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

BOOTH EQUIPMENT
Each 10’ x 10’ booth will be set with 8’ high black back drape, and 3’ high black side dividers. Booths 300 sqft or less will receive a 7” x 44” one-line identification sign. Booths larger than 300 sqft may receive a 7” x 44” one-line identification sign upon request.

EXHIBIT HALL CARPET
The exhibit hall is not carpeted; however all booths are required to have carpet or management approved flooring. Please refer to the Carpet Brochure and Order Form for more information. The aisles will be carpeted in tuxedo.

DISCOUNT PRICE DEADLINE DATE
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by March 25, 2022.

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

SHOW SCHEDULE

EXHIBITOR MOVE-IN
Friday April 22, 2022 10:00 AM - 5:00 PM

EXHIBIT HOURS
 Saturday April 23, 2022 9:00 AM - 3:00 PM
 Sunday April 24, 2022 5:30 PM - 6:30 PM *Networking Reception
 Sunday April 24, 2022 9:00 AM - 3:00 PM
 Monday April 25, 2022 9:00 AM - 3:00 PM

EXHIBITOR MOVE-OUT
 Monday April 25, 2022 3:00 PM - 8:00 PM

Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.

DISMANTLE AND MOVE-OUT INFORMATION
• All exhibitor materials must be removed from the exhibit facility by Monday, April 25, 2022 at 8:00 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 Monday, April 25, 2022 at 6:00 PM.

EXHIBITOR SERVICE HOURS
Our Exhibitor Support team will be available from 8 a.m. - 5 p.m. from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.
POST SHOW PAPERWORK AND LABELS
Exhibitor Support will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

EXCESSIVE TRASH AND BOOTH ABANDONMENT
Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift & Rigging Labor, and/or Dumpster Fee. Please call Exhibitor Support at (888) 508-5054 for an estimate.

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at FreemanOnline by March 25, 2022. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — before, during and after your show.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the “Create an Account” link. To access 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 and Canada or +1(512) 982-4186 Local and International.

SHIPPING INFORMATION
Warehouse Shipping Address:
   Exhibiting Company Name / Booth #
   TANDEM MEETINGS OF ASTCT & CIBMTR 2022
   C/O BTX / FREEMAN
   3775 W CALIFORNIA ST
   STE 300
   SALT LAKE CITY, UT 84104
Freeman will accept crated, boxed or skidded material beginning Thursday, March 24, 2022 at the above address. Material arriving after April 15, 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 #
   TANDEM MEETINGS OF ASTCT & CIBMTR 2022
   SALT PALACE CONVENTION CENTER
   C/O FREEMAN
   100 S WEST TEMPLE
   SALT LAKE CITY, UT 84101
Freeman will receive shipments at the exhibit facility beginning Friday, April 22, 2022. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

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

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.
PURCHASE TERMS
Freeman’s Terms & Conditions apply to all orders submitted to Freeman for any goods or services, and may be amended without notice. To review the current Terms & Conditions, click here.

LABOR INFORMATION
Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
(888) 508-5054  Fax (469) 621-5617
ExhibitorSupport@freeman.com

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

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

WE APPRECIATE YOUR BUSINESS!
FREEMAN GENERAL INFORMATION

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

HELPFUL HINTS

SAVE MONEY
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by March 25, 2022.

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

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

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

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

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

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

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

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

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

5. **printing**
   
   **Option 1** Multiple Use
   
   Print on at least 50 percent post-consumer recycled paper.
   
   Print on at least 50 percent post-consumer recycled paper.
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.

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

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.

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

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

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

**Typically Donate-Able**
- **Furniture:** Purchased items
- **Home furnishing:** Décor staging materials
- **Unused raw materials:** Plywood, subflooring, non-laminate wood
- **Flooring:** 100 square feet of flooring. Excludes carpet.
- **Left over giveaways:** Pens, pads of paper, sunglasses, USBs, etc., left over in your promotional giveaway
This Application & Contract to participate in the 2022 Tandem Meetings | Transplantation & Cellular Therapy Meetings of ASTCT & CIBMTR (Tandem Meetings) (“Event”) at the Salt Palace Convention Center (“Facility”) over April 23-26, 2022, including but not limited to move-in and move out dates (“Event Dates”) shall become effective when it has been submitted by the exhibiting company and accepted by the Tandem Meetings. The individual submitting this Application & Contract represents and warrants that he/she is duly authorized to execute this binding Application & Contract on behalf of the exhibiting company. By signing below, the exhibiting company agrees to be bound by the terms and conditions below. The exhibiting company agrees that upon acceptance of this Application & Contract by Tandem Meetings, with or without appropriate payment of the exhibition fee and further action by the exhibiting company, this Application & Contract, together with the terms and conditions below, (collectively “this Contract”) shall become a legally binding contract between the Tandem Meetings and exhibiting company (“Exhibitor”).

1. **BOOTH RENTAL FEE**

   - $7,500 per 10’ x 10’ booth; $9,600 corner
   - $21,000 per 10’ x 20’ booth; $23,000 corner
   - $32,100 per 10’ x 30’ booth; $35,100 corner
   - $47,800 per 20’ x 20’ booth
   - $73,200 per 20’ x 30’ booth
   - $99,600 per 20’ x 40’ booth

   For purposes of this Contract, the amount of the rental cost associated with the booth selected by the Exhibitor is referred to as the “Exhibit Booth Fee.”

2. **PAYMENTS, CANCELLATIONS & REFUNDS**

   Exhibitors must remit 100% percent of their total fee within 45 days of Contract submission. Full payment must be received on or before Friday, April 22, 2022, regardless of the Contract submission date.

   A Contract will not be processed, nor space assigned, without the required Exhibit Booth Fee payments. Payments may be made via Check, Credit Card (Pay Pal or manual), or ACH/Wire Transfer. Instructions for submitting payment will be included on your exhibitor invoice and sent via email to the person identified on the contract.

   The Tandem Meetings reserves the right to hold or revoke Exhibitor badges for any Exhibitor with an unpaid balance and to instruct all official contractors to deny goods and services.

3. **CANCELLATION OF FULL OR PARTIAL SPACE BY EXHIBITOR**

   Cancellation of exhibit space must be directed via email to TandemMeetings@mcw.edu, provided that the canceling Exhibitor obtains confirmation of the Tandem Meetings receipt of the email on or before the cancellation deadline.

   For cancellations of space received between the initial Contract submission and Friday, March 4, 2022, the Exhibitor is subject to a $250 administrative fee. Full payment is required, and no refunds whatsoever will be made on cancellations or reductions of space after March 4, 2022.

4. **CANCELLATION OR CHANGES TO THE 2022 TANDEM MEETINGS BY TANDEM MEETINGS**

   If for any reason beyond the Tandem Meetings’ control Tandem Meetings determines that the 2022 Tandem Meetings must be canceled, shortened, delayed, dates changed, or otherwise altered or changed, Exhibitor understands and agrees that the Tandem Meetings shall not refund any amounts Exhibitor paid toward the Exhibit Booth Fee and that all losses and
damages that it may suffer as a consequence thereof are its responsibility and not that of the Tandem Meetings or its directors, officers, employees, agents, or subcontractors. Exhibitor understands that it may lose all monies it has paid to the Tandem Meetings for space at the Event, as well as other costs and expenses it has incurred, including travel to the Event, setup, lodging, decorator freight, employee wages, etc.

Exhibitor, as a condition of being permitted by the Tandem Meetings to be an Exhibitor in the Event, agrees to indemnify, defend, and hold harmless the Tandem Meetings, its directors, officers, employees, agents, and subcontractors from any and all loss which Exhibitor may suffer as a result of Event cancellation, duration, delay or other alterations or changes caused in whole, or in part, by any reason outside the Tandem Meetings’ control. The terms of this provision shall survive the termination or expiration of this Contract.

5. ELIGIBILITY TO EXHIBIT

The Tandem Meetings reserves the right to determine the eligibility of any exhibitor for inclusion in the Event and to prohibit an exhibitor from conducting and maintaining an exhibit if, in the sole judgment of Tandem Meetings, the exhibitor or exhibit or proposed exhibit shall in any respect be deemed unsuitable. Exhibitor’s eligibility to exhibit in the Event must remain in effect from the time of submission of the Contract to the time of the Event and should Tandem Meetings determine that Exhibitors no longer eligible to exhibit at the Event (though previously deemed eligible), Tandem Meetings may notify the Exhibitor and may terminate this Contract without liability upon written notice to Exhibitor.

6. SUBLETTING OF EXHIBIT SPACE PROHIBITED

Exhibitor is prohibited from assigning or subletting a booth or any part of the space allotted to it nor shall it exhibit or permit to be exhibited in its space any products or advertising materials which are not a part of its own regular products, or which are not compatible with the purpose and/or character of the 2022 Tandem Meetings as determined by Tandem Meetings in its sole discretion.

7. PROMOTIONAL ACTIVITIES

Further, Exhibitor shall not engage in any promotional activities which Tandem Meetings determines to be outside the purpose and/or character of the 2022 Tandem Meetings as determined by Tandem Meetings in its sole discretion.

8. RETAIL SALES

No retail sales, where payment is received and product delivered, are permitted in the exhibit hall of the Event (“Exhibit Hall”) at any time.

9. INTELLECTUAL PROPERTY MATTERS

The Exhibitor represents and warrants to the 2022 Tandem Meetings that no materials used in or in connection with its exhibit infringe the trademarks, copyrights (including, without limitation, copyrights in music and other materials used or broadcast by Exhibitor), or other intellectual property rights of any third party. The Exhibitor agrees to immediately notify Tandem Meetings of any information of which the Exhibitor becomes aware regarding actual or alleged infringement of any third party’s trademarks, copyrights, or other intellectual property rights. The Exhibitor agrees to indemnify, defend, and hold the Tandem Meetings, officers, directors, employees, agents, successors and assigns harmless from and against all losses, damages, and costs (including attorneys’ fees) arising out of or related to claims of infringement by Exhibitor, its employees, agents, or contractors of the trademarks, copyrights and other intellectual property rights of any third party.

Notwithstanding the foregoing, Tandem Meetings, its officers, directors, employees, agents, and each of them shall not be liable for and expressly disclaims all liability for infringement or alleged infringement of the trademarks, copyrights or other intellectual property of any third party arising out of the actions of any Exhibitors. The terms of this provision shall survive the termination or expiration of this Contract.
10. **USE OF THE TANDEM MEETINGS NAME**

Tandem Meetings, the 2022 Tandem Meetings of ASTCT & CIBMTR, and Event logo are registered trademarks owned by the Tandem Meetings. Participation by Exhibitor in the Event does not entitle the Exhibitor to use such names or logos, except that the Exhibitor may reference the Event and use the Event logo with reference to the Exhibitor’s participation as an exhibitor at the 2022 Tandem Meetings. Participation in the Event does not imply endorsement or approval by the Tandem Meetings of any product, service, or participant and none shall be claimed by any participant.

11. **MOVE-IN TIME**

Move-in begins in the Facility at 10:00 am Friday, April 22. If an exhibit is not set-up by 5:00pm, Friday, April 22. Tandem Meetings reserves the right to cancel such space, to re-assign such space to another Exhibitor, or to make such other use of the space as deemed necessary or appropriate. Tandem Meetings reserves the right to set-up the exhibit or remove the freight from the booth at the Exhibitor’s expense. Tandem Meetings reserves the right to modify move-in/Exhibit Hours/move-out, in which case all Exhibitors will be notified prior to the effective date of such changes.

12. **EVENT HOURS**

- **Saturday, April 23**
  9:00am-3:00pm; 5:30pm–6:30pm reception
- **Sunday, April 24**
  9:00am-3:00pm
- **Monday, April 25**
  9:00am-3:00pm 3:00pm–8:00pm move-out

13. **DISMANTLING OF EXHIBITS**

Exhibits are to be kept intact until the closing of the Exhibit Hall on Monday, April 25 3:00pm. No part of an exhibit shall be removed during the Exhibit Hours without special permission from Tandem Meetings. Should Exhibitor begin dismantling its booth before the close of the Exhibit Hall, they may lose the privilege of exhibiting at future Tandem Meetings of ASTCT & CIBMTR.

