 16"L 20"D 28"H

Take Charge.

Denotes Powered Products 

Powered Tech Tablet Chair

Create an engaged learning environment at your next exhibit with the exclusive, powered Tech Tablet Chair. The soft dove gray vinyl chair features a removable white swivel tablet, an under-seat shelf for personal storage and an in-arm charging panel with three USB ports. An additional AC outlet is located at the base of the chair.




- A) **81039 Tech Tablet Chair**
(gray vinyl, white metal tablet, chrome base)
30.5"L 29"D 33.5"H
- B) **81038 Tech Chair, No Tablet**




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.

Powered Products

Denotes AC and USB charging outlets 

Wireless Charging Table



-  **820710 Wireless Charging Table, Powered**
(white, AC plug-in)
20"L 20"D 18"H
Mobile devices must have Qi wireless charging capability.



Village Charging Hub

-  **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.

Soft Seating

Create Engaging Booth Environments

VALENCIA

810180 Chair
(spice orange velvet)
28"L 30.5"D 31"H
83045 Sofa
(coffee brown velvet)
63"L 30.5"D 31"H

MARCHE
81540 Swivel Ottoman
(Forest Green Vinyl)
17"RND 18"H



Valencia Sofa & Chair 10'x10' Booth

HEDGE

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

Soft Seating Collections



BAJA

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

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

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



STERLING

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

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



VALENCIA

A) 810180 Chair
(spice orange velvet)
28"L 30.5"D 31"H

B) 83045 Sofa
(coffee brown velvet)
63"L 30.5"D 31"H




KEY LARGO

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

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

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

Soft Seating

Denotes Powered Products 

Create Engaging Booth Environments



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

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


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

Palm Beach Sofa & Swanson Chairs 10'x10' Booth



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

Soft Seating Collections

Available in Power 



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



FAIRFAX
A) 830949 Sofa
(white vinyl, brushed metal)
62"L 26"D 30"H
B) 810949 Chair
(white vinyl, brushed metal)
27"L 26"D 30"H



NAPLES 
A) 810119 Chair
(black vinyl)
36"L 30"D 33.25"H
810120 (Powered)
B) 830119 Sofa
(black vinyl)
87"L 30"D 33.25"H
830121 (Powered)
C) 830120 Loveseat
(black vinyl)
62"L 30"D 33.25"H
830122 (Powered)

Accent Chairs

Create Space

Swivel chairs maximize functionality and allow you to engage safely with those all around. They're particularly helpful in smaller spaces!



81034
Bowery Swivel Chair
(ochre fabric, chrome)
29.75"L 31"D 27.25"H



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



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



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

Meeting & Stage Chairs



Marina Chair
17.5"L 19.5"D 35"H
A) 810164 (white vinyl)
B) 810160 (black vinyl)
C) 810161 (brown fabric)



810948
Meeting Chair
25.5"L 23.5"D 34"H
(white vinyl)

Accent Chairs

Accent Chair Styles



Madrid
810816 Chair
(white, chrome)
30"L 30"D 31"H



Montreal
81031 Chair
(blue, black metal)
30"L 23.25"D 30"H



Accent Tables | pg 26



Lena
81036 Chair
(moss green leather, bronze)
27"L 25"D 31"H



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



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

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

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

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

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

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



A.



B.



D.



E.



F.

Group Seating

Lounges

Carefully designed lounges deliver a safe and effective setting for casual and relaxed connections. The strategic placement of other furniture pieces—like coffee tables, room dividers, and large plants—helps to maintain order and preserve social distancing protocols while delivering comfortable and safe networking.

ZENITH

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

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



LAGUNA

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

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



MALBA

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

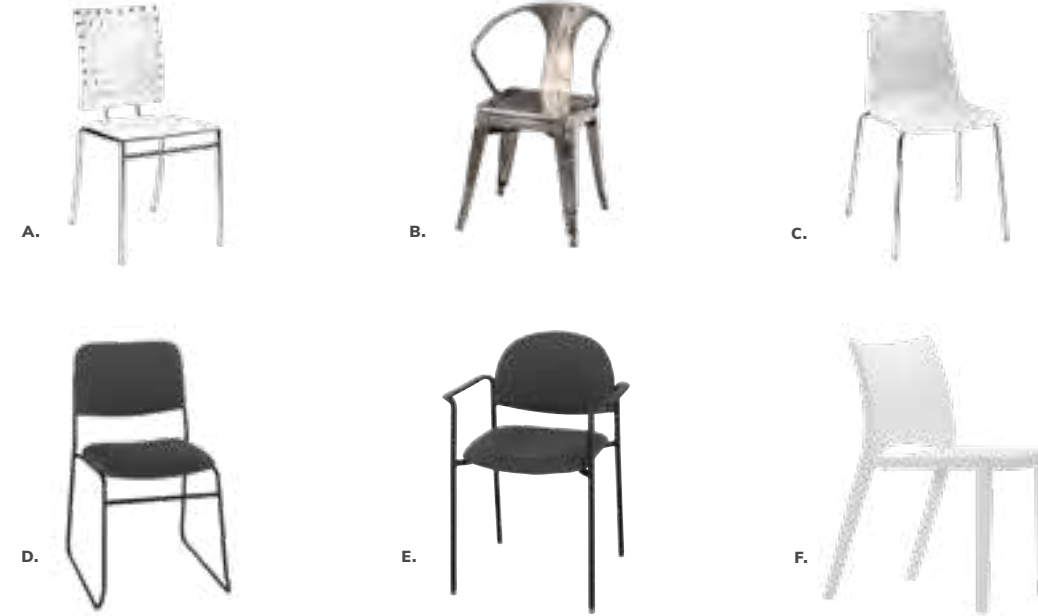


MARINA

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



Styles & Shapes



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

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

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

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

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

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

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

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



Mix & Match

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

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

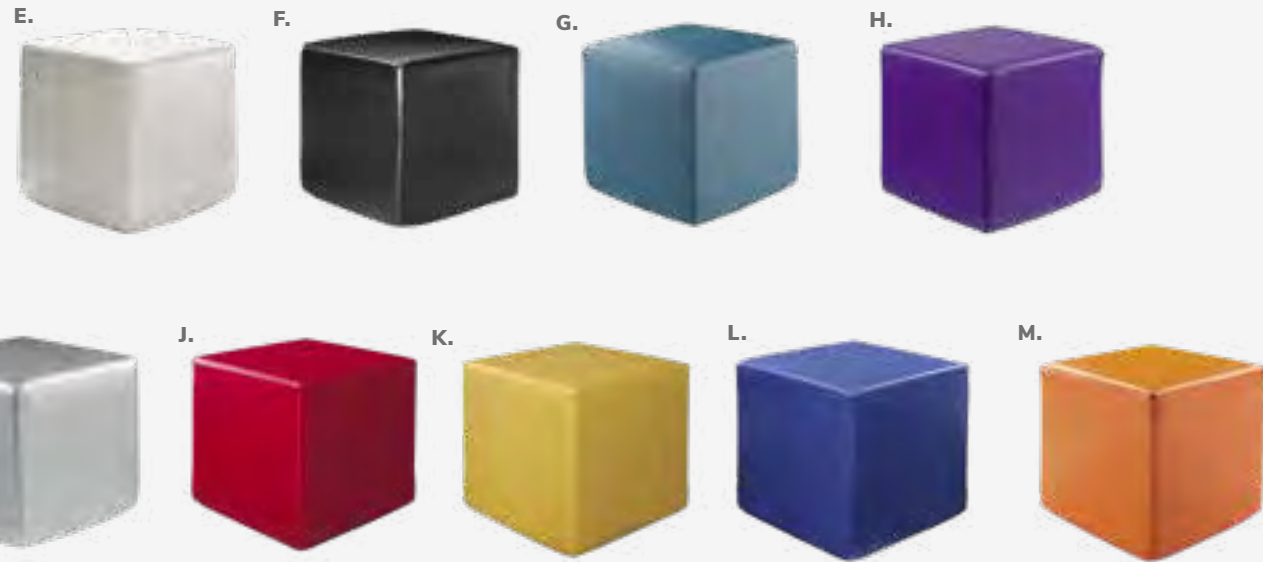


Ottomans

Vibe Cube

18"L 18"D 18"H

- A) 81535 (citrus green vinyl)
- B) 81537 (spice orange vinyl)
- C) 81538 (desert rose vinyl)
- D) 81536 (taupe vinyl)
- E) 81531 (white vinyl)
- F) 81530 (black vinyl)
- G) 81532 (steel blue vinyl)
- H) 81534 (purple vinyl)
- I) 81533 (silver vinyl)
- J) 81519 (red vinyl)
- K) 81517 (yellow vinyl)
- L) 81518 (blue vinyl)
- M) 81525 (orange vinyl)



Beverly Bench Ottomans



- Beverly Bench**
60"L 20"D 18"H
- A) 81556 (white vinyl)
 - B) 81550 (black vinyl)
 - C) 81552 (gray fabric)
 - D) 81555 (red fabric)
 - E) 81554 (ocean blue fabric)
 - F) 81553 (linen fabric)
 - G) 81551 (brown fabric)

Styles & Shapes



- ENDLESS Square**
34"L 34"D 15"H
- A) 815123 (black)
 - B) 815122 (white)
- ENDLESS Curved**
60.5"L 37.5"D 15"H
- C) 815952 (black)
 - D) 815953 (white)



- E) 82074
Regis Bench
(brushed metal)
47"L 15.5"D 16"H

Ottomans

Beverly Small Bench Ottomans

30"L 20"D 18"H

- A) 81567 (orange fabric)
- B) 81563 (olive green fabric)
- C) 81569 (white vinyl)
- D) 81560 (black vinyl)
- E) 81561 (ocean blue fabric)
- F) 81562 (brown fabric)
- G) 81564 (gray fabric)
- H) 81565 (linen fabric)
- I) 81566 (lavender fabric)
- J) 81568 (red fabric)
- K) 81570 (yellow fabric)



Marche Swivel Ottomans



- Marche Swivel Ottomans**
17" RND 18"H
- A) 815150 (white vinyl)
 - B) 815154 (red fabric)
 - C) 81539 (Ivory Faux Sheep Fur)
 - D) 815158 (pear yellow fabric)
 - E) 815156 (plum fabric)
 - F) 815159 (blue fabric)
 - G) 815151 (gray fabric)
 - H) 815155 (rose quartz fabric)
 - I) 815152 (linen fabric)
 - J) 815153 (raspberry fabric)
 - K) 815157 (meadow green fabric)
 - L) 815160 (orange fabric)
 - M) 81543 (black vinyl)
 - N) 81540 (forest green vinyl)
 - O) 81541 (teal velvet)
 - P) 81542 (distressed brown vinyl)

Accent Tables

Tables and Meeting Rooms

When you want to facilitate more in-depth conversations and provide work surfaces, be sure to use appropriately-sized tables. As always, create generous aiseways between meetings spaces; this will help individuals feel comfortable networking.



MESA

A) 820135 End Table
20.5"RND 21.25"H (wood top, bronze)
B) 820132 Cocktail Table
32.25"RND 17.25"H (wood top, bronze)

C) 820134 End Table
24"RND 21.25"H (glass top, bronze)
D) 820131 Cocktail Table
36"RND 17.25"H (glass top, bronze)

E) 820133 End Table
20.5"RND 21.25"H (black top, bronze)
F) 820130 Cocktail Table
32.25"RND 17.25"H (black top, bronze)

Styles & Shapes



ALONDRA

Cocktail Table
47"L 24"D 16"H
A) 820250 (glass, chrome)
B) 820251 (wood, chrome)

End Table
20"L 20"D 20"H
C) 820252 (glass, chrome)
D) 820253 (wood, chrome)

GEO

Cocktail Table
50"L 22"D 16"H
A) 82034 (glass, chrome)
B) 82027 (wood, black)

End Table
26"L 26"D 20"H
C) 82035 (glass, chrome)
D) 82028 (wood, black)

Accent Tables

Tables and Meeting Rooms

TAOS SIDE TABLES

15.75"L 15.75"D 24"H
A) 820322
 (white top, bronze)
B) 820320
 (black top, bronze)
C) 820321
 (wood top, bronze)



SEDONA SIDE TABLE

15.75"L 15.75"D 24"H
D) 820312
 (white top, bronze)
E) 820310
 (black top, bronze)
F) 820311
 (wood top, bronze)



Styles & Shapes

Available in Power



SYDNEY

Cocktail Tables
 (brushed steel)
 48"L 26"D 18"H
A) 82053 (white)
82073 (powered)
B) 82052 (black)
82076 (powered)
C) 82077 (blue)
D) 82078 (wood)

End Tables
 27"L 23"D 22"H
E) 82055 (white)
F) 82054 (black)
G) 82079 (blue)
H) 82080 (wood)

REGIS

(brushed metal)
I) 82074 Bench Table
 47"L 15.5"D 16"H
J) 82075 End Table
 16"L 15.5"D 16.5"H

SILVERADO

(glass, chrome)
K) 82015 End Table
 24" RND 22"H
L) 82014 Cocktail Table
 36" RND 17"H

WIRELESS

M) Charging Table, Powered
N) 820710
 (white, AC plug-in)
 20"L 20"D 18"H

AURA

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

Café Tables



A) 820940 Blue Hydraulic Café Table
(chrome base, blue top) 30" RND 29"H
B) 810131 Malba Chair
(gray) 20"L 20"D 32"H



A) 820241 Madison Hydraulic Café Table
(chrome base, gray acajou top) 30" RND 29"H
B) 810130 Malba Chair
(green) 20"L 20"D 32"H

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



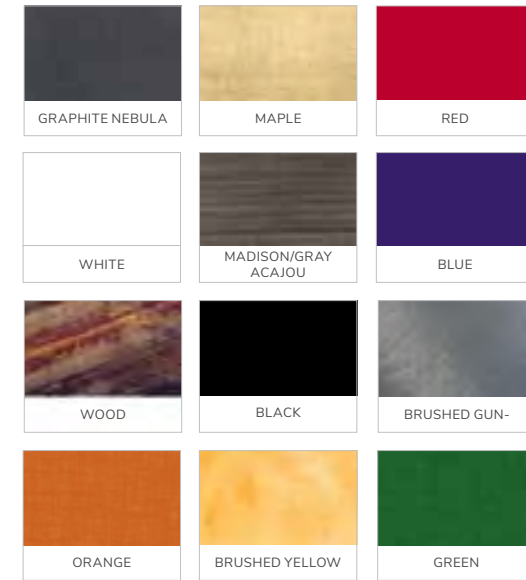
30" Round Café Table
A) 820941 Standard Black Base (blue top) 30" RND 29"H
B) 81093 Lucent Chair (frosted, acrylic) 19.5"L 19.75"D 32.5"H



A) 8201233 Hydraulic Cafe Table
(orange top, chrome) 30" RND 29"H
B) 810861 Laguna Chair
(maple, chrome) 18"L 19"D 34"H

Customize and Create

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



Café Tables Standard Black Base 30" RND 29"H

- A) 8201220** (white) also available
- 820265** (Madison/gray acajou)
- 820941** (blue)
- 820943** (wood)
- 8201236** (black)
- 8201235** (brushed gunmetal)
- 8201239** (brushed yellow)
- 8201237** (green)
- 8201238** (orange)

36" RND 29"H
8201243 (black)

Café Tables Hydraulic Chrome Base 30" RND 29"H

- B) 820923** (graphite nebula) also available
- 8201208** (maple)
- 820921** (red)
- 820940** (blue)
- 820942** (wood)
- 8201223** (white)
- 8201231** (black)
- 8201230** (brushed gunmetal)
- 8201234** (brushed yellow)
- 8201232** (green)
- 8201233** (orange)

36" RND 29"H
820126 (white)
8201209 (graphite nebula)
8201206 (maple)
8201242 (black)

Mix & Match

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



C) 72063 Chelsea Butcher Block-Top Café Table
(oak) 30" RND 30"H
also available
72064 36" RND 30"H

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

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

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



Bar Tables

A) 8201222 30" Round Bar Table
(white top, chrome hydraulic base) 30" RND 45"H
B) 81080 Blade Barstool (red) 20.5"L 20.125"D 40.5"H



C) 8201226 Rustique Square Metal Bar Table
(gunmetal) 23.75"L 23.75"D 41.25"H
D) 810839 Rustique Barstool
(gunmetal) 13"L 13"D 30"H



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

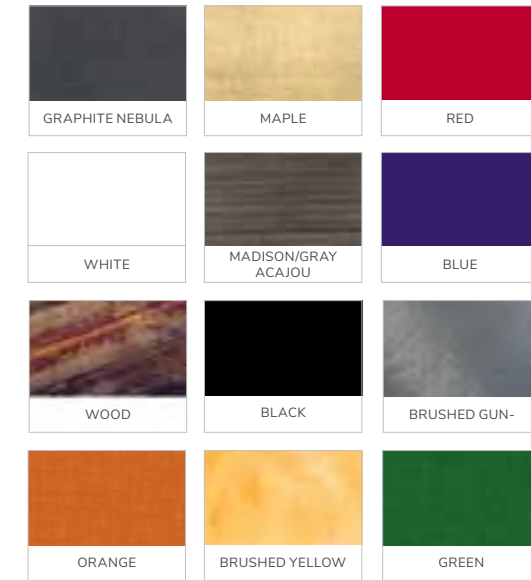


G) 820240 30" Round Bar Table w/ Hydraulic Chrome Base
(Madison/gray acajou) 30" RND 45"H
H) 810848 Christopher Barstool (white vinyl, chrome) 19"L 15"D 41"H



Customize and Create

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



Bar Tables Standard Black Base 30" RND 42"H

A) 8201221 (white)
B) 820919 (brushed yellow)
also available
820264
(Madison/gray acajou)
820915 (brushed gunmetal)
820916 (black)
820917 (green)
820918 (orange)
820931 (blue)
820933 (wood)

36" RND 42"H
8201241 (black)

Bar Tables Hydraulic Chrome Base 30" RND 45"H

C) 820920 (red)
also available
8201207 (maple)
820922
(graphite nebula)
820910 (brushed gunmetal)
820911 (black)
820912 (green)
820913 (orange)
820914 (brushed yellow)
820930 (blue)
820932 (wood)
8201236 (black)

36" RND 45"H
820125 (white)
8201211 (graphite nebula)
8201205 (maple)
8201240 (black)

Style & Design

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



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

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



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

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

Barstools

LIFT Barstools

- 15" RND 23-33.5"H
A) 810870 (white vinyl)
B) 810873 (red vinyl)
C) 810871 (black vinyl)
D) 810872 (gray vinyl)



Marina Barstools



Marina Barstools
21"L17.5"D41.5"H

- A) 81026 (ocean blue fabric)
B) 81028 (brown fabric)
C) 81029 (red fabric)
D) 81030 (white vinyl)
E) 81027 (black vinyl)

All frames brushed metal.

