



INTERNATIONAL MATERIALS,
APPLICATIONS & TECHNOLOGIES
2022



General Information

LOCATION:

Ernest N. Morial Convention Center, 900 Convention Center Blvd, New Orleans. LA 70130

Exhibitor Move-In

Monday, September 12, 2022.....8:00 a.m. to 5:00 p.m.

Tuesday, September 13, 2022*9:00 a.m. to 5:30 p.m.
Morning Refreshment Break10:00 a.m. to 10:30 a.m.
Lunch on the Exhibit Floor.....11:50 a.m. to 1:20 p.m.
Afternoon Refreshment Break2:40 p.m. to 3:00 p.m.
Exhibitor Welcome Reception4:00 p.m. to 5:30 p.m.

Wednesday, September 14, 2022*9:00 a.m. to 5:00 p.m.
Morning Refreshment Break10:00 a.m. to 10:30 a.m.
Lunch on the Exhibit Floor12:00 p.m. to 1:20 p.m.
Afternoon Refreshment Break2:40 p.m. to 3:00 p.m.

Exhibit Move-Out

Wednesday, September 14, 20225:00 p.m. to 9:00 p.m.
Thursday, September 15, 20228:00 a.m. to 12:00 p.m.

**Times are subject to change*

Show Colors

Drape: Black & Black
Aisle Carpet: Tuxedo

PLEASE NOTE - Exhibit Hall Carpet

IMAT/TSS Forum Show Management requires that **ALL** booths have floor covering. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form in the exhibitor service manual.



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2022



Contacts

Exhibit / Sponsorship Sales

Kelly "KJ" Johanns

Phone: 440-671-3851

ExpoSales@asminternational.org

Exhibit Logistics

Lindy Good

Phone: 440-671-3806

lindy.good@asminternational.org

General Service Contractor

Freeman

Phone: 888-508-5054

ExhibitorSupport@freeman.com

Exhibitor Registration

RCS

Phone: 805-677-4297

TSS: tss2022@rcsreg.com

IMAT: imat2022@rcsreg.com

Exhibitor Registration Questions

Lindy Good

Phone: 440-338-5441

Lindy.Good@asminternational.org

Lead Retrieval

RCS

Phone: 805-654-0171

Online Ordering:

www.rcsreg.com/leads/imattss2022

Exhibitor Catering - Centerplate

Linsey Marriott

Phone: 504-670-7254

Linsey.Marriott@Centerplate.com

Internet & Telecommunications

NOENMCC

Phone: 504-582-3036

exhibit_services@mccno.com

Electrical & Plumbing

NOENMCC

Phone: 504-582-3036

exhibit_services@mccno.com

Audio Visual

NOENMCC

Phone: 504-582-3018

production@mccno.com

Exhibit Transportation

Freeman

Phone: 800-995-3579

exhibit.transportation@freeman.com



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IMPORTANT DATES TO REMEMBER

DESCRIPTION	DEADLINE DATE
Lead Retrieval Early Bird Discount Deadline	July 22, 2022
Submit Show Directory Listing CLICK HERE	July 29, 2022
Submit Final Program Ad Submit to: lindy.good@asminternational.org	July 29, 2022
Full Conference Exhibitor Early Bird Registration TSS Forum: https://register.rcsreg.com/r2/tss2022/ex/clear.html IMAT: https://register.rcsreg.com/r2/imat2022/ex/clear.html	August 14, 2022
1 st Day for Advanced Shipments to Warehouse	August 15, 2022
Freeman Services Discount	August 15, 2022
Hotel Discount Deadline https://book.passkey.com/e/50243007	August 18, 2022
Lead Retrieval Advance Discount Deadline	August 26, 2022
Deadline for Advanced Shipments to Warehouse	September 5, 2022
Last Chance to Pre-Register Exhibitors TSS Forum: https://register.rcsreg.com/r2/tss2022/ex/clear.html IMAT: https://register.rcsreg.com/r2/imat2022/ex/clear.html	September 9, 2022
1 st Day for Direct to Show Site Shipments	September 12, 2022
Lead Retrieval Onsite Rate Dates Deadline	September 14, 2022



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Hotel & Visa Information

OFFICIAL CONFERENCE HOTEL:

Hilton New Orleans Riverside
2 Poydras St
New Orleans, LA 70130

A negotiated guestroom rate of **\$199/night plus tax** for single/double occupancy is available to IMAT/TSS Forum 2022 attendees and exhibitors until **August 18, 2022** or until rooms at this rate are sold out.

HOTEL RESERVATIONS:

To make your hotel reservations online, please click [HERE](https://book.passkey.com/e/50243007) or copy/paste into your web browser:
<https://book.passkey.com/e/50243007>

Beware of Room Poachers!

Unauthorized third-party housing companies have been contacting members to get them to reserve their sleeping room through them. *This is a scam!* You will NEVER receive a phone call directly from IMAT/TSS Forum organizers or vendors on their behalf. To make a legitimate sleeping room reservation with the Headquarters Hotel, please use the link above.

Reservations made through any housing services company cannot be guaranteed by ASM International and could result in additional charges, incorrect hotel placement, or inflated room rates for ASM International participants.

VISA INFORMATION:

Meeting attendees from countries that require a visa to enter the USA are reminded that the process of obtaining a visa may take **several months**. You are strongly encouraged to plan and begin the application process early. Please note, the event organizers do not have any influence over the issuance of a Visa. The determination is at the sole discretion of the Embassy/Consulate. Should your application be denied, the event organizers cannot change the decision of the governmental agency.