All freight must be removed from Facility by 8:00pm, Monday, April 25 if exhibits are not removed by this time, Tandem Meetings reserves the right to remove exhibits and charge the expense to Exhibitor and Tandem Meetings shall have no liability for any loss or damage to Exhibitor’s exhibit property caused by such removal.

14. **BADGES**

Exhibitor will be provided (2) complimentary Exhibitor badges per 10x10 sq. ft. of exhibit space purchased which include access to the Exhibit Hall. Exhibitor badges are for Exhibitor’s full and part time employees or contractors. Exhibitor badges allow access to the Exhibit Hall during the following move-in, Exhibit Hours and move-out:

- **Friday, April 22**
  10:00am–5:00pm move-in
- **Saturday, April 23**
  9:00am-3:00pm
- **Sunday, April 24**
  9:00am-3:00pm 5:30pm–6:30pm reception
- **Monday, April 25**
  9:00am-3:00pm 3:00pm–8:00pm move-out

*Times subject to change*
Event attendees do not have access to the Exhibit Hall until Friday, April 22 at 10:00am. Should Exhibitor give its badges to an Event attendee in order for the attendee to gain access to the Exhibit Hall prior to this time may, at the sole discretion of the Tandem Meetings, may entirely lose the privilege of exhibiting in future Tandem Meetings. Tandem Meetings reserves the right to give an Exhibit Hall Pass to any Exhibitor or Event attendee in order to grant them access to the Exhibit Hall at any time.

15. MINIMUM AGE FOR ADMISSION

Children under the age of 16 are not permitted in the Exhibit Hall at any time. Any attendees or exhibitors arriving with children under the age of 16 will be denied access to the Exhibit Hall with such children without any exceptions or refunds.

16. EXHIBITOR LIABILITY

Exhibitor remains solely responsible for the safety of its property at all times during transit to and from the Facility and in the Exhibit Hall. Neither the Tandem Meetings, its directors, officers, employees, agents, subcontractors, (collectively “Event Management”) are responsible for Exhibitor’s property or any loss thereto from any cause.

EXHIBITOR HEREBY WAIVES AND RELEASES ANY CLAIM OR DEMAND IT MAY HAVE AGAINST ANY OF EVENT MANAGEMENT BY REASON OF ANY DAMAGE TO OR LOSS OF ANY OF ITS PROPERTY.

17. INDEMNIFICATION

Exhibitor agrees that it will indemnify, defend and hold the Tandem Meetings, their respective officers, directors, employees, agents and each of them, harmless from and against a) the performance or breach of this Contract by Exhibitor, its employees, agents or contractors; b) the failure by Exhibitor, its employees, agents or contractors to comply with applicable laws, regulations and ordinances; and c) the act, omission, negligence, gross negligence, or willful misconduct of Exhibitor, its employees, agents, contractors, licensees, guests, or invitees. This indemnification of the Tandem Meetings by Exhibitor is effective unless such injury was caused by the sole gross negligence or willful misconduct of the Tandem Meetings. Exhibitor agrees that if the Tandem Meetings is made a party to any litigation commenced by or against Exhibitor, or relating to this Contract or the premises leased hereunder, then EXHIBITOR WILL PAY ALL COSTS AND EXPENSES, including attorneys’ fees, INCURRED BY OR IMPOSED UPON THE TANDEM MEETINGS BY REASON OF SUCH LITIGATION. THE TERMS OF THIS PROVISION SHALL SURVIVE THE TERMINATION OR EXPIRATION OF THIS CONTRACT.

18. INSURANCE

Exhibitors must acknowledge that neither the Tandem Meetings, nor the Salt Palace Convention Center, nor vendors of the Tandem Meetings shall be obligated to maintain property, liability, or business interruption insurance covering the Exhibitor. It is the sole responsibility of the Exhibitor to obtain such insurance at the exhibiting company’s own expense. Proof of such insurance, including a certificate of insurance, shall be provided to the Tandem Meetings office on or before Monday, April 18, evidencing the following:

(a) The certificate must include commercial general liability coverage, and broad property damage endorsement with combined and single limits of liability not less than $1,000,000 per occurrence, $2,000,000 in the aggregate

(b) The certificate must include commercial general liability coverage, and broad property damage endorsement with combined and single limits of liability not less than $1,000,000 per occurrence, $2,000,000 in the aggregate

(c) Commercial general liability shall name ASTCT and CIBMTR as an additional insured and provide a certificate of insurance evidencing the same.

(d) Exhibitors shall maintain workers' compensation in commercially reasonable amounts as otherwise promulgated by state law.

(e) Exhibitors shall maintain employers' liability insurance in commercially reasonable amounts as otherwise promulgated by state law.

(f) Exhibitors shall carry commercial automobile insurance, including hired and non-owned liability coverage.
(g) The insurance policy must cover the period from move-in through move-out. Failure to remit such proof shall be a material breach of this agreement.

19. USE OF SPACE — GENERAL

(a) Exhibitor is not permitted to display or distribute literature or any promotion outside the confines of its assigned exhibit space in the Exhibit Hall. Distribution or display of promotional material in public areas of the Facility or meeting rooms is strictly prohibited. Tandem Meetings also reserves the right to remove, at Exhibitor’s cost, any promotional material or product deemed by the Tandem Meetings as not suitable for display at the 2022 Tandem Meetings.

(b) Exhibitor is prohibited from possessing, displaying or depicting any products or components or company names in their booth that could be interpreted as being a promotion or comparison (features, benefits, price etc.) of another company.

(c) No exhibit will be permitted that interferes with the use of other exhibits or impedes access to them or impedes the free use of the aisles.

(d) Distribution by Exhibitor, or its agents, of any printed materials, souvenirs or other articles shall be restricted to the Exhibitor’s exhibit space. No noisemakers, helium balloons, lighter-than-air objects, gummed stickers or labels will be permitted as handouts.

(e) Any special promotions, music or stunts planned by Exhibitor at any time during the Event must be approved by the Tandem Meetings. Details should be submitted to the Tandem Meetings via email to TandemMeetings@mcw.edu at least 10 business days prior to the start of the Event. Tandem Meetings reserves the right to designate specific days and hours during which special promotions and stunts may be conducted, if they are permitted at all.

(f) The Tandem Meeting of ASTCT & CIBMTR allows drawings, games of chance and raffles in the Exhibit Hall, subject to the prior written approval of the Tandem Meetings. Exhibitor must abide by all Utah/Salt Lake County/Salt Lake City statutes and regulations regarding drawings, games of chance and raffles.

(g) No animals are permitted in the Facility other than service animals.

(h) Exhibitor must abide by all of the General Policies, Rules, and Regulations of the Facility, a copy of which is included in the Exhibitor Services Manual, made available to Exhibitor in the early spring. The Facility has reserved the right to update, change or amend its rules and regulations after publication in the Exhibitor Services Manual. To obtain a copy of the General Policies, Rules, and Regulations of the Facility prior to publication in the Exhibitor Services Manual Exhibitor may email TandemMeetings@mcw.edu.

(i) Exhibitor shall be responsible for compliance with the Americans with Disabilities Act. Exhibitor shall indemnify, defend, and hold Tandem Meetings harmless from any and all claims, costs, expenses or other damages, arising out of Exhibitor’s breach of this provision consequences of Exhibitor’s failure in this regard. The terms of this provision shall survive the termination or expiration of this Contract. For more information on the Americans with Disabilities Act and how to make exhibit space accessible to persons with disabilities, please contact:

U.S. Department of Justice ADA, Civil Rights Division Disability Rights Section – NYAV
950 Pennsylvania Avenue, NW
Washington, D.C. 20530 USA
800-514-0301 (voice) 800-514-0383 (TTY)
www.ada.gov
Helium or other compressed gas tanks must be properly secured to prevent toppling. Facility reserves the right to require compressed gas tanks to be removed from the Exhibit Hall during Exhibit Hours. Helium-filled balloons are allowed in the Facility only as a display and must be fastened to the booth. Balloons may not be given out within the Facility. All lighter-than-air objects must be removed from the Facility at the close of the Event. Facility reserves the right to assess a fee for retrieving any escaped lighter-than-air objects to the Exhibitor.

ConferenceDirect is the only official housing vendor for the Event and other companies may not provide the prices, service and reliability available from ConferenceDirect. If you are contacted by ANY company except ConferenceDirect about hotel reservations for the 2022 Tandem Meetings of ASTCT & CIBMTR, please inform the Tandem Meetings at TandemMeetings@mcw.edu. The Tandem Meetings shall not be responsible for any damages or costs related to Exhibitor making hotel reservations via an unauthorized solicitation of hotel reservations.

All booth personnel must be properly and modestly clothed.

Exhibitor is permitted to serve food and non-alcoholic beverages in its booth during Event Hours. Non-alcoholic beverages do not need to be served by a bartender, but all beverages and food must be ordered through the Facility’s caterer. Centerplate, the official in-house caterer and at the Facility is the exclusive provider of food and/or beverage items at the Facility.

Exhibitor is permitted to provide alcoholic beverages in its booth during the Networking Reception on Sunday, April 24 at 5:30pm. Alcoholic beverages served in booths may only be purchased and served by licensed bartenders from the Facility’s Food and Beverage Department and must be ordered through the Facility’s caterer.

All booth floors must be finished. Exposed concrete is not acceptable. Booth carpet order forms are included in the Exhibitor Services Manual.

Exhibitor, at the Tandem Meetings of ASTCT & CIBMTR’s sole discretion, is prohibited from taking videos and photographs of any booths in the Exhibit Hall, other than their own. Aerial photography, videography, or stunts of any kind by an Exhibitor, i.e., drones, are strictly prohibited. The Exhibitor acknowledges and agrees that the Tandem Meetings, its employees, and contractors may take photographs/videos, which could include images of Exhibitor, its name and logo, its representatives and its exhibits while attending the Exhibition. Exhibitor hereby consents to and grants to the Tandem Meetings and its affiliates, the unrestricted, perpetual, worldwide, royalty-free, and transferable right and license to use (and grant others the right to use) the images worldwide without any compensation. Exhibitor acknowledges that the Tandem Meetings is the sole and exclusive owner of all rights in the images and hereby waives (a) any and all rights in and to such images, and (b) any and all claims Exhibitor and its representatives may have relating to or arising from the images or their use.

Music in the booth or at any of Exhibitor’s function held in conjunction with the Event is subject to applicable copyright and licensing fees. It is the sole responsibility of the Exhibitor to pay applicable fees.

Hanging signs are permitted split islands and island booths to a maximum height of (17’) (5.18 m) to the top of the sign. Hanging signs are NOT permitted in inline or perimeter booths.

All exhibit fixtures and booth structures are permitted to a maximum height of (17’) (5.18 m) in all peninsulas, modified peninsulas, split islands, and island booths.

In-line (Linear) Booths and Perimeter Booths: In-line Booths, also called “Linear Booths”, are generally arranged in a straight line, and have neighboring Exhibitors on their immediate right and left, leaving only one side exposed to the aisle. A Perimeter Booth is a Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. The maximum back wall height allowed for In-line booths is 8 feet (12 feet for perimeter booths) and must not protrude more than 5 feet from the back wall. No side rails, counters, or structure may exceed 4 feet in height within 5 feet of the front of the exhibit space. The reverse side of any wing panel extending from the back wall of the
display must be draped to avoid raw exposure to a neighboring booth. Additional pipe and drape will be required at the Exhibitor’s expense for those booths that have exposed areas between the back wall of their structure and the back wall of the booth. Please note that, to provide a harmonious environment to all exhibiting companies’ sightline, rules will be strictly enforced. If the Exhibitor does not comply, the Tandem Meetings will have the general services contractor drape the area at the Exhibitor’s expense.

