

### SERVICE INFORMATION

#### BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high gray back drape, 3' high gray side dividers, one 6' black draped table, two side chairs, and one wastebasket. Booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive a 7" x 44" one-line identification sign upon request.

#### EXHIBIT HALL CARPET

The exhibit areas and aisles will be carpeted in tuxedo. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form in this service manual.

#### HEIGHT RESTRICTIONS

Inline booths should limit the height to 10' and islands to 16'.

#### DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates. Place your order by **MAY 28, 2019**.

### SHOW SCHEDULE

#### EXHIBITOR MOVE-IN

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

**Please note: For booths 20' x 20' and larger, you may move in earlier: Monday, June 17, 2019 from 12:00 p.m. to 5:00 p.m.**

Tuesday                      June 18, 2019                      8:00 a.m. - 3:00 p.m.

All exhibits must be fully installed by **Tuesday, June 18, 2019 at 3:00 p.m.**

#### EXHIBIT HOURS

Tuesday	June 18, 2019	5:00 p.m. - 8:00 p.m.
Wednesday	June 19, 2019	11:00 a.m. - 3:00 p.m.
Thursday	June 20, 2019	11:00 a.m. - 2:00 p.m.

#### EXHIBITOR MOVE-OUT

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

Thursday                      June 20, 2019                      2:00 p.m. - 11:59 p.m.

**PLEASE NOTE:** Overtime charges for labor and material handling will apply Monday through Friday from 5:00 p.m. to 8:00 a.m. and all day on Saturday, Sunday and Holidays. Please refer to the appropriate order form(s) for rates.

#### DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.
- All exhibitor materials must be removed from the exhibit facility by **Thursday, June 20, 2019 at 11:59 p.m.** Any materials remaining in the facility will be re-routed via Freeman's choice or returned to warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **Thursday, June 20, 2019 at 7:00 p.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 Material Handling section on the order form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for pick-up of your exhibit at the close of the show.

**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 a disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of 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 (702) 579-1700 for a quote.

**FREEMANONLINE®**

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by **MAY 28, 2019**. 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 # \_\_\_\_\_  
**2019 NIADA Convention & Expo**  
 C/O FREEMAN  
 6675 W Sunset Rd  
 Las Vegas, NV 89118

FREEMAN will accept crated, boxed or skidded materials beginning **MAY 17, 2019** at the above address. Materials arriving after **JUNE 11, 2019** will be received at the warehouse with an additional after deadline charge. Warehouse freight will be delivered prior to exhibitor set up. If warehouse freight has to be moved in on a weekend in order to be in the exhibitors booth for move-in day, an overtime charge may apply. Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigeration or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W. Warehouse receiving hours are Monday through Friday between the hours of 7:00 a.m. and 2:30 p.m. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (702) 579-1700.

Showsite shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**2019 NIADA Convention & Expo**  
 C/O FREEMAN  
 The Venetian Resort Hotel Casino  
 Exhibit Hall D  
 201 Sands Ave  
 Las Vegas, NV 89169

FREEMAN will receive shipments at the exhibit facility beginning **JUNE 18, 2019**. 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: (702) 579-1700.

**Please Note: Overtime rates will apply on all shipments, inbound/outbound, between 5:00 p.m. - 8:00 a.m., Monday - Friday; ALL DAY on Saturdays, Sundays and Holidays.**

***This show will be marshalled. Please see marshalling yard map in this service manual.***

**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 Order Form for rates.

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.

## SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN  
6555 West Sunset Road  
Las Vegas, Nevada 89118  
Ph: (702) 579-1700 Fax: (469) 621-5604  
FreemanLasVegasES@freeman.com

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

### LABOR INFORMATION

Booth Installation & Dismantle: If utilizing Freeman labor, please refer to the Installation & Dismantle order form to place your order for display labor. Straight Time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Freeman Service Desk.

### ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (702) 579-1700.

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 Las Vegas Exhibitor Services at (702) 579-1700 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1(512) 607-5000 Local & International.

### HELPFUL HINTS

#### SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates. Place your order by **MAY 28, 2019**.

#### AVOID DELAY

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

#### SAFETY TIPS

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

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

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

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

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

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

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

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

#### EXHIBITOR ASSISTANCE

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

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

Call Freeman's Exhibitor Services department at (702) 579-1700 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.**

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## 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.



## MOVE OUT

### train your team

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



8

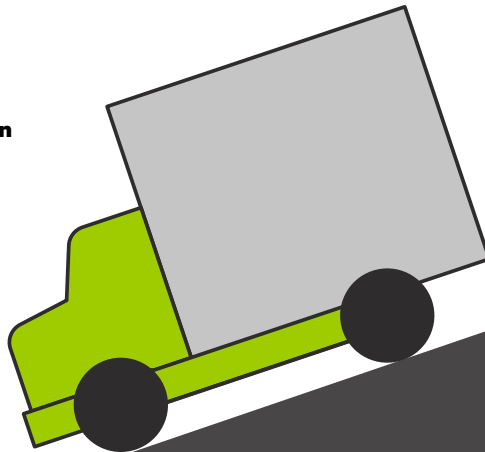
### shipping out

#### **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.



### 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

FREEMAN.COM

## **EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION**

Show Management has selected Freeman to be the Official Services Contractor for your upcoming show. As the Official Services Contractor, Freeman has the responsibility for material handling and all suspended rigging services not exclusive to Specialized Event Services. We hope this document will assist you in planning for your upcoming event.

To help you understand the Official Services Contractor responsibilities, we ask that you read and observe the following to aid in a smooth and efficient move-in and move-out of the trade show.

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

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

### **PER SHOW MANAGEMENT**

<b><u>TASK</u></b>	<b><u>EXHIBITORS MAY</u></b>	<b><u>FREEMAN RESPONSIBILITIES</u></b>
<b>Material Handling</b>	<ul style="list-style-type: none"> <li>As an exhibitor you may "hand carry" material. Hand carry is defined as small items such as cartons and packages that an exhibitor is able to carry.</li> <li>Any mechanical assistance is limited to a small dolly.</li> <li>The assistance of any motorized device or pallet jack is not permitted.</li> <li>When exhibitors choose to "hand carry" they may not access designated material handling areas.</li> <li>Must use specified exhibitor hand carry areas or main entrance of the facility.</li> <li>In all other circumstances items should be considered material handling.</li> </ul> <p><b>In no circumstance is any exhibitor authorized to use Freeman material handling equipment for any purpose.</b></p>	<ul style="list-style-type: none"> <li>Freeman has been contracted to be the exclusive provider for material handling contract services as ordered by the exhibitor.</li> <li>Freeman has the responsibility to manage all freight docks and to schedule all vehicles into and out of all designated material handling areas for the show. This will assure the smooth, orderly and efficient move in and move out of the tradeshow.</li> <li>Freeman has the sole responsibility for loading and unloading all trucks, trailers, common and contract carriers at its facilities or designated material handling areas.</li> <li>Freeman is not responsible for any material it does not handle.</li> <li>For the convenience of all exhibitors on the show, order forms for material handling services are included in this service manual and are available on Freeman's website at <a href="http://www.freeman.com">www.freeman.com</a>.</li> </ul>
<b>Non-Electrical Hanging Signs</b>	<ul style="list-style-type: none"> <li>Install and dismantle a non-electric sign attached to a booth by the exhibitor's full-time employee or approved EAC.</li> </ul>	<ul style="list-style-type: none"> <li>Assembly and disassembly of hanging signs under 200 lbs.</li> <li>Hanging of non-electrical signs and decorative materials from the ceiling (under 200 lbs).</li> </ul>
<b>Booth Installation and Dismantle</b>	<ul style="list-style-type: none"> <li>As an Exhibitor you may choose to utilize your own personnel to set up and dismantle your exhibit.</li> <li>If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub.</li> <li>You may hire Freeman to act as your Exhibitor Appointed Contractor (EAC) to perform this work.</li> <li>You may hire an Exhibitor Appointed Contractor (EAC) to perform this work.</li> <li>All EAC's must have the appropriate credentials submitted to Show Management and the facility.</li> </ul>	<ul style="list-style-type: none"> <li>When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 years of experience, our group of specialists are ready to assist you with all of your exhibit requests from beginning to end. Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible.</li> <li>To secure Freeman labor, please utilize the labor forms enclosed. Skilled Freeman Labor is available to act as your EAC.</li> </ul>

For information on services provided exclusively through the Sands Expo & Convention Center (electrical, cleaning, telecommunications, etc.), please contact Specialized Event Services at 702-733-5070.

# LAS VEGAS FIRE REGULATIONS

Please find below general guidelines for fire safety. Please refer to the Clark County's Fire Prevention website for Requirements and Permit Guidelines, Application Forms, Permit Fees, etc.

Clark County Fire Prevention Department:

<http://www.clarkcountynv.gov/building/fire-prevention/Pages/SpecialEvents.aspx>

Clark County Temporary Operational Fire Permit:

<http://www.clarkcountynv.gov/building/Forms/TemporaryOperationalFirePermit.pdf>

Clark County Fire Permit by Inspection - Application:

<http://www.clarkcountynv.gov/building/Forms/PermitByInspectionApplication.pdf>

The following items are required to have a permit from the Clark County Fire Department:

- Display Vehicles
- Fire Systems for Covered Booths
  - (if they contain vehicles, open flame, hot works, or if they are over 1,000 sq. ft. that will be in place for more than seven show days)
- Tents and/or Canopies
- Temporary Membrane Structures
- Candles and Open Flames
- Flame Effects
- Temporary Outdoor Structures
- Compressed Gases, Cryogenic Fluids, Hot Works (welding operations)

For information specific to the Las Vegas Convention Center, please contact the LVCVA Convention Services Department at (702) 892-2915.

For information specific to the Mandalay Bay Convention Center, please contact their Exhibitor Services Department at (855) 408-1349.

For information specific to the Sands Expo Center, please contact Sands Customer Service at (702) 733-5070.

**PLEASE NOTE: Failure to notify show management and/or apply for permit no later than three weeks prior to the move-in of an event could result in higher permit fees or non-admission of the item/service to the exhibit floor.**

- 1. In accordance with the Nevada Clean Indoor Air Act, smoking is prohibited in exhibit areas.**
- 2. All materials used in construction and decoration of an exhibit must be flame retardant.** Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used. NFPA 701 is the accepted standard.
- 3. All exits and exit aisles must be kept clear and unobstructed.** No furniture, signs, easels, chairs or displays may protrude into aisles unless shown on the Fire Marshal approved floor plan.
- 4. Designated "No Freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
- 5. All empty cartons or crates must be labeled and removed for storage or they will be removed as trash.** Crates are not to be used as exhibit supports.
- 6. All fire hose racks, fire extinguishers, strobe lights and emergency exits must be visible and accessible (3' clearance for hoses and extinguishers) at all times.** This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.
- 7. Exhibitors who intend to display a vehicle within the confines of their exhibit booth must obtain a vehicle display permit from the Clark County Fire Marshal.** Vehicles on display must have fuel filler caps locked or sealed to prevent escape of vapors and to avoid tampering. Vehicles shall not be fueled or defueled within the building. Fuel in the tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. No leaks underneath vehicles. At least 36" clear access or aisles must be maintained around the vehicle. Vehicles must be a minimum of 20 feet from exit of door or exit pathway. External chargers are recommended for demonstration purposes.  
  
**Exception:** Permits are not required at the Las Vegas Convention Center; however, vehicles that use compressed gas are prohibited. At least one battery cable shall be removed from the batteries used to start the vehicle engine. Batteries used to power auxiliary equipment shall be permitted with prior approval from the LVCVA Safety Office.
- 8. Combustible materials must not be stored beneath display vehicles.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.
- 9. Vehicles in building for unloading must not be left with engine idling.** Exhaust gases present extreme hazards to workers on catwalks. If engine cannot be shut down, vehicle must be removed from the building as quickly as possible.
- 10. No storage of any kind is allowed behind booths or near electrical service.** Materials for hand-outs must be limited to one day supply and stored neatly within the booth. Violators will be notified and if not removed by show opening, Official Service Contractor will remove and store at **EXHIBITOR'S EXPENSE.**

# LAS VEGAS FIRE REGULATIONS (continued)

11. **All 110 volt extension cords shall be three-wire (grounded), #14 or larger AWG, copper wire. All connections must be supported and secure.** Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved.
12. **Cube tap adapters are prohibited (Uniform Fire Code 85.107). Multi-plug connectors must be UL approved with built-in overload protection.** Connectors must not be used to exceed their listed ampere rating.
13. **Electrical work under carpets or flooring must be installed by the official electrical service provider.** All cords must be flat, three conductor, #14 AWG or larger.
14. **All temporary wiring must be accessible and free from debris and storage materials.** Hard backed booths must have power supplies dropped within the booth.
15. **Flammable or combustible liquids are prohibited inside of buildings except as approved by the Office of Fire Protection and Safety.** Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.
16. **Compressed gas cylinders, including LPG, are prohibited unless approved by the Office of Fire Protection and Safety.** Flammable gases, i.e.: butane, propane, natural gas, et al; are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

**Exception:** Please contact the Las Vegas Convention Center for their specific guidelines.

17. **Certain halogen lamps have been banned at the Las Vegas Convention Center, Mandalay Bay Convention Center, Sands Expo Center, and Cashman Center.**

Halogen lamps at the Las Vegas Convention Center, Sands Expo Center and Cashman Center are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb.

Halogen lighting policy at Mandalay Bay Convention Center covers restrictions on stem mounted halogen lighting provided by display contractors and exhibitors for the temporary lighting of exhibit booths. The use of any stem mounted halogen or other fixtures employing a non-shielded halogen bulb is not allowed. In addition, conventional track lighting systems that use any of the approved types of halogen bulbs and that are securely mounted to stable exhibit structures will continue to be allowed. Approved halogen bulbs include: MR 11/16 Covered - Low Wattage, MR 16 Covered - Line Voltage and PAR 14, 16, 20, 30 and 48.

18. **Single-level covered exhibits require automatic fire sprinklers underneath covered areas greater than 1,000 square feet that will be in place for 7 or more show days (not including move-in and move-out days).** Sprinklers are also required when there will be vehicles, open flame, or hot works underneath any covered areas. The permit that is required is only for the installation of fire sprinklers, not for structural review of exhibits.

**Exception:** Where the booth is used in an event with duration less than 7 calendar days and does not contain vehicles, open flame or hot works, automatic fire sprinklers are not required, provided the aggregate area of unsprinklered booths within the room does not exceed 30% of the room size.

**Exception:** Please contact the Las Vegas Convention Center, Sands Expo Center or Cashman Center for their specific guidelines.

19. **Please note: These are Clark County Fire Department guidelines. Please contact the the event facility for specific guidelines.**

**Multi-level covered exhibits require automatic fire sprinklers underneath all covered areas on each level when the walking surface of the upper level(s) is over 1,000 square feet that will be in place for 7 or more show days (not including move-in and move-out days). Upper level areas of multi-level exhibit booths exceeding 300 square feet shall not have less than two remote means of egress.** Sprinklers are also required when there will be vehicles, open flame, or hot works underneath any covered areas. The permit that is required is only for the installation of fire sprinklers, not for structural review of exhibits. Any exhibit with an upper deck area to be occupied must be evaluated and stamped by a licensed engineer. Stamped plans should be present within the exhibit for potential verification by the Fire Marshal upon request.

**Exception:** Where the booth is used in an event with duration less than 7 calendar days and does not contain vehicles, open flame or hot works, automatic fire sprinklers are not required, provided the aggregate area of unsprinklered booths within the room does not exceed 30% of the room size.

20. **Tents in excess of 400 square feet, canopies in excess of 700 square feet, and temporary membrane structures must be approved by the Clark County Fire Marshal.**

**Exception:** Please contact the Las Vegas Convention Center for their Tents/Canopies guidelines.

21. **Demonstration cooking and food warming in exhibition spaces shall comply with the Clark County Fire Code and facility regulations.**

**Exception:** Please contact the Las Vegas Convention Center for their specific guidelines.

22. **The use of candles and other open flame decorative devices must be approved by the Clark County Fire Marshal.**

**Exception:** Please contact the Las Vegas Convention Center for their specific guidelines.

# FREEMAN

6555 West Sunset Rd  
Las Vegas, NV 89118  
(702) 579-1700 Fax: (469) 621-5604

DISCOUNT PRICE  
DEADLINE DATE  
MAY 28, 2019

INCLUDE THIS FORM  
WITH YOUR ORDER  
PLEASE USE BLACK INK

NAME OF SHOW: **2019 NIADA Convention & Expo / June 18-20, 2019**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ BOOTH SIZE : \_\_\_\_\_ X

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ EXT.: \_\_\_\_\_ FAX #: \_\_\_\_\_

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

CONTACT'S E-MAIL: \_\_\_\_\_

E-MAIL FOR INVOICE: \_\_\_\_\_ ☐ Check if you are a new Freeman customer

Invoices will be sent by e-mail; please provide e-mail address of the person who reconciles your invoices if different than contact's email.

## METHOD OF PAYMENT

BY SUBMITTING THIS FORM VIA FAX OR POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

☐ COMPANY CHECK

Please make check payable to: Freeman  
Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)

Please reference (477710) on your remittance.

☐ CREDIT/DEBIT CARD

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ AMERICAN EXPRESS ☐ MASTER CARD ☐ VISA

**We do not accept credit card information via email.**

ACCOUNT NO.: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

CARDHOLDER NAME (PRINT): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

CARDHOLDER BILLING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

## ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR
MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	HANGING SIGNS			GRAND TOTAL

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: [www.freeman.com](http://www.freeman.com).
- Orders received after the deadline or without payment will be charged the Standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for Exhibitor Sales.



# FREEMAN

6555 West Sunset Rd  
Las Vegas, NV 89118  
(702) 579-1700 Fax: (469) 621-5604

## 2019 NIADA Convention & Expo / June 18-20, 2019

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

### EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that 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 exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

BY SUBMITTING THIS FORM VIA FAX OR POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

### EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT.

FAX:

CONTACT'S E-MAIL:

### Indicate which services are to be invoiced to the Third Party:

- |   |   |
|---|---|
| <input type="checkbox"/> ALL FREEMAN SERVICES       | <input type="checkbox"/> FREEMAN EXHIBIT TRANSPORTATION |
| <input type="checkbox"/> I&D LABOR/SUPERVISION      | <input type="checkbox"/> RENTAL FURNITURE/CARPET/SIGNS  |
| <input type="checkbox"/> MATERIAL HANDLING/IN & OUT | <input type="checkbox"/> BOOTH CLEANING                 |
|   | <input type="checkbox"/> OTHER _____                    |

### THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's e-mail.

### THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA **We do not accept credit card information via email.**

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:



# 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-weighed weight of the shipment.

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

**9. DECLARED VALUE.** Declarations of Declared Value are between the Exhibitor and the selected carrier 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 JURISDICTION 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 repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all international shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

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

- 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.
- 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.
- 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.
- 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.
- 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):

- artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
  - clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
  - personal effects;
  - 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:
- whenever or wherever the claimed loss or damage may occur;
  - 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;
  - 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:

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

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

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

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



# MOTOR CARGO

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### 9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

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

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

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

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

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

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

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

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



# TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

## The Freeman Exhibit Transportation promise:

- ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- PICK-UP AND TRANSPORTATION FROM POINT OF ORIGIN TO YOUR CHOICE OF EITHER ADVANCE WAREHOUSE OR SHOW SITE
- ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION
- PRE-PRINTED SHIPPING LABELS AND OUTBOUND PAPERWORK

## Benefits:

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

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



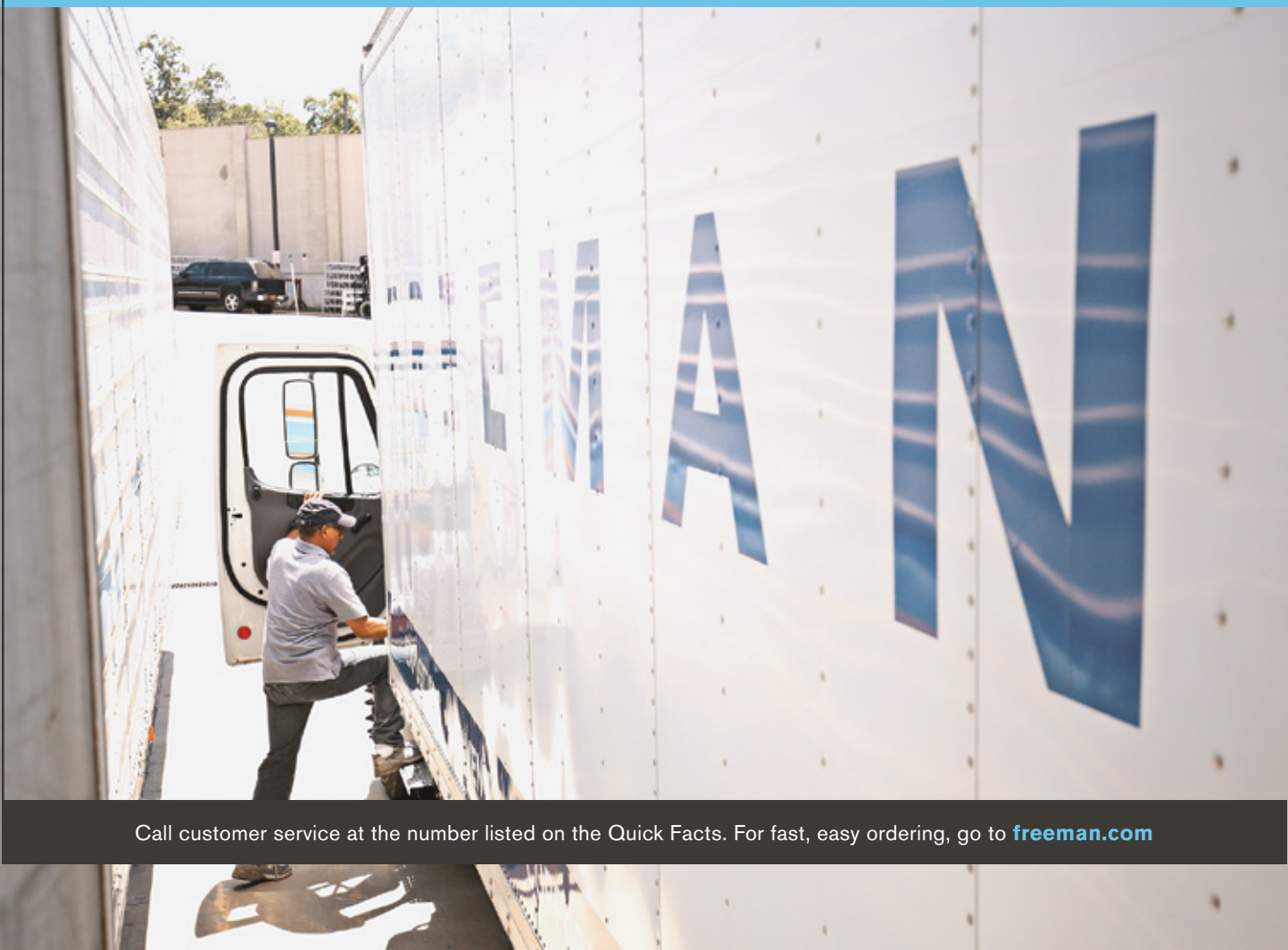
To take advantage, call **1-800-995-3579** or email **[exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)** for a quote.

# RESULTS, DELIVERED

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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.



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## 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

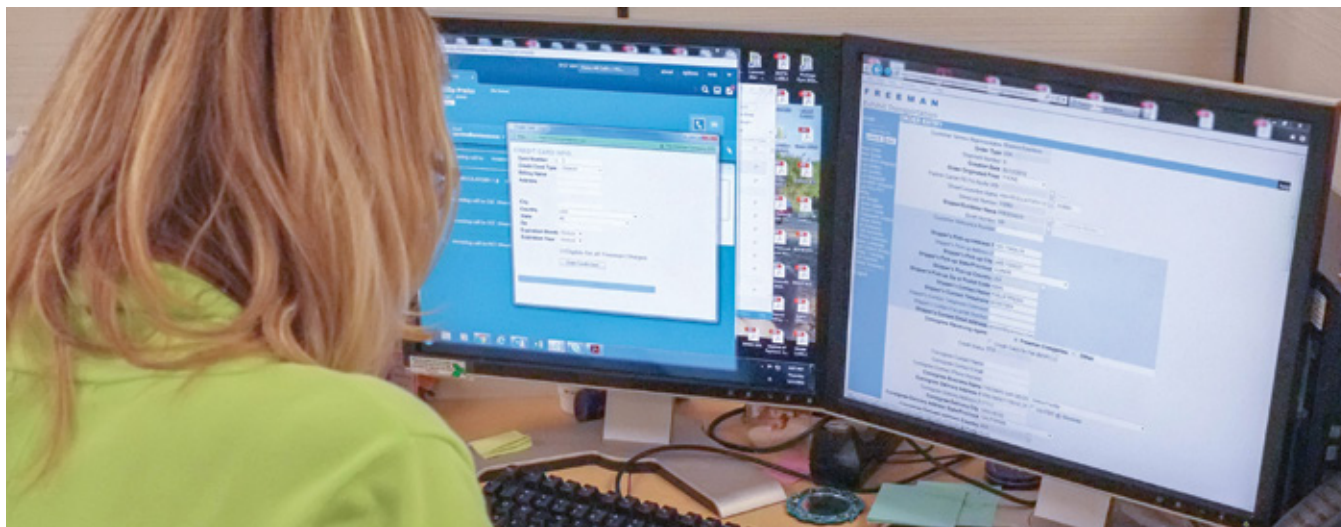
### Questions?

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**

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# FREEMAN

(800) 995-3579 Toll Free US & Canada  
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FREEMAN EXHIBIT TRANSPORTATION**

**FREEMAN exhibit transportation**

NAME OF SHOW: **2019 NIADA Convention & Expo / June 18-20, 2019**

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

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

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

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

**For fast, easy ordering, go to [www.freeman.com](http://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 #**

**2019 NIADA Convention & Expo**

C/O: FREEMAN

6675 W SUNSET RD

LAS VEGAS, NV 89118

MUST BE DELIVERED BY JUNE 11, 2019

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

**FREEMAN / Exhibiting Company Name / Booth #**

**2019 NIADA Convention & Expo**

C/O: FREEMAN

THE VENETIAN RESORT HOTEL CASINO

201 SANDS AVE, EXHIBIT HALL D

LAS VEGAS, NV 89169

CANNOT BE DELIVERED BEFORE JUNE 18, 2019

### TYPE OF SERVICE

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

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

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

### SHIPPING INFORMATION

#### Items to be shipped

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

Size of largest piece: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (L) \_\_\_\_\_

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

### OUTBOUND SHIPPING

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

Ship to address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Labels : \_\_\_\_\_

FAX THIS COMPLETED FORM VIA:

E-mail:

[exhibit.transportation@freeman.com](mailto: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 # (477710) \_\_\_\_\_

# WHAT ARE FREIGHT SERVICES?

.....

