EASY IS NICE, ON ANY DEVICE
FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event.

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move-out process
- Access invoices after the show

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

BOOTH EQUIPMENT
Each 10' x 10' booth will be set with 8' high blue back drape and 3' high blue side drape. Booths 300 sqft or less will receive a 7" x 44" identification sign. Booths larger than 300 sqft may receive a 7" x 44" identification sign upon request.

Please note that electrical service is not included with your booth equipment but to accommodate possible power requirements, electrical outlets will be installed in every inline booth. An audit will be conducted by electricians and on-site charges will apply if the electrical service is utilized without an order on file.

EXHIBIT HALL CARPET
The booth and exhibit areas are not carpeted. The aisles will be carpeted in midnight blue.

DISCOUNT PRICE DEADLINE DATE
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by August 26, 2022.

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

SHOW SCHEDULE

EXHIBITOR MOVE-IN
Friday    September 16, 2022  12:00 PM -  4:30 PM
Saturday  September 17, 2022  8:00 AM -  4:30 PM
Sunday    September 18, 2022  8:00 AM -  4:30 PM

EXHIBIT HOURS
Monday   September 19, 2022  11:00 AM -  7:00 PM
Tuesday  September 20, 2022  9:00 AM -  6:00 PM
Wednesday September 21, 2022  9:00 AM -  6:00 PM
Thursday September 22, 2022  9:00 AM -  2:00 PM

EXHIBITOR MOVE-OUT
Thursday  September 22, 2022  2:00 PM -  8:00 PM
Friday    September 23, 2022  8:00 AM -  1:00 PM

We will begin returning empty containers once aisle carpet is removed.
**EXHIBITOR SERVICE HOURS**

Our Exhibitor Services team will be available from 8am - 5pm from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

**DISMANTLE AND MOVE-OUT INFORMATION**

All exhibitor materials must be removed from the exhibit facility by Friday, September 23, 2022 at 1:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Friday, September 23, 2022 at 10:00 AM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

**POST SHOW PAPERWORK AND LABELS**

Our Exhibitor Support Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

**EXCESSIVE TRASH AND BOOTH ABANDONMENT**

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

**SERVICE CONTRACTOR CONTACTS / INFORMATION:**

**FREEMAN**

Contact Us

**FREEMAN EXHIBIT TRANSPORTATION**

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

**FREEMAN ONLINE®**

Take advantage of discount pricing by ordering online at FreemanOnline by August 26, 2022. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - **before, during** and **after** your show.

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

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

Warehouse Shipping Address:

Exhibiting Company Name / Booth # __________
ITS World Congress 2022
C/O Freeman
3456 E Miraloma Ave,
Anaheim, CA 92806

Freeman will accept crated, boxed or skidded materials beginning Friday, August 26, 2022, at the
above address. Material arriving after September 09, 2022 will be received at the warehouse with
an additional after deadline charge. Please note that the Freeman Warehouse does not accept
uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments,
hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight
weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x
93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the
hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required,
provide your carrier with this phone number: (888) 508-5054.

Show Site Shipping Address:

Exhibiting Company Name / Booth # __________
ITS World Congress 2022
C/O Freeman
Los Angeles Convention Center
1201 S Figueroa St,
Los Angeles, CA 90015

Freeman will receive shipments at the exhibit facility beginning Friday, September 16, 2022.
Shipments arriving before this date may be refused by the facility. Any charges incurred for early
freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must
accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

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

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

PURCHASE TERMS

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

LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the
UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman
labor will need to pick up and release their labor at the Freeman Service Center. Refer to the order
form under Display Labor for Straight time and Overtime hours.
ASSISTANCE
We want you to have a successful show. If we can be of assistance, please call Exhibitor Support at (888) 508-5054.

WE APPRECIATE YOUR BUSINESS!
FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Exhibitor Support at (888) 508-5054 US & Canada or +1(817) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by August 26, 2022.

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

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

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

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

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

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

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

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

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

Call Exhibitor Support at (888) 508-5054 with any questions or needs you may have.
Interested in going green and saving money?

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

BEFORE THE SHOW

1. **booth structure**
   - **Option 1** Multiple Use
     Use Forest Sustainable Certified (FSC) wood to build your booth and crates.
     Get creative! Design your booth with a small shipping footprint to minimize carbon emissions. Freeman’s eye-catching stretch-fabric booth designs pack up small (and light!) for shipping.
   - **Option 2** One-time Use
     Rent locally from nearby Freeman offices to reduce both shipping costs and carbon emissions.

2. **carpet**
   - **Option 1** Rent
     Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.
     - **Option 2** Color
       Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.

3. **shipping**
   - **Online + before deadline = better bottom line.** Take advantage of early-bird pricing and consolidate shipping when ordering supplies.
   - **Choose reusable shipping padding.** Avoid packing peanuts and foam plastic materials that never decompose.
   - **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.

Reduce printing and go digital with your booth literature.

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

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

6. save energy

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

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

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

MOVE OUT

7. train your team

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

leftover materials

8. shipping out

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

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

9. leftover materials

Remember to label.
Clearly label recyclable leftover material for disposal.

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

FREEMAN.COM

TYPICALLY* RECYCLABLE

Cardboard: Used for signs or shipping boxes
Glass: Green, brown, clear
Plastics: Shrink-wrap or plastic banding used to secure shipments; water/soda bottles; plexiglass (acrylic) clear, smoked, or tinted; Visqueen used to protect flooring
Metal: Aluminum cans/steel banding
Paper: Fliers, brochures, programs, tickets, office paper, newspaper, magazines, paperboard
Wood: Non-laminate wood

TYPICALLY* DONATE-ABLE

Furniture: Purchased items
Home furnishing: Decor staging materials
Unused raw materials: Plywood, subflooring, non-laminate wood
Flooring: 100 square feet of flooring. Excludes carpet.
Left over giveaways: Pencils, pads of paper, sunglasses, USBs, etc., left over in your promotional giveaway
A. Inherently Fire Retardant or Flame Retardant Treatment

1. All decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo and other similar materials MUST BE FLAME RETARDANT to the satisfaction of the Fire Department and the State Fire Marshal.
2. Table coverings must be flame retardant treated unless they lay flat, with an overhang no greater than 6”.
3. Oilcloth, tar paper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited.
4. A Certificate of Flame Resistance shall be available for review by the Fire Marshal or on file with the Fire Marshal for all decorative materials.

B. Vehicles/Internal Combustion Engines on Display

1. Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped.
2. All motor vehicle tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. The level of gas in tanks cannot exceed five gallons or one-quarter tank, whichever is less.
3. Garden tractors, chain saws, power plants and other gasoline-powered equipment shall be safeguarded in a similar manner.
4. All autos, trucks and vehicles of any kind must show the location on the Fire Department-approved floor plan 14 days prior to the show date.

C. Combustibles

1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.
2. No cardboard boxes or any combustible materials may be stored on top of or near any electrical wiring in the spaces behind the backwall drapery (booth) or behind any display.

D. Obstructions

1. Aisles designated on approved show floor plans shall be kept clean, clear and free of obstructions. Booth constructions shall be substantial and fixed into position in specified areas for the duration of the show. Chairs, easels, signs and demonstration areas shall not be placed beyond booth areas into aisles.
2. All aisles must be maintained at a minimum of 10 feet in width or unless otherwise approved on floor plan.
3. All fire prevention and fire fighting equipment in all public assembly areas shall have easy and unobstructed accessibility.
PAYMENT INFORMATION

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

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

1. **Submit your payment information**
   Proceed to our electronic Freeman Pay site to securely submit your payment information
   https://www.freemanpay.com/508192

2. **Submit your order**
   Upload your order forms through the same link used to submit your payment information

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

before event
from your location or previous event

advance warehouse
where exhibit materials are stored before an event

venue dock
your exhibit

venue dock
storage for empty containers

during the event
event venue

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

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

docking

after event
to your location or next event
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](tel:1-800-995-3579) or email [exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com) for a quote.
RESULTS, DELIVERED

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

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

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

Freeman Exhibit Transportation promise:

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

Questions?

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

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

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

DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM
For fast, easy ordering, go to www.freeman.com/store.

**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

**SHIPPING INFORMATION**

<table>
<thead>
<tr>
<th>Items to be shipped</th>
<th>Est. Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates (wooden)</td>
<td></td>
</tr>
<tr>
<td>Cartons (cardboard)</td>
<td></td>
</tr>
<tr>
<td>Cases/Trunks (fiber)</td>
<td></td>
</tr>
<tr>
<td>Skids/Pallets</td>
<td></td>
</tr>
<tr>
<td>Carpet (color</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

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

**DESTINATION**
- I will be shipping to the WAREHOUSE
  FREEMAN / Exhibiting Company Name / Booth #
  ITS World Congress 2022
  C/O: Freeman
  3456 E Miraloma Ave
  Anaheim, CA 92806
  MUST BE DELIVERED BY SEPTEMBER 09, 2022

- I will be shipping to SHOW SITE
  FREEMAN / Exhibiting Company Name / Booth #
  ITS World Congress 2022
  C/O: Freeman
  Los Angeles Convention Center
  1201 S Figueroa St
  Los Angeles, CA 90015
  CANNOT BE DELIVERED BEFORE SEPTEMBER 16, 2022

**TYPE OF SERVICE**
- Next Day Air: Delivery next business day by 5:00 PM
- Second Day Air: Delivery second business day by 5:00 PM
- 3-5 Day Service: Delivery within 3 - 5 business days
- Declared Value [ ]
  Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.
- Standard Ground: Dependent on distance
- Expedited Ground: Tailored to specific requirements
- Specialized: Pad wrapped, uncrated, truck load

- 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
- Fax: (469) 621-5810

A TRANSPORTATION SPECIALIST WILL CALL YOU TO CONFIRM RECEIPT OF SHIPMENT REQUEST AND FINALIZE DETAILS.
SHOW # (508192)
WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

• Charges will be based on the weight of your shipment. Each shipment received is billed individually. All shipments are subject to reweigh.
• On the Material Handling Form, locate the rate that applies to your shipment and multiply that rate by the weight of your shipment in pounds.
• The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

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

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

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

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES (may not be available in all locations)

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

© 2019 Freeman. All Rights Reserved.
material handling simplified

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

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

It’s just easier!
Freeman is the exclusive provider of material handling services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. You have two options for shipping your advance freight - either to the warehouse or directly to show site. Material handling charges will automatically be applied to your account upon receipt of each shipment. It is not necessary to return this form to receive material handling services.

**RATES**

<table>
<thead>
<tr>
<th>Material Handling</th>
<th>$ 1.39 per pound</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate applies to shipments sent to either the warehouse or directly to show site.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Material Handling - 10 lbs and under</th>
<th>Free of Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>This rate is per shipment. A qualifying shipment totals any number of pieces delivered to the same booth, by the same carrier, from the same shipper, on the same day, weighing 10 pounds or less.</td>
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**IMPORTANT SHIPPING INFORMATION**

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

**Warehouse:**
- Avoid wait times at show site; ship to our warehouse!
- Warehouse receiving begins on **August 26, 2022**.
- Warehouse address: **Exhibiting Company Name / Booth #**
  ITS World Congress 2022
  C/O Freeman
  3456 E Miraloma Ave
  Anaheim, CA 92806
- Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigeration or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.