For more information on requesting a visa letter, please click on the following link or copy/paste into your web browser: <https://www.asminternational.org/web/imat-2022/travel/visa>

If you have any questions, please contact Lindy Good at lindy.good@asminternational.org



INTERNATIONAL MATERIALS,
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Exhibitor Badge, Rental Information & Complimentary Expo Only Passes

EXHIBITOR BADGES AND WORK PASSES:

Exhibitor badges and work passes are acceptable during specified exhibit move-in and move-out hours. Only exhibitor badges, not work passes, are acceptable during show hours.

EXHIBITOR BADGES:

Exhibitors are highly encouraged to take advantage and pre-register your exhibit personnel online using the following registration links below. All exhibitors that are not pre-registered are subject to a \$50 onsite registration fee.

TSS Forum: <https://register.rcsreg.com/r2/tss2022/ex/clear.html>

IMAT: <https://register.rcsreg.com/r2/imat2022/ex/clear.html>

**All pre-registered badges are to be picked up onsite at Registration.*

Questions? TSS Exhibitor Registration questions can be sent to: TSS2022@rcsreg.com

IMAT Exhibitor Registration questions can be sent to: imat2022@rcsreg.com

10' X 10' BOOTH RENTAL INCLUDES:

- 10' x 10' Booth with draped 8' high back wall and 3' side rails
- (1) Full Technical Conference Badge to 3 Technical Programs
- UNLIMITED Exhibitor Booth Personnel Badges
- UNLIMITED Expo-Only e-Invite Passes for Your Customers
- Booth ID sign - 7" x 44" (*company name & booth number*)
- Company Listing in Online Show Directory with Link to your Website
- Post-Attendees List Following 2 Events (*mailing address, name, and title – No email addresses*)
- Mobile App Listing with Full Company Description

COMPLIMENTARY EXPO ONLY PASSES:

The exhibitor registration page offers you the ability to invite guests to visit you at your booth with a Complimentary Expo Pass by clicking on the "Invite a Guest" button. You may also distribute your company's complimentary guest pass code or URL located under the button. Either way allows you to easily track who has responded to your invitation. This pass enables your guest to enter the exposition without paying the "Expo Only" registration charge.

Complete directions on registering exhibitor personnel or inviting customers is listed in your custom email from the registration company, Registration Control System (RCS).



INTERNATIONAL MATERIALS,
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Exhibitor Work Pass Badges



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**THERMAL SPRAY &
SURFACE ENGINEERING**
FORUM & EXPO

EXHIBITOR WORK PASS

This badge permits the bearer to enter the exposition hall for the purpose of installing and dismantling his exhibit.

**VALID ONLY DURING OFFICIAL
INSTALLATION/DISMANTLING PERIODS**



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**THERMAL SPRAY &
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Hospitality Form

IMAT and TSS Forum 2022 HOSPITALITY FORM

If your business or function requires a hotel suite or meeting room for a hospitality event, please complete this form. Please be advised that hospitalities can only be scheduled by an Exhibitor of this event, and must occur only during Non-Exhibiting hours. The event or meeting **must not conflict** with any technical sessions or other event functions. The hours must be approved by Show Management prior to the event. Failure to comply with this process is grounds for removal from this event.

Company Name _____

Booth# _____

Address _____

City _____ State _____ Zip Code _____

Contact Name _____

Phone _____ Fax _____

Email Address _____

SUITE REQUEST

Purpose for Reserving Suite:

_____ *Hospitality* _____ *Meeting* _____ *Personal Use*

Hotel _____ *Convention Center* _____

Number of Attendees for Event _____ *Date* _____ *Time* _____

TSS Forum _____ *IMAT Show* _____

Please complete this form and email to: Lindy.Good@asminternational.org

NOTIFICATION OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR (EAC)

Please email form to:

Lindy Good, Global Exhibition Manager

lindy.good@asminternational.org

If your company plans to use a firm who is not an official service contractor as designated by Show Management, please complete this form and email to Show Management at the email address listed above.

Inform your Exhibitor Appointed Contractor that they must send a copy of their General Liability Insurance Certificate no later than 30 Days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit. Also provide your Exhibitor Appointed Contractor with work passes to enter the show floor for designated move-in and move-out dates and times. Located in the Exhibitor Service Manual.

Email General Liability Certificate to:

Show Management

Lindy Good, Global Exhibition Manager

lindy.good@asminternational.org

It is the responsibility of the exhibitor to see that each representative of the Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.

Name of Show: **IMAT Conference & Expo, CoLocated with TSS Forum and Expo, Sept. 12-15,2022**

Company Name_____

Booth Number_____

Contact Name at Show_____

Contact Phone_____

Exhibitor Appointed Contractor_____

Contractor Address _____

City, State, Zip Code_____

Country_____

Type of Service to be Performed_____



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IMAT & TSS FORUM EXPOSITION RULES & REGULATIONS

This section includes general show policy as well as installation, dismantle, and operational rules, display rules, exhibit hall rules, and booth configuration guidelines. Most misunderstandings can be avoided by reading this section carefully. Show Management is ASM International and is used interchangeably.

Age Limit

Children under 18 years of age will not be allowed in the Exhibit Hall; including set-up and tear-down.