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

## HOW DO I SHIP TO THE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.

## HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.

## WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

## HOW SHOULD I LABEL MY FREIGHT?

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

## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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

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

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

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

## WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up "Empty Labels" at the Freeman Service Center. Once the container is completely empty, place a label on each container individually. Labeled empty containers will be picked up periodically and stored in non-accessible storage during the event.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

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

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

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

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Freeman Service Center at show site for your shipping documents.
- Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handling Agreement and labels will be available for pick up at the Freeman Service Center.

- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

## WHERE DO I GET A FORKLIFT?

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

## DO I NEED INSURANCE?

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

6555 West Sunset Road  
Las Vegas, NV 89118  
(702) 579-1700 • Fax: (469) 621-5604

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2019 NIADA Convention & Expo / June 18-20, 2019**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

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

## MATERIAL HANDLING SERVICES

<b>CRATED:</b>	Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
<b>SPECIAL HANDLING:</b> (See definitions on back)	Material delivered by a carrier 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. <b>Federal Express, UPS, &amp; DHL</b> are included in this category due to their delivery procedures.
<b>UNCRATED:</b>	Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
<b>CARPET AND/OR PAD ONLY:</b>	Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
<b>STRAIGHT TIME:</b>	8:00 A.M. to 5:00 P.M. Monday through Friday
<b>OVERTIME:</b>	5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)
<b>WAREHOUSE HOURS:</b>	7:00 A.M. to 2:30 P.M. Monday through Friday, Holidays excluded.

Description	Price Per CWT	Minimum
<b>RATE CLASSIFICATIONS:</b>		
<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 112.25	224.50
Special Handling Shipment.....	\$ 146.00	292.00
Carpet and/or Pad Only Shipment.....	\$ 168.50	337.00
<b>Show Site Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 106.25	212.50
Special Handling Shipment.....	\$ 138.25	276.50
Uncrated or Pad Wrapped Shipment.....	\$ 159.50	319.00
Carpet and/or Pad Only Shipment.....	\$ 159.50	319.00
<b>Small Package - Maximum weight is 30 lbs per shipment*</b>		
Per Shipment .....	\$ 45.00	

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

### ADDITIONAL SURCHARGES:

#### Shipment Delivered after Deadline Date (in addition to above rates)

Warehouse Shipment after JUNE 11, 2019 .....	\$ 28.25	56.50
Show Site Shipment after JUNE 18, 2019.....	\$ 26.75	53.50

#### Overtime Charge - Inbound (in addition to above rates)

Crated or Skidded Shipment.....	\$ 26.75	53.50
Special Handling Shipment.....	\$ 34.75	69.50
Uncrated or Pad Wrapped Shipment.....	\$ 40.00	80.00
Carpet and/or Pad Only Shipment.....	\$ 40.00	80.00

#### Overtime Charge - Outbound (in addition to above rates)

Crated or Skidded Shipment.....	\$ 26.75	53.50
Special Handling Shipment.....	\$ 34.75	69.50
Uncrated or Pad Wrapped Shipment.....	\$ 40.00	80.00
Carpet and/or Pad Only Shipment.....	\$ 40.00	80.00

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
<b>Surcharges</b>	÷ 100 =		
		<b>8.25% Tax</b>	<b>N/A</b>
		<b>Total</b>	

# SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to [www.freeman.com](http://www.freeman.com)

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments 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 carpet padding only require additional labor and equipment to unload.

## ADVANCE WAREHOUSE

6675 West Sunset Road  
Las Vegas, NV 89118

### Hours of Operation:

Warehouse hours are Monday through Friday from 7:00 a.m. to 2:30 p.m., Holidays excluded.

### Directions:

#### From I-15 Northbound or Southbound

Exit 1-215 West  
Exit Jones Boulevard (stay in center lanes)  
Cross over Jones Blvd staying to the right  
Continue on Raphael Rivera Way  
Freeman will be on right

#### From US-93 / I-515 Northbound

Exit I-215 West  
Exit Jones Boulevard (stay in center lanes)  
Cross over Jones Blvd staying to the right  
Continue on Raphael Rivera Way  
Freeman will be on right





**MARSHALLING YARD**  
**6555 West Serene Avenue**  
**Las Vegas, NV 89139**

***This location does not accept deliveries.***  
***This location is only for the staging of trucks delivering to show site facilities.***

**Please note:**

- All delivering carriers must check in at the Marshalling Yard prior to delivering to the facility.
- Please be advised that certified weight tickets are required when checking into the Marshalling Yard. For your convenience, Freeman has available a full-size certified scale at the Marshalling Yard. If your driver has valid certified weight tickets, Freeman will accept these tickets and your driver will not have to scale at the Freeman Marshalling Yard.
- All carriers will be assigned an unloading number according to driver check-in time.

**Directions:**

From I-15 Northbound

Exit NV160 W/Blue Diamond Rd  
Left onto Blue Diamond Rd  
West on Blue Diamond Rd  
(approximately 4 miles)  
Left on S Torrey Pines Dr  
From stop sign at Serene, go straight  
Marshalling Yard is directly ahead

From I-15 Southbound

Exit NV160 W/Blue Diamond Rd  
West on Blue Diamond Rd  
(approximately 4 miles)  
Left on S Torrey Pines Dr  
From stop sign at Serene, go straight  
Marshalling Yard is directly ahead

From US-93 / I-515 Northbound

Exit I-215 West  
Exit I-15 South  
Merge on NV160 W/Blue Diamond  
West on Blue Diamond Rd  
(approximately 4 miles)  
Left on S Torrey Pines Dr  
From stop sign at Serene, go straight  
Marshalling Yard is directly ahead





**FREEMAN**

6555 West Sunset Rd  
Las Vegas, NV 89118  
(702) 579-1700 Fax: (469) 621-5604

OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS
---

NAME OF SHOW: **2019 NIADA Convention & Expo / June 18-20, 2019**

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

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

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

For Assistance, please call (702) 579-1700 to speak with one of our experts.

**For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)**

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

### SHIPPING INFORMATION

**SHIP TO:** COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

PHONE#: \_\_\_\_\_ ATTN: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

**BILL TO:** ☐ Same as Ship to:

COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

### METHOD OF SHIPMENT

**Select a Carrier:**

☐ **Freeman Exhibit Transportation**

☐ **Other Carrier**

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

Carrier Name: \_\_\_\_\_

Carrier Phone: \_\_\_\_\_

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

**Select a Level of Service:**

☐ 1 Day: Delivery next business day

☐ Standard Ground

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

☐ Specialized: Pad wrapped, uncrated, or truckload

☐ Deferred: Delivery within 3-5 business days

**Select Shipment Options (if applicable)**

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

**Select Desired Number of Labels:** \_\_\_\_\_

Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: MAY 17, 2019**

**DEADLINE DATE IS: JUNE 11, 2019**

**TO:** \_\_\_\_\_

**EXHIBITOR NAME**

**C/O: FREEMAN**

**6675 W SUNSET RD**

**LAS VEGAS, NV 89118**

**WAREHOUSE**

**EVENT: 2019 NIADA Convention & Expo**

**BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS**

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: MAY 17, 2019**

**DEADLINE DATE IS: JUNE 11, 2019**

**TO:** \_\_\_\_\_

**EXHIBITOR NAME**

**C/O: FREEMAN**

**6675 W SUNSET RD**

**LAS VEGAS, NV 89118**

**WAREHOUSE**

**EVENT: 2019 NIADA Convention & Expo**

**BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS**

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

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***CANNOT DELIVER BEFORE JUNE 18, 2019***

**TO:**

*EXHIBITOR NAME*

**C/O: FREEMAN**

**THE VENETIAN RESORT HOTEL CASINO  
201 SANDS AVE  
EXHIBIT HALL D  
LAS VEGAS, NV 89169**

**SHOW SITE**

**EVENT:** 2019 NIADA Convention & Expo

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***CANNOT DELIVER BEFORE JUNE 18, 2019***

**TO:**

*EXHIBITOR NAME*

**C/O: FREEMAN**

**THE VENETIAN RESORT HOTEL CASINO  
201 SANDS AVE  
EXHIBIT HALL D  
LAS VEGAS, NV 89169**

**SHOW SITE**

**EVENT:** 2019 NIADA Convention & Expo

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

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

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: MAY 17, 2019**

**DEADLINE DATE IS: JUNE 11, 2019**

**TO:** \_\_\_\_\_  
EXHIBITOR NAME

**C/O FREEMAN**  
**6675 W SUNSET RD**  
**LAS VEGAS, NV 89118**

**WAREHOUSE**  
**HANGING SIGN**

**EVENT:** 2019 NIADA Convention & Expo

**BOOTH NO.** \_\_\_\_\_ **NO. OF PIECES** \_\_\_\_\_

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: MAY 17, 2019**

**DEADLINE DATE IS: JUNE 11, 2019**

**TO:** \_\_\_\_\_  
EXHIBITOR NAME

**C/O FREEMAN**  
**6675 W SUNSET RD**  
**LAS VEGAS, NV 89118**

**WAREHOUSE**  
**HANGING SIGN**

**EVENT:** 2019 NIADA Convention & Expo

**BOOTH NO.** \_\_\_\_\_ **NO. OF PIECES** \_\_\_\_\_

FREEMAN®

# *furnishings 2019*





## **EMPOWERING YOUR BUSINESS FROM THE GROUND UP**

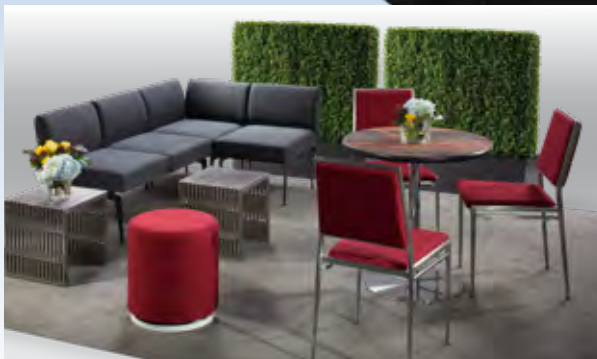
Meaningful engagement doesn't have to be complicated. You just need the right elements. Whether you're a global brand testing a new product, a startup seeking exposure, or an organization needing flexibility, the furnishings to create a dynamic brand experience start here. **To learn more about our exhibit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

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

*beacon*

# Fairfax Sofa & La Brea Chairs

10'x10' Booth



10'x10' Munich Sectional Booth



10'x20' Malba Café & Bench Theater Booth



# Power Up In Style.

Denotes Powered Products



## ROMA



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



POWERED  
DETAIL

## ROMA



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

## HEDGE

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



## WIRELESS CHARGING TABLE, POWERED

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



POWERED  
DETAIL

## Powered Seating

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

# Powered Seating



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

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

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

# Powered Tables



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

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



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

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

# Powered Banquettes.

Denotes Powered Products



## Modular System

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



POWERED  
DETAIL

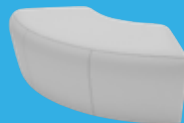
Detail of Electrical  
Charging Outlet



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



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



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




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



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

# Powered Pedestals

Denotes AC and USB charging outlets 



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

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

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

# Powered Tech Desk



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

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

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



# Soft Seating

*Create Engaging Booth Environments*

## HOPI

(gray linen)

**810140, Chair**

21"L 25"D 34"H

**830150, Loveseat**

48"L 25"D 34"H

## HEDGE

**7 ft 85030**

**7' Boxwood Hedge**

36.5"L 12"D 84"H

## PEDESTAL

**85063**

**Powered Locking**

(white)

24"L 24"D 42"H

## CAFÉ TABLE

**8201223**

**Hydraulic Chrome Base**

(laminated white top)

30"Round 29"H

## REGIS

**82075 End Table**

(brushed metal)

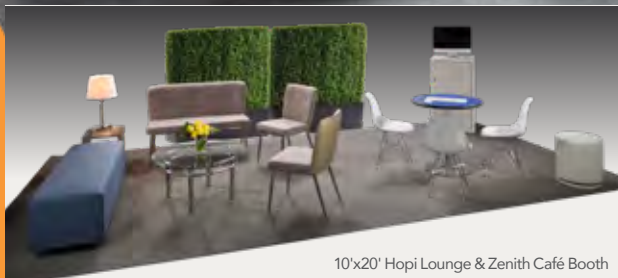
16"L 15.5"D 16.5"H

## MARCHE

**815159 Swivel Ottoman**

(blue fabric)

17"RND 18"H



10'x20' Hopi Lounge & Zenith Café Booth



# Soft Seating Collections

Available in Power 

A.



B.



C.



## BAJA

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

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

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

A.



B.



## FAIRFAX

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

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

A.



B.



C.



## NAPLES

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

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

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

# Munich Collection

*Modular Seating to Design Custom Exhibits*

Denotes Powered Products



## MUNICH

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

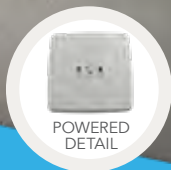
## HEDGE

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



 **WIRELESS  
CHARGING TABLE,  
POWERED**

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



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



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



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

# Soft Seating Collections



A.



B.



A.



B.



C.

## ALLEGRO

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

## TANGIERS

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

## KEY LARGO

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

## SOUTH BEACH

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



A.



B.



C.



A.



B.

# Accent Chairs



## SWANSON

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

## KEY WEST

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



## LA BREA

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



## WENTWORTH

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



## AURA

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



## Accent Chair Styles



A.



B.



C.



D.



E.



F.

### Madrid Chair

#### A) 81816

(white vinyl)

30"L 30"D 31"H

#### B) 8102

(black vinyl)

30"L 30"D 31"H

#### C) 810949

#### Fairfax Chair

(white vinyl, brushed metal)

27"L 26"D 30"H

#### D) 810151

#### Munich Armless Chair

(gray fabric)

22.5"L 27"D 28.5"H

#### E) 810140

#### Hopi Chair

(gray linen)

21"L 25"D 34"H

#### F) 810947

#### Pro Executive Guest Chair

(black vinyl)

24"L 22"D 36"H

## Meeting & Stage Chairs



A.



B.



C.



D.



E.



F.

### Marina Chair

17.5"L 19.5"D 35"H

A) 810160 (black vinyl)

B) 810161 (brown fabric)

C) 810164 (white vinyl)

### Meeting Chair

25.5"L 23.5"D 34"H

D) 810835 (espresso vinyl)

E) 810836 (taupe fabric)

F) 810948 (white vinyl)



# Group Seating

## ZENITH

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

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



## LAGUNA

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

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



## MALBA

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

## MARINA

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



# Styles & Shapes



**A) 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.



F.



G.



I.



H.



J.



# Styles & Shapes



C.



F.



I.



L.



N.



A.



D.



G.



J.



M.



O.



B.



E.



H.



K.

## Beverly Bench

60"L 20"D 18"H

**A) 81556** (white vinyl)

**B) 81550** (black vinyl)

**C) 81552** (gray fabric)

**D) 81555** (red fabric)

**E) 81554** (ocean blue fabric)

**F) 81553** (linen fabric)

**G) 81551** (brown fabric)

## H) 815119 Half Bench

(white vinyl)

39"L 22"D 18"H

## ENDLESS Square

34"L 34"D 15"H

**I) 815123** (black)

**J) 815122** (white)

## ENDLESS Curved

60.5"L 37.5"D 15"H

**K) 815952** (black)

**L) 815953** (white)

## M) 8507 Quarter Curve

(white vinyl)

53"L 22"D 18"H

**Ring** (4 ottoman seats)

(white vinyl)

72"RND 18"H

## N) 81526 Edge

**LED Cube**

(white plastic)

19"L 19"D 19"H

A/C power only

## O) 82074

**Regis Bench**

(brushed metal)

47"L 15.5"D 16"H

# Marche Swivel



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.

## Marche Swivel Ottomans

17"RND 18"H

**A) 815150** (white vinyl)

**B) 815154** (red fabric)

**C) 815158**

(pear yellow fabric)

**D) 815156** (plum fabric)

**E) 815159** (blue fabric)

**F) 815151** (gray fabric)

**G) 815155**

(rose quartz fabric)

**H) 815152** (linen fabric)

**I) 815153**

(raspberry fabric)

**J) 815157**

(meadow green fabric)

**K) 815160**

(orange fabric)

# Accent Tables

## ALONDRA

### Cocktail Table

47"L 24"D 16"H

A) 820250 (glass, chrome)

B) 820251 (wood, chrome)



B.



C.



D.



## ALONDRA

### End Table

20"L 20"D 20"H

C) 820252 (glass, chrome)

D) 820253 (wood, chrome)

## GEO

### Cocktail Table

50"L 22"D 16"H

A) 82034 (glass, chrome)

B) 82027 (wood, black)



B.



C.



D.



## GEO

### End Table


26"L 26"D 20"H

C) 82035 (glass, chrome)

D) 82028 (wood, black)



# Styles & Shapes

Available in Power 

## Sydney Cocktail Tables

(brushed steel)

48"L 26"D 18"H

**A) 82053** (white)

**82073** (Powered)

**B) 82052** (black)

**82076** (Powered)

**C) 82077** (blue)

**D) 82078** (wood)

## Sydney End Tables

27"L 23"D 22"H

**E) 82055** (white)

**F) 82054** (black)

**G) 82079** (blue)

**H) 82080** (wood)

## Regis Tables

(brushed metal)

**I) 82074 Bench Table**

47"L 15.5"D 16"H

**J) 82075 End Table**

16"L 15.5"D 16.5"H

## Silverado Tables

(glass, chrome)

**K) 82015 End Table**

24" Round 22"H

**L) 82014 Cocktail Table**

36" Round 17"H

## Oliver Tables

(walnut finish)

**M) 82088 End Table**

22" Round 22"H

**N) 82087 Cocktail Table**

47"L 27"D 19"H

## Aura Round Table

**O) 82084**

(white metal)

15" Round 22"H

## Edge LED Cube Table

**P) 82057**

(plexi top, white plastic)

20"L 20"D 20"H

A/C power only

## Wireless Charging

**Table, Powered**

**Q) 820710**

(white, AC plug-In)

20"L 20"D 18"H



# Café Tables

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

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



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



**30" Round Café Tables  
A) 898240**

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

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

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

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



# Customize and Create

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



# Mix & Match

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



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

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

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

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



**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)

# Bar Tables

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

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



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

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



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

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



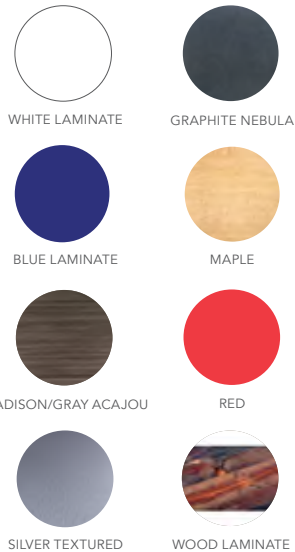
**G) 820240 30"**  
**Round Bar Table**  
**w/ Hydraulic Chrome Base**  
 (Madison/gray acajou)  
 30" RND 45"H

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



# Customize and Create

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



## Bar Tables Standard Black Base 30" RND 42"H

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

## Bar Tables Hydraulic Chrome Base 30" RND 45"H

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

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

# Style & Design

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



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

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

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

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





# Barstools



## LIFT Barstools

15" Round 23–33.5"H

A) 810870 (white vinyl)

B) 810873 (red vinyl)

C) 810871 (black vinyl)

D) 810872 (gray vinyl)

# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



O.



P.



Q.



R.



S.



T.



U.

## 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.



E.



## 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

# Styles & Shapes

A. | B.



C.



D.

**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

E.



F.



G.



H.



I.



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

## Mix & Match

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

J.



K.





# Executive Seating

## Pro Executive High Back Chair

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



## Task Stool

**810135**  
 (black fabric)  
 27.5"L 27.5"D 36"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

## Bar Tables

### Table Top Options



BLACK

WHITE

MAPLE

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



**810860**  
**Laguna Barstool**  
(maple, chrome)  
18\"/>



### Ventura Powered Bar Tables

(silver frame)  
72.25\"/>

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

### Ventura Communal Bar Tables

(silver frame)  
72.25\"/>

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

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

Black Top  
**820952** (solid)

## Café Tables



### Ventura Powered Café Tables

(silver frame)  
72.25\"/>

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

### Ventura Communal Café Tables

(silver frame)

72.25\"/>

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

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

Black Top  
**E) 820962** (solid)

# Office Essentials

## MADISON

**A) 84075 Madison Executive Desk**

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

**B) 84077 Madison Credenza**

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

**C) 810135 Task Stool**

(black fabric)

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

**D) 810844 Pro Executive**

**High Back Chair**

(white classic vinyl)

25"L 24"D 48"H Adjustable

A.

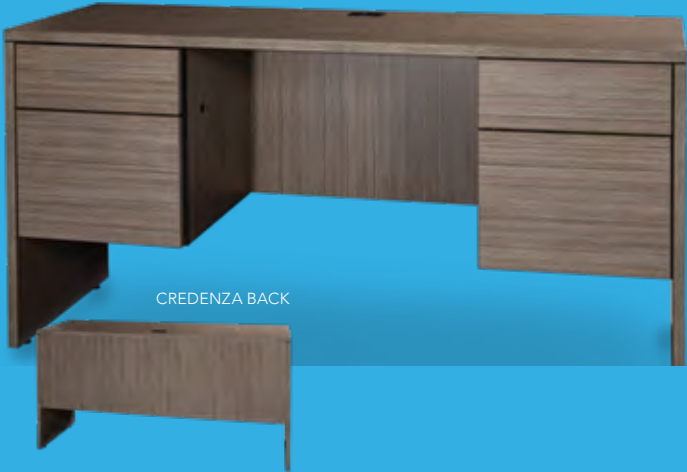
DESK FRONT



DESK BACK

B.

CREDENZA FRONT




CREDENZA BACK

C.

D.



# Tech Powered Desk

Denotes AC and USB charging outlets 



A. 



C.

B. 



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

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

## B) 84084 Tech Desk, Powered

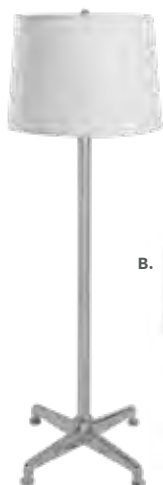
(black metal, laminate)  
60"L 30"D 30"H

## C) 84080 3 Drawer File Cabinet on Castors

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

# Lighting & Shelving

A.



B.



C.



D.



## ACCENT LAMPS

Mason Lamps  
(brushed silver)

A) 850708 Floor Lamp  
18" RND 55"H

B) 850707 Table Lamp  
16" RND 26"H

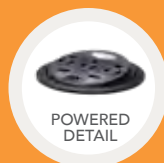
## SHELVING

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

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

# Show Essentials

Denotes AC and USB  
charging outlets



## Midtown Powered Counter

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



**7ft 85030**

**7' Boxwood Hedge**

36.5"L 12"D 84"H



**810860**

**Laguna Barstool**

(maple, chrome)

18"L 20"D 47"H

## Display Counter

**A) 72056**

**Display Counter**

(black)

24"W X 49"L X 42"H

**B) 210109**

**limerick Stool**

BY HERMAN MILLER™

(white)

18" X 17.75"L X 44"H

**B.**



**A.**



# Midtown Bar

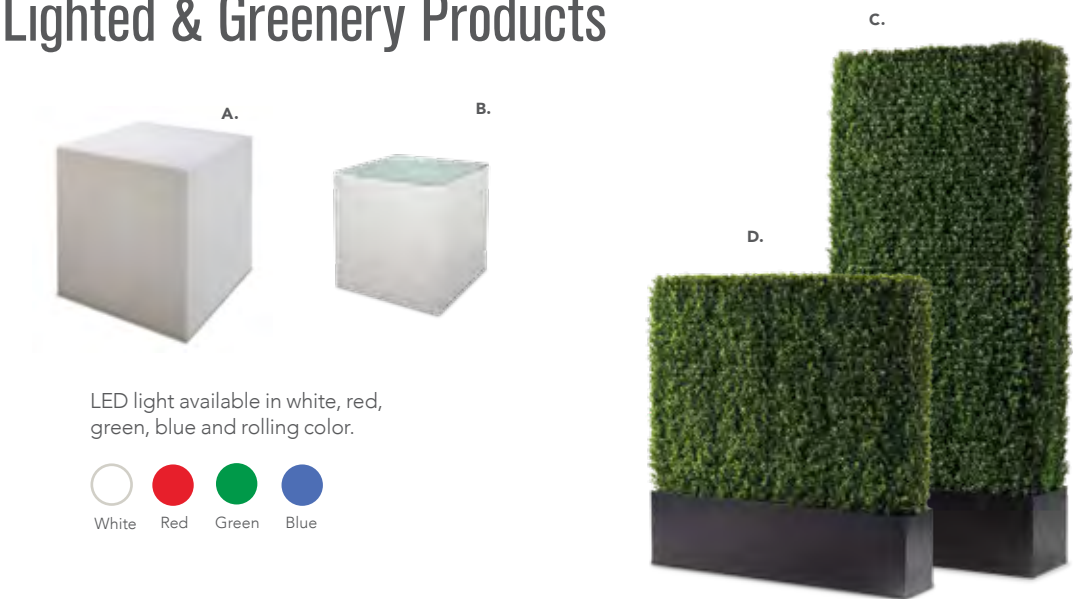
Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.



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

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

# Lighted & Greenery Products



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

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



# Draped or Undraped Tables & Counters

## Table-top Colors



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

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## Sizing Chart\*

\*Table and counter widths are available in select cities

### 24"D X 30"H | Tables Draped

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

### 24"D X 30"H | Tables Undraped

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

### 30"D X 30"H | Tables Draped

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

### 30"D X 30"H | Tables Undraped

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

### 4th Side | Table Draped 30"

<b>12404630</b>	Drape Table 4th Side	<b>6' X</b> 30"
<b>12404830</b>	Drape Table 4th Side	<b>8' X</b> 30"

### 24"D X 42"H | Counter Draped

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

### 24"D X 42"H | Counter Undraped

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

### 30"D X 42"H | Counter Draped

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

### 30"D X 42"H | Counter Undraped

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

### 4th Side | Table Draped 42"

<b>12404642</b>	Drape Table 4th Side	<b>6' X</b> 42"
<b>12404842</b>	Drape Table 4th Side	<b>8' X</b> 42"

# Product Display

A.



B.



C.



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

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

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

D.



E.



F.



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

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

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

J.



G.



H.



I.