Barstools

Mix & Match

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

Banana Barstools
 21"L 22"D 41.75"H
B) 810104 (black, chrome)
C) 810103 (white, chrome)

D) 810848
Christopher Barstool
 (white vinyl, chrome)
 19"L 15"D 41"H

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

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

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



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



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

Barstools Styles & Shapes



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

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

K) 71088
Black Diamond Stool
 (black) 22"W X 18"L X 46"H

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

Conference Tables

42" Round Conference Table

42"RND 29"H
A) 820708 (white laminate)
B) 820260 (Madison/gray acajou)
C) 8201244 (black top, black)



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

Pro Executive Mid Back Chair
 24"L 22"D 40"H
A) 810945 (white vinyl)
B) 810944 (black vinyl)
 Adjustable height



Geo Tables



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

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

Work Space



I) 820706 Work Table
 (white laminate, white)
 48"L 24"D 30"H

Conference Tables

Madison

(Madison/gray acajou)
A) 820261 5' Table
 60"L 48"D 29"H

B) 820262 8' Table
 96"L 60"D 29"H

C) 820263 10' Table
 120"L 48"D 29"H

A.



B.



C.



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

Black Rectangular Conference Table

A.



B.



C.



810170 Cupertino Mid Back Chair
 (black vinyl, chrome)
 27"L 30.5"D 40-43"H Adjustable.

Black Rectangular Conference Table
 (black top, silver)

A) 8203 5' Table
 60"L 48"D 29"H
8204 Powered

B) 8205 8' Table
 96"L 48"D 29"H
8206 Powered

C) 8201 10' Table
 120"L 48"D 29"H
8202 Powered

Executive Seating

Pro Executive High Back Chair

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



Cupertino Mid Back Chair

A) 810170 (black vinyl, chrome) 27"L 30.5"D 40-43"H Adjustable.
Genesis Chair
B) 810175 (black fabric, black) 27.5"L 27.5"D 40-43.5"H Adjustable.

Pro Executive Mid Back Chair

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



Pro Executive Guest Chair

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



Task Stool

810135
 (black fabric)
 27.5"L 27.5"D 32.75"-40.25"H
 Adjustable height



Communal and Powered Tables

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

Table Top Options



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

Denotes AC and USB charging outlets

POWERED DETAIL

Bar Tables



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

Ventura Powered Bar Tables

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

Ventura Communal Bar Tables

(silver frame)
 72.25"L 26.25"D 42"H
 Maple Top
B) 820954 (solid)
820951 (grommets)
 White Top
C) 820953 (grommets)
820956 (solid)
 Black Top
820952 (solid)

Café Tables



Ventura Powered Café Tables

(silver frame)
 72.25"L 26.25"D 30"H
A) 820964 (black top)
B) 820965 (white top)

Ventura Communal Café Tables

(silver frame)
 72.25"L 26.25"D 30"H
 Maple Top
C) 820963 (solid)
820960 (grommets)
 White Top
D) 820961 (grommets)
820966 (solid)
 Black Top
E) 820962 (solid)

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



A.
DESK BACK

B.



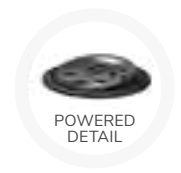
DESK FRONT

MADISON

A) 84075 Madison Executive Desk
(gray acajou) 60"L 30"D 29"H

B) 810844 Pro Executive High Back Chair
(white classic vinyl) 25"L 24"D 48"H Adjustable

Tech Powered Desk



A. ⚡

C.

B. ⚡



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.

Denotes AC and USB charging outlets

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

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

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

Lighting & Shelving



A.

B.



C.



D.


ACCENT LAMPS

Mason Lamps
(brushed silver)
A) 850708 Floor Lamp
18" RND 55"H
B) 850707 Table Lamp
16" RND 26"H

SHELVING


C) 85020 Posh Shelving
(chrome, acrylic) 36"L 18"D 72"H
D) 84078 Madison Bookcase
(gray acajou) 36"L 12"D 72"H

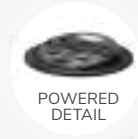
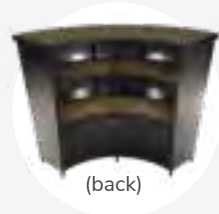
Show Essentials

Denotes AC and USB charging outlets 

Midtown Powered Counter

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



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



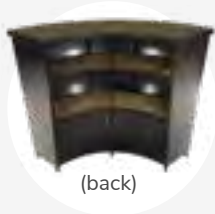
810860
Laguna Barstool
(maple, chrome)
18"L 20"D 47"H

Midtown Bar

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

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

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

Product Display Counter



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

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

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.

Show Essentials

Greenery and Dividers

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

HEDGE

- A) 85030**
7' Boxwood Hedge
36.5"L 12"D 84"H
- B) 85035**
4' Boxwood Hedge
46"L 9"D 47"H



Miramar Dividers



A.



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

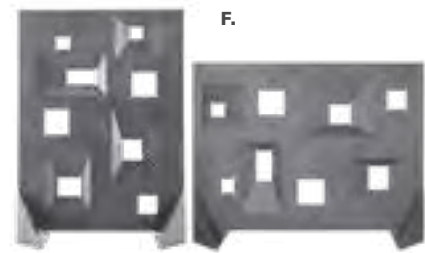
B) 820930
30" Round Bar Table
(blue top, chrome hydraulic base)
30" RND 45"H
C) 810860 Laguna Barstool
(maple, chrome)
18"L 20"D 47"H



D.



E.



F.

Miramar Dividers
(molded plastic)
D) 85043 (harvest yellow)
E) 85042 (burgundy)
F) 85041 (gray)
Vertical: 63"L 23"D 83"H
Horizontal: 83"L 23"D 63"H

Show Essentials

Product Kiosk & Display

A) 75032
Display Cube—Large
 (black)
 24"W X 24"L X 42"H

B) 75031
Display Cube—Medium
 (black)
 18"W X 18"L X 36"H

C) 75030
Display Cube—Small
 (black)
 12"W X 12"L X 42"H



Stanchions & Signage

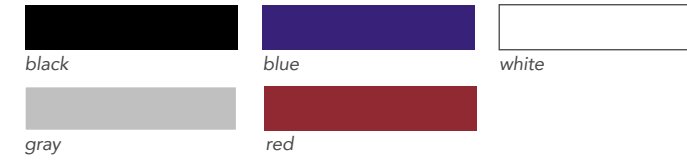
A) 220121
Chrome Stanchion
 w/ 8' Retractable Belt
 (black, belt) 42"H

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



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 42"H | Counter Draped

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

24"D X 30"H | Tables Undraped

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

24"D X 42"H | Counter Undraped

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

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"**

Show Essentials

Storage



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



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

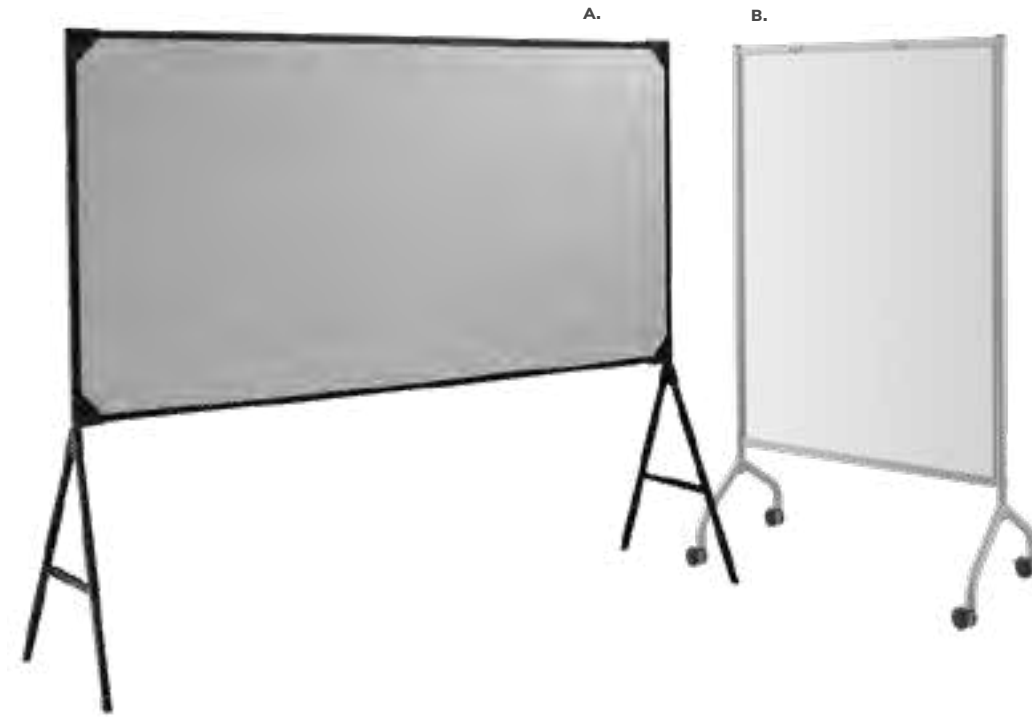
8503001
Large Refrigerator
(white) 14.0 cubic feet
28"W X 28"L X 64"H



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



Office Accessories



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

B) 84050
Mobile White Board
(white laminate, white)
48"L 24"D 30"H



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

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

E) 220134
Brushed Aluminum Easel
(open 5 1/4"W X 64 1/4"H)
26"W X 62"H

F) 220106
Corrugated Wastebasket
(black)

Strategic planning with health & safety in mind

Health & Safety are the top priorities as we consider new designs and ways to connect. When those are clearly emphasized on the show floor, attendees will feel more confident re-engaging.

Together, let's imagine what this new experience will look like - based on both what is possible and realistic. Some recommendations may be new to you. Some, not. To get you started, our top five recommendations include

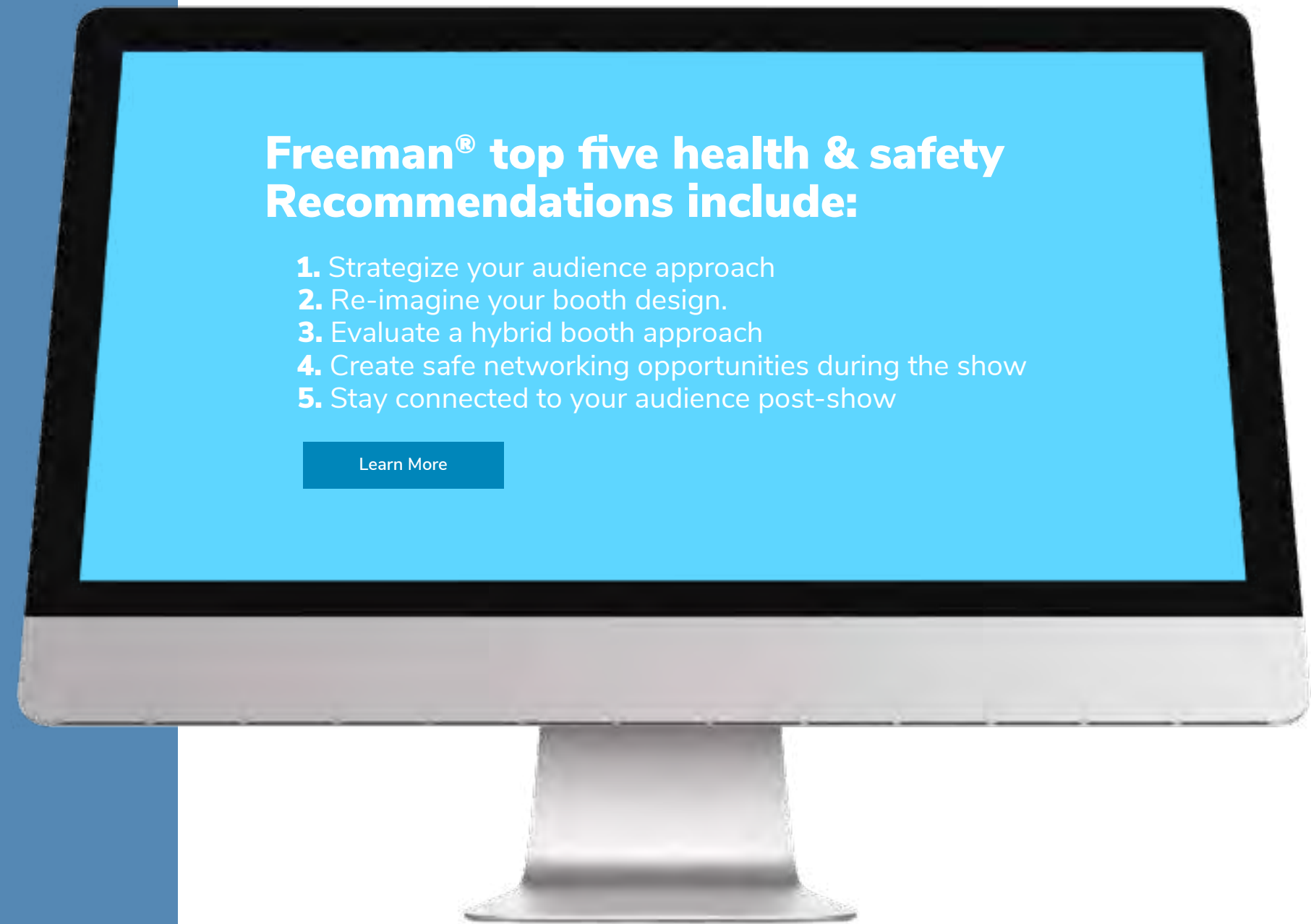
In all cases, we've put considerable thought into them.

[Click to learn more detailed, interactive, printable checklist.](#)

Freeman® top five health & safety Recommendations include:

1. Strategize your audience approach
2. Re-imagine your booth design.
3. Evaluate a hybrid booth approach
4. Create safe networking opportunities during the show
5. Stay connected to your audience post-show

[Learn More](#)



Health & Safety

Safety Dividers

Freeman, offers a complete collection of uniquely designed and safe selling environments that are clean, comfortable, and give your clients peace of mind.

Personalize here

85051 Freestanding Divider
(silver, clear) 39"L 9"D 72"H

Also available in opaque and personalization available.

- 85052 Divider Single Sided Graphic
- 85053 Divider Single-Sided Graphic
- 85090 Divider Double-Sided Graphic



85064 Flag Pole Divider
(silver, clear) 34"L 11"W 47-74"H

Also available in opaque and personalization available.



85055 Freestanding Wall Plus
(silver, clear) 40"L 9"D 72"H

Also available in opaque and personalization available.

- 85056 Panel Single-Sided Graphic
- 85057 Panel Single-Sided Graphic
- 85058 Panel Double-Sided Graphic

85054 Freestanding Corner
(silver, clear) 39"L 39"D 72"H

Also available in opaque and personalization available.



85091 Freestanding White Board
(silver, clear) 40"L 9"D 72"H

Also available in opaque and personalization available.



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

B) 810944 Pro Executive Mid Back Chair
(black vinyl)
24"L 22"D 40"H
Adjustable height

Please Note:

Safety dividers also available in opaque finish. Graphics and branding options also available.

View those options [here](#) and learn more about our SafeConnect Promise on [Freeman.com](#)

Health & Safety

Greenery and Dividers

Keep it Green. Life-like greenery is an easy yet sophisticated way to bridge the distance between seats for a warmer, organic environment.

20'x20' Midtown, Greenery Booth

- Midtown Bar | pg 46
- Dividers | pg 59
- Accent Chair | pg 16
- Bar Tables | pg 7
- Barstools | pg 33
- Greenery | pg 48



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

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



85050 Clear Divider Bar Counter
(silver, clear) 48-70"L 12"W 31.5"H

Also available in opaque and personalization available.

- 85080 Divider with Header Graphic
- 85083 Divider with Front Panel Graphic
- 85081 Divider with Side Panel Graphic
- 85082 Divider with Header and Side Panel Graphic
- 85084 Divider with Front and Side Graphics



Personalize here



A.

B.

C.



Miramar Dividers
(molded plastic)
A) 85043 (white)
Also available in the following colors.
See page 47.
85043 (harvest yellow)
85042 (burgundy)
85041 (gray)
Vertical: 63"L 23"D 83"H
Horizontal: 83"L 23"D 63"H

B) 8201233
Hydraulic Cafe Table
(orange top, chrome)
30" RND 29"H

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

Please Note:

Safety dividers also available in opaque finish. Graphics and branding options also available.

View those options [Here](#) and learn more about our SafeConnect Promise on [Freeman.com](#)

Health & Safety

Stanchions & Booth Design

Stanchions & Booth Design

Design unique and safe selling environments using stanchions. Create stylish spaces that are comfortable and give your clients peace of mind.



**10'x10' - Beverly
Demonstration Booth**

Greenery | pg 48
Safety Decals | pg 63
Bar Tables | pg 33
Barstools | pg 33
Side Tables | pg 29
Ottomans | pg 24



10'x10' - Atherton Conversation Booth

Greenery | pg 48
Accent Chairs | pg 16
Side Tables | pg 29



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



**10'x20' - Wireless Charging
Engagement Booth**

Bar Tables | pg 32
Barstools | pg 33
Charging Tables | pg 11
Ottomans | pg 22

Health & Safety

Safety & Directional Signage

Please reach out to your Freeman contact to discuss suggested use and options. For additional questions please email healthandsafety@freeman.com Layout will include YOUR logo and basic background color.