Alcoholic Beverages

Alcoholic beverages are prohibited in the Exhibit Hall during setup and dismantle for safety and insurance reasons. Alcoholic beverage service (bars) can be arranged during the event by contacting Show Management. Show Management reserves the right to limit alcohol consumption by exhibitors and remove exhibitors as necessary from the show floor.

Amendments

These regulations have been formulated for the best interest of the exhibitors as well as this exposition, Show Management and the cooperating groups. All matters and questions not covered by these regulations are subject to the decisions of Show Management. The regulations may be amended at any time by Show Management and all amendments that may be so made shall be equally binding on all parties affected by them as by the original regulations.

Anti-Harassment Policy

ASM International is dedicated to providing harassment-free events for everyone, regardless of age, race, religion, disability, gender, gender identity or sexual orientation. We do not tolerate harassment in any form from anyone attending an ASM event.

Harassing behaviors include: offensive verbal comments related to age, race, religion, disability, gender, gender identity or sexual orientation; the use or display of sexual images, activities or commentary in public spaces; deliberate intimidation; stalking or following; harassing photography or recording; sustained disruption of events; or inappropriate physical contact.

Participants asked to stop any harassing behavior are expected to comply immediately.

Participants violating this policy may be sanctioned or expelled from the event or the membership at the discretion of ASM leadership.

Badge Control

Exhibit Hall attendance is restricted to qualified exhibitors, attendees, and service suppliers as monitored by Show Management. In the Exhibit Hall, Badges are required at all times. Any person(s) on the exhibit floor who are not registered as stated above will be promptly evicted. Without prior consent from Show Management, only exhibitors and service suppliers will have access to the exhibit floor on move-in and move-out days, and be allowed entrance one hour prior to show opening on show days. Exhibitor badges and work passes are acceptable during the specified exhibit move-in hours and exhibit move-out hours. Only exhibitor badges are acceptable during show hours.

False certification of any individual as an exhibitor's representative, misuse of exhibitor badges, or any other method or device used to assist unauthorized personnel to gain admittance to the exhibit floor will be just cause for expelling the exhibitor and its representatives from the exhibit hall and/or banning them from future entrance to the exhibit floor and/or removing the exhibitor's exhibit from the floor without obligation on the part of the event for refund of any fees. The exhibitor, its employees, agents, and anyone claiming a right to be on the exhibit floor through the exhibitor, waive any right or claims for damages arising out of the enforcement of this rule. Any exhibit staff requiring admittance to the exhibit hall at any other time must make prior arrangements with Show Management.

Balloons/Blimps

Balloons/blimps of any kind will not be allowed on the show site. See Decorations for additional restrictions.

Banners/Signs

Banners/Signs of any kind will not be allowed on the show site. See Decorations for additional restrictions. See IAEE Guidelines for hanging signs.

Booth Display

Show Management has the authority to determine whether placement, arrangement, and appearance of all items displayed by the exhibitor are in compliance with show standards, and may require the replacement, rearrangement, or redecoration of any item or of any booth, and no liability shall be held against Show Management for costs that may thereby be incurred by exhibitor.

All exposed areas of the display must be finished surfaces, including back and sides. Show Management reserves the right to drape any visible unfinished portions of an exhibitor's booth at the expense of the exhibitor. Please review the IAEE Guidelines for additional information regarding the specific restrictions for your booth. Any displays not conforming to the exhibit specifications outlines in the IAEE Guidelines must have Show Management approval in writing 60 days prior to show move-in.

ASCAP

ASCAP (American Society of Composers, Authors and Publishers) Licensing:" Under the United States Copyright Law, public performances of copyrighted musical works, including performances during a convention, exposition, industrial show, meeting, trade show or similar event, require a license from the copyright owners of the musical works performed or their representative. Copyright Permission and Indemnification: Exhibitor represents and warrants that no musical work protected by copyright will be staged, produced, or otherwise performed, via either "live" or "mechanical" means by or on behalf of the Exhibitor unless exhibitor has notified Show Management of such intent and is willing to pay the associated ASCAP fees for such use. Exhibitor further represents and warrants that it shall be fully responsible for the performance of all obligations under any agreement permitting the use of such music, including but not limited to all obligations to report data and to pay royalty fees. Exhibitor agrees to indemnify, save, and hold harmless the IMAT/TSS Forum & events and its directors, officers, agents, employees, and each of them, from and against any and all claims, costs, and expenses (including legal fees and expenses), demands, actions and liabilities of every kind and character whatsoever with respect to any breach of the foregoing representations and warranties.

Cameras/Photography

Photography and/or the recording of the exhibit hall or contents of any exhibitor booth are strictly prohibited at all times. Photography inside any exhibit space is limited to only the company that has contracted for the exhibit space or to IMAT/TSS Forum (or its contracted agent) with the consent of the exhibitor. Violation of the photography policy may result in penalties which will be decided upon by Show Management; these penalties may include expulsion from the event, bans from future IMAT/TSS Forum events and confiscation of film, cameras and/or other recording equipment.

