

Schedule at a Glance & Exhibit Space Information

Exhibitor Installation:

Sunday, March 15	10:00am – 5:00pm
Monday, March 16	8:00am – 6:30pm

All exhibits must be fully operational by 6:30pm Monday, March 16th. Installation work will **NOT** be permitted after 6:30pm 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 – 5:30pm
 No POV services available Tuesday.

Registration Hours:

Monday, March 16	<i>Exhibitors and NFMT Members only</i>	1:00pm – 5:00pm
Tuesday, March 17		7:00am – 5:00pm
Wednesday, March 18		7:00am – 5:00pm
Thursday, March 19		7:00am – 3:30pm

Conference Hours

Monday, March 16	Pre-Conference Sessions	<i>Separate registration fees apply</i>
Tuesday, March 17		8:00am – 11:45am
Tuesday, March 17	Networking Party	4:00pm – 5:00pm
Wednesday, March 18		8:00am – 11:15am 3:45pm – 5:45pm
Thursday, March 19		8:00am – 11:15am 2:45pm – 4:45pm

Expo Hours:

Tuesday, March 17	12:00pm – 4:00pm
Wednesday, March 18	11:30am – 3:30pm
Thursday, March 19	11:30am – 2:30pm

Exhibitor Dismantle:

Thursday, March 19	2:31pm – 9:00pm
POV/Self Loading	2:31pm – 8:00pm
Friday, March 20	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, March 20th 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 blue and grey 8' back-wall and 3' blue side rail drape
- 7"x44" Company Identification Sign
- Unlimited Exhibitor Badge Registrations
- Onsite Exhibitor Lounge
- Complimentary Event Directory Listing (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.** You are required to cover the exhibit floor space with carpet or some type of floor covering. You may provide your own or rent from the General Contractor.

Aisle Carpet Color:

NFMT® aisles – Tuxedo

Building Services Pavilion aisles – Red Pepper (red/black blend)

Openings Pavilion aisles – Midnight Blue (blue and black blend)

Smart Technologies Pavilion aisles – Midnight Blue (blue and black blend)

Building Maintenance Pavilion aisles – Midnight Blue (blue and black blend)

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.rocexhibitions.com/floorplans/2020nfm/exfx.html#floorplan>

NFMT Event Management Contacts

Exhibit Management:	ROC Exhibitions, Inc. 1963 University Lane Lisle, IL 60532		info@rocehibitions.com P: 630-271-8210
Event Planning Questions & Rules & Regulations	Christina Luporini Laura Koski Danny Rosenstock	Ext: 8219 Ext: 8226 Ext: 3009	cluporini@rocehibitions.com lkoski@rocehibitions.com drosenstock@rocehibitions.com
Accounting, Invoices, & Payments:	Autumn Schindlbeck Brandi Kapusinski	Ext: 8222 Ext: 8216	P: 630-271-8210 F: 630-271-8234 aschindlbeck@rocehibitions.com brandi@rocehibitions.com
Education & Conferences:	Amy Brown Gina Doyle	Ext: 458 Ext: 459	P: 414-228-7701 amy.brown@tradeppress.com gina.doyle@tradeppress.com
Exhibit & Sponsorship Sales:	Companies B and numeric Companies C, D, L-O Companies A & E-K Companies P-Z	Laurie Vega Torry Rowell Jane Stein Debbie Hanamann	Ext: 482 Ext: 477 Ext: 449 Ext: 305
Exhibitor Registration Questions:	Bernice Alcantar Brandi Kapusinski	Ext: 8230 Ext: 8216	P: 414-228-7701 Laurie.vega@tradeppress.com Torry.rowell@tradeppress.com jane.stein@tradeppress.com Debbie.hanamann@tradeppress.com P: 630-271-8210 balcantar@rocehibitions.com brandi@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 9900 Business Pkwy Lanham, MD 20706	P: 301-918-7975 F: 469-621-5609 E: freemanwashingtonES@freeman.com
	Services: Flooring & Furnishings Installation & Dismantle Material Handling Rental Exhibits Signs & Graphics	Deadlines: 2/24/2020 2/24/2020 2/24/2020 2/24/2020 2/24/2020

Audio Visual & Computer Rental:	Audio Visual One, Ltd. 724 Crepe Myrtle Circle Apopka, FL 32712	P: 407-666-5382 F: 407-880-0736 E: ecross@audiovisualone.com
		Deadline: 3/9/2020
Business Center: Hours: Mon-Tue 8 AM-5 PM Wed-Thur 8 AM-6 PM Fri 8 AM-4:30 PM	Baltimore Convention Center One West Pratt St. Baltimore, MD 21201 On 300 level adjacent to room 334	P: 410-649-7194 F: 410-649-7196 E: info@baltimorebizcenter.com
Exhibit Space Cleaning:	All Convention Cleaners (ACC) 2335 Mountain Top Road Winston, GA 30187	P: 770-949-3441 F: 771-949-3358 E: accinc@bellsouth.net
		Deadline: 3/11/2020
Facility:	Baltimore Convention Center One West Pratt St. Baltimore, MD 21201 Exhibit Halls: D, E, Swing, F & G	P: 410-649-7000 F: 410-649-7005
Florist:	National Plant & Floral 1001 E. Sunset #95814 Las Vegas, NV 89193	P: 702-956-8011 F: 702-956-8021 E: exhibitorservice@nationalplantfloral.com
Food & Beverage:	Centerplate Baltimore Convention Center One West Pratt St. Baltimore, MD 21201	P: 410-649-7072 F: 410-649-7043 E: angela.kelly@centerplate.com
		Deadline: 3/2/2020 Note: Product sample authorization deadline is: 2/24/2020
Housing/Hotel Reservations: To make reservations go to the travel section of the event site.	Visit Baltimore Housing Services 400 E. Pratt St. 10 th Floor Baltimore, MD 21202	P: 410-837-4636 P: 800-282-6632 E: conventionhousing@baltimore.org
		Deadline: By 2/21/2020 or when block is sold out whichever comes first.
NFMT Show Mgmt. Contact:	Christina Luporini	P: 630-271-8219 E: cluporini@rocehibitions.com
International Shipping: Freight Forwarder:	TWI Group, Inc. 4480 S. Pecos Road Las Vegas, NV 89121	Laura Kao P: 702-691-9066 E: lkao@twigroup.com

Lead Retrieval:	CompuSystems 2651 Warrentville Rd. Ste 400 Downers Grove, IL 60515	P: 866-600-5323 P: 708-786-5565 E: exhibitor-support@csireg.com W: compusystems.com/order Show Code: NFMT20 Deadlines: Early Bird- 1/31/2020 Advanced- 2/03/2020
Security:	CES Security 115 McHenry Ave. Baltimore, MD 21208	P: 443-471-7000 F: 443-471-7007 E: eventcoordinator@cessecurity.com Deadline: 3/03/2020
Photography:	Pure Light Images 6104 Bertram Avenue Baltimore, MD 21214	P: 410-937-9957 E: purelightimagesphoto@gmail.com Web: purelightimagesphoto.com
Telephone & Internet:	M.C. Dean 1765 Greensboro Station Pl. Tysons, VA 22102	P: 410-649-7097 F: 877-819-4023 E: BCC_support@mcdean.com Web: bcc.mcdean.com Deadline: 3/7/2019
Utilities: Electrical & Plumbing	Edlen One West Pratt St. Baltimore, MD 21201	P: 410-649-7321 F: 410-649-7327 E: baltimore@edlen.com Services: Compressed Air Electrical Water & Drains Deadlines: 2/25/2020 2/25/2020 2/25/2020

EXHIBITOR APPOINTED CONTRACTOR (EAC)

NOTIFICATION FORM

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 7th. 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 & City Council of Baltimore, the Baltimore Convention Center, it's employees, it's elected/appointed officials, employees and official agents / 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 wear approved identification badges at all times 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 Shepard. 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: _____ Exhibit Space #: _____

EAC: Company: _____

Services Provided by EAC: _____

Address _____ City/State/ _____ Zip: _____

Contact: _____

Phone: _____ Fax: _____

E-mail: _____

Services Provided by the Contractor: _____

Exhibitor Signature: _____ Date _____

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 redecorating 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 said contract and/or the Exhibition (or any part thereof) as aforesaid, then Event Management may retain such part of any Exhibitor's rental as shall be required to recompense it for expenses incurred up to the time such contingency shall have occurred, and there shall be no further liability on the part of either party. 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:

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

Aisle Carpet Colors:

NFMT[®] aisles- Tuxedo (black and white blend)

Building Services pavilion aisles- Red Pepper (red and black blend)

Openings pavilion aisles- Midnight Blue (blue and black blend)

Smart Technologies pavilion aisles- Midnight Blue (blue and black blend)

Building Maintenance pavilion aisles- Midnight Blue (blue and black blend)

Drape:

NFMT & pavilions: Back drape will be 8ft high blue and grey with 3ft blue sides

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 impair 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 exhibition aisles.

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

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

Multi-story Exhibit:

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

Open Exhibit Space Locations:

Any open exhibit space location will be available at the current exhibit space rental. To purchase an additional open 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 fork lifts. 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.

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.

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.

Business Center:

The Center maintains exclusive in-house business center services. The Business Center is located on the 300 Level adjacent to the Pratt Street Lobby. We can place portable service desks throughout the facility in locations convenient to your show. These services are: photocopying, faxing, word processing, shipping (hand carry items only), computer access and rental, notary public and cellular phone leasing.

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.

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)

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

1. If the request is approved, the following rules must be met:
 - Cannot be flown over populated 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.

Balloons:

No balloons of any kind will be allowed.

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

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

Event Personnel

All event personnel such as show and service contractor staff, exhibitor-appointed contractor staff, temporary help, exhibitors and other workers affiliated with an event shall enter and leave the Center through the Public Safety Office entrance on Charles Street.

General 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.

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 are prohibited. These include:

- Compressed flammable gases such as acetylene, hydrogen, propane. Flammable and combustible liquids such as gasoline, kerosene, cleaning solvents and other petroleum based materials.
- Hazardous chemicals such as pool chemicals, pesticides, corrosives, herbicides, poisons, etc.
- Explosive material. Small arms ammunition may be allowed under certain circumstances.
- Cooking and/or warming devices in compliance with item "Cooking and Warming Devices".
- Oil cloth, tar paper, sisal paper, Spanish moss and burlap.
- As per section 31-1.4.5 of the NFPA 101 Life Safety Code, furnishings or decorations of an explosive or highly flammable character shall not be used. Natural cut trees as well as other Christmas decorations (wreaths, garland, etc.) are strictly prohibited. Living trees in a "balled" condition with roots protected by an earth ball may be permitted provided they are maintained in a fresh condition and are not allowed to become dry.

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.

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.

Freight & Shipment

1. 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.
2. Deliveries can only be done through the loading dock area and must be during the Licensee’s contracted date and times as listed in the License Agreement. Any advance shipments will be rejected. When shipping items, please use the following label:

SHIPMENT LABEL
Baltimore Convention Center
Event Name
Attn: Licensee / General Service Contractor Name Contracted Space (example: Hall A)
One West Pratt Street
Baltimore, MD 21201

3. 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.
4. 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.

Hazardous Material

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.

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.

Exhibit Space Height & Display Regulations
In-line & Linear Exhibits

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.

Space rental includes:

Standard 8ft. draped back wall and 3ft. draped side rails. A 7x44 company identification sign with the company name listed as it appears on your space contract/invoice.

Carpet:

The exhibit halls are NOT carpeted. Exhibit spaces do NOT include carpet. Exhibit spaces are required to have carpet or floor covering.

Drape:

NFMT and the pavilions will be draped with a combination of blue and grey back drape and blue side rails.

Height:

All display fixtures and components including graphics and identification signs are allowed a maximum height of 8ft only in the rear half (measuring 5 ft. from the back wall) of the exhibit space. A maximum height of 4 ft. is allowed in the front half of the exhibit space (measuring 5 ft. from the aisle). [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 4ft. height limitation only applies to the portion of the exhibit space which is within 10ft 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.

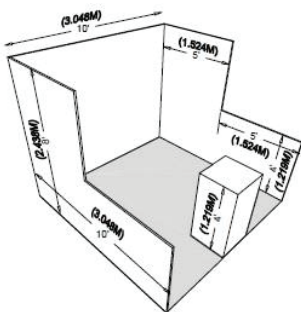


IMAGE A

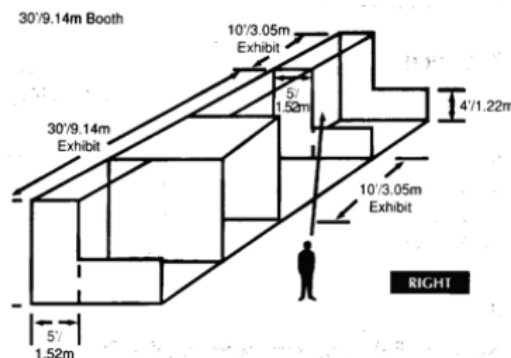


IMAGE B

Exhibit Space Height & Display Regulations Perimeter Exhibits

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.

Space rental includes:

Standard 8ft. draped back wall and 3ft. draped side rails. A 7x44 company identification sign with the company name listed as it appears on your space contract/invoice.

Carpet:

The exhibit halls are NOT carpeted. Exhibit spaces do NOT include carpet. Exhibit spaces are required to have carpet or floor covering.

Drape:

NFMT and the pavilions will be draped with a combination of blue and grey back drape and blue side rails.

Height:

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

Corner Perimeter Exhibit Spaces:

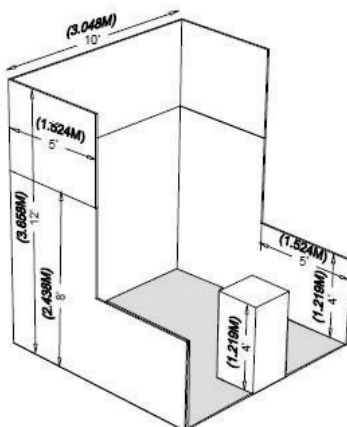
A corner perimeter exhibit space is at the end of a series of exhibit spaces with exposure to intersecting aisles on two sides. All guidelines for perimeter exhibits apply.

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 4ft. 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.



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.

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.

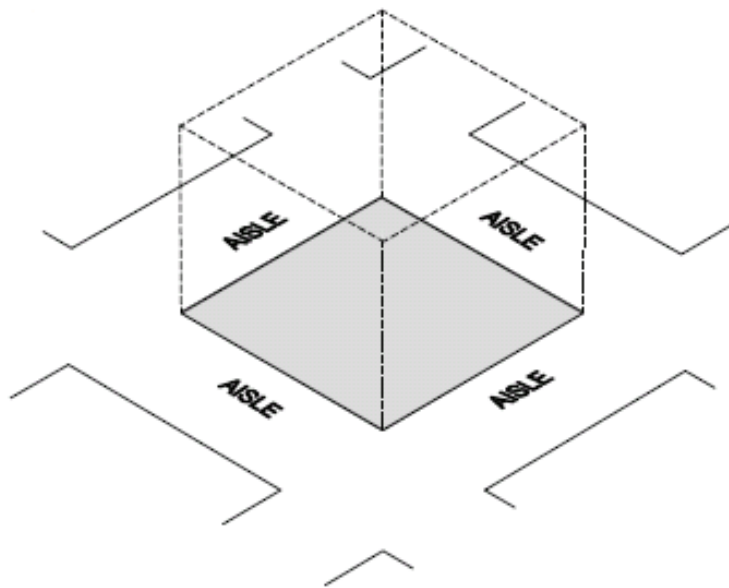


Exhibit Space Height & Display Regulations
Other Exhibit Spaces

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

Multi-Level Exhibit Spaces
Hanging Sign Requirements

Multiple Levels or Ceilings (including tents):

“Double-decker” exhibit spaces or exhibit spaces with ceilings (including tents) were previously required to be equipped with special fire safety devices. However, the Fire Safety Department at Baltimore Convention Center and major show contractors have worked together to develop codes for trade shows that offer a safe and cost-effective alternative to sprinklers. These requirements apply to all exhibits that have a ceiling or second story.

Fire Code Requirements:

For exhibits using automatic sprinklers, the amount and type of sprinkler coverage you need depends on your exhibit space specifications. If you would prefer automatic sprinklers, or are required to use them, contact the Fire/Safety Office to discuss your options.

Explanation of Fire Code Items for Multiple Level Exhibit Spaces:

Each enclosed or covered area must be protected by an audible smoke detector. This includes storage closets built into the exhibit.

Each enclosed or covered area must display a charged and approved fire extinguisher.

The maximum occupancy of the load-bearing area(s) in a multi-story exhibit is limited to one person per fifteen net square feet of floor space, not to exceed a total of twenty-five persons. This maximum occupancy must be posted.

Exhibit spaces that are multi-story, contain covered assembly areas, such as conference areas or theaters, or extend beyond 300 feet, must meet the following minimum life safety requirements.

- This type of exhibit space requires a separately approved floor plan by the BCPD/PAO and documentation of load capabilities for the second level must be provided.
- There should not be 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.
- An "automatic extinguishing system" must protect single level exhibit spaces greater than 300 square feet and covered with a ceiling.
- 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.

Smoke Detectors:

All areas under the second level or ceiling, including closets, need to be equipped with an UL-approved (or similarly-approved), battery-operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.

Fire Extinguishers:

UL-approved (or similarly approved) 2-1/2 lb. ABC-type fire extinguisher must be posted in a clearly visible and readily accessible area for each 200 sq. ft. enclosure.

Posted Certificate of Fire Retardant Materials:

A certificate verifying exhibit space construction materials are fire retardant must be posted in a conspicuous place within the exhibit.

Certified Approval:

After the exhibit has been designed, the blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints should include dimensions and an isometric rendering.

Fire Marshal Review:

Send your stamped blueprints to Baltimore Convention Center for review at least 60 days before the event opens to allow sufficient time for any needed corrections. Be sure that your plans show dimensions and an isometric rendering of the exhibit. In addition, all areas requiring sprinkler protection must be highlighted. If you do not provide your plans on time, it may cause delays or disapproval of your exhibit space during the pre-event fire inspection.

Structural Supports:

Exhibit spaces must be designed to be self-supporting. Nothing shall be taped, mounted, or attached in any form or manner to walls, doors, or facility structure. The driving of nails, tacks, or screws into floors, walls, columns, ceilings, or trim will not be permitted, nor will drilling of holes into any portion of the expo halls.

Signs:

No electric flashing signs will be permitted, unless approved by Event Management in writing, in advance.

Sign Height:

Signs are considered display material and must conform to the height limitations for display material as specified for each type of exhibit space. The sole exception is a company logo (name, identification, or letters) that is attached to a piece of equipment, regardless of its height, provided that is how the equipment is sold.

Signs/Lighting Grid Work:

Signs which are a part of and supported by a free standing structure may be utilized for exhibitor identification or promotion. Signs/grid work may be hung from the ceiling but must comply with the facility rules and regulations, as well as applicable NFMT display rules and regulations. The bottom of the sign must be a minimum of 12 feet above the floor and the top of the sign must not be higher than 18 feet above the floor. All hanging sign forms must be filled out properly and sent to the official contractor.

Signs, Hanging — Requirements:

No equipment may be attached to the ceiling of the expo hall, beams or trusses, unless approved by Baltimore Convention Center and installed by the official show service contractor. Expo Management allows ceiling-hung corporate identification for exhibiting companies occupying island space of 400 square feet or more.

The increased size of events at Baltimore Convention Center and the complexity of move-in and move-out have brought about greater awareness for safety in all aspects of event operations. This is especially true in the area of hanging materials and signs from structural members. Based on this concern, the Convention Facility has established the following policy:

All orders for ceiling hung materials must be submitted for approval and accompanied by the following three items:

- 1) A certified weigh bill to verify assembled weight (not including crate).
- 2) Two copies of floor plans or diagrams of sign(s) or material to be hung approved by a structural engineer must be mailed to the Fire Marshall.
- 3) Statement of structural integrity signed by exhibitor and sign builder.

Baltimore Convention Center
Attention: Fire Marshall
One West Pratt St.
Baltimore, MD 21201

A copy of all three items must also be sent to:

ROC Exhibitions, Inc.
Bob Posch - NFMT®
1963 University Lane
Lisle, IL 60532

Free Form or Island Exhibit Spaces Guidelines:

All exhibit spaces exceeding twelve feet (12') in height, whether a tower, pylon, or second story, regardless of whether people will occupy an upper area or not, must meet the following criteria:

- Drawings must be signed or stamped by a reviewing structural engineer indicating that the structure design is properly engineered for its proposed use.
- Drawings must be signed by an authorized official of the exhibit-building company, indicating that the structure is built in compliance with the details and specifications set forth in the drawings.
- Drawings must be available on show site for inspection by Event Management, the installation/dismantling contractor, exhibit and/or governmental authorities during the time the exhibit is being erected, exhibited, and dismantled.
- Signs are to be posted at entrances to all second story exhibit spaces that will be occupied, indicating the maximum number of people the structure will accommodate.
- All requests for free-form or island exhibit spaces must first be approved by Event Management.
- Exhibits with second story occupancy must also comply with all local regulations, and all plans must be approved by the Fire Marshall. Please refer to Baltimore Convention Center.

For further details regarding local Ordinances pertaining to multi-story exhibit spaces, please contact Baltimore Convention Center at 410-649-7000.

BUILDING OPERATING MANAGEMENT'S NFMT[®]2020

National Facilities Management & Technology March 17-19, 2020 • Baltimore

Baltimore Convention Center
Baltimore, MD

Vehicle Display Authorization

Deadline: February 14, 2020

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 Decorating 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 Motorized Unit/ Vehicle Spotting Fee 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 or fax by February 14, 2020 to:

E-Mail: turbanczyk@rocexhibitions.com

Fax: (630) 271-8234

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high blue and gray back drape and 3' high blue side drape. Booths 300 sqft or less will receive (1) 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. All Exhibitors are required to cover the exhibit floor space with carpet or floor covering. You may provide your own or rent from Freeman. Please refer to the enclosed Carpet Brochure and Order Form.

NFMT - Tuxedo (black/gray blend)

Building Services Pavilion - Red Pepper (red/black blend)

Opening Pavilion - Midnight Blue (blue/black blend)

Smart Technologies Pavilion - Midnight Blue (blue/black blend)

Building Maintenance - Midnight Blue (blue/black blend)

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by February 24, 2020.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to [Pre-Show FAQ](#)

Sunday March 15, 2020 10:00 a.m. - 5:00 p.m.

Monday March 16, 2020 8:00 a.m. - 6:30 p.m.

Any labor services performed Sunday will incur overtime charges. Material handling services performed Sunday will incur double time charges. Any labor and/or material handling services performed before 8:00 a.m. or after 5:00 p.m. Monday will incur overtime charges.