End-Cap (10’ x 20’): The maximum back wall height allowed is 12 feet and the maximum back-wall width allowed is 10 feet at the center of the back-wall with a maximum 5-foot height on the two side aisles. No side rails, counters, or structure may exceed 4 feet in height, or be within 5 feet of each aisle. End-Cap Booths will not have the outside 3-foot side rail installed. The reverse side of any wing panel extending from the back wall of the display must be draped to avoid raw exposure to a neighboring booth. Additional pipe and drape will be required at the Exhibitor’s expense for those booths that have exposed areas between the back wall of their structure and the back wall of the booth. Please note that, to provide a harmonious environment to all exhibiting companies’ sightline, rules will be strictly enforced. If the Exhibitor does not comply, the Tandem Meetings will have the general services contractor drape the area at the Exhibitor’s expense.

(u) Island Booths: An island booth is typically a 400-square-foot (20’x20’) or larger exhibit space exposed to the aisles on all four sides. Island booths must be constructed to allow access from all sides. Island booths should have open sight lines around and through the design (including structures), so that the surrounding area can be viewed through the booth and neighboring booths are not inappropriately obstructed. Please note: multi-level exhibits are not permitted. Exhibit spaces with one side 80 linear feet or greater may not be wider than they are deep.

Exceptions may be made at the Tandem Meetings’ discretion. Any part of a display, tower, or otherwise must maintain a minimum of 5 to 1 ratio of height to base of said structure and may also require a safety tie off (restraint) from above (seismic safety cables) 12-foot perimeter height rule. Exhibitors who wish to construct an island booth that will be 400 square feet or larger are required to submit a digital drawing, rendering, or architectural plans to the Tandem Meetings Conference Office by Friday, April 1. Any changes that occur after initial submission must be resubmitted to the Tandem Meetings for approval prior to the meeting. Should booth construction at the show deviate from the actual submitted and approved floor plans, the Tandem Meetings reserves the right to ask the Exhibitor to make modifications at the Exhibitor’s expense.

(v) Umbrellas and canopies are considered part of the overall booth components and may not protrude into the aisle.

20. USE OF SPACE — LIGHTS/ AUDIO / VEHICLES ETC.

(a) No spotlight may be directed toward the aisles or so directed that it proves to be irritating or distracting to neighboring Exhibitors or guests.

(b) Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring Exhibitors or guests.

(c) No strobe light effects are permitted.

(d) Projectors, computer screens or TV screens must not cause people to block the aisle. Computer screens and TV screens are considered part of the overall booth components and may not protrude into the aisle.

(e) Loudspeakers or operation of equipment, which is of excessive sound volume to be annoying to neighboring Exhibitors or guests is not permitted based on the 80/80 Rule: Any sound that consistently exceeds 80 decibels measured at the edge of an Exhibitor’s booth or is clearly identifiable more than 80 feet from that booth is considered objectionable.

(f) No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. All lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or aisles. Exhibitors intending to use hanging light systems are required to submit a detailed floor plan with light locations
and dimensions, including height, of all items in the booth, to the Tandem Meetings for review and approval by Friday, April 1.

(g) Vehicles may not be displayed without prior written approval from the Tandem Meetings and the Public Safety Department of the Facility.

21. MEETINGS & DISPLAYS OUTSIDE EXHIBIT AREA

In order to ensure the success of the Event and avoid dilution of benefits extended to all partners, Exhibitor may not extend invitations, call meetings or otherwise encourage absence of other exhibitors’/sponsored attendees from any program or other component of the Event during Exhibit Hours, or any function sponsored in connection with the Event without prior notice to and approval by the Tandem Meetings.

Absolutely no exhibits are permitted outside the Facility. There are to be no displays in hotel rooms, hotel public areas or other facilities or areas contracted or used by the Tandem Meetings.

22. HOTEL ROOMS, SUITES & MEETING ROOMS

The Tandem Meetings of ASTCT & CIBMTR reserves the right to control all suites and meeting rooms in the Facility and in those hotels participating in the Tandem Meeting housing block. These controls have already been set up with each property. The Ancillary & Meeting Space Request Form should be used to submit requests for function space, including meeting and hospitality rooms. No meetings, private functions, including lunch meetings, or entertainment can be scheduled during Show Hours; see blackout hours here. No product displays or demonstrations are permitted in meeting rooms. Activities that conflict with the nature of the 2022 Tandem Meetings of ASTCT & CIBMTR are not permitted. Suites and meeting rooms are assigned on a first-come, first-served basis and only to Exhibitors and organizations allied with the Tandem Meetings.

23. ATTENDEE LISTS

Attendee lists from the Event are distributed only to platinum, gold, and silver supporters, other official partners, and attendees. Please note that supporters and no other individual or organization are authorized to market or to sell attendee lists of the Tandem Meetings of ASTCT & CIBMTR. Such lists shall only be used for mailings of promotional material relating to supporter’s booth at the Event and shall not be reproduced, transferred, or used in any other manner. In using such lists for mailings, supporter must ensure compliance with all country, state and local laws and regulations including, but not limited to, the European Union’s General Data Protection Regulations (GDPR and the California Consumer Privacy Act (CCPA). The supporter shall indemnify, hold Tandem Meetings, its directors, officers, employees, agents, or subcontractors harmless from the performance or breach of this provision by supporter, its employees, agents or contractors. The terms of this provision shall survive the termination or expiration of this Contract.

24. FIRE REGULATIONS

(a) All materials used in exhibit booth(s) must be of a non-flammable nature. Electric signs and equipment must be wired to meet the specifications of the Facility and the Salt Lake County Fire Prevention Division.

(b) If Exhibitor has equipment that produces heat, smoke, or open flames as an integral part of product demonstration, Exhibitor must provide ventilation, safety equipment and proper insulation and utility connections meeting all local fire regulations. Under such circumstances, Exhibitor must also receive written approval of plans from the Facility, the Salt Lake County Fire Prevention Division and from the Tandem Meetings of ASTCT & CIBMTR.

(c) The Salt Lake County Fire Prevention Division has reserved the right to update, change or amend its rules and regulations after publication in the Exhibitor Services Manual.
25. LABOR RELATIONS

(a) Full-time employees of Exhibitor may set up Exhibitor’s own exhibits without assistance from the local union. Any labor services that may be required beyond what Exhibitor’s regular full-time employees can provide must be rendered by union personnel and can be ordered in advance through Freeman. Proof of full-time employment status may be requested by the Union Steward of any personnel working in Exhibitor’s booth.

(b) Exhibitor may hand carry its own materials into the exhibit facility. The use or rental of dollies, flat trucks, and other mechanical equipment, however, is not permitted. Freeman controls access to the loading docks in order to provide for a safe and orderly move-in/out. Only full-time employees of the exhibiting company are allowed to hand carry items. Unloading and reloading at the dock of any and all contracted carriers are handled by the General Services Contractor. A dock is provided for use by privately operated vehicles.

26. EXHIBITOR SERVICES MANUAL

In the spring Freeman will distribute an Exhibitor Services Manual to Exhibitors that will provide complete shipping instructions, production information, and other forms for all services needed during installation, Exhibit Hours, and dismantle.

27. WARRANTIES

The Tandem Meetings of ASTCT & CIBMTR makes no warranties, either express or implied, as to the availability or suitability of the contractors, services and/or equipment of the Facility, Tandem Meetings, or their respective employees, agents, or contractors.

28. AMENDMENTS/ INTERPRETATION

The Tandem Meetings of ASTCT & CIBMTR reserves the right to amend and enforce this Contract. Written notice of any amendments shall be given to Exhibitor. Exhibitor, for itself, its agents, and employees, agrees to abide by this Contract set forth therein, or by any subsequent amendments. Tandem Meetings reserves the sole right to interpret this Contract. All interpretations are final and are not subject to review or to appeal. Exhibitor, in the sole interpretation of Tandem Meetings shall be subject to disciplinary action up to and including ejection from the Event and refusal to participate in any future events of the Tandem Meetings of ASTCT & CIBMTR.

29. ENFORCEMENT/ MISCELLANEOUS

This Contract is governed by Illinois law and the Exhibitor consents to the exclusive jurisdiction of the State and Federal courts seated in Cook County, Illinois, with respect to any action arising out of this Contract or Tandem Meetings. The parties explicitly acknowledge and agree that the provisions of this Contract are both reasonable and enforceable. However, the provisions of this Contract are severable and, as such, the invalidity of any one or more provisions shall not affect or limit the enforceability of the remaining provisions. Should any provision be held unenforceable for any reason, then such provision shall be enforced to the maximum extent permitted by law.

This Contract will be binding on the Exhibitor’s heirs, successors, and assigns.

30. LIMITATION OF LIABILITY

IN NO EVENT SHALL THE FACILITY, THE 2022 TANDEM MEETINGS OF ASTCT & CIBMTR, TANDEM MEETINGS, THEIR OWNERS, MANAGERS, OFFICERS OR DIRECTORS, AGENTS, EMPLOYEES, INDEPENDENT CONTRACTORS, SUBSIDIARIES AND AFFILIATES (COLLECTIVELY "TANDEM MEETINGS PARTIES") BE LIABLE TO THE EXHIBITOR OR ANY THIRD PARTY HIRED BY OR OTHERWISE ENGAGED BY THE EXHIBITOR FOR ANY LOST PROFITS OR ANY OTHER INDIRECT, SPECIAL, PUNITIVE, EXEMPLARY, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING ATTORNEY’S FEES AND COSTS, ARISING OUT OF THIS APPLICATION & CONTRACT OR CONNECTED IN ANY WAY WITH USE OF OR INABILITY TO USE THE SERVICES OUTLINED IN THIS APPLICATION & CONTRACT OR FOR ANY CLAIM BY EXHIBITOR, EVEN IF ANY OF THE TANDEM MEETINGS PARTIES HAVE BEEN ADVISED, ARE ON NOTICE, AND/OR SHOULD HAVE BEEN AWARE OF THE POSSIBILITY OF SUCH DAMAGES. EXHIBITOR
AGREES THAT TANDEM MEETINGS PARTIES’ SOLE AND MAXIMUM LIABILITY TO EXHIBITOR, REGARDLESS OF THE CIRCUMSTANCES, SHALL BE THE REFUND OF THE EXHIBIT BOOTH FEE. EXHIBITOR AGREES TO INDEMNIFY AND DEFEND THE TANDEM MEETINGS PARTIES FROM ANY CLAIMS BROUGHT BY A THIRD PARTY HIRED BY OR ENGAGED BY THE EXHIBITOR FOR ANY AMOUNT BEYOND THE EXHIBIT BOOTH FEE. FURTHER, EXHIBITOR AGREES TO PAY ALL ATTORNEYS’ FEES AND COSTS INCURRED BY TANDEM MEETINGS PARTIES ARISING OUT OF, OR IN ANY WAY RELATED TO, THIS CONTRACT. EXHIBITOR SHALL BE SOLEY RESPONSIBLE FOR ITS ATTORNEYS’ FEES AND COSTS.
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/505769

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

**during the event**
- venue dock
- your exhibit
- venue dock

**after event**
- to your location or next event

**Advance Warehouse**
- where exhibit materials are stored before an event

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

**Material Handling**
- move items from the dock, to the exhibit, back to the dock after the show
TRANSPORTATION SERVICE, FULLY LOADED.
Our convenient, affordable package puts productivity in overdrive.