**Show Site:**
- Show site receiving begins on **September 16, 2022**.
- Show Site address: **Exhibiting Company Name / Booth #**
  ITS World Congress 2022
  Los Angeles Convention Center
  C/O Freeman
  1201 S Figueroa St
  Los Angeles, CA 90015

**Outbound:**
- Submit your outbound shipping information in advance and we will deliver your paperwork to your booth during the show. If no outbound information is submitted, Freeman reserves the right to return the freight back to the company address on file at the exhibitor's expense.
EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM TO THE FREEMAN SERVICE CENTER.


**SHIPPING INFORMATION**

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

**Select Shipment Options (if applicable)**

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

**Select Desired Number of Labels:** __________

Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service Center. If no outbound information is submitted, Freeman reserves the right to return the freight back to the company address on file at the exhibitor's expense.
August 26, 2022

Deadline Date Is: September 09, 2022

Receiving Date Begins: August 26, 2022

Deadline Date Is: September 09, 2022

TO: ____________________________

EXHIBITOR NAME

C/O: Freeman

3456 E Miraloma Ave

Anaheim, CA 92806

WAREHOUSE

(508192)

EVENT: ITS World Congress 2022

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.
TO: ________________________________

EXHIBITOR NAME

C/O: Freeman
Los Angeles Convention Center
1201 S Figueroa St

Los Angeles, CA 90015

SHOW SITE

EVENT: ITS World Congress 2022

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.
TO: ____________________________

EXHIBITOR NAME

C/O: Freeman
3456 E Miraloma Ave
Anaheim, CA 92806

HANGING SIGN

EVENT: ITS World Congress 2022

BOOTH NO: _________ NO. _____ OF _____ PCS

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

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

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

Meaningful engagement doesn’t have to be complicated. Networking and connecting with peers face-to-face is a key objective of attending in-person events. Delivering environments which facilitate both ad-hoc and in-depth networking is important in accommodating attendee needs and will allow attendees to connect with peers effectively, comfortably, and safely.

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

Learn more about Freeman SafeConnect at Freeman.com

Bowery Swivel Chairs & Sedona C-Tables
Accent Chairs | pg 16
Side Tables | pg 28
Dividers | pg 57
Greenery | pg 48
Top Design Tips for Tradeshow Booths.

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

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

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

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

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

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

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

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

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

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

Complete The Look Of Your Exhibit Space

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

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

Shown here with Zoey Barstools

The Cinematic 10’x20’ booth package is designed for exhibitors needing large monitors to display presentations, while hosting attendees in a comfortable and inviting environment.

Shown here with Banana Barstools

The Gather 10’x10’ booth package turns your booth into a comfortable oasis from the bustle of the show floor. Ideal for comfortable one-on-one time with prospects.

Shown here with Baja Chairs and Sydney Power Cocktail Table

The Showcase 10’x10’ booth package
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Shown here with Baja Chairs and Sydney Power Cocktail Table
Power Up In Style.

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

HEDGE
85035
4’ Boxwood Hedge
46”L 9”D 47”H

NAPLES
830121
Naples Sofa, Powered
black vinyl
87”L 30”D 33.25”H

830120
Naples Chair, Powered
black vinyl
36”L 30”D 33.25”H

830122
Naples Loveseat, Powered
black vinyl
62”L 30”D 33.25”H

POWERED Table
Ventura Bar or Cafe Tables
72.25”L 26.25”D 42”H
(silver frame)
(white top)
(white top)

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

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

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

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

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

Powered Pedestals
Denotes Powered Products
Powered Pedestals
A) 85061
24” L 24” D 36” H
B) 85063
24” L 24” D 42” H (black)
C) 85060
24” L 24” D 36” H
D) 85062
24” L 24” D 42” H
(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface.)

powered
Detail
A. B. C. D.

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

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

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

A) 81039 Tech Tablet Chair (gray vinyl, white metal tablet, chrome base)
B) 81038 Tech Chair, No Tablet

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

Powered Products

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

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

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

Create Engaging Booth Environments

VALENCIA
- 810180 Chair (spice orange velvet)
- 83045 Sofa (coffee brown velvet)

MARCHÉ
- 81140 Swivel Ottoman (Forest Green Vinyl)

VALENCIA
- 810180 Chair (spice orange velvet)
- 83045 Sofa (coffee brown velvet)

HEDGE
- 85525 4' Boxwood Hedge (63"L x 30.5"D x 31.5"H)

Sterling
- A) 8309 Sofa (gray fabric)
- B) 81037 Chair (gray fabric)

BAJA
- A) 83019 Sofa (white vinyl)
- B) 81050 Chair (white vinyl)
- C) 83020 Loveseat (white vinyl)

STERLING
- A) 8309 Sofa (gray fabric)
- B) 81037 Chair (gray fabric)

KEY LARGO
- A) 830951 Sofa (black fabric)
- B) 810950 Chair (black fabric)
- C) 830950 Loveseat (black fabric)

VALENCIA
- A) 810180 Chair (spice orange velvet)
- B) 83045 Sofa (coffee brown velvet)

Valencia Sofa & Chair 10’x10’ Booth

VALENCIA
- A) 810180 Chair (spice orange velvet)
- B) 83045 Sofa (coffee brown velvet)

Valencia Sofa & Chair 10’x10’ Booth
Soft Seating

Create Engaging Booth Environments

Palm Beach Sofa & Swanson Chairs 10’x10’ Booth

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

HEDGE
83015
4’ Boxwood Hedge
46"L 9”D 47"H

SWANSON
810075 Swivel Chair
(white vinyl)
28"L, 25”D 30”H

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

NAPLES
A) 810119 Chair
(black vinyl)
36"L 22"D 30.25”H
B) 810120 (Powered)

ALLEGRO
A) 81019 Chair
(blue fabric)
36’L 30”D 31.25”H
B) 830120 (Powered)
C) 830120 Loveseat
(blue fabric)
62”L 30”D 31.25”H
830122 (Powered)

Available in Power

Soft Seating Collections

Palm Beach Sofa & Swanson Chairs

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

SWANSON
810075 Swivel Chair
(white vinyl)
28”L, 25”D 30”H

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

NAPLES
A) 810119 Chair
(black vinyl)
36”L 22”D 30.25”H
B) 810120 (Powered)

ALLEGRO
A) 81019 Chair
(blue fabric)
36’L 30”D 31.25”H
B) 830120 (Powered)
C) 830120 Loveseat
(blue fabric)
62’L 30”D 31.25”H
830122 (Powered)
Accent Chairs

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

Meeting & Stage Chairs

810594
Bowery Swivel Chair
[ochre fabric, chrome]
29.75"L, 31"D, 27.25"H

810875
Swannan Swivel Chair
[white vinyl]
28", 25"D, 30"H

810874
La Brio Chair
[charcoal gray, fabric]
31"L, 27"D, 40"H

81034
Bowery Swivel Chair
[ochre fabric, chrome]
29.75"L, 31"D, 27.25"H

810875
Swannan Swivel Chair
[white vinyl]
28", 25"D, 30"H

810874
La Brio Chair
[charcoal gray, fabric]
31"L, 27"D, 40"H

81034
Bowery Swivel Chair
[ochre fabric, chrome]
29.75"L, 31"D, 27.25"H

Meeting Chair
21.5", 23.5"D, 34"H
A) 810564 [white vinyl]
B) 810560 [black vinyl]
C) 810561 [brown fabric]

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

810875
Swannan Swivel Chair
[white vinyl]
28", 25"D, 30"H

810874
La Brio Chair
[charcoal gray, fabric]
31"L, 27"D, 40"H

81034
Bowery Swivel Chair
[ochre fabric, chrome]
29.75"L, 31"D, 27.25"H

810875
Swannan Swivel Chair
[white vinyl]
28", 25"D, 30"H

810874
La Brio Chair
[charcoal gray, fabric]
31"L, 27"D, 40"H

81034
Bowery Swivel Chair
[ochre fabric, chrome]
29.75"L, 31"D, 27.25"H

Meeting Chair
21.5", 23.5"D, 34"H
A) 810564 [white vinyl]
B) 810560 [black vinyl]
C) 810561 [brown fabric]
Accent Chairs

Montreal
81031 Chair
[blue, black metal]
30”L 23.25”D 30”H

Lena
81036 Chair
[moss green leather, bronze]
27”L 25”D 31”H

A) 810151 Munich Armless Chair
[gray fabric]
22.5”L 27”D 28.5”H

B) 81035 Century Chair
[gray velvet]
30”L 30”D 31”H

C) 81034 Atherton Chair
[distressed brown leather, blackened steel]
27”L 31”D 30”H

D) 810947 Pro Executive Guest Chair
[black vinyl]
14”L 26”D 36”H

E) 81032 Pasadena Chair
[white molded plastic w/ chrome tower base]
27”L 25”D 36”H

F) 81037 Sterling Chair
[gray fabric]
33”L 33.5”D 32”H

Accent Chair Styles

A) 81049 Fairfax Chair
[white vinyl, brushed metal]
27”L 26”D 30”H

B) 810816 Chair
[white, chrome]
30”L 30”D 31”H

C) 81031 Chair
[blue, black metal]
30”L 23.25”D 30”H

D) 810816 Chair
[blue, black metal]
30”L 30”D 31”H

E) 810816 Chair
[moss green leather, bronze]
27”L 25”D 31”H

F) 810816 Chair
[gray fabric]
33”L 33.5”D 32”H

Madrid
810816 Chair
[white, chrome]
30”L 30”D 31”H

Accent Tables | pg 26
Group Seating

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

ZENITH
A) 810051 Chair (white, chrome) 18.25” W x 22” D x 32” H
B) 810241 Madison Hydraulic Cuff Table (chrome base, gray acrylic top) 30” W x 29” H

LAGUNA
C) 810861 Chair (maple, chrome) 18” W x 19” D x 34” H
D) 810323 Round Café Table (white laminate top, chrome hydraulic base) 30” RND 29” H

MALBA
20” W x 20” D x 32” H
A) 810131 Chair (gray)
B) 810190 Chair (green)

MARINA
17.5” W x 19.5” D x 39” H
A) 810164 Chair (white vinyl)
B) 810160 (black vinyl)
C) 810161 Chair (brown fabric)
D) 810162 Chair (ocean blue fabric)
E) 810163 Chair (red fabric)

LAGUNA
A) 810046 Chair (white vinyl) 17” W x 19” D x 35” H
B) 810141 Rectangular Chair w/arms (graphite) 20” W x 18” D x 31” H
C) 81093 Lucent Chair (framed, acrylic) 19.5” W x 19.75” D x 32.5” H
D) 71080 Diamond Side Chair (black) 21” W x 21” D x 32” H
E) 71090 Diamond Arm Chair (black) 20” W x 21” D x 33” H
F) 810127 Razor Armless Chair (white) 15.38” W x 15.5” D x 30.5” H
G) 81083 Blade Chair (sky blue) 20.5” W x 19” D x 30.5” H
H) 81082 Blade Chair (red) 20.5” W x 19” D x 30.5” H