Cancellation of Exhibit Contract

If the Exhibitor notifies ASM International in writing by February 18, 2022
ASM International will refund only 25% of the final payment. The balance of final payment is non-refundable. No refunds will be granted for any cancellation received after February 18, 2022 and the exhibitor will remain liable for the total space rental fee. If in the sole opinion of Show Management which shall be conclusive, the presentation of the Exposition is prevented either prior to or during the period of the Exhibitor's occupancy, or use or access to the facilities and equipment of the Exposition is impeded by fire, strikes, other than strikes of the Exhibitor, acts of God, national emergency or for any other cause beyond the control of Show Management, Show Management may cancel this contract. The Exhibitor waives any claim against IMAT/TSS Forum for damages by reason of such cancellation, except that IMAT/TSS Forum shall return to the Exhibitor the amount already paid for space in the Exhibit Hall for this specific event or such portion thereof as shall represent the proportionate part of said Exposition not held, less a pro-rata share of the pre-exposition expenses. In no event shall Show Management be liable for any lost profits or incidental, consequential or punitive damages, even if advised of the possibility of same.

Construction of Exhibits

Exhibits shall be constructed and arranged so that they do not obstruct the general view, nor hide the exhibits of others. Complete exhibit construction information and guidelines can be found in the “Guidelines for Display Rules and Regulations” provided by the International Association of Exhibitions and Events (IAEE), which will be followed by all exhibitors and Show Management. Exhibitors desiring to use anything other than standard booth equipment, signs or materials conflicting in any way with any rules and regulations should submit two copies of a detailed sketch of the proposed layout at least 60 days before the show to Show Management for written approval. No glass containers are permitted on the exhibit floor.

Crates

Crates should be well-constructed to prevent damage in transit or during handling, and labeled with exhibitor name. Due to the no-storage policy behind exhibitor booths, empty crates and boxes will be removed and stored by the decorator, and returned at the conclusion of the show. “Empty” stickers are available at the decorator service counter for your use. Store smaller boxes inside larger crates to keep your materials together and allow for timely delivery during breakdown. Crates used internationally must comply with the recent regulation changes implemented by the United States Customs and Department of Agriculture with respect to treatment for harmful insect infestations. See “Import Regulation Change-Wood Packaging Materials” in this section for more information.

Decorations

All decorations, drapes, signs, banners, table coverings and skirts, carpeting or similar decorative materials used in exhibits shall be non-combustible or flame resistant to the satisfaction of the local Fire Marshal. In addition, decorations, signs, banners, etc., may not be taped, nailed, stapled, or otherwise affixed to any building surface, including, but not limited to, ceilings, walls, painted surfaces, and columns. Exhibitors may not bring or permit any decorative material in or about the Exhibit Hall including, but not limited to: balloons, crepe paper; cellophane; confetti; cotton; cornstalk; leaves; evergreen boughs; sheaves of grain; glitter, streamers; straw; paper; vines or moss. Oilcloth, tarpaper, sisal paper, nylon and certain other plastic material that is not flame retardant is prohibited.

Show Management has the authority to determine whether placement, arrangement and appearance of all items displayed by the exhibitor are in compliance with show standards, and may require the replacement, rearrangement, or redecoration of any item or of any booth, and no liability shall be held against Show Management for costs that may thereby be incurred by the exhibitor.

Floor Covering: All booths MUST be covered. Carpeting enhances your corporate image and continues the overall professional look of the show. If the exhibit hall is not carpeted, you may supply your own carpeting or rent carpeting from the decorator. All carpet must be fire-retardant in compliance with local fire department regulations.

All exposed areas of the display must be finished surfaces, including the back and sides. Show Management reserves the right to drape any visible unfinished portions of an exhibitor's booth at the expense of the exhibitor. Please review the IAEE Guidelines included in the Exhibitor Service Manual for additional information regarding specific restrictions for your booth. Any displays not conforming to the exhibit specifications outlines in the IAEE Guidelines must have Show Management approval in writing 60 days prior to move in.

Demonstrations

Exhibitors may not conduct any demonstration or activity that results in the obstruction of aisles or impedes the easy access to neighboring exhibitor's booths. Demonstrations must be straightforward, professional, and relative to the displayed product. The use of demonstrations, gimmicks, pantomimes, magicians, robots, etc., in the aisles is prohibited at all times. Products or demonstrations may be placed near the aisle provided they are inside the booth boundaries. Equipment, including furniture, may not be in the aisle at any time. Show Management reserves final decision on all demonstrations.

Display Move-in/Move-out

Information on installation and dismantling of exhibits has been provided in detail in the Exhibitor Service Manual. The Exhibitor understands that all exhibit equipment and/or displays must be completely set by published opening of the show and that no exhibitor shall dismantle or start to dismantle their exhibit equipment and/or displays prior to the published closing of the show, without prior permission from Show Management. Colored wristbands may be distributed and must be worn upon entrance of the exhibit hall.

Electrical Wiring

All electrical wiring on booths or display fixtures must be UL approved and must meet local fire department regulations. This applies to all booth construction and equipment used in the exhibit. Please ensure these specifications are met before sending your booth to the show. Electrical services are provided through the convention center facility and require a written order – see the Electrical Service Form in the Exhibitor Service Manual.

Use of another exhibitor's electrical hookup is **strictly prohibited** due to the potential fire and hazard risks. In the event that the Exhibit Hall is damaged or destroyed due to negligence or failure on the part of the exhibitor to comply with the local fire agency and fire and hazard regulations, the exhibitor is responsible and liable for all damages incurred.