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

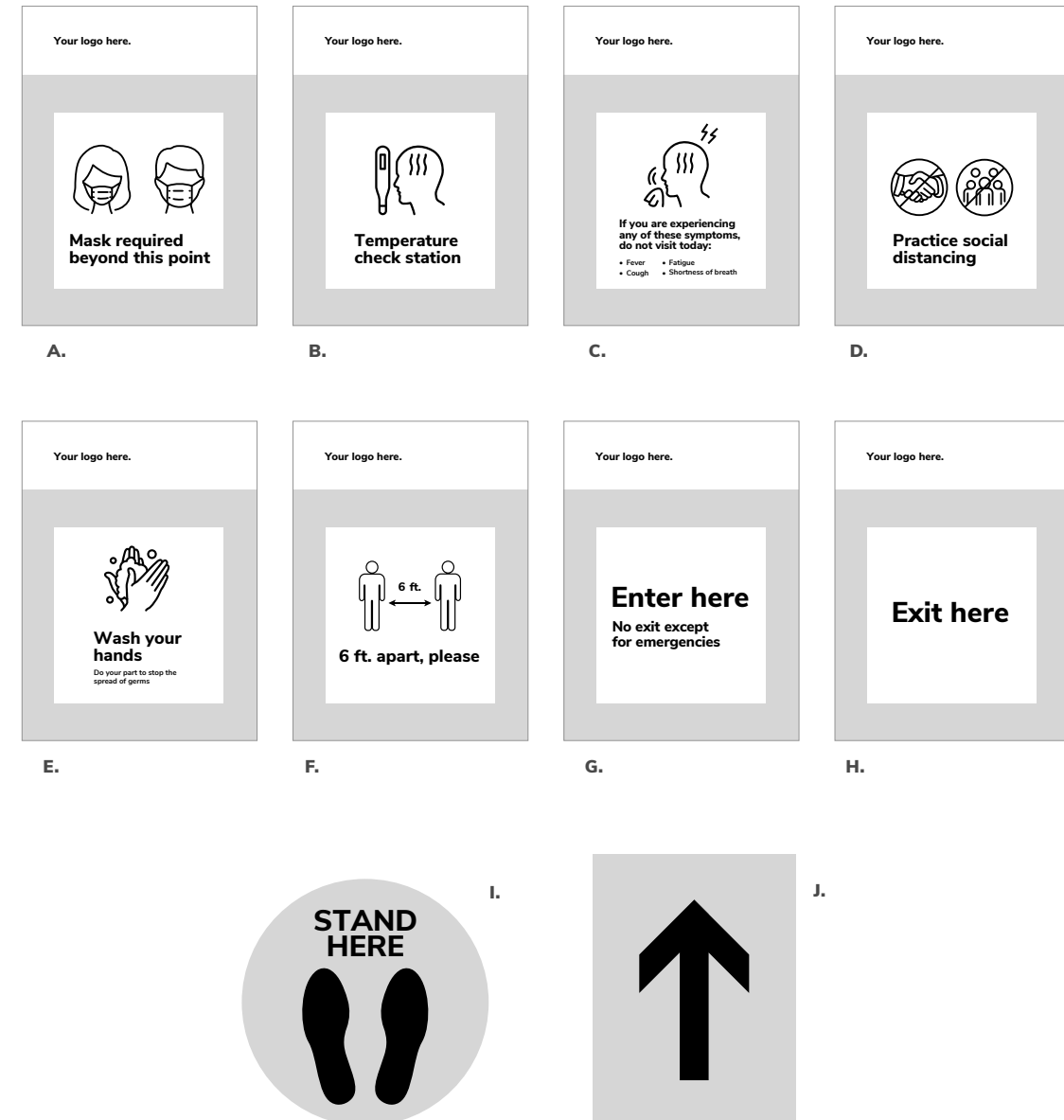
10'x10' - Atherton Conversation Booth

Greenery | pg 48
Accent Chairs | pg 16
Side Tables | pg 29



Safety & Directional Signage

Design your next booth with Freeman safety signage. Choose from select signage or customize with your brand to complete any size space.



A) Masks Required Sign
20303001 22"W X 28"H
20303002 8.5" W X 11"H

B) Temperature Check Station Sign
20303003 22"W X 28"H
20303004 8.5"W X 11"H

C) If You Are Experiencing Symptoms Sign
20303005 22"W X 28"H
20303006 8.5"W X 11"H

D) Practice Social Distancing Sign
20303007 22"W X 28"H
20303008 8.5"W X 11"H

E) Wash Your Hands Sign
20303009 22"W X 28"H
20303010 8.5"W X 11"H

F) 6' Apart Please Sign
20303011 22"W X 28"H
20303012 8.5"W X 11"H

G) Enter Here Sign
20303013 22"W X 28"H
20303014 8.5"W X 11"H

H) Exit Here Sign
20303015 22"W X 28"H
20303016 8.5"W X 11"H

I) Stand Here Floor Decal
20303017 12"W X 12"H

J) Directional Arrow Floor Decal
20303018 18"W X 24"H

Health & Safety

Sanitization Product & Services

Hand Sanitizing Stations

Using hand sanitizer reduces microbial counts and kills many harmful germs that could compromise the health of attendees with the COVID-19 and other viruses. Hand sanitizing stations provide convenient access to hand sanitizer after interactions where they happen.



1510103 Clear Barrier
(plexi, clear) 31.5"W x 36"H

Also available in opaque and personalization available.

1510100 Clear Barrier with graphic

Personalize here

Please Note:

Safety dividers also available in opaque finish. Graphics and branding options also available. View those options [here](#) and learn more about our SafeConnect Promise on [Freeman.com](#)



(888) 508-5054
 Fax: (469) 621-5609

Place your order online at
www.freeman.com/store

Submit order forms [here](#).

NAME OF SHOW: **NATIONAL FACILITIES MANAGEMENT & TECHNOLOGY CONFERENCE BALTIMORE**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

Take advantage of the Online price by ordering at www.freeman.com/store by FEBRUARY 28, 2022.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SOFT SEATING						
Naples Group - Black Vinyl						
	810119	Chair.....	508.10	558.90	711.35	_____
	830120	Loveseat.....	682.55	750.80	955.55	_____
	830119	Sofa.....	758.35	834.20	1,061.70	_____
Munich Group - Gray Fabric						
	810151	Armless Chair.....	370.35	407.40	518.50	_____
Baja Group - White Vinyl						
	81050	Chair.....	422.45	464.70	591.45	_____
	83020	Loveseat.....	449.40	494.35	629.15	_____
	83019	Sofa.....	716.90	788.60	1,003.65	_____
Valencia - Velvet						
	810180	Chair - Spice Orange.....	278.20	306.00	389.50	_____
	83045	Sofa - Coffee Brown.....	415.15	456.65	581.20	_____
Key Largo Group - Black Fabric						
	830950	Loveseat.....	467.40	514.15	654.35	_____
	830951	Sofa.....	519.05	570.95	726.65	_____
	810950	Chair.....	357.25	393.00	500.15	_____
Allegro Group - Blue Fabric						
	81019	Chair.....	587.05	645.75	821.85	_____
	83015	Sofa.....	940.95	1,035.05	1,317.35	_____
Fairfax Group - White Vinyl						
	810949	Chair.....	301.10	331.20	421.55	_____
	830949	Sofa.....	480.85	528.95	673.20	_____
Palm Beach - White Vinyl						
	83040	Sofa.....	550.00	605.00	770.00	_____
Sterling Group - Gray Fabric						
	81037	Chair.....	979.00	1,076.90	1,370.60	_____
	8309	Sofa.....	1,460.25	1,606.30	2,044.35	_____
Cordoba Group - Taupe/Black						
	81048	Chair.....	N/A	N/A	N/A	_____
	83013	Loveseat.....	N/A	N/A	N/A	_____

CASUAL SEATING

Ottomans						
	815122	Endless Square - White Vinyl.....	280.90	309.00	393.25	_____
	815123	Endless Square - Black Vinyl.....	280.90	309.00	393.25	_____
	815953	Endless Curve - White Vinyl.....	391.00	430.10	547.40	_____
	815952	Endless Curve - Black Vinyl.....	391.00	430.10	547.40	_____
	81518	Vibe Cube - Blue Vinyl.....	165.75	182.35	232.05	_____
	81519	Vibe Cube - Red Vinyl.....	165.75	182.35	232.05	_____
	81525	Vibe Cube - Orange Vinyl.....	116.85	128.55	163.60	_____
	81517	Vibe Cube - Yellow Vinyl.....	165.75	182.35	232.05	_____
	81530	Vibe Cube - Black Vinyl.....	116.85	128.55	163.60	_____
	81531	Vibe Cube - White Vinyl.....	116.85	128.55	163.60	_____

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furnishings

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Ottomans (continued)						
_____	81532	Vibe Cube - Steel Blue Vinyl.....	100.70	110.75	141.00	_____
_____	81533	Vibe Cube - Silver Vinyl.....	100.70	110.75	141.00	_____
_____	81534	Vibe Cube - Purple Vinyl.....	100.70	110.75	141.00	_____
_____	81535	Vibe Cube -Citrus Green Vinyl.....	100.70	110.75	141.00	_____
_____	81536	Vibe Cube - Taupe Vinyl.....	100.70	110.75	141.00	_____
_____	81537	Vibe Cube - Spice Orange Vinyl.....	100.70	110.75	141.00	_____
_____	81538	Vibe Cube - Desert Rose Vinyl.....	100.70	110.75	141.00	_____
_____	815151	Marche Swivel - Gray Fabric.....	195.50	215.05	273.70	_____
_____	815154	Marche Swivel - Red Fabric.....	195.50	215.05	273.70	_____
_____	815159	Marche Swivel - Blue Fabric.....	195.50	215.05	273.70	_____
_____	815152	Marche Swivel - Linen Fabric.....	195.50	215.05	273.70	_____
_____	815157	Marche Swivel - Meadow Green Fabric.....	195.50	215.05	273.70	_____
_____	815158	Marche Swivel - Pear Yellow Fabric.....	195.50	215.05	273.70	_____
_____	815156	Marche Swivel - Plum Fabric.....	195.50	215.05	273.70	_____
_____	815153	Marche Swivel - Raspberry Fabric.....	195.50	215.05	273.70	_____
_____	815155	Marche Swivel - Rose Quartz Fabric.....	195.50	215.05	273.70	_____
_____	815150	Marche Swivel - White Vinyl.....	195.50	215.05	273.70	_____
_____	815160	Marche Swivel - Orange Fabric.....	196.90	216.60	275.65	_____
_____	81540	Marche Swivel - Forest Green Vinyl.....	192.60	211.85	269.65	_____
_____	81541	Marche Swivel - Teal Velvet.....	192.60	211.85	269.65	_____
_____	81542	Marche Swivel - Distressed Brown Vinyl.....	192.60	211.85	269.65	_____
_____	81543	Marche Swivel - Black Vinyl.....	192.60	211.85	269.65	_____
_____	81539	Marche Swivel - Ivory Faux Sheep Fur.....	192.60	211.85	269.65	_____
Beverly Bench Ottomans						
_____	81550	Black Vinyl.....	314.60	346.05	440.45	_____
_____	81551	Brown Fabric.....	314.60	346.05	440.45	_____
_____	81552	Gray Fabric.....	314.60	346.05	440.45	_____
_____	81553	Linen Fabric.....	314.60	346.05	440.45	_____
_____	81554	Ocean Blue Fabric.....	314.60	346.05	440.45	_____
_____	81555	Red Fabric.....	314.60	346.05	440.45	_____
_____	81556	White Vinyl.....	314.60	346.05	440.45	_____
Beverly Small Bench Ottomans						
_____	81560	Black Vinyl.....	294.25	323.70	411.95	_____
_____	81561	Blue Fabric.....	294.25	323.70	411.95	_____
_____	81562	Brown Fabric.....	294.25	323.70	411.95	_____
_____	81563	Green Fabric.....	294.25	323.70	411.95	_____
_____	81565	Linen Fabric.....	294.25	323.70	411.95	_____
_____	81568	Red Fabric.....	294.25	323.70	411.95	_____
_____	81569	White Vinyl.....	294.25	323.70	411.95	_____
_____	81566	Lavender Fabric.....	294.25	323.70	411.95	_____
_____	81567	Orange Fabric.....	294.25	323.70	411.95	_____
_____	81564	Gray Fabric.....	294.25	323.70	411.95	_____
_____	81570	Yellow Fabric.....	294.25	323.70	411.95	_____
Accent Chairs						
_____	71089	Black Diamond Side Chair.....	81.50	89.65	114.10	_____
_____	71090	Black Diamond Arm Chair.....	111.00	122.10	155.40	_____
_____	810861	Laguna Chair - Maple/Chrome.....	97.05	106.75	135.85	_____

NAME OF SHOW: **NATIONAL FACILITIES MANAGEMENT & TECHNOLOGY CONFERENCE BALTIMORE**

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Accent Chairs (continued)						
	210108	Limerick® Chair by Herman Miller.....	112.35	123.60	157.30	
	810816	Madrid Chair - White Vinyl/Chrome.....	734.75	808.25	1,028.65	
	810948	Meeting Chair - White Vinyl.....	252.80	278.10	353.90	
	810164	Marina Chair - White Vinyl.....	126.25	138.90	176.75	
	810160	Marina Chair - Black Vinyl.....	126.25	138.90	176.75	
	810161	Marina Chair - Brown Fabric.....	126.25	138.90	176.75	
	810162	Marina Chair - Ocean Blue Fabric.....	126.25	138.90	176.75	
	810163	Marina Chair - Red Fabric.....	126.25	138.90	176.75	
	810131	Malba Chair - Gray Molded Plastic.....	123.60	135.95	173.05	
	810130	Malba Chair - Green Molded Plastic.....	123.60	135.95	173.05	
	810846	Christopher Chair - White Vinyl/Chrome.....	126.40	139.05	176.95	
	810851	Zenith Chair - White/Chrome.....	193.85	213.25	271.40	
	810841	Rustique Chair - Gunmetal.....	146.05	160.65	204.45	
	810837	Razor Armless Chair - White High Density Plastic.....	67.40	74.15	94.35	
	810875	Swanson Swivel Chair - White Vinyl.....	272.50	299.75	381.50	
	81083	Blade Chair - Sky Blue.....	68.50	75.35	95.90	
	81082	Blade Chair - Red.....	68.50	75.35	95.90	
	81093	Lucent Chair - Frosted Acrylic.....	177.60	195.35	248.65	
	810145	Wentworth Chair - Brown Vinyl.....	288.90	317.80	404.45	
	81024	Atherton Chair - Brown Leather.....	569.25	626.20	796.95	
	81034	Bowery Chair - Yellow Fabric.....	533.50	586.85	746.90	
	81035	Century Chair - Gray Velvet.....	599.50	659.45	839.30	
	81036	Lena Chair - Green Leather.....	481.25	529.40	673.75	
	81031	Montreal Chair - Blue Fabric.....	684.75	753.25	958.65	
	81032	Pasadena Chair - White Plastic.....	385.00	423.50	539.00	
	81038	Tech Chair - Gray Vinyl.....	462.00	508.20	646.80	
	81039	Tech Tablet Chair - Gray Vinyl.....	475.75	523.35	666.05	
	81046	Brooklyn Swivel Meeting Chair - White/Oak.....	N/A	N/A	N/A	
	81047	Brooklyn Swivel Meeting Chair - White/Black.....	N/A	N/A	N/A	
Executive Seating						
	71045	Gray Gaslift Chair Without Arms.....	273.15	300.45	382.40	
	810874	La Brea Swivel Chair - Charcoal Gray Fabric.....	326.10	358.70	456.55	
	810175	Genesis Chair - Black.....	136.95	150.65	191.75	
	810844	Pro Executive High Back Chair - White Vinyl.....	260.65	286.70	364.90	
	810946	Pro Executive High Back Chair - Black Vinyl.....	260.65	286.70	364.90	
	810945	Pro Executive Mid Back Chair - White Vinyl.....	307.85	338.65	431.00	
	810944	Pro Executive Mid Back Chair - Black Vinyl.....	307.85	338.65	431.00	
	810947	Pro Executive Guest Chair - Black Vinyl.....	319.05	350.95	446.65	
	810170	Cupertino Mid Back Chair - Black Vinyl.....	220.40	242.45	308.55	
Barstools						
	71088	Black Diamond Stool.....	116.90	128.60	163.65	
	71047	Gray Gaslift Stool without Arms.....	346.65	381.30	485.30	
	810860	Laguna Barstool - Maple/Chrome.....	122.25	134.50	171.15	
	210109	Limerick® Stool by Herman Miller.....	112.35	123.60	157.30	
	810872	Lift Barstool - Gray Vinyl/Chrome.....	171.90	189.10	240.65	
	810873	Lift Barstool - Red Vinyl/Chrome.....	171.90	189.10	240.65	

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furnishings

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Barstools (continued)						
_____	810871	Lift Barstool - Black Vinyl/Chrome.....	171.90	189.10	240.65	_____
_____	810870	Lift Barstool - White Vinyl/Chrome.....	171.90	189.10	240.65	_____
_____	810103	Banana Barstool - White Vinyl/Chrome.....	252.80	278.10	353.90	_____
_____	810104	Banana Barstool - Black Vinyl/Chrome.....	252.80	278.10	353.90	_____
_____	810850	Zenith Barstool - White/Chrome.....	193.85	213.25	271.40	_____
_____	810840	Zoey Barstool - White Vinyl/Chrome.....	283.10	311.40	396.35	_____
_____	810848	Christopher Barstool - White Vinyl/Chrome.....	230.30	253.35	322.40	_____
_____	810202	Shark Swivel Barstool - White Plastic/Chrome.....	393.25	432.60	550.55	_____
_____	810839	Rustique Barstool - Gunmetal.....	146.05	160.65	204.45	_____
_____	81080	Blade Barstool - Red.....	139.10	153.00	194.75	_____
_____	81081	Blade Barstool - Sky Blue.....	139.10	153.00	194.75	_____
_____	81092	Lucent Barstool - Frosted Acrylic.....	188.30	207.15	263.60	_____
_____	810135	Task Stool - Black Fabric.....	151.95	167.15	212.75	_____
_____	81026	Marina Barstool - Ocean Blue.....	321.75	353.95	450.45	_____
_____	81027	Marina Barstool - Black Vinyl.....	321.75	353.95	450.45	_____
_____	81028	Marina Barstool - Brown Fabric.....	321.75	353.95	450.45	_____
_____	81029	Marina Barstool - Red Fabric.....	321.75	353.95	450.45	_____
_____	81030	Marina Barstool - White Vinyl.....	321.75	353.95	450.45	_____

Draped Tables & Counters

Draped Tables - Tables are 24" wide
 Black Blue White Gray Red

_____	124330	Draped Table 3'L x 30"H.....	N/A	N/A	N/A	_____
_____	124430	Draped Table 4'L x 30"H.....	135.10	148.60	189.15	_____
_____	124630	Draped Table 6'L x 30"H.....	162.85	179.15	228.00	_____
_____	124830	Draped Table 8'L x 30"H.....	208.60	229.45	292.05	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	81.50	89.65	114.10	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	81.50	89.65	114.10	_____
_____	124342	Draped Counter 3'L x 42"H.....	N/A	N/A	N/A	_____
_____	124442	Draped Counter 4'L x 42"H.....	208.65	229.50	292.10	_____
_____	124642	Draped Counter 6'L x 42"H.....	208.60	229.45	292.05	_____
_____	124842	Draped Counter 8'L x 42"H.....	245.20	269.70	343.30	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	81.50	89.65	114.10	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	81.50	89.65	114.10	_____

Undraped Tables & Counters

_____	125330	Undraped Table 3'L x 30"H.....	N/A	N/A	N/A	_____
_____	125430	Undraped Table 4'L x 30"H.....	93.70	103.05	131.20	_____
_____	125630	Undraped Table 6'L x 30"H.....	109.70	120.65	153.60	_____
_____	125830	Undraped Table 8'L x 30"H.....	131.75	144.95	184.45	_____
_____	125342	Undraped Counter 3'L x 42"H.....	N/A	N/A	N/A	_____
_____	125442	Undraped Counter 4'L x 42"H.....	109.70	120.65	153.60	_____
_____	125642	Undraped Counter 6'L x 42"H.....	131.75	144.95	184.45	_____
_____	125842	Undraped Counter 8'L x 42"H.....	146.85	161.55	205.60	_____