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

I) 210108 LIMERIC® Chair BY HERMAN MILLER™
   (gray) 18” W x 17.5” D x 33” H
Ottomans

Vibe Cube
18"L 18"D 18"H
A) 81535 (citrus green vinyl)
B) 81537 (spice orange vinyl)
C) 81538 (desert rose vinyl)
D) 81536 (taupe vinyl)
E) 81531 (white vinyl)
F) 81530 (black vinyl)
G) 81532 (steel blue vinyl)
H) 81534 (purple vinyl)
I) 81533 (silver vinyl)
J) 81519 (red vinyl)
K) 81517 (yellow vinyl)
L) 81518 (blue vinyl)
M) 81525 (orange vinyl)

Beverly Bench Ottomans

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

ENDLESS Square
34"L 34"D 15"H
A) 815123 (black)
B) 815122 (white)

ENDLESS Curved
60.5"L 37.5"D 15"H
C) 815952 (black)
D) 815953 (white)

Regis Bench
E) 82074
Regis Bench
brushed metal
47"L 15.5"D 16"H
A) 81556 (white vinyl)
B) 81550 (black vinyl)
C) 81552 (gray fabric)
D) 81555 (red fabric)
E) 81554 (ocean blue fabric)
F) 81553 (brown fabric)
G) 81551 (brown fabric)
Ottomans

Beverly Small Bench Ottomans
30”L 20”D 18”H
A) 81567 (orange fabric)
B) 81563 (olive green fabric)
C) 81569 (white vinyl)
D) 81560 (black vinyl)
E) 81561 (ocean blue fabric)
F) 81562 (brown fabric)
G) 81564 (gray fabric)
H) 81565 (linen fabric)
I) 81566 (lavender fabric)
J) 81568 (red fabric)
K) 81570 (yellow fabric)

Marche Swivel Ottomans
17” RND 18”H
A) 815150 (white vinyl)
B) 815154 (red fabric)
C) 815159 (Ivory Faux Sheep Fur)
D) 815158 (pear yellow fabric)
E) 815156 (red fabric)
F) 815159 (Ivory Faux Sheep Fur)
G) 815151 (gray fabric)
H) 815155 (rose quartz fabric)
I) 815152 (ivory fabric)
J) 815153 (raspberry fabric)
K) 815157 (ivory fabric)
L) 81567 (orange fabric)
M) 81563 (olive green fabric)
N) 81569 (white vinyl)
O) 81560 (black vinyl)
P) 81561 (ocean blue fabric)
Q) 81564 (gray fabric)
R) 81565 (linen fabric)
S) 81566 (lavender fabric)
T) 81568 (red fabric)
U) 81570 (yellow fabric)

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V |
| A) 81567 | B) 81563 | C) 81569 | D) 81560 | E) 81561 | F) 81562 | G) 81564 | H) 81565 | I) 81566 | J) 81568 | K) 81570 | L) 81567 | M) 81563 | N) 81569 | O) 81560 | P) 81561 | Q) 81562 | R) 81564 | S) 81565 | T) 81566 | U) 81568 | V) 81570 |
Accent Tables

Tables and Meeting Rooms

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

Tables and Meeting Rooms

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

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

SYDNEY
Cocktail Tables (brushed steel)
A) 820303 (white)
B) 820302 (bronze)
C) 820304 (black)
D) 820305 (wood)

End Tables
27"L X 22"D X 22"H
E) 820503 (white)
F) 820504 (black)
G) 820703 (wood)

Cocktail Tables (brushed steel)
48"L X 26"D X 18"H
A) 820704 (white)
B) 820706 (powered)
C) 820708 (powered)
D) 820709 (wood)

End Tables
27"L X 22"D X 22"H
E) 820503 (white)
F) 820504 (black)
G) 820703 (wood)
H) 820705 (white)

Cocktail Tables (brushed steel)
48"L X 26"D X 18"H
A) 820704 (white)
B) 820706 (powered)
C) 820708 (powered)
D) 820709 (wood)

End Tables
27"L X 22"D X 22"H
E) 820503 (white)
F) 820504 (black)
G) 820703 (wood)
H) 820705 (white)

REGIS (brushed metal)
I) 82015 End Table
24"RND X 22"H
J) 82075 End Table
16"L X 16"D X 16.5"H

SILVERADO (glass, chrome)
K) 82035 End Table
24"RND X 22"H
L) 82014 Cocktail Table
36"RND X 17"H

WIRELESS
M) Charging Table, Powered
N) 82025 (white, AC plug-in)
20"L X 20"D X 18"H

AURA
Round Table
N) 82044 (white metal)
19"Round X 22"H
Café Tables

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

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.

Café Tables
Standard Black Base
30” RND 29”H
A) 820120 (white) also available 820267 (Madison/gray acajou)
820041 (blue)
820043 (green)
820130 (black)
8201238 (brushed gunmetal)
8201239 (brushed yellow)
8201237 (green)
8201236 (orange)
36” RND 29”H 8201248 (black)

Café Tables
Hydraulic Chrome Base
30” RND 29”H
B) 820923 (graphite nebula) also available 820208 (maple)
820201 (red)
820940 (blue)
820942 (green)
8201223 (black)
8201233 (black)
8201230 (brushed gunmetal)
8201234 (brushed yellow)
8201235 (green)
8201236 (orange)
36” RND 29”H 8201249 (black)

Café Tables
Hydraulic Chrome Base
30” RND 29”H
B) 820923 (graphite nebula) also available 820208 (maple)
820201 (red)
820940 (blue)
820942 (green)
8201223 (black)
8201233 (black)
8201230 (brushed gunmetal)
8201234 (brushed yellow)
8201235 (green)
8201236 (orange)
36” RND 29”H 8201249 (black)

Café Tables
Hydraulic Chrome Base
30” RND 29”H
B) 820923 (graphite nebula) also available 820208 (maple)
820201 (red)
820940 (blue)
820942 (green)
8201223 (black)
8201233 (black)
8201230 (brushed gunmetal)
8201234 (brushed yellow)
8201235 (green)
8201236 (orange)
36” RND 29”H 8201249 (black)

30” Round Café Table
A) 8201949 Madison Hydraulic Café Table (chrome base, gray acajou top) 30” RND 29”H
B) 810132 Malba Chair (gray) 20”L 20”D 32”H

85030 7’ Boxwood Hedge
36.5” L 12’D 84”H

A) 820131 Malba Chair (gray) 20”L 20”D 32”H
B) 81093 Lucent Chair (frosted, acrylic) 19.5”L 19.75”D 32.5”H

A) 820133 Hydraulic Café Table (orange top, chrome) 30” RND 29”H
B) 810931 Laguna Chair (maple, chrome) 18”L 19”D 34”H

A) 820141 Madison Hydraulic Café Table (chrome base, gray acajou top) 30” RND 29”H
B) 810130 Malba Chair (gray) 20”L 20”D 32”H

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

Café Tables
Standard Black Base
30” RND 29”H
A) 820120 (white) also available 820267 (Madison/gray acajou)
820041 (blue)
820043 (green)
820130 (black)
8201238 (brushed gunmetal)
8201239 (brushed yellow)
8201237 (green)
8201236 (orange)
36” RND 29”H 8201248 (black)

Café Tables
Hydraulic Chrome Base
30” RND 29”H
B) 820923 (graphite nebula) also available 820208 (maple)
820201 (red)
820940 (blue)
820942 (green)
8201223 (black)
8201233 (black)
8201230 (brushed gunmetal)
8201234 (brushed yellow)
8201235 (green)
8201236 (orange)
36” RND 29”H 8201249 (black)

Café Tables
Hydraulic Chrome Base
30” RND 29”H
B) 820923 (graphite nebula) also available 820208 (maple)
820201 (red)
820940 (blue)
820942 (green)
8201223 (black)
8201233 (black)
8201230 (brushed gunmetal)
8201234 (brushed yellow)
8201235 (green)
8201236 (orange)
36” RND 29”H 8201249 (black)

Café Tables
Hydraulic Chrome Base
30” RND 29”H
B) 820923 (graphite nebula) also available 820208 (maple)
820201 (red)
820940 (blue)
820942 (green)
8201223 (black)
8201233 (black)
8201230 (brushed gunmetal)
8201234 (brushed yellow)
8201235 (green)
8201236 (orange)
36” RND 29”H 8201249 (black)

Café Tables
Hydraulic Chrome Base
30” RND 29”H
B) 820923 (graphite nebula) also available 820208 (maple)
820201 (red)
820940 (blue)
820942 (green)
8201223 (black)
8201233 (black)
8201230 (brushed gunmetal)
8201234 (brushed yellow)
8201235 (green)
8201236 (orange)
36” RND 29”H 8201249 (black)

Café Tables
Hydraulic Chrome Base
30” RND 29”H
B) 820923 (graphite nebula) also available 820208 (maple)
820201 (red)
820940 (blue)
820942 (green)
8201223 (black)
8201233 (black)
8201230 (brushed gunmetal)
8201234 (brushed yellow)
8201235 (green)
8201236 (orange)
36” RND 29”H 8201249 (black)

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 30” RND 30”H
D) 810936 Harbor Chair (white vinyl) 17.5”L 19.5”D 35”H
E) 72089 Soho Black-Top Café Table (black) 24” RND 30”H also available 72087 30” RND 30”H | 72066 18” RND 18”H
F) 81002 Blade Chair (red) 20.5”L 19”D 30.5”H
Customize and Create

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

Bar Tables

A) 8201222 30” Round Bar Table  
   (white top, chrome hydraulic base) 30” RND 45”H
B) 810080 Blade Barstool  
   (red) 20.5”L 20.125”D 40.5”H
C) 8201238 Rustique Square Metal Bar Table  
   (gunmetal) 22.75”L 22.75”D 41.25”H
D) 810839 Rustique Barstool  
   (gunmetal) 11”L 13”D 30”H

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

Style & Design

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

Bar Tables

Standard Black Base
30” RND 42”H

A) 8201221 (white)  
B) 8201238 (brushed yellow)  
   also available
820264  
   (Madison/gray acajou)
820910 (brushed gunmetal)
820916 (black)
820917 (green)
820918 (orange)
820919 (blue)
820932 (wood)
36” RND 42”H
8201241 (black)

Bar Tables

Hydraulic Chrome Base
30” RND 45”H

C) 8201240 30” Round Bar Table  
   with Hydraulic Chrome Base  
   (Madison/gray acajou) 30” RND 45”H
D) 820946 Christopher Barstool  
   (white, chrome) 13”L 13”D 30”H

Bar Tables

30” RND 42”H

A) 8201222 (white)  
B) 8201238 (brushed yellow)  
   also available
820264  
   (Madison/gray acajou)
820910 (brushed gunmetal)
820916 (black)
820917 (green)
820918 (orange)
820919 (blue)
820932 (wood)
36” RND 42”H
8201241 (black)

Bar Tables

Hydraulic Chrome Base
30” RND 45”H

C) 8201240 30” Round Bar Table  
   (Madison/gray acajou) 30” RND 45”H
D) 820946 Christopher Barstool  
   (white, chrome) 13”L 13”D 30”H