Equipment Displays

Any display using heat-producing equipment (welding equipment, soldering devices, ovens, hot plates, etc.) may require a permit from the Fire Marshal. All demonstrations, using heat-producing equipment and placed in the front half of the booth, must be protected with an 18" high, thick, clear plastic shield. This shield must protect the front and sides of the demonstration area. Approved welding screens are required for any welding equipment. Any display using electrical, mechanical, or dust producing equipment that incorporates moving parts may require a permit from the Fire Marshal. A safeguard may also be required for the attendee's protection. Permits will not be required for normal electrical appliances such as

lamps, computers radios, etc. Any equipment that emits vibrations, fumes or noise above normal conversational levels as to disturb neighboring exhibitors or attendees is prohibited. Show Management reserves the right to shut-down operating equipment on the show floor which is the source of disruption and complaints. Specific demonstrations of operation equipment can be scheduled with Show Management during off-show hours. This policy is strictly enforced. For additional permit information, please contact Show Management.

Exhibitors' Personnel and Other Considerations

Distribution of advertising matter and souvenirs must be confined to the exhibitor's booth (trade publications excepted) and shall not be distributed in the aisles, areas outside of the immediate booth boundaries, or elsewhere inside or outside the convention center's property. In keeping with the technical education purpose of the event, giveaways such as balloons, TV sets, sporting equipment, etc., will not be permitted. Giveaways such as metric rulers, pens or pencils, imprinted with the display sponsor's name are permitted. Questions as to the eligibility of giveaway items should be directed to Show Management for approval before the event.

Undignified methods of attracting attention will not be permitted. Show Management reserves the right to prohibit an exhibit or part of an exhibit, which in its judgment, may detract from the character of the exposition. This restriction includes persons, side-show tactics, conduct, printed matter, or anything of a character which might be considered objectionable to the exposition as a whole. Canvassing in exhibit halls or distribution of advertising matter or souvenirs by representatives of non-exhibiting firms is strictly forbidden. Personnel recruiting in any form are not permitted.

Failure to Occupy Space

Space not occupied by the close of the exhibit installation period as specified in the accompanying materials will be forfeited by exhibitor and this space may be resold, reassigned, or used by Show Management. This clause shall not be construed as affecting the obligation of the exhibitor to pay the full space rental under the terms of the contract.

Failure to Pay

Exhibitor booths will not be allowed to be erected unless full payment for the booth space has been received by Show Management prior to the final payment date stated on the contract. In addition, inclusion in the Final Program and any other promotional show material will be at Show Management's discretion for unpaid exhibitors.

Film, Sound Devices and Lighting

If moving pictures are used, the exhibitor agrees to comply with union requirements for the operation of the equipment. If, sound movies, loud speakers or sound devices are used, they should be tuned to conversational level and must not be objectionable to neighboring exhibitors. Show Management reserves the right to restrict the use of glaring lights or objectionable lighting effects. Exhibitor represents and warrants that no musical work protected by copyright will be staged, produced, or otherwise performed, via either "live" or "mechanical" means, (by or on behalf of exhibitor) at the exposition unless exhibitor has

notified ASM International of such intent and is willing to pay the associated ASCAP fees for such use. See ASCAP Rules and Regulations.

Fire Regulations

Exhibitors, service contractors and event promoters must comply with all Federal, State and local fire and building codes that apply to places of assembly. Displays are subject to inspection, and any exhibits judged to be unsafe, for any reason, may be summarily shut down until sufficient corrective modifications have been made. However, acceptance of the exhibit does not constitute a guarantee that the exhibit meets all safety standards or is safe under all conditions.

All materials used in the construction and decoration of an exhibit must be flame-retardant. All carpeting and floor covering must have a Class 1 flame spread rating and UL between 0 and 25. No storage of any material is allowed in the utility area behind individual displays. A maximum of one day supply of operational and advertising material may be stored in a closed container within the booth. Booth must be cleaned of combustible rubbish on a daily basis.

Written authorization is required for display and operation of any heater, barbecue, heat-producing or open flame devices, candles, lanterns, torches, welding equipment or other smoke emitting materials as part of an exhibit. Written authorization is also required for display and operation of any electrical, mechanical, or chemical devices which may be deemed hazardous by the local fire authority, and for all toxic and hazardous materials, including flammable liquids, compressed gas, dangerous chemicals and any fireworks or pyrotechnics used in the facility. Please speak with Show Management regarding this authorization procedure.

Handouts

No adhesive-backed (stick-on) decals or similar items may be distributed in, or used on, any part of the convention facility. All handouts must be distributed from the exhibitor's booth only; nothing may be distributed from aisles, areas outside of immediate booth boundaries, or elsewhere inside or outside the Hotel property. All items, samples, souvenirs, etc., distributed by the exhibitor must be from within the confines of the exhibitor's booth and approved by Show Management. Show Management reserves the final decision on what can or cannot be distributed from an exhibitor's booth.

Hanging Signs

Hanging Signs must follow the IAEE Guidelines. See Decorations for additional restrictions.

Hazardous Materials

All hazardous items used in displays must be properly safeguarded, protected, and registered in accordance with applicable City, State, and Federal regulations. Submission of required documentation is the sole responsibility of the exhibiting company. Hazardous items include, but are not limited to, the following: evacuated containers or components, radioactive material, x-ray producing equipment, high-voltage equipment, particle accelerators, flammable and explosive materials. Equipment demonstrations must not, in the judgment of Show

Management, pose a radiation hazard. If the equipment has energy beams that might be hazardous, such energy beams must be deviated or made inoperable before installation. Any hazardous items that will be present in a display must be approved by the local fire department/agencies in writing with copies to Show Management 60 days prior to the show.