EXHIBIT HOURS

Tuesday March 17, 2020 12:00 p.m. - 4:00 p.m.

Wednesday March 18, 2020 11:30 a.m. - 3:30 p.m.

Thursday March 19, 2020 11:30 a.m. - 2:30 p.m.

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to [Post-Show FAQ](#)

Thursday March 19, 2020 2:31 p.m. - 9:00 p.m.

Friday March 20, 2020 8:00 a.m. - 10:00 a.m.

Any labor and/or material handling services performed after 5:00 p.m. Thursday or Friday will incur overtime charges.

Freeman will begin returning empty containers at the close of the show.

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by Friday, March 20, 2020 at 10:00 a.m.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Friday, March 20, 2020 at 9:00 a.m.

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services 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 exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (301) 918-7975 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 fax (469) 621-5609
FreemanWashingtonES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by February 24, 2020. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during and after** your show.

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

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

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth #
NATL FACILITIES MANAGEMENT & TECHNOLOGY CONF 2020
C/O FREEMAN
9900 BUSINESS PARKWAY
LANHAM, MD 20706

Freeman will accept crated, boxed or skidded material beginning Monday, February 17, 2020 at the above address. Material arriving after March 06, 2020 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (301) 918-7975.

Show Site Shipping Address:

**Exhibiting Company Name / Booth #
NATL FACILITIES MANAGEMENT & TECHNOLOGY CONF 2020
BALTIMORE CONVENTION CENTER
C/O FREEMAN
1 W PRATT STREET
BALTIMORE, MD 21201**

Freeman will receive shipments at the exhibit facility beginning Sunday, March 15, 2020. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (301) 918-7975.

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

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

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 Labor Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (301) 918-7975.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

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

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by February 24, 2020.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE

For more information and helpful hints on pre-show procedures and move-in, please go to [Pre-Show FAQ](#)

For more information and helpful hints on post-show procedures and move-out, please go to [Post-Show FAQ](#)

Call Freeman's Exhibitor Services department at (301) 918-975 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

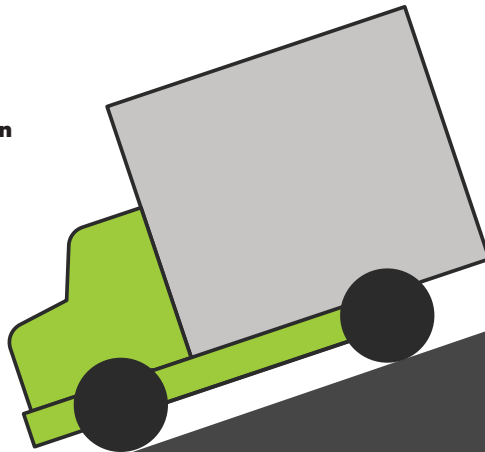
shipping out

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

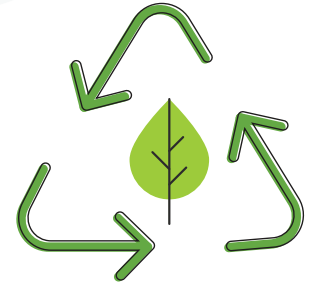
leftover materials

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

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 • Fax: (469) 621-5609

DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 24, 2020

NAME OF SHOW: **NATL FACILITIES MANAGEMENT & TECHNOLOGY CONF / MARCH 17-19, 2020**

COMPANY NAME:	BOOTH#:
ADDRESS:	BOOTH SIZE X
CITY/STATE/ZIP:	
CONTACT NAME:	PHONE #:
CONTACT EMAIL:	

Payment Information

Freeman only accepts payment information electronically. Place your order on FreemanOnline or follow the steps below to provide your payment information electronically and submit your order forms.
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/496584>

2. Submit your order

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

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

FREEMAN method of payment

PAYMENT & LABOR

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

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

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

DEFINITIONS

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

PAYMENT TERMS

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

ELECTRICAL

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

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

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

INDEMNIFICATION

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

IMPORTANT

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

MATERIAL HANDLING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AIR CARGO

AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

(a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;

(b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;

(c) personal effects;

(d) and other inherently fragile or unique items, including prototypes, etc.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties:

(a) whenever or wherever the claimed loss or damage may occur;

(b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;

(c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages. Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties. Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

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

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

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

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

MOTOR CARGO

MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

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

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

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

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

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

FREEMAN®

furnishings 2019





EMPOWERING YOUR BUSINESS FROM THE GROUND UP

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

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

beacon

Fairfax Sofa & La Brea Chairs

10'x10' Booth



10'x10' Munich Sectional Booth



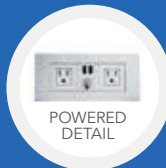
10'x20' Malba Café & Bench Theater Booth

Power Up In Style.

Denotes Powered Products



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

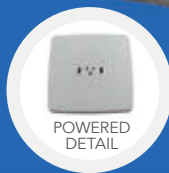


ROMA 
83017 Sofa, Powered
(white vinyl) 78" L 31" D 33" H

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



 **WIRELESS
CHARGING TABLE,
POWERED**
820710
(white, ac plug-in)
20" L 20" D 18" H



Powered Seating

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

Powered Seating



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

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

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

Powered Tables



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

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



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

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

Powered Banquettes.

Denotes Powered Products



Modular System

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



POWERED
DETAIL

Detail of Electrical
Charging Outlet



Full Banquette

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



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



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



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




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

Powered Pedestals



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

(Mobile devices must be compatible with Qi wireless charging pad.)

Denotes AC and USB charging outlets 

Powered Locking Pedestal

- (white)
- A) 85061** 24"L 24"D 36"H
- B) 85063** 24"L 24"D 42"H (black)
- C) 85060** 24"L 24"D 36"H
- D) 85062** 24"L 24"D 42"H

Wireless Charging Table, Powered

- E) 820710** (white, AC plug-In)
- 20"L 20"D 18"H

Please Note: 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 Tech Desk



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

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

B) 84084 Tech Desk, Powered

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

C) 84080 3 Drawer File Cabinet on Castors

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

Soft Seating

Create Engaging Booth Environments

HOPI

(gray linen)

810140, Chair

21"L 25"D 34"H

830150, Loveseat

48"L 25"D 34"H



HEDGE

85030

7' Boxwood Hedge

36.5"L 12"D 84"H

PEDESTAL

85063

Powered Locking

(white)

24"L 24"D 42"H

CAFÉ TABLE

8201223

Hydraulic Chrome Base

(laminated white top)

30" Round 29"H



REGIS

82075 End Table

(brushed metal)

16"L 15.5"D 16.5"H

MARCHE

815159 Swivel Ottoman

(blue fabric)

17" RND 18"H



10'x20' Hopi Lounge & Zenith Café Booth

Soft Seating Collections

Available in Power 

A.



B.



C.



BAJA

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

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

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

A.



B.



FAIRFAX

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

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

A.



B.



C.



NAPLES

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

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

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

Munich Collection

Modular Seating to Design Custom Exhibits

Denotes Powered Products



MUNICH

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

HEDGE

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



 **WIRELESS CHARGING TABLE, POWERED**
820710
(white, ac plug-in)
20"L 20"D 18"H



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



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



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

Soft Seating Collections



A.



B.



A.



B.



C.

ALLEGRO

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

TANGIERS

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

KEY LARGO

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

SOUTH BEACH

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



A.



B.



C.



A.



B.

Accent Chairs



SWANSON

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

KEY WEST

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



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



WENTWORTH

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

AURA

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



Accent Chair Styles



A.



B.



C.



D.



E.



F.

Madrid Chair

A) 81816
(white vinyl)
30"L 30"D 31"H

B) 8102
(black vinyl)
30"L 30"D 31"H

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

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

E) 810140
Hopi Chair
(gray linen)
21"L 25"D 34"H

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

Meeting & Stage Chairs



A.



B.



C.



D.



E.



F.

Marina Chair

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

Meeting Chair

25.5"L 23.5"D 34"H
D) 810835 (espresso vinyl)
E) 810836 (taupe fabric)
F) 810948 (white vinyl)

Group Seating

ZENITH

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

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



LAGUNA

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

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

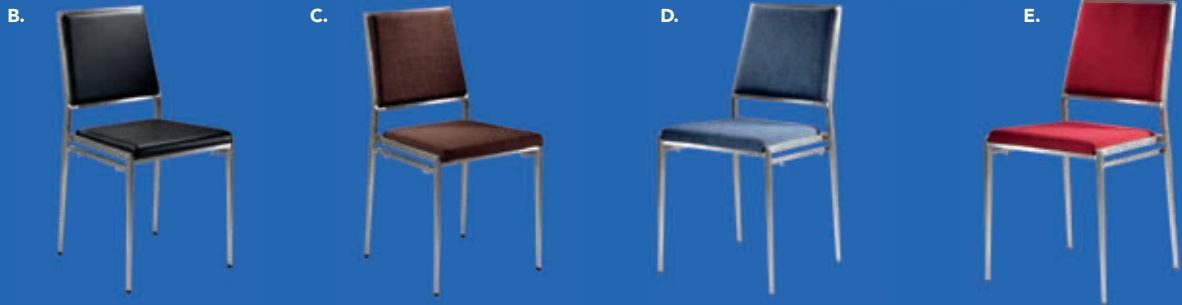


MALBA

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

MARINA

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



Styles & Shapes



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

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

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

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

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

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

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

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

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

Mix & Match

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

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

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



Ottomans

Vibe Cube

18"L 18"D 18"H

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



D.



E.



G.



I.



F.



H.



J.



Styles & Shapes



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

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

ENDLESS Square
34"L 34"D 15"H
I) 815123 (black)
J) 815122 (white)
ENDLESS Curved
60.5"L 37.5"D 15"H
K) 815952 (black)
L) 815953 (white)

M) 8507 Quarter Curve
(white vinyl)
53"L 22"D 18"H
Ring (4 ottoman seats)
(white vinyl)
72"RND 18"H

N) 81526 Edge LED Cube
(white plastic)
19"L 19"D 19"H
A/C power only

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

Marche Swivel



Marche Swivel Ottomans
17"RND 18"H
A) 815150 (white vinyl)
B) 815154 (red fabric)
C) 815158
(pear yellow fabric)
D) 815156 (plum fabric)
E) 815159 (blue fabric)
F) 815151 (gray fabric)
G) 815155
(rose quartz fabric)
H) 815152 (linen fabric)
I) 815153
(raspberry fabric)
J) 815157
(meadow green fabric)
K) 815160
(orange fabric)

Accent Tables

ALONDRA

Cocktail Table

47"L 24"D 16"H

A) 820250 (glass, chrome)

B) 820251 (wood, chrome)



C.

D.



ALONDRA

End Table

20"L 20"D 20"H

C) 820252 (glass, chrome)

D) 820253 (wood, chrome)

GEO

Cocktail Table

50"L 22"D 16"H

A) 82034 (glass, chrome)

B) 82027 (wood, black)



C.

D.



GEO

End Table

26"L 26"D 20"H

C) 82035 (glass, chrome)

D) 82028 (wood, black)

Styles & Shapes

Available in Power 

Sydney Cocktail Tables

(brushed steel)
48"L 26"D 18"H

- A) 82053 (white)
- 82073 (Powered)
- B) 82052 (black)
- 82076 (Powered)
- C) 82077 (blue)
- D) 82078 (wood)

Sydney End Tables

27"L 23"D 22"H

- E) 82055 (white)
- F) 82054 (black)
- G) 82079 (blue)
- H) 82080 (wood)

Regis Tables

(brushed metal)

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

Silverado Tables

(glass, chrome)

- K) 82015 End Table
24" Round 22"H
- L) 82014 Cocktail Table
36" Round 17"H

Oliver Tables

(walnut finish)

- M) 82088 End Table
22" Round 22"H
- N) 82087 Cocktail Table
47"L 27"D 19"H

Aura Round Table

O) 820844

(white metal)
15" Round 22"H

Edge LED Cube Table

P) 82057

(plexi top, white plastic)
20"L 20"D 20"H
A/C power only

Wireless Charging

Table, Powered

Q) 820710

(white, AC plug-In)
20"L 20"D 18"H



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



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

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



Customize and Create

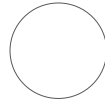
Choose your base, black or chrome, then pick a color that suits your design.



A.



B.



WHITE LAMINATE



GRAPHITE NEBULA



BLUE LAMINATE



MAPLE



MADISON/GRAY ACAJOU



RED



SILVER TEXTURED



WOOD LAMINATE

Café Tables

Standard Black Base
30" RND 29"H

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

Café Tables

Hydraulic Chrome Base
30" RND 29"H

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

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

Mix & Match

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



D.



C.

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



F.

E.

Bar Tables

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

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



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

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



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

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



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

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



Customize and Create

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



Bar Tables

Standard Black Base
30" RND 42"H

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

Bar Tables

Hydraulic Chrome Base
30" RND 45"H

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

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

Style & Design

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



C) 720163 Chelsea Butcher Block-Top Bistro 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) 810953 Apex Barstool
(red vinyl) 21"L 21"D 33"H



Barstools



LIFT Barstools

15" Round 23–33.5"H

A) 810870 (white vinyl)

B) 810873 (red vinyl)

C) 810871 (black vinyl)

D) 810872 (gray vinyl)

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



O.



P.



Q.



R.

T.



U.



S.

Mix & Match

- T) 720163 Butcher Block-Top Bistro**
(oak) 30" L RND 42" H
also available **720164** 36" RND 42" H
- U) 210109 LIMERICK® Stool BY HERMAN MILLER™**
(white) 18" X 17.75" L X 44" H

Apex Barstools

21" L 21" D 33" H

A) 810951 (black vinyl)

B) 810953 (red vinyl)

C) 810954 (white vinyl)

D) 810952 (blue ultra suede)

Zoey Barstools

15" L 16" D 30-34.75" H

E) 810840 (white, chrome)

F) 810834 (black, chrome)

Banana Barstools

21" L 22" D 41.75" H

G) 810104 (black, chrome)

H) 810103 (white, chrome)

I) 810201 Oslo Barstool

(white)

17" L 20" D 45" H

J) 810848 Christopher Barstool

(white vinyl, chrome)

19" L 15" D 41" H

K) 810202 Shark Barstool

(white, chrome)

22" L 19" D 34-44" H

L) 810850

Zenith Barstool

(white, chrome)

19" L 20" D 44" H

M) 81092

Lucent Barstool

(frosted, acrylic)

22" L 22.5" D 45.5" H

N) 810860

Laguna Barstool

(maple, chrome)

18" L 20" D 47" H

Blade Barstool

20.5" L 20.125" D 40.5" H

O) 81080 (red)

P) 81081 (sky blue)

Q) 71088

Black Diamond Stool

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

R) Gas Lift Stool w/ arms

24" W X 20" L X 46" H

71048 (gray, adjustable)

also available

71047 w/o arms

S) 810839

Rustique Barstool

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

Conference Tables

A.



B.



42" Round Conference Table
42" RND 29"H
A) 820708 (white laminate)
B) 820260 (Madison/gray acajou)

D.



C.



MADISON

(Madison/gray acajou)

C) 820261 5' Table

60"L 48"D 29"H

D) 820262 8' Table

96"L 60"D 29"H

E) 820263 10' Table

120"L 48"D 29"H

E.



Styles & Shapes

A. | B.



C.



D.



E.



F.



G.



H.



I.



Atomic Round Tables

- (glass, chrome)
- A) 8201225** 42" RND 30"H
- B) 8201224** 36" RND 30"H

Geo Rounded Square Tables

- 42"L 42"D 29"H
- C) 82044** (glass, chrome)
- D) 82043** (glass, black)

Geo Rectangular Tables

- 60"L 36"D 29"H
- E) 82041** (glass, black)
- F) 82051** (glass, chrome)

G) 820707 Merlin Multi Use Table

- (gray laminate, black)
- 46"L 29"D 30"H

H) 820706 Work Table

- (white laminate, white)
- 48"L 24"D 30"H

I) 820203

6' Conference Tables

- (graphite nebula)
- 72"L 42"D 29"H

Mix & Match

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



Executive Seating

Pro Executive High Back Chair

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



Task Stool

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



Pro Executive Guest Chair

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



Gas Lift Chair

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



Gas Lift Stool

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


Pro Executive Mid Back Chair

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



Communal and Powered Tables

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

Denotes AC and USB charging outlets 



POWERED
DETAIL



BLACK

WHITE

MAPLE

Table Top Options

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

Bar Tables



A. 

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



B.



C.

Ventura Powered Bar Tables

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

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

Ventura Communal Bar Tables

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

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

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

Black Top
820952 (solid)

Café Tables



A. 



C.



D.



B.



E.

Ventura Powered Café Tables

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

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

Ventura Communal Café Tables

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

Maple Top
C) 820963 (solid)
820960 (grommets)

White Top
D) 820961 (grommets)
820966 (solid)

Black Top
E) 820962 (solid)

Office Essentials

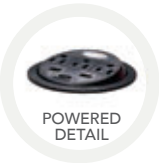
MADISON

A) 84075 Madison Executive Desk
(gray acajou) 60"L 30"D 29"H
B) 84077 Madison Credenza
(gray acajou) 60"L 20"D 29"H

C) 810135 Task Stool
(black fabric)
27.5"L 27.5"D 32.75"-40.25"H Adjustable
D) 810844 Pro Executive High Back Chair
(white classic vinyl)
25"L 24"D 48"H Adjustable



Tech Powered Desk



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




ACCENT LAMPS

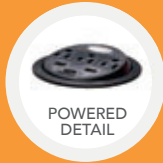
Mason Lamps
(brushed silver)
A) 850708 Floor Lamp
18" RND 55"H
B) 850707 Table Lamp
16" RND 26"H

SHELVING

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

Show Essentials

Denotes AC and USB charging outlets 



Midtown Powered Counter

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



Midtown Powered Counter

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

850103 (unlighted)

850102 (lighted with plug-in)



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

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

Display Counter

A) 72056

Display Counter

(black)

24"W X 49"L X 42"H

B) 210109

limerick Stool

BY HERMAN MILLER™

(white)

18" X 17.75" L X 44" H

B.

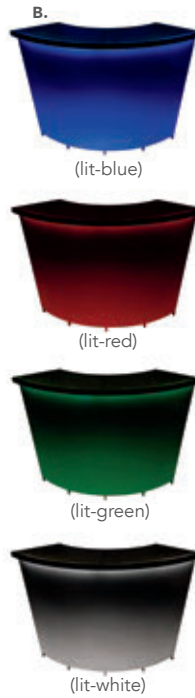


A.



Midtown Bar

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



Midtown Bar
60"L 18"D 42"H
(pewter)

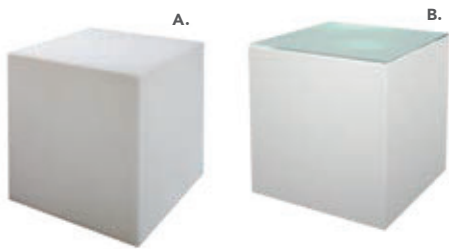
A) 850101
(unlighted)

B) 850100
(lighted with plug-in)

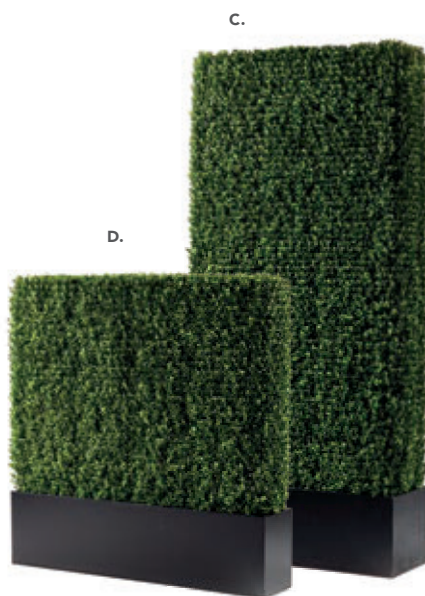
Apex Barstool
C) 810952

(blue ultra suede)
21"L 21"D 33"H

Lighted & Greenery Products



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



A) 81526 Edge
LED Cube Ottoman

(white plastic)
20"L 20"D 20"H
A/C power only

B) 82057 Edge LED
Cube Table

(plexi top, white plastic)
20"L 20"D 20"H
A/C power only

C) 85030

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

D) 85035

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

Draped or Undraped Tables & Counters

Table-Drape Colors



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

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



Sizing Chart*

*Table and counter widths are available in select cities

24"D X 30"H | Tables Draped

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

24"D X 30"H | Tables Undraped

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

30"D X 30"H | Tables Draped

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

30"D X 30"H | Tables Undraped

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

24"D X 42"H | Counter Draped

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

24"D X 42"H | Counter Undraped

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

30"D X 42"H | Counter Draped

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

30"D X 42"H | Counter Undraped

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

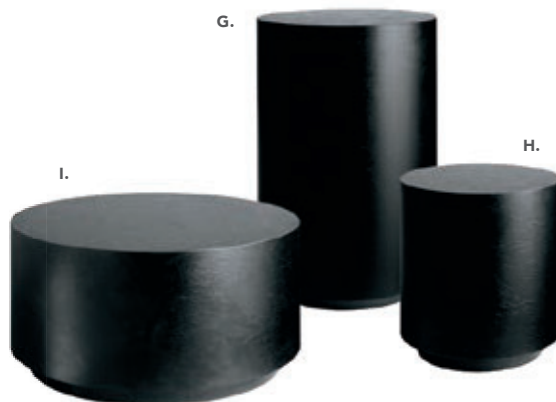
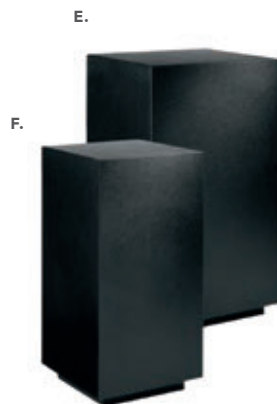
4th Side | Table Draped 30"

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"