Bar Tables

30” RND 42”H

A) 8201222 (white)  
B) 8201238 (brushed yellow)  
   also available
820264  
   (Madison/gray acajou)
820910 (brushed gunmetal)
820916 (black)
820917 (green)
820918 (orange)
820919 (blue)
820932 (wood)
36” RND 42”H
8201241 (black)

Bar Tables

Hydraulic Chrome Base
30” RND 45”H

C) 8201240 30” Round Bar Table  
   (Madison/gray acajou) 30” RND 45”H
D) 820946 Christopher Barstool  
   (white, chrome) 13”L 13”D 30”H

Bar Tables

30” RND 42”H

A) 8201222 (white)  
B) 8201238 (brushed yellow)  
   also available
820264  
   (Madison/gray acajou)
820910 (brushed gunmetal)
820916 (black)
820917 (green)
820918 (orange)
820919 (blue)
820932 (wood)
36” RND 42”H
8201241 (black)

Bar Tables

Hydraulic Chrome Base
30” RND 45”H

C) 8201240 30” Round Bar Table  
   (Madison/gray acajou) 30” RND 45”H
D) 820946 Christopher Barstool  
   (white, chrome) 13”L 13”D 30”H

Bar Tables

30” RND 42”H

A) 8201222 (white)  
B) 8201238 (brushed yellow)  
   also available
820264  
   (Madison/gray acajou)
820910 (brushed gunmetal)
820916 (black)
820917 (green)
820918 (orange)
820919 (blue)
820932 (wood)
36” RND 42”H
8201241 (black)

Bar Tables

Hydraulic Chrome Base
30” RND 45”H

C) 8201240 30” Round Bar Table  
   (Madison/gray acajou) 30” RND 45”H
D) 820946 Christopher Barstool  
   (white, chrome) 13”L 13”D 30”H

Bar Tables

30” RND 42”H

A) 8201222 (white)  
B) 8201238 (brushed yellow)  
   also available
820264  
   (Madison/gray acajou)
820910 (brushed gunmetal)
820916 (black)
820917 (green)
820918 (orange)
820919 (blue)
820932 (wood)
36” RND 42”H
8201241 (black)

Bar Tables

Hydraulic Chrome Base
30” RND 45”H

C) 8201240 30” Round Bar Table  
   (Madison/gray acajou) 30” RND 45”H
D) 820946 Christopher Barstool  
   (white, chrome) 13”L 13”D 30”H

Bar Tables

30” RND 42”H

A) 8201222 (white)  
B) 8201238 (brushed yellow)  
   also available
820264  
   (Madison/gray acajou)
820910 (brushed gunmetal)
820916 (black)
820917 (green)
820918 (orange)
820919 (blue)
820932 (wood)
36” RND 42”H
8201241 (black)

Bar Tables

Hydraulic Chrome Base
30” RND 45”H

C) 8201240 30” Round Bar Table  
   (Madison/gray acajou) 30” RND 45”H
D) 820946 Christopher Barstool  
   (white, chrome) 13”L 13”D 30”H

Bar Tables

30” RND 42”H

A) 8201222 (white)  
B) 8201238 (brushed yellow)  
   also available
820264  
   (Madison/gray acajou)
820910 (brushed gunmetal)
820916 (black)
820917 (green)
820918 (orange)
820919 (blue)
820932 (wood)
36” RND 42”H
8201241 (black)
Barstools

LIFT Barstools

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

Marina Barstools

21”L17.5”D41.5”H
A) 81026 (ocean blue fabric)
B) 81028 (brown fabric)
C) 81029 (red fabric)
D) 81030 (white vinyl)
E) 81031 (black vinyl)

All frames brushed metal.
Mix & Match

A) 810840
Zoey Barstools
(white, chrome)
18” L 20” D 30-34.75” H

Banana Barstools
21” L 22” D 40.75” H

B) 810804
(white, chrome)

C) 810805
(white, chrome)

D) 810808
Christopher Barstool
(white vinyl, chrome)
18” L 19” D 42” H

E) 810807
Shark Barstool
(white, chrome)
22” L 19” D 44” H

F) 810809
Zanzibar Barstool
(white, chrome)
19” L 20” D 44” H

G) 810810
Lucent Barstool
(frosted, acrylic)
22” L 22.5” D 45.5” H

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

720163
Butcher Block-Top Bistro
(oak) 30” RND 42” H
also available

720164 36” RND 42” H

Barstools Styles & Shapes

H) 810860
Laguna Barstool
(maple, chrome)
18” L 20” D 42” H

I) 810861
Blade Barstool
20.5” L 21.25” D 46.5” H

J) 810862
(white, chrome)

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

L) 810839
Rustique Barstool
(gunmetal)
13” L 13” D 30” H
Conference Tables

42" Round Conference Table

- A) 820708 (white laminate)
- B) 820260 (Mallard/gray acajou)
- C) 820124 (black top, black)

Geo Tables

- Geo Rectangular Tables
  - E) 82041 (glass, black)
  - F) 82055 (glass, chrome)

- Geo Rounded Square Tables
  - G) 82044 (glass, chrome)
  - H) 82043 (glass, black)

Work Space

- Atomic Round Tables
  - A) 820125 (glass, chrome)
  - B) 820124 (glass, chrome)

- Pro Executive Mid Back Chair
  - A) 810945 (white vinyl)
  - B) 810944 (black vinyl)

Adjustable height
Conference Tables

Madison
(Madison gray acajou)
A) 820261 5’ Table
60"L 48"D 29"H
B) 820262 8’ Table
96"L 60"D 29"H
C) 820263 10’ Table
120"L 48"D 29"H

Black Rectangular Conference Table
(A) 8203 5’ Table
60”L 48”D 29”H
B) 8205 8’ Table
96”L 48”D 29”H
C) 8201 10’ Table
120”L 48”D 29”H

820170 Cupertino Mid Back Chair
(Black vinyl, chrome)
27”L 30.5”D 40-43”H Adjustable.

820170 Genesis Chair
(Black fabric, black)
27.5”L 27.5”D 40-43.5”H Adjustable.
Executive Seating

Pro Executive High Back Chair
29”L 26”D 48”H
A) 810844 (white vinyl)  
B) 810944 (black vinyl)  
Adjustable height

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

Pro Executive Mid Back Chair
24”L 22”D 40”H
A) 810345 (white vinyl)  
B) 810344 (black vinyl)  
Adjustable height

Task Stool
810125  
Black fabric, 27”L 27”D 32.75”-40.25”H Adjustable height

Bar Tables

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

Communal and Powered Tables
Choose from a variety of powered, solid or grommet hole table tops.

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

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

Ventura Communal Bar Tables
(silver frame)
72.25”L 26.25”D 42”H
Maple Top
B) 820954 (solid)  
White Top  
C) 820953 (grommets)  
Black Top  
820952 (solid)

Ventura Powered Café Tables
(silver frame)
71.25”L 26.25”D 30”H
A) 820964 (black top)  
B) 820965 (white top)  

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

MADISON
A) 84075 Madison Executive Desk
(gray acajou) 60”L 30”D 29”H
B) 810844 Pro Executive High Back Chair
(white classic vinyl) 25”L 24”D 48”H Adjustable

Lighting & Shelving

Tech Powered 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 Casters
(black metal, laminate) 16”L, 20”D 28”H

Please Note: Denotes AC and USB charging outlets.

ACCORDING LAMPS
Mason Lamps
(brushed silver)
A) 850708 Floor Lamp
18”RD 62”H
B) 850707 Table Lamp
16”RD 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

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

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

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

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

Product Display Counter

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

Greenery and Dividers

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

HEDGE
A) 85030
7’ Boxwood Hedge
36.5” L 12” D 84” H
B) 85035
4’ Boxwood Hedge
46” L 9” D 47” H

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

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

D) 85043 (harvest yellow)
E) 85042 (burgundy)
F) 85041 (gray)
Vertical: 63”, 23” D 83” H
Horizontal: 83”, 23” D 63” H
Show Essentials

Product Kiosk & Display

A) 75032
Display Cube–Large
(Black)
24"W X 24"L X 42"H

B) 75031
Display Cube–Medium
(Black)
18"W X 18"L X 36"H

C) 75030
Display Cube–Small
(Black)
12"W X 12"L X 42"H

Draped or Undraped Tables & Counters

Table Drape Colors

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

Sizing Chart*

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

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

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

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

Stanchions & Signage

A) 220121
Chrome Stanchion
w/ 8' Retractable Belt
Black, 42"H

B) 220118
Chrome Sign Holder
Black, 22"W X 28"H

Show Essentials

Product Kiosk & Display

A) 75032
Display Cube–Large
(Black)
24"W X 24"L X 42"H

B) 75031
Display Cube–Medium
(Black)
18"W X 18"L X 36"H

C) 75030
Display Cube–Small
(Black)
12"W X 12"L X 42"H

Draped or Undraped Tables & Counters

Table Drape Colors

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

Sizing Chart*

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

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

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

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

Stanchions & Signage

A) 220121
Chrome Stanchion
w/ 8' Retractable Belt
Black, 42"H

B) 220118
Chrome Sign Holder
Black, 22"W X 28"H

Show Essentials

Product Kiosk & Display

A) 75032
Display Cube–Large
(Black)
24"W X 24"L X 42"H

B) 75031
Display Cube–Medium
(Black)
18"W X 18"L X 36"H

C) 75030
Display Cube–Small
(Black)
12"W X 12"L X 42"H

Draped or Undraped Tables & Counters

Table Drape Colors

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

Sizing Chart*

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

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

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

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

Stanchions & Signage

A) 220121
Chrome Stanchion
w/ 8' Retractable Belt
Black, 42"H

B) 220118
Chrome Sign Holder
Black, 22"W X 28"H
Show Essentials

Storage

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

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

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

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

Office Accessories

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

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

C) 220110
Chrome Bag Rack
(3” at center)
1”W X 42”H X 26”W

D) 220109
Chrome Coat Tree
(21”w at the base)
6 1/4”W X 69 1/2”H

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

F) 220106
Corrugated Wastebasket
(black)
Strategic planning with health & safety in mind

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

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

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

Click to learn more detailed, interactive, printable checklist.