Hospitalities/Social Functions/Special Events

Any company scheduling a hospitality suite/social function/special event MUST be an exhibitor. Hours for any social function, special event or hospitality must be approved by Show Management. A Hospitality Form, located in the Exhibitor Service Manual, must be filled out prior to the exposition and sent to Show Management for approval 30 days prior to the event. Social functions are allowed only during Non-Exhibit hours and must not conflict with technical sessions or other event functions. Exhibitors wishing to hold hospitality functions are required to coordinate the scheduling of these events with Show Management. Any Exhibitor who fails to comply with said policies relating to hospitality suites and/or social functions risks immediate removal from the exhibition.

Import Regulation Change-Wood Packaging Materials

Exhibitors who are importing equipment or exhibits material should be informed that a new requirement has been implemented by United States Customs and the Department of Agriculture requiring any wood packaging materials (WPM) such as pallets, crates, and boxes, used in international trade to support or brace cargo, be treated to prevent harmful insect infestations in the United States. The new regulation further requires WPM to be marked with the approved International Plant Protection Convention (IPPC) logo.

Unmarked WPM will be considered untreated and non-compliant and will be turned away if the Port Director determines it is not feasible to separate merchandise from the volatile WPM. For more information, please visit <http://www.aphis.usda.gov/>.

Inability to Perform

If the Management should be prevented from holding the exhibition by any cause beyond its control (such as fires, strikes, Acts of God, etc.) or if it cannot permit the exhibitor to occupy his space due to circumstances beyond its control, the Management will refund to the exhibitor the amount of the rental paid, less a proportionate share of the exposition expenses, and Show Management shall have no further obligation or liability to the exhibitor. If the exhibitor shall have made no rental payment, he nevertheless shall be obligated to pay his proportionate share of such expenses.

Installation & Dismantle of Exhibits

The Exhibit Hall's closure date and time will be communicated in the Exhibitor's Service Manual. Packing crates/boxes will not be returned to the exhibit booth(s) until all visitors have left the Exhibit Hall floor and all aisle carpet has been lifted. No dollies or carts will be allowed on the floor until carpet is removed. All dismantling must be finished and all exhibit materials must be out of the exhibit area no later than the specified date and time communicated in the Exhibitor's Service Manual or Exhibitor may be liable to a penalty. It is the responsibility of the Exhibitor to arrange for the return shipment of properly labeled exhibit material before

departure. Otherwise, it will be necessary to store such material at the expense of the Exhibitor or return by common carrier at Exhibitor's expense. The Exhibitor is responsible for notifying the respective service contractor in advance. Exhibits may not, to ANY extent, be dismantled before the specified date and time listed in the exhibitor Service Manual. Any early dismantling or packing shall be considered a breach of this agreement and may affect future contracts. No materials may be taken out through the main entrance unless they are carried by hand. ALL exhibitor freight and display materials must enter the exhibiting facility through the Loading Docks and be handled by the General Service Contractor. All items entering through the loading docks will be considered Material Handling (see Material Handling section of the service kit for applicable charges).

Liability and Insurance

The Exhibitor shall save and keep harmless and indemnify IMAT/TSS Forum and its members, officers, directors, employees and agents of and from all suits, claims, damages, loss or liability (including attorneys' fees) arising out of any bodily loss of, or damage to, products, equipment, or decorations due to fire, water accident, theft, or any other cause while they are on the premises or in any of its outbuildings or through any act, omission or negligent conduct of the Exhibitor, its agents, employees or contractors; and said Exhibitor agrees, at its own cost and expense, to defend and protect IMAT/TSS Forum and Exhibit Hall, their members, officers, directors, employees and agents against any and all such suits, claims, demands and expenses, including attorneys' fees. The Exhibitor shall maintain and have in full force and affect the following insurance policies:

a.) Policies of comprehensive general liability insurance including protective liability, contractual liability and product liability coverage with a single limit of liability of \$1,000,000.00.

b.) Policies of public liability and property damage insurance covering all motor vehicles owned by the Exhibitor and all motor vehicles not owned by the Exhibitor while such vehicles are being used in connection with the activities of the Exhibition with a single limit liability of \$1,000,000.00. IMAT/TSS Forum shall be named as an additional insured as its respective interests may appear in respect to all the aforementioned insurance policies. Prior to the date of the preparation of its display, the Exhibitor shall furnish to Show Management evidence satisfactory confirming the Exhibitor's compliance in full with provisions of Section (a) and Section (b) hereof, and requiring 30 days' notice to IMAT/TSS Forum prior to any expiration of or change in coverage.

Exhibits and exhibit equipment are brought into the building, maintained, and removed from the building at the exhibitor's risk. Exhibitor shall indemnify the Show Management against and hold it harmless from any claims, suits or liabilities resulting from negligence of the exhibitor in or in connection with the exhibitor's use of exhibit space.

Labor Rules & Regulations

Labor rules and regulations for union labor are made by the local unions and these regulations may be changed at any time. Where union labor is required because of building or contract requirements, it will be necessary for the exhibitor to comply with the regulations.

Lighting

Overstatement in lighting design is to be avoided. Devices that flash, rotate, or blink (strobe lights, beacons, etc.) in an exhibit are strictly prohibited. Show Management will monitor exhibitor lighting displays and may ask that lighted displays be disabled if it becomes an annoyance to surrounding exhibitors or attendees.