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

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

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

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

# Product Storage



## RACKS

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

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

## CABINETS

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

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

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



## REFRIGERATORS

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

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

# Show & Office Accessories



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

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



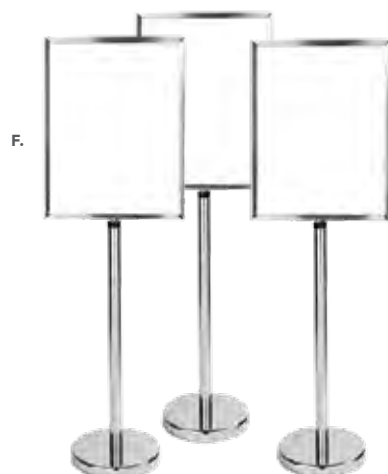
**C) 220121**  
**Chrome Stanchion**  
**w/ 8' Retractable Belt**  
(black, belt) 42"H



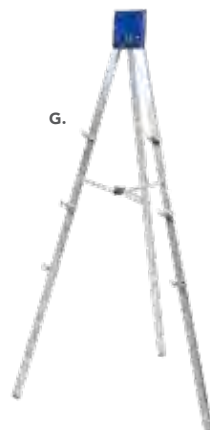
**D) 220110**  
**Chrome Bag Rack**  
(3" at center)  
1"W X 41"H X 26"W



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



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



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



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



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SOFT SEATING						

## Naples Group - Black Vinyl

_____	810119*	Chair.....	568.50	625.35	795.90	_____
_____	830120*	Loveseat.....	764.25	840.70	1,069.95	_____
_____	830119*	Sofa.....	846.00	930.60	1,184.40	_____

## Munich Group - Gray Fabric

_____	810150*	Corner Chair.....	678.50	746.35	949.90	_____
_____	810151*	Armless Chair.....	594.25	653.70	831.95	_____
_____	830200*	Armless Loveseat.....	995.00	1,094.50	1,393.00	_____
_____	830201*	Sectional - 3 Piece.....	2,265.00	2,491.50	3,171.00	_____

## Baja Group - White Vinyl

_____	81050*	Chair.....	637.50	701.25	892.50	_____
_____	83020*	Loveseat.....	701.50	771.65	982.10	_____
_____	83019*	Sofa.....	963.25	1,059.60	1,348.55	_____

## South Beach Group - Platinum Suede

_____	8301*	Sofa.....	731.00	804.10	1,023.40	_____
_____	8151*	Ottoman.....	318.00	349.80	445.20	_____

## Key Largo Group - Black Fabric

_____	830950*	Loveseat.....	597.75	657.55	836.85	_____
_____	830951*	Sofa.....	660.00	726.00	924.00	_____
_____	810950*	Chair.....	470.50	517.55	658.70	_____

## Allegro Group - Blue Fabric

_____	81019*	Chair.....	578.00	635.80	809.20	_____
_____	83015*	Sofa.....	921.75	1,013.95	1,290.45	_____

## Fairfax Group - White Vinyl

_____	810949*	Chair.....	396.75	436.45	555.45	_____
_____	830949*	Sofa.....	634.25	697.70	887.95	_____

## Hopi Group - Gray Linen

_____	810140*	Chair.....	255.25	280.80	357.35	_____
_____	830150*	Loveseat.....	326.75	359.45	457.45	_____

## Tangiers Group - Beige Fabric

_____	810118*	Chair.....	505.25	555.80	707.35	_____
_____	830220*	Loveseat.....	836.75	920.45	1,171.45	_____
_____	830118*	Sofa.....	705.25	775.80	987.35	_____

## CASUAL SEATING

### Ottomans

_____	815122*	Endless Square - White Vinyl.....	363.50	399.85	508.90	_____
_____	815123*	Endless Square - Black Vinyl.....	363.50	399.85	508.90	_____
_____	815953*	Endless Curve - White Vinyl.....	492.25	541.50	689.15	_____
_____	815952*	Endless Curve - Black Vinyl.....	492.25	541.50	689.15	_____
_____	815119*	Half-Bench - White Vinyl.....	405.50	446.05	567.70	_____
_____	81518*	Vibe Cube - Blue Vinyl.....	163.00	179.30	228.20	_____
_____	81519*	Vibe Cube - Red Vinyl.....	163.00	179.30	228.20	_____

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<b>CASUAL SEATING (cont'd)</b>						
_____	81525*	Vibe Cube - Orange Vinyl.....	163.00	179.30	228.20	_____
_____	81520*	Vibe Cube - Pink Vinyl.....	163.00	179.30	228.20	_____
_____	81517*	Vibe Cube - Yellow Vinyl.....	163.00	179.30	228.20	_____
_____	81530*	Vibe Cube - Black Vinyl.....	142.50	156.75	199.50	_____
_____	81531*	Vibe Cube - White Vinyl.....	142.50	156.75	199.50	_____
_____	81532*	Vibe Cube - Steel Blue Vinyl.....	163.00	179.30	228.20	_____
_____	81533*	Vibe Cube - Silver Vinyl.....	163.00	179.30	228.20	_____
_____	81534*	Vibe Cube - Purple Vinyl.....	163.00	179.30	228.20	_____
_____	815151*	Marche Swivel - Gray Fabric.....	252.50	277.75	353.50	_____
_____	815154*	Marche Swivel - Red Fabric.....	252.50	277.75	353.50	_____
_____	815159*	Marche Swivel - Blue Fabric.....	252.50	277.75	353.50	_____
_____	815152*	Marche Swivel - Linen Fabric.....	252.50	277.75	353.50	_____
_____	815157*	Marche Swivel - Meadow Green Fabric.....	252.50	277.75	353.50	_____
_____	815158*	Marche Swivel - Pear Yellow Fabric.....	252.50	277.75	353.50	_____
_____	815156*	Marche Swivel - Plum Fabric.....	252.50	277.75	353.50	_____
_____	815153*	Marche Swivel - Raspberry Fabric.....	252.50	277.75	353.50	_____
_____	815155*	Marche Swivel - Rose Quartz Fabric.....	252.50	277.75	353.50	_____
_____	815150*	Marche Swivel - White Vinyl.....	252.50	277.75	353.50	_____
_____	815160*	Marche Swivel - Orange Fabric.....	252.50	277.75	353.50	_____
_____	81526*	Edge LED Cube - High Density Plastic.....	231.50	254.65	324.10	_____
<b>Banquettes</b>						
_____	8506*	Center Cone w/Electrical Charging Outlet.....	682.50	750.75	955.50	_____
_____	8507*	Quarter Curve Ottoman.....	451.00	496.10	631.40	_____
<b>Beverly Bench Ottomans</b>						
_____	81550*	Black Vinyl.....	505.00	555.50	707.00	_____
_____	81551*	Brown Fabric.....	505.00	555.50	707.00	_____
_____	81552*	Gray Fabric.....	505.00	555.50	707.00	_____
_____	81553*	Linen Fabric.....	505.00	555.50	707.00	_____
_____	81554*	Ocean Blue Fabric.....	505.00	555.50	707.00	_____
_____	81555*	Red Fabric.....	505.00	555.50	707.00	_____
_____	81556*	White Vinyl.....	505.00	555.50	707.00	_____
<b>Accent Chairs</b>						
_____	71089	Black Diamond Side Chair.....	128.00	140.80	179.20	_____
_____	71090	Black Diamond Arm Chair.....	164.00	180.40	229.60	_____
_____	810861*	Laguna Chair - Maple/Chrome.....	155.50	171.05	217.70	_____
_____	210108	Limerick® Chair by Herman Miller.....	79.00	86.90	110.60	_____
_____	8102*	Madrid Chair - Black Vinyl/Chrome.....	914.25	1,005.70	1,279.95	_____
_____	810816*	Madrid Chair - White Vinyl/Chrome.....	914.25	1,005.70	1,279.95	_____
_____	810948*	Meeting Chair - White Vinyl.....	326.00	358.60	456.40	_____
_____	810835*	Meeting Chair - Espresso Vinyl.....	244.25	268.70	341.95	_____
_____	810836*	Meeting Chair - Taupe Microfiber.....	320.25	352.30	448.35	_____
_____	8103*	Key West Tub Chair - Black Fabric.....	455.50	501.05	637.70	_____
_____	810164*	Marina Chair - White Vinyl.....	168.00	184.80	235.20	_____
_____	810160*	Marina Chair - Black Vinyl.....	168.00	184.80	235.20	_____
_____	810161*	Marina Chair - Brown Fabric.....	168.00	184.80	235.20	_____
_____	810162*	Marina Chair - Ocean Blue Fabric.....	168.00	184.80	235.20	_____
_____	810163*	Marina Chair - Red Fabric.....	168.00	184.80	235.20	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Occasional Chairs (cont.)</b>						
	810131*	Malba Chair - Gray Molded Plastic.....	112.25	123.50	157.15	
	810130*	Malba Chair - Green Molded Plastic.....	109.75	120.75	153.65	
	810846*	Christopher Chair - White Vinyl/Chrome.....	141.75	155.95	198.45	
	810851*	Zenith Chair - White/Chrome.....	176.25	193.90	246.75	
	810841*	Rustique Chair - Gunmetal.....	141.75	155.95	198.45	
	810837*	Razor Armless Chair - White High Density Plastic.....	66.00	72.60	92.40	
	810875*	Swanson Swivel Chair - White Vinyl.....	310.25	341.30	434.35	
	81083*	Blade Chair - Sky Blue.....	93.00	102.30	130.20	
	81082*	Blade Chair - Red.....	93.00	102.30	130.20	
	810810*	Berlin Stack Chair - White & Black Plastic/Chrome...	123.75	136.15	173.25	
	81093*	Lucent Chair - Frosted Acrylic.....	233.50	256.85	326.90	
	810145*	Wentworth Chair - Brown Vinyl.....	298.25	328.10	417.55	
<b>Executive Seating</b>						
	71046	Gray Gaslift Chair With Arms.....	266.00	292.60	372.40	
	71045	Gray Gaslift Chair Without Arms.....	234.50	257.95	328.30	
	810874*	La Brea Swivel Chair - Charcoal Gray Fabric.....	363.50	399.85	508.90	
	81063*	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	363.50	399.85	508.90	
	810844*	Pro Executive High Back Chair - White Vinyl.....	320.25	352.30	448.35	
	810946*	Pro Executive High Back Chair - Black Vinyl.....	326.00	358.60	456.40	
	810945*	Pro Executive Mid Back Chair - White Vinyl.....	404.75	445.25	566.65	
	810944*	Pro Executive Mid Back Chair - Black Vinyl.....	392.50	431.75	549.50	
	810947*	Pro Executive Guest Chair - Black Vinyl.....	423.50	465.85	592.90	
<b>Barstools</b>						
	71088	Black Diamond Stool.....	198.50	218.35	277.90	
	71048	Gray Gaslift Stool with Arms.....	305.25	335.80	427.35	
	71047	Gray Gaslift Stool without Arms.....	284.25	312.70	397.95	
	810860*	Laguna Barstool - Maple/Chrome.....	196.50	216.15	275.10	
	210109	Limerick® Stool by Herman Miller.....	132.50	145.75	185.50	
	810872*	Lift Barstool - Gray Vinyl/Chrome.....	186.50	205.15	261.10	
	810873*	Lift Barstool - Red Vinyl/Chrome.....	186.50	205.15	261.10	
	810871*	Lift Barstool - Black Vinyl/Chrome.....	186.50	205.15	261.10	
	810870*	Lift Barstool - White Vinyl/Chrome.....	186.50	205.15	261.10	
	810951*	Apex Barstool - Black Vinyl.....	236.50	260.15	331.10	
	810952*	Apex Barstool - Blue Ultra Suede.....	236.50	260.15	331.10	
	810953*	Apex Barstool - Red Vinyl.....	236.50	260.15	331.10	
	810954*	Apex Barstool - White Vinyl.....	236.50	260.15	331.10	
	810103*	Banana Barstool - White Vinyl/Chrome.....	215.50	237.05	301.70	
	810104*	Banana Barstool - Black Vinyl/Chrome.....	215.50	237.05	301.70	
	810850*	Zenith Barstool - White/Chrome.....	176.25	193.90	246.75	
	810840*	Zoey Barstool - White Vinyl/Chrome.....	349.25	384.20	488.95	
	810834*	Zoey Barstool - Black Vinyl/Chrome.....	349.25	384.20	488.95	
	810848*	Christopher Barstool - White Vinyl/Chrome.....	242.00	266.20	338.80	
	810202*	Shark Swivel Barstool - White Plastic/Chrome.....	384.50	422.95	538.30	
	810839*	Rustique Barstool - Gunmetal.....	141.75	155.95	198.45	
	810201*	Oslo Barstool - White Plastic/Chrome.....	273.25	300.60	382.55	
	81080*	Blade Barstool - Red.....	185.50	204.05	259.70	
	81081*	Blade Barstool - Sky Blue.....	185.50	204.05	259.70	
	81092*	Lucent Barstool - Frosted Acrylic.....	248.50	273.35	347.90	
	810135*	Task Stool - Black Fabric.....	205.75	226.35	288.05	

NAME OF SHOW: **2019 NIADA Convention & Expo / June 18-20, 2019**

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

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

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

_____	124330	Draped Table 3'L x 30"H.....	123.75	136.15	173.25	_____
_____	124430	Draped Table 4'L x 30"H.....	154.50	169.95	216.30	_____
_____	124630	Draped Table 6'L x 30"H.....	184.50	202.95	258.30	_____
_____	124830	Draped Table 8'L x 30"H.....	210.00	231.00	294.00	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	51.75	56.95	72.45	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	51.75	56.95	72.45	_____
_____	124342	Draped Counter 3'L x 42"H.....	167.25	184.00	234.15	_____
_____	124442	Draped Counter 4'L x 42"H.....	191.25	210.40	267.75	_____
_____	124642	Draped Counter 6'L x 42"H.....	215.50	237.05	301.70	_____
_____	124842	Draped Counter 8'L x 42"H.....	241.25	265.40	337.75	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	59.50	65.45	83.30	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	59.50	65.45	83.30	_____

**Undraped Tables & Counters**

_____	125330	Undraped Table 3'L x 30"H.....	48.50	53.35	67.90	_____
_____	125430	Undraped Table 4'L x 30"H.....	59.50	65.45	83.30	_____
_____	125630	Undraped Table 6'L x 30"H.....	69.00	75.90	96.60	_____
_____	125830	Undraped Table 8'L x 30"H.....	78.50	86.35	109.90	_____
_____	125342	Undraped Counter 3'L x 42"H.....	83.75	92.15	117.25	_____
_____	125442	Undraped Counter 4'L x 42"H.....	95.75	105.35	134.05	_____
_____	125642	Undraped Counter 6'L x 42"H.....	106.75	117.45	149.45	_____
_____	125842	Undraped Counter 8'L x 42"H.....	115.75	127.35	162.05	_____

**Table Top Risers** - Risers are 8" wide

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	30.25	33.30	42.35	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	30.25	33.30	42.35	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	35.25	38.80	49.35	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	35.25	38.80	49.35	_____
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	40.75	44.85	57.05	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	40.75	44.85	57.05	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	46.00	50.60	64.40	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	46.00	50.60	64.40	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	56.50	62.15	79.10	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	56.50	62.15	79.10	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	66.75	73.45	93.45	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	66.75	73.45	93.45	_____

**Pedestal Tables - Soho Series**

_____	72069	Black Top Cafe Table - 30"H x 24"W.....	186.50	205.15	261.10	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	215.50	237.05	301.70	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	159.75	175.75	223.65	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	247.00	271.70	345.80	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	269.00	295.90	376.60	_____

**Pedestal Tables - Chelsea Series**

_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	202.75	223.05	283.85	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	213.25	234.60	298.55	_____

FREEMAN furnishings

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COMPANY NAME:	BOOTH #:	BOOTH SIZE:	X
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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Pedestal Tables - Chelsea Series (continued)</b>						
	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	272.25	299.50	381.15	
	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	297.50	327.25	416.50	
<b>Pedestal Tables</b>						
	8201208*	Hydraulic Base Cafe Table - Maple.....	392.50	431.75	549.50	
	8201207*	Hydraulic Base Bar Table - Maple.....	408.00	448.80	571.20	
	8201209*	Hydraulic Base Cafe Table - Graphite.....	436.75	480.45	611.45	
	8201211*	Hydraulic Base Bar Table - Graphite.....	449.00	493.90	628.60	
	8201206*	Hydraulic Base Cafe Table - Maple.....	446.25	490.90	624.75	
	8201205*	Hydraulic Base Bar Table - Maple.....	443.50	487.85	620.90	
	820126*	Hydraulic Base Cafe Table - White Laminate.....	446.25	490.90	624.75	
	820125*	Hydraulic Base Bar Table - White Laminate.....	466.75	513.45	653.45	
	820241*	Madison Hydraulic Base Cafe Table - Gray Acajou.	349.25	384.20	488.95	
	820240*	Madison Hydraulic Base Bar Table - Gray Acajou...	349.25	384.20	488.95	
	820265*	Madison Cafe Table - Gray Acajou.....	275.75	303.35	386.05	
	820264*	Madison Bar Table - Gray Acajou.....	301.25	331.40	421.75	
	8201220*	30" Cafe Table Black Base - White Laminate.....	293.50	322.85	410.90	
	8201221*	30" Bar Table Black Base - White Laminate.....	313.75	345.15	439.25	
	8201222*	30" Bar Table Chrome Base - White Laminate.....	451.25	496.40	631.75	
	8201223*	30" Cafe Table Chrome Base - White Laminate.....	451.25	496.40	631.75	
	820920*	30" Bar Table Chrome Hydraulic Base - Red.....	349.25	384.20	488.95	
	820921*	30" Cafe Table Chrome Hydraulic Base - Red.....	349.25	384.20	488.95	
	820922*	30" Bar Table Chrome Hydraulic Base - Graphite....	349.25	384.20	488.95	
	820923*	30" Cafe Table Chrome Hydraulic Base - Graphite....	349.25	384.20	488.95	
	820924*	30" Bar Table Chrome Hydraulic Base - Silver.....	425.75	468.35	596.05	
	820925*	30" Cafe Table Chrome Hydraulic Base - Silver.....	425.75	468.35	596.05	
	820930*	30" Bar Table w/ Hydraulic Base - Blue.....	343.50	377.85	480.90	
	820931*	30" Bar Table w/ Black Base - Blue.....	273.25	300.60	382.55	
	820932*	30" Bar Table w/ Hydraulic Base - Wood.....	419.00	460.90	586.60	
	820933*	30" Bar Table w/ Black Base - Wood.....	291.00	320.10	407.40	
	820940*	30" Cafe Table w/ Hydraulic Base - Blue.....	343.50	377.85	480.90	
	820941*	30" Cafe Table w/ Black Base - Blue.....	245.75	270.35	344.05	
	820942*	30" Cafe Table w/ Hydraulic Base - Wood.....	419.00	460.90	586.60	
	820943*	30" Cafe Table w/ Black Base - Wood.....	266.00	292.60	372.40	
<b>Accent Tables</b>						
	82015*	Silverado End Table - Tempered Glass/Painted Steel.....	291.75	320.95	408.45	
	82014*	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	310.25	341.30	434.35	
	820252*	Alondra End Table - Glass/Chrome.....	255.25	280.80	357.35	
	820250*	Alondra Cocktail Table - Glass/Chrome.....	354.25	389.70	495.95	
	820253*	Alondra End Table - Wood/Chrome.....	255.25	280.80	357.35	
	820251*	Alondra Cocktail Table - Wood/Chrome.....	354.25	389.70	495.95	
	8201224*	Atomic 36" Round Table - Glass/Chrome.....	393.00	432.30	550.20	
	8201225*	Atomic 42" Round Table - Glass/Chrome.....	393.00	432.30	550.20	
	82028*	Geo End Table - Wood/Black Steel.....	301.25	331.40	421.75	
	82027*	Geo Cocktail Table - Wood/Black Steel.....	309.00	339.90	432.60	
	82035*	Geo End Table - Glass/Chrome.....	223.50	245.85	312.90	



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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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## Accent Tables (continued)

82034*	Geo Cocktail Table - Glass/Chrome.....	247.00	271.70	345.80	
82054*	Sydney End Table - Black Laminate/Brushed Steel..	270.75	297.85	379.05	
82055*	Sydney End Table - White Laminate/Brushed Steel..	270.75	297.85	379.05	
82052*	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	329.25	362.20	460.95	
82053*	Sydney Cocktail Table - White Laminate/Brushed Steel.....	329.25	362.20	460.95	
82079*	Sydney End Table - Blue Laminate/Brushed Steel....	268.25	295.10	375.55	
82080*	Sydney End Table - Wood Laminate/Brushed Steel..	268.25	295.10	375.55	
82077*	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	323.50	355.85	452.90	
82078*	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	323.50	355.85	452.90	
82075*	Regis End Table - Brushed Metal.....	275.75	303.35	386.05	
82074*	Regis Bench Table - Brushed Metal.....	388.75	427.65	544.25	
820844*	Aura Round Table - White Metal.....	150.00	165.00	210.00	
82057*	Edge LED Cube Table-White Plastic/Clear Acrylic....	231.50	254.65	324.10	
82043*	Geo Square-Round Table - Glass/Black Steel.....	357.00	392.70	499.80	
82044*	Geo Square-Round Table - Glass/Chrome.....	357.00	392.70	499.80	
82088*	Oliver End Table - Walnut Finish.....	267.75	294.55	374.85	
82087*	Oliver Table - Walnut Finish.....	301.25	331.40	421.75	
8201226*	Rustique Square Metal Bar Table - Gray.....	347.00	381.70	485.80	

## Conference Tables

82041*	Geo Conference Table - Glass/Black Steel.....	492.25	541.50	689.15	
82051*	Geo Conference Table - Glass/Chrome.....	439.25	483.20	614.95	
820260*	Madison Conference Table - Gray Acajou.....	472.25	519.50	661.15	
820708*	42" Round Conference Table - White Laminate.....	474.25	521.70	663.95	
820203*	6' Oval Conference Table - Graphite.....	631.75	694.95	884.45	
820261*	Madison 5' Conference Table - Gray Acajou.....	570.75	627.85	799.05	
820262*	Madison 8' Conference Table - Gray Acajou.....	1,140.25	1,254.30	1,596.35	
820263*	Madison 10' Conference Table - Gray Acajou.....	1,140.25	1,254.30	1,596.35	
820951*	Ventura Bar Table - Maple w/ Grommets.....	811.25	892.40	1,135.75	
820952*	Ventura Communal Bar Table - Black.....	836.75	920.45	1,171.45	
820953*	Ventura Bar Table - White w/ Grommets.....	811.25	892.40	1,135.75	
820954*	Ventura Communal Bar Table - Maple.....	811.25	892.40	1,135.75	
820956*	Ventura Communal Bar Table - White.....	811.25	892.40	1,135.75	
820963*	Ventura Communal Cafe Table - Maple.....	569.50	626.45	797.30	
820960*	Ventura Cafe Table - Maple w/ Grommets.....	798.00	877.80	1,117.20	
820961*	Ventura Cafe Table - White w/ Grommets.....	798.00	877.80	1,117.20	
820966*	Ventura Communal Cafe Table - White.....	569.50	626.45	797.30	
820962*	Ventura Communal Cafe Table - Black.....	569.50	626.45	797.30	

## Office

84075*	Madison Desk - Gray Acajou.....	685.75	754.35	960.05	
84077*	Madison Credenza - Gray Acajou.....	574.00	631.40	803.60	
84078*	Madison Bookcase - Gray Acajou.....	487.75	536.55	682.85	

## Computer Desks/Tables

820706*	Work Desk - White Laminate.....	404.75	445.25	566.65	
820707*	Merlin Table - Gray Laminate.....	425.75	468.35	596.05	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>POWERED</b>						

**Powered Seating**

_____	810120*	Naples Chair, Powered - Black Vinyl.....	783.75	862.15	1,097.25	_____
_____	830122*	Naples Loveseat, Powered - Black Vinyl.....	1,055.25	1,160.80	1,477.35	_____
_____	830121*	Naples Sofa, Powered - Black Vinyl.....	1,213.25	1,334.60	1,698.55	_____
_____	81021*	Roma Chair, Powered - White Vinyl.....	783.75	862.15	1,097.25	_____
_____	83017*	Roma Sofa, Powered - White Vinyl.....	1,213.25	1,334.60	1,698.55	_____

**Powered Tables**

_____	820950*	Ventura Communal Bar Table, Powered - Black.....	1,035.50	1,139.05	1,449.70	_____
_____	820955*	Ventura Communal Bar Table, Powered - White.....	941.25	1,035.40	1,317.75	_____
_____	820964*	Ventura Communal Cafe Table, Powered - Black.....	707.50	778.25	990.50	_____
_____	820965*	Ventura Communal Cafe Table, Powered - White.....	707.50	778.25	990.50	_____
_____	84083*	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	715.00	786.50	1,001.00	_____
_____	84084*	Tech Desk, Powered - Black Metal.....	629.75	692.75	881.65	_____
_____	82076*	Sydney Cocktail Table, Powered - Black.....	486.75	535.45	681.45	_____
_____	82073*	Sydney Cocktail Table, Powered - White.....	486.75	535.45	681.45	_____

**Powered Pedestals**

_____	85060*	Powered Locking Pedestal 36" H, Black.....	568.50	625.35	795.90	_____
_____	85061*	Powered Locking Pedestal 36" H, White.....	568.50	625.35	795.90	_____
_____	85062*	Powered Locking Pedestal 42" H, Black.....	682.50	750.75	955.50	_____
_____	85063*	Powered Locking Pedestal 42" H, White.....	682.50	750.75	955.50	_____
_____	820710*	Wireless Charging Table, Powered.....	564.50	620.95	790.30	_____

**Midtown Counters & Bars**

_____	850103*	Midtown Powered Counter Unlighted - Pewter.....	1,806.25	1,986.90	2,528.75	_____
_____	850102*	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	2,102.25	2,312.50	2,943.15	_____
_____	850101*	Midtown Bar Unlighted - Pewter.....	1,618.25	1,780.10	2,265.55	_____
_____	850100*	Midtown Bar Lighted w/ Plug-In - Pewter.....	1,922.00	2,114.20	2,690.80	_____

**DISPLAY & ACCESSORIES**

**Product Storage**

_____	84080*	3 Door File Cabinet on Castors - Black .....	218.25	240.10	305.55	_____
_____	74082	File Cabinet w/Lock - Two Drawer - Standard Size...	266.50	293.15	373.10	_____
_____	74081	File Cabinet w/Lock - Four Drawer - Standard Size..	367.25	404.00	514.15	_____
_____	85020*	Posh Shelving w/ Chrome Frame - White.....	629.75	692.75	881.65	_____

**Refrigerator**

_____	75057	Small Refrigerator.....	357.50	393.25	500.50	_____
_____	8503001*	Refrigerator - White.....	904.50	994.95	1,266.30	_____

**Lighting**

_____	850707*	Mason Table Lamp - White/Brushed Silver.....	178.75	196.65	250.25	_____
_____	850708*	Mason Floor Lamp - White/Brushed Silver.....	265.75	292.35	372.05	_____

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DISPLAY & ACCESSORIES						

## Display

	75020	Display Cylinder - Black - Low.....	223.00	245.30	312.20	
	75021	Display Cylinder - Black - Medium.....	238.00	261.80	333.20	
	75022	Display Cylinder - Black - High.....	269.00	295.90	376.60	
	75030	Display Cube - Black - 12" Small.....	252.00	277.20	352.80	
	75031	Display Cube - Black - 18" Medium.....	252.00	277.20	352.80	
	75032	Display Cube - Black - 24" Large.....	252.00	277.20	352.80	
	75079	Orion Computer Kiosk - Black.....	453.25	498.60	634.55	
	72056	Display Counter - Black.....	453.75	499.15	635.25	

## Boxwood Hedges

	85030*	7' Boxwood Hedge.....	803.00	883.30	1,124.20	
	85035*	4' Boxwood Hedge.....	439.00	482.90	614.60	