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

The Freeman Exhibit Transportation promise:

- All-inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service
- Pick-up and transportation from point of origin to your choice of either advance warehouse or show site
- On-site transportation experts are available before, during and after the show
- Reliable customer service seven days a week, offering complete shipment visibility and expert supervision
- Pre-printed shipping labels and outbound paperwork

Benefits:

- Turnkey pricing ensures precise budgeting
- No additional handling, pick-up or delivery fees
- No additional fuel surcharges or overtime surcharges
- No carrier waiting time fees
- Experienced on-site transportation reps from move-in through move-out
- LTL (Less than Truck Load) shipping

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

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

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

**COMPLETE THE FOLLOWING ITEMS ON THIS FORM:**

**PICK UP INFORMATION**
Requested Pick Up Date:
SHIPPER NAME: 
SHIPPER ADDRESS: 

**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) (color ____________)</td>
<td></td>
</tr>
<tr>
<td>Skids/Pallets</td>
<td></td>
</tr>
<tr>
<td>Carpet (color ____________)</td>
<td></td>
</tr>
<tr>
<td>Other ( ________________________________ )</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

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

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

**OUTBOUND SHIPPING**

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

Ship to address: 

Number of Labels: ______________

---

**FAX THIS COMPLETED FORM VIA:**

E-mail: exhibit.transportation@freeman.com or Fax: (469) 621-5810

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

SHOW # (505769)
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 pickup 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
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!
MATTE HANDLING

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

RATES

Material Handling

Rate applies to shipments sent to either the warehouse or directly to show site. $ 1.25 per pound

Material Handling - After Deadline

Rate applies to shipments arriving at the warehouse after April 15, 2022. $ 1.57 per pound

Material Handling - 10 lbs and under

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. Free of Charge

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 March 24, 2022.
- Warehouse address: Exhibiting Company Name / Booth #
  TANDEM MEETINGS OF ASTCT & CIBMTR 2022
  C/O BTX / FREEMAN
  3775 W CALIFORNIA ST , STE 300
  SALT LAKE CITY, UT 84104
- 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 April 22, 2022.
- Show Site address: Exhibiting Company Name / Booth #
  TANDEM MEETINGS OF ASTCT & CIBMTR 2022
  SALT PALACE CONVENTION CENTER
  C/O Freeman
  100 S West Temple
  Salt Lake City, UT 84101

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

(505769) FY22 CC.Hotel
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.

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

NAME OF SHOW: TANDEM MEETINGS OF ASTCT & CIBMTR 2022 / APRIL 23-26, 2022

CONTACT NAME:
E-MAIL ADDRESS:

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

METHOD OF SHIPMENT

Select a Carrier:

- [ ] Freeman Exhibit Transportation
- [ ] Other Carrier

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
- [ ] 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. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.
TO: __________________________
EXHIBITOR NAME

C/O: BTX / FREEMAN
3775 W CALIFORNIA ST
STE 300
SALT LAKE CITY, UT 84104

WAREHOUSE

(505769)
TANDEM MEETINGS OF ASTCT &
CIBMTR 2022

EVENT: _________________________

BOOTH NO: ________ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PASTE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.
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: BTX / FREEMAN
3775 W CALIFORNIA ST
STE 300
SALT LAKE CITY, UT 84104

HANGING SIGN

EVENT: TANDEM MEETINGS OF ASTCT & CIBMTR 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.

Furnishings Brochure
Comfortable and Safe Networking

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

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

Learn more about Freeman SafeConnect at Freeman.com.
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. Style 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 encourages 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
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.

Use Ventura 6’ Bar or Café 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.

**Powered Pedestals**

A) 85061 24”L 24”D 36”H
B) 85063 24”L 24”D 42”H
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 Locking Pedestal** (white)

A) 85061 24”L 24”D 36”H
B) 85063 24”L 24”D 42”H
C) 85060 24”L 24”D 36”H
D) 85062 24”L 24”D 42”H

**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

**Powered Cocktail Tables**

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.
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.

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.

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

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

Create Engaging Booth Environments

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

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

VALENZIA
A) 810180 Chair
(spice orange velvet)
28”L 30.5”D 31”H
B) 83045 Sofa
(coffee brown velvet)
63”L 30.5”D 31”H

HEDGE
85925
4’ Boxwood Hedge
48”L 3”D 47”H

VALENZIA
A) 810180 Chair
(spice orange velvet)
28”L 30.5”D 31”H
B) 83045 Sofa
(coffee brown velvet)
63”L 30.5”D 31”H

KEY LARGO
A) 830951 Sofa
(black fabric)
79”L 37”D 34”H
B) 810950 Chair
(black fabric)
35”L 39”D 34”H
C) 830950 Loveseat
(black fabric)
57”L 39”D 34”H

BAJA
A) 83019 Sofa
(white vinyl)
86”L 30”D 30”H
B) 81050 Chair
(white vinyl)
36”L 30.5”D 28”H
C) 83020 Loveseat
(white vinyl)
61”L 30.5”D 28”H

STERLING
A) 8309 Sofa
(gray fabric)
82”L 33.5”D 32”H
B) 81037 Chair
(gray fabric)
33”L 33.5”D 32”H

Valencia Sofa & Chair 10’x10’ Booth
Soft Seating

Create Engaging Booth Environments

HEDGE
83035
4’ Boxwood Hedge
46”L 9”D 47”H

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

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

Palm Beach Sofa & Swanson Chairs 10’x10’ Booth

ALLEGRO
A) 81019 Chair
(blue fabric)
67”L 26”D 30”H
B) 83015 Sofa
(blue fabric)
73”L 34”D 30”H

FAIRFAX
A) 83049 Sofa
(black vinyl, brushed metal)
67”L 26”D 30”H
B) 81049 Chair
(black vinyl, brushed metal)
27”L 20”D 30”H

NAPLES
A) 810119 Chair
(black vinyl)
36”L 34.5”D 30”H
B) 830121 Loveseat
(black vinyl)
62”L 30”D 33.25”H

Available in Power

Denotes Powered Products

Soft Seating Collections

Palm Beach Sofa & Swanson Chairs 10’x10’ Booth

ALLEGRO
A) 81019 Chair
(blue fabric)
67”L 26”D 30”H
B) 83015 Sofa
(blue fabric)
73”L 34”D 30”H

FAIRFAX
A) 83049 Sofa
(black vinyl, brushed metal)
67”L 26”D 30”H
B) 81049 Chair
(black vinyl, brushed metal)
27”L 20”D 30”H

NAPLES
A) 810119 Chair
(black vinyl)
36”L 34.5”D 30”H
B) 830121 Loveseat
(black vinyl)
62”L 30”D 33.25”H

Available in Power

Denotes Powered Products

Soft Seating Collections

Palm Beach Sofa & Swanson Chairs 10’x10’ Booth

ALLEGRO
A) 81019 Chair
(blue fabric)
67”L 26”D 30”H
B) 83015 Sofa
(blue fabric)
73”L 34”D 30”H

FAIRFAX
A) 83049 Sofa
(black vinyl, brushed metal)
67”L 26”D 30”H
B) 81049 Chair
(black vinyl, brushed metal)
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(black vinyl)
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(black vinyl)
62”L 30”D 33.25”H

Available in Power

Denotes Powered Products

Soft Seating Collections

Palm Beach Sofa & Swanson Chairs 10’x10’ Booth

ALLEGRO
A) 81019 Chair
(blue fabric)
67”L 26”D 30”H
B) 83015 Sofa
(blue fabric)
73”L 34”D 30”H

FAIRFAX
A) 83049 Sofa
(black vinyl, brushed metal)
67”L 26”D 30”H
B) 81049 Chair
(black vinyl, brushed metal)
27”L 20”D 30”H

NAPLES
A) 810119 Chair
(black vinyl)
36”L 34.5”D 30”H
B) 830121 Loveseat
(black vinyl)
62”L 30”D 33.25”H

Available in Power

Denotes Powered Products

Soft Seating Collections
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

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Accent Chairs

**Accent Chairs**

- **Montreal**
  - **81031 Chair**
    - (white vinyl, brushed metal)
    - 30'L 23.25'D 30'H

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

- **Madrid**
  - **810816 Chair**
    - (white, chrome)
    - 30'L 30'D 31'H

- **D. E. F. A. B. C.**
  - **810816 Chair**
    - (white, chrome)
    - 30'L 30'D 31'H
  - **81031 Chair**
    - (white vinyl, brushed metal)
    - 30'L 23.25'D 30'H
  - **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 34.5'H

- **E) 81032 Pasadena Chair**
  - (white molded plastic w/ chrome tower base)
  - 27'L 25'D 34'H

- **F) 81037 Sterling Chair**
  - (gray fabric)
  - 33'L 33.5'D 32'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) 810851 Chair (white, chrome) 18.25"W, 22"D, 32"H
- B) 810241 Madison Hydraulic Café Table (chrome base, gray acrylic top) 30"RND 29"H

LAGUNA
- A) 810861 Chair (maple, chrome) 18"W, 19"D, 34"H
- B) 8201223 Round Café Table (white laminate top, chrome hydraulic base) 30"RND 29"H

MALBA
- 20"W, 20"D, 32"H
- A) 810131 Chair (gray)
- B) 810130 Chair (green)

LAGUNA
- C) 810862 Chair (maple, chrome) 18"W, 19"D, 34"H
- D) 8201223 Round Café Table (white laminate top, chrome hydraulic base) 30"RND 29"H

MARINA
- 17.5"W, 19.5"D, 34"H
- A) 810564 Chair (white vinyl)
- B) 810560 Chair (black vinyl)
- C) 810561 Chair (brown fabric)
- D) 810562 Chair (cream, blue fabric)
- E) 810563 Chair (red fabric)

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

E) 210108 LIMERICK® Chair BY HERMAN MILLER™
- (gray) 18"W X 17.75"L X 32.5"H

Mix & Match

Styles & Shapes

A) 810846 Christopher Chair (white vinyl, chrome) 17"W, 19"D, 35.5"H
B) 810841 Rustique Chair w/ arms (garnet) 20"W, 18"D, 31"H
C) 81093 Lucent Chair (framed, acrylic) 19.5"W, 19.75"D, 32.5"H
D) 71090 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) 810107 Razor Armless Chair (white) 15.38"W, 15.5"D, 30.5"H
G) 81083 Blade Chair (sky blue) 20.5"W, 19"D, 30.5"H
H) 81082 Blade Chair (red) 20.5"W, 19"D, 30.5"H
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) 81534 (purple vinyl)
H) 81533 (silver vinyl)
I) 81519 (red vinyl)
J) 81517 (yellow vinyl)
K) 81518 (blue vinyl)
L) 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
47”L 15.5”D 16”H
E) 82074 (brushed metal)

Styles & Shapes
Beverly Small Bench Ottomans

30”L 20”D 18”H

A) 81567 (orange fabric)
B) 81563 (olive green fabric)
C) 81566 (white vinyl)
D) 81560 (black vinyl)
E) 81561 (ivory Faux Sheep Fur)
F) 81562 (brown fabric)
G) 81564 (gray fabric)
H) 81565 (ivory vinyl)
I) 81566 (lavender fabric)
J) 81568 (red fabric)
K) 81570 (yellow fabric)

Marche Swivel Ottomans

17” ROUND 18”H

A) 815150 (white vinyl)
B) 815154 (red fabric)
C) 815159 (Ivory Faux Sheep Fur)
D) 815158 (pear yellow fabric)
E) 815155 (rose quartz fabric)
F) 815157 (linen fabric)
G) 815152 (gray fabric)
H) 815151 (gray fabric)
I) 815156 (plum fabric)
J) 815159 (blue fabric)
K) 815153 (meadow green fabric)
L) 815160 (distressed brown vinyl)
M) 815161 (black vinyl)
N) 815154 (forest green vinyl)
O) 815153 (black vinyl)
P) 815151 (red velvet)
Q) 815152 (distressed brown vinyl)
Accent Tables

Tables and Meeting Rooms

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

ALONDRA

Cocktail Table
47"L 24"D 16"H
A) 82034 (glass, chrome)
B) 82027 (wood, black)

End Table
20"L 19.5"D 20"H
C) 82025 (glass, chrome)
D) 82028 (wood, black)

MESA

End Table
20.5"RND 21.25"H (wood top, bronze)