Table Top Risers - Risers are 8" wide

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	30.15	33.15	42.20	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	30.15	33.15	42.20	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	35.30	38.85	49.40	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	35.30	38.85	49.40	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Table Top Risers - Risers are 8" wide (continued)						
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	40.70	44.75	57.00	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	40.70	44.75	57.00	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	46.10	50.70	64.55	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	46.10	50.70	64.55	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	56.40	62.05	78.95	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	56.40	62.05	78.95	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	66.70	73.35	93.40	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	66.70	73.35	93.40	_____
Pedestal Tables - Soho Series						
_____	72069	Black Top Cafe Table - 30"H x 24"W.....	247.15	271.85	346.00	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	280.90	309.00	393.25	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	224.70	247.15	314.60	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	258.40	284.25	361.75	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	292.10	321.30	408.95	_____
Pedestal Tables - Chelsea Series						
_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	258.40	284.25	361.75	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	280.90	309.00	393.25	_____
_____	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	269.65	296.60	377.50	_____
_____	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	280.90	309.00	393.25	_____
Pedestal Tables						
_____	8201208	Hydraulic Base Cafe Table - Maple.....	249.85	274.85	349.80	_____
_____	8201207	Hydraulic Base Bar Table - Maple.....	262.45	288.70	367.45	_____
_____	8201209	Hydraulic Base Cafe Table - Graphite.....	280.45	308.50	392.65	_____
_____	8201211	Hydraulic Base Bar Table - Graphite.....	287.60	316.35	402.65	_____
_____	8201206	Hydraulic Base Cafe Table - Maple.....	278.65	306.50	390.10	_____
_____	8201205	Hydraulic Base Bar Table - Maple.....	284.05	312.45	397.65	_____
_____	820126	Hydraulic Base Cafe Table - White Laminate.....	278.65	306.50	390.10	_____
_____	820125	Hydraulic Base Bar Table - White Laminate.....	291.20	320.30	407.70	_____
_____	820241	Madison Hydraulic Base Cafe Table - Gray Acajou.	384.85	423.35	538.80	_____
_____	820240	Madison Hydraulic Base Bar Table - Gray Acajou...	384.85	423.35	538.80	_____
_____	820265	Madison Cafe Table - Gray Acajou.....	303.35	333.70	424.70	_____
_____	820264	Madison Bar Table - Gray Acajou.....	331.45	364.60	464.05	_____
_____	8201220	30" Cafe Table Black Base - White Laminate.....	183.35	201.70	256.70	_____
_____	8201221	30" Bar Table Black Base - White Laminate.....	195.90	215.50	274.25	_____
_____	8201222	30" Bar Table Chrome Base - White Laminate.....	282.20	310.40	395.10	_____
_____	8201223	30" Cafe Table Chrome Base - White Laminate.....	282.20	310.40	395.10	_____
_____	820920	30" Bar Table Chrome Hydraulic Base - Red.....	217.55	239.30	304.55	_____
_____	820921	30" Cafe Table Chrome Hydraulic Base - Red.....	217.55	239.30	304.55	_____
_____	820922	30" Bar Table Chrome Hydraulic Base - Graphite....	217.55	239.30	304.55	_____
_____	820923	30" Cafe Table Chrome Hydraulic Base - Graphite....	217.55	239.30	304.55	_____
_____	820930	30" Bar Table w/ Hydraulic Base - Blue.....	258.95	284.85	362.55	_____
_____	820931	30" Bar Table w/ Black Base - Blue.....	205.45	226.00	287.65	_____
_____	820932	30" Bar Table w/ Hydraulic Base - Wood.....	316.70	348.35	443.40	_____
_____	820933	30" Bar Table w/ Black Base - Wood.....	211.85	233.05	296.60	_____
_____	820940	30" Cafe Table w/ Hydraulic Base - Blue.....	258.95	284.85	362.55	_____
_____	820941	30" Cafe Table w/ Black Base - Blue.....	158.35	174.20	221.70	_____

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Pedestal Tables (continued)						
_____	820942	30" Cafe Table w/ Hydraulic Base - Wood.....	316.70	348.35	443.40	_____
_____	820943	30" Cafe Table w/ Black Base - Wood.....	201.15	221.25	281.60	_____
_____	820910	30" Bar Table w/ Hydraulic Base - Gunmetal.....	342.40	376.65	479.35	_____
_____	820911	30" Bar Table w/ Hydraulic Base - Black.....	342.40	376.65	479.35	_____
_____	820912	30" Bar Table w/ Hydraulic Base - Green.....	342.40	376.65	479.35	_____
_____	820913	30" Bar Table w/ Hydraulic Base - Orange.....	342.40	376.65	479.35	_____
_____	820268	30" Bar Table w/ Hydraulic Base - Whiteboard.....	N/A	N/A	N/A	_____
_____	820914	30" Bar Table w/ Hydraulic Base - Yellow.....	342.40	376.65	479.35	_____
_____	820915	30" Bar Table w/ Black Base - Gunmetal.....	214.00	235.40	299.60	_____
_____	820916	30" Bar Table w/ Black Base - Black.....	214.00	235.40	299.60	_____
_____	820917	30" Bar Table w/ Black Base - Green.....	214.00	235.40	299.60	_____
_____	820918	30" Bar Table w/ Black Base - Orange.....	214.00	235.40	299.60	_____
_____	820919	30" Bar Table w/ Black Base - Yellow.....	214.00	235.40	299.60	_____
_____	820269	30" Bar Table w/ Black Base - Whiteboard.....	N/A	N/A	N/A	_____
_____	8201230	30" Cafe Table w/ Hydraulic Base - Gunmetal.....	342.40	376.65	479.35	_____
_____	8201231	30" Cafe Table w/ Hydraulic Base - Black.....	342.40	376.65	479.35	_____
_____	8201232	30" Cafe Table w/ Hydraulic Base - Green.....	342.40	376.65	479.35	_____
_____	8201233	30" Cafe Table w/ Hydraulic Base - Orange.....	342.40	376.65	479.35	_____
_____	8201234	30" Cafe Table w/ Hydraulic Base - Yellow.....	342.40	376.65	479.35	_____
_____	820270	30" Cafe Table w/ Hydraulic Base - Whiteboard.....	N/A	N/A	N/A	_____
_____	8201235	30" Cafe Table w/ Black Base - Gunmetal.....	342.40	376.65	479.35	_____
_____	8201236	30" Cafe Table w/ Black Base - Black.....	342.40	376.65	479.35	_____
_____	8201237	30" Cafe Table w/ Back Base - Green.....	342.40	376.65	479.35	_____
_____	8201238	30" Cafe Table w/ Black Base - Orange.....	342.40	376.65	479.35	_____
_____	8201239	30" Cafe Table w/ Black Base - Yellow.....	342.40	376.65	479.35	_____
_____	820271	30" Cafe Table w/ Black Base - Whiteboard.....	N/A	N/A	N/A	_____
_____	8201240	36" Bar Table w/ Hydraulic Base - Black.....	342.40	376.65	479.35	_____
_____	8201241	36" Bar Table w// Black Base - Black.....	342.40	376.65	479.35	_____
_____	8201242	36" Cafe Table w/ Hydraulic Base - Black.....	342.40	376.65	479.35	_____
_____	8201243	36" Cafe Table w/ Black Base - Black.....	342.40	376.65	479.35	_____
_____	820273	36" Bar Table w/ Black Base - Whiteboard.....	N/A	N/A	N/A	_____
_____	820272	36" Bar Table w/ Hydraulic Base - Whiteboard.....	N/A	N/A	N/A	_____
_____	820267	36" Cafe Table w/ Black Base - Whiteboard.....	N/A	N/A	N/A	_____
_____	820274	36" Cafe Table w/ Hydraulic Base - Whiteboard.....	N/A	N/A	N/A	_____

Accent Tables

_____	82015	Silverado End Table - Tempered Glass/Painted Steel.....	327.55	360.30	458.55	_____
_____	82014	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	346.05	380.65	484.45	_____
_____	820252	Alondra End Table - Glass/Chrome.....	280.90	309.00	393.25	_____
_____	820250	Alondra Cocktail Table - Glass/Chrome.....	390.45	429.50	546.65	_____
_____	820253	Alondra End Table - Wood/Chrome.....	252.80	278.10	353.90	_____
_____	820251	Alondra Cocktail Table - Wood/Chrome.....	351.40	386.55	491.95	_____
_____	8201224	Atomic 36" Round Table - Glass/Chrome.....	246.25	270.90	344.75	_____
_____	8201225	Atomic 42" Round Table - Glass/Chrome.....	246.25	270.90	344.75	_____
_____	82028	Geo End Table - Wood/Black Steel.....	331.45	364.60	464.05	_____
_____	82027	Geo Cocktail Table - Wood/Black Steel.....	339.90	373.90	475.85	_____

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	82035	Geo End Table - Glass/Chrome.....	253.40	278.75	354.75	
	82034	Geo Cocktail Table - Glass/Chrome.....	255.60	281.15	357.85	
	82054	Sydney End Table - Black Laminate/Brushed Steel..	247.75	272.55	346.85	
	82055	Sydney End Table - White Laminate/Brushed Steel..	247.75	272.55	346.85	
	82052	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	300.85	330.95	421.20	
	82053	Sydney Cocktail Table - White Laminate/Brushed Steel.....	300.85	330.95	421.20	
	82079	Sydney End Table - Blue Laminate/Brushed Steel....	201.15	221.25	281.60	
	82080	Sydney End Table - Wood Laminate/Brushed Steel..	201.15	221.25	281.60	
	82077	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	136.95	150.65	191.75	
Accent Tables (continued)						
	82078	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	243.95	268.35	341.55	
	82075	Regis End Table - Brushed Metal.....	235.10	258.60	329.15	
	82074	Regis Bench Table - Brushed Metal.....	331.15	364.25	463.60	
	820844	Aura Round Table - White Metal.....	98.85	108.75	138.40	
	82043	Geo Square-Round Table - Glass/Black Steel.....	500.55	550.60	700.75	
	82044	Geo Square-Round Table - Glass/Chrome.....	500.55	550.60	700.75	
	8201226	Rustique Square Metal Bar Table - Gray.....	215.70	237.25	302.00	
	820130	Mesa Cocktail Table - Black/Bronze.....	248.25	273.10	347.55	
	820131	Mesa Cocktail Table - Glass/Bronze.....	248.25	273.10	347.55	
	820132	Mesa Cocktail Table - Wood/Bronze.....	248.25	273.10	347.55	
	820133	Mesa End Table - Black/Bronze.....	218.30	240.15	305.60	
	820134	Mesa End Table - Glass/Bronze.....	218.30	240.15	305.60	
	820135	Mesa End Table - Wood/Bronze.....	218.30	240.15	305.60	
	820310	Sedona Side Table - Black/Bronze.....	117.70	129.45	164.80	
	820311	Sedona Side Table - Wood/Bronze.....	117.70	129.45	164.80	
	820312	Sedona Side Table - White/Bronze.....	117.70	129.45	164.80	
	820320	Taos Side Table - Black/Bronze.....	117.70	129.45	164.80	
	820321	Taos Side Table Wood/Bronze.....	117.70	129.45	164.80	
	820322	Taos Side Table - White/Bronze.....	117.70	129.45	164.80	
Conference Tables						
	82041	Geo Conference Table - Glass/Black Steel.....	500.55	550.60	700.75	
	82051	Geo Conference Table - Glass/Chrome.....	500.55	550.60	700.75	
	820260	Madison Conference Table - Gray Acajou.....	519.65	571.60	727.50	
	820708	42" Round Conference Table - White Laminate.....	361.75	397.95	506.45	
	820261	Madison 5' Conference Table - Gray Acajou.....	629.15	692.05	880.80	
	820262	Madison 8' Conference Table - Gray Acajou.....	1,255.55	1,381.10	1,757.75	
	820263	Madison 10' Conference Table - Gray Acajou.....	1,255.55	1,381.10	1,757.75	
	820951	Ventura Bar Table - Maple w/ Grommets.....	533.90	587.30	747.45	
	820952	Ventura Communal Bar Table - Black.....	523.10	575.40	732.35	
	820953	Ventura Bar Table - White w/ Grommets.....	533.90	587.30	747.45	
	820954	Ventura Communal Bar Table - Maple.....	533.90	587.30	747.45	
	820956	Ventura Communal Bar Table - White.....	533.90	587.30	747.45	
	820963	Ventura Communal Cafe Table - Maple.....	423.70	466.05	593.20	
	820960	Ventura Cafe Table - Maple w/ Grommets.....	635.60	699.15	889.85	
	820961	Ventura Cafe Table - White w/ Grommets.....	635.60	699.15	889.85	

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	820966	Ventura Communal Cafe Table - White.....	423.70	466.05	593.20	
	820962	Ventura Communal Cafe Table - Black.....	423.70	466.05	593.20	
	8201244	42" Round Conference Table - Black Laminate.....	353.10	388.40	494.35	
	8201	10' Table - Black Laminate.....	984.50	1,082.95	1,378.30	
	8203	5' Table - Black Laminate.....	506.00	556.60	708.40	
	8205	8' Table - Black Laminate.....	742.50	816.75	1,039.50	
Office						
	84075	Madison Desk - Gray Acajou.....	552.75	608.05	773.85	
	84078	Madison Bookcase - Gray Acajou.....	393.25	432.60	550.55	
Computer Desks/Tables						
	820706	Work Desk - White Laminate.....	312.35	343.60	437.30	

POWERED

Powered Seating

	810120	Naples Chair, Powered - Black Vinyl.....	617.95	679.75	865.15	
	830122	Naples Loveseat, Powered - Black Vinyl.....	829.15	912.05	1,160.80	
	830121	Naples Sofa, Powered - Black Vinyl.....	955.00	1,050.50	1,337.00	

Powered Tables

	820950	Ventura Communal Bar Table, Powered - Black.....	533.90	587.30	747.45	
	820955	Ventura Communal Bar Table, Powered - White.....	587.80	646.60	822.90	
	820964	Ventura Communal Cafe Table, Powered - Black.....	537.15	590.85	752.00	
	820965	Ventura Communal Cafe Table, Powered - White.....	537.15	590.85	752.00	
	84083	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	642.65	706.90	899.70	
	84084	Tech Desk, Powered - Black Metal.....	476.35	524.00	666.90	
	82076	Sydney Cocktail Table, Powered - Black.....	368.50	405.35	515.90	
	82073	Sydney Cocktail Table, Powered - White.....	368.50	405.35	515.90	
	8202	10' Table, Powered - Black Laminate.....	1,232.00	1,355.20	1,724.80	
	8204	5' Table, Powered - Black Laminate.....	638.00	701.80	893.20	
	8206	8' Table, Powered - Black Laminate.....	1,232.00	1,355.20	1,724.80	

Powered Pedestals

	85060	Powered Locking Pedestal 36" H, Black.....	449.40	494.35	629.15	
	85061	Powered Locking Pedestal 36" H, White.....	449.40	494.35	629.15	
	85062	Powered Locking Pedestal 42" H, Black.....	537.05	590.75	751.85	
	85063	Powered Locking Pedestal 42" H, White.....	537.05	590.75	751.85	
	820710	Wireless Charging Table, Powered.....	425.85	468.45	596.20	

Midtown Counters & Bars

	850103	Midtown Powered Counter Unlighted - Pewter.....	1,281.85	1,410.05	1,794.60	
	850102	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	1,495.85	1,645.45	2,094.20	
	850101	Midtown Bar Unlighted - Pewter.....	1,153.45	1,268.80	1,614.85	
	850100	Midtown Bar Lighted w/ Plug-In - Pewter.....	1,367.45	1,504.20	1,914.45	

DISPLAY & ACCESSORIES

Product Storage

	84080	3 Door File Cabinet on Castors - Black	166.30	182.95	232.80	
	85020	Posh Shelving w/ Chrome Frame - White.....	393.65	433.00	551.10	

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Refrigerator						
_____	8503001	Refrigerator - White.....	912.85	1,004.15	1,278.00	_____
_____	8983000	Small Refrigerator.....	N/A	N/A	N/A	_____
Lighting						
_____	850707	Mason Table Lamp - White/Brushed Silver.....	150.55	165.60	210.75	_____
_____	850708	Mason Floor Lamp - White/Brushed Silver.....	217.95	239.75	305.15	_____
Display						
_____	75030	Display Cube - Black - 12" Small.....	303.75	334.15	425.25	_____
_____	75031	Display Cube - Black - 18" Medium.....	339.00	372.90	474.60	_____
_____	75032	Display Cube - Black - 24" Large.....	370.65	407.70	518.90	_____
_____	72056	Display Counter - Black.....	566.35	623.00	792.90	_____
Boxwood Hedges						
_____	85030	7' Boxwood Hedge.....	552.10	607.30	772.95	_____
_____	85035	4' Boxwood Hedge.....	325.30	357.85	455.40	_____
Accessories						
_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	104.35	114.80	146.10	_____
_____	220118	Chrome Sign Holder.....	119.85	131.85	167.80	_____
_____	750135	Round Literature Rack.....	226.45	249.10	317.05	_____
_____	750136	Flat Literature Rack.....	166.05	182.65	232.45	_____
_____	220109	Chrome Coat Tree.....	68.20	75.00	95.50	_____
_____	220134	Aluminum Easel.....	48.15	52.95	67.40	_____
_____	220110	Chrome Bag Rack.....	108.85	119.75	152.40	_____
_____	10201484	Floor Standing Bulletin Board.....	226.45	249.10	317.05	_____
_____	220106	Corrugated Wastebasket.....	23.40	25.75	32.75	_____
_____	8502	Village Charging Hub.....	266.75	293.45	373.45	_____
Special Drape						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Gray <input type="checkbox"/> Red						
_____	12103	Special Drape 3'H (per ft.).....	21.95	24.15	30.75	_____
_____	12108	Special Drape 8'H (per ft.).....	28.50	31.35	39.90	_____

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.

Freeman¹

Flooring solutions

Stand out in style.

Visit us at freeman.com



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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.

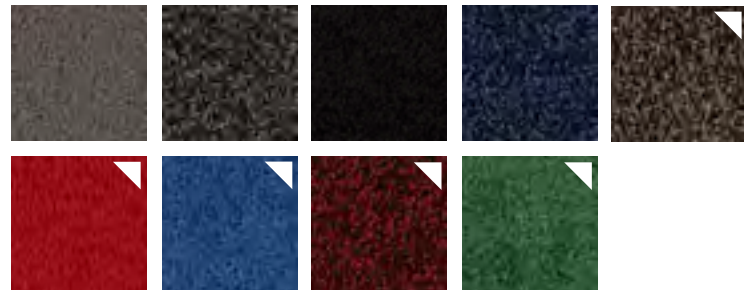
Be sure to order before the discount deadline!

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.