Freeman® top five health & safety Recommendations include:
1. Strategize your audience approach
2. Re-imagine your booth design.
3. Evaluate a hybrid booth approach
4. Create safe networking opportunities during the show
5. Stay connected to your audience post-show

Learn More
Health & Safety

Safety Dividers

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

Please Note:
Safety dividers also available in opaque finish. Graphics and branding options also available. View those options here and learn more about our SafeConnect Promise on Freeman.com

A) Atomic Round Tables
8201225 42" RND 30"H
8201224 36" RND 30"H
B) 810944 Pro Executive Mid Back Chair
Black vinyl
24"L 22"D 40"H
Adjustable height

A) 85055 Freestanding Wall Plus
(silver, clear) 40"L 9"D 72"H
Also available in opaque and personalization available.
B) 85056 Panel Single-Sided Graphic
85057 Panel Single-Sided Graphic
85058 Panel Double-Sided Graphic

A) 85051 Freestanding Divider
(silver, clear) 35"L 9"D 72"H
Also available in opaque and personalization available.
B) 85052 Divider Single Sided Graphic
85053 Divider Single-Sided Graphic
85050 Divider Double-Sided Graphic

A) 85054 Freestanding Corner
(silver, clear) 39"L 39"D 72"H
Also available in opaque and personalization available.
B) 85056 Single Sided Graphic
85057 Single-Sided Graphic
85058 Double-Sided Graphic

A) 85064 Flag Pole Divider
(silver, clear) 34"L 11"W 47.74"H
Also available in opaque and personalization available.
B) 85091 Freestanding White Board
(silver, clear) 40"L 9"D 72"H
Also available in opaque and personalization available.
Health & Safety

Greenery and Dividers

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

20’x20’ Midtown, Greenery Booth

- 85030 7’ Boxwood Hedge 36.5”L 12”D 64”H
- 85035 4’ Boxwood Hedge 46”L 12”D 47”H

85030 Clear Divider Bar Counter (silver, clear) 48-70”L 12”W 31.5”H

Also available in opaque and personalization available. 85080 Divider with Header Graphic 85083 Divider with Front Panel Graphic 85081 Divider with Side Panel Graphic 85082 Divider with Header and Side Panel Graphic 85084 Divider with Front and Side Graphics

Please Note:
Safety dividers also available in opaque finish. Graphics and branding options also available.
View those options here and learn more about our SafeConnect Promise on Freeman.com
Health & Safety

Stanchions & Booth Design

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

10’x10’ - Beverly Demonstration Booth
Greenery | pg 48
Safety Decals | pg 63
Bar Tables | pg 33
Barstools | pg 33
Side Tables | pg 29
Ottomans | pg 24

10’x10’ - Atherton Conversation Booth
Greenery | pg 48
Accent Chairs | pg 16
Side Tables | pg 29

10’x20’ - Wireless Charging Engagement Booth
Bar Tables | pg 32
Barstools | pg 33
Charging Tables | pg 11
Ottomans | pg 22

220121 Chrome Stanchion w/ 8’ Retractable Belt (black, belt, 42”H)
Health & Safety

Safety & Directional Signage

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

Safety & Directional Signage

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

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

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

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

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

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

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

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

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

I) Stand Here Floor Decal
20303017 22"W X 12"H

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

10’x10’ - Atherton Conversation Booth
Greenery | pg 48
Accent Chairs | pg 16
Side Tables | pg 29

Layout will include YOUR logo and basic background color.
Health & Safety

Sanitization Product & Services

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

Please Note:
Safety dividers also available in opaque finish. Graphics and branding options also available. View those options here and learn more about our SafeConnect Promise on Freeman.com

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**Take advantage of the Online price by ordering at www.freeman.com/store by AUGUST 26, 2022.**
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**Conference Tables**

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**TOTAL COST**

| Total Cost = $ |

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

## SHOWCASES

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<td>664.15</td>
</tr>
<tr>
<td></td>
<td>101051</td>
<td>Full View 5’</td>
<td>664.15</td>
</tr>
<tr>
<td></td>
<td>101061</td>
<td>Full View 6’</td>
<td>664.15</td>
</tr>
<tr>
<td></td>
<td>101042</td>
<td>Half View 4’</td>
<td>664.15</td>
</tr>
<tr>
<td></td>
<td>101050</td>
<td>Half View 5’</td>
<td>664.15</td>
</tr>
<tr>
<td></td>
<td>101060</td>
<td>Half View 6’</td>
<td>664.15</td>
</tr>
<tr>
<td></td>
<td>101090</td>
<td>Half View 34” Corner</td>
<td>723.65</td>
</tr>
<tr>
<td></td>
<td>101044</td>
<td>Quarter View 4’</td>
<td>664.15</td>
</tr>
<tr>
<td></td>
<td>101052</td>
<td>Quarter View 5’</td>
<td>664.15</td>
</tr>
<tr>
<td></td>
<td>101062</td>
<td>Quarter View 6’</td>
<td>664.15</td>
</tr>
<tr>
<td></td>
<td>101092</td>
<td>Quarter View 34” Corner</td>
<td>723.65</td>
</tr>
</tbody>
</table>

Remember to order in advance to save time, money and ensure availability. Rental prices are for the duration of the show and include delivery to and removal from your booth space.

Electrical service and extension cords are **NOT INCLUDED**. For electrical services, please refer to the electrical services order forms located in this manual.

<table>
<thead>
<tr>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Cost = $</strong></td>
</tr>
</tbody>
</table>

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

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

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

**Classic Collection**
16oz carpet

**Designer Plus Collection**
30oz carpet

**Supreme Collection**
45oz carpet

**Expo Flex Collection**
10ft vinyl

**Event Flex Collection**
12ft vinyl

**Riviera + Parkside Collections**
Turf

Be sure to order before the discount deadline!
Ordering early gives you access to a wider selection of products at discounted prices, saving you time and money so you can rest at ease.

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

© 2021 Freeman. All Rights Reserved.
Classic Collection
16oz

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

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

Available only before the discount deadline
Custom Cut
Classic Collection
16oz

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

For fast, easy ordering, visit us at freeman.com/find-show
Designer Plus Collection
30oz

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

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

\[\text{Available only before the discount deadline}\]
Supreme Collection
45oz

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

For fast, easy ordering, visit us at freeman.com/find-show
Ordering after the discount deadline? Don’t fret.
You can select from these options.

<table>
<thead>
<tr>
<th>Collection</th>
<th>Size</th>
<th>Colors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classic Collection</strong></td>
<td>16oz</td>
<td>Gray, Tuxedo, Black, Midnight</td>
</tr>
<tr>
<td><strong>Custom Cut Classic Collection</strong></td>
<td>16oz</td>
<td>Gray, Tuxedo, Black, Midnight, Red</td>
</tr>
<tr>
<td><strong>Designer Plus Collection</strong></td>
<td>30oz</td>
<td>Black, Gray Pearl</td>
</tr>
</tbody>
</table>
Want to try something other than carpet? We have it!

Now offering vinyl and turf flooring solutions.
Expo Vinyl Collection

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

NEW

NEW = Available only before the discount deadline

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

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

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

NEW

Whitewood
Silverwood
Dark Maple
Blackwood
Barnwood

† Available only before the discount deadline
Turf

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

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

- Riviera Black
- Riviera Green

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

- Parkside Green

NEW

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

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

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

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

freeman.com/find-show

**FLOORING**

- Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.
- Products or colors with limited availability after the discount deadline are denoted with an asterisk (*).
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Pricing includes delivery, material handling, installation and removal.
- All carpets, padding and plastic covering contain recycled content and are recyclable.
- A one time booth vacuuming before the show opens is provided for carpets ordered through Freeman.

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

**CHOOSE YOUR CARPET COLOR:**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10’ x 1’ Classic Carpet</td>
<td>$250.00</td>
<td>$275.00</td>
<td>$350.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10’ x 20’ Classic Carpet</td>
<td>$500.00</td>
<td>$550.00</td>
<td>$700.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10’ x 30’ Classic Carpet</td>
<td>$750.00</td>
<td>$825.00</td>
<td>$1,050.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10’ x 10’ Carpet Padding - Single Layer</td>
<td>$150.00</td>
<td>$165.00</td>
<td>$210.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10’ x 20’ Carpet Padding - Single Layer</td>
<td>$300.00</td>
<td>$330.00</td>
<td>$420.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10’ x 30’ Carpet Padding - Single Layer</td>
<td>$450.00</td>
<td>$495.00</td>
<td>$630.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10’ x 10’ Carpet Padding - Double Layer</td>
<td>$300.00</td>
<td>$330.00</td>
<td>$420.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10’ x 20’ Carpet Padding - Double Layer</td>
<td>$600.00</td>
<td>$660.00</td>
<td>$840.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10’ x 30’ Carpet Padding - Double Layer</td>
<td>$900.00</td>
<td>$990.00</td>
<td>$1,260.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plastic Covering (price per sqft)</td>
<td>$ .60</td>
<td>.65</td>
<td>.85</td>
<td></td>
</tr>
</tbody>
</table>

**Custom Cut Classic Carpet**

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

**CHOOSE YOUR CARPET COLOR:**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>16 oz. Carpet Rental - Price per sqft (100 sqft minimum)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Vinyl**

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

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

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12 ft Event Flex Vinyl, choose your flooring color:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$4.10</td>
<td>$4.50</td>
<td>$5.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$6.75</td>
<td>$7.45</td>
<td>$9.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$8.45</td>
<td>$9.30</td>
<td>$11.85</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**NAME OF SHOW:** ITS World Congress 2022 / September 19 - 22, 2022

**COMPANY NAME:**

**CONTACT NAME:**

**E-MAIL ADDRESS:**

---

**Upgraded Carpet**

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

### 30 oz Designer Plus Carpet, choose your carpet color:

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

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

<table>
<thead>
<tr>
<th></th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 700 sqft</td>
<td></td>
<td>$5.25</td>
<td>$5.80</td>
<td>$7.35</td>
</tr>
<tr>
<td>Over 700 sqft</td>
<td></td>
<td>$4.75</td>
<td>$5.25</td>
<td>$6.65</td>
</tr>
</tbody>
</table>

### 45 oz Supreme Carpet, choose your carpet color:

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

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

<table>
<thead>
<tr>
<th></th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 700 sqft</td>
<td></td>
<td>$6.15</td>
<td>$6.75</td>
<td>$8.60</td>
</tr>
<tr>
<td>Over 700 sqft</td>
<td></td>
<td>$5.55</td>
<td>$6.10</td>
<td>$7.75</td>
</tr>
</tbody>
</table>

**Carpet Padding**

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

### Carpet Padding - Price per sqft (100 sqft minimum)

<table>
<thead>
<tr>
<th></th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 700 sqft</td>
<td></td>
<td>$1.50</td>
<td>$1.65</td>
<td>$2.10</td>
</tr>
<tr>
<td>Over 700 sqft</td>
<td></td>
<td>$1.35</td>
<td>$1.50</td>
<td>$1.90</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 700 sqft</td>
<td></td>
<td>$3.00</td>
<td>$3.30</td>
<td>$4.20</td>
</tr>
<tr>
<td>Over 700 sqft</td>
<td></td>
<td>$2.70</td>
<td>$2.95</td>
<td>$3.80</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per sqft</td>
<td></td>
<td>$4.05</td>
<td>$4.45</td>
<td>$5.65</td>
</tr>
</tbody>
</table>

**Turf**

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

### Riviera Turf - Price per sq ft (100 sqft minimum)

- Black
- Ivy Green

<table>
<thead>
<tr>
<th></th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per sqft</td>
<td></td>
<td>$4.70</td>
<td>$5.15</td>
<td>$6.60</td>
</tr>
</tbody>
</table>

### Parkside Turf - Price per sq ft (100 sqft minimum)

- Green

<table>
<thead>
<tr>
<th></th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per sqft</td>
<td></td>
<td>$10.15</td>
<td>$11.15</td>
<td>$14.20</td>
</tr>
</tbody>
</table>

---

**TOTAL COST**

Total Cost = $

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

---

08/21 (508192) 10310
NAME OF SHOW: ITS World Congress 2022 / September 19 - 22, 2022

Take advantage of the Discount Price by ordering at www.freeman.com/store by AUGUST 26, 2022

CLEANING SERVICES

• Cleaning is an exclusive service. This includes all floor services and trash removal.
• Prices are based on total square footage of booth regardless of area to be cleaned.
• Show Site Prices will apply to all cleaning orders placed at show site.
• A one time booth vacuuming before the show opens is provided for carpets ordered through Freeman.**

VACUUMING  *(per sqft - 100 sqft minimum)*

<table>
<thead>
<tr>
<th>Qty (sqft)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>610100</td>
<td>Booth Vacuuming - One Time **</td>
<td>.80</td>
<td>1.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610200</td>
<td>Booth Vacuuming - 2 Days</td>
<td>1.60</td>
<td>2.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610300</td>
<td>Booth Vacuuming - 3 Days</td>
<td>2.40</td>
<td>3.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610400</td>
<td>Booth Vacuuming - 4 Days</td>
<td>3.20</td>
<td>4.50</td>
<td></td>
</tr>
</tbody>
</table>

• Includes emptying of your booth’s wastebasket(s) at the time of vacuuming.