A) 820135

Cocktail Table
20.5"RND 21.25"H (glass top, bronze)
D) 820131

Cocktail Table
20.5"RND 21.25"H (black top, bronze)
E) 820133

Cocktail Table
24"RND 21.25"H (glass top, bronze)
F) 820130

End Table
20"L 20"D 20"H
C) 820134

End Table
24"RND 21.25"H (glass top, bronze)
D) 820132

End Table
24"RND 21.25"H (black top, bronze)
E) 820131

End Table
32.5"RD 17.25"H (black top, bronze)
F) 820133

End Table
36"RND 17.25"H (black top, bronze)
E) 820130

End Table
20.5"RND 21.25"H (wood top, bronze)
F) 820133

End Table
20.5"RND 21.25"H (black top, bronze)
E) 820131

End Table
32.5"RD 17.25"H (black top, bronze)
F) 820133

End Table
36"RND 17.25"H (black top, bronze)
E) 820130

End Table
20.5"RND 21.25"H (wood top, bronze)
F) 820133

End Table
20.5"RND 21.25"H (black top, bronze)
E) 820131

End Table
32.5"RD 17.25"H (black top, bronze)
F) 820133

End Table
36"RND 17.25"H (black top, bronze)
E) 820130

ALONDRA

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

End Table
20"L 19.5"D 20"H
C) 820252 (glass, chrome)
D) 820253 (wood, chrome)

GEO

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

End Table
26"L 26"D 20"H
C) 82025 (glass, chrome)
D) 82028 (wood, black)
Accent Tables

Tables and Meeting Rooms

TAOS SIDE TABLES
15.75" L 15.75" D 24" H

A) 820322
(white top, bronze)
B) 820320
(black top, bronze)
C) 820321
(wood top, bronze)

SEDONA SIDE TABLE
15.75" L 15.75" D 24" H

D) 820312
(white top, bronze)
E) 820310
(black top, bronze)
F) 820311
(wood top, bronze)

SYDNEY
Cocktail Tables (brushed steel)
48"L 26"D 18" H

A) 82053 (white)
B) 82073 (bronze)
C) 82074 (bronze)
D) 82075 (blue)
E) 82076 (wood)

End Tables
27" L 23" D 22" H

F) 82055 (white)
G) 82056 (black)
H) 82077 (blue)
I) 82078 (wood)

REGIS (glass, chrome)

J) 82015 End Table
24" RND 22" H
K) 82014 Cocktail Table
36" RND 17" H

SILVERADO (white metal)

L) 820844 Round Table
15" RND 22" H

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

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

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

**Mix & Match**

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.
Bar Tables

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

Bar Tables
Hydraulic Chrome Base
30” RND 45.5”H
C) 820320 Chelsea Butcher-Top Bistro Table
(frosted acrylic) 22”L 22.5”D 45.5”H
also available
720320 30” RND 42”H
D) 81052 Lucent Barstool
(frosted acrylic) 12”L 15”D 30-34.75”H

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) 8201209 (brushed yellow)
also available
8201264 (Madison/gray acajou)
8201230 (red)
8201257 (green)
8201258 (orange)
8201251 (blue)
8201253 (wood)
30” RND 42”H
8201244 (black)

Bar Tables
Standard Black Base
36” RND 42”H
C) 720320 Chelsea Butcher-Top Bistro Table
(frosted acrylic) 22”L 22.5”D 45.5”H
also available
720320 30” RND 42”H
D) 81052 Lucent Barstool
(frosted acrylic) 12”L 15”D 30-34.75”H

A) 8201222 30” Round Bar Table
(white top, chrome hydraulic base) 30” RND 42”H
B) 81080 Blade Barstool
(red) 20.5”L 21.125”D 40.5”H
D) 810839 Rustique Barstool
(graphite nebula) 11”L 11”D 30”H

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) 8201209 (brushed yellow)
also available
8201264 (Madison/gray acajou)
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8201258 (orange)
8201251 (blue)
8201253 (wood)
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D) 810839 Rustique Barstool
(graphite nebula) 11”L 11”D 30”H
Barstools

LIFT Barstools

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

Marina Barstools

21”L17.5”D41.5”H
A) 81026 (ocean blue fabric)
B) 81028 (brown fabric)
C) 81029 (red fabric)
D) 81030 (white vinyl)
E) 81027 (black vinyl)

All frames brushed metal.
Barstools

Mix & Match

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

B) 810820
Black Barstool
(chrome)
18"L 22"D 41-44"H

C) 810821
White Barstool
(chrome)
18"L 22"D 41-44"H

D) 810880
Barstool (black)
22"L 22"D 45.5"H

E) 810881
White Barstool (black)
22"L 22"D 45.5"H

F) 810882
Barstool (white)
22"L 22"D 45.5"H

G) 810883
Black Barstool
(white)
22"L 22"D 45.5"H

Barstools Styles & Shapes

H) 810860
Laguna Barstool
(maple, chrome)
18"L 20"D 44"H
Blade Barstool
20.5"L 20.125"D 40.5"H

I) 810861
Blade Barstool
(maple, chrome)
20.5"L 20.125"D 40.5"H

J) 810862
Laguna Barstool
(maple, chrome)
18"L 20"D 44"H

K) 710880
Black Diamond Stool
(gunmetal)
13"L, 13"D 30"H

L) 810891
Rustique Barstool
(gunmetal)
13"L, 13"D 30"H

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

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

Mix & Match

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

B) 810820
Black Barstool
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210109 LIMERICK®
Stool by HERMAN MILLER®
(white) 18" X 17.75"L X 44"H

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

Freeman.com/store | 37
Conference Tables

42" Round Conference Table

A. 820706 (white laminate)
B. 820260 (Mahogany/gray ashwood)
C. 8201244 (black top, black)

Geo Tables

Geo Rectangular Tables
48"L, 36"D 29"H
E) 82041 (glass, black)
F) 82055 (glass, chrome)

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

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

Work Space

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

Madison
(Madison grey 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

820261 Genesis Chair
(black fabric, black)
27.5”L, 27.5”D 40-43.5”H Adjustable.

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

820110 Cupertino Mid Back Chair
(black vinyl, chrome)
27”L 30.5”D 40-43”H Adjustable.

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

Pro Executive High Back Chair
29"L 29.5"D 48.5"H
A) 810941 (white vinyl)
B) 810944 (black vinyl)
Adjustable height

Cupertino Mid Back Chair
A) 810170 (black vinyl, chrome) 27"L 30.5"D 40-43.5"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) 810945 (white vinyl)
B) 810944 (black vinyl)
Adjustable height

Task Stool
A) 810135 (black fabric) 27.5"L 27.5"D 32.75"-40.25"H Adjustable.

Executive Seating

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

Table Top Options
BLACK WHITE MAPLE

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

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
C) 820953 (grommets)
820955 (solid)
Black Top
E) 820952 (solid)

ผลกระทบของ AC และ USB ชาร์จ

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

Ventura Communal Café Tables
(silver frame)
72.25"L 26.25"D 30"H
Maple Top
C) 820963 (grommets)
820965 (solid)
White Top
D) 820961 (grommets)
820966 (solid)
Black Top
E) 820962 (solid)

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

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Office Essentials

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 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.

Lighting & Shelving

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

Please Note: Denotes AC and USB charging outlets.

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

SHELVING
C) 85029 Posh Shelving
   (chrome, acrylic) 36”L 18”D 72”H
D) 84078 Madison Bookcase
   (gray acajou) 36”L 12”D 72”H
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.
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” 12” 84”H
B) 85035
4’ Boxwood Hedge
46” 9” 47”H

Miramar Dividers
(molded plastic)
A) 85040 (white)
B) 85042 (harvest yellow)
C) 85044 (burgundy)
D) 85041 (gray)

A. B. C. D. E. F.
Show Essentials

Product Kiosk & Display

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

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

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

Stanchions & Signage

A) 220121
Chrome Stanchion w/ 8’ Retractable Belt
(Black, belt) 42”H

B) 220118
Chrome Sign Holder
(Black) 22”W X 28”H

Draped or Undraped
Tables & Counters

Table Drape Colors

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

Sizing Chart*

24”D X 30”H | Tables Draped
124330 Tables Draped 3’L x 24”D x 30”H
124430 Tables Draped 4’L x 24”D x 30”H
124530 Tables Draped 5’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 | Counters 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 | Counters Undraped
125330 Counter Undraped 3’L x 24”D x 30”H
125530 Counter Undraped 5’L x 24”D x 30”H
125630 Counter Undraped 6’L x 24”D x 30”H
125830 Counter Undraped 8’L x 24”D x 30”H

4th Side | Table Drape 30”
12404630 Drape Table 4th Side 6’X 30”
12404830 Drape Table 4th Side 8’X 30”

4th Side | Table Drape 42”
12404642 Drape Table 4th Side 6’X 42”
12404842 Drape Table 4th Side 8’X 42”
Show Essentials

Storage

750125
Round Literature Rack
(black)
17" W X 17" L X 57" H

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

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

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 47" H X 26" W

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

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

F) 220106
Corrugated Wastebasket
(black)
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:

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

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

Click to learn more detailed, interactive, printable checklist.
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](https://Freeman.com) and learn more about our SafeConnect Promise on Freeman.com.

**85051 Freestanding Divider**
(silver, clear) 35”L 9”D 72”H
Also available in opaque and personalization available.
85052 Divider Single-Sided Graphic
85053 Divider Single-Sided Graphic
85090 Divider Double-Sided Graphic

**85054 Freestanding Corner**
(silver, clear) 39”L 39”D 72”H
Also available in opaque and personalization available.

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

**85064 Flag Pole Divider**
(silver, clear) 34’H 11”W 47-74”H
Also available in opaque and personalization available.

**85091 Freestanding White Board**
(silver, clear) 40”L 9”D 72”H
Also available in opaque and personalization available.

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

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

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

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

View those options [here](https://Freeman.com) and learn more about our SafeConnect Promise on Freeman.com.
Health & Safety

Greenery and Dividers

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

20’x20’ Midtown, Greenery Booth

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

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

85035
4’ Boxwood Hedge
46”L 3”D 47”H

85050 Clear Divider Bar Counter
(silver, clear) 46’-70’L 12”W 31.5”H

Also available in opaque and personalization available.

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

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

Keep it Green.

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

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

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

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

Design your next booth with Freeman safety signage. Choose from select signage or customize with your brand to complete any size space.
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](https://www.freeman.com) and learn more about our SafeConnect Promise on Freeman.com
NAME OF SHOW: TANDEM MEETINGS OF ASTCT & CIBMTR 2022 / APRIL 23-26, 2022

FOSTER FURNISHINGS EXHIBITION CONTRACT

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

Take advantage of the Online price by ordering at www.freeman.com/store by the deadline date.

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Take advantage of the Online price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by the deadline date.

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### Draped Tables & Counters

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

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**Table Top Risers** - Risers are 9" wide

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NAME OF SHOW: TANDEM MEETINGS OF ASTCT & CIBMTR 2022 / APRIL 23-26, 2022

CONTACT NAME : PHONE #:
E-MAIL ADDRESS :

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**POWERED**

**Powered Seating**

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**Powered Pedestals**

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**Midtown Counters & Bars**

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**DISPLAY & ACCESSORIES**

**Product Storage**

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**Refrigerator**

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**Display**

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Take advantage of the Online price by ordering at www.freeman.com/store by the deadline date.
Online Price
Qty Part # Description Discount Price Standard Price Total

TANDEM MEETINGS OF ASTCT & CIBMTR 2022 / APRIL 23-26, 2022

NAME OF SHOW: TANDEM MEETINGS OF ASTCT & CIBMTR 2022 / APRIL 23-26, 2022
COMPANY NAME: BOOTH #:
CONTACT NAME : PHONE #:
E-MAIL ADDRESS :

Take advantage of the Online price by ordering at www.freeman.com/store by the deadline date.