▼ = Available only before the discount deadline

Classic Collection

16oz carpet



Designer Plus Collection

30oz carpet

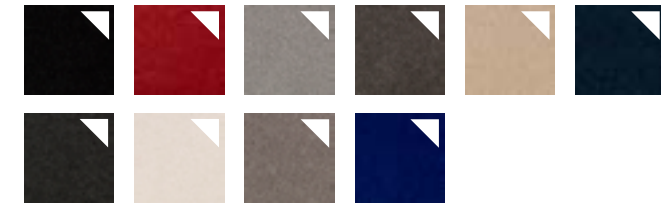
NEW



Supreme Collection

45oz carpet

NEW



Expo Flex Collection

10ft vinyl

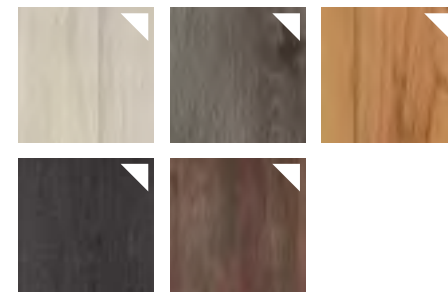
NEW



Event Flex Collection

12ft vinyl

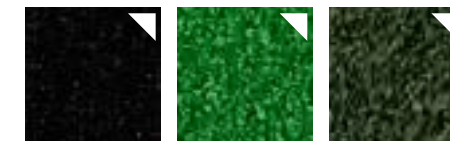
NEW



Riviera + Parkside Collections

Turf

NEW



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

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



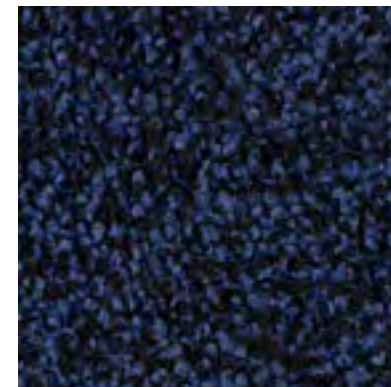
Gray



Tuxedo



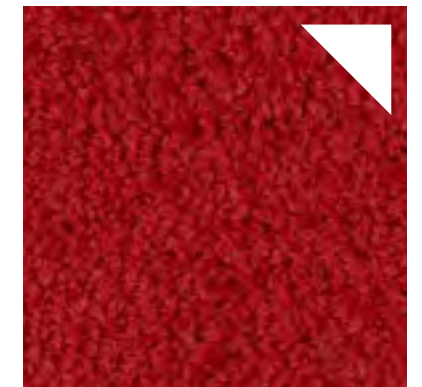
Black



Midnight



Blue



Red

▾ = Available only before the discount deadline

Custom Cut Classic Collection

16oz

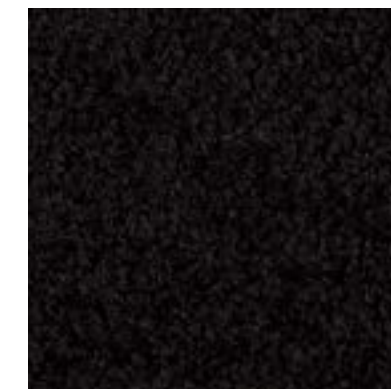
- 10ft width and custom cut to size
- Priced per sq.ft., minimum of 100 sq.ft.
- 100% recyclable
- Exhibit spaces are protected with Visqueen plastic floor covering
- For extra comfort, add padding for an additional fee



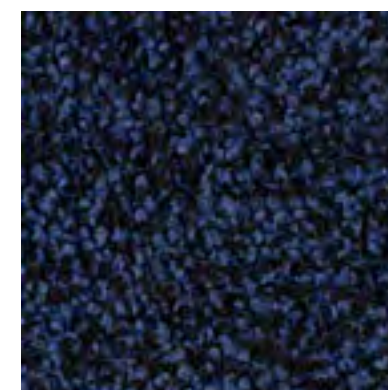
Gray



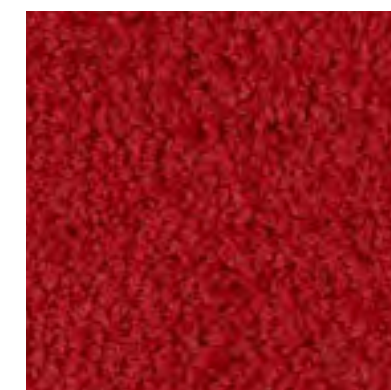
Tuxedo



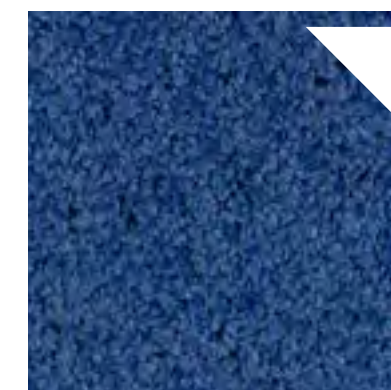
Black



Midnight



Red



Blue



Latte



Red Pepper



Green

▼ = Available only before the discount deadline

NEW

Designer Plus Collection

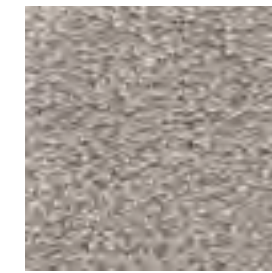
30oz

- 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

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



Black



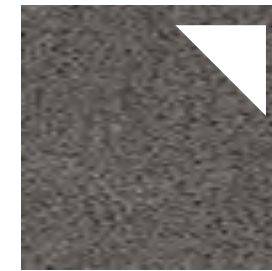
Grey Pearl



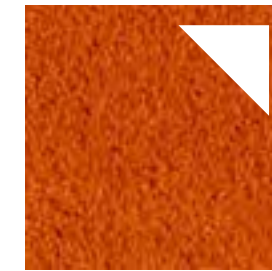
Red



Navy



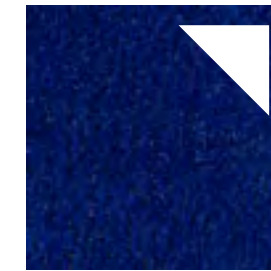
Lava Rock



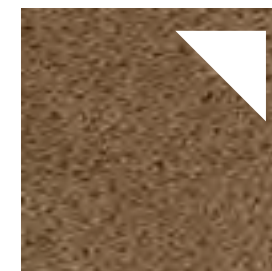
Paprika



Graphite



Royal Blue



Silky Beige



Ivory



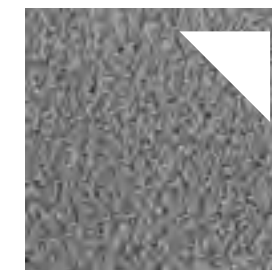
Smoke



Sword



White



Silver Cloud

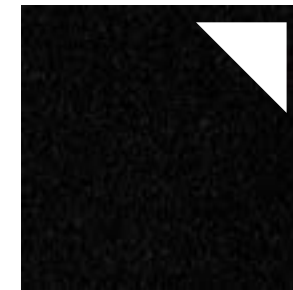
▼ = Available only before the discount deadline

NEW

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



Black



Red



Silver Cloud



Navy



Charcoal



Reflex Blue



Cream



Silver Mist



Smoke



White

▼ = Available only before the discount deadline

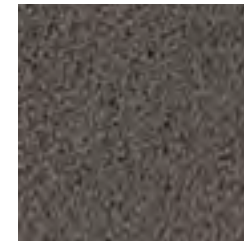
Ordering after the discount deadline? Don't fret.

You can select from these options.

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

Classic Collection

16oz



Gray



Tuxedo



Black



Midnight

Custom Cut Classic Collection

16oz



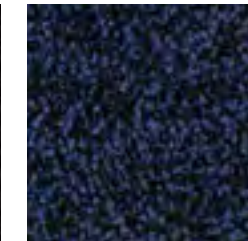
Gray



Tuxedo



Black



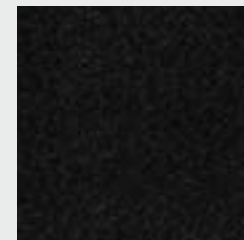
Midnight



Red

Designer Plus Collection

30oz



Black



Gray Pearl



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

Now offering vinyl and turf flooring solutions.

NEW

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



Birch



Light Maple



Dark Maple



Ash



Smoke

▼ = Available only before the discount deadline

NEW

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



Whitewood



Silverwood



Dark Maple



Blackwood



Barnwood

▼ = Available only before the discount deadline

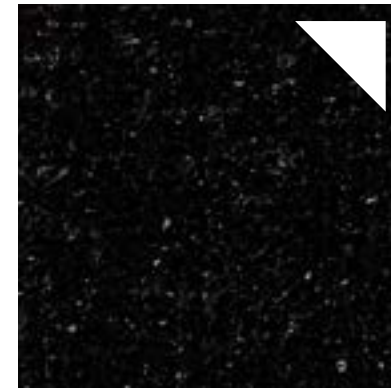
NEW

Turf

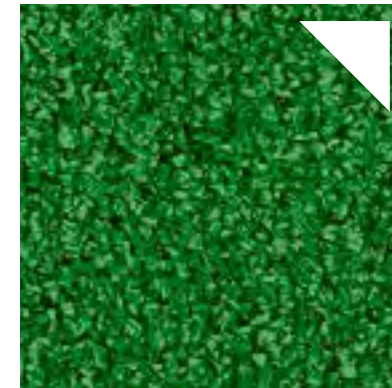
- Bring the outdoors to you with these synthetic grass flooring solutions
- Available in many shades of green and durable for both indoor and outdoor use
- Standard 12ft width and can be custom cut to size
- Priced per sq.ft., minimum of 100 sq.ft.

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

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

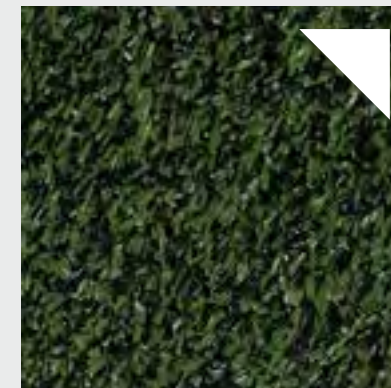


Riviera Black



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

▼ = Available only before the discount deadline

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



Freeman¹

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

Visit us at freeman.com or contact us at freeman.com/contact



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NAME OF SHOW: **NATIONAL FACILITIES MANAGEMENT & TECHNOLOGY CONFERENCE BALTIMOR**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

Take advantage of the Online Price by ordering at www.freeman.com/store by FEBRUARY 28, 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:

- Black Blue* Gray Midnight Blue Red* Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet	\$ 206.25	\$ 226.90	\$ 228.75	_____
_____	10' x 20' Classic Carpet	\$ 412.50	\$ 453.75	\$ 577.50	_____
_____	10' x 30' Classic Carpet	\$ 618.75	\$ 680.65	\$ 866.25	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 96.30	\$ 105.95	\$ 134.80	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 192.60	\$ 211.85	\$ 269.65	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 288.90	\$ 317.80	\$ 404.45	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 192.60	\$ 211.85	\$ 269.65	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 385.20	\$ 423.70	\$ 539.30	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 577.80	\$ 635.60	\$ 808.90	_____
_____	Plastic Covering (price per sqft).....	\$ 1.20	\$ 1.30	\$ 1.70	_____

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:

- Black Blue* Gray Green* Latte* Midnight Red* Red pepper* Tuxedo

Per sqft	Booth Size: _____ x _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 4.00	\$ 4.40	\$ 5.60	_____

Vinyl*

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

10 ft Expo Event Vinyl, choose your flooring color:

- Ash Birch Dark Maple Light Maple Smoke

Per sqft	Booth Size: _____ x _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 6.75	\$ 7.45	\$ 9.45	_____

12 ft Event Flex Vinyl, choose your flooring color:

- Barnwood Blackwood Dark Maple Silverwood Whitewood

Per sqft	Booth Size: _____ x _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 8.45	\$ 9.30	\$ 11.85	_____

NAME OF SHOW: **NATIONAL FACILITIES MANAGEMENT & TECHNOLOGY CONFERENCE BALTIMOR**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____



Upgraded Carpet*

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

30 oz Designer Plus Carpet, choose your carpet color:

- Black
 Graphite*
 Gray Pearl
 Ivory*
 Lava Rock*
 Navy*
 Paprika*
 Red*
 Royal Blue*
 Silky Beige*
 Silver Cloud
 Smoke*
 Sword*
 White*

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

				Online Price	Discount Price	Standard Price	Total
1 - 700 sqft	Booth Size: _____ x _____ = _____	sqft	\$	5.25	\$ 5.80	\$ 7.35	_____
Over 700 sqft	Booth Size: _____ x _____ = _____	sqft	\$	4.75	\$ 5.25	\$ 6.65	_____

45 oz Supreme Carpet, choose your carpet color:

- Black*
 Charcoal*
 Cream*
 Navy*
 Red*
 Reflex Blue*
 Silver Cloud*
 Silver Mist*
 Smoke*
 White*

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

				Online Price	Discount Price	Standard Price	Total
1 - 700 sqft	Booth Size: _____ x _____ = _____	sqft	\$	6.15	\$ 6.75	\$ 8.60	_____
Over 700 sqft	Booth Size: _____ x _____ = _____	sqft	\$	5.55	\$ 6.10	\$ 7.75	_____



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.

Carpet Padding- Price per sqft (100 sqft minimum)

				Online Price	Discount Price	Standard Price	Total
100 - 700 sqft	Booth Size: _____ x _____ = _____	sqft	\$	2.20	\$ 2.40	\$ 3.10	_____
Over 700 sqft	Booth Size: _____ x _____ = _____	sqft	\$	1.65	\$ 1.80	\$ 2.30	_____

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

				Online Price	Discount Price	Standard Price	Total
100 - 700 sqft	Booth Size: _____ x _____ = _____	sqft	\$	4.40	\$ 4.85	\$ 6.15	_____
Over 700 sqft	Booth Size: _____ x _____ = _____	sqft	\$	3.30	\$ 3.65	\$ 4.60	_____

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

				Online Price	Discount Price	Standard Price	Total
Per sqft	Booth Size: _____ x _____ = _____	sqft	\$	4.05	\$ 4.45	\$ 5.65	_____

Turf*

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

Riviera Turf, choose your color:

- Black
 Ivy Green

Riviera Turf - Price per sqft (100 sqft minimum)

				Online Price	Discount Price	Standard Price	Total
Per sqft	Booth Size: _____ x _____ = _____	sqft	\$	4.70	\$ 5.15	\$ 6.60	_____

Parkside Turf, choose your color:

- Green

Parkside Landscape Turf - Price per sqft (100 sqft minimum)

				Online Price	Discount Price	Standard Price	Total
Per sqft	Booth Size: _____ x _____ = _____	sqft	\$	10.15	\$ 11.15	\$ 14.20	_____

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



NAME OF SHOW: **NATIONAL FACILITIES MANAGEMENT & TECHNOLOGY CONFERENCE BALTIMOR**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

Take advantage of the Discount Price by ordering at www.freeman.com/store by FEBRUARY 28, 2022.

GRAPHICS

To order your graphics, complete this order form and attach your sign copy or electronic file.
Please see artwork guidelines for electronic files on page 2 of this form.

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
 sqft \$ 25.70 per sqft discount price
 x or = \$ _____
 \$ 38.55 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.

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

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

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

Vertical Horizontal Use Your Judgment For Sign Layout

Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" _____	57.80	86.70 =	_____
7" x 22" _____	57.80	86.70 =	_____
7" x 44" _____	57.80	86.70 =	_____
9" x 44" _____	70.60	105.90 =	_____
11" x 14" _____	57.80	86.70 =	_____
14" x 22" _____	57.80	86.70 =	_____
14" x 44" _____	109.70	164.55 =	_____
22" x 28" _____	109.70	164.55 =	_____
28" x 44" _____	219.60	329.40 =	_____
20" x 60" _____	213.45	320.20 =	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical

Horizontal

Use Your Judgment For Sign Layout

Background Color: _____

Lettering Color: _____

TOTAL COST

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 an 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.

F R E E M A N

BALTIMORE/WASHINGTON AREA UNION REGULATIONS

To assist you in your planning efforts for the upcoming exposition, 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 various union jurisdictions, we ask that you read the following:

EXHIBIT INSTALLATION AND DISMANTLING

The installation and dismantling of prefabricated displays comes under the jurisdiction of the carpenters' union. However, two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move-in) and one (1) hour on the dismantle (move-out) without union labor on booths that are larger than 10' x 10'. Exhibitors may work in booths 10' x 10' or smaller without the use of union labor.

Exhibitors are not permitted to use POWER TOOLS (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within size and time limitations. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility and/or Freeman.

MATERIAL HANDLING

One individual from each exhibiting company is permitted one trip to hand-carry items into the exhibit facility. The exhibitor use of dollies, hotel baggage carts, flat trucks and other mechanical equipment, is *not* permitted. Freeman will control access to the trade show floor which includes access from the loading docks and/or all doorways into an exhibit facility. This will help to provide a safe and orderly move-in/move-out. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Freeman. Rates for material handling services are enclosed in this exhibitor service manual.

Freeman shall be the sole authority on all matters in the DOCK area. This shall include but not be limited to such items as assignment of dock space and loading or unloading of all materials and equipment.

Any conflicts or disagreements regarding the union jurisdictions or interpretations thereof should be resolved with representatives of Freeman and Show Management.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman cannot be responsible for injuries or falls caused by the improper use of rental furniture. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT for everyone.

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.

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.



01/17 | 55774

FREEMAN

(888) 508-5054 Fax: (469) 621-5609

ExhibitorSupport@freeman.com

NAME OF SHOW: **NATIONAL FACILITIES MANAGEMENT & TECHNOLOGY CONFERENCE BALTIMORE 2022/ MARCH 29-31, 2022**

COMPANY NAME: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

INSTALLATION & DISMANTLE LABOR

Description	Advance Price	Show Site Price
Display Labor (Per person / Per hour)		
Straight Time: 8:00 AM to 5:00 PM Monday through Friday.....	\$110.25	\$154.50
Overtime: 5:00 PM to 8:00 AM Monday through Friday.....	\$165.50	\$231.75
All day Saturday and Sunday		
Double Time: All recognized holidays	\$220.50	\$308.75
For Display Work Only (Not to hang sign)		
Scissorlift with crew (up to 20' high and 350 lbs lift capacity)		
Straight Time: 8:00 AM to 5:00 PM Monday through Friday.....	\$364.00	\$509.75
Overtime: 5:00 PM to 8:00 AM Monday through Friday.....	\$512.50	\$717.00
All day Saturday and Sunday		
Double Time: All recognized holidays	\$700.50	\$980.70

- **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.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

INSTALLATION LABOR

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

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labor (Supervisor must check in at 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
_____	_____	_____	x _____	= _____	x _____	= \$ _____
_____	_____	_____	x _____	= _____	x _____	= \$ _____
Freeman Supervision (30%/\$45.00) = \$						(N/A)
6% Tax = \$						_____
Total Installation = \$						_____

DISMANTLE LABOR

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

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00.