## Accessories

	220121	Chrome Stanchion w/ 8' Retractable Belt.....	89.00	97.90	124.60	
	220118	Chrome Sign Holder.....	95.75	105.35	134.05	
	750135	Round Literature Rack.....	355.50	391.05	497.70	
	750136	Flat Literature Rack.....	251.75	276.95	352.45	
	220109	Chrome Coat Tree.....	66.75	73.45	93.45	
	220134	Aluminum Easel.....	62.50	68.75	87.50	
	220110	Chrome Bag Rack.....	135.50	149.05	189.70	
	10201484	Floor Standing Bulletin Board.....	222.75	245.05	311.85	
	220106	Corrugated Wastebasket.....	18.25	20.10	25.55	

## Special Drape

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

	12103	Special Drape 3'H (per ft.).....	17.25	19.00	24.15	
	12108	Special Drape 8'H (per ft.).....	19.50	21.45	27.30	

TOTAL COST		
	+	=
Sub-Total	8.25% 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

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

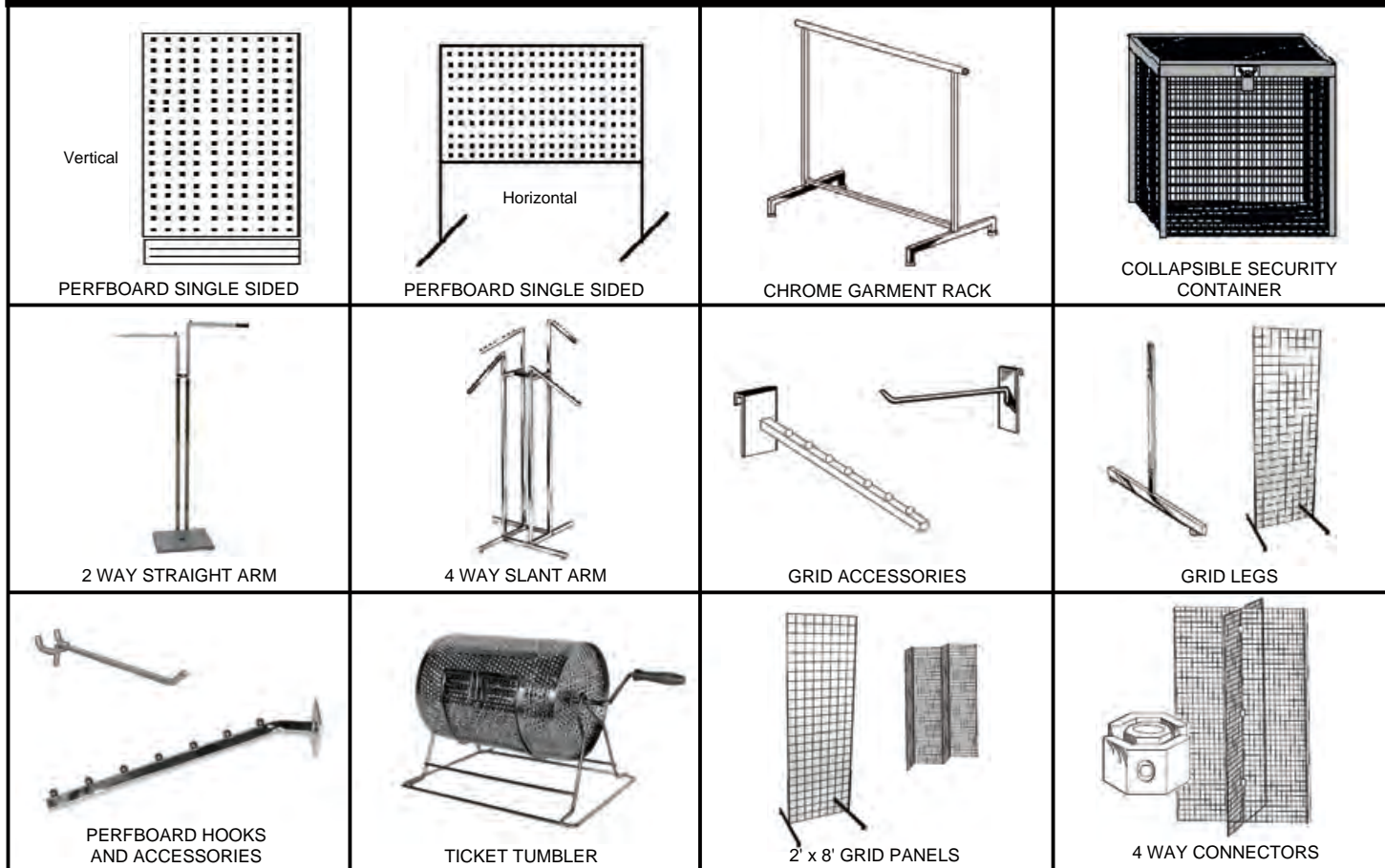
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## ACCESSORIES



Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>PERFBOARDS / BULLETIN BOARDS</b>						
___	10201178	1M x 8'H Single Side-Vert (White)...	245.00	269.50	343.00	
___	10201179	1M x 8'H Single Side-Vert (Gray)...	N/A	N/A	N/A	
___	10201182	1/2 M x 8'H Single Side-Vert.....	184.50	202.95	258.30	
___	10201480	4' x 8' Single Side-Horz.....	245.00	269.50	343.00	
___	102040	4" Single Hook.....	3.30	3.65	4.60	
___	102060	6" Single Hook.....	3.30	3.65	4.60	
___	102080	8" Single Hook.....	3.30	3.65	4.60	
___	10205	12" Shelf Bracket.....	20.25	22.30	28.35	
___	10207	7-Ball Waterfall Arm.....	37.75	41.55	52.85	

<b>GRIDS</b>						
___	103028	Chrome Grid.....	105.00	115.50	147.00	
___	103010	Black Grid.....	105.00	115.50	147.00	
___	103011	White Grid.....	105.00	115.50	147.00	
___	103040	Grid Legs (Chrome).....	30.50	33.55	42.70	
___	103041	Grid Legs (Black).....	30.50	33.55	42.70	
___	103042	Grid Legs (White).....	30.50	33.55	42.70	
___	103030	Grid Connectors.....	37.75	41.55	52.85	

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>GRIDS (continued)</b>						
___	10303	3-Ball Waterfall Arm.....	31.50	34.65	44.10	
___	10305	5-Ball Waterfall Arm.....	34.00	37.40	47.60	
___	10307	7-Ball Waterfall Arm.....	37.75	41.55	52.85	
___	10309	Cleaver Clip.....	6.15	6.75	8.60	
___	103044	4" Single Hook.....	3.30	3.65	4.60	
___	103046	6" Single Hook.....	3.30	3.65	4.60	
___	103048	8" Single Hook.....	3.30	3.65	4.60	

<b>ACCESSORIES</b>						
___	151010	Collapsible Security Container.....	368.25	405.10	515.55	
___	15905	Fish Bowl.....	36.00	39.60	50.40	
___	159011	Ticket Tumbler - Small.....	135.00	148.50	189.00	
___	10405	Garment Rack.....	147.25	162.00	206.15	
___	10404	4-way Slant Arm.....	184.50	202.95	258.30	
___	10403	2-way Straight Arm.....	146.75	161.45	205.45	

TOTAL COST		
Sub-Total	8.25 % Tax	Total Cost

Freeman accessories

Take advantage of the Online price  
by ordering at [www.freeman.com](http://www.freeman.com)  
before MAY 28, 2019

NAME OF SHOW: **2019 NIADA Convention & Expo / June 18-20, 2019**

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

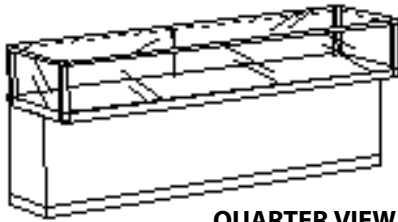
CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

For Assistance, please call **(702) 579-1700** to speak with one of our experts.

For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

## SHOWCASES



QUARTER VIEW



HALF VIEW



FULL VIEW

### THE STANDARD WHITE LINE (Fluorescent)

Fluorescent Lighting  
Sliding Doors w/Lock (No Mirrors)  
Solid Sides  
Matte White Formica Exterior  
Closed Storage area (Quarter & Half View Cases)  
Available in 4', 5', and 6' lengths & 34" Corner Cases  
**Available in Quarter, Half & Full View**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
___	101044	4' Quarter View Fluorescent....	529.75	582.75	741.65	_____
___	101052	5' Quarter View Fluorescent....	529.75	582.75	741.65	_____
___	101062	6' Quarter View Fluorescent....	529.75	582.75	741.65	_____
___	101042	4' Half Fluorescent.....	529.75	582.75	741.65	_____
___	101050	5' Half Fluorescent.....	529.75	582.75	741.65	_____
___	101060	6' Half Fluorescent.....	529.75	582.75	741.65	_____
___	101043	4' Full Fluorescent.....	529.75	582.75	741.65	_____
___	101051	5' Full Fluorescent.....	529.75	582.75	741.65	_____
___	101061	6' Full Fluorescent.....	529.75	582.75	741.65	_____
___	101092	Corner Quarter View.....	582.50	640.75	815.50	_____
___	101090	Corner Half View.....	582.50	640.75	815.50	_____

### THE DELUXE LINE (Fluorescent)

Fluorescent Lighting  
Mirrored Sliding Doors w/Lock  
Glass Sides  
Polished Bronze Frame  
Glossy Black Formica Exterior  
Rear Storage w/Locked Sliding Doors  
Available in 4', 5', and 6' lengths & 34" Corner Cases  
**Available in Quarter & Half View**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
___	1014111	4' Quarter View Fluorescent....	613.50	674.85	858.90	_____
___	1014121	5' Quarter View Fluorescent....	613.50	674.85	858.90	_____
___	1014131	6' Quarter View Fluorescent....	613.50	674.85	858.90	_____
___	1014110	4' Half View Fluorescent.....	613.50	674.85	858.90	_____
___	1014120	5' Half View Fluorescent.....	613.50	674.85	858.90	_____
___	1014130	6' Half View Fluorescent.....	613.50	674.85	858.90	_____
___	1014101	Corner Quarter View.....	658.75	724.65	922.25	_____
___	1014100	Corner Half View.....	658.75	724.65	922.25	_____

### THE DESIGNER LINE (Fluorescent or Halogen)

Fluorescent Lighting (Quarter & Half view)  
Halogen Lighting (Quarter View Only)  
Mirrored Sliding Doors w/Lock  
Glass Sides  
Brushed Silver Frame  
Textured Gray Formica Exterior  
Rear Storage w/Locked Sliding Doors  
Available in 4', 5', and 6' lengths & 34" Corner Cases  
**Available in Quarter & Half View**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
___	1012400	4' Quarter View Fluorescent....	588.25	647.10	823.55	_____
___	1012500	5' Quarter View Fluorescent....	588.25	647.10	823.55	_____
___	1012600	6' Quarter View Fluorescent....	588.25	647.10	823.55	_____
___	1012401	4' Half View Fluorescent.....	588.25	647.10	823.55	_____
___	1012501	5' Half View Fluorescent.....	588.25	647.10	823.55	_____
___	1012601	6' Half View Fluorescent.....	588.25	647.10	823.55	_____
___	1011400	4' Quarter View Halogen.....	708.50	779.35	991.90	_____
___	1011500	5' Quarter View Halogen.....	708.50	779.35	991.90	_____
___	1011600	6' Quarter View Halogen.....	708.50	779.35	991.90	_____
___	101214	Corner Quarter View Fluorescent	633.25	696.60	886.55	_____
___	101212	Corner Half View Fluorescent	633.25	696.60	886.55	_____
___	101142	Corner Quarter View Halogen	766.50	843.15	1,073.10	_____

### THE ELITE LINE (Halogen)

Halogen Lighting  
Mirrored Sliding Doors w/Lock  
Glass Sides  
Brushed Gold Frame  
Green w/Etched Verdigris Formica Exterior  
Rear Storage w/Locked Sliding Doors  
Available in 4', 5', and 6' lengths & 34" Corner Cases  
**Available in Quarter & Half View**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
___	1013400	4' Quarter View Halogen.....	708.50	779.35	991.90	_____
___	1013500	5' Quarter View Halogen.....	708.50	779.35	991.90	_____
___	1013600	6' Quarter View Halogen.....	708.50	779.35	991.90	_____
___	1013401	4' Half View Halogen.....	708.50	779.35	991.90	_____
___	1013501	5' Half View Halogen.....	708.50	779.35	991.90	_____
___	1013601	6' Half View Halogen.....	708.50	779.35	991.90	_____
___	101314	Corner Quarter View.....	766.50	843.15	1,073.10	_____
___	101312	Corner Half View.....	766.50	843.15	1,073.10	_____

### TOTAL COST

Sub-Total	+	8.25 % Tax	=	Total Cost
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# 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](https://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

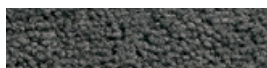
Prestige carpets can also be customized to fit your exhibit needs with unique logos, patterns and borders. Call the phone number on the Quick Facts for assistance.



*black\**



*cardinal*



*charcoal\**



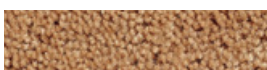
*cream*



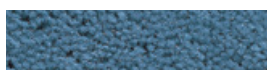
*gray pearl\**



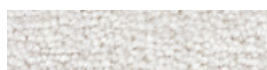
*navy\**



*toast*



*wedgewood*



*white\**

**\*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.



*black*



*blue*



*gray*



*green*



*latte*



*midnight blue*



*plum*



*red*



*red pepper*



*tuxedo*

**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

6555 West Sunset Rd  
Las Vegas, NV 89118  
(702) 579-1700 Fax: (469) 621-5604

ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
MAY 28, 2019

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2019 NIADA Convention & Expo / June 18-20, 2019**


COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME : PHONE #:

E-MAIL ADDRESS :

For Assistance, please call (702) 579-1700 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](http://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 .....	\$ 338.50	\$ 372.35	\$ 473.90	
	10' x 20' Classic Carpet .....	\$ 677.00	\$ 744.70	\$ 947.80	
	10' x 30' Classic Carpet .....	\$ 1,015.50	\$ 1,117.05	\$ 1,421.70	
	10' x 40' Classic Carpet .....	\$ 1,354.00	\$ 1,489.40	\$ 1,895.60	
	10' x 10' Carpet Padding - Single Layer.....	\$ 110.75	\$ 121.85	\$ 155.05	
	10' x 20' Carpet Padding - Single Layer.....	\$ 221.50	\$ 243.65	\$ 310.10	
	10' x 30' Carpet Padding - Single Layer.....	\$ 332.25	\$ 365.50	\$ 465.15	
	10' x 40' Carpet Padding - Single Layer.....	\$ 443.00	\$ 487.30	\$ 620.20	
	10' x 10' Carpet Padding - Double Layer.....	\$ 221.50	\$ 243.65	\$ 310.10	
	10' x 20' Carpet Padding - Double Layer.....	\$ 443.00	\$ 487.30	\$ 620.20	
	10' x 30' Carpet Padding - Double Layer.....	\$ 664.50	\$ 730.95	\$ 930.30	
	10' x 40' Carpet Padding - Double Layer.....	\$ 886.00	\$ 974.60	\$ 1,240.40	
	Plastic Covering (price per sq. ft.).....	\$ .80	\$ .90	\$ 1.10	

## 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 .....	\$ 199.00	\$ 218.90	\$ 278.60	
	9' x 20' Classic Carpet .....	\$ 398.00	\$ 437.80	\$ 557.20	
	9' x 30' Classic Carpet .....	\$ 597.00	\$ 656.70	\$ 835.80	
	9' x 40' Classic Carpet .....	\$ 796.00	\$ 875.60	\$ 1,114.40	
	9' x 10' Carpet Padding - Single Layer.....	\$ 100.00	\$ 110.00	\$ 140.00	
	9' x 20' Carpet Padding - Single Layer.....	\$ 200.00	\$ 220.00	\$ 280.00	
	9' x 30' Carpet Padding - Single Layer.....	\$ 300.00	\$ 330.00	\$ 420.00	
	9' x 40' Carpet Padding - Single Layer.....	\$ 400.00	\$ 440.00	\$ 560.00	
	9' x 10' Carpet Padding - Double Layer.....	\$ 200.00	\$ 220.00	\$ 280.00	
	9' x 20' Carpet Padding - Double Layer.....	\$ 400.00	\$ 440.00	\$ 560.00	
	9' x 30' Carpet Padding - Double Layer.....	\$ 600.00	\$ 660.00	\$ 840.00	
	9' x 40' Carpet Padding - Double Layer.....	\$ 800.00	\$ 880.00	\$ 1,120.00	
	Plastic Covering (price per sq. ft.).....	\$ .80	\$ .90	\$ 1.10	

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

TOTAL COST			
Sub- Total	+	8.25% Tax	= Total Cost

FREEMAN standard size carpet

Take advantage of the Online price  
by ordering at [www.freeman.com](http://www.freeman.com)  
before MAY 28, 2019

# FREEMAN

6555 West Sunset Rd  
Las Vegas, NV 89118  
(702) 579-1700 Fax: (469) 621-5604

ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
MAY 28, 2019

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2019 NIADA Convention & Expo / June 18-20, 2019**

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

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

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

For Assistance, please call **(702) 579-1700** 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](http://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. @ \$ 3.55

### 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
		\$ <b>3.55</b>	\$ <b>3.90</b>	\$ <b>4.95</b>	_____

## **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
<b>1 - 700 sq. ft.</b>		\$ <b>4.20</b>	\$ <b>4.60</b>	\$ <b>5.90</b>	_____
<b>Over 700 sq. ft.</b>		\$ <b>3.90</b>	\$ <b>4.30</b>	\$ <b>5.45</b>	_____

### 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
<b>1 - 700 sq. ft.</b>		\$ <b>5.00</b>	\$ <b>5.50</b>	\$ <b>7.00</b>	_____
<b>Over 700 sq. ft.</b>		\$ <b>4.35</b>	\$ <b>4.80</b>	\$ <b>6.10</b>	_____

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 1.25

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.)		\$ <b>1.25</b>	\$ <b>1.40</b>	\$ <b>1.75</b>	_____
_____	Carpet Padding-1/2" (Over 700 sq. ft.)		\$ <b>1.00</b>	\$ <b>1.10</b>	\$ <b>1.40</b>	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ <b>2.50</b>	\$ <b>2.75</b>	\$ <b>3.50</b>	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ <b>2.00</b>	\$ <b>2.20</b>	\$ <b>2.80</b>	_____

### TOTAL COST

Sub- Total	+	8.25% Tax	=	Total Cost
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# FIT TO PRINT

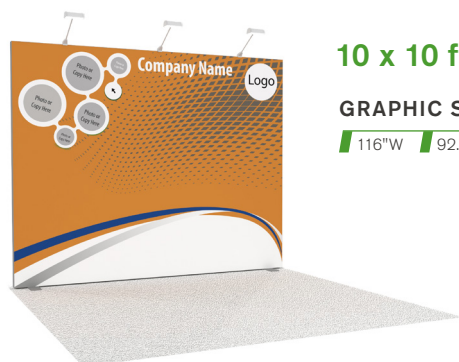
SmartFabric® is a triple-layered fabric made of 100 percent polyester that's ideal for printed graphics. It's an extremely versatile all-in-one fabric and has been treated to meet NFPA 701 small-scale flammability standards. This lightweight material provides an easy way to make a big impact and has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



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



## SMARTFABRIC® RENTAL EXHIBITS



**10 x 10 ft. unit**

**GRAPHIC SIZE**

116"W 92.5"H



**10 x 20 ft. unit**

**GRAPHIC SIZE**

233.5"W 92.5"H

### RENTAL EXHIBITS INCLUDE:

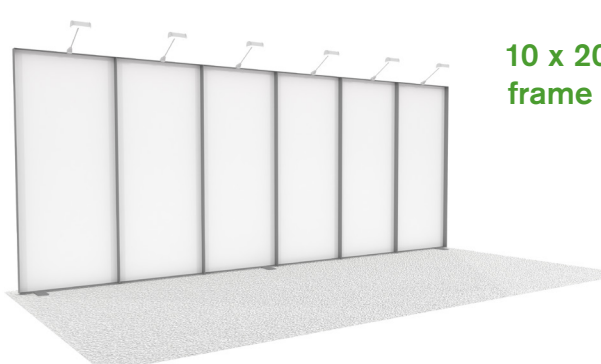
- Custom Fabric Graphic\* with zippered carrying case (fabric graphic purchased to keep)
- Rental Frame, a 100% recyclable structure
- 9' x 10' or 9' x 20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per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

## FRAME ONLY UNIT

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



**10 x 10 ft.  
frame**



**10 x 20 ft.  
frame**

### RENTAL EXHIBITS INCLUDE:

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

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

## CLASSIC CARPET

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

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



black



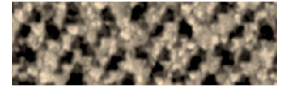
blue



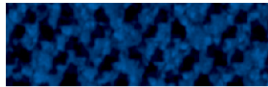
gray



green



latte



midnight blue



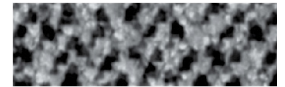
plum



red



red pepper



tuxedo

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

## PRESTIGE CARPET

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

**(28 oz.)** – Available Upgrade Color Options



black\*



cardinal



charcoal\*



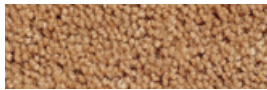
cream



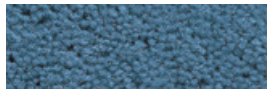
gray pearl\*



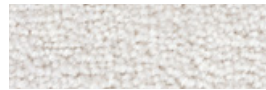
navy\*



toast



wedgewood



white\*

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

## OPTIONAL ACCESSORIES

### SMARTFABRIC® ZIPPERED CARRYING CASE

20"W 8"H 16"D

One SmartFabric zipper bag is included with purchase.



### CLEAR ACRYLIC SHELF

36"W .25"H 12"D

(holds up to 15 lbs each)



## CUSTOM GRAPHICS

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

## FREEMAN SUSTAINABILITY FOCUS



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

# FREEMAN

6555 West Sunset Rd  
Las Vegas, NV 89118  
(702) 579-1700 Fax: (469) 621-5604

DISCOUNT PRICE  
DEADLINE DATE  
MAY 28, 2019

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2019 NIADA Convention & Expo / June 18-20, 2019**

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

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

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

For Assistance, please call (702) 579-1700 to speak with one of our experts.

For fast, easy ordering, go to [www.freeman.com](http://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 .....	\$ 65.00	\$ 91.00	_____
_____	SmartFabric Acrylic Shelf (supports up to 15 lbs).....	\$ 150.00	\$ 210.00	_____
_____	SmartFabric Carrying Case (purchase).....	\$ 20.00	\$ 28.00	_____

## QUICK TIPS

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

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

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

### TOTAL COST

Sub-Total	+	8.25 % Tax	=	Total Cost
-----------	---	------------	---	------------

# RENTAL EXHIBITS THAT IMPRESS

---

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

## PACKAGE 1



10 X 20



10 X 10

## PACKAGE 1 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10





# FREEMAN

## PACKAGE 2



10 X 20



10 X 10

## PACKAGE 3



10 X 20



10 X 10

## PACKAGE 4



10 X 20



10 X 10



## PACKAGE 2 UPGRADE OPTIONS

With Graphics and Cabinet

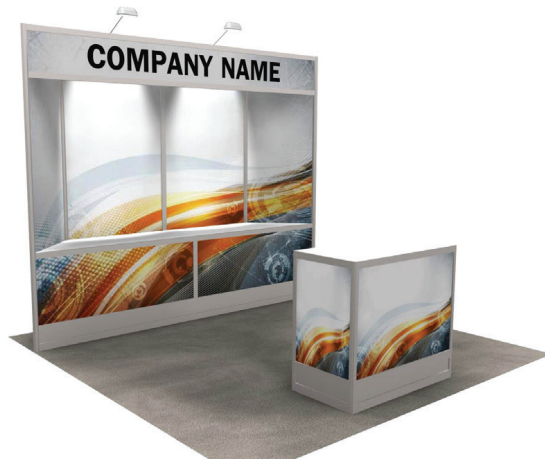
10 X 10



## PACKAGE 3 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



## PACKAGE 4 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



# FREEMAN

## PACKAGE 5



10 X 20



10 X 10

## PACKAGE 6



10 X 20



10 X 10

## PACKAGE 5 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



## PACKAGE 6 UPGRADE OPTIONS

With Graphics and Cabinet

10 X 10



# FREEMAN

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



10 X 10

**SLATWALL**



10 X 10

**COLORED PANELS**



10 X 10

**SHELVES**



10 X 10

**BLACK METAL**



**CABINETS**

## Booth Panel Options – Color Options Included with Rental Package



black fabric

blue fabric

gray fabric

white

white perforated board

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



black

blue

gray

green

latte

midnight blue

plum

red

red pepper

tuxedo

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

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



black\*

cardinal

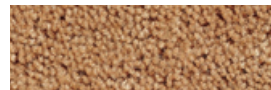
charcoal\*

cream

gray pearl\*



navy\*



toast



wedgewood



white\*

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

## Rental Exhibits Include:

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

## questions?

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



## “CLEAN FOOTPRINT” MATERIALS

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



# FREEMAN

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NAME OF SHOW: **2019 NIADA Convention & Expo / June 18-20, 2019**

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

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

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

For Assistance, please call **(702) 579-1700** to speak with one of our experts.

For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

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

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

## RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price
Package 1	<input type="checkbox"/> 10' x 10'	4,111.75	5,756.45	<input type="checkbox"/> 10' x 20'	6,745.50	9,443.70
Package 2	<input type="checkbox"/> 10' x 10'	2,796.25	3,914.75	<input type="checkbox"/> 10' x 20'	4,640.75	6,497.05
Package 3	<input type="checkbox"/> 10' x 10'	3,928.75	5,500.25	<input type="checkbox"/> 10' x 20'	5,773.25	8,082.55
Package 4	<input type="checkbox"/> 10' x 10'	4,837.50	6,772.50	<input type="checkbox"/> 10' x 20'	8,817.25	12,344.15
Package 5	<input type="checkbox"/> 10' x 10'	3,397.25	4,756.15	<input type="checkbox"/> 10' x 20'	5,648.50	7,907.90
Package 6	<input type="checkbox"/> 10' x 10'	3,232.25	4,525.15	<input type="checkbox"/> 10' x 20'	4,775.25	6,685.35

## CHOOSE YOUR PANEL

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

## CARPET

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

Check color choice

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

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

## LIGHTING

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

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

Additional power must be ordered separately.

## HEADER IDENTIFICATION SIGN

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

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

Indicate exactly how you want your company name to appear:

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

## ENHANCE YOUR EXHIBIT

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

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

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

TOTAL COST		
Sub-Total	+	8.25 % Tax
	=	Total Cost

# FREEMAN

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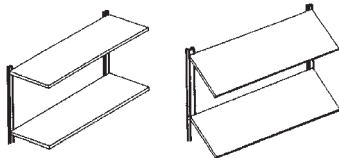
E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

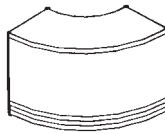
For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

## ACCESSORIES FOR RENTAL UNITS

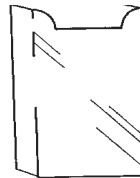
### STRAIGHT AND ANGLED SHELVES



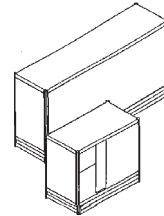
### RADIUS COUNTER (Does Not Have Doors)



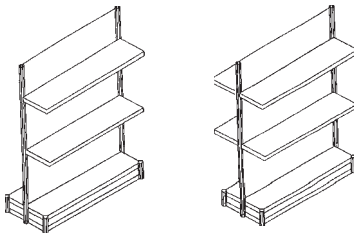
### LITERATURE POCKETS (Plexiglass)



### COUNTERS & CABINETS

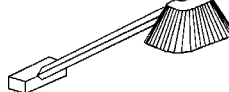


### GONDOLAS



(Lights may only be used on rentals.  
Electrical service & labor to install  
lights is not included.)