Product Display



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

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

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

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

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

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

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

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

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

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

Product Storage



RACKS

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

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

CABINETS

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

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

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

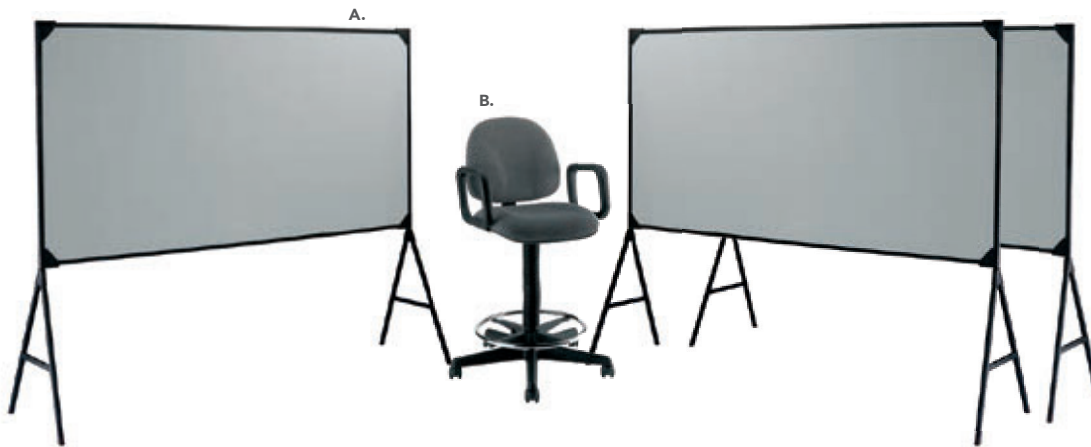


REFRIGERATORS

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

G) 75057
Small Refrigerator
4.0 cu feet
20"W X 22"L X 33"H

Show & Office Accessories



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

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



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



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



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



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



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



**H) 220106
Corrugated Wastebasket**
(black)



Your *favorites*





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FEBRUARY 24, 2020

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PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **NATL FACILITIES MANAGEMENT & TECHNOLOGY CONF / MARCH 17-19, 2020**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

Naples Group - Black Vinyl						
_____	810119*	Chair.....	474.85	522.35	664.80	_____
_____	830120*	Loveseat.....	637.90	701.70	893.05	_____
_____	830119*	Sofa.....	708.75	779.65	992.25	_____

Munich Group - Gray Fabric						
_____	810150*	Corner Chair.....	396.50	436.15	555.10	_____
_____	810151*	Armless Chair.....	346.10	380.70	484.55	_____
_____	830200*	Armless Loveseat.....	581.30	639.45	813.80	_____
_____	830201*	Sectional - 3 Piece.....	1,323.85	1,456.25	1,853.40	_____

Baja Group - White Vinyl						
_____	81050*	Chair.....	394.80	434.30	552.70	_____
_____	83020*	Loveseat.....	420.00	462.00	588.00	_____
_____	83019*	Sofa.....	670.00	737.00	938.00	_____

South Beach Group - Platinum Suede						
_____	8301*	Sofa.....	687.75	756.55	962.85	_____
_____	8151*	Ottoman.....	301.90	332.10	422.65	_____

Key Largo Group - Black Fabric						
_____	830950*	Loveseat.....	436.80	480.50	611.50	_____
_____	830951*	Sofa.....	485.10	533.60	679.15	_____
_____	810950*	Chair.....	333.90	367.30	467.45	_____

Allegro Group - Blue Fabric						
_____	81019*	Chair.....	548.65	603.50	768.10	_____
_____	83015*	Sofa.....	879.40	967.35	1,231.15	_____

Fairfax Group - White Vinyl						
_____	810949*	Chair.....	281.40	309.55	393.95	_____
_____	830949*	Sofa.....	449.40	494.35	629.15	_____

Hopi Group - Gray Linen						
_____	810140*	Chair.....	210.25	231.30	294.35	_____
_____	830150*	Loveseat.....	266.95	293.65	373.75	_____

Tangiers Group - Beige Fabric						
_____	810118*	Chair.....	373.80	411.20	523.30	_____
_____	830220*	Loveseat.....	488.90	537.80	684.45	_____
_____	830118*	Sofa.....	527.10	579.80	737.95	_____

CASUAL SEATING						
Ottomans						
_____	815122*	Endless Square - White Vinyl.....	262.50	288.75	367.50	_____
_____	815123*	Endless Square - Black Vinyl.....	262.50	288.75	367.50	_____
_____	815953*	Endless Curve - White Vinyl.....	365.40	401.95	511.55	_____
_____	815952*	Endless Curve - Black Vinyl.....	365.40	401.95	511.55	_____
_____	815119*	Half-Bench - White Vinyl.....	296.10	325.70	414.55	_____
_____	81518*	Vibe Cube - Blue Vinyl.....	154.90	170.40	216.85	_____
_____	81519*	Vibe Cube - Red Vinyl.....	154.90	170.40	216.85	_____

NAME OF SHOW: **NATL FACILITIES MANAGEMENT & TECHNOLOGY CONF / MARCH 17-19, 2020**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING (cont'd)						
_____	81525*	Vibe Cube - Orange Vinyl.....	109.20	120.10	152.90	_____
_____	81520*	Vibe Cube - Pink Vinyl.....	154.90	170.40	216.85	_____
_____	81517*	Vibe Cube - Yellow Vinyl.....	154.90	170.40	216.85	_____
_____	81530*	Vibe Cube - Black Vinyl.....	109.20	120.10	152.90	_____
_____	81531*	Vibe Cube - White Vinyl.....	109.20	120.10	152.90	_____
_____	81532*	Vibe Cube - Steel Blue Vinyl.....	94.10	103.50	131.75	_____
_____	81533*	Vibe Cube - Silver Vinyl.....	94.10	103.50	131.75	_____
_____	81534*	Vibe Cube - Purple Vinyl.....	94.10	103.50	131.75	_____
_____	815151*	Marche Swivel - Gray Fabric.....	182.70	200.95	255.80	_____
_____	815154*	Marche Swivel - Red Fabric.....	182.70	200.95	255.80	_____
_____	815159*	Marche Swivel - Blue Fabric.....	182.70	200.95	255.80	_____
_____	815152*	Marche Swivel - Linen Fabric.....	182.70	200.95	255.80	_____
_____	815157*	Marche Swivel - Meadow Green Fabric.....	182.70	200.95	255.80	_____
_____	815158*	Marche Swivel - Pear Yellow Fabric.....	182.70	200.95	255.80	_____
_____	815156*	Marche Swivel - Plum Fabric.....	182.70	200.95	255.80	_____
_____	815153*	Marche Swivel - Raspberry Fabric.....	182.70	200.95	255.80	_____
_____	815155*	Marche Swivel - Rose Quartz Fabric.....	182.70	200.95	255.80	_____
_____	815150*	Marche Swivel - White Vinyl.....	182.70	200.95	255.80	_____
_____	815160*	Marche Swivel - Orange Fabric.....	184.00	202.40	257.60	_____
_____	81526*	Edge LED Cube - High Density Plastic.....	223.15	245.45	312.40	_____
Banquettes						
_____	8506*	Center Cone w/Electrical Charging Outlet.....	525.00	577.50	735.00	_____
_____	8507*	Quarter Curve Ottoman.....	348.60	383.45	488.05	_____
Beverly Bench Ottomans						
_____	81550*	Black Vinyl.....	294.00	323.40	411.60	_____
_____	81551*	Brown Fabric.....	294.00	323.40	411.60	_____
_____	81552*	Gray Fabric.....	294.00	323.40	411.60	_____
_____	81553*	Linen Fabric.....	294.00	323.40	411.60	_____
_____	81554*	Ocean Blue Fabric.....	294.00	323.40	411.60	_____
_____	81555*	Red Fabric.....	294.00	323.40	411.60	_____
_____	81556*	White Vinyl.....	294.00	323.40	411.60	_____
Accent Chairs						
_____	71089	Black Diamond Side Chair.....	76.15	83.75	106.60	_____
_____	71090	Black Diamond Arm Chair.....	103.75	114.15	145.25	_____
_____	810861*	Laguna Chair - Maple/Chrome.....	90.70	99.75	127.00	_____
_____	210108	Limerick® Chair by Herman Miller.....	105.00	115.50	147.00	_____
_____	8102*	Madrid Chair - Black Vinyl/Chrome.....	686.70	755.35	961.40	_____
_____	810816*	Madrid Chair - White Vinyl/Chrome.....	686.70	755.35	961.40	_____
_____	810948*	Meeting Chair - White Vinyl.....	236.25	259.90	330.75	_____
_____	810835*	Meeting Chair - Espresso Vinyl.....	236.25	259.90	330.75	_____
_____	810836*	Meeting Chair - Taupe Microfiber.....	236.25	259.90	330.75	_____
_____	8103*	Key West Tub Chair - Black Fabric.....	342.30	376.55	479.20	_____
_____	810164*	Marina Chair - White Vinyl.....	118.00	129.80	165.20	_____
_____	810160*	Marina Chair - Black Vinyl.....	118.00	129.80	165.20	_____
_____	810161*	Marina Chair - Brown Fabric.....	118.00	129.80	165.20	_____
_____	810162*	Marina Chair - Ocean Blue Fabric.....	118.00	129.80	165.20	_____
_____	810163*	Marina Chair - Red Fabric.....	118.00	129.80	165.20	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Occasional Chairs (cont.)						
	810131*	Malba Chair - Gray Molded Plastic.....	115.50	127.05	161.70	
	810130*	Malba Chair - Green Molded Plastic.....	115.50	127.05	161.70	
	810846*	Christopher Chair - White Vinyl/Chrome.....	118.15	129.95	165.40	
	810851*	Zenith Chair - White/Chrome.....	181.15	199.25	253.60	
	810841*	Rustique Chair - Gunmetal.....	136.50	150.15	191.10	
	810837*	Razor Armless Chair - White High Density Plastic....	63.00	69.30	88.20	
	810875*	Swanson Swivel Chair - White Vinyl.....	254.65	280.10	356.50	
	81083*	Blade Chair - Sky Blue.....	64.00	70.40	89.60	
	81082*	Blade Chair - Red.....	64.00	70.40	89.60	
	810810*	Berlin Stack Chair - White & Black Plastic/Chrome...	120.75	132.85	169.05	
	81093*	Lucent Chair - Frosted Acrylic.....	166.00	182.60	232.40	
	810145*	Wentworth Chair - Brown Vinyl.....	270.00	297.00	378.00	
Executive Seating						
	71046	Gray Gaslift Chair With Arms.....	262.70	288.95	367.80	
	71045	Gray Gaslift Chair Without Arms.....	255.30	280.85	357.40	
	810874*	La Brea Swivel Chair - Charcoal Gray Fabric.....	304.75	335.25	426.65	
	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	309.50	340.45	433.30	
	810844*	Pro Executive High Back Chair - White Vinyl.....	243.60	267.95	341.05	
	810946*	Pro Executive High Back Chair - Black Vinyl.....	243.60	267.95	341.05	
	810945*	Pro Executive Mid Back Chair - White Vinyl.....	287.70	316.45	402.80	
	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	287.70	316.45	402.80	
	810947*	Pro Executive Guest Chair - Black Vinyl.....	298.20	328.00	417.50	
Barstools						
	71088	Black Diamond Stool.....	109.25	120.20	152.95	
	71048	Gray Gaslift Stool with Arms.....	271.70	298.85	380.40	
	71047	Gray Gaslift Stool without Arms.....	323.95	356.35	453.55	
	810860*	Laguna Barstool - Maple/Chrome.....	114.25	125.70	159.95	
	210109	Limerick® Stool by Herman Miller.....	105.00	115.50	147.00	
	810872*	Lift Barstool - Gray Vinyl/Chrome.....	160.65	176.70	224.90	
	810873*	Lift Barstool - Red Vinyl/Chrome.....	160.65	176.70	224.90	
	810871*	Lift Barstool - Black Vinyl/Chrome.....	160.65	176.70	224.90	
	810870*	Lift Barstool - White Vinyl/Chrome.....	160.65	176.70	224.90	
	810951*	Apex Barstool - Black Vinyl.....	151.20	166.30	211.70	
	810952*	Apex Barstool - Blue Ultra Suede.....	151.20	166.30	211.70	
	810953*	Apex Barstool - Red Vinyl.....	151.20	166.30	211.70	
	810954*	Apex Barstool - White Vinyl.....	151.20	166.30	211.70	
	810103*	Banana Barstool - White Vinyl/Chrome.....	236.25	259.90	330.75	
	810104*	Banana Barstool - Black Vinyl/Chrome.....	236.25	259.90	330.75	
	810850*	Zenith Barstool - White/Chrome.....	181.15	199.25	253.60	
	810840*	Zoey Barstool - White Vinyl/Chrome.....	264.60	291.05	370.45	
	810834*	Zoey Barstool - Black Vinyl/Chrome.....	264.60	291.05	370.45	
	810848*	Christopher Barstool - White Vinyl/Chrome.....	215.25	236.80	301.35	
	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	367.50	404.25	514.50	
	810839*	Rustique Barstool - Gunmetal.....	136.50	150.15	191.10	
	810201*	Oslo Barstool - White Plastic/Chrome.....	257.25	283.00	360.15	
	81080*	Blade Barstool - Red.....	130.00	143.00	182.00	
	81081*	Blade Barstool - Sky Blue.....	130.00	143.00	182.00	
	81092*	Lucent Barstool - Frosted Acrylic.....	176.00	193.60	246.40	
	810135*	Task Stool - Black Fabric.....	142.00	156.20	198.80	

NAME OF SHOW: **NATL FACILITIES MANAGEMENT & TECHNOLOGY CONF / MARCH 17-19, 2020**

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Draped Tables & Counters

Draped Tables - Tables are 24" wide					
<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> Brown	<input type="checkbox"/> Green	<input type="checkbox"/> Flax	
<input type="checkbox"/> Gold	<input type="checkbox"/> Gray	<input type="checkbox"/> Plum	<input type="checkbox"/> Red	<input type="checkbox"/> White	

_____	124330	Draped Table 3'L x 30"H.....	N/A	N/A	N/A	_____
_____	124430	Draped Table 4'L x 30"H.....	126.25	138.90	176.75	_____
_____	124630	Draped Table 6'L x 30"H.....	152.20	167.40	213.10	_____
_____	124830	Draped Table 8'L x 30"H.....	194.95	214.45	272.95	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	76.15	83.75	106.60	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	76.15	83.75	106.60	_____
_____	124342	Draped Counter 3'L x 42"H.....	N/A	N/A	N/A	_____
_____	124442	Draped Counter 4'L x 42"H.....	195.00	214.50	273.00	_____
_____	124642	Draped Counter 6'L x 42"H.....	194.95	214.45	272.95	_____
_____	124842	Draped Counter 8'L x 42"H.....	229.15	252.05	320.80	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	76.15	83.75	106.60	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	76.15	83.75	106.60	_____

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.....	87.55	96.30	122.55	_____
_____	125630	Undraped Table 6'L x 30"H.....	102.50	112.75	143.50	_____
_____	125830	Undraped Table 8'L x 30"H.....	123.15	135.45	172.40	_____
_____	125342	Undraped Counter 3'L x 42"H.....	N/A	N/A	N/A	_____
_____	125442	Undraped Counter 4'L x 42"H.....	102.50	112.75	143.50	_____
_____	125642	Undraped Counter 6'L x 42"H.....	123.15	135.45	172.40	_____
_____	125842	Undraped Counter 8'L x 42"H.....	137.25	151.00	192.15	_____

Table Top Risers - Risers are 8" wide

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	169.05	185.95	236.65	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	169.05	185.95	236.65	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	169.05	185.95	236.65	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	169.05	185.95	236.65	_____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	169.05	185.95	236.65	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	169.05	185.95	236.65	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	169.05	185.95	236.65	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	169.05	185.95	236.65	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	169.05	185.95	236.65	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	169.05	185.95	236.65	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	169.05	185.95	236.65	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	195.30	214.85	273.40	_____

Pedestal Tables - Soho Series

_____	72069	Black Top Cafe Table - 30"H x 24"W.....	231.00	254.10	323.40	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	262.50	288.75	367.50	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	210.00	231.00	294.00	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	241.50	265.65	338.10	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	273.00	300.30	382.20	_____

Pedestal Tables - Chelsea Series

_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	241.50	265.65	338.10	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	262.50	288.75	367.50	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Pedestal Tables - Chelsea Series (continued)						
	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	252.00	277.20	352.80	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	262.50	288.75	367.50	
Pedestal Tables						
	8201208*	Hydraulic Base Cafe Table - Maple.....	233.50	256.85	326.90	
	8201207*	Hydraulic Base Bar Table - Maple.....	245.30	269.85	343.40	
	8201209*	Hydraulic Base Cafe Table - Graphite.....	262.10	288.30	366.95	
	8201211*	Hydraulic Base Bar Table - Graphite.....	268.80	295.70	376.30	
	8201206*	Hydraulic Base Cafe Table - Maple.....	260.40	286.45	364.55	
	8201205*	Hydraulic Base Bar Table - Maple.....	265.45	292.00	371.65	
	820126*	Hydraulic Base Cafe Table - White Laminate.....	260.40	286.45	364.55	
	820125*	Hydraulic Base Bar Table - White Laminate.....	272.15	299.35	381.00	
	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.	359.65	395.60	503.50	
	820240*	Madison Hydraulic Base Bar Table - Gray Acajou...	359.65	395.60	503.50	
	820265*	Madison Cafe Table - Gray Acajou.....	283.50	311.85	396.90	
	820264*	Madison Bar Table - Gray Acajou.....	309.75	340.75	433.65	
	8201220*	30" Cafe Table Black Base - White Laminate.....	171.35	188.50	239.90	
	8201221*	30" Bar Table Black Base - White Laminate.....	183.10	201.40	256.35	
	8201222*	30" Bar Table Chrome Base - White Laminate.....	263.75	290.15	369.25	
	8201223*	30" Cafe Table Chrome Base - White Laminate.....	263.75	290.15	369.25	
	820920*	30" Bar Table Chrome Hydraulic Base - Red.....	203.30	223.65	284.60	
	820921*	30" Cafe Table Chrome Hydraulic Base - Red.....	203.30	223.65	284.60	
	820922*	30" Bar Table Chrome Hydraulic Base - Graphite.....	203.30	223.65	284.60	
	820923*	30" Cafe Table Chrome Hydraulic Base - Graphite....	203.30	223.65	284.60	
	820924*	30" Bar Table Chrome Hydraulic Base - Silver.....	248.65	273.50	348.10	
	820925*	30" Cafe Table Chrome Hydraulic Base - Silver.....	248.65	273.50	348.10	
	820930*	30" Bar Table w/ Hydraulic Base - Blue.....	242.00	266.20	338.80	
	820931*	30" Bar Table w/ Black Base - Blue.....	192.00	211.20	268.80	
	820932*	30" Bar Table w/ Hydraulic Base - Wood.....	296.00	325.60	414.40	
	820933*	30" Bar Table w/ Black Base - Wood.....	198.00	217.80	277.20	
	820940*	30" Cafe Table w/ Hydraulic Base - Blue.....	242.00	266.20	338.80	
	820941*	30" Cafe Table w/ Black Base - Blue.....	148.00	162.80	207.20	
	820942*	30" Cafe Table w/ Hydraulic Base - Wood.....	296.00	325.60	414.40	
	820943*	30" Cafe Table w/ Black Base - Wood.....	188.00	206.80	263.20	
Accent Tables						
	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	306.10	336.70	428.55	
	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	323.40	355.75	452.75	
	820252*	Alondra End Table - Glass/Chrome.....	262.50	288.75	367.50	
	820250*	Alondra Cocktail Table - Glass/Chrome.....	364.90	401.40	510.85	
	820253*	Alondra End Table - Wood/Chrome.....	236.25	259.90	330.75	
	820251*	Alondra Cocktail Table - Wood/Chrome.....	328.40	361.25	459.75	
	8201224*	Atomic 36" Round Table - Glass/Chrome.....	230.15	253.15	322.20	
	8201225*	Atomic 42" Round Table - Glass/Chrome.....	230.15	253.15	322.20	
	82028*	Geo End Table - Wood/Black Steel.....	309.75	340.75	433.65	
	82027*	Geo Cocktail Table - Wood/Black Steel.....	317.65	349.40	444.70	
	82035*	Geo End Table - Glass/Chrome.....	236.80	260.50	331.50	

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Accent Tables (continued)						
_____	82034*	Geo Cocktail Table - Glass/Chrome.....	238.90	262.80	334.45	_____
_____	82054*	Sydney End Table - Black Laminate/Brushed Steel..	231.55	254.70	324.15	_____
_____	82055*	Sydney End Table - White Laminate/Brushed Steel..	231.55	254.70	324.15	_____
_____	82052*	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	281.15	309.25	393.60	_____
_____	82053*	Sydney Cocktail Table - White Laminate/Brushed Steel.....	281.15	309.25	393.60	_____
_____	82079*	Sydney End Table - Blue Laminate/Brushed Steel.....	188.00	206.80	263.20	_____
_____	82080*	Sydney End Table - Wood Laminate/Brushed Steel..	188.00	206.80	263.20	_____
_____	82077*	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	128.00	140.80	179.20	_____
_____	82078*	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	228.00	250.80	319.20	_____
_____	82075*	Regis End Table - Brushed Metal.....	219.70	241.65	307.60	_____
_____	82074*	Regis Bench Table - Brushed Metal.....	309.50	340.45	433.30	_____
_____	820844*	Aura Round Table - White Metal.....	92.40	101.65	129.35	_____
_____	82057*	Edge LED Cube Table-White Plastic/Clear Acrylic....	223.15	245.45	312.40	_____
_____	82043*	Geo Square-Round Table - Glass/Black Steel.....	467.80	514.60	654.90	_____
_____	82044*	Geo Square-Round Table - Glass/Chrome.....	467.80	514.60	654.90	_____
_____	82088*	Oliver End Table - Walnut Finish.....	203.70	224.05	285.20	_____
_____	82087*	Oliver Table - Walnut Finish.....	231.00	254.10	323.40	_____
_____	8201226*	Rustique Square Metal Bar Table - Gray.....	201.60	221.75	282.25	_____
Conference Tables						
_____	82041*	Geo Conference Table - Glass/Black Steel.....	467.80	514.60	654.90	_____
_____	82051*	Geo Conference Table - Glass/Chrome.....	467.80	514.60	654.90	_____
_____	820260*	Madison Conference Table - Gray Acajou.....	485.65	534.20	679.90	_____
_____	820708*	42" Round Conference Table - White Laminate.....	338.10	371.90	473.35	_____
_____	820203*	6' Oval Conference Table - Graphite.....	548.10	602.90	767.35	_____
_____	820261*	Madison 5' Conference Table - Gray Acajou.....	588.00	646.80	823.20	_____
_____	820262*	Madison 8' Conference Table - Gray Acajou.....	1,173.40	1,290.75	1,642.75	_____
_____	820263*	Madison 10' Conference Table - Gray Acajou.....	1,173.40	1,290.75	1,642.75	_____
_____	820951*	Ventura Bar Table - Maple w/ Grommets.....	498.95	548.85	698.55	_____
_____	820952*	Ventura Communal Bar Table - Black.....	488.90	537.80	684.45	_____
_____	820953*	Ventura Bar Table - White w/ Grommets.....	498.95	548.85	698.55	_____
_____	820954*	Ventura Communal Bar Table - Maple.....	498.95	548.85	698.55	_____
_____	820956*	Ventura Communal Bar Table - White.....	498.95	548.85	698.55	_____
_____	820963*	Ventura Communal Cafe Table - Maple.....	396.00	435.60	554.40	_____
_____	820960*	Ventura Cafe Table - Maple w/ Grommets.....	594.00	653.40	831.60	_____
_____	820961*	Ventura Cafe Table - White w/ Grommets.....	594.00	653.40	831.60	_____
_____	820966*	Ventura Communal Cafe Table - White.....	396.00	435.60	554.40	_____
_____	820962*	Ventura Communal Cafe Table - Black.....	396.00	435.60	554.40	_____
Office						
_____	84075*	Madison Desk - Gray Acajou.....	516.60	568.25	723.25	_____
_____	84077*	Madison Credenza - Gray Acajou.....	430.50	473.55	602.70	_____
_____	84078*	Madison Bookcase - Gray Acajou.....	367.50	404.25	514.50	_____
Computer Desks/Tables						
_____	820706*	Work Desk - White Laminate.....	291.90	321.10	408.65	_____
_____	820707*	Merlin Table - Gray Laminate.....	304.50	334.95	426.30	_____