Move-out

Exhibitors may not break down their booths until after the show closes on the final day. An exhibitor who has not left the premises by the appointed time may be liable to a penalty. No crates may be taken out of storage and no dollies will be allowed in the hall before the carpeting in the aisles has been removed by the decorator. No materials may be taken out through the Main Entrance Hall unless they can be carried by hand. (dollies are not allowed in the Main Entrance)

Music, Photographs and other Copyrighted Material

Exhibitor represents and warrants that no musical work protected by copyright will be staged, produced, or otherwise performed, via either "live" or "mechanical" means, (by or on behalf of an exhibitor) at the exposition unless exhibitor has notified Show Management of such intent and is willing to pay the associated ASCAP fees for such use. See ASCAP rules and regulations.

Noise

Disturbing noises of any kind should be avoided. Show Management will monitor noises and demonstrations and may ask the exhibitor to turn off the machine or device if noise levels become annoying to surrounding exhibitors or attendees. Use of microphones and noise enhancing devices will only be allowed if it is not disturbing to other exhibitors. Show Management reserves the right to determine whether or not an exhibitor may use such devices. At no time may the sound level exceed 70 decibels, four feet away from the source. This limit may not be exceeded by any machine, musical group or other source.

Obstruction of Aisles/Demonstrations

Exhibitors may not conduct any demonstration or activity that results in the obstruction of aisles or impedes the easy access to neighboring exhibitors' booths. Demonstrations are to be straightforward, professional, and relative to the displayed product. The use of demonstrations, gimmicks, pantomimes, magicians, robots, etc., in the aisles is prohibited at all times. Products or demonstrations may be placed near the aisle provided they are inside the booth boundaries. Equipment, including furniture, may not be in the aisles at any time. Show Management reserves the final decision on all demonstrations.

Official Contractors

Where an official contractor has been designated to perform services for an exhibitor such as the rental of furniture, erection of exhibits, electrical work, plumbing, labor, or any other

service – no exhibitor or representative shall contract for such service with other than the said official contractor unless permission has been secured in writing from Show Management in advance of the event.

Operating Equipment

No exhibitor shall operate any such equipment that emits vibrations, fumes, or noise above normal conversational levels as to disturb neighboring lessees or the overall show.

Management reserves the right to shut-down operating equipment on the show floor which is the source of disruption and complaints. Specific demonstrations of operating equipment can be scheduled with Show Management during off-show hours. Show Management shall strictly enforce this regulation.

Security

General perimeter show security in the facility is provided during setup, show days, and dismantle; however, the primary responsibility for safeguarding your exhibit and merchandise is yours. Security personnel will monitor the Exhibit Hall at opening and closing each show day. Only exhibiting personnel will be allowed in the hall during pre-show hours. After the exhibit area closes, the doors will be locked, and if applicable, the area will be patrolled by a roving security guard. Access during pre-show hours will be controlled by a badge checker. Arrangements to enter the Exhibit Hall prior to one (1) hour before show opening can be made through Show Management. Please report any thefts or damages immediately to both Security and Show Management. While Show Management will exercise reasonable care in safeguarding your property, neither Show Management, the facility, the security contractor, nor any of their officers, agents, or employees assumes any responsibility or liability for loss, damage, or theft. Exhibitors should therefore include in, or have a rider attached to, their insurance policies covering their merchandise during shipment to the exposition, the exposition period, and the return shipment from the exposition.

Smoking

This is a non-smoking building, and smoking is therefore not permitted in the Exhibit Hall, restrooms, corridors, etc.

Solicitation

Soliciting allows those individuals and companies who do not exhibit at the show to take advantage of the benefits. It also takes buyers' attention away from your products and encourages buyers to leave the show floor. We need your help to stop these practices.

Companies are not allowed to solicit business in the trade show aisles or other public areas of the show, in another company's booth and/or representing their services or soliciting participants for activities which conflict with the show. Additionally, Show Management does not permit the distribution of literature or marketing materials of any kind on the trade show floor without having purchased booth space. Please note that any exposition participant, who is observed to be soliciting any business in the aisles or other public space, including another company's booth, is in violation of the Exhibition Policy and will be escorted from the show. Additionally, conducting meetings with exposition participants off the show floor (in hotels, restaurants, parking lots and other venues) without having purchased booth space is a

violation of the Exhibition Policy and will not be tolerated. We are committed to supporting our exhibitors. Please contact a Show Management representative or stop by the Show Office to report any violations that you observe.

Sound

Levels may not exceed 70 decibels, four feet away from the source. This limit may not be exceeded by any machine, musical group or other source.

Storage

Included in space rental is the storage of packing boxes and crates during the exhibit. Wherever possible, crates and boxes will be stored under cover. If it is necessary for outside storage, Show Management will endeavor to cover the packing boxes and crates with tarpaulin or other material. However, Show Management assumes no responsibility for damage or loss of boxes or crates. No storage is permitted behind the exhibitor booth/draping.

Subletting of Space

The exhibitor shall not assign, sublet, or apportion the whole or any part of the space as assigned or have representatives, equipment, or materials from other firms than his own in the exhibit space without written consent of Show Management. In the name of company divisions or affiliates, only one division or affiliate shall be considered the exhibiting company. Multiple divisions or affiliates will NOT be identified separately on signs and/or printed materials without previous permission from Show Management.