SHAMPOOING  *(per sqft - 100 sqft minimum)*

<table>
<thead>
<tr>
<th>Qty (sqft)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>630100</td>
<td>Shampoo Carpet - One Time</td>
<td>1.20</td>
<td>1.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>630200</td>
<td>Shampoo Carpet - 2 Days</td>
<td>2.40</td>
<td>3.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>630300</td>
<td>Shampoo Carpet - 3 Days</td>
<td>3.60</td>
<td>5.05</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Qty (sqft)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>690100</td>
<td>Floor Surface Cleaning - One Time</td>
<td>.60</td>
<td>.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>690200</td>
<td>Floor Surface Cleaning - 2 Days</td>
<td>1.20</td>
<td>1.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>690300</td>
<td>Floor Surface Cleaning - 3 Days</td>
<td>1.80</td>
<td>2.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>690400</td>
<td>Floor Surface Cleaning - 4 Days</td>
<td>2.30</td>
<td>3.20</td>
<td></td>
</tr>
</tbody>
</table>

PORTER SERVICE  *(per day)*

<table>
<thead>
<tr>
<th>Qty (# days)</th>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>620500</td>
<td>Exhibit Area / Under 500 sq.ft.</td>
<td>101.95</td>
<td>142.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6201500</td>
<td>Exhibit Area / 501 - 1,500 sq. ft.</td>
<td>133.90</td>
<td>187.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6202500</td>
<td>Exhibit Area / 1,501 - 2,500 sq. ft.</td>
<td>169.75</td>
<td>237.65</td>
<td></td>
</tr>
</tbody>
</table>

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

TOTAL COST

Total Cost = $

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

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

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

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

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

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

DEPTH OF RESOURCES

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

REPRODUCTION AND INSTALLATION

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
NAME OF SHOW: ITS World Congress 2022 / September 19 - 22, 2022

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

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

L x W = sqft

$ 20.80 per sqft discount price
$ 31.20 per sqft standard price

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

LARGE DIGITAL GRAPHICS
Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sqft.

File Information:
Electronic File Name
Application
PMS Colors

Backign Material:

- Freeman Foam (Foamcore)
- Freeman PVC (PVC)
- Freeman HD Foam (Gatorfoam)
- Freeman Polyfoam (Ultra Board)
- Masonite
- Plexi
- Freeman Honeycomb (Eco-Board)
- 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

Background Color:

Lettering Color:

TOTAL COST

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

Place your order online at www.freeman.com/store
Submit order forms here.


GRAPHICS

<table>
<thead>
<tr>
<th>CHOOSE YOUR SIZE:</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7” x 11”</td>
<td>68.70</td>
<td>103.05 =</td>
<td></td>
</tr>
<tr>
<td>7” x 22”</td>
<td>68.70</td>
<td>103.05 =</td>
<td></td>
</tr>
<tr>
<td>7” x 44”</td>
<td>86.65</td>
<td>130.00 =</td>
<td></td>
</tr>
<tr>
<td>9” x 44”</td>
<td>99.95</td>
<td>149.95 =</td>
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<tr>
<td>11” x 14”</td>
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<td></td>
</tr>
<tr>
<td>14” x 22”</td>
<td>92.10</td>
<td>138.15 =</td>
<td></td>
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<tr>
<td>14” x 44”</td>
<td>144.15</td>
<td>216.25 =</td>
<td></td>
</tr>
<tr>
<td>22” x 28”</td>
<td>146.45</td>
<td>219.70 =</td>
<td></td>
</tr>
<tr>
<td>28” x 44”</td>
<td>176.90</td>
<td>265.35 =</td>
<td></td>
</tr>
<tr>
<td>20” x 60”</td>
<td>250.15</td>
<td>375.25 =</td>
<td></td>
</tr>
</tbody>
</table>

(white only)

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

INDICATE YOUR SIGN COPY HERE:
* Please feel free to attach additional sign copy on separate page.
CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

RASTER ART (photos, logos containing any continuous tone images):
- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

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

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

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

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

ACCEPTABLE FILE SOFTWARE
We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop
- Always provide the following:
  - Native files with fonts and links (zipped)
  - High-res PDF-X/4 exports of the files

ACCEPTABLE FILE TYPES and SUPPORT FILES

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

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

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

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

WAYS TO SEND ARTWORK

- When placing on order online, your order confirmation will include a link to our secure file sharing library so you may upload your graphic files. If your order is faxed in, or if you are working directly with a Freeman team member, a link will be emailed to you when your order is processed.
UNION REGULATIONS

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

DECORATORS UNION

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may install and/or dismantle your exhibit display if one person, who is a full time employee, can accomplish the task in an hour or less without the use of tools.

If your exhibit preparation, installation or dismantling requires more than 1 hour, you must use union personnel supplied by the Official Decorating Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

TEAMSTERS UNION

This union claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move the material that is hand carryable by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment.

ELECTRICAL UNION

IBEW Electricians jurisdiction covers all electrical labor for each booth including but not limited to, cable distribution under your carpet or flooring, and throughout the booth structure. Included are connections & hardwiring of all electrical equipment, (e.g. 208volt & higher services, panels, motors, and audio visual equipment), installation of all lighting hung from truss or beams & distribution of all cabling throughout the booth & truss structures. All stage hand labor used in the exhibit area will be supplied through Freeman with exception of their company representative/supervisor. Unless contracted directly with the in-house AV / Internet provider, all data and coaxial cable run within the booth, overhead or on the floor will be installed by our electricians. Electrical services are provided on a time and material basis and cannot be performed by other unions, I&D houses or Exhibitors.

SAFETY

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. Freeman is not responsible for injuries caused by improper use of furniture.

TIPPING

Freeman request that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary. This applies to all Freeman employees.
LET US DO THE HEAVY LIFTING

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

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

**ON-SITE SUPERVISION**

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

**If You Use Freeman Staff**

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time: 8:00 AM to 4:30 PM Monday through Friday</td>
<td>$147.50</td>
</tr>
<tr>
<td>Overtime: 4:30 PM to 8:00 AM Monday through Friday</td>
<td>$265.25</td>
</tr>
<tr>
<td>ALL Day on Saturday and Sunday</td>
<td></td>
</tr>
<tr>
<td>Holiday: ALL Day on recognized holidays</td>
<td>$339.00</td>
</tr>
</tbody>
</table>

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

### INSTALLATION LABOR

- Freeman Supervised Labor - Please complete the reverse side of this form.
  - Installation of your exhibit will be completed at our discretion prior to show opening.
  - The charge for this service is 30% of the total installation labor bill, with a minimum of $45.00.

- Exhibitor Supervised Labor (Supervisor must check in at the Freeman Service Center to pick up labor)

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Freeman Supervision (30%/$45.00) = $
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.

- Exhibitor Supervised Labor (Supervisor must check in at the Freeman Service Center to pick up labor)

<table>
<thead>
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<tbody>
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</tbody>
</table>

Freeman Supervision (30%/$45.00) = $
Total Dismantle = $
NAME OF SHOW:  ITS World Congress 2022 / September 19 - 22, 2022

COMPANY NAME:  

CONTACT NAME:  

E-MAIL ADDRESS:  

FREEMAN SUPERVISED LABOR  

IN ORDER TO BETTER SERVE YOU - Please complete the following information if your display is to be set-up and/or dismantled by Freeman I&D and you will not be present to supervise the installation and/or dismantle.

INBOUND SHIPPING & SET-UP INFORMATION

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

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

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

Carpet:  With Exhibit ________  Rented From Freeman ________  Color _______________  Size _______________

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

Comments:  ______________________________________

Graphics:  With Exhibit ________  Shipped Separately ________

Comments:  ______________________________________

Special Tools/Hardware Required:  ______________________________________

OUTBOUND SHIPPING INFORMATION

SHIP TO:  ______________________________________

Select a Carrier:

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

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

Select Level of Service:

☐ 1 Day: Delivery next business day
☐ 2 Day: Delivery by 5:00 PM second business day
☐ Deferred: Delivery within 3-5 business days

☐ Standard Ground
☐ Specialized: Pad wrapped, uncrated or truckload

Freight Charges:

☐ Same as ship to
☐ Bill To:  ______________________________________

Select Shipment Options (if applicable)

☐ Have loading dock
☐ Inside delivery
☐ Pad wrap required
☐ Do not stack

☐ Lift gate required
☐ Air ride required
☐ Residential

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

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

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

Straight Time: 8:00 AM to 4:30 PM Monday through Friday
Overtime: 4:30 PM to 8:00 AM Monday through Friday
Double Time: ALL Day on Saturday and Sunday
Holiday: ALL Day on recognized holiday

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

Part # Description Advance Price

FORKLIFT LABOR
304050 Forklift w/operator - up to 5,000 lbs - ST $225.25
304051 Forklift w/operator - up to 5,000 lbs - OT $300.00
304052 Forklift w/operator - up to 5,000 lbs - DT $345.00
304053 Forklift w/operator - up to 5,000 lbs - HOL $419.75
3040150 Forklift w/operator - up to 15,000 lbs - ST $293.00
3040151 Forklift w/operator - up to 15,000 lbs - OT $367.75
3040152 Forklift w/operator - up to 15,000 lbs - DT $412.75
3040153 Forklift w/operator - up to 15,000 lbs - HOL $487.50
304040 Forklift w/operator - 4-Stage - ST $246.00
304041 Forklift w/operator - 4-Stage - OT $321.00
304042 Forklift w/operator - 4-Stage - DT $365.75
304043 Forklift w/operator - 4-Stage - HOL $440.75

RIGGING LABOR
3020100 Rigger - ST $184.25
3020101 Rigger - OT $276.50
3020102 Rigger - DT $331.50
3020106 Rigger - HOL $423.75

EQUIPMENT
3090600 Forklift Cage $31.25
3090700 Forklift Boom $31.25
3090800 Pallet Jack $31.25

INSTALLATION

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

Describe work to be done: ____________________________ Total Installation $ ________

DISMANTLE

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

Describe work to be done: ____________________________ Total Dismantle $ ________

Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.
INSTRUCTIONS
• Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
• All ceiling rigging must conform to show management rules and regulations and facility limitations.
• All overhead hanging must be assembled, installed, and removed by Freeman.
• Set up instructions must be provided for signs needing assembly.
• All hanging hardware must be shouldered, forged, stamped, and rated for overhead lifting. This hardware must be sourced domestically. Freeman will inspect and replace all non-compliant hardware. All additional hardware will be charged accordingly.
• Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical service requirements must be ordered in advance on the enclosed Electrical Order Form.
• If any hang point supports over 200 lbs., notify Freeman immediately for special authorization.