Emergency contact: _____ Phone Number: _____

Exhibitor Supervised Labor (Supervisor must check in at 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
_____	_____	_____	x _____	= _____	x _____	= \$ _____
_____	_____	_____	x _____	= _____	x _____	= \$ _____
Freeman Supervision (30%/\$45.00) = \$						(N/A)
6% Tax = \$						_____
Total Dismantle = \$						_____

installation & dismantle labor

NAME OF SHOW: NATIONAL FACILITIES MANAGEMENT & TECHNOLOGY CONFERENCE BALTIMORE 2022/ MARCH 29-31, 2022

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

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

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

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

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

Select a Carrier:

Freeman Exhibit Transportation:
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

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

- Re-route via Freeman's choice
- Deliver back to the warehouse at exhibitor's expense

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

installation & dismantle labor

FREEMAN

(888) 508-5054 Fax: (469) 621-5609

ExhibitorSupport@freeman.com

NAME OF SHOW: **NATIONAL FACILITIES MANAGEMENT & TECHNOLOGY CONFERENCE BALTIMORE 2022/ MARCH 29-31, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

FORKLIFT & RIGGING LABOR

Straight Time: 8:00 AM to 4:30 PM Monday through Friday
Overtime: 4:30 PM to 8:00 AM Monday through Friday; all day Saturday
Double Time: Sunday and all recognized 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

Part #	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$319.00	\$446.75
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$391.00	\$547.50
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$468.25	\$655.75
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$637.50	\$892.50
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$781.75	\$1094.50
3040102	Forklift w/operator - up to 10,000 lbs - DT.....	\$936.00	\$1310.50
304040	Forklift w/operator - 4-Stage - ST.....	\$364.25	\$510.00
304041	Forklift w/operator - 4-Stage - OT.....	\$419.00	\$586.75
304042	Forklift w/operator - 4-Stage - DT.....	\$481.50	\$674.25
RIGGING LABOR			
3020100	Rigger - ST.....	\$110.25	\$154.50
3020101	Rigger - OT.....	\$165.50	\$231.75
3020102	Rigger - DT.....	\$220.50	\$308.75
EQUIPMENT			
3090600	Forklift Cage.....	\$147.75	
3090700	Forklift Boom.....	\$169.25	
3090800	Pallet Jack.....	\$ 75.00	

INSTALLATION

Part #	Description	Start Date	Start Time	No. Equip/ People	Approx. Hrs. per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____ Sub-Total \$ _____
 _____ 6% Tax \$ **(N/A)**
Total Installation \$ _____

DISMANTLE

Part #	Description	Start Date	Start Time	No. Equip/ People	Approx. Hrs. per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____ Sub-Total \$ _____
 _____ 6% Tax \$ **(N/A)**
Total Dismantle \$ _____

forklift & rigging labor

FREEMAN

(888) 508-5054 Fax: (469) 621-5609

ExhibitorSupport@freeman.com

NAME OF SHOW: NATIONAL FACILITIES MANAGEMENT & TECHNOLOGY CONFERENCE BALTIMORE 2022/ MARCH 29-31, 2022

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

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

HANGING SIGN LABOR

INSTRUCTIONS

- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign or advance pricing.
- All ceiling rigging must conform to show management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitor Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical service requirements must be ordered in advance on the enclosed Electrical Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT

For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined.

Type: Cloth Banner _____ Metal or Wood _____ Other _____

Shape: Square _____ Triangle _____ Rectangle _____ Other _____

Size: Height _____ Length _____ Width _____

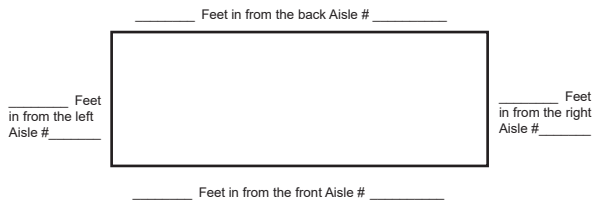
Weight of Sign: _____

Does Your Sign Require: Electricity _____ Assembly _____

Is Your Sign Designed to Rotate? _____ Yes _____ No
(Initial in the applicable box above)

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



Number of feet from floor to top of sign: _____

**STRUCTURAL INTEGRITY STATEMENT
MUST ACCOMPANY ORDER**

(506252) FY22 DCVAMD CC

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time

8:00 AM to 4:30 PM, Monday through Friday

Overtime

4:30 PM to 8:00AM Monday through Friday,
All day Saturday & Sunday

Double Time

All recognized holidays

Crew Size: MINIMUM of two people

Materials: Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- Show site prices will apply to all hanging sign orders placed at show site.
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

	<u>Straight Time</u>	<u>Overtime</u>	<u>Double Time</u>
Condor/Boom Condor with crew (up to 200 lbs lift capacity)			
Advance Price	\$644.25	\$801.50	\$1,149.25
Show Site Price	\$902.00	\$1,122.25	\$1,609.00

Additional Crew/Assembly Labor (Per person / Per hour)

Advance Price	\$110.25	\$165.50	\$220.50
Show Site Price	\$154.50	\$231.75	\$308.75

Installation Estimate

Approx Hours Hourly Rate Total Estimated Cost
_____ @ _____ = _____

Dismantle Estimate

Approx Hours Hourly Rate Total Estimated Cost
_____ @ _____ = _____

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

- _____ Freeman
- _____ Exhibitor Personnel
- _____ Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

hanging sign labor

**STRUCTURAL INTEGRITY STATEMENT
THIS FORM MUST BE RETURNED
FOR ALL SUSPENDED STRUCTURES**

_____, the contracted exhibitor at the **NATIONAL FACILITIES MANAGEMENT & TECHNOLOGY CONFERENCE BALTIMORE 2022 / MARCH 29 -31, 2022** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, BALTIMORE CONVENTION CENTER, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

FREEMAN structural integrity statement

Audio Visual & Computer Supplier
NFMT: March 29-31, 2022
Baltimore Convention Center - Baltimore, MD



Audio Visual Equipment	Qty	SHOW RATE	TOTAL
22" LED Monitor		\$250.00	
32" LED Monitor		\$400.00	
42" LED Display		\$500.00	
50" LED Display		\$750.00	
55" LED Display		\$950.00	
60" LED Display		\$1,200.00	
70" LED Display		\$1,300.00	
80" LED Display		\$1,700.00	
Floor stand for 42" - 80" Displays Only		\$125.00	
Wall Mount for 20" - 32" Displays Only		\$55.00	
Wall Mount for 42" - 80" Displays Only		\$75.00	
Table stand for 22" to 50" Display Only		\$25.00	
Shelf for Floor Stand		\$25.00	

CUSTOMER INFORMATION

Company Name: _____
 Address: _____
 City: _____
 State: _____ Zip: _____
 Ordered By: _____
 Phone #: _____
 Email: _____

Audio Equipment	Qty	SHOW RATE	TOTAL
70 Watt Sound System with 2 Speakers		\$125.00	
UHF Wireless Lavalier Microphone		\$125.00	
UHF Wireless Hand-held Microphone		\$125.00	
UHF Wireless Headset Microphone		\$150.00	
8-Channel Mixer		\$75.00	

ON-SITE INFORMATION

Exhibitor Booth #: _____
 Rep. Contact Name: _____
 Cell Phone Number: _____
 Delivery DATE / TIME: _____
 Dismantle DATE/TIME: _____

Video Projection Equipment	Qty	SHOW RATE	TOTAL
LCD 5K Lumen Projector		\$650.00	
6' Tripod Screen w/Skirt		\$50.00	
8' Tripod Screen w/Skirt		\$100.00	

Deadline
 Orders received after deadline **add 20% late fee.**
 Equipment charges are for the length of the tradeshow.

Laptops & Accessories	Qty	SHOW RATE	TOTAL
PC Laptop		\$250.00	
Mac Book Pro Laptop		\$450.00	
PC Audio Cable		\$25.00	
Wireless Mouse & Keyboard		\$50.00	

Cancellations
 Cancellations received after Wednesday, March 23, 2022 are subject to a charge fee of 100% of order due.

Cables	Qty	SHOW RATE	TOTAL
VGA Cable		\$10.00	
RCA Cable		\$10.00	
HDMI Cable		\$25.00	

Equipment Guarantee
AV1's equipment guarantee is as follows:
 AV1 guarantees the equipment when delivered is met satisfactorily to the order you placed with us. If for some reason the equipment ordered needs to be replaced, it will be administered and corrected as soon as possible.
 Damage Waiver Liability: Exhibitors- A signature is required for delivery of AV1 equipment ordered. Signing for equipment, implies that any damages to equipment rented through AV1 is the sole responsibility of the exhibitor and must be settled within 30-days of show close.

Miscellaneous Equipment	Qty	SHOW RATE	TOTAL
FlipChart or Whiteboard W/Markers		\$35.00	
Blu-Ray Player		\$75.00	

Audio Visual One, LLC
Sylvia Polletta - Show Services Coordinator
 9611 West Foster Avenue
 Schiller Park, IL 60176
 Phone: 224-629-7264
 Email: spolletta@audiovisualone.com

SPECIAL INSTRUCTIONS:	Subtotal Equipment	
	Add Tax - 0%	XXXXXXXXXXXX
	Installation Fee	\$150.00
	Delivery Fee	\$150.00
	Add 20% Union Fee	XXXXXXXXXXXX
	Total Order	

After Friday March 18, 2022, Add 20% Late Fee

Order Confirmation will be sent once the order is processed.

Method of Payment

Credit Card Corporate Check* ACH or Wire**

Cardholder's Name _____
 Billing Address _____
 City, State, Zip _____
 Cardholder's Signature _____

Card # _____
 Exp Date _____
 CID # _____

*Corporate Check: Must be received and cleared by your bank prior to delivery.
 **ACH or Wire: Please contact Sylvia Polletta for details.



All Convention Cleaners, Inc.

6205 Hotel St,
Austell, GA 30106

P: 770-949-3441 F: 770-949-3358
accinc@bellsouth.net

CLEANING SERVICE

ORDER DEADLINE DATE

March 21, 2022

BUILDING OPERATING MANAGEMENT'S

NFMT[®]2022

National Facilities Management & Technology March 29 - 31, 2022 • Baltimore

Any orders received after the deadline date will have a 10% increase.

BOOTH VACUUMING

- Our basic price includes vacuuming (Minimum of 100 sq. ft.) and emptying of wastebaskets in your exhibit area
- Choose the basic cleaning service you prefer

VACUUM BOOTH DAILY (3 Days)

Booth Size:

_____ x _____ = _____ Total Square Ft. of Booth

_____ x **\$0.95** = \$ _____
 Total Sq. Ft. Price per Sq. Ft. Total Cost

VACUUM BOOTH FIRST DAY ONLY

Booth Size:

_____ x _____ = _____ Total Square Ft. of Booth

_____ x **\$0.35** = \$ _____
 Total Sq. Ft. Price per Sq. Ft. Total Cost

SHAMPOOING

- Shampooing to be performed before initial opening of show.

Booth Size:

_____ x _____ = _____ Total Square Ft. of Booth

_____ x **\$0.40** = \$ _____
 Total Sq. Ft. Price per Sq. Ft. Total Cost

TILE MOPPING

Booth Size:

_____ x _____ = _____ Total Square Ft. of Booth

_____ x **\$0.40** = \$ _____ x _____ = \$ _____
 Total Sq. Ft. Daily Price Per Sq. Ft. Daily Rate Number of Show Days Total Cost

HAND SANITIZER TOWER STATIONS

MUST BE PRE ORDERED

_____ x **\$125.00** = _____
 Units Duration Total

PORTER SERVICE (Does not include Carpet Vacuuming)

- *NOTE: Rates are determined by the total square footage of your booth regardless of area to be cleaned. Prices are based on single level booths. If vacuuming or porter service is required on the upper level of the booth, the square footage must be added.

PORTER SERVICE RATES

Booth Size	One Day	Duration of Show
0-500 sq. ft.	\$50.00	\$150.00
501-1500 sq. ft.	\$60.00	\$180.00
1501-2500 sq. ft.	\$70.00	\$210.00
2501-3500 sq. ft.	\$80.00	\$240.00
3501 and larger	Determine by adding 3500 sq. ft. plus the difference between 3500 sq. ft. and the total size of the booth.	

- Periodic Porter Service (empty wastebaskets and check floor area at two hour intervals during show hours)

FULL TIME PORTER

- * A full time Porter can be ordered for your booth at the service desk. The price will be determined on show site.

SPECIAL CLEANING REQUESTS

- *Please indicate on the lines below any special cleaning requests or instructions that you may have. We would be happy to call and provide pricing.

QUICK TIPS FOR EASY EXHIBITING

- *To eliminate any misunderstanding regarding your invoice please bring any complaint to our immediate attention. Adjustments cannot be made unless deficiencies are reported one hour before show opening following the night the service was to have been performed.

- *General vacuuming of the show floor aisles is provided. However, cleaning of your exhibit area is not included in your exhibit space rental.

TOTAL COST ENTER AMOUNT

_____ Total Cost For All Services

COMPANY NAME _____ BOOTH # _____

ADDRESS _____ (STREET) _____ (P.O. BOX) _____ (CITY) _____ (STATE) _____ (ZIP)

ORDERED BY _____ (Please Print) SIGNATURE _____

PHONE # () _____ EXT. _____ EMAIL _____

Make checks payable to All Convention Cleaners.

We also accept **VISA AMERICAN EXPRESS MASTERCARD**



Please mark the appropriate box of the card being used.

Credit Card Account No. _____

Cardholder's Name _____ Expiration Date _____

NFMT 2022

March 29-31, 2022



ELECTRICAL & PLUMBING

ORDER ONLINE TODAY!

Take advantage of discounted rates!

Order your electrical & plumbing services online by

3/8/22

[ORDERING.EDLEN.COM](https://ordering.edlen.com)

Quick, secure, and easy to use!

EDLEN
The Power People

Edlen Electrical Exhibition Services

1 West Pratt Street, Baltimore, MD 21201

410.649.7321 • baltimore@edlen.com • www.edlen.com

EXHIBITOR CATERING MENU

2022



GENERAL INFORMATION

POLICIES AND PROCEDURES

These points will ensure your success while hosting attendees in your booth.



- Centerplate is pleased to be the exclusive caterer in the Baltimore Convention Center to provide all of your food, beverage and service staffing needs. **NO OUTSIDE FOOD OR BEVERAGE MAY BE BROUGHT INTO THE CONVENTION CENTER.**
- If your company manufactures, produces or distributes food or non-alcoholic beverages and your products are related to the nature of the show, you may provide samples for your guest's enjoyment in your booth on the trade show floor upon Centerplate's approval. Please request a sampling packet for guidelines and required forms for approval. **COMPLETED SAMPLING FORMS AND CERTIFICATE OF LIABILITY MUST BE RECEIVED BY THIS OFFICE THREE BUSINESS DAYS PRIOR TO YOUR SCHEDULED EVENT DATE.**
- To ensure availability of menu items, we encourage you to place your order 14 days prior to your scheduled event. Orders received less than five business days out from your event, will incur a 20% late fee for expedited services or charges that may arise to ensure your event.
- Cancellations prior to five business days in advance of the scheduled event date will receive a refund. Cancellation of services within three business days of the event date will be subject to payment in full.
- Each booth service order is subject to a \$60 delivery fee.
- No unconsumed food or beverage(s) may be returned for a credit, except for estimated unopened beverages served by a Centerplate bartender.
- A 23% service charge will apply to all food and beverage charges. Current state sales taxes will apply: 6 % to all food, beverage, labor/delivery charges, equipment rentals and service charges and 9% to all alcoholic beverages.
- Our catering services are provided on high quality disposable ware and are drop-off services (*unless otherwise noted*). We will be glad to coordinate specialty equipment* or linens* to optimize services in your booth (*charges will be assessed for any damaged or lost item(s) and are the sole responsibility of the exhibitor).
- Client is responsible for supplying adequate space within their contracted exhibition space, including bar, work/counter space and/or storage needed to provide contracted service(s).
- Client responsible to contact Edlen at 410.649.7321 for all electrical services.
- Trash cans, garbage removal, tables and other equipment are to be arranged through your show's general contractor. **CENTERPLATE CANNOT SUPPLY THESE ITEMS FOR YOUR BOOTH.**
- All services must be paid in full prior to the show's start. We accept company checks, wire transfers, Visa, MasterCard, Discover and American Express in full pre-payment of your services. We will require a credit card on file for any items on consumption, additional services ordered during the show or incidentals.
- It is the responsibility of the exhibitor to ensure that all services ordered are in compliance with show regulations.

NON-ALCOHOLIC BEVERAGES

All services include the appropriate condiments, disposable cups and napkins

Freshly Brewed Coffee	\$210	Espresso Bar*	\$1700
Three gallon units (approximately 30-36 cups)		Includes espresso machine, 100 espresso pods, gallons of milk, three seasonal flavored syrups, whipped cream, condiments and supplies (Includes Barista for 4 hours; \$60 per hour additional above the first four hours)	
Freshly Brewed Decaffeinated Coffee	\$210	Restock: above items, excluding barista	\$1450
Three gallon units (approximately 30-36 cups)			
Freshly Brewed Baltimore's Zeke Coffee	\$225	Starbucks® Gourmet Coffee Bar	\$1250
Three gallon units (approximately 30-36 cups)		Includes ten gallons regular and three gallons of decaffeinated Starbucks house blend coffees, three gallons of hot water with Tazo flavored tea bags, three seasonal flavored syrups and whipped cream (approximately 175 servings)	
Freshly Brewed Baltimore's Zeke Decaffeinated Coffee	\$225	Additional Starbucks Coffees or Tazo Tea	\$225
Three gallon units (approximately 30-36 cups)		Three gallon units per selection (approximately 36 cups)	
Morning Coffee Package	\$420	Nitro Coffee Bar*	\$1150
Includes three gallons of regular coffee, two gallons of decaffeinated coffee and one gallon of herbal tea		Includes cold brew nitro dispenser, 10 gallons of regular coffee (approx. 150 8 oz servings), condiments and supplies (Includes Barista for 4 hours; \$60 per hour additional above the first four hours)	
Keurig K-Cup Coffee Kit*	\$125		
Includes 24 K-Cups, 2 gallons of water, creamers, sugar/sweetener, stirrers and disposable cups (select either Regular Coffee or Decaffeinated Coffee)			
Keurig Starbucks K-Cup Coffee Kit*	\$175		
Includes 24 Starbucks K-Cups, 2 gallons of water, creamers, sugar/sweetener, stirrers and disposable cups (select either Regular Coffee or Decaffeinated Coffee)			
*Keurig Machine Daily Rental	\$50		

*Advance order notice of two weeks is required
Based on availability.