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POWERED

Powered Seating

_____	810120*	Naples Chair, Powered - Black Vinyl.....	577.50	635.25	808.50	_____
_____	830122*	Naples Loveseat, Powered - Black Vinyl.....	774.90	852.40	1,084.85	_____
_____	830121*	Naples Sofa, Powered - Black Vinyl.....	892.50	981.75	1,249.50	_____
_____	81021*	Roma Chair, Powered - White Vinyl.....	649.70	714.65	909.60	_____
_____	83017*	Roma Sofa, Powered - White Vinyl.....	1,004.05	1,104.45	1,405.65	_____

Powered Tables

_____	820950*	Ventura Communal Bar Table, Powered - Black.....	498.95	548.85	698.55	_____
_____	820955*	Ventura Communal Bar Table, Powered - White.....	549.35	604.30	769.10	_____
_____	820964*	Ventura Communal Cafe Table, Powered - Black.....	502.00	552.20	702.80	_____
_____	820965*	Ventura Communal Cafe Table, Powered - White.....	502.00	552.20	702.80	_____
_____	84083*	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	600.60	660.65	840.85	_____
_____	84084*	Tech Desk, Powered - Black Metal.....	445.20	489.70	623.30	_____
_____	82076*	Sydney Cocktail Table, Powered - Black.....	344.40	378.85	482.15	_____
_____	82073*	Sydney Cocktail Table, Powered - White.....	344.40	378.85	482.15	_____

Powered Pedestals

_____	85060*	Powered Locking Pedestal 36" H, Black.....	420.00	462.00	588.00	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	420.00	462.00	588.00	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	501.90	552.10	702.65	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	501.90	552.10	702.65	_____
_____	820710*	Wireless Charging Table, Powered.....	398.00	437.80	557.20	_____

Midtown Counters & Bars

_____	850103*	Midtown Powered Counter Unlighted - Pewter.....	1,198.00	1,317.80	1,677.20	_____
_____	850102*	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	1,398.00	1,537.80	1,957.20	_____
_____	850101*	Midtown Bar Unlighted - Pewter.....	1,078.00	1,185.80	1,509.20	_____
_____	850100*	Midtown Bar Lighted w/ Plug-In - Pewter.....	1,278.00	1,405.80	1,789.20	_____

DISPLAY & ACCESSORIES

Product Storage

_____	84080*	3 Door File Cabinet on Castors - Black	155.40	170.95	217.55	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size...	168.75	185.65	236.25	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	261.65	287.80	366.30	_____
_____	85020*	Posh Shelving w/ Chrome Frame - White.....	367.90	404.70	515.05	_____

Refrigerator

_____	75057	Small Refrigerator.....	452.60	497.85	633.65	_____
_____	8503001*	Refrigerator - White.....	853.15	938.45	1,194.40	_____

Lighting

_____	850707*	Mason Table Lamp - White/Brushed Silver.....	140.70	154.75	197.00	_____
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	203.70	224.05	285.20	_____

FREEMAN furnishings

Take advantage of the Online price by ordering at www.freeman.com before FEBRUARY 24, 2020

NAME OF SHOW: **NATL FACILITIES MANAGEMENT & TECHNOLOGY CONF / MARCH 17-19, 2020**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DISPLAY & ACCESSORIES						

Display

_____	75020	Display Cylinder - Black - Low.....	283.90	312.30	397.45	_____
_____	75021	Display Cylinder - Black - Medium.....	316.80	348.50	443.50	_____
_____	75022	Display Cylinder - Black - High.....	346.40	381.05	484.95	_____
_____	75030	Display Cube - Black - 12" Small.....	283.90	312.30	397.45	_____
_____	75031	Display Cube - Black - 18" Medium.....	316.80	348.50	443.50	_____
_____	75032	Display Cube - Black - 24" Large.....	346.40	381.05	484.95	_____
_____	75079	Orion Computer Kiosk - Black.....	485.40	533.95	679.55	_____
_____	72056	Display Counter - Black.....	529.30	582.25	741.00	_____

Boxwood Hedges

_____	85030*	7' Boxwood Hedge.....	516.00	567.60	722.40	_____
_____	85035*	4' Boxwood Hedge.....	304.00	334.40	425.60	_____

Accessories

_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	97.50	107.25	136.50	_____
_____	220118	Chrome Sign Holder.....	112.00	123.20	156.80	_____
_____	750135	Round Literature Rack.....	211.65	232.80	296.30	_____
_____	750136	Flat Literature Rack.....	155.20	170.70	217.30	_____
_____	220109	Chrome Coat Tree.....	63.75	70.15	89.25	_____
_____	220134	Aluminum Easel.....	45.00	49.50	63.00	_____
_____	220110	Chrome Bag Rack.....	101.75	111.95	142.45	_____
_____	10201484	Floor Standing Bulletin Board.....	211.65	232.80	296.30	_____
_____	220106	Corrugated Wastebasket.....	21.85	24.05	30.60	_____

Special Drape

- Black Blue Brown Green Flax
 Gold Gray Plum Red White

_____	12103	Special Drape 3'H (per ft.).....	20.50	22.55	28.70	_____
_____	12108	Special Drape 8'H (per ft.).....	26.65	29.30	37.30	_____

TOTAL COST		
_____	+	_____
Sub-Total	6% Tax	Total Cost

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

*Asterisk indicates item is a Freeman Select furnishing

FREEMAN furnishings

Take advantage of the Online price
 by ordering at www.freeman.com before
FEBRUARY 24, 2020

FROM THE GROUND UP

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

Sustainability Tip:

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

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



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

PRESTIGE CARPET

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


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

Custom Options

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



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

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

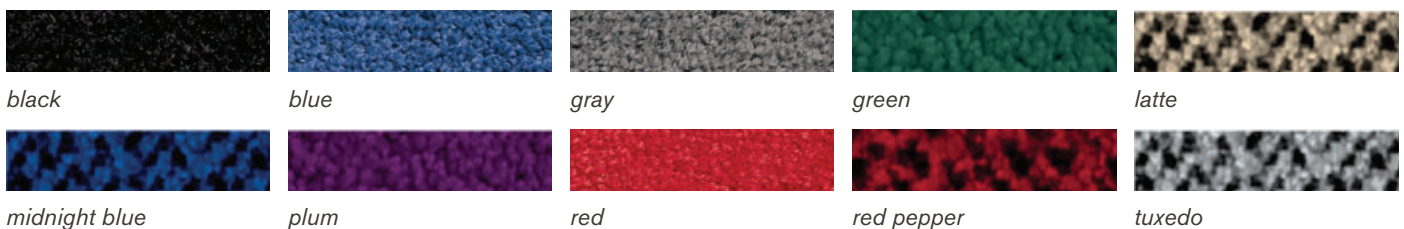
CLASSIC CARPET

Custom Cut

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

Standard Cut

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



Actual colors may vary slightly

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

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 24, 2020**

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

NAME OF SHOW: **NATL FACILITIES MANAGEMENT & TECHNOLOGY CONF / MARCH 17-19, 2020**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

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

10' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet	\$ 192.75	\$ 212.05	\$ 269.85	_____
_____	10' x 20' Classic Carpet	\$ 368.05	\$ 404.85	\$ 515.25	_____
_____	10' x 30' Classic Carpet	\$ 552.10	\$ 607.30	\$ 772.95	_____
_____	10' x 40' Classic Carpet	\$ 736.10	\$ 809.70	\$ 1,030.55	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 90.00	\$ 99.00	\$ 126.00	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 180.00	\$ 198.00	\$ 252.00	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 270.00	\$ 297.00	\$ 378.00	_____
_____	10' x 40' Carpet Padding - Single Layer.....	\$ 360.00	\$ 396.00	\$ 504.00	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 204.00	\$ 224.40	\$ 285.60	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 408.00	\$ 448.80	\$ 571.20	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 612.00	\$ 673.20	\$ 856.80	_____
_____	10' x 40' Carpet Padding - Double Layer.....	\$ 816.00	\$ 897.60	\$ 1,142.40	_____
_____	Plastic Covering (price per sq. ft.).....	\$ 1.10	\$ 1.20	\$ 1.55	_____

9' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet	\$ 350.00	\$ 385.00	\$ 490.00	_____
_____	9' x 20' Classic Carpet	\$ 700.00	\$ 770.00	\$ 980.00	_____
_____	9' x 30' Classic Carpet	\$ 1,050.00	\$ 1,155.00	\$ 1,470.00	_____
_____	9' x 40' Classic Carpet	\$ 1,400.00	\$ 1,540.00	\$ 1,960.00	_____
_____	9' x 10' Carpet Padding - Single Layer.....	\$ 205.00	\$ 225.50	\$ 287.00	_____
_____	9' x 20' Carpet Padding - Single Layer.....	\$ 410.00	\$ 451.00	\$ 574.00	_____
_____	9' x 30' Carpet Padding - Single Layer.....	\$ 615.00	\$ 676.50	\$ 861.00	_____
_____	9' x 40' Carpet Padding - Single Layer.....	\$ 820.00	\$ 902.00	\$ 1,148.00	_____
_____	9' x 10' Carpet Padding - Double Layer.....	\$ 275.00	\$ 302.50	\$ 385.00	_____
_____	9' x 20' Carpet Padding - Double Layer.....	\$ 550.00	\$ 605.00	\$ 770.00	_____
_____	9' x 30' Carpet Padding - Double Layer.....	\$ 825.00	\$ 907.50	\$ 1,155.00	_____
_____	9' x 40' Carpet Padding - Double Layer.....	\$ 1,100.00	\$ 1,210.00	\$ 1,540.00	_____
_____	Plastic Covering (price per sq. ft.).....	\$ 1.10	\$ 1.20	\$ 1.55	_____

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

TOTAL COST		
_____	+	_____
Sub- Total		6% Tax
	=	_____
		Total Cost

FREEMAN standard size carpet

Take advantage of the Online price by ordering at www.freeman.com before FEBRUARY 24, 2020

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 24, 2020**

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

NAME OF SHOW: **NATL FACILITIES MANAGEMENT & TECHNOLOGY CONF / MARCH 17-19, 2020**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

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

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

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 3.75

CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:

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

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

Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
		\$ 3.75	\$ 4.15	\$ 5.25	_____

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

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

- Black Cardinal Charcoal Cream Gray Pearl Navy Toast Wedgewood White

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ 5.00	\$ 5.50	\$ 7.00	_____
Over 700 sq. ft.		\$ 4.50	\$ 4.95	\$ 6.30	_____

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

- Black Charcoal Gray Pearl Navy White

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

	Booth Size: _____ x _____ = _____ sq. ft. @	Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.		\$ 6.00	\$ 6.60	\$ 8.40	_____
Over 700 sq. ft.		\$ 5.50	\$ 6.05	\$ 7.70	_____

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 2.05

Qty	Description	Price per sq. ft. (90 sq. ft. minimum)	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ 2.05	\$ 2.25	\$ 2.85	_____
_____	Carpet Padding-1/2" (Over 700 sq. ft.)		\$ 1.55	\$ 1.70	\$ 2.15	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ 2.75	\$ 3.05	\$ 3.85	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ 2.25	\$ 2.50	\$ 3.15	_____

TOTAL COST

_____	+	_____	=	_____
Sub- Total		6% Tax		Total Cost

Take advantage of the Online price
by ordering at www.freeman.com
before FEBRUARY 24, 2020

FREEMAN cut to size carpet

FIT TO PRINT

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



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

SMARTFABRIC® RENTAL EXHIBITS



10 x 10 ft. unit

GRAPHIC SIZE

116"W 92.5"H



10 x 20 ft. unit

GRAPHIC SIZE

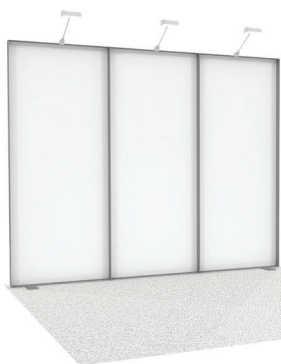
233.5"W 92.5"H

RENTAL EXHIBITS INCLUDE:

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

FRAME ONLY UNIT

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



10 x 10 ft. frame



10 x 20 ft. frame

RENTAL EXHIBITS INCLUDE:

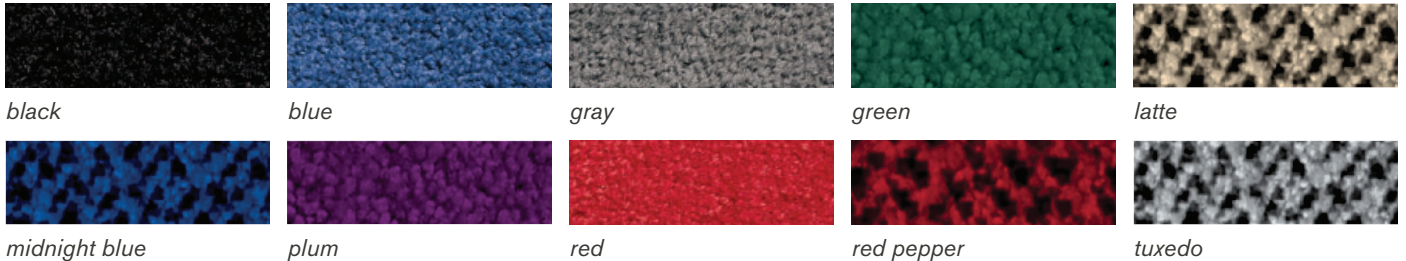
- Rental Frame
- 9' x 10' or 9' x 20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per 10' Booth
- 6 Arm Lights per 20' Booth
- Power for lights only

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

CLASSIC CARPET

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

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

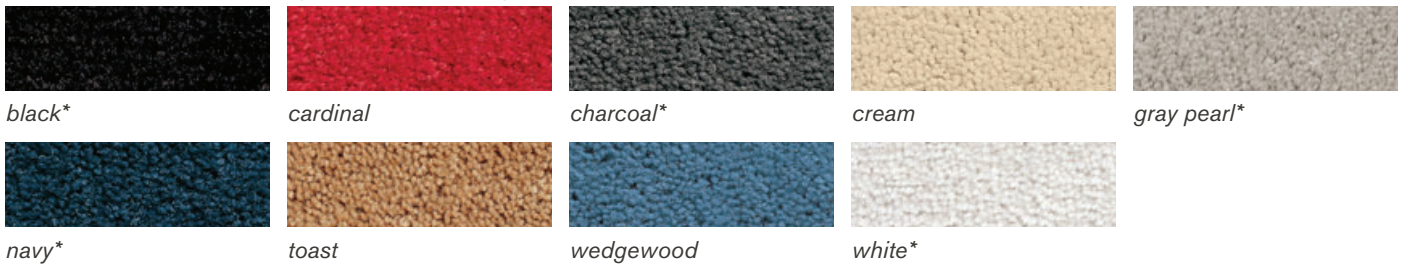


9' carpet is laid toward the front edge, leaving 1' at the back of the booth for utility port access. Actual colors may vary slightly.

PRESTIGE CARPET

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

(28 oz.) – Available Upgrade Color Options



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

OPTIONAL ACCESSORIES

SMARTFABRIC® ZIPPERED CARRYING CASE

20"W | 8"H | 16"D

One SmartFabric zipper bag is included with purchase.



CLEAR ACRYLIC SHELF

36"W | .25"H | 12"D


(holds up to 15 lbs each)



CUSTOM GRAPHICS

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

FREEMAN SUSTAINABILITY FOCUS

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

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609

**DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 24, 2020**

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

NAME OF SHOW: **NATL FACILITIES MANAGEMENT & TECHNOLOGY CONF / MARCH 17-19, 2020**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

SMARTFABRIC EXHIBIT

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



SmartFabric Rental Exhibit Includes:

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

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

Qty	Description	Discount	Standard	Total
_____	10' x 10' SmartFabric Exhibit.....	\$ 2,155.00	\$ 3,017.00	_____
_____	10' x 20' SmartFabric Exhibit.....	\$ 4,155.00	\$ 5,817.00	_____

CUSTOM GRAPHICS

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

FRAME ONLY UNIT

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



Frame Only Unit Includes:

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

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

Qty	Description	Discount	Standard	Total
_____	10' x 10' Frame Only Unit.....	\$ 1,410.00	\$ 1,974.00	_____
_____	10' x 20' Frame Only Unit.....	\$ 2,350.00	\$ 3,290.00	_____

ACCESSORIES

Qty	Description	Discount	Standard	Total
_____	SmartFabric Arm Light	\$ 71.65	\$ 100.30	_____
_____	SmartFabric Acrylic Shelf (supports up to 15 lbs).....	\$ 165.40	\$ 231.55	_____
_____	SmartFabric Carrying Case (purchase).....	\$ 22.05	\$ 30.85	_____

QUICK TIPS

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

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

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

TOTAL COST

_____	+	_____	=	_____
Sub-Total		6 % Tax		Total Cost

FLEXING TO FIT YOUR NEEDS

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

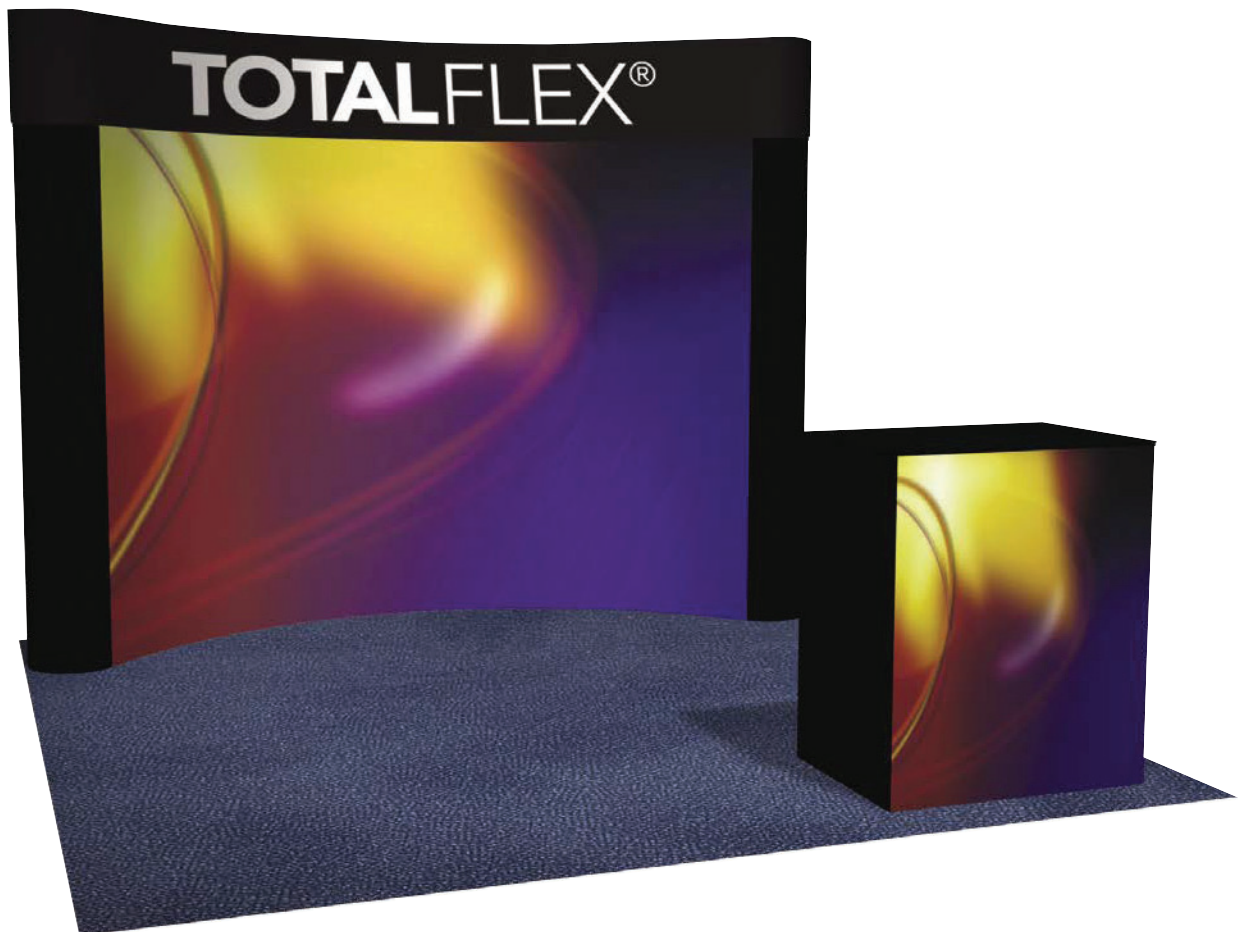


Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com

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

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

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



FLOOR UNITS

- 10'w x 8'h Floor Standing Unit
- 20'w x 8'h Floor Standing Unit

TABLE TOP UNITS

- 6'w x 40"h Table Top Unit
- 8'w x 40"h Table Top Unit

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609

**DISCOUNT PRICE
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NAME OF SHOW: **NATL FACILITIES MANAGEMENT & TECHNOLOGY CONF / MARCH 17-19, 2020**

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

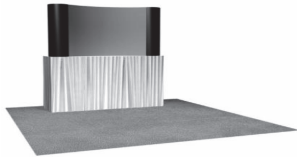
CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

TABLETOP UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
40"H x 6'W	1,046.65	1,465.30	_____	_____
40"H x 8'W	1,221.20	1,709.70	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
40"H x 6'W	1,295.30	1,813.40	_____	_____
40"H x 8'W	1,467.90	2,055.05	_____	_____

*Shipping Not Included

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

Purchase Units Include:
1-Case
One Time Installation & Dismantle

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

Fabric Panel Colors for All Units: Black Gray Blue

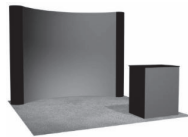
***Other Colors Also Available for Purchase Units**

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

Table Drape:

Black Blue Brown Green Flax
 Gold Gray Plum Red White

FLOOR UNIT



RENTAL			QTY	TOTAL
Size	Discount Price	Standard Price		
8'H x 8'W	1,744.30	2,442.00	_____	_____
8'H x 10'W	2,086.75	2,921.45	_____	_____
PURCHASE*				
Size	Discount Price	Standard Price		
8'H x 8'W	2,965.55	4,151.75	_____	_____
8'H x 10'W	3,482.25	4,875.15	_____	_____

*Shipping Not Included

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

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

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

Fabric Panel Colors for All Units: Black Gray Blue

***Other Colors Also Available for Purchase Units**

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

• All Classic carpet contain recycled content and are recyclable.