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

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

☐ Freeman
☐ Exhibitor Personnel
☐ Display House

If Freeman will not be supervising, please provide the contact information for the onsite supervisor:

Name: ____________________________________________
Phone Number: ____________________________________
Email: ____________________________________________

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.

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.

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Equipment With Crew
• Show Site Prices will apply to all hanging sign orders placed at show site.
• Rates are per lift and crew per hour.
• Boom with crew consists of boom, 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.
• Straight time cannot be guaranteed.

Straight Time:
8:00 AM to 4:30 PM, Monday through Friday
Overtime
4:30 PM to 8:00 AM Monday through Friday, and all day Saturday & Sunday
Holiday
All day on recognized holidays

<table>
<thead>
<tr>
<th></th>
<th>Straight Time</th>
<th>Overtime</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boom Lift With Crew</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advance Price</td>
<td>$715.00</td>
<td>$991.00</td>
<td>$1163.50</td>
</tr>
<tr>
<td>Show Site Price</td>
<td>$1001.00</td>
<td>$1387.50</td>
<td>$1629.00</td>
</tr>
<tr>
<td>Additional Crew/Assembly Labor (Per person / Per hour)</td>
<td>$150.00</td>
<td>$270.00</td>
<td>$345.00</td>
</tr>
<tr>
<td>Advance Price</td>
<td>$210.00</td>
<td>$378.00</td>
<td>$483.00</td>
</tr>
<tr>
<td>Show Site Price</td>
<td>$210.00</td>
<td>$378.00</td>
<td>$483.00</td>
</tr>
</tbody>
</table>

Installation Estimate
Approx Hours @ Hourly Rate = Total Estimated Cost

Dismantle Estimate
Approx Hours @ Hourly Rate = Total Estimated Cost

To place your order online, go to www.freeman.com/store.
HANGING SIGN LABOR

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 [ ] Wood [ ] Other __________
Shape: [ ] Square [ ] Triangle [ ] Rectangle [ ] Circle [ ] Other _________
Size: Height __________   Length __________   Width __________
Weight of Sign: __________ (required)

Does Your Sign Require Electricity? [ ] Yes [ ] No
Does Your Sign Require Assembly? [ ] Yes [ ] No
Does Your Sign Rotate? [ ] Yes [ ] No
Provider of Rotator? [ ] Freeman [ ] Exhibitor

PLACEMENT DIAGRAM
• Use diagram below to represent your booth space.
• Please provide surrounding aisle and/or booth numbers, particularly for island booths. Please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.
• Please 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.

[ ] Center sign over booth.
   Number of feet from floor to top of sign: __________ or check here if sign is to be hung at maximum height allowed [ ]
[ ] Place sign based on information provided in the diagram below.
   Number of feet from floor to top of sign: __________ or check here if sign is to be hung at maximum height allowed [ ]

• A measurement scale can be applied as necessary to reflect your booth size. Please indicate below the scale used.
   [ ] 10’ x 10’ use 1 square = 1/4 ft
   [ ] 20’ x 20’ use 1 square = 1/2 ft
   [ ] 30’ x 30’ use 1 square = 3/4 ft
   [ ] 40’ x 40’ use 1 square = 1 ft
   [ ] Customize your grid: _____ ft x _____ ft use 1 square = _____ ft

Adjacent Aisle or Booth #: __________ / Number of feet from TOP of exhibit space: __________
Adjacent Aisle or Booth #: __________ / Number of feet from BOTTOM of exhibit space: __________
Adjacent Aisle or Booth #: __________ / Number of feet in from right side: __________
Adjacent Aisle or Booth #: __________ / Number of feet in from left side: __________
STRUCTURAL INTEGRITY STATEMENT
THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_______________________________________________, the contracted exhibitor at the ITS World Congress 2022 / September 19 - 22, 2022 and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

Exhibiting Company: _________________________________ Booth #:________
Authorized Signature: _________________________________
Printed Name: _________________________________ Date:________
E-Mail: ____________________________________________

Display House/Builder (if applicable): _________________________________
Authorized Signature: _________________________________
Printed Name: _________________________________ Date:________
E-Mail: ____________________________________________

Booth #:________
Authorized Signature: __________________________________________
E-Mail: ____________________________________________
Display House/Builder (if applicable): __________________________________
Authorized Signature: __________________________________________
E-Mail: ____________________________________________
For fast, easy ordering, go to [www.freeman.com/store](http://www.freeman.com/store).

### MOTORS AND TRUSS

- For custom quotes on truss or lighting, please call Exhibitor Support at (888) 508-5054.
- ELECTRICAL SERVICE requirements to power the motors must be ordered in advance on the ELECTRICAL SERVICES ORDER FORM.
- ELECTRICAL or HANGING SIGN LABOR requirements to assemble and hang the truss and motors must be ordered in advance on the appropriate order form.
- The cost of Material Handling is included in the rates listed below.
- Please select a color for items indicated with *. If no color selection is made, silver will be selected for you.
- Orders received after the deadline date will be charged the Standard Price.

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance</th>
<th>Standard Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ Quarter Ton Hoist</td>
<td>656.30</td>
<td>918.85</td>
<td>$ ________</td>
</tr>
<tr>
<td>_____ Half Ton Hoist</td>
<td>656.30</td>
<td>918.85</td>
<td>$ ________</td>
</tr>
<tr>
<td>_____ One Ton Hoist</td>
<td>656.30</td>
<td>918.85</td>
<td>$ ________</td>
</tr>
<tr>
<td>_____ Rotating Motor</td>
<td>591.25</td>
<td>827.75</td>
<td>$ ________</td>
</tr>
<tr>
<td>_____ 12” Box Truss (per foot)*</td>
<td>27.35</td>
<td>38.30</td>
<td>$ ________</td>
</tr>
<tr>
<td>_____ 12” Corner Blocks*</td>
<td>94.25</td>
<td>131.95</td>
<td>$ ________</td>
</tr>
<tr>
<td>_____ 20.5” Box Truss (per foot)*</td>
<td>35.75</td>
<td>50.05</td>
<td>$ ________</td>
</tr>
<tr>
<td>_____ 20.5” Corner Blocks*</td>
<td>104.90</td>
<td>146.85</td>
<td>$ ________</td>
</tr>
</tbody>
</table>

Total for Equipment ....................................................................... $ ________

* Select Color for Truss and Corner Blocks:  □ Black  □ Silver

(If a color choice is not indicated, silver will be selected for you.)

Please indicate what you will be hanging with the above equipment:

_____ Hanging Sign

_____ Lighting Truss

_____ Combination of Both

---

For your convenience, place your order online at [www.freeman.com/store](http://www.freeman.com/store).

Submit order forms [here](#).

For more information or assistance, contact Freeman Exhibits at (888) 508-5054 or fax (469) 621-5617.

(508192) FY23 CC.Other
**ELECTRICAL SERVICES**

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

**How do I know how much power I need?**

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

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

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

**Do I need to order labor?**

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

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

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

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

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

**Is the price for power per day?**

Outlet or connection prices are typically for an entire show.

**What is 24 hour power?**

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

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

**Where does the power come from?**

Depending on the facility, the power can come from overhead catwalks, floor ports, columns, wall outlets or a combination of these sources. Check with the local Freeman branch office for more information.

**Where will my power be located?**

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

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

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

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

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

Also keep in mind that power strips are designed, for safety purposes, to trip at 1500 watts or 15 amps. Using a power strip with a 2000 watt (20 amp) outlet will reduce it to a 1500 watt outlet.

All orders exceeding 120 volt/20 amps provide one connection point only, cannot accommodate power strips and require labor for installation.
Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)
Exhibitors may use their own extension cords and power strips under the following conditions:
- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labor is required to lay the cords.)
- All power strips must have circuit protection.

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

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

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

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

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

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

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

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

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

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

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

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

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage \times amperage (120 volt \times 1 amp = 120 watts), 5 - 100 watt light bulbs = (5\times100 = 500 watts)

<table>
<thead>
<tr>
<th>Equipment</th>
<th>WATTAGE</th>
<th>Equipment</th>
<th>WATTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blender</td>
<td>475-1000</td>
<td>Imprinter for T-Shirts</td>
<td>2000</td>
</tr>
<tr>
<td>Can Opener</td>
<td>500</td>
<td>Iron</td>
<td>700-1100</td>
</tr>
<tr>
<td>Card Reader (credit) / Lead Retrieval</td>
<td>100</td>
<td>Juicer - Single</td>
<td>500</td>
</tr>
<tr>
<td>Cash Register</td>
<td>100-200</td>
<td>Juicer - Double</td>
<td>1000</td>
</tr>
<tr>
<td>Coffee Pot - Household Size</td>
<td>600-1200</td>
<td>Laminator</td>
<td>2000</td>
</tr>
<tr>
<td>Coffee Pot - Large Brewer</td>
<td>1500-2000</td>
<td>Lights with Freeman Rental Booths</td>
<td>200 each</td>
</tr>
<tr>
<td>Computer - Monitor (independent)</td>
<td>120-200</td>
<td>Meat Slicer</td>
<td>500-1000</td>
</tr>
<tr>
<td>Computer - Desktop (monitor &amp; CPU)</td>
<td>200-900</td>
<td>Microwave Oven</td>
<td>500-2000</td>
</tr>
<tr>
<td>Computer - Laptop</td>
<td>100-300</td>
<td>Mixer</td>
<td>500-1000</td>
</tr>
<tr>
<td>Computer Printer - Dot Matrix</td>
<td>100-500</td>
<td>Photocopier</td>
<td>dependent upon size - may require 208 volt</td>
</tr>
<tr>
<td>Computer Printer - Laser</td>
<td>400-1000</td>
<td>Pizza Oven (small)</td>
<td>2000</td>
</tr>
<tr>
<td>Crock Pot</td>
<td>200-1000</td>
<td>30amp/120 volt Special Connection</td>
<td></td>
</tr>
<tr>
<td>DVD Player</td>
<td>50-100</td>
<td>Popcorn Maker</td>
<td>2000</td>
</tr>
<tr>
<td>Electric Frying Pan</td>
<td>1200-2000</td>
<td>Projector (dependent upon size)</td>
<td>1000</td>
</tr>
<tr>
<td>Fax Machine</td>
<td>1000</td>
<td>Refrigerator - Small</td>
<td>400</td>
</tr>
<tr>
<td>Flat Screen TV - 32” to 50”</td>
<td>1000</td>
<td>Refrigerator - Full Size</td>
<td>750</td>
</tr>
<tr>
<td>Food Processor</td>
<td>500-2000</td>
<td>Sewing Machine</td>
<td>1000</td>
</tr>
<tr>
<td>Glue Gun</td>
<td>300</td>
<td>Steamer</td>
<td>2000</td>
</tr>
<tr>
<td>Griddle</td>
<td>1500-2000</td>
<td>Stereo (amplifier)</td>
<td>100-500</td>
</tr>
<tr>
<td>Hair Dryer</td>
<td>1000-2000</td>
<td>Television</td>
<td>100-500</td>
</tr>
<tr>
<td>Heat Lamps (per lamp)</td>
<td>250</td>
<td>Toaster</td>
<td>1000</td>
</tr>
<tr>
<td>Heater (portable)</td>
<td>1500-2000</td>
<td>Toaster Oven</td>
<td>1500</td>
</tr>
<tr>
<td>Hot Plate Single</td>
<td>1000</td>
<td>Vacuum Cleaner</td>
<td>1500</td>
</tr>
<tr>
<td>Hot Plate Double</td>
<td>1500-2000</td>
<td>VCR</td>
<td>100</td>
</tr>
<tr>
<td>Hot Water Heater</td>
<td>30amp/208 volt/Single Phase</td>
<td>Water Cooler - Cold Water</td>
<td>1000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Water Cooler - Hot/Cold Water</td>
<td>2000</td>
</tr>
</tbody>
</table>
The grid below may be printed to layout your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