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Accessories

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<td>220106</td>
<td>Corrugated Wastebasket</td>
<td>19.50</td>
<td>21.45</td>
<td>27.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8502</td>
<td>Village Charging Hub</td>
<td>254.00</td>
<td>279.40</td>
<td>355.60</td>
<td></td>
</tr>
</tbody>
</table>

Special Drape

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</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>12103</td>
<td>Special Drape 3'H (per ft.)</td>
<td>18.55</td>
<td>20.40</td>
<td>25.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12108</td>
<td>Special Drape 6'H (per ft.)</td>
<td>23.75</td>
<td>26.15</td>
<td>33.25</td>
<td></td>
</tr>
</tbody>
</table>

| TOTAL COST |
| Sub-Total  | 7.75% Tax | Total Cost |

Taxes: Due to varying taxes across counties and cities for various categories, applicable taxes will be applied to your order accordingly based on the jurisdictions of the show city.
NAME OF SHOW: TANDEM MEETINGS OF ASTCT & CIBMTR 2022 / APRIL 23-26, 2022

COMPANY NAME: 

CONTACT NAME: 

E-MAIL ADDRESS: 

Take advantage of the Online Price by ordering at www.freeman.com/store by the deadline date.

SHOWCASES

Fluorescent lighting, solid sides, white formica exterior, closed storage, sliding doors with locks (no mirrors).

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>Qty</th>
<th>Part #</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>101043</td>
<td>4' Full View Fluorescent</td>
<td>$481.95</td>
<td>$530.15</td>
<td>$674.75</td>
<td>$_______</td>
</tr>
<tr>
<td></td>
<td>101061</td>
<td>6' Full View Fluorescent</td>
<td>$481.95</td>
<td>$530.15</td>
<td>$674.75</td>
<td>$_______</td>
</tr>
</tbody>
</table>

QUICK TIPS

- Remember to order in advance to save time and money.
- Rental prices are for the duration of the show and include delivery to and removal from your booth space.
- If you have questions or need assistance with any items not listed, please call.

TOTAL COST

\[
\text{Sub-Total} \quad + \quad 7.75\% \text{ Tax} \quad = \quad \text{Total Cost}
\]
Flooring solutions
Stand out in style.
Your exhibit’s flooring should complement your brand

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

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

- **Classic Collection**
  - 16oz carpet

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

- **Supreme Collection**
  - 45oz carpet

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

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

- **Riviera + Parkside Collections**
  - Turf

---

**Be sure to order before the discount deadline!**

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

- **NEW** Available only before the discount deadline

© 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

\* Available only before the discount deadline
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

- 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.

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

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

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

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

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

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

Birch  Light Maple  Dark Maple
Ash  Smoke

NEW

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

NEW

Whitewood
Silverwood
Dark Maple
Blackwood
Barnwood

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

⚠️ = Available only before the discount deadline
Turf

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

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

**Riviera Black**

**Riviera Green**

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

**Parkside Green**

\[\text{NEW} \Rightarrow \text{Available only before the discount deadline}\]
Want to take your flooring to the next level?

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

Contact solutions@freeman.com
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
TANDEM MEETINGS OF ASTCT & CIBMTR 2022 / APRIL 23-26, 2022

NAME OF SHOW: TANDEM MEETINGS OF ASTCT & CIBMTR 2022 / APRIL 23-26, 2022

COMPANY NAME: 

CONTACT NAME: 

PHONE #: 

EMAIL ADDRESS: 

Take advantage of the Online Price by ordering at www.freeman.com/store by the deadline date.

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 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.
- Prestige, Custom Cut Classic Carpet, Turf and Vinyl are subject to a 100% Cancellation Charge.

10' Classic Carpet, Padding & Plastic Covering

Choose your carpet color:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10' x 10' Classic Carpet</td>
<td>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>0.60</td>
<td>0.65</td>
<td>0.85</td>
<td></td>
</tr>
</tbody>
</table>

Custom Cut Classic Carpet

- Order Custom Cut Classic Carpet 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</td>
<td>4.25</td>
<td>4.70</td>
<td>5.95</td>
<td></td>
</tr>
</tbody>
</table>

Vinyl *

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

10ft Expo Event Vinyl, choose your flooring color:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10ft wide Vinyl</td>
<td>6.75</td>
<td>7.45</td>
<td>9.45</td>
<td></td>
</tr>
</tbody>
</table>

12ft Event Flex Vinyl, choose your flooring color:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12ft wide Vinyl</td>
<td>8.45</td>
<td>9.30</td>
<td>11.85</td>
<td></td>
</tr>
</tbody>
</table>
NAME OF SHOW: TANDEM MEETINGS OF ASTCT & CIBMTR 2022 / APRIL 23-26, 2022

COMPANY NAME: 

CONTACT NAME: 

E-MAIL ADDRESS: 

Flooring

- 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 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>1 - 700 sqft</td>
<td>5.25</td>
<td>5.80</td>
<td>7.35</td>
<td>$</td>
</tr>
<tr>
<td>Over 700 sqft</td>
<td>4.75</td>
<td>5.25</td>
<td>6.65</td>
<td>$</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 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>1 - 700 sqft</td>
<td>6.15</td>
<td>6.75</td>
<td>8.60</td>
<td>$</td>
</tr>
<tr>
<td>Over 700 sqft</td>
<td>5.55</td>
<td>6.10</td>
<td>7.75</td>
<td>$</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>1.50</td>
<td>1.65</td>
<td>2.10</td>
<td>$</td>
</tr>
<tr>
<td>Over 700 sqft</td>
<td>1.35</td>
<td>1.50</td>
<td>1.90</td>
<td>$</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>3.00</td>
<td>3.30</td>
<td>4.20</td>
<td>$</td>
</tr>
<tr>
<td>Over 700 sqft</td>
<td>2.70</td>
<td>2.95</td>
<td>3.80</td>
<td>$</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>4.05</td>
<td>4.45</td>
<td>5.65</td>
<td>$</td>
</tr>
</tbody>
</table>

Turf *

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

Riviera Turf, choose your flooring color:

- Black
- Ivy Green

Riviera Turf - 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>4.70</td>
<td>5.15</td>
<td>6.60</td>
<td>$</td>
</tr>
</tbody>
</table>

Parkside Turf, choose your flooring color:

- Green

Parkside Landscape Turf - 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>10.15</td>
<td>11.15</td>
<td>14.20</td>
<td>$</td>
</tr>
</tbody>
</table>

TOTAL COST

Total Cost = $

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

### 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>.45</td>
<td>.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610200</td>
<td>Booth Vacuuming - 2 Days</td>
<td>.90</td>
<td>1.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610300</td>
<td>Booth Vacuuming - 3 Days</td>
<td>1.35</td>
<td>1.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>610400</td>
<td>Booth Vacuuming - 4 Days</td>
<td>1.80</td>
<td>2.50</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>.70</td>
<td>1.00</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 sqft.</td>
<td>129.30</td>
<td>181.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6201500</td>
<td>Exhibit Area / 501 - 1,500 sqft.</td>
<td>159.80</td>
<td>223.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6202500</td>
<td>Exhibit Area / 1,501 - 2,500 sqft.</td>
<td>187.50</td>
<td>262.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6203500</td>
<td>Exhibit Area / Over 2,500 sqft.</td>
<td></td>
<td></td>
<td>Call for Quote</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

\[
\text{Sub-Total} + \text{7.75\% Tax} = \text{Total Cost}
\]
SEEING IS BELIEVING

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

- Photo-quality / high-resolution printing on a variety of rigid and rolled material including honeycomb, foam, Polyfoam, PVC, acrylic, fabric, vinyl and mesh materials

- Grand Format printers provide high-resolution digital printing of single and double-sided banners in virtually any size

- Electronic file transfer, in-house printing, and company-wide procedure standardization allow us to control quality, cost and scheduling on a nationwide basis

- Extensive resources ensure that last minute repairs and replacements are handled efficiently as needed, no matter where your event may be located

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

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

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

DEPTH OF RESOURCES

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

REPRODUCTION AND INSTALLATION

• Suspended banners
• 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: TANDEM MEETINGS OF ASTCT & CIBMTR 2022 / APRIL 23-26, 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.

Note: All graphics are subject to a 100% Cancellation Charge.

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

\[
L \times W = \text{sq ft}
\]

\[
\text{sq ft} \times 17.75 \text{ per sq ft discount price} = \$
\]

\[
\text{sq ft} \times 26.65 \text{ per sq ft standard price} = \$
\]

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

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

File Information:
- Electronic File Name
- Application
- PMS Colors

Backings Material:
- Freeman Foam (Foamcore)
- Freeman PVC (PVC)
- Freeman HD Foam (Gatorfoam)
- Freeman Polyfoam (Ultra Board)

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:

STANDARD SIZES

<table>
<thead>
<tr>
<th>CHOOSE YOUR SIZE:</th>
<th>QTY.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7” x 11”</td>
<td></td>
<td>78.05</td>
<td>117.10</td>
<td></td>
</tr>
<tr>
<td>7” x 22”</td>
<td></td>
<td>80.05</td>
<td>120.10</td>
<td></td>
</tr>
<tr>
<td>7” x 44”</td>
<td></td>
<td>82.05</td>
<td>123.10</td>
<td></td>
</tr>
<tr>
<td>9” x 44”</td>
<td></td>
<td>86.90</td>
<td>130.35</td>
<td></td>
</tr>
<tr>
<td>11” x 14”</td>
<td></td>
<td>95.85</td>
<td>143.80</td>
<td></td>
</tr>
<tr>
<td>14” x 22”</td>
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<td>98.40</td>
<td>147.60</td>
<td></td>
</tr>
<tr>
<td>14” x 44”</td>
<td></td>
<td>117.50</td>
<td>176.25</td>
<td></td>
</tr>
<tr>
<td>22” x 28”</td>
<td></td>
<td>123.35</td>
<td>185.05</td>
<td></td>
</tr>
<tr>
<td>28” x 44”</td>
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<td>148.90</td>
<td>223.35</td>
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</tr>
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<td>20” x 60”</td>
<td></td>
<td>243.35</td>
<td>365.05</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.

TOTAL COST

Sub-Total + 7.75 % Tax = Total Cost
CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

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

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

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

ACCEPTABLE FILE SOFTWARE

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

ACCEPTABLE FILE TYPES and SUPPORT FILES

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

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

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

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

WAYS TO SEND ARTWORK

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

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

LABOR SOURCE

We currently have a labor agreement with IATSE Local #838 to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from the local. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Local. Labor can be ordered in advance by returning the Labor Order Form, or on show site at the Freeman Service Desk.