CUSTOM GRAPHIC / PHOTO PANELS

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

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

OPTIONAL ACCESSORIES			RENTAL			PURCHASE			
Part #	Description	Qty	Discount Price	Standard Price	Total	Qty	Discount Price	Standard Price	Total
1715800	2-200 Watt Halogen Light Kit	_____	217.25	304.15	_____	_____	307.70	430.80	_____
1715801	1-200 Watt Halogen Light Kit	_____	113.55	158.95	_____	_____	225.55	315.75	_____
1715802	Straight Shelf	_____	87.20	122.10	_____	_____	156.40	218.95	_____
1715803	Angled Shelf	_____	87.20	122.10	_____	_____	156.40	218.95	_____

QUICK TIPS

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

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

PURCHASE UNITS TOTAL COST

Sub-Total + 6% Tax = Total Cost

RENTAL UNITS TOTAL COST

Sub-Total + 6% Tax = Total Cost

SEEING IS BELIEVING

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

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



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

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



FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 Fax: (469) 621-5609

**DISCOUNT PRICE
DEADLINE DATE
FEBRUARY 24, 2020**

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

NAME OF SHOW: **NATL FACILITIES MANAGEMENT & TECHNOLOGY CONF / MARCH 17-19, 2020**

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

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

**To order your graphics, complete this order form and attach your sign copy or electronic file.
Please see artwork guidelines for electronic files on page 2 of this form.
Note: All graphics are subject to a 100% Cancellation Charge.**

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sq.ft.

sq. ft. _____ \$ 24.00 per sq. ft. discount price
x or = \$ _____
\$ 48.00 per sq. ft. standard price

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

LARGE DIGITAL GRAPHICS

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

File Information:
Electronic File Name _____

Application _____
PMS Colors _____

Backing Material:

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

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

Vertical Horizontal Use Your Judgment For Sign Layout

Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11" @ _____	54.00	108.00 =	_____
7" x 22" @ _____	54.00	108.00 =	_____
7" x 44" @ _____	54.00	108.00 =	_____
9" x 44" @ _____	66.00	132.00 =	_____
11" x 14" @ _____	54.00	108.00 =	_____
14" x 22" @ _____	54.00	108.00 =	_____
14" x 44" @ _____	102.50	205.00 =	_____
22" x 28" @ _____	102.50	205.00 =	_____
28" x 44" @ _____	205.25	410.50 =	_____
20" x 60" @ _____	199.50	399.00 =	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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

Vertical Horizontal Use Your Judgment For Sign Layout

Background Color: _____

Lettering Color: _____

TOTAL COST		
Sub-Total	+	6 % Tax
		= Total Cost

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

VECTOR ART:

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

FONTS and LINKS

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

COLOR

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

ARTWORK IN THE STRUCTURE

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

ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

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

PRINT FILES:

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

RASTER OR BITMAP ART:

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

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

WAYS TO SEND ARTWORK

• Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (301) 918-7975 for assistance.

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:

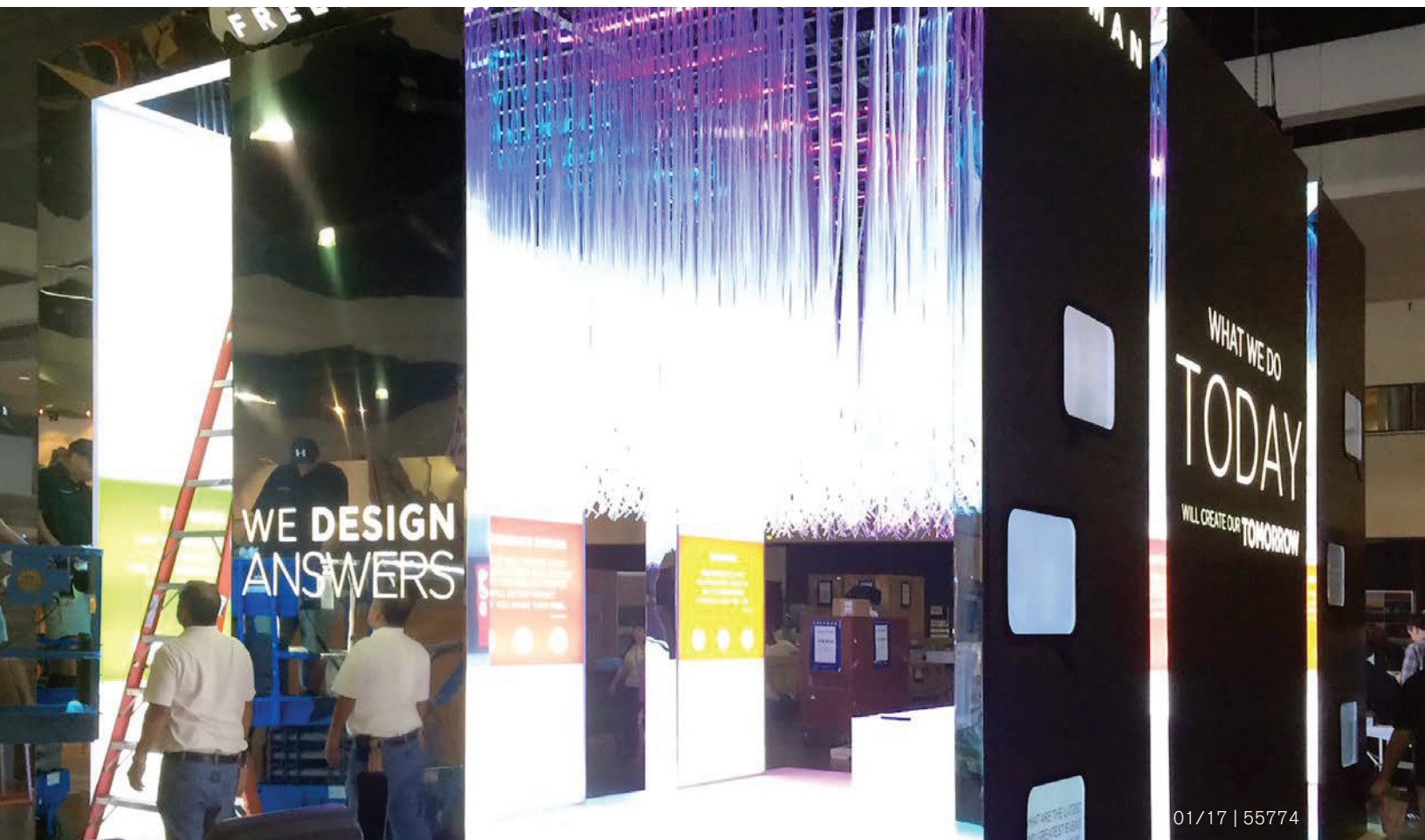
- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations 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

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.

FREEMAN

9900 Business Parkway
Lanham, MD 20706
Ph: 301-918-7975 • Fax: 469-621-5609
FreemanWashingtonES@freeman.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **NATL FACILITIES MANAGEMENT & TECHNOLOGY CONF / MARCH 17-19, 2020**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 301-918-7975 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
Straight Time- 8:00 A.M. to 4:30 P.M. Monday through Friday	\$ 103.00	\$ 144.25
Overtime- 4:30 P.M. to 8:00 A.M. Monday through Friday		
All Day Saturday and Sunday	\$ 154.00	\$ 215.75
Double Time- All recognized holidays	\$ 206.00	\$ 288.50
<u>Recognized Holidays:</u> New Year's Day, January 1, 2020; Martin Luther King Day, January 20, 2020; President's Day, February 17, 2020; Memorial Day, May 25, 2020; Independence Day, July 4, 2020; Labor Day, September 7, 2020; Veteran's Day, November 11, 2020; Thanksgiving Day, November 26, 2020; Christmas Eve, December 24, 2020; Christmas Day, December 25, 2020		

- **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 next page of this form.**
- Installation of your exhibit will be completed at our discretion prior to show opening.
 - The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.
- Emergency contact: _____ Phone Number: _____

- Exhibitor Supervised Labor (Supervisor must check in at Service Desk to pick up labor)**
- Supervisor will be: _____ Phone Number: _____

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

DISMANTLE LABOR

- Freeman Supervised Labor - Please complete the reverse side of this form.**
- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
 - The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00.
- Emergency contact: _____ Phone Number: _____

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

- Supervisor will be: _____ Phone Number: _____

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

FREEMAN installation & dismantle

NAME OF SHOW: **NATL FACILITIES MANAGEMENT & TECHNOLOGY CONF / MARCH 17-19, 2020**

COMPANY NAME: _____

BOOTH#: _____

CONTACT NAME: _____

PHONE#: _____

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET UP INFORMATION

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

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

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

METHOD OF SHIPMENT

Freeman Exhibit Transportation:

- Common Carrier
- Air Freight Next Day 2nd Day Deferred Expedited

Other (list carrier name & phone number):

- Other Common Carrier: _____
- Other Air Freight: _____
- Van Line: _____

FREIGHT CHARGES

- Prepaid Collect

Bill To: _____

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

- Reroute via Freeman's choice
- Deliver back to Freeman warehouse at Exhibitor's expense.

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

FREEMAN installation & dismantle

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 • Fax: (469) 621-5609
FreemanWashingtonES@freeman.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **NATL FACILITIES MANAGEMENT & TECHNOLOGY CONF / MARCH 17-19, 2020**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 301-918-7975 to speak with one of our experts.

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

HANGING SIGN LABOR AND EQUIPMENT

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 Exhibitors 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 through the Electrical Service provider.
- 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 may be determined.

Type: Cloth Banner ___ Metal or Wood ___ Other ___

Shape: Square ___ Triangle ___ Rectangle ___ Other ___

Size: Height ___ Length ___ Width ___

Weight of Sign: _____

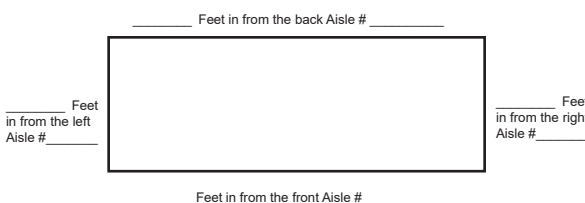
Does Your Sign Require Electricity ___ Assembly ___

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: _____

1920 (496584)

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time

8:00 A.M. to 4:30 P.M., Monday through Friday

Overtime

4:30 P.M. to 8:00 A.M., Monday through Friday,
All day Saturday & Sunday

Double Time

All recognized holidays

Recognized Holidays: New Year's Day, January 1, 2020;
Martin Luther King Day, January 20, 2020; President's Day, February 17, 2020; Memorial Day, May 25, 2020;
Independence Day, July 4, 2020; Labor Day, September 7, 2020; Veteran's Day, November 11, 2020;
Thanksgiving Day, November 26, 2020; Christmas Eve, December 24, 2020; Christmas Day, December 25, 2020

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

	Straight Time	Overtime	Double Time
--	---------------	----------	-------------

Condor with crew - for heights over 15'

Advance Price	\$602.00	\$749.00	\$1,074.00
Show Site Price	\$843.00	\$1,048.50	\$1,503.75

Additional Crew Assembly Labor (Per person / Per hour)

Advance Price	\$103.00	\$154.00	\$206.00
Show Site Price	\$144.25	\$215.75	\$288.50

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.

FREEMAN hanging sign labor

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

_____, the contracted exhibitor at the **NATL FACILITIES MANAGEMENT & TECHNOLOGY CONF / MARCH 17-19, 2020** 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: _____

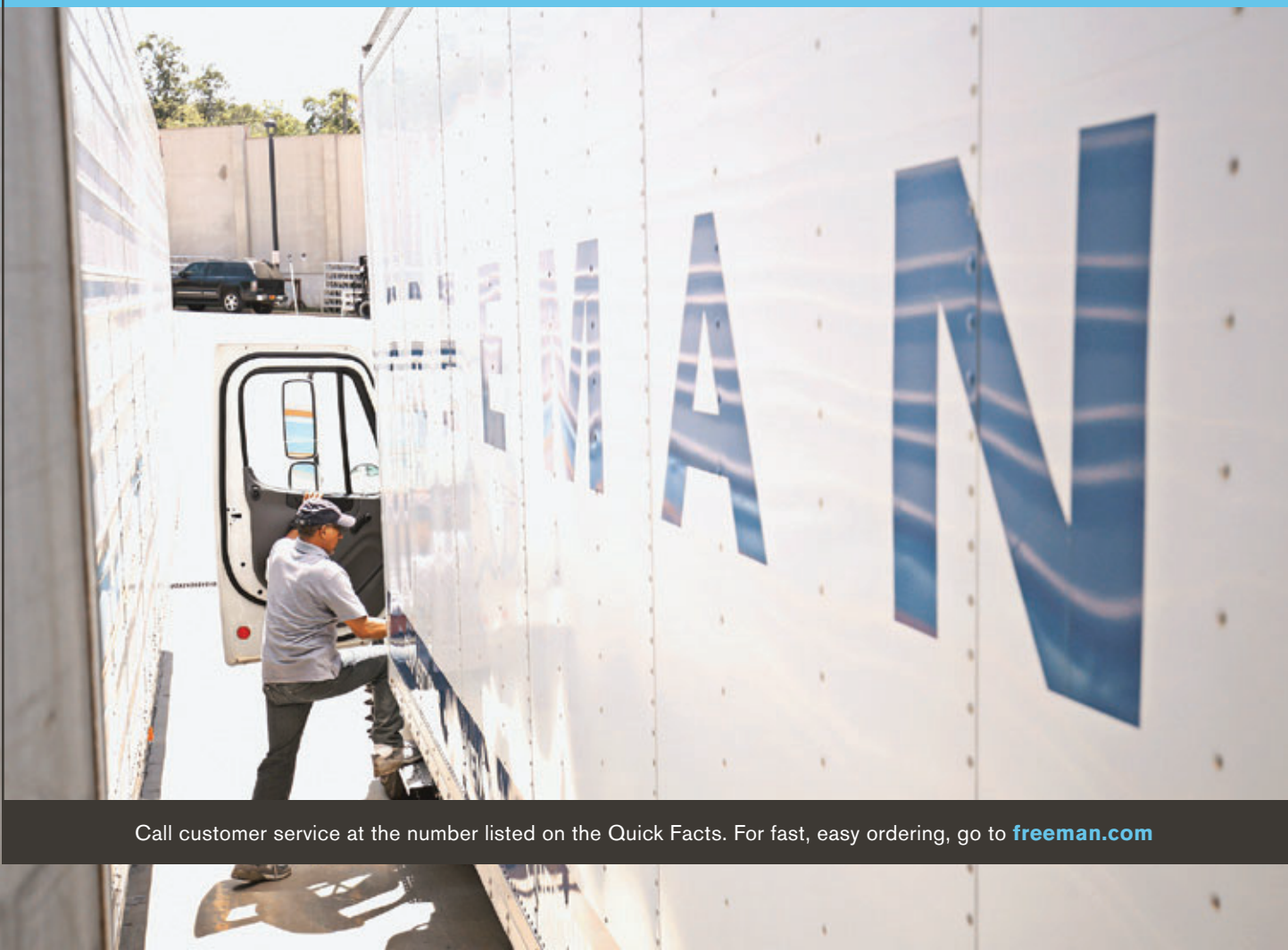
Complete and return form to address listed at the top of this form.

FREEMAN structural integrity statement

RESULTS, DELIVERED

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

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



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

EXHIBIT TRANSPORTATION SERVICES

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

Freeman Exhibit Transportation promise:

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

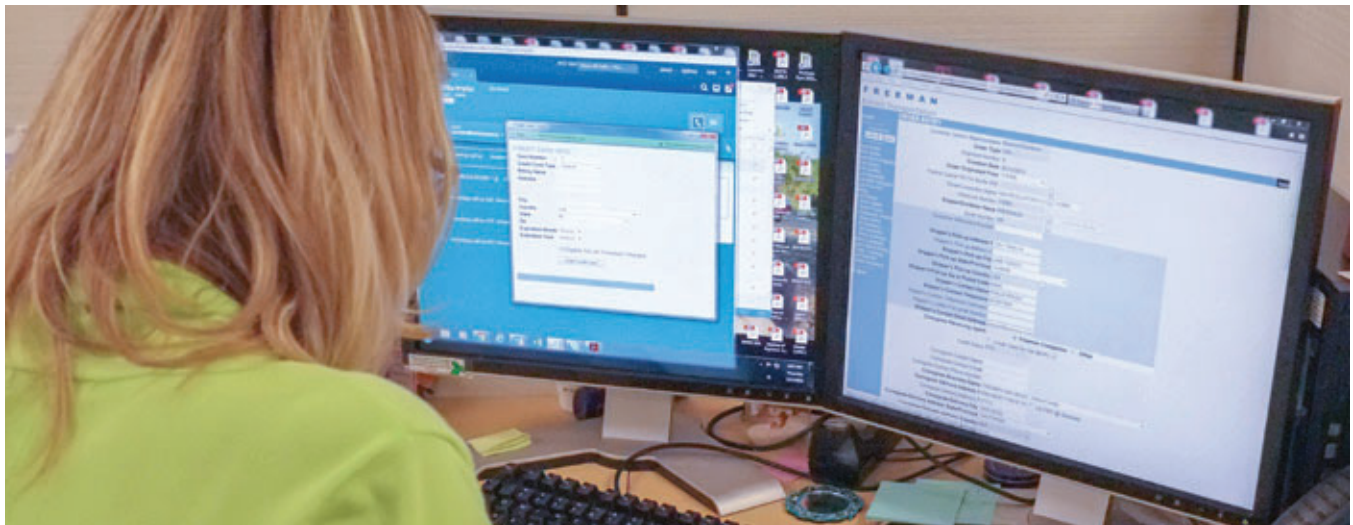
Questions?

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

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

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

DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM



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

FREEMAN exhibit transportation

NAME OF SHOW: **NATL FACILITIES MANAGEMENT & TECHNOLOGY CONF / MARCH 17-19, 2020**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call applicable number listed above to speak with one of our experts.

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) _____ (State) _____ (Zip Code) _____

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #

NATL FACILITIES MANAGEMENT & TECHNOLOGY CONF

C/O: FREEMAN
9900 BUSINESS PARKWAY
LANHAM, MD 20706

MUST BE DELIVERED BY MARCH 06, 2020

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

FREEMAN / Exhibiting Company Name / Booth #

NATL FACILITIES MANAGEMENT & TECHNOLOGY CONF

C/O: FREEMAN
BALTIMORE CONVENTION CENTER
1 W PRATT STREET
BALTIMORE, MD 21201

CANNOT BE DELIVERED BEFORE MARCH 15, 2020

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 # (496584) _____

F R E E M A N

R U S H

D O N O T D E L A Y

RECEIVING DATE BEGINS: FEBRUARY 17, 2020

DEADLINE DATE IS: MARCH 06, 2020

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
9900 BUSINESS PARKWAY
LANHAM, MD 20706

WAREHOUSE
(496584)

**NATIONAL FACILITIES MGMT &
EVENT: TECHNOLOGY CONFERENCE 2020**

BOOTH NO. _____ NO. _____ OF _____ PCS.

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

F R E E M A N

R U S H

D O N O T D E L A Y

RECEIVING DATE BEGINS: FEBRUARY 17, 2020

DEADLINE DATE IS: MARCH 06, 2020

TO: _____

EXHIBITOR NAME

C/O: FREEMAN
9900 BUSINESS PARKWAY
LANHAM, MD 20706

WAREHOUSE
(496584)

**NATIONAL FACILITIES MGMT &
EVENT: TECHNOLOGY CONFERENCE 2020**

BOOTH NO. _____ NO. _____ OF _____ PCS.

F R E E M A N

R U S H

D O N O T D E L A Y

CANNOT DELIVER BEFORE MARCH 15, 2020

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
BALTIMORE CONVENTION CENTER
1 W PRATT STREET
BALTIMORE, MD 21201

SHOW SITE
(496584)

**NATIONAL FACILITIES MGMT &
EVENT: TECHNOLOGY CONFERENCE 2020**

BOOTH NO. _____ NO. _____ OF _____ PCS.

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F R E E M A N

R U S H

D O N O T D E L A Y

CANNOT DELIVER BEFORE MARCH 15, 2020

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
BALTIMORE CONVENTION CENTER
1 W PRATT STREET
BALTIMORE, MD 21201

SHOW SITE
(496584)

**NATIONAL FACILITIES MGMT &
EVENT: TECHNOLOGY CONFERENCE 2020**

BOOTH NO. _____ NO. _____ OF _____ PCS.

F R E E M A N

R U S H

D O N O T D E L A Y

MUST DELIVER BY MARCH 06, 2020

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
9900 BUSINESS PARKWAY
LANHAM, MD 20706

HANGING SIGN
(496584)

**NATIONAL FACILITIES MGMT &
TECHNOLOGY CONFERENCE 2020**

BOOTH NO. _____ NO. _____ OF _____ PCS.

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

F R E E M A N

R U S H

D O N O T D E L A Y

MUST DELIVER BY MARCH 06, 2020

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
9900 BUSINESS PARKWAY
LANHAM, MD 20706

HANGING SIGN
(496584)

**NATIONAL FACILITIES MGMT &
TECHNOLOGY CONFERENCE 2020**

BOOTH NO. _____ NO. _____ OF _____ PCS.

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, UPS, Purolator, DHL and Canada Post, 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, UPS, Purolator, DHL and Canada Post, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading “prepaid.”
- “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on the Quick Facts.

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
- On the Material Handling Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are four categories of freight:

Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labour to unload. Federal Express, UPS, Purolator, DHL and Canada Post are included in this category due to their delivery procedures.

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

Carpet and/or Pad Only: shipments that consist of loose carpet and/or padding only require additional labour and equipment to unload.