### STEM LIGHT



### TRACKLIGHT



### WIRE WALL PANELS

(Available in Black or White)  
Usable Surface: 36" w x 86" h  
Overall Size: 41-3/16" w x 96" h x 28" d



### SLAT WALL PANELS

(Available in White)  
Usable Surface: 37-1/2" x 86-1/4"  
Overall Size: 41-3/16" w x 96" h x 28" d



Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
(electrical service & labor to install lights not included)					

___	172512	Stem Light .....	190.25	266.35	___
___	172514	4' Tracklight (3 lights).....	386.00	540.40	___

<b>CABINETS &amp; COUNTERS</b>					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					

___	17305	1M x 36" High Cabinet .....	494.25	691.95	___
___	17306	1M x 42" High Counter .....	494.25	691.95	___
___	17308	2M x 36" High Cabinet .....	612.50	857.50	___
___	17309	2M x 42" High Counter .....	612.50	857.50	___
___	173010	1M x 36" High Radius Cabinet ...	706.50	989.10	___
___	173011	1M x 42" High Radius Counter ...	706.50	989.10	___

<b>GONDOLAS</b>					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Black Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfbord <input type="checkbox"/> White PVC					

___	174541	Single Sided 1M x 4' High .....	471.75	660.45	___
___	174542	Double Sided 1M x 4' High .....	626.75	877.45	___
___	174581	Single Sided 1M x 8' High .....	575.00	805.00	___
___	174582	Double Sided 1M x 8' High .....	732.25	1025.15	___

<b>SHELVES</b>					
___	17201	Straight Shelf - 1M .....	69.75	97.65	___
___	17206	Angled Shelf - 1M .....	69.75	97.65	___

Don't see what you need?  
Please call an Exhibitor Services Representative at 702-579-1700.  
(477710) LV-H1 19/20

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>WIRE WALL</b>					

Wire Wall

☐ Black ☐ White

___	173518	1M x 8' High Wire Wall .....	626.75	877.45	___
___	17353	3-Ball Waterfall .....	34.00	47.60	___
___	17355	5-Ball Waterfall .....	36.25	50.75	___
___	17357	7-Ball Waterfall .....	40.00	56.00	___
___	173510	Cleaver Clip .....	6.60	9.25	___
___	1735468	4" Single Hook .....	3.50	4.90	___
___	1735468	6" Single Hook .....	3.50	4.90	___
___	1735468	8" Single Hook .....	3.50	4.90	___

<b>SLAT WALL</b>					
------------------	--	--	--	--	--

___	1736100	1M x 8' High Slat Wall .....	471.75	660.45	___
___	173650	1/2M x 8' High Slat Wall .....	353.25	494.55	___
___	173611	Slat Wall Shelf .....	114.25	159.95	___
___	17365	5-Ball Waterfall .....	40.00	56.00	___

<b>LITERATURE POCKET</b>					
--------------------------	--	--	--	--	--

___	174015	For 8 1/2 x 11 Literature .....	39.50	55.30	___
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<b>TOTAL COST</b>					
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Sub-Total \_\_\_\_\_ + Tax (8.25%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

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

FREEMAN exhibit accessories

# FLEXING TO FIT YOUR NEEDS

.....

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

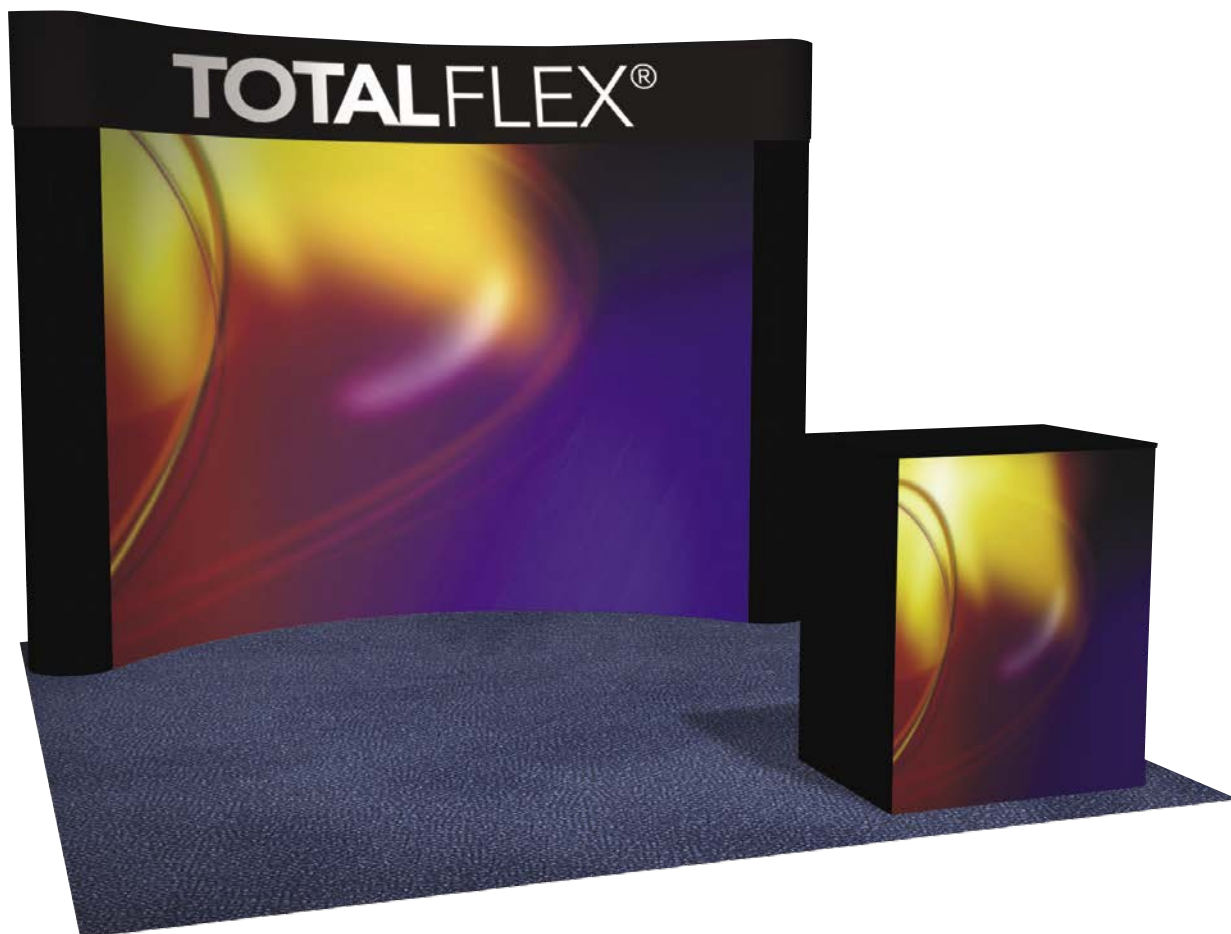


Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

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

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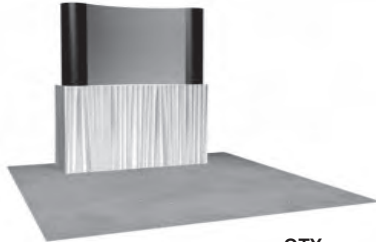
PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

## TABLE TOP UNIT



### RENTAL

Size	Discount Price	Standard Price	QTY.	TOTAL
40" H x 6' W	\$1,508.50	\$2,111.90	_____	_____
40" H x 8' W	\$1,695.75	\$2,374.05	_____	_____

### PURCHASE\*

Size	Discount Price	Standard Price	QTY.	TOTAL
40" H x 6' W	\$1,767.00	\$2,473.80	_____	_____
40" H x 8' W	\$1,936.00	\$2,710.40	_____	_____

\*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-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 ☐ Blue ☐ Gray

\*Other Colors Also Available for Purchase Units\*

### 9'x10' Classic Carpet:

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

### Table Drape:

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

## FLOOR UNIT



### RENTAL

Size	Discount Price	Standard Price	QTY.	TOTAL
8' H x 8' W	\$2,262.25	\$3,167.15	_____	_____
8' H x 10' W	\$2,631.50	\$3,684.10	_____	_____

### PURCHASE\*

Size	Discount Price	Standard Price	QTY.	TOTAL
8' H x 8' W	\$3,399.25	\$4,758.95	_____	_____
8' H x 10' W	\$3,908.75	\$5,472.25	_____	_____

\*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-Lights (Power (500 watts) for LIGHTS only and Labor to hang lights)

### Purchase Units Include:

1-Case  
1-Podium (8'H x 10'W unit only)  
One Time Installation & Dismantle

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

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

\*Other Colors Also Available for Purchase Units\*

### 9'x10' Classic Carpet:

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

All Classic carpets 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	_____	\$229.75	\$321.65	_____	_____	\$295.50	\$413.70	_____
1715801	1-200 Watt Halogen Light Kit	_____	\$118.00	\$165.20	_____	_____	\$216.00	\$302.40	_____
1715802	Straight Shelf	_____	\$ 90.50	\$126.70	_____	_____	\$150.50	\$210.70	_____
1715803	Angle Shelf	_____	\$ 90.50	\$126.70	_____	_____	\$150.50	\$210.70	_____

## 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 \_\_\_\_\_ + Tax (8.25%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

### RENTAL UNITS TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (8.25%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

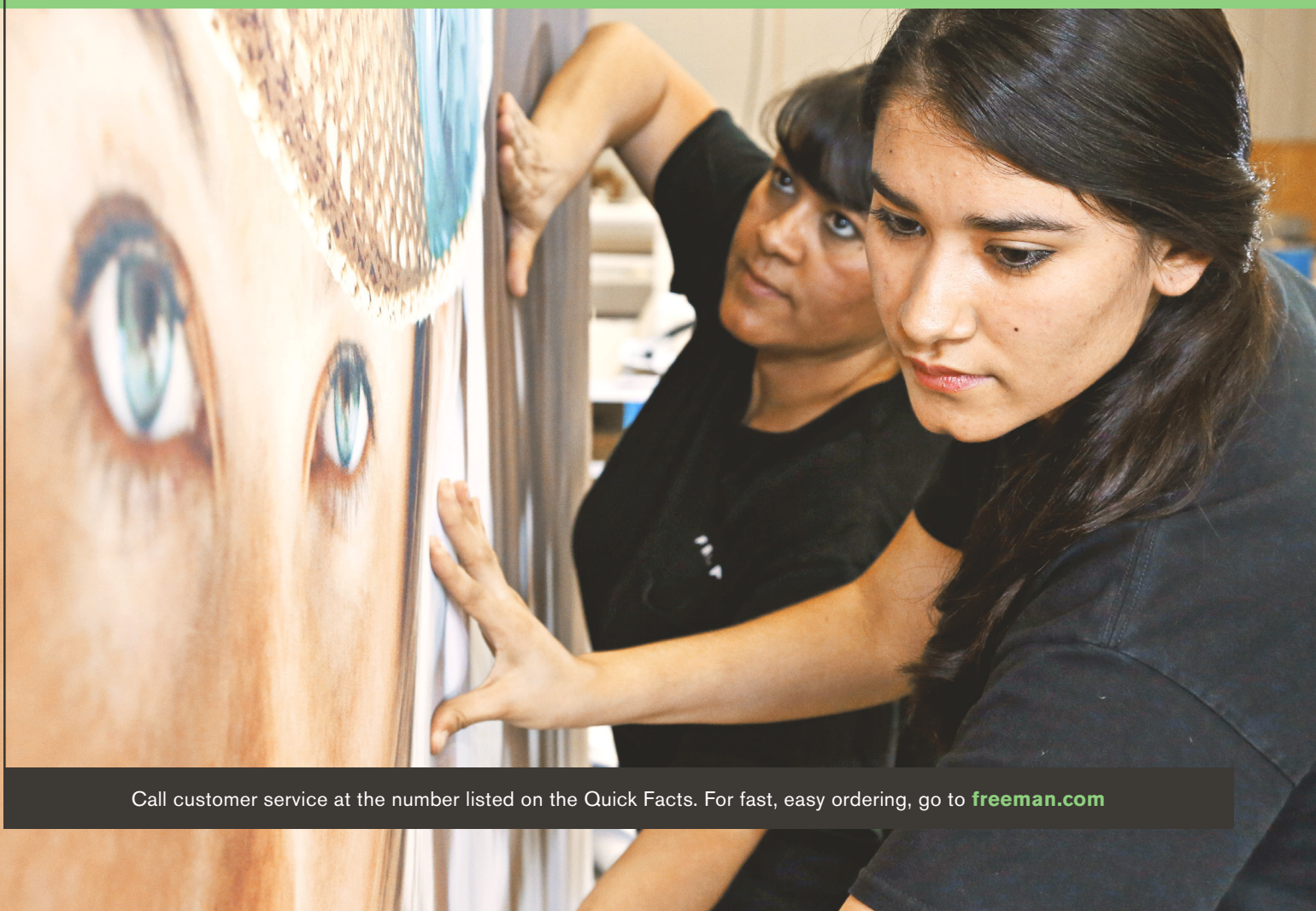


# MATERIAL MATTERS

.....

The materials you use for your exhibit speak volumes about your brand. Freeman digitally prints high-resolution, photo-quality images on an impressive variety of fabrics. From custom carpeting to hanging banners, no matter the size, shape or color, Freeman can print it beyond your expectations.

- Freeman's exhibit specialists deliver one-stop solutions for design, fabrication and custom graphics that meet both long and short-term usage goals
- Stretch fabrics can be used to customize almost any three-dimensional object
- Further customize exhibits with aluminum framing to transform digital graphics into back walls and other free-standing structures
- Integrated lighting is available for enhanced effects



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [freeman.com](http://freeman.com)

## COMPREHENSIVE CAPABILITIES

Freeman can digitally print high-resolution, photo-quality images on nylon, stretch fabrics, carpeting and a variety of other materials. No matter what size, shape, or color, Freeman can print it. We can further customize exhibits with:

- Aluminum framing to transform large digital graphics into backwalls and other free-standing structures
- Integrated lighting for enhanced effects
- A wide variety of opaque and translucent materials

## ONE-STOP SOLUTIONS

Freeman's exhibit specialists can deliver a range of services to fit any budget and work with both long and short-term usage goals.

- Design
- Custom Graphics
- Installation and Dismantling
- Fabrication
- Lighting Effects
- Shipping and Storage

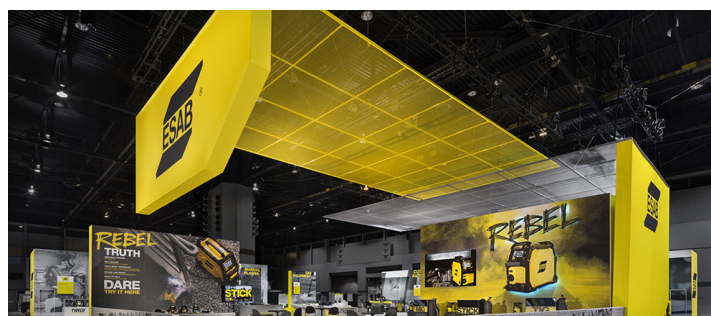
## GEOMETRIC STRUCTURES

For detailed specifications on structures such as these, or for more information on our wide range of versatile fabric solutions, please contact our representatives at the number listed in your exhibitor information.

## GREEN

For detailed specifications on structures such as these, or for more information on our wide range of versatile fabric solutions, please contact our representatives at the number listed in your exhibitor information.

SmartFabric® is an easy way to make an impact without the heavy shipping bill. This material is lightweight with a small shipping footprint to reduce your shipping cost and carbon emissions.





# FREEMAN

6555 West Sunset Road  
Las Vegas, NV 89118  
(702) 579-1700 • Fax: (469) 621-5604

DISCOUNT PRICE  
DEADLINE DATE  
MAY 21, 2019

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2019 NIADA Convention & Expo / June 18-20, 2019**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

## STANDARD PURCHASE -- Standard Framing, Sizes, and Fabric

- Single-sided graphics and frame hardware included.
- Complete the "Hanging Sign" order form. (Labor and hardware to hang sign are NOT included.)
- Orders received after the deadline date are subject to availability and will be charged standard prices.

An Exhibitor Sales Solutionist will contact you for details.



### Square Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
	10'	3'	40'	\$3,307.65	\$4,961.50	
	10'	4'	40'	\$4,332.60	\$6,498.90	
	15'	3'	60'	\$4,897.20	\$7,345.80	
	15'	4'	60'	\$6,442.20	\$9,663.30	
	20'	4'	80'	\$8,985.00	\$13,477.50	



### Rectangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
	10' x 15'	3'	50'	\$4,370.00	\$6,555.00	
	10' x 15'	4'	40'	\$5,647.50	\$8,471.25	



### Circle Signs

Quantity	Diameter	Height	Circumference (Linear Ft.)	Discount Price	Standard Price	Total
	10'	3'	31.42'	\$2,608.95	\$3,913.45	
	10'	4'	31.42'	\$3,414.80	\$5,122.20	
	15'	3'	47.12'	\$3,861.10	\$5,791.65	
	15'	4'	47.12'	\$5,066.50	\$7,599.75	
	20'	4'	62.80'	\$6,860.85	\$10,291.30	



### Triangle Signs

Quantity	Length	Height	All Sides (Linear Ft.)	Discount Price	Standard Price	Total
	10'	3'	30'	\$2,490.70	\$3,736.05	
	10'	4'	30'	\$3,259.55	\$4,889.35	
	15'	3'	45'	\$3,750.35	\$5,625.55	
	15'	4'	45'	\$4,914.80	\$7,372.20	
	20'	4'	60'	\$6,784.90	\$10,177.35	



### Serpentine Signs

Quantity	Length	Height	Double Sided (Linear Ft.)	Discount Price	Standard Price	Total
	10'	3'	20'	\$1,704.55	\$2,556.85	
	10'	4'	20'	\$2,212.85	\$3,319.30	
	15'	3'	30'	\$2,513.60	\$3,770.40	
	15'	4'	30'	\$3,276.35	\$4,914.55	
	20'	4'	40'	\$4,473.70	\$6,710.55	

Total: \_\_\_\_\_ x Tax (8.25%) \_\_\_\_\_ = \_\_\_\_\_

## CUSTOM PURCHASE -- Custom Framing, Various Custom Sizes, and Fabrics



Please check the box to have an Exhibitor Sales Solutionist contact you regarding FREE Samples of materials and/or quotes.

# 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](http://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

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(702) 579-1700 Fax: (469) 621-5604

DISCOUNT PRICE  
DEADLINE DATE  
MAY 28, 2019

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2019 NIADA Convention & Expo / June 18-20, 2019**

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

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

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

For Assistance, please call (702) 579-1700 to speak with one of our experts.

For fast, easy ordering, go to [www.freeman.com](http://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.  
\$ 17.75 per sq. ft. discount price  
sq. ft. \_\_\_\_\_ x or \_\_\_\_\_ = \$ \_\_\_\_\_  
\$ 26.65 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 \_\_\_\_\_

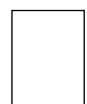
PMS Colors \_\_\_\_\_

### 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"	@ 51.75	77.65 =	_____
7" x 22"	@ 61.00	91.50 =	_____
7" x 44"	@ 74.50	111.75 =	_____
9" x 44"	@ 81.50	122.25 =	_____
11" x 14"	@ 63.50	95.25 =	_____
14" x 22"	@ 74.50	111.75 =	_____
14" x 44"	@ 103.00	154.50 =	_____
22" x 28"	@ 103.00	154.50 =	_____
28" x 44"	@ 210.00	315.00 =	_____
20" x 60"	@ 203.75	305.65 =	_____

(white only)

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

### INDICATE YOUR SIGN COPY HERE:

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



Vertical

Horizontal

Use Your Judgment For Sign Layout



Background Color: \_\_\_\_\_

Lettering Color: \_\_\_\_\_

### TOTAL COST

Sub-Total	+	8.25 % Tax	=	Total Cost
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FREEMAN graphics

## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

**VECTOR ART:**

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

**FONTS and LINKS**

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

**COLOR**

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

**ARTWORK IN THE STRUCTURE**

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

### ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

### ACCEPTABLE FILE TYPES and SUPPORT FILES

**NATIVE FILES:**

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

**PRINT FILES:**

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

**RASTER OR BITMAP ART:**

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

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

### WAYS TO SEND ARTWORK

• Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (702) 579-1700 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](http://www.freeman.com)



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

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

## ON-SITE SUPERVISION

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

---

### If You Use Freeman Staff

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



# FREEMAN

6555 West Sunset Road  
Las Vegas, NV 89118  
(702) 579-1700 • Fax: (469) 621-5604

ORDER FORM  
DEADLINE DATE  
MAY 28, 2019

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2019 NIADA Convention & Expo / June 18-20, 2019**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1400 and ask to speak with our I & D Department.

For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

## DISPLAY LABOR (One Hour Minimum per Worker)

	Description	Advance Price	Show Site Price
<b>Straight Time-</b>	8:00 A.M. to 5:00 P.M. Monday through Friday .....	\$ 119.00	\$ 167.00
<b>Overtime-</b>	5:00 P.M. to 8:00 A.M. Monday through Friday, All day Saturday, Sunday and recognized holidays .....	\$ 195.50	\$ 274.00

- Show Site prices will apply to all labor orders placed at show site.
- Price is per person/per hour.
- Start time guaranteed only at start of working day and at the close of the show.
- One hour minimum per man - labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pickup labor.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

## INSTALLATION LABOR

☐

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

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

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

☐

**Exhibitor Supervised Labor**

Supervisor 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						= \$ <b>(N/A)</b>
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 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						= \$ <b>(N/A)</b>
Total Dismantle						= \$ _____

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



NAME OF SHOW: **2019 NIADA Convention & Expo / June 18-20, 2019**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1400 and ask to speak with our I & D Department.

### 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

**PLEASE NOTE:** Should you have more than one shipment, please provide the information for all shipments.

Freight will be shipped to: Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date Shipped \_\_\_\_\_ Carrier: \_\_\_\_\_

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/Order: Drawing Attached (required) \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware/Equipment Required: \_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION

**PLEASE NOTE:** Should you have more than one shipment, please provide the information for all shipments.

SHIP TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Select a Carrier:

☐

**Freeman Exhibit Transportation:**

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

☐

**Other Carrier:**

Carrier Name: \_\_\_\_\_  
Carrier Phone: \_\_\_\_\_

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

Select Level of Service:

☐ 1 Day: Delivery next business day

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

☐ Deferred: Delivery within 3-5 business days

☐ Standard Ground

☐ Specialized: Pad wrapped, uncrated or truckload

Freight Charges:

☐ Same as ship to

Bill To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Select Shipment Options (if applicable):

☐ Have loading dock

☐ Inside delivery

☐ Pad wrap required

☐ Do not stack

☐ Lift gate required

☐ Air ride required

☐ Residential

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

☐

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

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Las Vegas, NV 89118  
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COMPANY NAME:

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E-MAIL ADDRESS:

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For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

## FORKLIFT / RIGGING LABOR

**Straight Time:** 8:00 A.M. to 5:00 P.M. Monday through Friday

**Overtime:** 5:00 P.M. to 8:00 A.M. Monday through Friday and all day Saturday, Sunday and Holidays.

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

Part#	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 232.00	\$ 325.00
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 367.50	\$ 514.50
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$ 254.50	\$ 356.50
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$ 390.00	\$ 546.00
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$ 286.00	\$ 400.50
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$ 423.00	\$ 592.50
304040	Forklift w/operator - 4-Stage - ST.....	\$ 344.00	\$ 482.00
304041	Forklift w/operator - 4-Stage - OT.....	\$ 526.00	\$ 736.50

### RIGGING LABOR

3020100	Rigger - ST.....	\$ 120.00	\$ 168.00
3020101	Rigger - OT.....	\$ 196.50	\$ 275.50

### EQUIPMENT

3090600	Forklift Cage.....	\$ 40.50	\$ 56.70
3090700	Forklift Boom.....	\$ 40.50	\$ 56.70
3090800	Pallet Jack.....	\$ 40.50	\$ 56.70

### 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	

# FREEMAN

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DISCOUNT PRICE  
DEADLINE DATE  
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PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

## HANGING SIGN LABOR AND EQUIPMENT

### INSTRUCTIONS

- Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All electric hanging signs must be assembled and installed by SES. Please refer to the **SES Hanging Sign Services Order Form**.
- All non-electric overhead hanging signs must be assembled, installed by FREEMAN. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble or install the hanging sign. 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.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed **Hanging Sign Labels**. This container **MUST** be received by the warehouse shipping deadline in order to receive Advance prices.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed **SES Electrical Service Order Form**.
- If any hang point supports over 200 lbs., please use the **SES Hanging Sign Services Order Form**.

### SIGN DESCRIPTION, SIZE & WEIGHT

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

Type: Cloth Banner \_\_\_\_\_ Metal or Wood \_\_\_\_\_ Other \_\_\_\_\_

Shape: Square \_\_\_\_\_ Triangle \_\_\_\_\_ Rectangle \_\_\_\_\_ Other \_\_\_\_\_

Size: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_

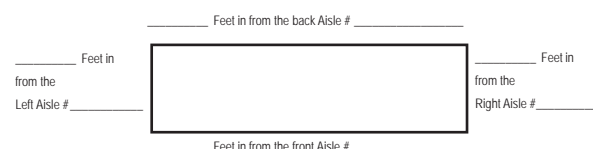
Weight of Sign: \_\_\_\_\_

Does Your Sign Require Electricity \_\_\_\_\_ Assembly \_\_\_\_\_

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

### PLACEMENT DIAGRAM

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



Number of feet from floor to **TOP** of sign: \_\_\_\_\_

**STRUCTURAL INTEGRITY STATEMENT  
MUST ACCOMPANY ORDER**

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Equipment With Crew

- **Standard prices will apply to all labor orders placed after the deadline date.**
- **Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.**
- Rates are per lift and crew per hour
- Condor and Crew consists of condor, operator and rigger.
- 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.
- Assembly and Ground Labor is an additional charge.
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Freeman components (cable, clamps, etc) will be used to install all hanging signs and charged accordingly

#### Labor Rates

	Advance Price	Standard Price
Condor		
Condor with crew	\$694.00	\$972.00
Sign Assembly		
Sign Assembly/Ground Labor	\$139.00	\$195.00

- **Rates are blended to include any overtime to accomplish the hanging of all signs in a timely manner prior to the opening of the show.**

#### Installation Estimate

Approx Hours \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Total Estimated Cost \_\_\_\_\_  
\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

#### Dismantle Estimate

Approx Hours \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Total Estimated Cost \_\_\_\_\_  
\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

#### Please Note:

- Freeman will begin to assemble and hang the signs as soon as the hall is accessible as long as the order and the sign are received by the appropriate deadline dates.
- In the event the order and sign are not received by the deadline date, Standard prices will apply and the sign will be hung when the equipment and labor become available.