EXHIBITOR CATERING MENU 2022 – THE BALTIMORE CONVENTION CENTER

A 23% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

NON-ALCOHOLIC BEVERAGES

All services include the appropriate condiments, disposable cups and napkins

Freshly Brewed Iced Tea

\$135

Three gallon units (approximately 36 cups)

Freshly Brewed Southern Sweet Tea

\$135

Three gallon units (approximately 36 cups)

Housemade Classic Lemonade

\$135

Three gallon units (approximately 36 cups)

Housemade Specialty Lemonade

\$165

Three gallon per flavor selection (approximately 48 8oz servings);

Yearly: Passionfruit-Jalapeno; Cherry-Lime; Rosemary or Arnold Palmer
Spring: Strawberry-Rhubarb

Summer: Watermelon-Basil, Strawberry-Rose; Blueberry

Fall: Spiced Pear or Autumn Ginger

Winter: Cranberry; Blood Orange or Winter Spice

Assorted Canned Soda

\$48

Twelve assorted regular and diet Coco-cola products

Individual Bottled Water

Twelve pack

\$48

Individual Bottled Sparkling Water

Twelve pack

\$54

Infused Mineral Water (per order)

\$105

Three gallon per flavor selection (approximately 48 8oz servings);

Flavors: citrus, melon, cucumber-mint, strawberry-basil or peach-thyme

Individual Bottled Juices

\$54

Twelve juices to include orange, apple and cranberry

Individual Bottled Naked Smoothies

\$36

Six pack may include Berry Blast, Mighty Mango, Strawberry or Protein

Red Bull® Energy Drink

\$36

Six pack of regular or sugar-free

Individual Bottled Sports Drink

\$54

Six pack per selection: Orange, Lemon, Red or Blue



EXHIBITOR CATERING MENU 2022 – THE BALTIMORE CONVENTION CENTER

A 23% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

A LA CARTE

All services include the appropriate condiments, disposableware and napkins



Assorted Freshly Baked Muffins \$96
(two dozen)

Assorted Donuts \$80
two dozen of Chef's selection of donuts

Assorted Bagels \$96
two dozen may include plain, sesame, cinnamon raisin and everything

Assorted Danish \$106
two dozen may include apple, blueberry, custard and cherry

Assorted Croissants \$140
two dozen may include classic, almond topped, chocolate; apple; and cherry filled

European Breakfast Pastry Tray \$126
two dozen may include strawberry cheese pockets, caramel pecan twists, rum buns, crème brulee muffins and filled croissants

Chef's Morning Bakery Display \$150
three dozen may include muffins, bagels, danish and croissants

Oversized Gourmet Cookies \$136
two dozen individually wrapped cookies may include chocolate chip, Reese's chunk or seasonal selections

Individually Packaged Sweets \$96
two dozen assorted bags sweet snacks and cookies

Assorted Brownies & Blondies \$106
two dozen individually wrapped bars may include double fudge, Oreo or rocky road brownies & toffee blondies

Assorted Dessert Squares \$106
two dozen individually contained bars may include lemon berry, cheesecake brownies, toffee blondies and/or seasonal selections

Rice Krispy® Treats \$90
two dozen individually wrapped classic treats

Cupcakes \$80
one dozen per selection:
• Death by Chocolate Cupcake
• Cappuccino Cupcake
• Strawberries 'n Cream Cupcake
• Lemon Raspberry Cupcake
• Cannoli Cupcake
• Dutch Apple Cupcake
• Classic Red Velvet Cupcake
• Chef's Special Seasonal or Specialty Offering

EXHIBITOR CATERING MENU 2022 – THE BALTIMORE CONVENTION CENTER

A 23% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

A LA CARTE



All services include the appropriate condiments, disposableware and napkins

Granola Bars \$48
(one dozen assorted bars)

Kind Bars \$60
(one dozen assorted bars)

Kellogg's NutriGrain® Bars \$48
(one dozen assorted bars)

Chobani® Greek Yogurts ^{GF} \$54
(one dozen)

Fresh Fruit Cups ^{GF} \$90
(ten cups)

Individual Bagged Savory Snacks \$48
(one dozen assorted bags)

Maryland Popsations' Popcorn Bags \$84
Choice of 1 flavor per dozen (one dozen, 2.5oz. bags):
Caramel, Kettle Corn, Cheddar, Old Bay Caramel
Charm City Combo (caramel & cheddar) or Seasonal

Individual Bagged Trail Mix \$60
(one dozen)

Individual Bagged Chex Mix \$48
(one dozen)

Individual Bagged Salted Peanuts \$60
(one dozen)

Bags of Housemade Kettle Chips ^{GF} \$48
Choice of spiced or salted
(one dozen individual bags)

Housemade Potato Chips & Dips ^{GF} \$162.50
Individual bags of salted potato chips with
cups of buttermilk herb and caramelized onion dips
(serves 25)

S & G Chips ^{GF} \$187.50
Individual bags of corn tortilla chips
with cups of salsa and guacamole
(serves 25)

^{GF} = Gluten Free

EXHIBITOR FAVORITES

Tables and electrical power required for any equipment will be the responsibility of the customer

PARKING FOR PRETZELS \$743

Includes 75 jumbo salted Bavarian pretzels, spinning pretzel machine rental, attendant for four hours, classic yellow mustard, nacho cheese sauce and napkins
Power requirements: 110volt/15amps/single phase

Additional Jumbo Pretzels (each) \$6.25

“NUT-THING” TO IT \$1750

Includes 200 four ounce bags, machine, bags, attendant for four hours and napkins

Flavor options: cinnamon sugar roasted almonds, cinnamon sugar roasted pecans, glazed almonds and pecans or glazed cashews

Power requirements: 208volt/30amps/single phase



FRESH FROM THE OVEN \$1000

Includes one case of cookie dough, oven rental, oven mitt, spatula, tray, attendant for four hours, biodegradable disposable plates and napkins
Each case includes 240, two ounce cookies

Flavor options: chocolate chip, sugar, oatmeal raisin, peanut butter or seasonal selection
Power requirements: 110volt/20amps/single phase

Additional Case of Cookie Dough \$750

POP TO IT \$700

Includes 2 cases of unpopped popcorn (approximately 500 freshly popped two ounce servings), machine rental, choice of seasonings, attendant for four hours, popcorn scoop, popcorn bags and napkins

Seasonings (sea salt, along with two choices from the following): Old Bay®, Maple Sugar, White Cheddar Powder, Ranch Powder, Vinegar Powder, Truffle Salt, Chipotle-Cinnamon or Spicy Cajun
Power requirements: 110volt/20amps/single phase

Additional Case of Unpopped Popcorn \$175 Each case includes 300, four ounce servings, bags and napkins

PRE-POPPED POPCORN \$165

7 lb (approx. 50 individual bags) per selection:
Butter, Cheese, Caramel Corn or
Glazed with almonds & pecans

EXHIBITOR CATERING MENU 2022 – THE BALTIMORE CONVENTION CENTER

A 23% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

EXHIBITOR FAVORITES

BOOTH ATTRACTIONS continued

“CHILL OUT”

Ice Cream Novelties

\$5.50

Good Humor® selections may include ice cream sandwiches, strawberry shortcake bars, chocolate éclair bars and king cones
(minimum order of 100 pieces)

Premium Ice Cream Novelties

\$6.50

Ben & Jerry® and Häagen-Dazs® Ice Cream Selections, along with all-natural smoothie pops
(minimum order of 100 pieces)

Ice Cream Freezer Daily Rental

\$100

Power requirements: 110volt/20amps/single phase

New Wave Ice Cream Shop

\$1850

Includes rich liquid nitrogen seasonal ice cream made to order, along with two premade Baltimore Taharka® Bros. favorites, mini ice cream cones or petite disposable bowls with spoons; culinary attendant and server for four hours
Serves approximately 200 three ounce servings

Taharka Selections: vanilla bourbon, cookie dough, strawberry cheesecake, chocolate fudge brownie, salty caramel, honey graham, key lime pie or seasonal selection

Minimum of 6 ft space required

CINEMA SNACK BAR GF

\$580

Includes 20 bags/boxes of each:
White Cheddar Popcorn, Red Swedish Fish®, M&M's®, Sour Patch Kids®, Milk Duds® and Mike & Ikes®

Serves approximately 120

C&C DISPLAY

\$700

Includes bags/boxes of chocolate chip cookies, fudgy brownies, M&M's® and chocolate covered pretzels, freshly brewed regular and decaffeinated coffees, condiments, cups and napkins

Serves approximately 60 (15 of each sweet option)

GF = Gluten Free

EXHIBITOR CATERING MENU 2022 – THE BALTIMORE CONVENTION CENTER

A 23% service charge and applicable Maryland sales tax will be added to all food and beverage orders.



BREAK SERVICE

BREAK ITEMS

Prices listed are per person. Minimum of 25 guests.
All services include the appropriate condiments, disposableware and napkins



Mid-Morning Pick Me Up Break \$21
Individual Fresh Fruit Salad
Individual Bags of Trail Mix
Individual Chobani Yogurts
Seasonal Infused Mineral Water
Freshly Brewed Coffee, Decaffeinated Coffee and Hot Teas

Snack Break \$15
GF Individual Boxes of Carrots, Pita Chips & Hummus
Individual Bags of Trail Mix
Individual Containers of Apples & Seedless Grapes

Ballpark Break \$18
Individual Bags of Dry Roasted Peanuts
Gourmet Soft Pretzels with yellow mustard
Individual Bags of Corn Tortilla Chips with hot cheese sauce
Individual Bags of Butter Popcorn

Maryland Snack Break \$18
Individual Bags of Chesapeake Snack Mix
Individual Bags of Maryland's Popsations® Popcorn
– caramel and kettle corn flavors
Individual Bags of Utz® Crabby Seasoned Potato Chips
Baltimore's Otterbein® Chocolate Chip Cookies

Baltimore Fiesta Break \$24
GF Individual Bags of Corn Tortilla Chips
GF Individual Crab & Corn Salsa
Snack Pack of Berger Cookies
Jarritos All Natural Fruit Flavored Sodas (1pp)

Give Me S'more Break \$18
S'mores Box - creamy marshmallow dip, graham crackers and milk chocolate
Assorted S'more Shooter Desserts
S'mores Trial Mix Bags – mini marshmallows, mini graham crackers, milk chocolate chips and chocolate covered pretzels
Freshly Brewed Coffee, Decaffeinated Coffee and Hot Teas

GF = Gluten Free

EXHIBITOR CATERING MENU 2022 – THE BALTIMORE CONVENTION CENTER

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LUNCH

All services include the appropriate condiments, disposableware and napkins

PLATTER OF SANDWICHES

\$250

25 individually wrapped sandwiches on Chef's selection of breads; garnished with pickles; Please select from the following:

- Turkey & Swiss *with lettuce and tomato*
- Roast Beef & Cheddar
- Ham and Havarti
- Grilled Vegetables *with red pepper hummus*

PLATTER OF PETITE SANDWICHES

\$400

60 individually wrapped sandwiches on petite rolls; Please select three from the following:

- Classic Chunky Chicken Salad
- Brined Turkey Breast *with apple butter*
- Maryland Ham *with honey mustard*
- Baltimore Pit Beef *with horseradish aioli*
- Classic Tuna Salad
- Classic Egg Salad
- Fresh Cucumbers *with dill cream cheese spread*



BOXED LUNCHES

Traditional Sandwich Boxed Lunch \$28

with chips, whole fruit and a cookie

Please select from the following:

- Turkey and Swiss
- Roast Beef and Caramelized Onions
- Ham and Swiss
- Vegetarian Caprese

Gourmet Wrap Boxed Lunch \$30

with chips, side salad and a cookie

Please select from the following:

- Curry Chicken Wrap *(contains almonds)*
- Baltimore Pit Beef Wrap *with caramelized onions & horseradish*
- Spicy Turkey Bacon Cheddar Wrap
- Rainbow Veggie Wrap *with roasted red pepper hummus*

Gourmet Salad Boxed Lunch \$31

with dessert

Please select from the following:

- Spicy Thai Chicken Salad – *Romaine lettuce, diced chicken breast, red bell peppers, shredded red cabbage and crispy rice noodles; spicy Thai peanut dressing*
- Chef Salad – *Turkey breast, ham, egg, cheddar cheese, romaine lettuce and grape tomatoes; zinfandel vinaigrette*
- Asian Beef Ramen Bowl – *Grilled sirloin with Napa and red cabbages, kale, scallions, carrots and ramen noodles; Gochujang dressing*
- Vegetarian Chopped Kale Salad – *Napa cabbage, red onions, carrots, walnuts, dried cranberries, blueberries and sunflower seeds; pomegranate dressing*

EXHIBITOR CATERING MENU 2022 – THE BALTIMORE CONVENTION CENTER

A 23% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

RECEPTION

COLD HORS D'OEUVRES

Prices listed are per piece.
Minimum of 100 pieces per selection

Curry Chicken Salad \$5.50

with golden raisins in a mini cone

Duck Confit Canape \$6.50

with whipped lingonberry goat cheese and micro greens

PLT \$6.50

Pork belly, baby lettuce and candied tomato on a brioche plank with tabasco aioli

Tomato Bruschetta Basket \$6.50

petit savory dough basket filled with seasoned tomatoes, herbs and toasted parmesan

Vegan Mushroom Ravioli \$5.50

with tomato coulis; topped with balsamic glaze

Mini Crab & Shrimp Roll \$8.00

Thai Chili Shrimp Skewer ^{GF} \$7.50

glazed and accented with lime zest

Seared Saku Ahi Tuna ^{GF} \$7.50

on fresh cucumber round; topped with sriracha aioli and ponzu-lemongrass reduction

HOT HORS D'OEUVRES

Prices listed are per piece.
Minimum of 100 pieces per selection

Buffalo Chicken Spring Roll \$5.50

Bleu Cheese Dip

Thai Chicken Skewer \$6

Coconut-Curry Dipping Sauce

Baltimore Pit Beef Sliders \$6

Horseradish Slaw

Philly Cheesecake Spring Roll \$5.50

Spicy Aioli

Honey Old Bay Glazed Pork Belly Skewer \$6

Vegan Pan-Fried Kale Pot Stickers \$5

Spicy Soy Dipping Sauce

Crisp Artichoke Beignets \$4.50

Chipotle Aioli

Mac & Cheese Bites \$4.50

Twin BBQ Shrimp Skewer \$6.50

Petit Maryland-Style Crab Cakes \$8.00

Classic Cocktail Sauce

We suggest adding a dedicated attendant to serve each hors d'oeuvres. Server fee is \$175 each.

^{GF} = Gluten Free

EXHIBITOR CATERING MENU 2022 – THE BALTIMORE CONVENTION CENTER

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RECEPTION

RECEPTION DISPLAYS

Prices listed are per person. Minimum of 25 guests.
All services include the appropriate condiments, disposableware and napkins

Individual Local and Domestic Cheese **\$10**

Served with Sliced Baguettes and Assorted Crackers

Individual Seasonal Fruits and Berries **GF** **\$10**

A selection of the freshest available sliced seasonal fruits and berries

Individual Vegetable Crudite Cups **GF** **\$6.50**

Roasted Red Pepper Hummus or Spinach Dip

Individual Antipasto Box **\$16**

Capicola, prosciutto, pepperoni, salami, Italian cheeses, marinated vegetables, olives, artichoke hearts and focaccia bread

PCC Box **\$6.50**

Individual box of pita chips, celery and carrots with roasted red pepper hummus

Individual Jumbo Shrimp Display **GF** **\$20**

*(4 shrimp per display)
With Horseradish Cocktail Sauce and Lemon Wedges*

Chips and Dips Station **\$16**

Individual Tomato-Basil Concassé; Edamame Hummus; and Crab & Shrimp Dip with small bags of Herbed Crostini, Wonton Chips, and Old Bay Potato Chips

Warm Maryland-Style Lump Crab Dip **\$11**

*Lump crab meat blended with cream cheese and special seasoning, served to order by an attendant**
With individual bags of Old Bay Potato Chips and PC Crackers
(*\$175 fee per attendant)



GF = Gluten Free

EXHIBITOR CATERING MENU 2022 – THE BALTIMORE CONVENTION CENTER

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BAR BEVERAGES

INDIVIDUAL PRICED ITEMS

The following special beverages service can be ordered for your exhibit booth with Show Management's approval. Individual canned/bottled beverages charged upon consumption.

Deluxe Pre-Made Cocktails

\$8.00

High Noon Vodka Cocktail (12oz. can)
Black Cherry, Grapefruit, Pineapple or Assorted
Barcardi Mojito or Rum Punch (12oz. can)
Lemon Drop Vodka Shot (50ML)
Barefoot Sangria Spritzer (250ML)

Premium Canned Cocktails

\$12

(by the 12oz. can)
Maryland's Sagamore Rye Black-Eyed Rye
Devil's Backbone Maryland Crush
Orange or Grapefruit
Jack Daniel's & Cola
Tanqueray Gin & Tonic
Ketel One Cucumber & Mint Spritzer
Cutwater Tequila Margarita or Blood Mary

White Claw Spiked Seltzer

\$8

(by the 12oz. can)
Grapefruit, Black Cherry, Raspberry or Mango

Angry Orchard Hard Cider

\$8

(by the bottle)

House Wine

\$40

(by the 750 ml bottle)
House selections of Pinot Grigio, Chardonnay, Rose/Blush, Cabernet Sauvignon or Pinot Noir

Premium Single Serve Wines

\$10

(by the 187ml bottle)
Cavit Chardonnay, Cavit Riesling
Cavit Merlot, Cavit Cabernet Sauvignon
Frontera Concha y Toro Red Blend

Deluxe Single Serve Wines

\$7.50

(by the 187ml bottle)
Barefoot Pinot Grigio, Chardonnay or Riesling
Barefoot Pinot Noir or Cabernet Sauvignon

Bottled Beer (by 12oz. bottles)

\$7.50

American Premium Beer
Budweiser, Bud Light, Miller Lite

Imported/Microbrew Beer

\$8

Heineken, Amstel Light, Samuel Adams, Corona or Baltimore's Heavy Seas

Draft Beer (by the keg)

\$550

Domestic Beer
Budweiser, Bud Light, Miller Lite

Imported/Microbrew Beer

\$650

Heineken, Amstel Light, Samuel Adams or Baltimore's Heavy Seas



Custom batches of pre-made cocktails available on request.

A certified Centerplate Bartender is required to dispense all alcoholic beverages in the Convention Center. Alcohol cannot be brought into or removed from the premises.

EXHIBITOR CATERING MENU 2022 – THE BALTIMORE CONVENTION CENTER

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MISCELLANEOUS

WATER SERVICES

Water Cooler Rental \$100

(by the day)
Power requirements: 110volt/20amps/single phase

Five Gallon Bottle of Spring Water \$38.50

(by the bottle)
Includes disposable cups

Cubed Ice \$20

(by the 10 lb bag)



PERSONNEL

Based upon a minimum requirement of 4 hours

Booth Attendant (Server) for your booth \$175

Additional hours above the requested minimum will be charged at \$45 each

Bartender for your booth \$225

Additional hours above the requested minimum will be charged at \$60 each
(A bartender is required to dispense and serve any alcoholic beverage within the Baltimore Convention Center)

Action Chef for your booth \$200

Additional hours above the requested minimum will be charged at \$60 each

*Above labor charges include the consecutive four hours minimum.
Labor charges are subject to sales tax.*

CENTERPLATE BOOTH CATERING ORDER INFORMATION

Centerplate is the exclusive caterer to the Baltimore Convention Center.