- All inbound and outbound shipments are subject to overtime charges if the shipments is received, loaded or unloaded during the overtime hours specified on the Material Handling Order Form. This includes both warehouse and show site shipments.
- Add any late delivery or off-target charges listed on the Material Handling Order Form if the freight will be received after the deadlines listed on the Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up “Empty Labels” at the Freeman Service Centre. Once the container is completely empty place a label on each container individually. Labeled empty containers will be picked up periodically and store 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 Centre 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 Centre.

- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Centre.
- 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 is 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 Forklift Order Form for available equipment.
- Advance and show site orders for equipment and labour will be dispatched once a company representative signs the labour order at the Freeman Service Centre.
- 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

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 • Fax: (469) 621-5609
FreemanWashingtonES@freeman.com

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

NAME OF SHOW: **NATL FACILITIES MANAGEMENT & TECHNOLOGY CONF / MARCH 17-19, 2020**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 301-918-7975 to speak with one of our experts.

Let Freeman Online® estimate your material handling charges for you. Log on to www.freeman.com, select your show and click on "Estimate My Material Handling Costs". From Freeman Online® you can print extra shipping labels, get tips on how to package your freight and much more.

MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** (See definitions on back) Material delivered in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS & DHL** are included in this category due to their delivery procedures.
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
- CARPET AND/OR PAD ONLY:** Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
- STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday
- OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday
- DOUBLE TIME:** All day Sunday and Holidays
(Overtime/Double time will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)
- Recognized Holidays:** New Year's Day, January 1, 2020; Martin Luther King Day, January 20, 2020; President's Day, February 17, 2020; Memorial Day, May 25, 2020; Independence Day, July 4, 2020; Labor Day, September 7, 2020; Columbus Day, October 12, 2020; Veteran's Day, November 11, 2020; Thanksgiving Day, November 26, 2020; Day After Thanksgiving, November 27, 2020; Christmas Day, December 25, 2020

Description	Price Per CWT	200 lb. Minimum
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RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$137.25	274.50
Special Handling Shipment.....	\$178.50	357.00
Carpet and/or Pad Only Shipment.....	\$206.00	412.00
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$127.00	254.00
Special Handling Shipment.....	\$165.25	330.50
Uncrated or Pad Wrapped Shipment.....	\$190.50	381.00
Carpet and/or Pad Only Shipment.....	\$190.50	381.00
Small Package - Maximum weight is 30 lbs per shipment*		
Per Shipment.....	\$ 45.00	

*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

All rates quoted above are straight time rates. Show site overtime hours are before 8:00 a.m. and after 5:00 p.m. on weekdays. All freight received at the warehouse that must be moved into or out of the booth before 8:00 a.m. or after 5:00 p.m. on weekdays will be charged additional overtime rates. Any time on Saturday, Sunday or holidays will be charged overtime or double time surcharges in addition to the above rates.

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after MARCH 06, 2020	\$ 34.50	69.00
Show Site Shipment after MARCH 16, 2020	\$ 31.75	63.50
Overtime Charge - Inbound/Outbound - Mon-Fri & Sat (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 31.75	63.50
Special Handling Shipment.....	\$ 41.50	83.00
Uncrated or Pad Wrapped Shipment.....	\$ 47.75	95.50
Carpet and/or Pad Only Shipment.....	\$ 47.75	95.50
Double Time Charge - Inbound/Outbound - Sun & Holidays (in addition to above rates)		
Crated or Skidded Shipment.....	\$ 38.25	76.50
Special Handling Shipment.....	\$ 49.75	99.50
Uncrated or Pad Wrapped Shipment.....	\$ 57.25	114.50
Carpet and/or Pad Only Shipment.....	\$ 57.25	114.50

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
		÷ 100 =		
Surcharges		÷ 100 =		
			0.00% Tax	
			Total	

SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to www.freemanco.com/store

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading?

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

What is Shipment Integrity?

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

What is Alternate Delivery Location?

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

What are Mixed Shipments?

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

What does it mean if I have "No Documentation"?

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

What is the difference between Crated and Uncrated Shipments?

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting points.

What about carpet only shipments?

Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 • Fax: (301) 459-0612
FreemanWashingtonES@freeman.com

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

NAME OF SHOW: NATL FACILITIES MANAGEMENT & TECHNOLOGY CONF / MARCH 17-19, 2020
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____
For Assistance, please call 301-918-7975 to speak with one of our experts.

MOBILE UNITS / MOTORIZED VEHICLES

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

Exhibitors may drive their motorized equipment in and out of the exhibit areas or have Freeman supply an operator when available.

Local Fire & Building codes require all vehicles displayed on the exhibit hall floor must conform to the following:

- Vehicle must have less than ¼ tank of gas
- Gas cap must be locked or sealed
- Battery must be disconnected

SPOTTING FEE

MOBILE UNITS*	\$ 220.00 per unit (round trip)
MOTORIZED VEHICLES	\$ 220.00 per unit (round trip)

***NOTE:** Mobile units will be assessed a “one-time” spotting charge in addition to a one hour forklift/operator charge (See Forklift/Rigging Labor Form) each way for unloading and loading. Motorized vehicles are defined as a tractor, forklift, crane, etc. arriving at the exhibit hall that can be driven to the booth location under its own power.

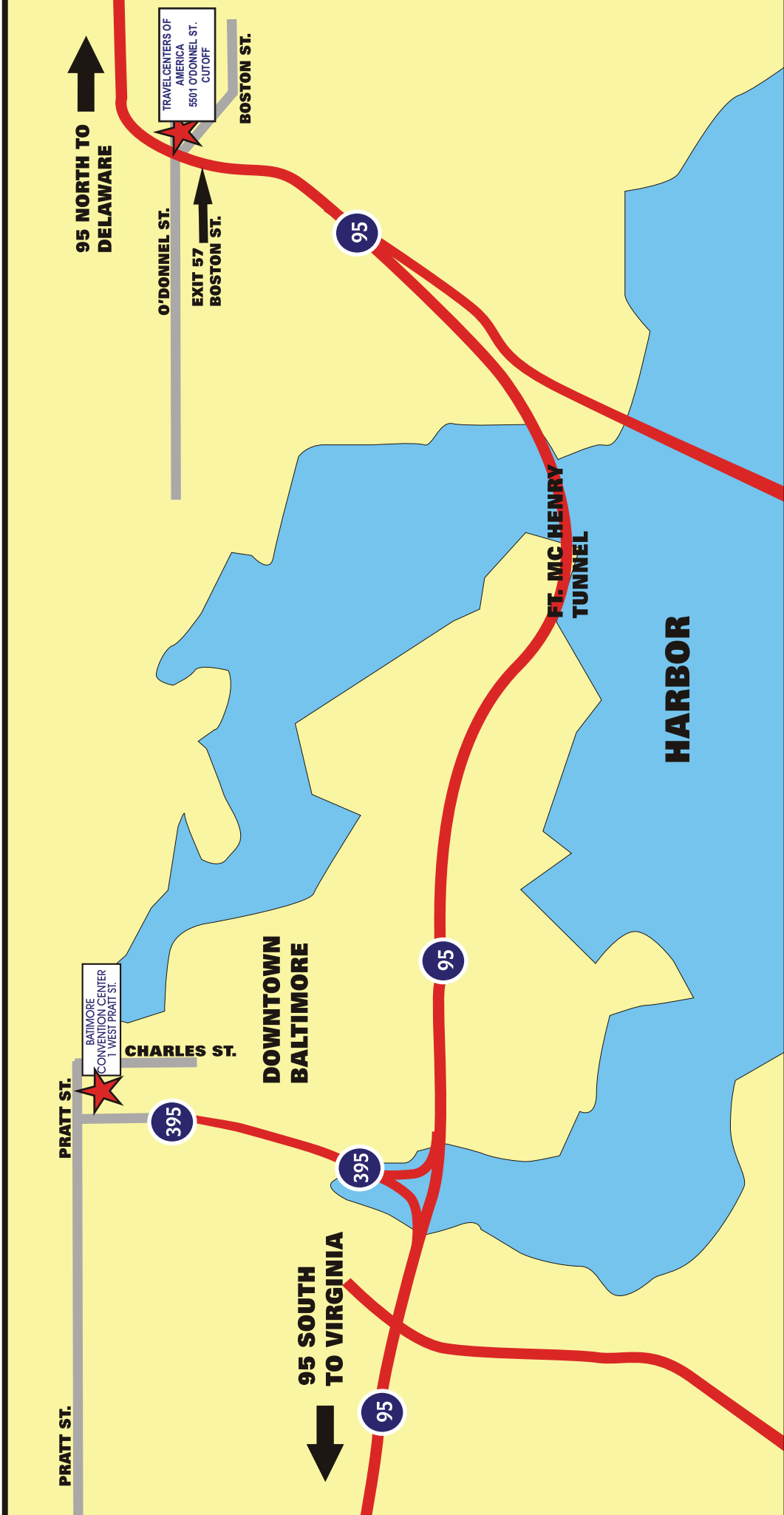
Number of units: _____ Type: _____

Dimensions of Largest Unit:

Height: _____ Width: _____ Length: _____ Weight: _____

Will you require a crane or forklift? _____
(See Forklift/Rigging Labor Order Form if YES.)

Comments/Special Handling Requirements: _____



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.

Privately Owned Vehicle Cart Service

To ensure a smooth, efficient and successful tradeshow experience, Freeman would like to inform you of our Privately Owned Vehicle Cart Service that will be offered to **NATL FACILITIES MANAGEMENT & TECHNOLOGY CONF.**

Privately Owned Vehicles are considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include pick-ups, passenger vans, taxis, limos, etc.

This service is for exhibitors transporting their materials in a privately owned vehicle who are unable to utilize the designated Show Location hand-carry entrance. Exhibitors may use the designated Show Location hand-carry entrance to transport materials that one person can carry in one trip to their booths.* **Please note: You will not be able to park your vehicle in this area or leave it. Your vehicle cannot be left or unattended as there is no designated parking.**

The Privately Owned Vehicle Cart Service provides one teamster and a flat cart to assist in unloading and transporting materials to your booth at the cost of **\$50.20 per cart load**. If you utilize this service on the inbound, *it will be provided complimentary on the outbound*. The size of the flat cart is 2' wide by 6' deep. Storage of empty containers and return of containers at the end of the show is included in this rate.

Of course, you may ship your exhibit via a common carrier and have your materials handled by our staff. Charges are applied based upon weight. We are not offering the cartload service if a carrier delivers your materials.

Questions? Please feel free to contact our Exhibitor Service Department at 301-918-7975. Thanks and we look forward to a successful show!

(*) Refer to the Union Regulations sheet in the Service Manual for a complete listing of all show site Union Jurisdictions.

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 • Fax: (469) 621-5609
FreemanWashingtonES@freeman.com

**RETURN COMPLETED FORM BY
FEBRUARY 24, 2020**

NAME OF SHOW: NATL FACILITIES MANAGEMENT & TECHNOLOGY CONF / MARCH 17-19, 2020
COMPANY NAME _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS _____

IF YOU ARE SHIPPING OVER 5,000 LBS., PLEASE COMPLETE THIS QUESTIONNAIRE IN AS MUCH DETAIL AS POSSIBLE.

1. Shipment(s) to arrive at: _____ Warehouse _____ Show Site
2. Estimate of total number of pieces: _____ Display _____ Equipment
How many pieces are: _____ Crated _____ Uncrated _____ Skidded
3. Total number of trucks/trailers you will use: _____
****Certified weight ticket(s) must accompany all inbound freight****
4. Your shipment(s) will arrive via (designate number of loads in each category):
_____ Van Line _____ Flatbed _____ Common Carrier
_____ Company Truck
5. What is the approximate weight of your entire shipment? _____
What is the approximate weight of your heaviest piece? _____
6. Print the name of the person in charge of move-in:
Contact Name: _____
Phone Number: _____
7. **Does your exhibit material (including machinery) require any special type of material handling equipment for unloading and/or erecting?** Please be specific. (Example: crane or forklift other than 5,000 lb 3 stage with 72" blades)

Please contact Christopher Flynn at 240-495-0248 or
Christopher.Flynn@freeman.com with any questions.

FREEMAN

9900 Business Parkway
Lanham, MD 20706
(301) 918-7975 • Fax: (469) 621-5609
FreemanWashingtonES@freeman.com

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

NAME OF SHOW: **NATL FACILITIES MANAGEMENT & TECHNOLOGY CONF / MARCH 17-19, 2020**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 301-918-7975 to speak with one of our experts.

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

FORKLIFT RIGGING EQUIPMENT AND LABOR

Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday

Overtime - 4:30 P.M. to 8:00 A.M. Monday through Friday

All day Saturday

Double Time - Sunday and all recognized holidays

Recognized Holidays: New Year's Day, January 1, 2020; Martin Luther King Day, January 20, 2020; President's Day, February 17, 2020; Memorial Day, May 25, 2020; Independence Day, July 4, 2020; Labor Day, September 7, 2020; Veteran's Day, November 11, 2020; Thanksgiving Day, November 26, 2020; Christmas Eve, December 24, 2020; Christmas Day, December 25, 2020

- **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 Service Desk to pick up 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.....	\$ 298.00	\$ 417.25
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 365.25	\$ 511.50
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$ 437.50	\$ 612.50
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$ 595.75	\$ 834.00
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$ 730.50	\$ 1,022.75
3040102	Forklift w/operator - up to 10,000 lbs - DT.....	\$ 874.75	\$ 1,224.75
3040150	Forklift w/operator - up to 15,000 lbs - ST/OT/DT	Quoted	Quoted
3040300	Forklift w/operator - up to 30,000 lbs - ST/OT/DT	Quoted	Quoted
304040	Forklift w/operator - 4-Stage - ST.....	\$ 340.50	\$ 476.75
304041	Forklift w/operator - 4-Stage - OT.....	\$ 391.50	\$ 548.50
304042	Forklift w/operator - 4-Stage - DT.....	\$ 450.00	\$ 630.00
RIGGING LABOR			
3020100	Rigger / Material Handler - ST.....	\$ 103.00	\$ 144.25
3020101	Rigger / Material Handler - OT	\$ 154.00	\$ 215.75
3020102	Rigger / Material Handler - DT	\$ 206.00	\$ 288.50
EQUIPMENT			
3090600	Forklift Cage.....	\$ 138.00	\$ 193.25
3090700	Forklift Boom.....	\$ 158.00	\$ 221.25
3090800	Pallet Jack.....	\$ 70.00	\$ 98.00

INSTALLATION

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

DISMANTLE

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

SP (496584)

FREEMAN forklift / rigging labor

FREEMAN

9900 Business Parkway
 Lanham, MD 20706
 (301) 918-7975 Fax: (469) 621-5609

**OUTBOUND MATERIAL HANDLING
 AND SHIPPING LABELS**

NAME OF SHOW: **NATL FACILITIES MANAGEMENT & TECHNOLOGY CONF / MARCH 17-19, 2020**

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

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (301) 918-7975 to speak with one of our experts.

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

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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

METHOD OF SHIPMENT

Select a Carrier:

Freeman Exhibit Transportation **Other Carrier**

No need to schedule your outbound shipment. Carrier Name: _____
 Charges will appear on your Freeman invoice. Carrier Phone: _____

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

Select 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.

ORDER INSTRUCTIONS

Advance Payment Deadline Date: 02/25/20



The Power People

ELECTRICAL EXHIBITION SERVICES

One West Pratt Street, Baltimore, MD 21201
Phone: (410) 649-7321 Fax: (410) 649-7327
Baltimore@edlen.com

EXHIBITOR:		BTH #	
EVENT:	NFMT 2020 Facilities Management Conference & Expo		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	March 17-19, 2020	EVENT #	030010BA

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order

Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor Forms as Required

Forms include the following:

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

B. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

METHOD OF PAYMENT

Advance Payment Deadline Date: 02/25/20



The Power People

ELECTRICAL EXHIBITION SERVICES

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EVENT:	NFMT 2020 Facilities Management Conference & Expo		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	March 17-19, 2020	EVENT #030010BA	

FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:
ADDRESS:		FAX:
CITY:	ST:	ZIP:
COUNTRY:	CELL #:	
EMAIL:		

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

ACH ELECTRONIC PAYMENT TRANSFER

Wells Fargo ABA# 121000248 Acct: 4122636046
3800 Howard Hughes Parkway, Las Vegas, NV 89169
Phone: 800.289.3557

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

BANK WIRE TRANSFER INFORMATION *

Bank transfer to Wells Fargo
Wire Transfer:
ABA#: 121000248 Acct: 4122636046
International Wire Transfer:
Swift Code: WFBIUS6S Acct: 4122636046

* Please reference the Event # listed above and your Booth # on all electronic payments.

*** \$50 processing fee MUST be included with transfer.**

CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

VISA MASTERCARD AMEX DISCOVER

COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:															
CHECK #:															
CREDIT CARD NUMBER:												EXP DATE:			
CARD HOLDER SIGN:								PRINT NAME:							
EMAIL:															
THIRD PARTY PAYMENT? YES or NO															

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
----------	-------	-----	------

SERVICE TOTALS

1. BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. LIGHTING ORDER	
5. PLUMBING ORDER	
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.

ELECTRICAL ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

One West Pratt Street, Baltimore, MD 21201
Phone: (410) 649-7321 Fax: (410) 649-7327
Baltimore@edlen.com

E M

Advance Payment Deadline Date: 02/25/20

EXHIBITOR:		BTH #	
EVENT:	NFMT 2020 Facilities Management Conference & Expo		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	March 17-19, 2020	EVENT #030010BA	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

INLINE AND PENINSULA DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).

ISLAND BOOTH DELIVERY ONE LOCATION

Island booths that only need power delivered to one location incur (1) hour labor charge for installation and (1/2) hour removal charge. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.

ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS

Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.

208/480V POWER DELIVERY AND CONNECTIONS

Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

CANCELLATIONS

Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event

120 VOLT Exhibit Halls A-G & Ballroom	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
500 WATTS (5 AMPS)	_____	_____	105.00	130.00	_____
1000 WATTS (10 AMPS)	_____	_____	130.00	160.00	_____
1500 WATTS (15 AMPS)	_____	_____	160.00	230.00	_____
2000 WATTS (20 AMPS)	_____	_____	185.00	240.00	_____
120 VOLT OTHER AREAS					
500 WATTS (5 AMPS)	_____	_____	108.00	165.00	_____
1000 WATTS (10 AMPS)	_____	_____	137.00	220.00	_____
1500 WATTS (15 AMPS)	_____	_____	165.00	260.00	_____
2000 WATTS (20 AMPS)	_____	_____	200.00	310.00	_____
208 VOLT SINGLE PHASE					
30 AMPS	_____	_____	360.00	540.00	_____
60 AMPS	_____	_____	630.00	840.00	_____
100 AMPS	_____	_____	1,008.00	1,325.00	_____
200 AMPS	_____	_____	2,300.00	2,500.00	_____
208 VOLT THREE PHASE					
60 AMPS	_____	_____	800.00	1,090.00	_____
100 AMPS	_____	_____	1,375.00	1,738.00	_____
200 AMPS	_____	_____	2,530.00	3,480.00	_____

TRANSFORMER(S) Boost 208 Volt to 230 Volt ,

Transformer (20 amp minimum charge) Total Amps: _____ x 5.50 = _____

Please call for information on any services you require that are not listed here.

480V CONNECTIONS Approximately 480V A.C. 60 Cycle - Prices are for Entire Event

480 VOLT THREE PHASE			
30 AMPS	_____	1,276.00	1,915.00
60 AMPS	_____	1,670.00	2,500.00

120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

15' EXTENSION CORD	_____	27.00	_____
POWER STRIP	_____	27.00	_____

TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM	TOTAL	_____
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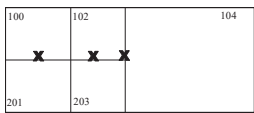
PRINT NAME:	_____	
EMAIL:	_____	PHONE: _____

TERMS & CONDITIONS

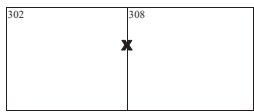
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
4. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
5. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
7. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
8. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
9. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1/2) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
10. Edlen Supervision - A supervisory charge of 10% of the prevailing labor rate will apply to all labor that exceeds one hour.
11. For a dedicated outlet, order a 20 amp outlet.
12. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
13. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
14. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
15. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
16. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
17. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
18. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
19. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
20. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
21. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
22. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
23. Claims will not be considered or adjustments made unless filed in writing prior to the close of the event.
24. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
25. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
26. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
27. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

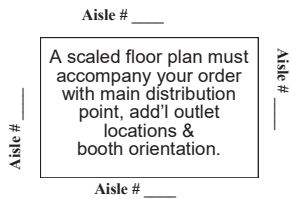
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



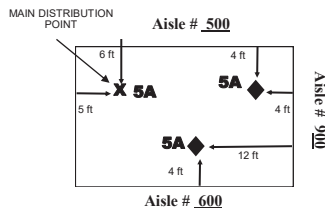
(IN-LINE BTHS) (PENINSULA)



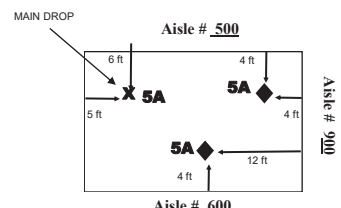
(BACK-TO-BACK PENINSULA)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM**

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 02/25/20



The Power People

ELECTRICAL EXHIBITION SERVICES
One West Pratt Street, Baltimore, MD 21201
Phone: (410) 649-7321 Fax: (410) 649-7327
Baltimore@edlen.com

EXHIBITOR:		BTH #	
EVENT:	NFMT 2020 Facilities Management Conference & Expo		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	March 17-19, 2020	EVENT #030010BA	

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Form

There is a different form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from truss
7. Motor, truss, rigging installation and cabling

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.



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ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

- Provide an Electrical Layout Form:
 - The electrical layout must indicate each power outlet and its location with exact measurements.
 - The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
 - Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
 - If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
- What date will you begin building your booth?
 - Date: _____ Time: _____
- Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
 - Describe flooring: _____
 - Estimated date and time flooring installation will begin. Date: _____ Time: _____
- Show site supervisor:

Name _____ Cell # _____

Email _____ Company _____
- The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
- In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	ST	\$99.00	_____
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	OT	\$148.00	_____
		LIFT RENTAL		
		HOURS	RATE	TOTAL
		_____	\$260.00	_____

TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM	ESTIMATED TOTAL	_____
---	------------------------	-------

AUTHORIZATION

PRINT NAME: _____ DATE: _____

ELECTRICAL BOOTH WORK

Advance Payment Deadline Date: 02/25/20



The Power People

ELECTRICAL EXHIBITION SERVICES

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 Baltimore@edlen.com

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DATES:	March 17-19, 2020	EVENT #	030010BA

BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1/2 hour labor charge per electrician applies.

Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Connection of High Voltage Services (208V - 480V)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Installation of Booth Lighting

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		BOOTH LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	ST	\$99.00	_____
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	OT	\$148.00	_____
		LIFT RENTAL		
		HOURS	RATE	TOTAL
		_____	\$260.00	_____

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM	ESTIMATED TOTAL	_____
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AUTHORIZATION

PRINT NAME: _____ DATE: _____

ELECTRICAL LAYOUT



The Power People

ELECTRICAL EXHIBITION SERVICES

One West Pratt Street, Baltimore, MD 21201
 Phone: (410) 649-7321 Fax: (410) 649-7327
 Baltimore@edlen.com

Advance Payment Deadline Date: 02/25/20

EXHIBITOR:		BTH #	
EVENT:	NFMT 2020 Facilities Management Conference & Expo		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	March 17-19, 2020	EVENT #030010BA	

Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

POWER ORIGINATES FROM THE FLOOR IN THIS VENUE

Power is delivered from a floor port to a “main distribution point” in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if power is needed at any other location than the rear of the booth. (See T&C page 4 for examples):

INDICATE BOOTH TYPE	INDICATE SCALE & TOTAL SQ FT	OUTLET LEGEND
Island _____	Example: 1 Square = 1 Foot	X = Main Distribution Point ▲ = 5amp/500 watt
Inline _____	_____ Square = _____ Ft	◆ = 10amp/1000 watt ★ = 15amp/1500 watt
Peninsula _____	Total Square Footage = _____	● = 20amp/2000 watt

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

PLUMBING ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

One West Pratt Street, Baltimore, MD 21201
 Phone: (410) 649-7321 Fax: (410) 649-7327
 Baltimore@edlen.com

E M

Advance Payment Deadline Date: 02/25/20

EXHIBITOR:		BTH #	
EVENT:	NFMT 2020 Facilities Management Conference & Expo		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	March 17-19, 2020	EVENT #030010BA	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

IMPORTANT NOTES

ADDITIONAL CONNECTIONS

If you have more than one machine or multiple connections on a machine, you must order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.

WATER PRESSURE

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

LABOR NOTES

OUTLET DELIVERY

There is a minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal will apply.

OUTLET DISTRIBUTION

Once outlets have been delivered, the raming and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal will apply.

OUTLET CONNECTIONS

Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

UTILITY SERVICES

COMPRESSED AIR: 90-100 LBS. PSI

	ADVANCE	REGULAR	TOTAL
_____ Air Outlet (call for a quote for 24-hour Air)	225.00	315.00	_____
_____ Additional Connections within 20' of Outlet	184.00	276.00	_____

CFM REQUIREMENTS

Must order CFM with air services. Refer to # 9 on Plumbing Terms, Conditions & Regulations.

CFM (There is a 5 CFM minimum charge per outlet/connection)	Total CFM = _____
Total CFM _____ x ADVANCE Rate 7.00	= _____
Total CFM _____ x REGULAR Rate 9.00	= _____

WATER LINES (Edlen is not responsible for sediment or the color or taste of water.)

_____ Water Outlet	300.00	435.00	_____
_____ Additional Connections within 20' of Outlet	184.00	276.00	_____
# of connections required: _____ Size of connection: _____			
PSI required: _____ GPM Required: _____			

DRAIN LINES (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.)

_____ Drain Outlet	130.00	275.00	_____
_____ Additional Connections within 20' of Outlet	184.00	276.00	_____
Number of connections required: _____ Size of connection required: _____			

FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

_____ 1 – 50 Gallons	145.00	185.00	_____
_____ 51 – 200 Gallons	195.00	275.00	_____
_____ 201 – 500 Gallons	310.00	435.00	_____
_____ Each additional 100 Gallons up to 1,000 Gallons	50.00	70.00	_____

LABOR

Labor is required for all air, water, & drain lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.

MISCELLANEOUS REQUIREMENTS (Call for a Quote)

TRANSFER TOTAL TO BOX #5 ON METHOD OF PAYMENT FORM	TOTAL	
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PRINT NAME:

EMAIL:

PHONE:

PLUMBING DISTRIBUTION

Advance Payment Deadline Date: 02/25/20



The Power People

ELECTRICAL EXHIBITION SERVICES

One West Pratt Street, Baltimore, MD 21201
Phone: (410) 649-7321 Fax: (410) 649-7327
Baltimore@edlen.com

EXHIBITOR:		BTH #	
EVENT:	NFMT 2020 Facilities Management Conference & Expo		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	March 17-19, 2020	EVENT #030010BA	

PLUMBING JURISDICTION

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water and Fill & Drain lines
- Installation of lines delivered from overhead
- Distribution of Air, Water & Drain lines under carpet

1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. There is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

A. Island Booths need to provide the following information:

1. The plumbing layout must indicate each outlet and its location with exact measurements.
2. Each location should indicate the type of service. All air locations must include CFM requirements.
3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C. Date you will begin building your booth: _____ Estimated time: _____

D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

1. Describe flooring: _____

E. What time do you estimate needing the physical connection to your equipment? Date: _____ Time: _____

F. Show site supervisor: _____ Company: _____

Cell #: _____ Email: _____

G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. Edlen will make every attempt to complete the work prior to your arrival.

LABOR ESTIMATE		
MAN HOURS	RATE	TOTAL
_____ ST	\$90.00	_____
_____ OT	\$135.00	_____
_____		_____

ESTIMATED TOTAL	_____
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TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

WORK RATE SCHEDULE	
ST	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
OT	Monday - Friday 4:30 PM - 8:00 AM & all day Saturday, Sunday and Holidays.

AUTHORIZATION

PRINT NAME: _____

DATE: _____

PLUMBING LAYOUT EDLEN

The Power People

ELECTRICAL EXHIBITION SERVICES
One West Pratt Street, Baltimore, MD 21201
Phone: (410) 649-7321 Fax: (410) 649-7327
Baltimore@edlen.com

Advance Payment Deadline Date: 02/25/20

EXHIBITOR:		BTH #	
EVENT:	NFMT 2020 Facilities Management Conference & Expo		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	March 17-19, 2020	EVENT #030010BA	

Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

PLUMBING SERVICES ORIGINATE FROM THE FLOOR IN THIS VENUE

Air, water & drain services are delivered from a floor port to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if these services are needed at any other location than the rear of the booth. (See T&C page 4 for examples):

INDICATE BOOTH TYPE	INDICATE SCALE & TOTAL SQ FT	OUTLET LEGEND
Island _____	Example: 1 Square = 1 Foot	X = Main Distribution Point
Inline _____	_____ Square = _____ Ft	W = Water A = Air
Peninsula _____	Total Square Footage = _____	D = Drain AC = Add'l connection

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

PLUMBING TERMS, CONDITIONS & REGULATIONS

1. Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. Call for price quote when available.
15. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
16. All equipment using water must have inlet and outlet properly tagged.
17. All equipment must comply with state and local codes.
18. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
21. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event; no exceptions.
22. Credit will not be given for outlets installed or connections made and not used.
23. Payment in full for all plumbing services provided must be made in full prior to close of the event.
24. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
25. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.
27. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM.**

For further information please visit our web site at www.edlen.com
or call the number on the Plumbing Order form

CLEANING SERVICE



ALL CONVENTION CLEANERS, INC.

2335 Mountain Top Road
Winston, GA 30187

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

ORDER DEADLINE DATE

March 11, 2020

BUILDING OPERATING MANAGEMENT'S

NFMT 2020
National Facilities Management & Technology March 17-19, 2019 • 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

EXHIBIT CLEANING

- Special booth cleaning other than during show hours, @ \$25.00 per hour. (1 hour minimum, per day)
Please Provide Instructions.

_____ x **\$25.00** = _____
No. of Hrs. Per Hr. Total Cost

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 _____

Audio Visual & Computer Supplier

NFMT 2020

March 17 - 19, 2020 - Baltimore Convention Center



Video Equipment	Qty	SHOW RATE	TOTAL
20" LCD Monitor		\$250.00	
32" LCD Monitor		\$400.00	
40" LCD Monitor		\$475.00	
42" LCD Monitor		\$500.00	
50" LCD Monitor		\$750.00	
60" LCD Monitor		\$1,200.00	
*Hardware - Floor stand		\$50.00	
Shelf for Floor stand		\$20.00	
*Hardware - Wall Mount		\$75.00	
*Hardware - Table stand		\$25.00	
VGA, HDMI, or USB (Circle Hook-up Option)		\$10.00	
Plasma Display & LCD labor install fee		\$90.00	

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		\$75.00	
UHF Wireless Lavalier Microphone		\$100.00	
UHF Wireless Hand-held Microphone		\$100.00	
UHF Wireless Headset Microphone		\$100.00	
4 -Channel Mixer		\$40.00	

ON-SITE INFORMATION

Exhibitor Booth #: _____

Rep. Contact Name: _____

Cell Phone Number: _____

Delivery DATE / TIME: _____

Dismantle DATE/TIME: _____

Video Projection Equipment	Qty	SHOW RATE	TOTAL
Sanyo LCD 2200 Lumen Projector		\$250.00	
Sanyo LCD 3300 Lumen Projector		\$285.00	
Sanyo LCD 5000 Lumen Projector		\$335.00	
6' Tripod Screen		\$45.00	
8' Tripod Screen		\$45.00	

Ordering Information

Discount Deadline: March 9, 2020

Orders received after deadline submission add 20% late fee.

Laptops & Accessories	Qty	SHOW RATE	TOTAL
Laptop Duo Core, 2Gig, DVD-rom		\$250.00	
Mouse & Keyboard (Wireless)		\$20.00	
Blu Ray DVD Player		\$65.00	
HP LaserJet 4000N Printer		\$100.00	

Ordering Information

Equipment charges are for the length of the tradeshow.
 Delivery Fee add \$95.00 as listed on order form.
 Late fee and Onsite fee add 20% based on sub-total of equipment.
 Union Facilities add 20% union fee based on sub-total of equipment.

Video Walls / LED Displays / Mac Computers Call for Quote

Conference & Meeting Room Equipment Call for Quote

Computer Labs / Cyber Cafes Call for Quote

Special Instructions:	Subtotal Equipment	
	Tax	N/A
	Delivery Fee	\$ 95.00
	20% Late Fee	
	Total Order	

Cancellations

Cancellation of order must be processed 72-hours prior to Delivery Date.
 Orders received after 72-hour deadline will be processed at full rate.
 One hundred percent of rental fees apply for any equipment delivered on show-site.

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.

Method of Payment

Card Number: _____ Exp Date ___ / ___ CID # _____

Cardholder's Name (as appears on card): _____

Cardholders Signature: _____

PLEASE CHECK ONE

AMERICAN EXPRESS

VISA

MASTERCARD

CORPORATE CHECK

AUDIO VISUAL ONE, Ltd.

Please Submit order to:
 Erica Cross-Show Services Coordinator
 724 Crepe Myrtle Circle
 Apopka, Florida 32712
 407.666.5382 ph. - 407.880.0736 fx.
ecross@audiovisualone.com

All orders will be processed within 48-hours or receipt.
 Please call to confirm that your order is being processed.

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, 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 BCC_support@mcdean.com • A 3.5% fee 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 online orders please go to bcc.mcdean.com • For service and order inquiries please call at 410-649-7097 			SUBTOTAL	
			6% TAX	
			3.5% FEE (applied to subtotal)	
			GRAND TOTAL	

All credit card charges will appear under the name "Openband." 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:		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.

<http://www.bccenter.org/downloads/files/MCDeanTerms.pdf>

The Easy Way to Collect Leads and Boost ROI



CompuLEAD® App and Tablet

Develop high-quality sales leads and close more sales.

- Download app on your own phone or rent a tablet
- Capture leads at your booth, networking dinners or anywhere else
- Quickly qualify leads for fast follow-up
- Wireless printer available



atEvent—Global Lead Retrieval Solution

A global lead retrieval solution you can use at all your events.

- Download app on your own phone or rent a tablet
- Drive prospect nurturing and sales conversions
- Transfer leads automatically to your CRM or Marketing Automation systems
- Obtain interaction history across all your events
- Scan badges and business cards



Products run on Apple and Android devices with current operating systems

Quick Comparison

	CompuLEAD	atEvent
Scan badges to collect lead data	✓	✓
Qualify and survey leads	✓	✓
View/edit leads from the device	✓	✓
Add notes to a lead	✓	✓
Real-time access to leads online	✓	✓
Use on multiple devices	✓	-
Send marketing materials to leads	✓	-
Transfer activations among devices	✓	-
Wireless printer option	✓	-
Auto Transfer leads into your CRM	-	✓
Scan business cards	-	✓
GDPR ready	✓	✓

"This is best lead retrieval app I have ever used! It's so simple to use. After my booth staff downloaded it onto their own phones, they were up and running in no time. We will definitely use the CompuLEAD app again next year."

- T. Jacobson

International Exhibitors Have a limited data plan?

You can use the CompuLEAD App in 'Airplane Mode' and sync your leads at the end of the day to avoid using up your data. (Wi-Fi enabled devices only)

Order Online: compusystems.com/order

Questions?

Domestic (toll-free): 866.600.5323 - International: +1 708.786.5565

Email: exhibitor-support@csireg.com



CompuSystems

	1/31/20 EARLY BIRD	2/3/20 ADVANCED	STANDARD
A-la-Carte			
CompuLEAD App <i>Single User Activation</i> (173A)	\$375	\$425	\$495
+ Additional User Activations (173B)	\$135	\$135	\$135
CompuLEAD Tablet (174A)	\$480	\$520	\$570
Packages			
CompuLEAD App 3 User Activations (115)	\$495	\$550	\$620
<ul style="list-style-type: none"> Download the app to 3 devices to capture more leads simultaneously Use custom qualifiers and surveys to identify top prospects (up to 99 qualifiers and 10 survey questions) Send prospects up to 5 video links and 15 PDFs (up to 5 MB each) to follow up 			
+ Additional User Activations (173B)	\$135	\$135	\$135
CompuLEAD Tablet (114)	\$785	\$850	\$935
<ul style="list-style-type: none"> Use custom qualifiers and surveys to identify top prospects (up to 99 qualifiers and 10 survey questions) Wireless printer – Only pairs to 1 device/app at a time Delivery, setup and in-booth training Send prospects up to 5 video links and 15 PDFs (up to 5 MB each) to follow up 			
atEvent 3 User Activations (194)	\$995	\$995	\$995
<ul style="list-style-type: none"> Capture detailed prospect information Marketing automation (Eloqua, Marketo, Hubspot, Pardot) or CRM (Salesforce.com) integration Event intelligence and sales insights 			
+ Additional User Activations (294)	\$135	\$135	\$135
Add-ons			
Wireless Printer For App (287A) – Only pairs to 1 device/app at a time	\$115	\$130	\$150
Wireless Printer For Tablet (187A) – Only pairs to 1 device/app at a time	\$115	\$130	\$150
Setup and In-Booth Training For App (108)	\$105	\$120	\$140
Delivery, Setup and In-Booth Training For Tablet (08)	\$105	\$120	\$140
Lead Retrieval Product Pick Up For Tablet (09)	\$75	\$75	\$75
Literature & Videos (LITE) – Immediately follow up with prospects by sending up to 5 video links and 15 PDFs (up to 5 MB each) directly from the app.	\$140	\$140	\$140
Custom Qualifiers and Survey Questions (05A)	\$85	\$85	\$85
Insurance For Tablet (INS)	\$85	\$85	\$85

Processing Fee = \$25

All applicable taxes will be added | All prices in U.S. dollars | All orders subject to a \$100 cancellation fee
 No refunds after 2/17/20 | No refunds on the CompuLEAD App

Order Online: compusystems.com/order
 Questions?

Domestic (toll-free): 866.600.5323 - International: +1 708.786.5565
 Email: exhibitor-support@csireg.com



BUILDING OPERATING MANAGEMENT'S NFMT[®]2020

National Facilities Management & Technology March 17-19, 2020 • Baltimore

Photography Booth Order Form

Photography charge includes up to 4 views; additional views are @ \$25/each

10' booth _____ \$150
20' booth _____ \$200
30' booth _____ \$250

All images are delivered electronically within 10 days of conclusion of event. Client has full reprint rights.

Front view: _____ Side view: _____ With people: _____ Without people: _____ With staff: _____

W/O staff: _____ With customers: _____ Without customers: _____ Other (please specify: _____

Exhibitor Information

Payment is due in full before images are delivered. Clients will be billed by PayPal.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Authorized By (please print): _____

Email address for file delivery: _____

Date: _____ Signature: _____

Booth #: _____ On-site Contact Name/Phone: _____

Desired date/time (30-60 minutes prior to show floor opening is optimal for empty booth/staff in booth photos):

Please return completed form to: Laurie DeWitt purelightimagesphoto@gmail.com

Pure Light Images Photo 6104 Bertram Avenue Baltimore, MD 21214 410-937-9957

www.purelightimagesphoto.com

**BUILDING OPERATING MANAGEMENT'S NFMT2020
BALTIMORE CONVENTION CENTER
MARCH 17-19, 2020**



**EXHIBITOR ORDER
FORM**

RETURN BY 3/3/20
*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:

***Advance Order Rate (4-hour billing minimum per shift)**

\$32.00 per hour – Payment by Check
\$34.00 per hour – Payment by Credit Card**

Rate (4-hour billing minimum per shift)

\$36.00 per hour – Payment by Check
\$38.00 per hour – Payment by Credit Card**

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

**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	_____	_____

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: _____

HOURS _____ X RATE _____ = SUBTOTAL _____

SUBTOTAL _____ + **6% 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:**** _____

- Security Personnel to remain in Booth until Exhibitor arrives.
- Security Personnel to work scheduled times only.

NAME ON CARD: _____ BILLING ADDRESS OF CARD: _____

CITY: _____ STATE: _____ ZIP: _____

CARD TYPE (CIRCLE ONE): **VISA** **MASTERCARD** AMOUNT: _____

CARD NUMBER: _____ EXPIRATION _____ CVV CODE _____

Effective 10/11/19



CUSTOM DESIGNED ARRANGEMENTS	DESCRIPTION / COLOR	UNIT PRICE	QUANTITY	TOTAL
SPRING FLORAL ARRANGEMENT		65.00		
TROPICAL FLORAL ARRANGEMENT		75.00		
FLORAL ARRANGEMENT HEIGHT: WIDTH:		100.00 or 175.00		
FLORAL ARRANGEMENT HEIGHT: WIDTH:				

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

SUB-TOTAL

DELIVERY, PICK UP & MAINTENANCE 10%

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.

Have National Plant & Floral's Designer call our booth on the following Date/Time: _____

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 CATERING MENU
2020



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 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, may 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 may be returned for a credit, except for estimated beverages served from a Centerplate bar.

- A 23% service charge will apply to all food and beverage charges. 6 % state sales taxes will apply to all food, beverage, labor/delivery charges, equipment rentals and service charges and 9% will apply to 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 speciality equipment*, linens*, flowers and amenities 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 exhibition space, including bar and work/counter space needed to provide contracted service(s).
- Client responsible to contact Edlen at 410.649.7321 for 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 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, cups and napkins.

Freshly Brewed Coffee

Three gallon units (approximately 36 cups)

\$195

Espresso Bar*

Includes espresso machine, 100 espresso pods, gallons of milk, three seasonal flavored syrups, whipped cream, condiments and supplies

\$1700

(Includes Barista for 4 hours; \$60 per hour additional above the first four hours)

Freshly Brewed Decaffeinated Coffee

Three gallon units (approximately 36 cups)

\$195

Restock: above items, excluding barista

*Advance order notice of two weeks is required

\$1450

Freshly Brewed Baltimore's Zeke Coffee

Three gallon units (approximately 36 cups)

\$210

Starbucks® Gourmet Coffee Bar

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

\$1120

(approximately 175 servings)

Freshly Brewed Baltimore's Zeke Decaffeinated Coffee

Three gallon units (approximately 36 cups)

\$210

Morning Coffee Package

Includes three gallons of regular coffee, two gallons of decaffeinated coffee and one gallon of herbal tea

\$360

Additional Starbucks Coffees or Tazo Tea

Three gallon units per selection (approximately 36 cups)

\$210

Keurig K-Cup Coffee Kit

Includes 24 K-Cups, 2 gallons of water, creamers, sugar/sweetener, stirrers and disposable cups (select either Regular Coffee or Decaffeinated Coffee)

\$115

Nitro Coffee Bar*

Includes cold brew nitro dispenser, 10 gallons of regular coffee (approx. 150 8 oz servings), condiments and supplies

\$1150

(Includes Barista for 4 hours; \$60 per hour additional above the first four hours)

*Advance order notice of two weeks is required

Keurig Starbucks K-Cup Coffee Kit

Includes 24 Starbucks K-Cups, 2 gallons of water, creamers, sugar/sweetener, stirrers and disposable cups (select either Regular Coffee or Decaffeinated Coffee)

\$165

Keurig Machine Daily Rental

\$50



2020 EXHIBITOR CATERING MENU – 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, cups and napkins.

Freshly Brewed Iced Tea

Three gallon units (approximately 36 cups)

\$135

Individual Bottled Juices

Twelve juices to include orange, apple and cranberry

\$48

Freshly Brewed Southern Sweet Tea

Three gallon units (approximately 36 cups)

\$135

Individual Bottled Naked Smoothies

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

\$36

Housemade Classic Lemonade

Three gallon units (approximately 36 cups)

\$135

Red Bull® Energy Drink

Six pack of regular or sugar-free

\$36

Housemade Speciality Lemonade

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

Strawberry, Watermelon, Thai-Basil, Cranberry-Lime or Arnold Palmer

\$150

Individual Bottled Sports Drink

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

\$48

Assorted Canned Soda

Twelve assorted regular and diet Coco-cola products

\$48

Individual Bottled Water

Twelve pack

\$48

Individual Bottled Sparkling Water

Twelve pack

\$48

Infused Mineral Water (per order)

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

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

\$105



2020 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

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A LA CARTE

FROM THE BAKERY

All services include the appropriate condiments, disposable plates, cutlery and napkins.