FREEMAN hanging sign labor

**F R E E M A N**

6555 West Sunset Rd  
Las Vegas, NV 89118  
(702) 579-1700 Fax: (469) 621-5604

PLEASE INCLUDE THIS FORM  
WITH YOUR HANGING SIGN  
ORDER FORM

---

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

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\_\_\_\_\_, the contracted exhibitor at the **2019 NIADA Convention & Expo / June 18-20, 2019** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, THE VENETIAN RESORT HOTEL CASINO, 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**

# FREEMAN

6555 West Sunset Road  
Las Vegas, NV 89118  
(702) 579-1700 • Fax: (469) 621-5604

**DISCOUNT PRICE  
DEADLINE DATE  
MAY 28, 2019**

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **2019 NIADA Convention & Expo / June 18-20, 2019**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

## MOTORS AND TRUSS

- Orders received after the deadline date will be charged the Standard Price.
- ELECTRICAL SERVICE requirements to power the motors must be ordered in advance on the SES ELECTRICAL SERVICES ORDER FORM.
- ELECTRICAL LABOR requirements to hang the truss and motors must be ordered in advance on the SES RIGGING / HANGING ORDER FORM.
- The cost of Material Handling is included in the rates listed below.

Qty	Description	Advance Price	Standard Price	Total
<b>EQUIPMENT</b>				
_____	One Ton Hoist *	\$ 575.00	\$ 805.00	\$ _____
_____	Half Ton Hoist *	\$ 542.00	\$ 758.80	\$ _____
_____	20.5" Box Truss (per foot) *	\$ 33.50	\$ 46.90	\$ _____
_____	12" Box Truss (per foot) *	\$ 22.75	\$ 31.85	\$ _____
<b>Total for Equipment.....</b>				<b>\$ _____</b>
<b>* Add 8.25% Tax .....</b>				<b>\$ _____</b>
<b>Grand Total.....</b>				<b>\$ _____</b>

**STRUCTURAL INTEGRITY STATEMENT  
MUST ACCOMPANY ORDER**



# *THE EXHIBITOR SUCCESS GUIDE*

THE VENETIAN® THE PALAZZO® SANDS EXPO®

EFFECTIVE JANUARY 1 - DECEMBER 31, 2019

Dear Exhibitor,

On behalf of everyone at Sands Expo, welcome, or welcome back!

Whether you've exhibited in the past or this is your first time here, the team at Sands Expo looks forward to working with you.

*The Exhibitor Success Guide* outlines valuable information to help you understand our scope of work, facility regulations, available services, and unique offerings that can add a "special something" to your booth presentation. I invite you to take a look and consider how these services might enhance your existing program.

Should you have questions or require additional information, please feel free to contact our Exhibit & Business Service Center Representatives at 702.733.5070. We are happy to assist and look forward to helping you determine which opportunities may work best for your event.

We look forward to partnering with you on your exciting event; together, we'll make your experience a successful one.

A handwritten signature in black ink, appearing to read 'KTD' or similar, with a stylized flourish at the end.

*Kirsten Dimond*  
*Sands Expo Vice President and General Manager*

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# EXHIBITOR CHECKLIST

Below is a general timeline that may help guide you toward a successful exhibitor experience. The contents listed are suggestions only, as needs vary for each exhibitor. Should you have questions, our Exhibit Service Representatives are happy to assist and may be reached at 702.733.5070.

## 8 Weeks Out:

- [ ] Review *The Exhibitor Success Guide* to understand Facility rules and regulations.
- [ ] Identify the services and related items that are needed for your booth (i.e., A/V, Booth Cleaning, Electrical, Floral, F&B, Internet/Telecom, Rigging/Lighting).
- [ ] Note the deadline for receiving the advance order discount.

## 6 Weeks Out:

- [ ] Visit [sandsexpo.com/ordernow](http://sandsexpo.com/ordernow) to set up an online account and order booth services. If you need assistance with placing your order, please contact the Exhibit & Business Service Center at 702.733.5070 or [servicecenter@sandsexpo.com](mailto:servicecenter@sandsexpo.com).

## 4 Weeks Out:

- [ ] Note upcoming **deadline for receiving the advance order discount**.
- [ ] If required, submit booth plans to the Clark County Fire Department (CCFD) for approval and review specific facility requirements beyond CCFD guidelines.
- [ ] If interested in donating your booth structure, please contact the Show Cleaning & Meeting Services Department at 702.733.5379 to confirm whether it can be donated versus disposed.

## 3 Weeks Out:

- [ ] Note that the show site rate now applies and advance order discount has expired.
- [ ] If not already done, visit [sandsexpo.com/ordernow](http://sandsexpo.com/ordernow) to set up an online account and order booth services. If you need assistance with placing your order, please contact the Exhibit & Business Service Center at 702.733.5070 or [servicecenter@sandsexpo.com](mailto:servicecenter@sandsexpo.com).
- [ ] Review previously placed order and update with any additional needs (i.e., F&B, booth cleaning, floral).
- [ ] Confirm that a valid credit card or credit authorization is on file to cover ordered services and any expenses that may be incurred during show days.

## 2 Weeks Out:

- [ ] Finalize any outstanding details for your exhibit booth (i.e., final floor plans for Electrical, Internet/Telecom locations, Booth Cleaning, Floral).
- [ ] F&B services are also available during move-in and move-out. Call 702.733.5676 for details.
- [ ] Review *The Exhibitor Success Guide* to confirm adherence to Facility rules and regulations.
- [ ] If interested in donating leftover booth inventory (i.e., samples, furniture, etc.), contact the Sustainable Events Manager at [facilitiesdepartment@sandsexpo.com](mailto:facilitiesdepartment@sandsexpo.com) or 702.733.5151.

## Move-in / Show Days:

- [ ] Several Services may still be ordered:  
SES Technical services and A/V hardware - call 702.733.5070  
Booth Cleaning - call 702.733.5379  
Exhibit Booth Catering - call 702.733.5676  
In-Booth Dining delivery - visit [encoreintegrated.com/ses/](http://encoreintegrated.com/ses/)
- [ ] Note the Exhibit & Business Service Center location (Sands Expo Level 1 Lobby) and phone number (702.733.5070) in case assistance with any technical or business-support needs arise.

## Move-Out:

- [ ] If assistance is required during move-out, please contact the following departments with any needs that arise:  
Equipment Removal - call 702.733.5070  
Billing Questions - call 702.733.5070  
Booth Disposal - call 702.733.5379  
Donations - call 702.733.5151

## After the Show:

- [ ] We would love to learn more about your time with us, and invite you partake in a brief survey about your experience at Sands Expo. An email invitation will arrive within a week, and we thank you in advance for participating.

contents



## HELPFUL HINTS

### Advance Order Discounts

Orders placed no later than twenty-one (21) calendar days before show opening day will receive a discounted rate. For eligibility, full payment and completed CAD/VW drawings must also be received by this deadline. Orders received after the cutoff date will be invoiced at the standard show-site rate.

### Cancellation Fees & Service Charges

All orders must be paid in advance. Please note that no credits will be issued on services installed as ordered but not used. Cancellation of equipment and/or services must be received at least 24 hours prior to installation to avoid a 25% cancellation fee. Orders cancelled after setup begins will be charged for both equipment and labor. For credit consideration, all service concerns must be made known during your event. Please remember to review your invoice prior to departure to address any questions or concerns.

### Exclusive Services

Sands Expo offers a variety of technical and other services to help ensure your success, several of which are exclusive to the facility.

- Catering/Food & Beverage
- Electrical\*
- Internet/Telecommunications\*
- Plumbing\*
- Rigging/Lighting/Banner Hanging\*
- Show Cleaning

Our expert teams are also available to assist with non-exclusive requests that may arise:

- Audio/Visual Equipment Rental
- Computer Rental
- Floor Truss/Stage Lighting Equipment Rental\*
- Floral
- Production Packages\*
- Satellite Services General Session\*

For details please contact the Exhibit & Business Service Center at 702.733.5070.

\*Exclusive technical services provided by Specialized Event Services (SES)

### Exhibit & Business Service Center

Located on Level 1 of Sands Expo, the Exhibit & Business Service Center is available for procuring on-site SES assistance, as well as obtaining a range of business support services. Operating hours are tailored to move-in, show days, and move-out schedules to ensure we're there for any need that arises.



### Floral & Horticulture

A full service floral department is on property and offers everything from plant varieties to sustainable and traditional floral arrangements. Fresh, top-of-the-line plants and flowers are always used, and our expert team's personal attention can create something special to make your exhibit booth stand out. Normal delivery times occur between 5:00 am and 2:00 pm, although special arrangements may be made due to the size of an order. For details visit [shop.venetian.com](http://shop.venetian.com).

### Labor Rates

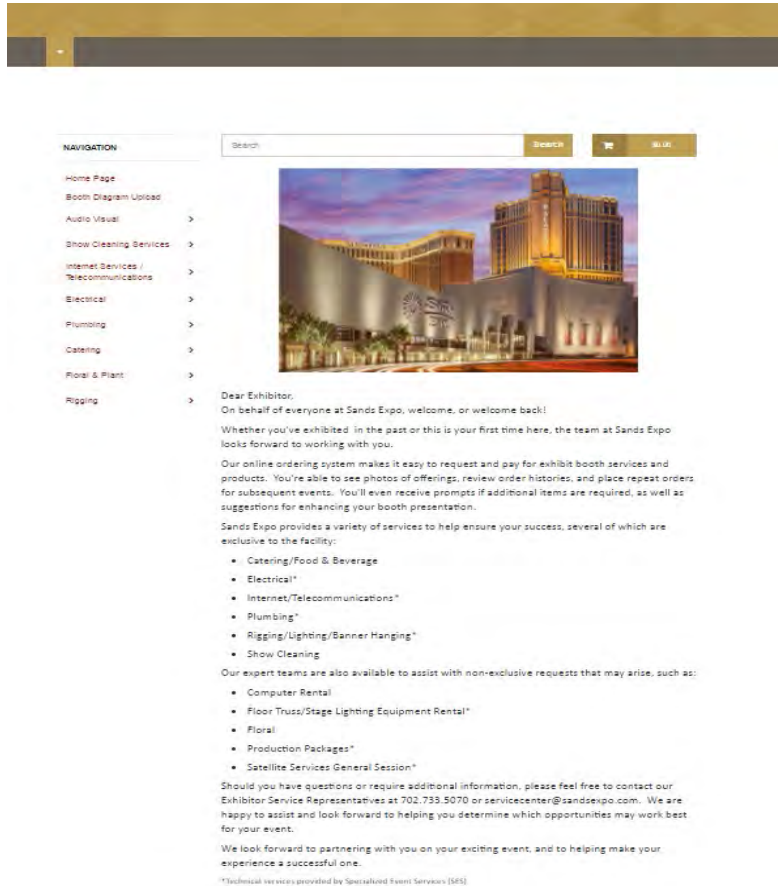
Labor for all technical and show cleaning services are as follows:

- Straight Time rate of \$97 per hour will be charged for labor occurring Monday through Friday, from 8:00 am - 5:00 pm (except holidays).
- Overtime rate of \$181 per hour will be charged for Labor occurring Monday through Friday, before 8:00 am and after 5:00 pm. This rate will also be charged for Saturdays and Sundays, except holidays.
- On holidays, the rate of \$194 per hour will be charged.

Please see page 13 for additional labor rate information relating to audio/visual services provided by SES Productions.

# HELPFUL HINTS

## Online Ordering



Online ordering makes it easier than ever to request and pay for exhibit booth services and products. Now you can see photos of offerings, review order histories, and place repeat orders for subsequent events. The system also provides prompts if additional items are required and recommends touches like porter service, special food offerings, etc.

Remember to provide your requested labor/installation dates and service needs, as well as a floor plan identifying where each service is required. When placing orders for hanging applications, please include a digital CAD or VW drawing.

To begin placing your order, please visit [sandsexpo.com/ordernow](https://sandsexpo.com/ordernow).

Should you require assistance, please contact the Exhibit & Business Service Center at 702.733.5070 or [servicecenter@sandexpo.com](mailto:servicecenter@sandexpo.com).

## Disclaimers

1. Sands Expo and SES will not be held liable for any and all losses due to circumstances outside of their control, including but not limited to losses due to interruption of service from the main utility provider of the building.
2. Wall, column, and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors and/or their third parties.

# ADA

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## *Parking*

Covered handicapped and overnight parking is available at The Venetian and The Palazzo, allowing access to hotel casino areas and Sands Expo. Limited oversized vehicle parking is available on the first level of The Venetian parking garage, and may be accessed from either the Las Vegas Boulevard or Koval Lane entrances. Curbside loading and unloading is prohibited.

## *Motorized and Wheeled Transportation*

Hoverboard and segway use by disabled guests is permitted within Sands Expo upon request and under the following conditions:

1. It may not exceed the speed of walking pedestrians or pace of traffic.
2. It may not be operated in the casino or gaming areas/floor within The Venetian and The Palazzo.
3. It must yield to pedestrians.
4. It may not be operated while under the influence of alcohol/drugs or anything that would impair safe operation.
5. It may only have one (1) operator and no passengers.
6. It may not be operated on the escalators.
7. Due to safety issues with hoverboards, one of the following off-hour options must be in place:
  - In conjunction with the General Contractor, product must be packaged up after show hours and stored off-site by exhibitor
  - Fire watch personnel must remain in the booth during all after-show hours
  - Booth structure must be covered and have a sprinkler system

Hoverboards, segways and other wheeled transportation (i.e., rollerblades, bicycles, skateboards) not being used within ADA guidelines are strictly forbidden.

If a motorized scooter or wheelchair is needed, an on-site vendor (located inside the Exhibit & Business Service Center) rents out a limited quantity. Please call 702.733.5070 for assistance.

# EMERGENCY/SECURITY

## Emergency Equipment

Sands Expo is equipped with a state-of-the-art Life Safety System.

- The facility is equipped with an alarm system and sprinkler system that activates by heat-sensitive devices and smoke detectors in the ventilation system.
- Fire extinguishers and other emergency equipment are strategically located in all areas of the building.
- The Venetian and The Palazzo Fire Command Center continually monitors all building emergency systems throughout the facility.

## Emergency Staff

Our Security department is operational 24 hours a day and becomes the communications center and command post in the event of an emergency.

- The Catering & Conference Manager and SES/Event Manager are responsible for keeping show management and service contractors informed of decisions relating to emergency events in progress.
- Should the need arise, The Venetian and The Palazzo has an EMT team on duty 24 hours a day, seven days a week.
- Events with exhibit halls are required to contract EMT services for the event duration (including move-in and move-out). The provider must be licensed and registered in the State of Nevada and/or with the Southern Nevada Health District.

## Fire Extinguishers/Fire Hose Cabinets

- Please remember that all fire extinguishers and fire hose cabinets must be kept clear, accessible, and remain free of obstruction at all times.
- The fire hose cabinets, fire extinguishers, and permanent fixtures of the facility cannot be moved.

## Emergency Announcement Protocol

1. In the event of an alarm activation, audible and visual alarms will activate. This is not a signal to evacuate the building.
2. An announcement will be made stating that the nature of the alarm is being investigated.
3. Once the nature of the alarm is determined, further instructions will be communicated.
4. In the event the alarm poses no danger, an "all clear" will be announced.
5. Should evacuation be necessary, we will communicate using our Life Safety System.

## Lost & Found

Whether you're searching for a lost item or have located something that another guest may be looking for, finding assistance is easy.

- While on property - During event days, please visit the security podium located on Level 1 at the entrance to Sands Expo. Following the close of an event, all items are delivered to the Lost & Found at The Venetian | The Palazzo. Please call 702.414.1000 and ask for Lost & Found assistance.
- After returning home - To search for items, please visit our [Lost & Found website](#) or call 702.414.1000 and ask for Lost & Found assistance.

## Security Contacts

The Venetian, The Palazzo, and Sands Expo maintains 24-hour security over the interior/exterior of the facility, including all life safety and equipment systems.

- **The Venetian Emergency Number**  
702.414.9311      4.9311    house phone
- **The Palazzo Emergency Number**  
702.607.9311      7.9311    house phone
- **Sands Expo Emergency Number**  
702.733.5195      7.5195    house phone

contents

# EXCLUSIVE NON-TECHNICAL SERVICES

## Exhibit Booth Cleaning, Porter & Labor Services

Sands Expo is the exclusive provider of booth cleaning services, with a variety of offerings to keep your booth spotless throughout the show. Learn about our packages and à la carte services at [sandsexpo.com/ordernow](http://sandsexpo.com/ordernow).

- **Platinum Packages** - Full service package with hand vacuum or damp/dust mop and nightly trash removal, porter service (countertop wipe down, bussing and trash removal), carpet sweeping during show hours, visqueen removal from booth (pre-event), minor spot cleaning/stain removal, stainless steel waste basket(s).



- **Individual Services** - Include hand-vacuuming, damp or dust mopping, concrete cleaning, shampooing and many other offerings.
- **Porter Service** - Essential for keeping your booth clean and inviting, this offering includes a wastebasket that will be emptied several times a day, the wiping down of kiosks and countertops, and carpet sweeping of any debris that accumulates in your booth.
- **Container Service - Booth and Flooring Disposal** - Exhibitors will be charged a dumpster fee of \$985 per dumpster, to remove any structures that remain at the close of show.

## Frequently Asked Questions

1. **Can I have an Exhibitor Appointed Contractor (EAC) or Interior & Design (I&D) company vacuum or damp mop my booth?** No non-Sands Expo staff may perform custodial services, vacuum, or utilize floor cleaning equipment on the show floor. Failure to comply with this policy will result in a service charge based upon the total square footage of the booth.
2. **Will vacuuming or damp mop be included with my booth space?** Vacuuming or damp mop is generally not included in your booth space, but can be ordered at [sandsexpo.com/ordernow](http://sandsexpo.com/ordernow).
3. **Is daily trash removal (during show hours) included in the à la carte option for booth cleaning?** No, but we offer several packages that include daily porter service, wipe down, bussing and carpet sweeping throughout show hours. These packages also include waste basket rental, so there is no need to rent one at an additional cost.
4. **Can I schedule my booth cleaning services anytime that is convenient for me?** Yes, absolutely! We will have a team ready and at your booth per your requested appointment time.
5. **If I order plastic covering will my booth be debris free?** Ordering plastic covering from the general contractor will reduce the amount of debris, but we cannot guarantee that your booth will be free of debris upon arrival.
6. **Can I leave my booth structure behind and have it disposed on-site?** Exhibitors will be charged a dumpster fee of \$985 per dumpster, to remove any structures that remain at the close of show.

All services are guaranteed and unsatisfactory service issues must be addressed before the close of each show day. Cancellations must be received prior to the first official move-in day or a 25% fee will be incurred; any cancellations made thereafter will result in a 50% fee.



## EXCLUSIVE NON-TECHNICAL SERVICES

### Food & Beverage/Catering

We understand how important your presence is on the show floor and how valuable it is to be able to fully engage with attendees. Providing a unique F&B experience is an innovative touch to doing business on the show floor that may keep attendees with you for one more bite and a little more conversation. Sands Expo offers several food and beverage services tailored to exhibitor needs, and is the exclusive provider for all food and beverage intended for consumption within Sands Expo and the Congress Center (outside food is prohibited). To learn more about our catering options please call 702.733.5676 or email [catering@sandsexpo.com](mailto:catering@sandsexpo.com). To begin placing your online order, please visit [sandsexpo.com/ordernow](http://sandsexpo.com/ordernow).



- **Roving Carts** - Roving carts strolling the show floor aisles provide quick and easy access to a variety of cold drinks, sweets, and healthy snacks.
- **Distribution of Samples** - Exhibitors may distribute samples of food and/or beverages only upon written authorization by Sands Expo. Please see the "forms" section of the Exhibit Booth Catering Menu for guidelines and restrictions.
- **Corkage** - Corkage is extended when approval has been given to bring in an F&B (non-alcoholic) product. Generally corkage is offered only to manufacturers of the product but contractual exceptions can be made. This is charged at 50% of the current retail price + current tax + current service charge on the retail price. For further details and exclusions and please contact [catering@sandsexpo.com](mailto:catering@sandsexpo.com).
- **Water Coolers** - Exhibitors who have ordered water coolers will receive their units and bottled water the afternoon before show opening. Units will begin being picked up approximately 2 hours before the show closes. Exhibitors are responsible for any equipment that is damaged or not returned. Please note that water cooler orders do not include electrical, which must be ordered separately.



- **Exhibit Booth Catering Menu** - This menu features an incredible variety of delectable, flavorful offerings that are sure to delight. Vegetarian, organic, gluten-free, nut-free and other options are all available, and our chefs are happy to work closely with you to ensure your needs are met.
- **Banquet Menu** - Additional catering options are available for reception or meeting room functions.
- **Booth Traffic Builders** - Popular items such as gelato stations, full bars, kegs, fresh popcorn, and more are just some of the ways you can engage attendees while presenting your products and services.
- **In Booth Dining** - This is the perfect solution when you're craving a bite to eat but can't step away from the exhibit booth. Simply visit <http://encoreintegrated.com/ses/> to choose from the daily offerings. Items include individual pre-made salads, sandwiches, hot entrees, snacks and hot and cold drinks. Once your order is processed, we'll deliver your meal right to your booth.

# EXCLUSIVE & NON-EXCLUSIVE TECHNICAL SERVICES: SES

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## Scope of Work

At Sands Expo, The Venetian, and The Palazzo, some services are exclusively provided through our various SES departments. This exclusivity is necessary for safety concerns, consistency in standards, and efficiency. Set forth below is a description of those services to assist you in the planning of your event.

- The assembly, installation, operation and dismantling are exclusive and may only be performed by SES departments labor for the following:
    1. Anything attached to truss or building structure, i.e. lighting, cabling, audio equipment, video equipment, special effects gear, etc.
    2. All ground-supported truss, lighting and rigging systems. This includes attachment of all equipment, drapery, signs and banners connected to ground supported truss.
    3. All floor-supported items that project more than 16 feet from the floor.
  - Truss and Motor: All truss and motors are to be provided by SES Productions and the outside AV/production company, or client shall be responsible for all charges.
  - Specialized Production requirements can be accommodated within the SES required program; please contact the Event Service Manager for more details.
  - Once a labor crew reaches 20+ workers, a scheduling administrator will be added.
  - Breakouts: An event is allowed one General Session that could be provided by another production company, excluding any policies within the SES Scope of Work. All other meetings will be considered breakouts and fall inside this exclusivity.
  - Once delivered to the facility loading docks, the handling and moving of all materials included in the Scope of Work will be exclusive to SES.
  - All lift equipment required to perform the Scope of Work must be operated and rented through SES.
  - All work required in the catwalk structure is to be exclusively performed by SES labor. In addition, any equipment on or around the catwalk needs to be SES owned or inspected and approved.
- Installation of the following is exclusive to SES labor and services:
    1. Cords and cables under carpet and final connection from equipment, light fixtures, power tracks and all electrical items to outlet(s).
    2. Electrical signage that comes separate from the display.
    3. All antennas on or around the building, including set up and removal of interconnecting cables from outside to inside of the building and to exhibit booths.
    4. Portable generators, motor generators and converter transformers.
    5. Portable cabling from main switch to all panels and distribution.
    6. Fiber and communication cables, audio/visual, data and telephone cables.
    7. Portable plumbing service (air, water and drains for all areas) whether in the exhibit area or not. Includes air compressors, various pumps and sub-pumps and hook-up of same.
    8. The use of individual air compressors or pumps is prohibited. However, if they are an integral part of the exhibit products, please contact SES in advance for approval.

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## EXCLUSIVE & NON-EXCLUSIVE TECHNICAL SERVICES: SES

### Audio/Visual - SES Productions

SES Productions is an on-site, full service production team that maintains the latest in tradeshow technology. No one knows our property better, and in addition to offering a range of creative services and production support, a variety of hardware is available for all of your audio/visual needs.

Whether planned in advance or requested once you've arrived, SES Productions is here and looks forward to working with you. However, to ensure availability, you are encouraged to place orders as early as possible. On-site orders will be subject to additional equipment charges and will be filled based upon the order in which they are received.

To learn more about how we can assist, please contact us at 702.733.5655 or [sesproductions@sandsexpo.com](mailto:sesproductions@sandsexpo.com).



### Frequently Asked Questions

- 1. Is there a minimum labor requirement?** Yes - equipment rentals are subject to a minimum 2-hour labor charge which covers delivery, installation, reasonable technical assistance, dismantle, and pick up. More extensive setups or dedicated exhibit technicians, floaters, or any other form of A/V labor will be charged for actual hours worked.
- 2. Does my order include electrical service?** No - electrical service is not included in equipment pricing and must be ordered separately.
- 3. Do I need to be present for equipment to be delivered?** Yes - a representative must be in your booth or meeting room to sign for equipment delivery. Please note that delivery and installation times are prioritized once the order has been completed and processed. Sands Expo and SES are not responsible if equipment installation does not meet an exhibitor's timeline due to any unforeseen circumstances occurring at the show site.
- 4. What happens if I need to cancel all or part of my order?** To avoid a 25% cancellation fee, requests to cancel equipment and/or services must be received at least 24 hours prior to installation.
- 5. Are there any guidelines regarding audio volume within my exhibit booth?** Sands Expo retains the right to regulate the volume of any sound (music, voice, special or artificial effects) if it infringes upon others within the facility, is determined to be offensive, or otherwise violates the terms/rules/regulations or license agreement.
- 6. What should I know regarding the rental of satellite dishes?** All locating of satellite dishes for outside access must be done by SES and Sands Expo personnel. If you plan on bringing your own satellite dish or up-link vehicles, please contact the Exhibit & Business Service center at 702.733.5070 or [servicecenter@sandsexpo.com](mailto:servicecenter@sandsexpo.com). We will advise you of the area where it may be located, and consideration will be given to the direction from which the signal is relayed. Please also note the labor fees below, specific to cable/HDTV/satellite dishes:  
  
Install: 2 Techs for 2 hours: \$388.00  
Removal: 2 Techs for 1 hour: \$194.00
- 7. What happens if my rental equipment is damaged or lost?** Renters of SES Productions equipment assumes and bears the entire risk of equipment abuse; misuse; loss by fire, theft or misplacement; or any other cause of loss or damage that occurs while in the renter's possession. In the event of such an occurrence, the renter shall immediately pay Sands Expo, in cash, all rental fees due under the terms of the rental agreement, plus the value of the equipment rented (based on fair market value at the time of rental). All rental equipment shall be considered still rented, with rental fees accruing until such payment is made in full.

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## EXCLUSIVE & NON-EXCLUSIVE TECHNICAL SERVICES: SES

### Electrical

Electrical services are almost always needed within one's exhibit booth. Whether it's for booth lighting, A/V or computer equipment, or simply charging your mobile phone or tablet, this service should be ordered. The best place to begin is by making a list of all the items to which you'll need to provide power.