MATERIAL HANDLING

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

TIPPING

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

SAFETY

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

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

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

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

ON-SITE SUPERVISION

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

If You Use Freeman Staff

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

**Straight Time:**
8:00 AM to 5:00 PM Monday through Friday

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time</td>
<td>$105.75</td>
<td>$148.25</td>
</tr>
<tr>
<td>Overtime</td>
<td></td>
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<tr>
<td>5:00 PM to 8:00 AM Monday through Friday</td>
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<tr>
<td>All day Saturday, Sunday and observed holidays</td>
<td>$158.75</td>
<td>$222.25</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.
- Supervisor must check in at the Freeman Service Center to pickup labor.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

### INSTALLATION LABOR

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

  Emergency contact: ________________________________  Phone Number: ____________________________

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

  Supervisor will be: ________________________________  Phone Number: ____________________________

<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>
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</tbody>
</table>

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

7.75% Tax = $ (N/A)

Total Installation = $ __________

### DISMANTLE LABOR

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

  Emergency contact: ________________________________  Phone Number: ____________________________

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

  Supervisor will be: ________________________________  Phone Number: ____________________________

<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>
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</tr>
</tbody>
</table>

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

7.75% Tax = $ (N/A)

Total Dismantle = $ __________
**NAME OF SHOW:** TANDEM MEETINGS OF ASTCT & CIBMTR 2022 / APRIL 23-26, 2022  
**COMPANY NAME:**  
**CONTACT NAME:**  
**PHONE #:**  
**E-MAIL ADDRESS:**

---

### FREEMAN SUPERVISED LABOR

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

#### INBOUND SHIPPING & SET-UP INFORMATION

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

#### OUTBOUND SHIPPING INFORMATION

**SHIP TO:**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

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 5:00 PM Monday through Friday
- One hour minimum - labor thereafter is charged in half (1/2) hour increments

## Overtime:
- 6:00 PM to 7:00 AM Monday through Friday; All day Saturday, Sunday and Observed Holidays
- Start time guaranteed only at start of working day

- **Show site prices will apply to all labor orders placed at show site**
- 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

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>304050</td>
<td>Forklift w/operator - up to 5,000 lbs - ST</td>
<td>$204.75</td>
<td>$286.75</td>
</tr>
<tr>
<td>304051</td>
<td>Forklift w/operator - up to 5,000 lbs - OT</td>
<td>$307.25</td>
<td>$430.25</td>
</tr>
<tr>
<td>3040100</td>
<td>Forklift w/operator - up to 10,000 lbs - ST</td>
<td>$218.75</td>
<td>$306.25</td>
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<tr>
<td>3040101</td>
<td>Forklift w/operator - up to 10,000 lbs - OT</td>
<td>$328.25</td>
<td>$459.75</td>
</tr>
<tr>
<td>3040150</td>
<td>Forklift w/operator - up to 15,000 lbs - ST</td>
<td>$247.50</td>
<td>$346.50</td>
</tr>
<tr>
<td>3040151</td>
<td>Forklift w/operator - up to 15,000 lbs - OT</td>
<td>$371.25</td>
<td>$519.75</td>
</tr>
<tr>
<td>304040</td>
<td>Forklift w/operator - 4-Stage - ST</td>
<td>$284.25</td>
<td>$398.00</td>
</tr>
<tr>
<td>304041</td>
<td>Forklift w/operator - 4-Stage - OT</td>
<td>$426.50</td>
<td>$597.25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3020100</td>
<td>Rigger - ST</td>
<td>$105.75</td>
<td>$148.25</td>
</tr>
<tr>
<td>3020101</td>
<td>Rigger - OT</td>
<td>$158.75</td>
<td>$222.25</td>
</tr>
</tbody>
</table>

## Rigging Labor

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
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</thead>
<tbody>
<tr>
<td>3090600</td>
<td>Forklift Cage</td>
<td>$39.50</td>
<td>$55.50</td>
</tr>
<tr>
<td>3090800</td>
<td>Pallet Jack</td>
<td>$39.50</td>
<td>$55.50</td>
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</tbody>
</table>

## Vehicle Spotting

- 257024 Vehicle Spotting (Round Trip) $252.00

## Installation

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Start Date</th>
<th>Start Time</th>
<th>No. Equip/ People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
</table>

Describe work to be done:  

Sub-Total: $  
7.75% Tax: $(N/A)  
Total Installation: $  

## Dismantle

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Start Date</th>
<th>Start Time</th>
<th>No. Equip/ People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
</table>

Describe work to be done:  

Sub-Total: $  
7.75% Tax: $(N/A)  
Total Dismantle: $
INSTRUCTIONS

• All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
• All overhead hanging must be assembled, installed, and removed by Freeman. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
• Set up instructions must be provided for signs needing assembly.
• Hanging anchor points must be pre-fabricated and ready for use.
• Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container must arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
• 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 SERVICE Order Form.
• If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

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

Type: Cloth Banner _____ Metal or Wood _____ Other _____
Shape: Square _____ Triangle _____ Rectangle _____ Other _____
Size: Height __________ Length __________ Width __________
Weight of Sign: __________

Does Your Sign Require: Electricity _____ Assembly _____
Is Your Sign Designed to Rotate? ______ Yes ______ No ______

(Initial in the applicable box above)

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

---

Installation Estimate
Approx Hours @ Hourly Rate = Total Estimated Cost

Dismantle Estimate
Approx Hours @ Hourly Rate = Total Estimated Cost

---

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

Please indicate method of supervision you require for assembly/disassembly:
____ Freeman
____ Exhibitor Personnel
____ Display House

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

---

For fast, easy ordering, go to www.freeman.com/store.
STRUCTURAL INTEGRITY STATEMENT
THIS FORM MUST BE RETURNED
FOR ALL SUSPENDED STRUCTURES

_______________________________________________, the contracted exhibitor at the TANDEM MEETINGS OF ASTCT & CIBMTR 2022 / APRIL 23-26, 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, SALT PALACE 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:  _________________________________________________________
TANDEM MEETINGS OF ASTCT & CIBMTR 2022 / APRIL 23-26, 2022

NAME OF SHOW:  
COMPANY NAME:  
CONTACT NAME:  
E-MAIL ADDRESS:  

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

CHAIN HOIST / TRUSS / SIGN RIGGING

ALL HANGING STRUCTURES OVER 250 LBS. WILL REQUIRE A CHAIN HOIST

<table>
<thead>
<tr>
<th>CHAIN HOIST</th>
<th>Qty Ea.</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/4 Ton Chain Hoist (up to 500 lbs.)</td>
<td>@ $626.25</td>
<td>$626.25</td>
<td></td>
</tr>
<tr>
<td>1/2 Ton Chain Hoist (up to 1,000 lbs.)</td>
<td>@ $626.25</td>
<td>$626.25</td>
<td></td>
</tr>
<tr>
<td>1 Ton Chain Hoist (up to 2,000 lbs.)</td>
<td>@ $656.40</td>
<td>$656.40</td>
<td></td>
</tr>
</tbody>
</table>

Please call for custom quote if ordering more than five chain hoists or rotating motors.

FREEMAN SIGN RIGGING SUPERVISION W/ADDITIONAL EQUIPMENT (Per Hour, 1 Hour Minimum)
Rate applies when additional equipment is used (i.e. chain motor, hoist, truss, etc.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time: 8:00 A.M. to 5:00 P.M. Monday through Friday</td>
<td>$ 105.75</td>
</tr>
<tr>
<td>Overtime: 5:00 P.M. to 8:00 A.M Monday through Friday and all day Saturday, Sunday and Holidays</td>
<td>$ 158.75</td>
</tr>
</tbody>
</table>

TRUSS SYSTEMS

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty Ft.</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>12&quot; Silver Box Truss</td>
<td>@ $26.00 per/ft</td>
<td>$26.00 per/ft</td>
<td></td>
</tr>
<tr>
<td>12&quot; Black Box Truss</td>
<td>@ $26.00 per/ft</td>
<td>$26.00 per/ft</td>
<td></td>
</tr>
<tr>
<td>20.5&quot; Silver Box Truss</td>
<td>@ $37.60 per/ft</td>
<td>$37.60 per/ft</td>
<td></td>
</tr>
<tr>
<td>20.5&quot; Black Box Truss</td>
<td>@ $37.60 per/ft</td>
<td>$37.60 per/ft</td>
<td></td>
</tr>
</tbody>
</table>

INSTRUCTIONS

• All rigging must conform with Show Management rules, regulations and facility limitations.
• Freeman is the exclusive provider of rigging services, truss and chain motors.
• Rigging Plots must be submitted in advance by exhibitor. These plots must show the location of the hang points, the height above the floor of the hang points, the weight of each point and the booth outline with the surrounding booth numbers for reference.
• Any special equipment required will be billed at prevailing rates. Prices are for the entire show.
• Lighting can be rented from the official audio visual company, Freeman, or may be brought in or rented from other sources, but will incur drayage charges.
• ELECTRICAL SERVICE requirements must be ordered in advance.
• For Lift and overhead rigging crew, use the "Hanging Sign Labor" order form.

SUPPORTING DOCUMENTS CHECKLIST

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rigging Plot</td>
</tr>
<tr>
<td>Structural Integrity Statement</td>
</tr>
<tr>
<td>Hanging Signs Order Form</td>
</tr>
<tr>
<td>Electrical Order Form</td>
</tr>
</tbody>
</table>

No Material Handling Charges on Chain Hoists and Truss Systems Ordered from Freeman

QUICK TIP FOR EASY EXHIBITING
Please remember to sign the required Structural Integrity Statement. Orders received without an Authorized Signature will not be placed until received.

All materials and equipment are on a rental basis.
ORDERS RECEIVED AT SHOW SITE OR WITHOUT PAYMENT WILL COST AN ADDITIONAL 40% OVER PRICES INDICATED.

TOTAL COST

Sub-Total + 7.75% Tax = Total Cost

(505769) FY22 CC.Hotel
When it comes to promoting your exhibit, let our technology do the talking. Freeman offers the most extensive inventory of audio visual products available, ensuring a custom experience that excites the senses and breathes life into your booth, giving it the appeal to draw in customers.

- Our audio visual experts can assist with a wide range of technology solutions for custom rental exhibit programs that fit any size or budget
- Full service resources include digital services, flat screen technology, intelligent LED light displays, seamless plasma and LED panel solutions and immersive audio experiences
- Schedule deliveries with advance confirmation to meet your timeline specifications
- Preshow consultation, installation, operation, and comprehensive invoice services provide a streamlined solution for all your rental needs
Freeman Audio Visual offers the widest array of audio visual products in our expansive network throughout North America. Our exhibit specialists can assist with a full range of audio visual equipment for portable, modular and custom rental exhibit programs to fit any size or budget. Full service resources include digital services, lighting, flat screen technology, computer equipment and LED displays.

Freeman Audio Visual establishes the right combination of equipment and services that will command attention while communicating your company's message. Whatever your needs, our dedicated service and technical on-site support teams will be available to ensure your exhibit program's success. With more than 3,500 full-time audio visual experts and $100 million in inventory, you can always count on Freeman Audio Visual to recommend the perfect combination of audio visual solutions to enhance your company's brand.

- PRESHOW CONSULTATION REGARDING EQUIPMENT SPECIFICATIONS AND BUDGETING
- ONE SEAMLESS SOURCE FOR ALL YOUR TECHNOLOGY SOLUTIONS, INCLUDING A COMPLETE RANGE OF AUDIO VISUAL AND COMPUTER EQUIPMENT AND INSTALLATION SERVICES
- INTELLIGENT LIGHTING DESIGN, INSTALLATION AND OPERATION
- SCHEDULED DELIVERIES WITH ADVANCE CONFIRMATION TO MEET YOUR TIMELINES
- AUDIO VISUAL EXPERTS THAT OFFER PERSONALIZED, DEDICATED SERVICE
NAME OF SHOW: TANDEM MEETINGS OF ASTCT & CIBMTR 2022 / APRIL 23-26, 2022

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

**AUDIO VISUAL**

- Orders received after the deadline date or without payment will be charged the Standard Price.
- Electrical and internet services are not included in equipment pricing.
- Pricing is for the length of the event and includes product delivery.
- Please call for meeting room support or items that are not listed.