Assorted Freshly Baked Muffins

(two dozen)

\$90

Assorted Homestyle Cookies

two dozen may include chocolate chip, sugar, oatmeal raisin, peanut butter or seasonal selections

\$90

Assorted Donuts

two dozen of Chef's selection of donuts

\$98

Logo'd Large Sugar Cookies

\$94

Assorted Bagels

two dozen may include plain, sesame, cinnamon raisin and everything

\$90

Assorted Brownies & Blondies

two dozen may include double fudge, Oreo and rocky road brownies and toffee blondies

\$90

Assorted Danish

two dozen may include apple, blueberry, custard and cherry

\$100

Assorted Dessert Squares

two dozen may include lemon berry bar, rocky road brownies, toffee blondies and seasonal selections

\$100

Assorted Croissants

two dozen may include classic, almond topped, chocolate; apple; and cherry filled

\$130

Rice Krispy® Treats

two dozen plain, chocolate dipped and decorated

\$84

European Breakfast Pastry Tray

two dozen may include strawberry cheese pockets, caramel pecan twists, rum buns, crème brulee muffins and filled croissants

\$120

Cupcakes

one dozen per selection:

- Death by Chocolate Cupcake
- Salted Caramel Cupcake
- Strawberries 'n Cream Cupcake
- S'mores Cupcake
- Cannoli Cupcake
- Chef's Special Seasonal or Specialty Offering

\$75

Chef's Morning Bakery Display

three dozen may include muffins, bagels, danish and croissants

\$135

Italian Biscotti

two dozen plain and chocolate dipped

\$76

2020 EXHIBITOR CATERING MENU — 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

FROM THE PANTRY

All services include the appropriate condiments, disposable plates, cutlery and napkins.

Assorted Granola Bars (one dozen)	\$48	Make Your Own Trail Mix Housemade granola, dry roasted peanuts, banana chips, M&M's®, cheddar goldfish, mini pretzels and dried fruit (serves 50)	\$500
Assorted Kind Bars (one dozen)	\$72		
Assorted Kellogg's NutriGrain® Bars (one dozen)	\$48		
Chobani® Greek Yogurts GF (one dozen)	\$54		
Fresh Fruit Display GF (serves 25)	\$175		
Bowl of Whole Fresh Fruit GF (serves 25)	\$87.50		
Individual Bagged Snacks (one dozen)	\$48		
Individual Bagged Fishers Popcorn Choice of 1 flavor per selection (one dozen, 2oz. bags): Caramel, Butter, White Cheddar or Old Bay	\$84		
		Housemade Sliced Kettle Chips GF (bowl serves 25)	\$94
		Housemade Potato Chips & Dips GF with buttermilk herb and caramelized onion dips (serves 25)	\$150
		Tortilla Chips GF With salsa and guacamole (serves 25)	\$175
		Classic Chex Mix (bowl serves 25)	\$120
		Bar Pub Mix (bowl serves 25)	\$120
		Pretzel Twists (bowl serves 25)	\$90
		Mixed Nuts GF (five pounds)	\$160

GF = Gluten Free

2020 EXHIBITOR CATERING MENU – 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

Tables and electrical power required for any equipment will be the responsibility of the customer

PARKING FOR PRETZELS

\$550

Includes 75 jumbo salted Bavarian pretzels, spinning pretzel machine rental, classic yellow mustard, nacho cheese sauce and napkins
Power requirements: 110volt/15amps/single phase

Additional Jumbo Pretzels (each)

\$6

“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 servings) per selection: Butter,

Cheese, Caramel Corn or Glazed with almonds and pecans

EXHIBITOR FAVORITES

BOOTH ATTRACTIONS continued

“CHILL OUT”

Ice Cream Novelties

\$4.50

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

\$5.50

Ben & Jerry® and Häagen-Dazs® Ice Cream Selections, along with all-natural smoothie pops (minimum order of 100 pieces)

Ice Cream Freezer Daily Rental

\$75

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



FISHERS POPCORN BAR

\$700

Selection includes 2 flavors: Caramel, Caramel with peanuts, Cinnamon Caramel, Old Bay Flavored, Old Bay-Caramel Flavored, Butter Flavored, Kettle Corn, White Cheddar Flavored or Cheddar-Caramel Flavored
Serves approximately 800 2oz servings

CINEMA SNACK BAR GF

\$750

Includes 25 bags of White Cheddar Popcorn, Red Swedish Fish®, M&M'S®, Sour Patch Kids®, Milk Duds® and Sweet Tarts®
four ounce disposable cups and napkins
Serves approximately 50

C&C DISPLAY

\$1000

Includes chocolate dipped Oreo cookies, pretzel rods and whole strawberries, double fudge brownies and chocolate chip cookies, freshly brewed regular and decaffeinated coffees, condiments, biodegradable plates and cups and napkins

Serves approximately 50



GF = Gluten Free

2020 EXHIBITOR CATERING MENU — 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 guest. Minimum of 25 guests.

All services include the appropriate condiments, disposable plates, cutlery and napkins.

Energizing Break

GF Baby Carrots with assorted hummus
Hearty Trail Mix
Seasonal Popcorn

\$12

GF Walking Chili Break

Housemade chili con carne, individual bags of corn chips, cheddar cheese, sour cream, jalapeños and hot sauce

\$15

Oriole Break

Individual bags of Butter Flavored Popcorn
Jumbo Hot Pretzels with hot cheese sauce
Mini Hot Dog Sliders with ketchup and yellow mustard

\$12

Maryland Snack Break

Chesapeake Snack Mix
GF Maryland's Fisher's Popcorn
(caramel and white cheddar flavors)
GF Utz Crabby Potato Chips
Baltimore's Assorted Otterbein Cookies

\$14

GF Egg-cellent Break

Selection of deviled eggs; 1 of each per person

AM Variety: Lump Crab; Bacon-Benedict; and Lox & Bagel

PM Variety: California Roll; Buffalo Chicken; and Carbonara-Style

\$10

Baltimore Fiesta Break

GF Housemade Corn Tortilla Chips
GF Individual Crab & Corn Salsa
Berger Cookies
Goetze's Caramel Creams®

\$10

Give Me "S'more" Break

Premade assorted smores; assorted s'mores desserts shooters, creamy marshmallow dip with chocolate covered pretzels and graham crackers

\$12

Stick To It Break

Old Bay Spiced Duo Shrimp Skewer
Caprese Skewers – petite tomatoes, fresh mozzarella and basil
Sweet Skewers – strawberries and pound cake; with whipped cream

\$14

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2020 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

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LUNCH

PLATTER OF SANDWICHES

25 sandwiches on Chef's selection of breads; garnished with pickles; accompanied by appropriate condiments, disposable ware and napkins
Please select from the following:

- Turkey & Swiss with herb aioli
- Roast Beef & Cheddar
- Ham and Havarti
- Grilled Vegetables with red pepper hummus

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 Cheddar
- Ham and Swiss
- Vegetarian Caprese

PLATTER OF PETITE SANDWICHES

60 sandwiches on petite rolls; accompanied by appropriate condiments, disposable ware and napkins
Please select three from the following:

- Chunky Chicken Salad
- Apple Cider Brined Turkey Breast
- Ham with honey mustard
- Roast Beef with horseradish cream
- Classic Tuna Salad
- Classic Egg Salad
- Fresh Cucumbers with dill cream cheese spread

Gourmet Wrap Boxed Lunch \$30

with chips, side salad and a cookie
Please select from the following:

- Buffalo Chicken Wrap
- Baltimore Pit Beef Wrap with BBQ caramelized onions
- Turkey Club Wrap (contains ham)
- Rainbow Veggie Wrap with roasted red pepper hummus

Premium Sandwich Boxed Lunch \$32

with chips, side salad and brownie
Please select from the following:

- Apple Cider Brined Turkey Breast with Havarti cheese, baby spinach and herb aioli on brioche roll
- Roast Beef with smoked gouda, over roasted tomatoes and chipotle aioli on onion roll
- Italian Hero with basil pesto on focaccia bread
- Vegetarian Balsamic Glazed Portobello Mushrooms with grilled zucchini and red peppers; Boursin cheese on herb roll



RECEPTION

COLD HORS D'OEUVRE

Prices listed are per piece.
Minimum of 100 pieces per selection

Curry Chicken Salad <i>with golden raisins in a mini cone</i>	\$5
Duck Confit Canape <i>with whipped lingonberry goat cheese and micro greens</i>	\$6
PLT <i>Pork belly, baby lettuce and candied tomato on a brioche plank with tabasco aioli</i>	\$7
Tomato Bruschetta Basket <i>petit savory dough basket filled with seasoned tomatoes, herbs and toasted parmesan</i>	\$6
Vegan Mushroom Ravioli <i>with tomato coulis; topped with balsamic glaze</i>	\$5
Individual Vegetable Crudites ^{GF} <i>Roasted Red Pepper Hummus or Spinach Dip</i>	\$6
Mini Crab & Shrimp Roll	\$7
Thai Chili Shrimp Skewer ^{GF} <i>glazed and accented with lime zest</i>	\$7
Seared Saku Ahi Tuna ^{GF} <i>on fresh cucumber round; topped with sriracha aioli and ponzu-lemongrass reduction</i>	\$7

HOT HORS D'OEUVRE

Prices listed are per piece.
Minimum of 100 pieces per selection

Buffalo Chicken Spring Roll <i>Bleu Cheese Dip</i>	\$5
Thai Chicken Skewer <i>Coconut-Curry Dipping Sauce</i>	\$5.50
Baltimore Pit Beef Sliders <i>Horseradish Slaw</i>	\$5.50
Philly Cheesecake Spring Roll <i>Spicy Aioli</i>	\$5
Honey Old Bay Glazed Bacon on a Stick	\$5.50
Vegan Pan-Fried Kale Pot Stickers <i>Spicy Soy Dipping Sauce</i>	\$4.50
Crisp Artichoke Beignets <i>Chipotle Aioli</i>	\$4.50
Mac & Cheese Bites	\$4
Twin BBQ Shrimp Skewer	\$6
Petit Maryland-Style Crab Cakes <i>Classic Cocktail Sauce</i>	\$7

GF = Gluten Free

2020 EXHIBITOR CATERING MENU — THE BALTIMORE CONVENTION CENTER

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

RECEPTION

RECEPTION DISPLAYS

Display serves approximately 25 guests.

Artisan Cheese Display

Garnished with dried fruit, nuts and grapes

served with Sliced Baguettes and Assorted Crackers

\$225

Sliced Seasonal Fruit and Berries ^{GF}

\$200

Fresh Market Vegetable Crudité ^{GF}

\$200

with Roasted Red Pepper Hummus and Spinach Dip

Antipasto Display

Italian meats and cheeses, marinated vegetables, assorted olives, artichoke hearts and focaccia bread

\$325

Bruschetta and Flat Bread Station

Served with Roasted Garlic Hummus,

Green Olive Tapenade and Tomato-Basil Concassé

\$250

Jumbo Shrimp Display ^{GF} (100 pieces)

\$535

with Lemon Wedges and Old Bay Cocktail Sauce

Chips and Dips Station

\$400

COLD OPTION:

- Tomato-Basil Concassé, Edamame Hummus, and Crab & Shrimp Dip with Herbed Crostini, Wonton Chips, Pita Chips and Old Bay Potato Chips

HOT OPTION:

- Green Chili-Tomato Queso, Maryland-Style Crab Fondue and Buffalo Chicken-Bleu Cheese Dip with Old Bay Potato Chips, Corn Tortilla Chips and Crackers



^{GF} = Gluten Free

BEVERAGES

HOSTED FULL SERVICE BAR

The following special beverage service can be ordered for your exhibit booth with Show Management's approval. Beverages charged upon consumption.

Premium Brand Cocktails (by the cocktail)	\$8.50
Deluxe Brand Cocktails (by the cocktail)	\$8
Premium Wines (by the glass; minimum order of 5 per wine selection)	\$8
Deluxe Wines (by the glass; minimum order of 9 per wine selection)	\$7
Domestic Beer (by the bottle) Budweiser, Bud Light and Miller Lite	\$7
Imported/Microbrew Beer (by the bottle) Heineken, Corona Extra, Amstel Light, Seasonal Leinenkugel, Samuel Adams and Baltimore's Heavy Seas	\$7.50
Assorted Canned Soda Regular and diet Coco-cola products	\$3.75
Individual Bottled Water	\$3.75
Individual Bottled Sparkling Water	\$4
Individual Bottled Juices	\$4

INDIVIDUAL PRICED ITEMS

Draft Beer (by the keg)	\$550
Domestic Beer Budweiser, Bud Light and Miller Lite	
Imported/Microbrew Beer Heineken, Amstel Light, Samuel Adams and Baltimore's Heavy Seas	\$650
Beer (by the case; 24 twelve ounce bottles);	
American Premium Beer Budweiser, Bud Light and Miller Lite	\$168
Imported/Microbrew Beer Heineken, Amstel Light, Samuel Adams and Baltimore's Heavy Seas	\$180
House Wine (by the bottle)	\$35
Cocktail Punch (by the gallon) (minimum order of 3 gallons per selection) Pre-Mixed Champagne Mimosa Punch, Bloody Mary's, Red Sangria, White Sangria or Seasonal Selection	\$100
Major Mojitos (minimum order of 50 drinks) Classic Mojito, Orange and Purple Basil made with classic Bacardi	\$8
Baltimore Orange Crushes (minimum order of 50 drinks; plus \$50 orange press rental) Made to order with fresh squeezed orange juice	\$8



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.

2020 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

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

BEVERAGES

WATER SERVICES

Water Cooler Rental

(by the day)

Power requirements: 110volt/20amps/single phase

\$100

Five Gallon Bottle of Spring Water

(by the bottle)

Includes disposable cups

\$38.50

Cubed Ice (10 lbs)

\$20

PERSONNEL

Based upon a minimum requirement of 4 hours

Booth Attendant (Server) for your booth

Additional hours above the requested minimum will be charged at \$45 each

\$150

Bartender for your booth

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)

\$225

Chef (Server) for your booth

Additional hours above the requested minimum will be charged at \$60 each

\$200

Labor charges are subject to sales tax.

2020 EXHIBITOR CATERING MENU – THE BALTIMORE CONVENTION CENTER

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

CREDIT CARD CHARGE AUTHORIZATION ²⁰²⁰

For your convenience in ordering additional services, please complete the information requested below and return the form with your order. Any balance owed to Centerplate will be charged to card upon completion of services.

Company Name:			
On-site Contact:			
Company Address - City, State & Zip:			
Phone Number:		Fax Number:	
Event /Booth Name:			
Date(s):			
Method of Payment (circle one):		AMEX	VISA MASTER CARD
Credit Card Number:		Expiration:	

Authorized for additional on-sight services to be charged to card: YES _____ NO _____
 Any on-site additions or replenishments during the show must be guaranteed by a major credit card; the balance of the charges will be billed to the credit card, unless payment is received at the end of the show.

The Undersigned hereby authorizes all charges indicated above and as indicated on the executed contract and/or EVENT ORDER(S), for the referenced Function/Group to be guaranteed for payment to their Credit Card.

Cardholder's Name (please print name): _____

Cardholder's Signature (required for purchase): _____





SAMPLING OVERVIEW

SAMPLING

Centerplate has exclusive rights within the Baltimore Convention Center to provide, control and retain all food and beverages services throughout the facilities for events including concessions, the sale of alcohol, as well as non-alcoholic beverages, and to provide, control and retain any revenues therefore. The exclusive rights may be waived in the case of trade-exhibit shows or conventions that are of a food and/or beverage nature or germane to the show/convention and are not open to the general public.

Therefore, it is our policy that any Trade Show Exhibitor, who is providing any food or beverage item, be required to notify Centerplate, in writing, as to the nature of the proposed product sample. Vendors may only sample food or dispense non-alcoholic beverages that they normally manufacture for resale in the ordinary course of their business in the contracted areas only. (Note: see separate policies and guidelines for sampling alcohol.)

In order to avoid any misunderstanding, exact descriptions of sample and portion size must be submitted to the Centerplate Catering Sales Office, a minimum of three (3) weeks prior to the function. Proper proof of insurance and signed Release & Indemnity Agreement that releases Centerplate and the Baltimore Convention Center from any liability related to the food and/or beverage must be provided by the customer, prior to arrival at the center. Accordingly, the exhibiting company agrees to indemnify and forever hold harmless Centerplate and the Baltimore Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items. Items are to be used as samples only and may not be used to circumvent catering services. No cash sales are permitted within the Baltimore Convention Center.

Again, following the sampling guidelines that have been listed below (see sampling form below), approved exhibitors are allowed to bring in samples of products related to their primary business and distribute them for sampling (excluding alcoholic beverages – see separate guidelines). Centerplate and the Baltimore Convention Center do not assume any liability that may result from such consumption of these food and beverage products.

All items being sampled must follow the samplings sizes: **Non-Alcoholic Beverage: 4 oz. and Food: 2 oz**
Maryland law prohibits anyone other than the alcohol license holder (Centerplate) to distribute, give away or bring into the licensed establishment (Baltimore Convention Center) any alcoholic beverages. All alcoholic beverages must be purchased from Centerplate (see separate guidelines).

Show Management is responsible for regulating sample F&B guidelines to their exhibitors.

SHIPPING & STORAGE

If storage is required, exhibitors must make arrangements with Centerplate a minimum of 30 days prior to the contracted event date to ensure space availability

Shipping

- **Dates:** no product will be received 30 days prior to the event
- **Hours:** 6:00am – 2:00pm Monday – Friday
- **Delivery Address:**
Attn: Centerplate – Purchasing Office
Loading Dock #15 or 16
1 W. Pratt Street
Baltimore, MD 21201
- Product must have your company name on the package if it is being shipped by another vendor
- Shipped boxes or packages must clearly list storage needs on the outside of the box/package, if refrigeration or freezer space is needed (i.e. – box stamped “keep frozen”).

- ☺ **Storage**
 - Centerplate can provide storage (dry, cold or freezer space) for products prior and during the show. All items will incur a minimum storage fee of \$75 per day, depending on the weight and size of the product, as well as, type of storage required (please call your Catering Sales Representative for an estimate).
- ☺ Centerplate will not resume responsibility for any product or items left in storage after the event date.

FEES

- ☺ **Staffing Needs** (*no outside staffing agency may provide staffing*)
 - TIPS certified Bartenders: fee of \$225.00^{hr} per bartender will apply for the first four (4) hours of service. A \$60.00 per hour per bartender overtime charge will apply for each hour thereafter.
 - Banquet Staff: fee of \$150.00^{hr} per server/attendant will apply for the first four (4) hours of service. A \$45.00 per hour per server/attendant overtime charge will apply for each hour thereafter.
- ☺ Orders made within seventy-two (72) business hours of the event or on-site orders are subject to a 10% surcharge.
- ☺ A delivery fee of \$60.00 is applicable for each delivery or re-orders to your booth.
- ☺ For orders with a food and beverage sub-total of less than \$200 (excludes labor, rentals, service charge and tax), a small service fee will be applied (in addition to the delivery fee).
- ☺ A minimum kitchen labor fee of \$175.00 is applicable for every food prep
- ☺ Labor fees and equipment rentals are subject to a 6% Maryland sales tax
- ☺ All orders are subject to 22% Service Charge and 6% Sales Tax (unless otherwise noted).

PAYMENT POLICY

Any unique or specialty orders can be accommodated, provided all arrangements and contracts are finalized four (4) weeks prior to the event date. All advance food and beverage orders must be accompanied by full payment either by credit card or company check. **PAYMENT MUST BE MADE IN FULL TO GUARANTEE SERVICES.**

CANCELLATION

Cancellations made within seventy-two (72) business hours of the event will be assessed a charge of up to one hundred (100%) of the total order value, including fees and taxes. Cancellation of alcoholic beverages is subject to the distributors return policy.

DON'T FORGET

If you are sampling in your booth or on the show floor, you are responsible for providing:

- ☺ Electricity. If electricity is needed for any of the equipment, please contact Edlen Electrical Exhibition Services at 410.649.7321
- ☺ All equipment, including tables, heating equipment, serving utensils, cups, napkins, etc.
- ☺ Please call for rental equipment or to purchase supplies.
- ☺ It will take Centerplate approximately 60 minutes to refresh additional onsite services
- ☺ The Exhibitor must provide own table(s) for all services. Please contact your show decorator.

CONTACT

We look forward to assisting you. Please contact your Centerplate Catering Coordinator, Angela Kelly, at 410.649.7072 with any questions or concerns you may have.



SAMPLING FORM

FOOD/NON-ALCOHOLIC BEVERAGES

AUTHORIZATION REQUEST SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

Centerplate has exclusive food and beverage distribution rights within the Baltimore Convention Center. Exposition, sponsoring organizations and/or their exhibitions may distribute food and/or beverage products only upon written authorizations, by Centerplate, three (3) weeks prior to the function.

GUIDELINES:

- A. Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm and must be directly related to the purpose of the show.
- B. SAMPLING SIZES:
 - 1. **Non-Alcoholic Beverage** limited to maximum of 4 oz.
 - 2. **Food Items** limited to 2 oz
- B. The firm named below acknowledges they have sole responsibility for use, sale and servicing by or other disposition of such times, in compliance with all applicable laws. Accordingly, the firm agrees to identify and forever hold harmless Food/Beverage Servicing by Centerplate and the Baltimore Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or to be used as samples only. No cash sales are permitted by any exhibitors or conference.
- C. Standard fees for storage, handling, delivery, etc. will be charged where applicable.
- D. Food and/or beverage items, not manufactured by exhibitor, being used as traffic promoter (i.e, coffee, bottled water, sodas, popcorn, cookies, candy etc.) **MUST BE PURCHASED FROM CENTERPLATE AT THE BALTIMORE CONVENTION CENTER.**
- E. A Certificate of Liability Insurance*, naming Centerplate and Baltimore Convention Center must be issued a minimum of seven (7) days prior to the sampling. Exhibitor shall obtain and maintain insurance for the period in which it shall provide samples in the amounts set forth in this section and shall provide to Centerplate a certificate of the following:
 - Comprehensive General Liability: Not less than \$1,000,000
 - Workers' Compensation: As required by law.
 - Excess Liability: \$5,000,000.

*A hard copy of this certificate must be mailed to Centerplate (must be received prior to event)
 *Certificate should include name of company being insured and event/show name
- F. Fees determined by Centerplate are applicable to all sampling distribution, selling and giving away of all items at the Baltimore Convention Center.

Name of the Event/Show: _____

Date of Event/Show: _____

Company Name: _____

Address: _____

City: _____ State _____ Zip _____

E-mail Address: _____

Contact Phone: _____

Name of Booth: _____ Booth No: _____

On-Site Contact _____ Title _____

On-Site Phone: _____

On-site Contact Information: _____

Product(s) you wish to dispense (including descriptor): _____

Portion Size: _____ Distribution Method: _____

Method of refrigeration and/or heat holding at the booth: _____

I have read the Centerplate Sampling Policies and agreed to follow accordingly as an Exhibitor/Conference manager for the contracted dates of show.

Signature _____ Date: _____

Centerplate General Manager Signature: _____

Please call Angela Kelly at 410.649.7072 with any inquires or questions.

Please complete the attached order form below and either fax to (410) 649-7043 or e-mail to angela.kelly@centerplate.com