### Frequently Asked Questions

1. **Where does power come from?** In Halls A, B, C, and D, power comes from overhead catwalks. In Hall G power comes from columns on the floor.
2. **Where does power go in my booth space?** For island booths, power is dropped into a single location. If more than one drop location is requested, additional drops will be charged for time and material. For in-line and peninsula booths, power is dropped at the back of the booth on the floor. Either a service location or floor plan indicating desired locations for power drop(s) must be submitted. All plans must have adjacent booth numbers for direction.
3. **When is power turned on and off?** Power is turned on 30 minutes prior to show opening and is turned off 30 minutes after show closing.
4. **What if I want 24-hour power to my booth?** Dedicated 24-hour power is available at a charge of double the listed price. Please be sure to indicate this request when placing your order.
5. **May I bring my own cords and plug strips?** Yes, as long as they meet national and local electrical codes. All wiring utilized for booth work must have a three-wire, grounded, flat cord with a minimum of #14 gauge. Only SES cords may be placed under the carpet/flooring.
6. **Can SES track lighting be hung in my booth instead of on stanchion poles?** Yes. SES track lighting may be hung anywhere requested, however a labor charge with a minimum of one (1) hour labor plus material will be assessed. Power is included for SES track lighting.
7. **On overhead lighting, what size area will a 1,000 watt quartz bulb light?** One 1,000 watt quartz bulb will light up to a 10' x 10' area. The 1,000 watt quartz bulb may be rented for Halls A, B, C, D, and G. The 200 watt quartz bulb is only available for Hall G.
8. **Is there a minimum labor charge?** Yes. There is a one (1) hour minimum labor fee for installation. Labor to disconnect will be based on one half of the installation cost.
9. **Can I have halogen lights in my booth?** Yes. All halogen lights must have a safety lens or shield over the lamp/bulb. No lights will be hung without mounting brackets or clamps that are in good working order. No lights that are deemed unsafe will be hung.
10. **How do I calculate the amount of power I will need?** Add up the total wattage for your booth (i.e., 10 x 75 watt bulb = 750 watts), which requires a 1,000 watt outlet.
11. **Can you guarantee a start time for my installation?** Starting time may only be guaranteed in cases where electrical labor begins at 8:00 am for move-in only; this requires at least 48-hour notice. This is not available during show days.
12. **As the exclusive provider of electrical service, what else is SES responsible for?** SES is responsible for all distribution of electrical wiring under carpet or flooring; overhead (including coaxial cable and fiber optics, and the distribution of same from product to booth and from booth to booth); all motor and equipment hookups requiring electricity; installation and/or repair of electrical fixtures; installation of electrical motors and apparatus to be energized; motorized hoists, truss and lighting installation; installation/removal or all overhead electrical signs, trusses, motors, or apparatus; and installation/removal of free-standing electrical signs that require assembly, rotating electrical signs, sequencing electrical signs and related applications, and the operation of such equipment.

### Additional Guidelines

- Labor is required on the exhibit floor for under carpet and overhead distribution of electrical wiring, motor and equipment hookups requiring hard wiring connections, installation/repair of electrical fixtures, and installation of electrical motors and electrical apparatus.
- All wiring, motors, electrical installations, etc. must be approved. Exhibitor equipment should be ready for installation and properly tagged/wired to denote current, voltage, phase, cycle, and horsepower.

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## EXCLUSIVE & NON-EXCLUSIVE TECHNICAL SERVICES: SES

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### *Additional Guidelines, cont.*

- Wall, column and permanent building utility outlets are not part of booth space and may not be used.
- To prevent overloading of circuits, exhibitors may not add wattage except as ordered. All outlets for lighting are provided by SES. Column and/or wall outlets are not part of exhibitor booth space. A separate outlet must be ordered for each piece of equipment to be connected.
- Storage atop SES electrical hardware, booth lines and storage closets is not allowed.
- Unless otherwise directed, Sands Expo electricians are permitted to cut floor coverings for the installation of services.
- If a booth is determined to be in violation of Fire Marshal codes or basic safety guidelines, power will be shut off until all violations have been resolved.
- SES and Sands Expo will not be held liable for any and all losses due to circumstances outside of their control, including but not limited to losses due to interruption of service from the main utility provider of the building.
- All material and equipment furnished by Sands Expo for service requested shall remain the property of the facility, and may only be removed by SES technicians at the close of show.
- Neither Sands Expo nor SES is responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector or over/under voltage protector on your computer or other equipment. Installations and connections to all electrical service should be made by SES personnel. SES will not be responsible for any damage or loss of equipment, component, computer hardware, and/or injury to any person caused by the installation or connection into any electrical outlet by persons other than SES personnel.
- All outlets over 15 Amps and/or with a voltage over 120 volts require electrical labor. This includes a one-hour minimum to inspect exhibits that are pre-wired to plug into our system.
- Please contact the Exhibit & Business Service Center at 702.733.5070 for the following:
  - Hall G outlets over 60 Amps 208 volts, or for any 480 volt requirements
  - Assistance/pricing for special or foreign voltages, outlets exceeding what is noted within online ordering for 208 or 480 volts, etc.

### *Blue Electrical Boxes*

These boxes ensure the exact receipt of power ordered and reduces the possibility of service interruption. If a box overloads, the fuse blows at that booth location only and will not impact the power of adjacent exhibitors on the same line/stringer. Outlets overloaded by the exhibitor will be reset one time as a courtesy. Prior to resetting the electrical circuit, you will need to purchase additional power or agree to operate within the limits of the original circuit purchase. If the circuit needs to be reset a second time, a one hour labor charge will be incurred at the appropriate rate.



## EXCLUSIVE & NON-EXCLUSIVE TECHNICAL SERVICES: SES

### Internet/Telecom

SES has several Internet service options available for purchase. Whether you have a website that you want to show to your customers or a large exhibit with many online applications/demonstrations that you are showcasing, SES can provide an Internet option for you. Please contact our Internet specialist to discuss your options at [sesinternetsupport@sandexpo.com](mailto:sesinternetsupport@sandexpo.com). You may also call 702.733.5531 Monday through Friday, from 8 am to 5 pm PST.



### Frequently Asked Questions

- 1. Number of devices?** If you have 3 or fewer devices, order 3Mbps. If you have 4 to 10 devices, order 10Mbps or 20Mbps. If you have more than 10 devices, order 30Mbps or more in 10Mbps intervals (up to 100Mbps).
- 2. Type of Internet use?** Normal Internet browsing and email require no additional bandwidth. For video streaming, add 10Mbps of additional bandwidth for a total of 20Mbps. For special business applications, add 10Mbps of additional bandwidth for a total of 20Mbps. For large file downloads/uploads, add 10Mbps of additional bandwidth for a total of 20Mbps. For online ordering/inventory add 10Mbps of additional bandwidth for a total of 20Mbps. For any other high bandwidth usage, order as needed in 10Mbps increments up to 100Mbps total.
- 3. Hard-wired or wireless devices or both?** If all of your devices will be hard-wired, you need to order an additional IP address for each device; a switch/hub and network cabling to connect them all to your main uplink is also required. If you will have wireless devices, you need to provide your own wireless router or access point. SES does not sell or rent wireless routers. If you will have both wired and wireless devices, please contact an SES Internet support specialist at 702.733.5531 to assist with a network design that will work best for you.
- 4. How will my devices be supported?** SES does not offer support for devices or equipment we do not provide. If technical support for your booth is needed, you need to provide this yourself or hire a vendor to provide it for you. SES will ensure that the service you purchased is working and functioning as it should, but we cannot troubleshoot or repair issues with client-provided

devices or equipment. Please contact an SES Internet support specialist at 702.733.5531 if you need assistance with finding a support vendor.

- 5. What if my booth requires under-carpet network cabling?** If your booth or meeting room requires under-carpet network cabling, you must submit a floor plan with your cabling diagram to the SES Electrical Department no later than 7 business days before your event's move-in date. The diagram must include your main drop location as well as specific measurements for each network location. All cables will have 5 feet of length at the end and will be terminated with a T-568B standard RJ45 connector, unless you request otherwise. SES will not terminate any cable not supplied by SES. If you need to use special cabling or want to use your own cabling, you will be responsible for the termination and testing. SES will charge \$100 per cable for terminating and testing.
- 6. What is the difference between a private and public IP address?** Most customers order private IP addresses, which allow for performing the majority of basic Internet functions. Public IPs are needed when a device outside of the Sands Expo network needs to talk to a device on the tradeshow floor. A public IP address is a publicly routable static IP address.
- 7. How do I know how much bandwidth I am using and receiving?** SES sets your connection to the level of bandwidth that you have ordered. We offer bandwidth options of 3Mbps and 10Mbps. If you order the 10Mbps connection, you can upgrade your bandwidth in 10Mbps intervals (up to 100Mbps) for a fee (see page 31 for related rates).

To verify that your connection is receiving the requested bandwidth, you can try a speed test application or website. Speed test websites and applications are not 100% accurate, but can provide a close representation of your line speed. Typically this will be + or - 15% of your actual bandwidth, depending on the site that is used (SES recommends the AT&T speed test site, <http://speedtest.att.com/speedtest/>). You can also try an FTP file transfer or other method, but these are dependent upon the bandwidth and connection speed at the server site and may not give an accurate reading. There are also other factors that can affect the speed test results. First, if there are multiple devices connected to your line, each device will be using some of your bandwidth, and the speed test may reflect lower-than-expected results. Second, if you are using a wireless connection, some of your bandwidth will be lost due to the way wireless transmitting and receiving works; other nearby devices may also create interference.

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## EXCLUSIVE & NON-EXCLUSIVE TECHNICAL SERVICES: SES

### Internet/Telecom, cont.

Bandwidth amount is an aggregate of both uploads and downloads by all devices connected to your uplink. Because Internet connections are full-duplex and transmit and receive at the same time, your connection represents both. If you are attempting to download at 12Mbps and upload at 12Mbps you have a total bandwidth usage of 12Mbps, which would be saturating a 10Mbps connection and resulting in slow speeds. When considering how much bandwidth to order, you must take both uploads and downloads of all devices into account.

**Note:** SES is only liable for the connection coming from the main Internet uplink from the house. SES can only control the bandwidth to our Internet Service Provider, Hyper Networks LLC. Issues beyond our ISP on the Internet can affect the speed of your connection to servers on the World Wide Web that SES cannot be held liable for and cannot fix. For example, a network issue at a service provider hub in Chicago can affect the speed that users receive for connections from Las Vegas to Atlanta. This would not be something that SES could fix as we do not have service level agreements with the Internet service providers in Chicago or Atlanta.

- 8. How can I get assistance with my internet line?** The fastest way to get a technician to your booth or meeting room is by emailing [sesinternetsupport@sandexpo.com](mailto:sesinternetsupport@sandexpo.com).
- 9. Does SES provide wireless Internet access to exhibitors?** No, SES does not provide wireless internet access to exhibitors. If you need wireless access in your booth, you need to purchase a hard wire connection from SES and provide your own wireless router or access point. You will be solely responsible for the installation, setup, and support of your wireless equipment and the devices connected to it. SES does not provide support for any wireless issues, including testing of equipment not rented from SES. To discuss your options, please contact our Internet specialist at [sesinternetsupport@sandexpo.com](mailto:sesinternetsupport@sandexpo.com) or at 702.733.5531, Monday through Friday from 8 am to 5 pm PST.
- 10. When placing my online order, how do I choose an Internet speed for my hard line?** Once you plug the Cat5 cable into your device, the 3Mb and 10Mb single private IP addresses are delivered automatically via DHCP. If you need a publicly routable static IP address to enter into your device, you would choose the 10Mb public IP address option. Additional bandwidth is available in 10Mb increments. Start by ordering one of the 10Mb options and then choose how much additional bandwidth is needed, up to 100Mb total.

**11. When placing my online order, what about additional connections?** One IP address is needed per hard-wired device. If you are connecting more than one device, indicate how many additional IP addresses are needed. Note that one IP address comes as part of the main drop. The additional private IP address is delivered automatically via DHCP once you plug a Cat5 cable into your device. The additional public IP address is a publicly routable static IP address you will enter into your device.

**12. How do I know if I need a hub rental?** Multiple hard-wired connections require a hub rental. If you will be connecting more than one device, include a hub rental as part of your online order. Please note that one of the ports will be used to connect the main internet drop.

**13. What are the guidelines for having a phone line at my booth?** Phones must be picked up at and returned to the Exhibit & Business Service Center, located in the Level 1 Lobby. When placing your order, please include a Service Location Plan. If needed, voicemail is available for any phone line. When ordering your phone line(s) please indicate if a line, device, or both are required. Damaged or unreturned equipment will incur a charge.

**14. What is the difference between single-line and multi-line phones?** A single-line (analog) can be used for a desk phone, fax machine, or credit card machine. A multi-line phone (digital) features multiple phone numbers and has the ability to transfer calls and put a line on hold. A conference speakerphone, often called by the brand name POLYCOM, is recommended for meetings of one to thirty people.

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## EXCLUSIVE & NON-EXCLUSIVE TECHNICAL SERVICES: SES

### Plumbing & Compressed Air

Sands Expo's experienced team of plumbers and engineers has supported countless events within our facility, and can assist in determining which services should be ordered for your exhibit booth. A wide range of offerings are available, including:

- Hot and cold water service
- Drain service for exhibitor equipment and displays
- Compressed air services
- Water filling and drain services
- 1, 2, and 3 compartment sinks
- Special hookups for exhibitor equipment
- Various sized drain tanks and pumps

SES plumbing does not provide natural gas tanks, helium tanks, fire sprinkler systems, or fire suppression systems. Standard labor rates apply for setup and removal services.

### Frequently Asked Questions

- 1. What must I do to ensure plumbing is properly located within my exhibit booth?** A Service Location Plan must be submitted to ensure proper installation in accordance with your booth design. Standard placement for compressed air, water, and drain outlets is at the back wall of line (in-line) and peninsula booths. For island booths, outlets will be placed in the center of the booth (or at our discretion) unless we receive a floor plan indicating the main location where you require your services. Equipment using water must have inlet and outlet properly marked and identified.
- 2. Does my water service include drain service?** Drain services need to be ordered separately and is not included with your water service.
- 3. What if I need to cancel my plumbing order?** To avoid a 25% cancellation fee, your request must be received no later than 24 hours before the scheduled date of service.
- 4. What if my plumbing needs require electrical services?** Any plumbing services that require electricity or electrical labor to connect and/or operate must be ordered separately. Electrical outlets for any services requiring power for special plumbing needs, such as pumps, ejectors, and/or compressor outlets will also incur a charge.
- 5. What if my booth requires special supplies?** Special supplies such as regulators, strainers, traps, and other such equipment should be requested

in writing at least 30 days in advance. Every effort will be made to meet such requests. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without SES Plumbing personnel. However, if SES labor is requested, the appropriate hourly labor charge will apply.

#### 6. What if my booth requires an Automatic Fire Sprinkler System (AFSS)?

Automatic Fire Sprinkler Systems (AFSS) must comply with National Fire Protection Act #13. All questions should be addressed to the Clark County Fire Department at 702.455.7100. Please be prepared to provide a plan view drawing of the display that indicates the areas/elements that are covered, including stairwells and their dimensions. Walkways, kiosks, or showcases with less than 20" of clearance from bottom of the deck or ceiling must also be indicated with dimensions. Perspective/isometric drawings to better define your display are also required.

### Additional Guidelines

- Although setup services are available, Exhibitors are responsible for connecting the installed lines to their machine(s).
- All material and equipment furnished by SES remains SES property and shall be removed only by SES personnel at the close of the show.
- All equipment must comply with state and local safety codes.
- Compressed air outlets must use a ¼" AMFLO-C1 connector; water outlet must use a ½" FIP connector. No modifications to the facility system or equipment is allowed. Exhibitors found in violation will be charged at the appropriate labor rate to repair the system or equipment.
- SES plumbing personnel may be required to cut floor coverings to permit installation of service, unless otherwise directed in writing.
- Standard labor rates apply for bringing water service from the main line to the booth. You may connect your own equipment, but if SES labor is requested, standard labor rates will apply. Due to the portable nature of air lines, please supply a filter or other equipment to limit the moisture or water in the lines. SES is not responsible for moisture or water in air lines.
- All utility outlets include up to 50' of accomplished distance. Use of additional footage or equipment will be charged at the appropriate labor/material rates.

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## EXCLUSIVE & NON-EXCLUSIVE TECHNICAL SERVICES: SES

### Rigging & Lighting

Imagine your booth as one among a sea of exhibitors, with thousands of attendees navigating through the aisles searching for your location. Integrating hanging signs and lighting high above your booth can be an invaluable part of your design and might make the difference between whether a potential customer reaches you or ends up stopping somewhere else.

If your booth features hanging signs or lighting, SES Productions is exclusively responsible for handling anything that is not ground-supported and hangs from the ceiling. However, display companies or an exhibitor's representative may supervise these activities.



### Frequently Asked Questions

- 1. How do I make sure my sign is installed in the proper location?** When placing an order, a CAD or VW drawing and Service Location Plan must be provided. In addition, the exhibitor or representative must be present in the booth at the time of service delivery. Please also note that SES Productions will not open any crates, cases or boxes that are not clearly marked "signage".
- 2. Since I need to be present, am I able to schedule this service for a particular time?** Exhibitors may select a window of time for service delivery, with a minimum installation charge of 2 hours per worker being applied. The option of scheduling a specific time is also available, for a minimum charge of 4 hours per worker.
- 3. Are there any rules about what can and can't be hung?** Island and peninsula booths 400 sq. ft. or larger that are located in Halls A-D may have hanging signs and banners up to 25' in height (measuring from the floor to the top of the sign). Linear and perimeter booths of any size are not permitted to have signs hung above their booths. Hanging signs are not permitted in Hall G.

**4. What happens after my event?** Labor for dismantles are estimated at one-half (1/2) of the installation and a representative from the exhibiting company must be present in order for work to be performed.

**5. When does my booth need to be safety tied to the Facility?** All single standing booth structures 16' or higher will require a safety review. Structures may require safety attachment to the building or structure depending on construction and public safety. The property reserves the right to require a safety attachment for structures below 16' which are deemed a safety hazard.

All requests are subject to approval by Show Management and SES Productions, and may be limited/rejected in some areas due to weight restrictions, limited rigging points, or if construction/design is deemed to be unsafe. Flashing chaser lights are not permitted on hanging signs, and laser logos may not be projected outside of an exhibiting booth. For additional information please call 702-733-5565, email [RiggingDist.Group@sandsexpo.com](mailto:RiggingDist.Group@sandsexpo.com), or visit <http://enc-as-encoreus-rigging-prod.azurewebsites.net/app/dataEntry/dataEntrySES.html?id=1519>.

# EXHIBIT & BUSINESS SERVICE CENTER

## On-Site Support for Your Exhibitor Needs

The Exhibit & Business Service Center is an on-site location for ordering all SES services. Located in the Sands Expo lower lobby, a variety of convenient business support services are also available. Operating hours are tailored to move-in, show days, and move-out schedules; and our expert staff is prepared to assist with any business needs that arise during your event. We're here to support you!



- **Printing** - Available for Microsoft Word, Excel, and Adobe Acrobat files. Orders may be placed in advance of arrival via email at [servicecenter@sandsexpo.com](mailto:servicecenter@sandsexpo.com); please include details including quantity needed, paper size, single/double sided, black/white or color copies, etc. Unless a credit card authorization form is on file, payment is due upon receipt of order.
- **Photocopying** - Prices are calculated upon volume using standard 8.5"x11" or 8.5"x14" white paper, single-sided, black/white copies. Machine collating and stapling is included upon request and available at no additional charge. Color copy services are also available.
- **Outbound Shipping** - Domestic and international outbound shipping is available via UPS and Federal Express only; inbound shipping is not available. Prices are determined by package weight, size and destination. A per-item handling fee will also be assessed, and certain restrictions may apply. To ensure next-day delivery, please keep in mind that all shipping is picked up by 3:00 PM PST. For packages weighing 150 lbs. or more, please contact your

general contractor for shipping service. Please refer to the Shipping & Freight Requirements section for information on shipping materials to the facility via your General Contractor or the FedEx office at The Venetian.

- **Faxing/Scanning** – Send or receive a domestic or international fax and send scanned documents anywhere. Our fax number is 702.733.5568.
- **Luggage & Coat Check** – Available at a cost of \$4.00 per item. Items left overnight will also incur a charge of \$4.00 per item.
- **Other Services** - Let us assist with pop up needs such as business card printing (upon request) and laminating (up to 8.5"x11").



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# FACILITY RULES & REGULATIONS

The following rules and regulations are those of Sands Expo. Show management may have additional guidelines that exhibitors are expected to follow. Please check your exhibitor kit or event website for such details.

## Balloons/Inflatables

Balloons inside the facility must remain tethered to a fixed object and may be no larger than thirty-six inches (36") in diameter. The use of Mylar balloons is discouraged. Approval to display balloons must be obtained from the Catering & Conference Manager or Event Service Manager prior to move-in.

If any type of balloon or inflatable comes loose and causes damage to any ceiling or other area (i.e., permanent and/or temporary light fixtures, electrical, audio/visual, etc.), the Meeting Planner shall assume full liability for said damages, and a labor and equipment charge to retrieve balloons will be assessed. If balloons or inflatables come loose and are ingested into the HVAC system, the Meeting Planner will also assume full liability for these damages. Furthermore, The Venetian, The Palazzo and Sands Expo cannot be held responsible for any HVAC, electrical, or other system failures as a result of damage created and incurred by balloons and inflatables.

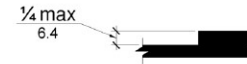
## Displays/Drapes/Hangings

All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame retardant to the satisfaction of the Fire Department and State Fire Marshal.

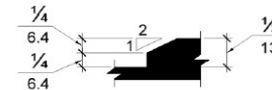
- Canvas, cloth, cardboard, leaves, or similar combustible materials shall be completely flame retardant.
- Oilcloth, tar paper, sisal paper, nylon, Orlon, and certain other plastic materials cannot be made flame retardant and their use is prohibited.
- Manufacturer fire resistance certificate must accompany all materials.
- These items are also prohibited from covering any and all sprinkler heads.
- It is prohibited to hang any items from the sprinkler heads.
- All single-level covered and multi-story display areas 1,000 square feet or greater are required to have sprinkler coverage throughout the space.

## Exhibit Booth Raised Flooring Regulations

Raised flooring in exhibit booths are required to comply with ADA regulation 303: Vertical changes in level of 1/4" (6.4mm) high maximum shall be permitted to be vertical.



Changes in level between 1/4" (6.4mm) high and 1/2" high must be beveled with a slope not steeper than 1:2. Please note that a change in level of 1/2" (13mm) is permitted to be 1/4" (6.4mm) vertical plus 1/4" (6.4mm) beveled. However, in no case may the combined change in level exceed 1/2" (13mm). Changes in level exceeding 1/2" (13mm) must comply with ADA regulation 405 (ramps) or 406 (curb ramps).



## Fire & Safety

**Fees** - The Clark County Fire Department/Fire Prevention Bureau Permit and Service Fee Schedule is available at <http://www.clarkcountynv.gov/building/fire-prevention/documents/permitfeesnumbered.pdf>.

**Cooking Demonstrations** require approval by the Sands Expo Catering Department and the Clark County Fire Department, as well as the securing of all necessary fire permits. Exhibitors may not utilize their own food or beverage for cooking demonstrations; all product must be provided by Sands Expo and only Sands Expo Catering personnel may handle food and beverage products during such demonstrations. For additional information please contact the Catering Department at 702.733.5676 or [catering@sandsexpo.com](mailto:catering@sandsexpo.com).

**Automatic Fire Sprinkler Systems (AFSS)** - All single-level covered and multi-story display areas 1,000 square feet or greater are required to have sprinkler coverage throughout the space. Sprinklers must comply with National Fire Protection Act #13 (please see page 18 for details). For questions and additional information, please contact the Exhibit & Business Service Center 702.733.5070 or [servicecenter@sandsexpo.com](mailto:servicecenter@sandsexpo.com).

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# FACILITY RULES & REGULATIONS

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## Fuel-Powered Vehicles

Automobiles or other fuel-powered vehicles of any nature must comply with the following:

- Gas tank to be no more than 1/8 full of gasoline.
- Batteries to be disconnected.
- Gas caps locked.
- Ignition keys to be removed and turned into Facilities or have an agreement in place to hold your own keys.
- Propane tanks to be removed.
- Each vehicle must be equipped with its own fire extinguisher.
- All fuel-powered vehicles must have Fire Marshal approval. Please visit <http://www.clarkcountynv.gov/building/fire-prevention/Pages/FirePermits.aspx> for permit details.
- Visqueen must be placed underneath to protect the carpet.

For details on obtaining permission to display a fuel-powered vehicle, please see page 28.

## Hazing

Hazing for special events may be permitted with approval of the Clark County Fire Department/Fire Prevention Bureau and “The Venetian, The Palazzo, and Sands Expo.” Consult your Catering & Conference Manager or SES/Event Manager to obtain “The Venetian, The Palazzo, and Sands Expo” approval.

**The following steps need to be followed for the Hazing to be reviewed for approval:**

1. Notify the Catering & Conference Manager of the upcoming hazing events — they will then forward a Hazing Request form for either a winter and/or summer function.
2. Requesting party will need to complete and sign the Hazing Request form and return it to the Catering & Conference Manager for processing.
3. Fire Command will contact to schedule a haze demonstration to verify that the equipment and haze levels meet “The Venetian” requirements, and determine if the Life Safety Systems must be adjusted. The demonstration must be scheduled at least 24 hours in advance of first scheduled hazing event.

4. Once demonstration is scheduled, Fire Command will e-mail Facilities advising of scheduled demonstration time.
5. Fire Command is to contact and notify Security and Facilities to schedule Security for Hazing Event.
6. Fire Command will notify facilities for the final times of Hazing Event for billing.

## Motorized and Wheeled Transportation

The use of hoverboards, segways, rollerblades, bicycles, skateboards, or other wheeled transportation **not covered by the ADA policy** are strictly forbidden within Sands Expo. Please see page 8 for guidelines on the use of motorized and wheeled transportation under ADA guidelines.

Any such items being displayed within an exhibit booth must remain within the booth and may not extend into any other area, and one of the following off-hour options must be in place:

- In conjunction with the General Contractor, product must be packaged up after show hours and stored off-site by exhibitor.
- Fire watch personnel must remain in the booth during all after-show hours.
- Booth structure must be covered and have a sprinkler system.

## Pyrotechnics

Pyrotechnics by exhibiting companies within the general exhibit space is strictly prohibited.

# FACILITY RULES & REGULATIONS

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## *Remote-controlled Devices/Demonstration Area*

For the purpose of demonstrating a product that requires use of an area outside of the exhibitor-assigned booth space, the Meeting Planner will provide a Demonstration Area for this purpose. Products such as remote controlled cars, drones, planes, helicopters, robots, etc. are to be demonstrated in a safely controlled area of the exhibit floor (i.e. Demonstration Area). The Demonstration Area must include safe netting appropriate to accommodate product(s) being demonstrated and be included on the master floor plan submitted for Fire Marshal approval. Sands Expo, The Venetian, and The Palazzo management reserves the right to determine what is acceptable in a safe and controlled Demonstration Area prior to final approval.

## *Resort Employee Access*

It is understood that employees of The Venetian, The Palazzo, and Sands Expo may require access to your exhibit or production area for reasons including, but not limited to housekeeping, maintenance, and security.