All food, beverage and alcohol are to be served by Centerplate.

NO outside food or beverage is permitted, including logo'd bottled water and candies.

PLEASE GO TO [Catering Services \(ezplanit.com\)](http://ezplanit.com) TO PLACE YOUR ORDER

There you will create an account, including adding your credit card for payment, and select your desired items.

Prices are subject to change without notification.

100% payment is required at the time your order is placed. We accept American Express, MasterCard, Via, Diner and Discover cards.

Each order is subject to a \$60.00 delivery fee per service, along with MD sales tax (6%; 9% alcohol) and a 23% service charge.

Orders received within 7 days of the show will incur a late order fee of 20%.

Disposable service-ware is used for and/or provided for all booth catering orders and is a drop-off service only.

Client is responsible for all electrical requirements, as well as tables, linens, trash cans and trash removal in the booth.

For inquiries or to discuss additional options, please e-mail marsha.pratt@centerplate.com



EXHIBITOR CATERING MENU 2022 – THE BALTIMORE CONVENTION CENTER

A 23% service charge and applicable Maryland sales tax will be added to all food and beverage orders.

CUSTOM DESIGNED ARRANGEMENTS	DESCRIPTION / COLOR	UNIT PRICE	QUANTITY	TOTAL
SPRING FLORAL ARRANGEMENT		85.00		
TROPICAL FLORAL ARRANGEMENT		95.00		
CUSTOM FLORAL ARRANGEMENT		BUDGET		
HEIGHT: WIDTH:				

TO ORDER CUSTOMIZED FLORAL ARRANGEMENTS CONTACT US FOR DESIGN ASSISTANCE AND PRICING (702) 956-8011 OR EXHIBITORSERVICE@NATIONALPLANTFLORAL.COM

TROPICAL PLANT AND BLOOMING FOLIAGE

MUM PLANTS: Yellow ____ White ____ Lavender ____	30.00		
AZALEAS: Pink ____ Red ____	35.00		
BROMELIAD	35.00		
SMALL Ivy ____ Pothos ____	30.00		
LARGE BOSTON FERN	40.00		
3 FOOT TROPICAL PLANT	49.50		
4 FOOT TROPICAL PLANT	59.50		
5 FOOT TROPICAL PLANT	69.50		

CUSTOM TROPICAL PLANTS

5 FOOT TROPICAL / TOP DRESSED - SMALL IVY AND BLOOMING	125.00		
6 FOOT FICUS TREE / TOP DRESSED - SMALL IVY AND BLOOMING	169.50		
6 FOOT PALM / TOP DRESSED - SMALL IVY AND BLOOMING	169.50		
8 FOOT - 16 FOOT TROPICAL PLANT	Price on Request		

CONTAINERS:

WHITE BLACK

DELIVERY, PICK UP & MAINTENANCE 10% - \$20.00 MINIMUM

SUB TOTAL

(\$20.00 MIN)

GRAND TOTAL

ALL LIVE GREEN MATERIAL ON RENTAL BASIS ONLY.
ALL ORDERS MUST BE PAID IN FULL PRIOR TO THE CLOSE OF THE SHOW.
 We accept Checks, VISA, MasterCard, and American Express.

Contact National Plant & Floral to speak with one of our designers for assistance or to schedule a consult on-site.

PAYMENT: VISA MASTERCARD AMEX CHECK
 CREDIT CARD #: _____
 EXP DATE: _____ SECURITY CODE: _____
 CARDHOLDER NAME: _____
 AUTHORIZED SIGNATURE: _____
 CREDIT CARD BILLING ADDRESS: _____

 CITY: _____
 STATE: _____ ZIP CODE #: _____

COMPANY NAME: _____
 BOOTH CONTACT: _____
 PHONE#: (_____) _____
 EMAIL: _____
 EMAIL CONFIRMATION COPY EMAIL STATEMENT COPY

Please Remit to:
1001 E. SUNSET # 95814 • LAS VEGAS, NV 89193
(702) 956-8011 • FAX (702) 956-8021
 exhibitorservice@nationalplantfloral.com



EXHIBITOR ORDER FORM

RETURN BY 3/14/22
*For Advance Order Rate,
Order and Payment must be received by
the date listed above.

Return to:
CES Security, Inc.
115 McHenry Avenue
Baltimore, MD 21208

Phone: 443-471-7000 **Fax:** 443-471-7007

Email: eventcoordinator@cessecurity.com

FULL PAYMENT IS REQUIRED WITH RECEIPT OF ORDER

BOOTH/DISPLAY PERSONNEL RATES:

\$40.00 per hour
\$36.00 per hour - Advance Order Rate*

DISCOUNTED PRICING (payment by check or ACH):

\$38.00 per hour
\$34.00 per hour – Advance Order Rate*

PLEASE NOTE:

-Any additions after the Advance Order Date will be charged at a higher rate
-6% Maryland State sales tax for any services performed in the State of Maryland
-6% DC Sales & Use Tax for any services performed in the District of Columbia

-There is a 4-hour billing minimum per shift.
-The only credit cards accepted are Visa & Master Card

PLEASE ARRANGE FOR # _____ PERSONNEL FOR OUR BOOTH ON THE FOLLOWING DATES:

DATE	HOURS		DATE	HOURS
_____	_____	To	_____	_____
_____	_____	To	_____	_____
_____	_____	To	_____	_____
_____	_____	To	_____	_____
_____	_____	To	_____	_____

CES Security, Inc (CES) is not an Insurer. Charges are based solely upon the value of services provided, and are unrelated to the value of the client's property or the property of others. The amounts payable by the client are not sufficient to warrant assuming any risk of damage or loss of property due to any cause. CES, its agents and representatives shall assume no liability for life, accident, theft of property, damage to property or any other loss due to factors beyond our control. The client, by signing this agreement, holds CES harmless from any and all losses. CES recommends that the client have, in effect at the time of signing this agreement, insurance to cover all property, and personal or bodily damages and claims arising from engaging in business as an exhibitor.

TOTAL NUMBER OF HOURS REQUESTED: _____

- Security Personnel to remain in Booth until Exhibitor arrives.

Security Personnel to work scheduled times only.

HOURS _____ X RATE _____ = SUBTOTAL _____

SUBTOTAL _____ + SALES TAX _____ = TOTAL AMOUNT DUE _____

ON-SITE CONTACT PERSON: _____ ON-SITE CONTACT # _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ EMAIL: _____

BOOTH NUMBER: _____ EXHIBIT HALL: _____ DATE: _____

AUTHORIZED BY: _____ ****SIGNATURE:**** _____

NAME ON CARD: _____ BILLING ADDRESS OF CARD: _____

CITY: _____ STATE: _____ ZIP: _____

CARD TYPE (Check One): VISA MASTERCARD AMOUNT: _____

CARD NUMBER: _____ EXPIRATION _____ CVV CODE _____

INTERNET-TELECOM SERVICE AGREEMENT

EVENT:		EVENT DATES:	
EXHIBITOR NAME:	MOVE IN DATE:	ONSITE CONTACT/CELL#:	BOOTH/ROOM:
COMPANY BILLING NAME:	BILLING ADDRESS:		
CONTACT:	PHONE:	EMAIL ADDRESS:	

*** Advance rates are applied to orders received WITH PAYMENT 21 days prior to the first show move-in date**

SERVICES	QTY	ADVANCE*	STANDARD	TOTAL
Internet, Wired Shared Network Services - Best for Web Surfing, Email, and Social Media				
1. Basic Shared Wired Internet Service (up to 2 Mbps + 1 DHCP IP address)-Covers 1st device		\$795	\$1,125	
2. Additional DHCP IP Address per Device-Covers additional devices		\$135	\$165	
Internet, Wireless Shared Network Services - Good for Web Surfing, Email, and Social Media				
3. Wireless Internet Access - First Device (Up to 5 Mbps)		\$735	\$895	
4. Wireless Internet Access per Each Additional Device (Up to 5 Mbps)		\$135	\$165	
5. Wireless Internet Buyout (From 100 to 7,000 Devices)	<i>Call (410) 649-7097 for a quote</i>			
Internet, Wired Dedicated Network Services - Best for Video Streaming, Web Casting, and Video Broadcasting				
1. Dedicated wired, 5 Mbps + 5 static or DHCP IP addresses		\$3,395	\$4,225	
2. Dedicated wired, 8 Mbps + 13 static or DHCP IP addresses		\$5,850	\$7,300	
3. Dedicated wired, 12 Mbps + 29 static or DHCP IP addresses		\$7,850	\$9,800	
4. Dedicated wired, 15 Mbps + 29 static or DHCP IP addresses		\$9,850	\$11,650	
5. Dedicated wired, over 15 Mbps	<i>Call (410) 649-7097 for a quote</i>			
Internet, Other Network Services/Equipment				
1. Switch Rental - unmanaged	8 Port 16 Port 24 Port	\$220	\$260	
2. Patch Cable (25' - 50' Cat 5)		\$45	\$60	
3. VLAN/Shared or Non-Shared		\$375	\$375	
4. Cable TV - Comcast (per connection)		\$315	\$470	
5. Technical Support (per hour with min 1 hour charge)		\$80	\$80	
Telephone Services				
1. Single Analog Line with Unlimited Local Services		\$315	\$415	
2. Polycom Conference Phone		\$110	\$160	
3. Dedicated Analog Line (best for Credit Cards & Modem Services)		\$325	\$425	
4. Multi Line/Digital Line with Unlimited Local Services (PBX service dial "2" for outside line)		\$395	\$475	
5. Long Distance Capability? Yes No (indicate Qty. of lines with LD)		<i>\$0.28 per minute</i>		
6. Telephone Handsets Required? Yes No		<i>free of charge</i>		
7. Voice Mail (per line)		\$20	\$20	
8. Call Forwarding (per line)		\$5	\$5	
9. Call Waiting (per line)		\$10	\$10	
10. ISDN BRI Line		\$645	\$795	
<ul style="list-style-type: none"> · Credit card users may fax their orders at 1-877-819-4023 or email to nathaniel.morgan@mcdean.com · A fee (2.9% + 30 cents) will be applied for all credit card payment processing · Checks must be made payable to M.C. Dean, Inc. and mailed to PO Box 532232, Atlanta, GA 30353-2232 · For service and order inquiries please call at 410-649-7097 · Inquiries can also be emailed to nathaniel.morgan@mcdean.com 		SUBTOTAL		
		6% MD TAX		
		2.9% + \$0.30 CREDIT CARD FEE		
		GRAND TOTAL		

Payment in full is required prior to the event

CREDIT CARD:	CREDIT CARD NUMBER:	EXP. DATE:	SECURITY CODE:
VISA MASTERCARD AMEX		_/_/___	_/_/___
CREDIT CARD HOLDER NAME:	CREDIT CARD HOLDER SIGNATURE AND ACCEPTANCE OF TERMS AND CONDITIONS:	CARD BILLING ZIP CODE:	DATE:
			//___

With execution of this document the Customer hereby authorizes M.C. Dean, Inc. to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of Terms & Conditions. In case of using wireless services the Customer hereby attests to his or her understanding of limitations and vulnerabilities of the wireless services provided by M.C. Dean, Inc. as well as admits that in case of using this service for any reason including, but not limited to, demonstrating, showcasing or presenting own product(s), M.C. Dean will not be held liable for the possibility of interference.

[M.C. Dean Terms and Conditions](#)

Terms & Conditions

1. M.C. Dean, Inc. is the exclusive provider of all Internet, Network and Telecommunication services (wired and wireless) at the Baltimore Convention Center.
2. **Orders** – Customer must provide all information necessary for the effective setup/installation of services while submitting the Telecom Order. Failure to provide this information may result in the delay of order processing and/or installation, and may also cause associated costs to revert to the Standard Rates.
3. **Floor Plan** – Customer must provide floor plan with desired placement of ordered services clearly marked. If Order is submitted without a floor plan, services will be installed to the most logical location as determined by an M.C. Dean representative. Relocation of installed services will incur an additional fee per end-connection that is moved.
4. **Service Installation** – Ordered services will most typically be available for use at least four (4) hours prior to show move-in date/time if Order has been submitted properly. M.C. Dean Service Desk will be available during the show move-in. For afterhours emergency please call 1-800-7MCDEAN, option #3.
5. **Internet/Network Services** – Basic Ethernet access to our core services, with shared internet access up to 2 Mbps is provided for each ordered connection and includes one private IP Address. Routers, Proxy Servers, Streaming Appliances, DHCP, NAT or VOIP are not allowed with any of our shared Internet/Network Services. Customer must purchase additional private IP Address(es) for each node/user/device in order to use internet services. Internet speeds may be increased if necessary. Please call for quote.
6. **Wireless Internet** – M.C. Dean, Inc. is the exclusive provider of wireless services at the Baltimore Convention Center which is provided via 2.4 GHz 802.11b/g/n and 5 GHz 802.11a/n/ac standards at a provisioned rate of up to 2Mbps per device connected. The actual available bandwidth will be dependent upon total number of users/devices simultaneously accessing the network at any given time. Wireless Internet, such as 802.11b/g/n can often prove unreliable due to a number of factors, including, but not limited to, the Wi-Fi technology included in most modern mobile devices (Smart phones, mobile Computers, etc.), third-party exhibitor hotspots, use of roaming hotspot technology by attendees, and interference from surrounding facilities. For these and other limiting factors not specified here, M.C. Dean makes no guarantee of performance for Wi-Fi services operating in the 2.4 GHz band, but will provide onsite engineering support to aid in the maximization of performance and end-user experience for Exhibitors/attendees for the duration of the conference. Wireless routers/ access points/ bridges/repeaters not authorized by M.C. Dean are strictly prohibited. Customers that desire to showcase using their types of wireless equipment must contact M.C. Dean 21 days in advance of show move-in to investigate the potential of M.C. Dean engineering a customized cohesive network to operate without interference to other Customers (applicable charges may apply). Due to interference from mobile devices within the confines of exhibition space, it is highly recommended that all Mobile Hot Spots are turned off. No guest are allowed to connect their wireless devices to the Baltimore Convention Center network without prior arrangement. Please contact M.C. Dean, Inc. at 410-649-7099 with your device Name, MAC address, and network SSID, for approval and/or coordination. Failure to provide this information may result in a delay in accessing wireless services. For all critical or higher-demand internet requirements such as video streaming, product demonstrations, presentations, etc., a wired connection it is recommended. Misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment at the discretion of M.C. Dean, **In which, no service refunds will be given.** All wireless access points not previously disclosed and authorized by M.C. Dean are strictly prohibited.
7. **On-Site Technical Support** – M.C. Dean Inc. will provide on-site support during all Conferences experiencing configuration problems. Technical support will be charged to the Exhibitors at the established show rate, with a minimum of 1 hour charge per incident. In the event that an Exhibitor requires technical support, they must sign a form authorizing the support, then signed the closed ticket request acknowledging the work performed and the final amount charged for the service. This amount will be added to the Exhibitor's final bill for telecommunications services. There will be no charge for problems relating to physical connectivity. On-Site Contact: 410-649-7099.
8. **Internet Security** – All customers are responsible to provide their own internet security for all devices. Failure to protect your devices may result in the termination of internet services. Additional Firewall protection services may be available upon request. Please call for quote.
9. **Internet Performance Disclaimer** – M.C. Dean provides no guarantee, either expressed or implied, as to the performance, throughput, routing, nor reliability of core trunk circuits outside of the Baltimore Convention Center.
10. **Long Distance Calls** – Customers must specify in advance of any lines needing Long Distance capability. All lines are otherwise restricted to local only dialing. M.C. Dean will provide a detailed listing of all billable calls made from associated services. Customers are implicitly responsible for any/all long distance calls, to include international, and all other charges associated to their assigned numbers.
11. Any additional cost incurred by M.C. Dean to assist in troubleshooting, diagnosis or problem resolution found not to be the fault of M.C. Dean or collect information required to complete the installation that Customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.
12. Only M.C. Dean personnel are authorized to modify system wiring or cabling. Material and equipment furnished by M.C. Dean for this service contract shall remain the property of M.C. Dean.
13. **Rental Equipment** - Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment in good working condition to the M.C. Dean Service Desk within one hour following close of the show. If provided equipment is not returned in time the customer will be charged a fee of \$100 per device.
14. **Rates** – Advance rates are applied when a fully completed Order with payment is received no later than 15 days prior to the first day of show move-in. Standard rates are applied to all orders received less than 15 days prior to the first day of show move-in, or orders received on or before 15 days of the show first move-in day but missing payment, or orders placed on site or after show has started.
15. **Taxes** – The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill.
16. **Cancellation** – All cancellation requests must be in writing. Oral cancellation requests by phone or in person may also be allowed at the discretion of the M.C. Dean Project Manager. Only cancellation requests received at least 3 days prior to scheduled show move-in will be honored and will incur a minimum \$130.00 or 10% cancellation fee (whichever is greater). Additional charges may also apply for orders that have already incurred processing, labor, material, and/or engineering costs. **Some specialized broadband services and/or customer-specific services cannot be cancelled once ordered and will continue to be billed at the listed, agreed-to rate. *Credit will not be given for service(s) installed and not used.*
17. ***ALL SUSPECTED SERVICE-RELATED ISSUES MUST BE REPORTED TO THE M.C. DEAN SERVICE DESK OR OTHER M.C. DEAN REPRESENTATIVE***. NO service claim not filed in writing by Customer prior to close of show will be considered.
18. Prices are based upon current rates and are subject to change without notice.
19. **Payment-in-Full must accompany Order.** Credit Card users may fax their orders to 1-877-819-4023 or email them to BCC_support@mcdean.com. Credit card charges may appear as "M.C. Dean" or "OpenBand". As a convenience, original credit card authorization will be used for additionally incurred charges as well.
20. Any unpaid balance at close of show will incur a 1 %/month service charge monthly or 10\$ minimum. Additionally any further collection costs and fees will be the responsibility of Customer.
21. M.C. Dean accepts payment in U.S. Dollars, in the form of Cash, Checks, Wire Transfers, or any of the following Credit Cards: Visa, MasterCard, AMEX, or Disco. Checks must be made payable to M.C. Dean, Inc. and mailed to PO Box 532232, Atlanta, GA 30353-2232, Attention: Martin Husbands.
22. For convenient online ordering, please use <http://bcc.mcdean.com>. For service and order inquiries please call 410-649-7097.
23. Due to the cost of processing checks, refunds due in the amount of \$35.00 or less will not be refunded except upon written request.