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

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

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

<table>
<thead>
<tr>
<th>SHOW NAME</th>
<th>DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY NAME</td>
<td>BOOTH #</td>
</tr>
</tbody>
</table>

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

- 10 x 10 use 1 square = 1/4 foot
- 20 x 20 use 1 square = 1/2 foot
- 40 x 40 use 1 square = 1 foot
SAMPLE LAYOUTS

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

<table>
<thead>
<tr>
<th># 401</th>
<th># 405</th>
<th># 407</th>
<th># 409</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 x 20 peninsula</td>
<td>10 x 20 in line booth</td>
<td>10 x 10 in line booth</td>
<td>10 x 20 in line booth</td>
</tr>
<tr>
<td>Power will be at rear drape line</td>
<td># 504</td>
<td># 506</td>
<td># 508 # 510</td>
</tr>
</tbody>
</table>

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

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

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

Please place outlets in front corners of booth
ISLAND BOOTHS

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

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

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

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

   ![Section of show floor plan](image)

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

   ![Booth layout](image)
For fast, easy ordering, go to www.freeman.com/store.

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

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see the Electrical Labor order form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Quantity</th>
<th>Discount</th>
<th>Standard</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show (For Show Hours Only)</td>
<td>24 Hr. (For 24 In-Sleay Double Price)</td>
<td>Price</td>
<td>Price</td>
<td></td>
</tr>
<tr>
<td>110/120 VOLT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>500 Watts (5 amps)</td>
<td></td>
<td>179.00</td>
<td>268.50</td>
<td>$</td>
</tr>
<tr>
<td>1000 Watts (10 amps)</td>
<td></td>
<td>314.00</td>
<td>471.00</td>
<td>$</td>
</tr>
<tr>
<td>2000 Watts (20 amps)</td>
<td></td>
<td>421.00</td>
<td>631.50</td>
<td>$</td>
</tr>
<tr>
<td>208 VOLT SINGLE PHASE (Labor Required for Connection)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 Amps</td>
<td></td>
<td>791.75</td>
<td>1187.65</td>
<td>$</td>
</tr>
<tr>
<td>30 Amps</td>
<td></td>
<td>945.75</td>
<td>1418.65</td>
<td>$</td>
</tr>
<tr>
<td>60 Amps</td>
<td></td>
<td>1229.75</td>
<td>1859.65</td>
<td>$</td>
</tr>
<tr>
<td>100 Amps</td>
<td></td>
<td>1628.25</td>
<td>2442.40</td>
<td>$</td>
</tr>
<tr>
<td>200 Amps</td>
<td></td>
<td>2685.75</td>
<td>4028.65</td>
<td>$</td>
</tr>
<tr>
<td>208 VOLT THREE PHASE (Labor Required for Connection)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 Amps</td>
<td></td>
<td>1054.75</td>
<td>1582.15</td>
<td>$</td>
</tr>
<tr>
<td>30 Amps</td>
<td></td>
<td>1260.50</td>
<td>1890.75</td>
<td>$</td>
</tr>
<tr>
<td>60 Amps</td>
<td></td>
<td>1652.50</td>
<td>2478.75</td>
<td>$</td>
</tr>
<tr>
<td>100 Amps</td>
<td></td>
<td>2170.00</td>
<td>3255.00</td>
<td>$</td>
</tr>
<tr>
<td>200 Amps</td>
<td></td>
<td>3106.50</td>
<td>4659.75</td>
<td>$</td>
</tr>
<tr>
<td>400 Amps</td>
<td></td>
<td>4244.75</td>
<td>6367.15</td>
<td>$</td>
</tr>
<tr>
<td>Transformer to Boost 208V to Approx. 230V - $8.00 per Amp (20 Amp Min.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qty of Amps</td>
<td>X Price</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>480 VOLT THREE PHASE (Labor Required for Connection)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 Amps</td>
<td></td>
<td>1228.50</td>
<td>1842.75</td>
<td>$</td>
</tr>
<tr>
<td>30 Amps</td>
<td></td>
<td>1468.75</td>
<td>2203.15</td>
<td>$</td>
</tr>
<tr>
<td>60 Amps</td>
<td></td>
<td>1924.00</td>
<td>2886.00</td>
<td>$</td>
</tr>
<tr>
<td>100 Amps</td>
<td></td>
<td>2530.75</td>
<td>3796.15</td>
<td>$</td>
</tr>
<tr>
<td>200 Amps</td>
<td></td>
<td>3614.75</td>
<td>5422.15</td>
<td>$</td>
</tr>
</tbody>
</table>

**LIGHTING (Price Includes Power & Labor for Installation)**

- Single Light Stand (200w)** | 173.25 | 259.90 | $ |
- Double Light Stand (400w)** | 287.25 | 430.90 | $ |
- Arm Light*** | 213.00 | 319.50 | $ |
- Overhead Quartz Light* | 556.50 | 834.75 | $ |

* May require labor and a lift at additional charge(s).
** For single or double light stand, price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.
*** Requires a hard wall surface for installation.

For Island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

**OVERHEAD POWER**

If you require your power from overhead, additional materials and labor may be incurred. Please contact Freeman.

**SEPARATE OUTLETS**

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

**LIGHT STAND PLACEMENT**

For single or double light stand; price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

**TOTAL COST**

Total Cost $
ELECTRICAL INSTRUCTIONS

HOW TO DETERMINE ELECTRICAL REQUIREMENTS

For Equipment
All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

For Lighting
Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

LOCATION OF POWER IN YOUR BOOTH

In-Line and Peninsula Booths
Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)

If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

Island Booths/Multiple Outlets
Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below: A grid is available at www.freeman.com/store to print as a base layout.

OTHER:
1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details. Please complete the labor order form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the next half hour.
3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show by Freeman.
4. All equipment regardless of power source, must comply with Federal, State and local codes as well as any applicable local recognized electrical authorities and standards. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes and proper permitting. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code and permitting.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitor’s cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (e.g. power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitor’s equipment will be modified to conform to Freeman receptacles. If an outage is the result of an exhibitor’s equipment, then a labor charge may be assessed. Labor and materials to install or change a cord cap or fix an outage will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.
ELECTRICAL LABOR

FLOOR WORK:
Floor work is the distribution of electrical under carpet and flooring.

☐ OK TO PROCEED WITHOUT EXHIBITOR PRESENT:
Complete Before: Date_________ Time_________
Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.
Print Name: ______________________________________
Authorized Signature: ______________________________________
☐ EXHIBITOR SUPERVISION (DO NOT PROCEED)

LABOR REQUEST
Date_________ Time_________ # Electrician_________ Est. # Hours_________
Date_________ Time_________ # Electrician_________ Est. # Hours_________
Date_________ Time_________ # Electrician_________ Est. # Hours_________
Name of On-Site Contact: ___________________________ Cell Phone: ___________________________
Special Instructions: ___________________________________________________________________

TOTAL COST

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

1. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.

2. A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.

3. Labor must be picked up at the Freeman Service Center. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.

4. Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.

5. Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.

2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.

3. Booth orientation - please provide surrounding aisle and/or booth numbers.
Please call for an estimate and complete the following:

Equipment/Material: ____________________________________________ $ __________
Gas Type: ________________________________________________ $ __________

Exhibitors are not permitted to bring in any type of cylinder gas. Safety Regulations require all cylinder gases to be purchased and managed through Freeman. Labor rates will apply for all orders.

Installation labor for booth work/distribution will be billed in one-hour increments with a minimum of one hour. Dismantle labor will be billed at half of the install time with a minimum of one hour (excluding Fill & Drains).

<table>
<thead>
<tr>
<th>Advance Price</th>
<th>Show Site Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time: Monday-Friday, 8:00 AM - 4:30 PM (except Holidays)</td>
<td>$145.00</td>
<td>$203.50 = $ __________</td>
</tr>
<tr>
<td>Overtime: Monday-Friday, 4:30 PM - 8:00 AM, All day Saturday, Sunday and Holidays</td>
<td>$290.50</td>
<td>$406.75 = $ __________</td>
</tr>
</tbody>
</table>

TOTAL COST

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

1. To receive discount prices, order must be received by Freeman with full payment.

2. Credit will not be given for outlets installed and not used.

3. Compressed Air connection size and fitting is determined by CFM requirements. Note: Our Plumbing Department will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.

4. Pump may be required for drain to function properly and will be charged a rental fee.

5. Plumbing Contractor not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained. Fill & drain prices do not include labor. There will be a minimum charge of one hour labor in and one hour labor out. Additional labor charges may be incurred if equipment leaks and/or endangers other property.

6. Ramps over utility lines in a booth are provided on a time and material basis. A minimum of one hour additional labor charge will apply to lay lines under the carpet or floor or to spot from ceiling. A minimum of one hour labor will apply to remove lines. Please attach floor plan with order to show location of lines.

7. All material and equipment furnished by Freeman for this service order shall remain Freeman property and shall be removed ONLY by Freeman at the close of the show.

8. All equipment must comply with state and local safety codes.

9. Claims will not be considered unless filed by exhibitor prior to close of show, no exceptions.

10. Under no circumstances shall anyone other than “Qualified Plumbing Personnel” make service connections.

11. All equipment using water must have inlet and outlet properly tagged.

12. Unless otherwise directed, Freeman Plumbing Personnel are authorized to cut floor coverings to permit installation of service.

13. Outlet rates listed cover bringing service from main line to booth and do not include connecting equipment.

14. Service outlet size will be determined by the volume required.

15. All work performed within booth attaching lines to equipment will incur a connection fee for each connection.

16. All outlets will be installed on the floor at the backwall of booth.

17. Freeman will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.

18. Freeman must have 30 days notice in order to supply special regulators, strainers, traps, etc.

19. First outlet includes up to 90 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rate.

20. Exhibitors are not allowed to bring air compressors on the show floor.

21. Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.

22. Additional charges may be incurred if a lift is needed to bring services to the booth.

23. Please contact Exhibitor Support at (888) 508-5054 for an estimate regarding labor or additional footage.

• Electricity or electrical labor to connect and operate any plumbing apparatus is not included.
• All electrical requirements must be ordered on the Electrical Rental Order Form.