The Show Manager/Producer must agree to allow entry to employees of The Venetian, The Palazzo, and Sands Expo or Resort contractors presenting suitable identification and stating job-related need for their entry.

## *Smoking/Vaping/Nevada Clean Indoor Air Act*

The Nevada Clean Indoor Air Act prohibits smoking in indoor public spaces. As a result, smoking/vaping is not allowed within Sands Expo and the Congress Center; it is only permitted at the Designated Smoking Area near the front of Sands Expo. For safety reasons, smoking/vaping is forbidden at any loading dock area.

## *Taxi/Lyft/Uber Services*

Taxi and Lyft/Uber lanes are located immediately outside of Sands Expo's front entrance. Personally owned vehicles that are not "for-hire" may unload passengers when such stopping does not interfere with any transportation services that are lawfully entitled to occupy this area. Except for authorized emergency vehicles, no other vehicles are permitted to stop, stand, or park in these lanes.

# FACILITY SPECIFICATIONS

A comprehensive overview of The Venetian, The Palazzo and Sands Expo is available in our [Facilities Guide](#), but general specifications may be referenced below. In addition, please note the following:

- Exhibits exceeding the noted floor load limits will require special handling to distribute the load.
- Three feet (3') of access to all columns with utility boxes, fire extinguishers, fire hose cabinets, and fire hose valves is required at all times. Covering or uninstalling any of these devices is prohibited.

To view floor plans of the facility, please [click here](#).

## Halls A, B and C

Air Wall Track: 29'H  
Ceiling Height: 32'5"H (max. booth height is 25')  
Column Grid: 24" square and set 60'x90' center-to-center apart  
Floor Load: 250 lbs. per square foot  
Loading Doors: One (1) door at south end of hall, 20'H x 50'W  
Utility Service: Dropped from ceiling  
Overhead Lighting: LED

## Hall D

Air Wall Track: 29'H  
Ceiling Height: 32'5" high (maximum booth height is 25')  
Column Grid: 24" square and set 60'x90' center-to-center apart  
Floor Load: 250 lbs. per square foot  
Loading Doors: One (1) door at south end of hall, 16'H x 20'10.5"W  
Utility Service: Dropped from ceiling  
Overhead Lighting: LED

## Hall G

Air Wall Track: N/A  
Ceiling Height: 13'5" high (max. booth height is 12')  
Column Grid: 2'6" round and set 30' center-to-center apart  
Floor Load: Unlimited  
Loading Doors: One (1) door at North end of hall (G Slider), 13'7"H x 53'2"W  
One (1) door at Southeast end of hall (G Roll-up), 13'7"H x 26'1"W  
Utility Service: Various columns  
Overhead Lighting: LED

## The Congress Center at The Venetian and The Palazzo

The floor load limit for The Venetian Ballroom (Level 2), Levels 2, 3 and 4 meeting rooms, and The Palazzo Ballroom (Level 5) is 150 lbs. per square foot, static weight.

# MATERIAL HANDLING

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## *Acceptance & Storage of Shipments*

Sands Expo does not accept and/or store shipments of exhibit materials for any event. Arrangements should be made with the General Contractor to receive and store exhibits, collateral materials, handouts, giveaways, etc. for delivery to the facility on the move-in date(s). These arrangements must also include the removal and storage of empty crates and their subsequent return to the facility on the move-out date(s).

Material may be shipped to The Venetian FedEx Office, but will not be transported to Sands Expo by personnel of The Venetian or Sands Expo. Exhibitors must make their own arrangements for transportation of freight delivered to:

The Venetian FedEx Office:

Tel: 702.836.4401

Fax: 702.262.3938

Email: [usa5607@fedex.com](mailto:usa5607@fedex.com)

Should property remain following an event's contracted period, Sands Expo will dispose of this property and will charge the Licensee accordingly.

## *Accessible Storage*

For exhibitors who lack space within their booth for proper storage, but have materials that may be needed during the show, accessible storage space is available via prearranged deliveries and "will call" services. To make arrangements and receive access storage labels, please see the General Contractor's service center or contact the area's concierge.

## *Cartload Service*

This service is provided by the General Contractor for exhibitors in POVs who require assistance with moving materials that cannot be hand carried. A one-time fee will be assessed for this round-trip service (inbound/outbound). Exhibitors with vehicles that do not qualify for this service or who have materials that require mechanical assistance to unload, will be directed to the POV Staging Area established by the General Contractor.

## *Crated & Uncrated Shipments*

Crated shipments may be sent in advance to the General Contractor's warehouse or direct to the show site to the attention of the General Contractor. They are classified as material that is skidded or in any type of shipping container that can be unloaded at the dock. Uncrated shipments may only be sent direct to show site to the attention of the General Contractor.

Only the General Contractor is permitted to unload the exhibitor's materials. Some events operate on a targeted freight move-in and move-out system. Exhibitors are assigned a specific date and time for their freight to arrive and be removed from the exhibit hall.

## *Crate Removal & Storage*

The storing of crates, boxes or cartons in the exhibit booth or meeting room during the show period is prohibited. This fire and safety regulation is strictly enforced. Please place an "Empty" label (distributed at the General Contractor's service center) on each crate/carton/box. Those that are properly labeled will be removed, stored and returned to the exhibitor. Crates and cartons that are not properly marked may be destroyed.

## *Hand Carrying Policy*

Exhibitors may hand-carry their own materials into the exhibit space, provided they do not use material handling equipment to assist them. Two-wheel luggage/suitcase is acceptable; hand-carts and any four-wheel cart or dolly is prohibited. Access to the loading dock and/or freight door areas is prohibited.

## *Privately Owned Vehicles (POVs)*

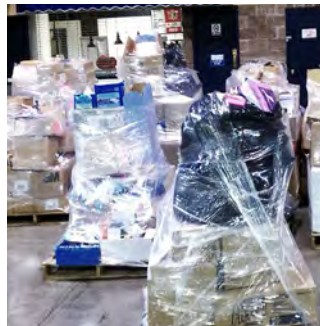
For the purpose of curbside loading/unloading of hand-carried items, vehicles other than POVs are prohibited from staging in front of the building. Vehicles must be no larger than a typical Sport Utility Vehicle or pick-up truck, and may not be left unattended at any time. Please note that unattended vehicles parked curbside will be towed at the owner's expense.



# SANDS ECO360° GLOBAL SUSTAINABILITY PROGRAM

## Donation Program

As part of the Green Meetings initiative, Sands Expo manages an extensive donation program that supports a number of charitable organizations. Exhibitors have the opportunity to impact the local community via unused event materials that are eligible for donation. Participation is easy - just stop by the Exhibit & Business Service Center to pick up donation stickers; at the end of your show place them on the boxes/items to be donated and our team will come pick them up.



## Every Event is “Green”

The Sands ECO360° Green Meetings program is a holistic approach to providing environmentally preferable practices for events held at The Venetian, The Palazzo, and Sands Expo. All events benefit from these standard practices, which are incorporated into our daily operations. These practices include:

- Resource Conservation Procedures (i.e., equipment and lighting shutdown in unoccupied spaces).
- Waste Diversion (i.e., recycling, composting, donation program, partnership with local charities).
- Indoor Air Quality Management (i.e., green cleaning, CO<sub>2</sub> monitoring).
- Responsible Purchasing (i.e., reduced packaging, office supplies with recycled content).
- Sustainable Food Practices.
- Alternative Transportation (i.e., public transit within walking distance, electric vehicle charging stations).

Our buildings have earned several prestigious and well-recognized third-party environmental certifications, which demonstrate our focus on conserving natural resources and improving occupants' health and comfort.

- Sands Expo and The Venetian Congress Center was originally certified LEED Gold for Existing Buildings in 2010 and was recertified in 2016, demonstrating our ongoing commitment to maintaining high-performance, sustainable facilities.
- In 2013 Sands Expo became the first venue in the world to achieve APEX/ASTM's advanced “level two” industry certification for environmentally sustainable meetings, events, trade shows and conferences. The certification is a designation of the meeting industry's comprehensive standards for environmentally sustainable meetings, created through a partnership of the Convention Industry Council's APEX initiative and ASTM International.



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# INSURANCE AND SPECIAL PERMITS

## Animal Guidelines - Overview

On occasion, convention clients or private parties have sought to display or otherwise use animals, including “wild” animals, as part of their group functions at The Venetian, The Palazzo, and Sands Expo. As a general rule, no animal other than an animal that qualifies as a “Service Animal” or police dog as those animals are defined by law, shall be brought onto the property without the prior approval of the Legal/Risk Management department. This applies regardless of the type of animal or the length of time the animal will be on property. Permission for any animals other than ADA animals appearing in a show or booth must first be approved by Show Management, the SES/Event Manager and the Risk Management Department. Please note that trainers must accompany animals at all times, the animals may not remain in the building overnight, and that it is the owner’s responsibility to clean up after the animal while on property.

**Before such approval is given, in most cases, the following minimum information will need to be provided:**

1. The type of animal(s).
2. The purpose of bringing the animal on property.
3. How it will be transported? (i.e., caged, chained).
4. How long will it be on property.
5. Who will be handling the animal and what is his/her experience and training.
6. What will the exposure be to our Team Members and Guests.
7. What precautions are being taken to avoid injury to our Team Members and Guests? Provide a complete description including a diagram of the holding facility and/or cages used to confine and/or display the animal while it is on property and any other information that would tell us about security precautions taken to avoid injury to others.
8. If coming from out of state, provide the necessary Import Permits granted by the Nevada Department of Wildlife.
9. Provide confirmation that the person, firm, or organization have an Exhibitor’s License issued by the United States Department of Agriculture in compliance with the Animal Welfare Act (7 U.S.C.2131 et seq.).
10. Confirm if the person, firm, or organization has a License to sell or exhibit wildlife from the state where it is domiciled.
11. If the animal is to be exhibited, confirm that the necessary amount of security personnel been arranged for.
12. Complete and submit the animal permit liability form no later than seven (7) days prior to move in.
13. Porter Service fees may be incurred should such a service be deemed necessary.

## Animal Guidelines - Permits

In order to bring an animal(s) onto the premises, the following guidelines must be followed:

**Insurance:** Exhibitor will carry and maintain the following insurance during the time that the animal(s) is at The Venetian, The Palazzo, and Sands Expo:

1. Worker’s Compensation Insurance in accordance with applicable state or local law covering the Organization’s employees.
2. Employer’s Liability Insurance in accordance with applicable state or local law in minimum limits of **Two Million Dollars (\$2,000,000) per occurrence.**
3. Commercial General Liability Insurance including blanket contractual liability and personal injury coverage with limits of liability of at least **Two Million Dollars (\$2,000,000) in any one occurrence.**
4. Comprehensive Automotive Liability insurance insuring any owned, non-owned, and hired vehicles to be used in and out of the facility in the amount of **Two Million Dollars (\$2,000,000) in any one occurrence.**

For submission deadlines and additional information please contact the [Sands Expo Risk Management](#) department.

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# INSURANCE AND SPECIAL PERMITS

## ASCAP/BMI/SESAC Broadcasts and Publications

The Venetian, The Palazzo, and Sands Expo does not regulate, control, approve, or disapprove any broadcast, performance, or publication of music or any other audio or visual presentations. If the Licensee, or an exhibitor, wishes to use copyrighted material, it will be necessary for you to make arrangements with the ASCAP, BMI, or SESAC for a license to perform such copyrighted music or material or otherwise qualify for an exemption.

For more information regarding copyrighted material please contact the following:

- **ASCAP**  
American Society of Composers Authors and Publishers  
General Information: 800.952.7227  
Licensing Information: 800.505.4052
- **BMI**  
Broadcast Music, Inc.  
Telephone: 800.925.8451
- **SESAC**  
Telephone: 800.826.9996

## Automobile/Fuel-Powered Vehicles Inside Facility

All requests for placement of automobiles, trucks, motorcycles, and other motorized vehicles must be approved in advance by senior management of the facility before being submitted to the Clark County Fire Department/Fire Prevention Bureau. Requests should be submitted 45 days in advance and will be reviewed in a timely manner. The event's official decorator/exhibit/production company is responsible for, and must submit a floor plan of the proposed location of any automobiles, trucks, motorcycles, and other motorized vehicles to the Clark County Fire Department/Fire Prevention Bureau for approval one month prior to the event. A Fire Marshal-approved copy must be forwarded to Sands Expo two weeks prior to vehicle move-in and placement. Any changes to approved plans will require additional approval by the Clark County Fire Department/Fire Prevention Bureau. Please see page 21 for exhibitor compliance guidelines.

For CCFD/FPB requirements, visit <http://www.clarkcountynv.gov/building/HowToGuide/s/105.6.26LiquidOrGasFueledVehiclesInAssemblyBuildings.pdf>.

## Clark County Fire Department/Fire Prevention Bureau Permits

Based upon plans within an exhibit area, obtaining special permits from the Clark County Fire Department/Fire Prevention Bureau may be necessary. Typical operations that require separate permits that are present in assembly spaces include:

- Flame effects
- Open flame devices (i.e., candles, gelled alcohol warmers)
- Fireworks/pyrotechnics
- Compressed gases
- Cryogenic fluids
- Hot Work Operations
- Liquid or gas-fueled vehicles or equipment for display in assembly occupancies
- Fire systems for covered booths exceeding 1,000 square feet.

For further details and instructions, please visit the links below:

<http://www.clarkcountynv.gov/building/HowToGuides/105.6.34ExhibitsAndTradeshows.pdf>

<http://www.clarkcountynv.gov/building/Forms/TemporaryOperationalFirePermit.pdf>

## RATES

### A/V Equipment, Computer Rental, Cable/HDTV/Satellite

EQUIPMENT	ADV. RATE	SHOW RATE
VIDEO:		
40" LCD Monitor	\$646.40	\$845.50
50" LED Monitor	\$916.70	\$1,146
55" LED Monitor	\$968	\$1,210
60" LED Monitor	\$1,178	\$1,472.50
80" LED Monitor	\$2,078	\$2,597.50
Monitor Floor Stand (for SES Productions equip. only)	\$129.78	\$162.50
AUDIO:		
Exhibitor Audio Package (includes powered speaker, speaker stand, mixer, wireless handheld microphone. Does not include labor for Audio Operator)	\$610	\$765.50
Wireless Handheld Microphone	\$228.66	\$286
Wireless Lavalier Microphone	\$228.66	\$286
Wireless Headset Microphone	\$234.40	\$293
COMPUTER:		
Laptop	\$218.36	\$272.95
HDMI 10'	\$14.80	\$18.50
HDMI to VGA Adapter	\$14.80	\$18.50
HDTV/SATELLITE:	\$1,948.50	\$1,948.50

#### Additional Information:

- Equipment rental is subject to 8.25% Nevada State Sales Tax. Drayage fees are not applied to equipment provided by SES.
- A minimum of 2 hours of labor will be charged, which includes delivery, installation, and dismantle. After this, standard rates apply as noted on page 6.
- Place your order at [sandsexpo.com/ordernow](http://sandsexpo.com/ordernow).

EQUIPMENT	ADV. RATE	SHOW RATE
MISCELLANEOUS:		
Flip Chart Package (includes easel, markers, paper pad)	\$74	\$92.50

## RATES

### Electrical

ELECTRICAL USAGE	ADV. RATE	SHOW RATE	OVERHEAD LIGHTING PACKAGE (F)	ADV. RATE	SHOW RATE
120 VOLT/60 HZ-AC:			1,000 Watt quartz light mounted in catwalk. (anything mounted off catwalk requires labor and boom lift rental)	\$325	\$495
5 Amps - 500 Watts or Less	\$101	\$182			
10 Amps - 1,000 Watts or Less	\$177	\$259			
20 Amps - 2,000 Watts or Less	\$257	\$377			
30 Amps - 3,000 Watts or Less (for specialized equipment only)	\$465	\$707			
208 VOLT/1 PHASE/60HZ-AC:			<b>ADDITIONAL MATERIALS RENTAL</b>		
10 Amps - 1/2 HP or Less	\$305	\$461	120 VOLT/60 HZ-AC :		
20 Amps - 1 1/2 HP or Less	\$427	\$654	Plug Strip	\$25	\$25
30 Amps - 2 HP or Less	\$495	\$736	15 ft. Extension Cord	\$23	\$23
60 Amps - 5 HP or Less	\$618	\$977	25 ft. Extension Cord	\$33	\$33
100 Amps - 10 HP or Less	\$930	\$1,464	50 ft. Extension Cord	\$56	\$56
Outlets Requiring Neutral	N/A	N/A	100 ft. Extension Cord	\$71	\$71
208 VOLT/3 PHASE/60HZ-AC:			280 AND 480 VOLT:		
10 Amps - 1 HP or Less	\$357	\$554	12/5 Cord Cap, 20-30 AMP	\$25	\$25
20 Amps - 3 HP or Less	\$506	\$736	6/5 Cord Cap, 60 AMP	\$200	\$200
30 Amps - 5 HP or Less	\$624	\$949	4/5 Cord Cap, 100 AMP	\$350	\$350
60 Amps - 10 HP or Less	\$844	\$1,348	Adaptor, 60 MP to Cam Lock	\$300	\$300
100 Amps - 20 HP or Less	\$1,076	\$1,616	Adaptor, 100 MP to Cam Lock	\$450	\$450
200 Amps - 50 HP or Less	\$2,026	\$3,365	12/5 Flat Cable	\$4 per ft.	\$4 per ft.
400 Amps or Less	\$3,598	\$5,104	6/5 Flat Cable	\$5 per ft.	\$5 per ft.
480 VOLT/3 PHASE/60HZ-AC:			EQUIPMENT RENTAL:		
20 Amps - 7 HP or Less	\$820	\$1,151	Boom lift	\$230 per hr.	\$230 per hr.
30 Amps - 10 HP or Less	\$975	\$1,326	Scissor lift	\$230 per hr.	\$230 per hr.
480 VOLT/3 PHASE/60HZ-AC (cont.):					
60 Amps - 20 HP or Less	\$1,375	\$1,576			
100 Amps - 50 HP or Less	\$1,670	\$2,235			
200 Amps - 100 HP or Less	\$2,553	\$3,598			
EUROPEAN POWER 240/380:	Please call for Pricing				
Transformer Voltage Boost	\$3 per Amp	\$3 per Amp			

### Additional Information:

- Standard rates apply as noted on page 6.
- 24-hour power is available at double the listed rate.
- Place your order at [sandsexpo.com/ordernow](http://sandsexpo.com/ordernow).

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# RATES

## Exhibit Booth Cleaning, Porter & Labor Services

Place your order at [sandsexpo.com/ordernow](http://sandsexpo.com/ordernow).

### PACKAGES

#### PLATINUM VACUUM PACKAGE:

Full service package - hand vacuum, stainless steel wastebasket (45L), minor spot clean/stain removal, visqueen removal (pre-event), carpet sweeping during show hours, porter service (counter top wipe down, bussing, trash removal).

	ADV. RATE	SHOW RATE
1 to 2,000 sq. ft.	\$0.56 per unit	\$0.64 per unit
2,001 to 4,000 sq. ft.	\$0.51 per unit	\$0.61 per unit
4,001 sq. ft. and up	\$0.41 per unit	\$0.57 per unit

#### PLATINUM DAMP/DUST MOP PACKAGE:

Full service package - damp or dust mop, stainless steel wastebasket (45L), minor scuff removal, visqueen removal (pre-event), porter service (counter top wipe down, bussing, trash removal).

	ADV. RATE	SHOW RATE
1 to 2,000 sq. ft.	\$0.50 per unit	\$0.60 per unit
2,001 to 4,000 sq. ft.	\$0.47 per unit	\$0.58 per unit
4,001 sq. ft. and up	\$0.44 per unit	\$0.55 per unit

#### PORTER SERVICE:

Includes counter top wipe down, bussing, trash removal throughout show day.

	ADV. RATE	SHOW RATE
Must be purchased for entire show day.	\$33.50 per hour	\$39.65 per hour

#### CONCRETE CLEANING PACKAGE:

Includes scuff removal, buff and wax polish.

	ADV. RATE	SHOW RATE
Cost calculated per sq. ft.	\$0.61 per unit	\$0.71 per unit

### INDIVIDUAL SERVICES

#### SHAMPOO CARPET:

	ADV. RATE	SHOW RATE
Cost calculated per sq. ft.	\$0.85 per unit	\$1.10 per unit

#### HAND VACUUM & NIGHTLY TRASH REMOVAL:

Booth is professionally vacuumed before the start of show, plus nightly trash removal.

	ADV. RATE	SHOW RATE
1 to 2,000 sq. ft.	\$0.41 per unit	\$0.52 per unit
2,001 to 4,000 sq. ft.	\$0.36 per unit	\$0.45 per unit
4,001 sq. ft. and up	\$0.32 per unit	\$0.42 per unit

#### DAMP MOP & NIGHTLY TRASH REMOVAL:

Booth is professionally damp mopped before the start of show, plus nightly trash removal.

	ADV. RATE	SHOW RATE
1 to 2,000 sq. ft.	\$0.40 per unit	\$0.50 per unit
2,001 to 4,000 sq. ft.	\$0.34 per unit	\$0.45 per unit
4,001 sq. ft. and up	\$0.31 per unit	\$0.41 per unit

#### DUST MOP & NIGHTLY TRASH REMOVAL:

Booth is professionally dust mopped before the start of show, plus nightly trash removal.

	ADV. RATE	SHOW RATE
1 to 2,000 sq. ft.	\$0.30 per unit	\$0.40 per unit
2,001 to 4,000 sq. ft.	\$0.27 per unit	\$0.37 per unit
4,001 sq. ft. and up	\$0.24 per unit	\$0.34 per unit

#### LABOR SERVICE:

Move-in and Move out cleaning assistance within booth space	\$33.50 per hour	\$39.65 per hour
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#### CONTAINER SERVICE - BOOTH AND FLOORING REMOVAL:

	ADV. RATE	SHOW RATE
Includes on-site open top container (40 yd.), forklift labor to fill open top, and disposal fee.	\$999	\$999

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## RATES

### Internet & Telecom

#### INTERNET SPEED (REQUIRED)

Choose the speed of your main Internet drop. If multiple devices will be connected, bandwidth will be shared across those devices.

	ADV. RATE	SHOW RATE
Internet Service up to 3Mb (single private IP address)	\$1,200	\$1,400
Internet Service up to 10Mb (single private IP address)	\$2,100	\$2,450
Internet Service up to 10Mb (single public IP address)	\$3,500	\$4,000

#### ADDITIONAL BANDWIDTH (OPTIONAL)

Available in 10Mb increments, order main drop first, then select additional bandwidth.

	ADV. RATE	SHOW RATE
10Mb Increase	\$3,500	\$3,500

#### ADDITIONAL CONNECTIONS (OPTIONAL)

One IP address is needed per hard wired device; the first one is included with the main power drop.

	ADV. RATE	SHOW RATE
Additional Private IP Address	\$128	\$128
Additional Public IP Address	\$150	\$150

#### TELECOMMUNICATIONS SERVICES

##### TELEPHONE:

	ADV. RATE	SHOW RATE
Single Line Touch Tone Phone (voice only; includes \$125 deposit)	\$395	\$447
Single Line Polycom	\$386 per day	\$386 per day

##### ADDITIONAL SERVICES:

Voicemail, Multi-line Phones, etc.	Please inquire for pricing
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#### Additional Information:

- The Internet services provided are all hard wire connections. Wireless connections are not available for purchase. A dedicated Internet service is available by request.
- Telephone deposits are refundable if equipment is returned in good condition.
- Provider reserves the right to add labor to an order as it relates to providing technical support, including troubleshooting and specialized technical assistance. Basic installation and dismantle labor is included in the price of the Internet line.
- Standard rates apply as noted on page 6.
- Place your order at [sandsexpo.com/ordernow](http://sandsexpo.com/ordernow).

## RATES

### Plumbing

#### AIR/WATER/DRAIN SERVICES

#### ADV. RATE

#### SHOW RATE

#### COMPRESSED AIR:

Serv. Charge for First Outlet	\$457	\$572
Serv. Charge for Each Additional Connection in Booth ( <i>within 5' of first outlet</i> )	\$225	\$281

#### WATER SERVICE:

Service Charge for First Outlet	\$472	\$590
Service Charge for Each Additional Connection in Booth ( <i>within 5' of first outlet</i> )	\$238	\$298

#### DRAINS (PLEASE CONFIRM AVAILABILITY):

Service Charge for First Outlet	\$472	\$590
Service Charge for Each Additional	\$238	\$298

#### WATER FILLING AND DRAINING:

Unit(s) 1-149 Gallons	\$249	\$312
Unit(s) 150-299 Gallons	\$367	\$458
Unit(s) 300-999 Gallons	\$651	\$814
Unit(s) 1,000-4,999 Gallons	\$870	\$1,088
Unit(s) 5,000-10,000 Gallons	\$1,171	\$1,464

### Floral

Image and price details for floral arrangements are available at [shop.venetian.com](http://shop.venetian.com).

### Additional Information

- The standard connector for compressed air is a 1/4" AMFLO-C1 connector. Please inquire regarding other connections.
- Water pressure may vary and is not guaranteed. If this is critical, please arrange for installation of a pressure regulator valve. The standard connections for water outlets are 1/2" FIP.
- For water filling and draining, prices exclude labor. A minimum labor charge of 1 hour will be applied; please see rates on page 6.
- Place your order at [sandsexpo.com/ordernow](http://sandsexpo.com/ordernow).

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**Name of Show:** \_\_\_\_\_

**Dates:** \_\_\_\_\_

**Location:** \_\_\_\_\_

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**



Orlando • Las Vegas • Miami • Tampa • Denver  
Dallas/TX • Washington DC • Nationwide



## Ordered by / Bill to

Name

Company

Address

Phone

E-Mail

## Delivery Information

Name

Company

Address

Phone

E-Mail

## Show & Booth Information

Show Name  Show Dates/Times

Show City/Venue  Booth Number

Decorating Company  Exhibiting Company

Onsite Contact Name/Phone Number

## Order Details: Number of views - enter a number for the quantity of booth views

☐ Empty Booth ☐ Booth with staff  
*Please provide best time for staff photos*

For booth coverage, interaction, and crowd photography please contact us

## Select Delivery Method

- ☐ \$125 per view - includes (1) 8x10 print mailed USPS
- ☐ \$30 per additional (1) 8x10 **duplicate** print mailed USPS
- ☐ \$170 per view - digital file sent by e-mail via secure link
- ☐ \$195 per view - digital file sent by e-mail via secure link plus (1) 8x10 print mailed USPS

## ☐ In Booth giveaway with logo-please call us

Total Amount due

You will receive a link to pay by credit card. Confirm e-mail address below

*Image Processing time is 10-14 days following exhibit and receipt of payment*

## E-Mail or Fax your order to:

### Christie's Photographic Solutions

Corporate Headquarters  
2430 Sand Lake Rd  
Orlando, FL 32809  
www.christiesphotographic.com  
photos@christiesphotographic.com  
fax: 407-852-0063

## Contact Phone Numbers

Florida - 407-345-1100  
Las Vegas - 702-638-2711  
Washington D.C. - 202-393-1699  
Dallas/TX - 214-999-1149  
Denver - 303-665-550

## Special Instructions

*Event photography coverage, Digital Printing and Green Screen photography available - Call for pricing and availability*