## FLAT SCREEN PACKAGES

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All screens are 1080p with dual post stand</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>32&quot; Flat Screen</td>
<td>$708.75</td>
<td>$921.40</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>42&quot; Flat Screen</td>
<td>$860.65</td>
<td>$1,118.85</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>55&quot; Flat Screen</td>
<td>$1,442.80</td>
<td>$1,875.65</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>70&quot; Flat Screen</td>
<td>$2,050.30</td>
<td>$2,691.75</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>90&quot; Flat Screen (includes hydraulic stand)</td>
<td>$3,645.00</td>
<td>$4,738.50</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>All screens are 1080p with dual post stand and external USB media player.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>32&quot; Flat Screen</td>
<td>$830.25</td>
<td>$1,079.35</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>42&quot; Flat Screen</td>
<td>$982.15</td>
<td>$1,276.80</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>55&quot; Flat Screen</td>
<td>$1,565.30</td>
<td>$2,034.90</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>70&quot; Flat Screen</td>
<td>$2,171.80</td>
<td>$2,823.35</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>90&quot; Flat Screen (includes hydraulic stand)</td>
<td>$3,766.50</td>
<td>$4,896.45</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>All screens are 1080p with dual post stand and laptop.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>32&quot; Flat Screen</td>
<td>$1,037.80</td>
<td>$1,349.15</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>42&quot; Flat Screen</td>
<td>$1,189.70</td>
<td>$1,546.60</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>55&quot; Flat Screen</td>
<td>$1,771.90</td>
<td>$2,303.45</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>70&quot; Flat Screen</td>
<td>$2,379.40</td>
<td>$3,093.20</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>90&quot; Flat Screen (includes hydraulic stand)</td>
<td>$3,974.05</td>
<td>$5,166.25</td>
<td>$</td>
</tr>
</tbody>
</table>

## TOUCHSCREEN PACKAGES

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All packages include dual post stand and laptop.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>32&quot; Touchscreen</td>
<td>$1,366.90</td>
<td>$1,776.95</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>46&quot; Touchscreen</td>
<td>$1,771.90</td>
<td>$2,303.45</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>55&quot; Touchscreen</td>
<td>$2,176.90</td>
<td>$2,829.95</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>All packages include dual post stand.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>32&quot; Touchscreen</td>
<td>$1,037.80</td>
<td>$1,349.15</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>46&quot; Touchscreen</td>
<td>$1,442.80</td>
<td>$1,875.65</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>55&quot; Touchscreen</td>
<td>$1,847.80</td>
<td>$2,402.15</td>
<td>$</td>
</tr>
<tr>
<td>Qty</td>
<td>Description</td>
<td>Discount Price</td>
<td>Standard Price</td>
<td>Total</td>
</tr>
<tr>
<td>-----</td>
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<td>----------------</td>
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</tr>
</tbody>
</table>

**FLAT SCREEN DISPLAYS**

- Please call for pricing on Flat Screens 98" and larger, 4K UHD, & LED Video Wall options.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
</table>

**TOUCHSCREEN DISPLAYS**

- Touchscreens will require a PC/laptop to operate. Not compatible with Mac. Please call for larger sizes.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
</table>

**VIDEO PLAYERS**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
</table>

**COMPUTERS & ACCESSORIES**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
</table>

(505769) Page 2 of 3
Thank you for using Freeman to meet your Audio Visual equipment needs. You can be confident that our Audio Visual Experts will be on-site to deliver, install, and provide any necessary technical support. Your booth must have all supporting elements installed before we can deliver your equipment. All Audio Visual equipment will be installed no later than the last day of move in.

If you find any expected equipment missing from your booth, please visit the Exhibitor Service Center.

On-Site Contact Person: ____________________________________  Cell Phone:__________________________

If You Have a Special Delivery Request, Please Note it Here: ______________________________________________________

**PAYMENT INFORMATION**

A Freeman representative will provide a secured payment link after receiving your order. A credit card is required to secure all orders, even when paying by ACH, check or wire transfer. Cash payments will no longer be accepted while on show-site. Full payment including applicable tax must be made in advance, in US funds. Equipment may not be provided and installed if payment has not been received prior to show move-in.

**PURCHASE TERMS**

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

**ELECTRICAL SERVICE**

Please contact the electrical contractor to place your electrical order.

**READY FOR DELIVERY ONSITE**

For delivery of your audio visual equipment, please notify the Freeman Service Center as well as the electrical contractor electricians. We will work with the electrical contractor electricians to deliver and set your equipment order.

**DELIVERY INFORMATION**

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**TOTAL COST**

\[
\text{Equipment Sub-Total} + \text{10.25% Tax} = \text{Total Cost}
\]
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.

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

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

Can I run my extension cords under the carpet myself?

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

Will my floor work be completed before I arrive?

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

Labor and material charges apply.

When will my power be turned on?

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

Do I need lighting?

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

Can I hang my own lights?

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

Do I need to order power for my lighting?

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

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

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

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

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

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

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

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

Additional questions?

Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to www.freemanco.com/store.
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 x amperage (120 volt x 1 amp = 120 watts), 5 - 100 watt light bulbs = (5x100 = 500 watts)

<table>
<thead>
<tr>
<th></th>
<th>WATTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blender</td>
<td>475-1000</td>
</tr>
<tr>
<td>Can Opener</td>
<td>500</td>
</tr>
<tr>
<td>Card Reader (credit) / Lead Retrieval</td>
<td>100</td>
</tr>
<tr>
<td>Cash Register</td>
<td>100-200</td>
</tr>
<tr>
<td>Coffee Pot - Household Size</td>
<td>600-1200</td>
</tr>
<tr>
<td>Coffee Pot - Large Brewer</td>
<td>1500-2000</td>
</tr>
<tr>
<td>Computer - Monitor (independent)</td>
<td>120-200</td>
</tr>
<tr>
<td>Computer - Desktop (monitor &amp; CPU)</td>
<td>200-900</td>
</tr>
<tr>
<td>Computer - Laptop</td>
<td>100-300</td>
</tr>
<tr>
<td>Computer Printer - Dot Matrix</td>
<td>100-500</td>
</tr>
<tr>
<td>Computer Printer - Laser</td>
<td>400-1000</td>
</tr>
<tr>
<td>Crock Pot</td>
<td>200-1000</td>
</tr>
<tr>
<td>DVD Player</td>
<td>50-100</td>
</tr>
<tr>
<td>Electric Frying Pan</td>
<td>1200-2000</td>
</tr>
<tr>
<td>Fax Machine</td>
<td>1000</td>
</tr>
<tr>
<td>Flat Screen TV - 32&quot; to 50&quot;</td>
<td>1000</td>
</tr>
<tr>
<td>Food Processor</td>
<td>500-2000</td>
</tr>
<tr>
<td>Glue Gun</td>
<td>300</td>
</tr>
<tr>
<td>Griddle</td>
<td>1500-2000</td>
</tr>
<tr>
<td>Hair Dryer</td>
<td>1000-2000</td>
</tr>
<tr>
<td>Heat Lamps (per lamp)</td>
<td>250</td>
</tr>
<tr>
<td>Heater (portable)</td>
<td>1500-2000</td>
</tr>
<tr>
<td>Hot Plate Single</td>
<td>1000</td>
</tr>
<tr>
<td>Hot Plate Double</td>
<td>1500-2000</td>
</tr>
<tr>
<td>Hot Water Heater</td>
<td>30amp/208 volt/Single Phase</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.

SHOW NAME _______________________________________________________

COMPANY NAME ___________________________________________________

Adjacent Aisle or Booth# ______________

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

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

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

<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></td>
</tr>
<tr>
<td>Power will be at rear drape line</td>
<td># 504</td>
<td># 506</td>
<td># 508</td>
</tr>
<tr>
<td># 510</td>
<td></td>
<td></td>
<td></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

BACKWALL
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

   ![Diagram of booth layout](image)
**ELECTRICAL**

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>Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show 110/120 Volt</td>
<td>208V, 500 Watts (5 amps)</td>
<td>139.00</td>
</tr>
<tr>
<td>Show 110/120 Volt</td>
<td>208V, 1000 Watts (10 amps)</td>
<td>246.00</td>
</tr>
<tr>
<td>Show 110/120 Volt</td>
<td>208V, 2000 Watts (20 amps)</td>
<td>325.00</td>
</tr>
</tbody>
</table>

**ADDITIONAL INFORMATION**

**FOR ADVANCE PAYMENT PRICE**

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to March 25, 2022.

**MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS**

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop 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.

**ISLAND BOOTHS**

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

**INLINE AND PENINSULA BOOTHS**

Power will be placed in the back of the booth unless otherwise specified.

**24 HOUR SERVICES**

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

**SEPARATE OUTLETS**

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

**CANCELLATION**

A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

**OVERHEAD POWER**

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

**EXTENSION CORDS & POWER STRIPS**

Extension cords and power strips are available for rental at the Freeman Service Center.

---

**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>7.75% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>
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 nearest 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. Exhibitors’ cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - 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. Exhibitors’ equipment will be modified to conform to Freeman receptacles. If an outage is the result of an exhibitors’ 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.
LABOR RATES & SCHEDULE

Straight Time: Monday - Friday, 8:00 AM - 5:00 PM (Excluding Holidays)
Overtime: Monday - Friday, 5:00 PM - 8:00 AM, All day Saturday, Sunday and Holidays

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrician - ST</td>
<td>$137.25</td>
<td>$192.25</td>
</tr>
<tr>
<td>Electrician - OT</td>
<td>$206.00</td>
<td>$288.50</td>
</tr>
<tr>
<td>Scissor Lift w/crew - ST</td>
<td>$443.00</td>
<td>$620.25</td>
</tr>
<tr>
<td>Scissor Lift w/crew - OT</td>
<td>$664.25</td>
<td>$930.00</td>
</tr>
<tr>
<td>Condor w/crew - ST</td>
<td>$555.25</td>
<td>$777.50</td>
</tr>
<tr>
<td>Condor w/crew - OT</td>
<td>$833.00</td>
<td>$1166.25</td>
</tr>
<tr>
<td>Forklift w/operator - ST</td>
<td>$205.75</td>
<td>$288.25</td>
</tr>
<tr>
<td>Forklift w/operator - OT</td>
<td>$308.75</td>
<td>$432.25</td>
</tr>
</tbody>
</table>

Dismantle labor will be charged at 50% of the total install time rounded to the next half hour. This applies to Electrician labor only; equipment/crews will be charged a one hour minimum.

- Show Site price applies to all labor orders placed at show site.
- Start time guaranteed only at start of working day.

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman Service Center to confirm that you are ready for service.

Note: For more information and an example of a completed floorplan please see the following page.

LABOR REQUEST

Name of On-Site Contact: ___________________________ Cell Phone: ___________________________
Special Instructions: ________________________________________________________________
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.

CANCELLATION POLICY
A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

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.

![Floor Plan Diagram]
EXHIBITOR SERVICES INFORMATION

The Salt Palace Convention Center offers an array of services all designed to help make your event a success.

WIRED INTERNET
Internet Basic: a single, shared, 3 Mb Internet connection with one private IP address.
Internet Business: a single, shared 10 Mb Internet connection with one private IP address.
Internet Dedicated: a single, dedicated Internet connection, 20, 50, 100 Mb and more.

WIRELESS INTERNET
SP Premium: high-speed WiFi network available throughout the facility. Designed for exhibitors who only have a few wireless devices. This service can be purchased in advance on the order form, or onsite via the network splash page.
Connect! Spot: a custom high-speed network dedicated to your exhibit booth. Designed for exhibitors with multiple wireless devices and visiting guests. Packages available for 25, 50 or 100 connections.
Smart WiFi: a custom service designed for a device that cannot use the SP Premium or Connect! Spot services. These types of devices may include smart TV’s, streaming media devices, credit card terminals, etc.

SP Premium and Connect! Spot WiFi services are broadcast 5 GHz only. You must have a wireless adapter capable of 802.11 a/n/ac.
Wireless-AC USB adapters are available for purchase onsite from the Event Technology Services department, if needed.

TELEPHONE & CABLE TV
Two-line, multi-line or conferencing handsets are also available
Cable Television: All local channels and most standard cable channels are available. Many channels are available in HD. Service comes with a cable box, HDMI cable and remote control, but does not include the television set.

AIR, WATER, NATURAL GAS
Compressed Air Connection: 100 PSI. 3/8 inch quick universal disconnect and c/o valve.
Water Fill / Empty: One time fill for a single container (hot tub, aquarium, fountain, etc) and a one time empty.
Natural Gas Connection: 1/2 inch quick disconnect. Regulator not included.

Engineering services are available in exhibit halls only. Some services are limited to select areas of the halls.

MOBILITY AID RENTALS
For additional assistance moving throughout our facility, we offer daily rentals of mobility scooters and wheelchairs. Rentals can be picked-up and returned at the Guest Services office, 24 hours a day. The Guest Services office located on the lower mezzanine level outside of Hall A.

For more details on all our exhibitor services, click here