Union Jurisdiction

If applicable, please read the Union Jurisdiction information in the Exhibitor Service Manual.

Utility Areas

Utility areas, located behind every booth (with the exception of island configurations and some perimeter locations), are to be left completely free and clear at all times in accordance with the Fire Marshal regulations. Any items (empty or full) found in the utility area will be sent to empty storage. Additionally, exhibitor may be given – and will be held responsible for, a citation and/or fine from the Fire Marshal.

Utilities

It is mutually understood and agreed that Show Management shall use proper and reasonable care to have all utility services installed in time for the opening of the show. Proper and reasonable care shall be taken to prevent the interruption of these services during the exposition. However, Show Management shall not be held responsible for late installation or interruption of any service that may occur. Please note that utilities such as electric, gas, plumbing, etc., are not included in the exhibit rental fee and must be ordered separately if needed.

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 drape. Booths 300 sqft or less will receive a 7" x 44" identification sign. Booths larger than 300 sqft may receive a 7" x 44" identification sign upon request.

EXHIBIT HALL CARPET

The exhibit hall is not carpeted, however the aisles will be carpeted in tuxedo. Show Management requires all exhibitors provide flooring for their booths.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by August 15, 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

Monday September 12, 2022 8:00 a.m. - 5:00 p.m.

EXHIBIT HOURS

Tuesday September 13, 2022 9:00 a.m. - 5:30 p.m.

Wednesday September 14, 2022 9:00 a.m. - 5:00 p.m.

EXHIBITOR MOVE-OUT

Wednesday September 14, 2022 5:00 p.m. - 9:00 p.m.

Thursday September 15, 2022 8:00 a.m. - 12:00 p.m.

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 Thursday, September 15, 2022 at 12:00 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 Thursday, September 15, 2022 at 10:00 AM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

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.

FREEMANONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by August 15, 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 FreemanOnline without using the email link, visit [FreemanOnline](#).

If you need assistance with FreemanOnline, please call Exhibitor Support at (888) 508-5054 Toll Free US and Canada.

SHIPPING INFORMATION**Warehouse Shipping Address:**

Exhibiting Company Name / Booth #

IMAT Conference & Exposition 2022

TSS Forum Conference & Exposition

C/O Freeman

905 Sams Ave

New Orleans, LA 70123

Freeman will accept crated, boxed or skidded material beginning August 15, 2022 at the above address. Material arriving after September 5, 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 #

IMAT Conference & Exposition 2022

TSS Forum Conference & Exposition

Ernest N Morial Convention Center

C/O Freeman

900 Convention Center Blvd

New Orleans, LA 70130-1755

Freeman will receive shipments at the exhibit facility beginning September 12, 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**

[Contact Us](#)

FREEMAN EVENT TECHNOLOGY

(800) 868-6886

EventTechServices@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.

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by August 15, 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.



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

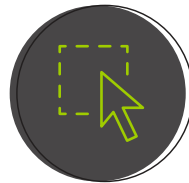
Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

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.

5 *printing*



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



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



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

6

ON SITE

save energy



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



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



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



MOVE OUT

train your team

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



8

shipping out

Pack in, pack out.

Leave no traces on show site.

Join a caravan.

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



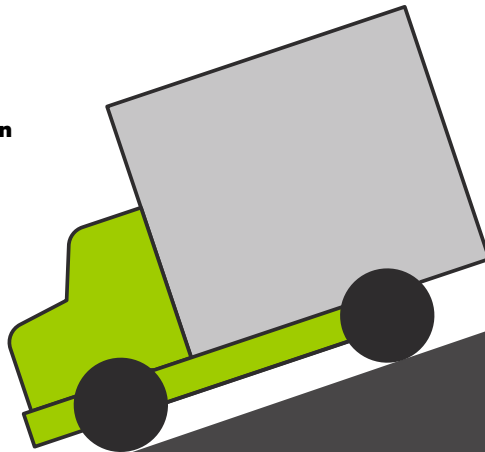
leftover materials

Remember to label.

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

Donate the rest.

Ask the Freeman Exhibitors Services desk about local donation programs.



TYPICALLY* DONATE-ABLE

Furniture: Purchased items
Home furnishing: Décor
staging materials

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

Flooring: 100 square feet of
flooring. Excludes carpet.

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

TYPICALLY* RECYCLABLE

Cardboard: Used for signs or
shipping boxes

Glass: Green, brown, clear

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

Metal: Aluminum cans/
steel banding

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

Wood: Non-laminate wood

FREEMAN

FREEMAN.COM



DEPARTMENT OF FIRE

City of New Orleans



Fire Prevention Division

Minimum Requirements For Single level covered exhibits or Multi-level exhibits

1. Plans shall indicate if exhibit is multi-level or is covered with a ceiling.
2. No multi-level exhibit or exhibit covered with a ceiling shall be greater than 5,000 square feet unless it's protected by an automatic sprinkler system as per NFPA 101.
3. No multi-level exhibit shall be greater than two levels.
4. All multi-level exhibits must have a UL approved battery powered smoke detector within the exhibit area on each level per 500 square feet that emits alarms audible outside the enclosed or covered area.
5. All multi-level exhibits with closed sides must have electrical powered ventilation for 1st and 2nd level producing a minimum of 1200 cfms.
6. All multi-level exhibits shall have 4A:10BC fire extinguishers as per NFPA 10 guidelines.
7. All single level covered exhibits or multi-level exhibits which are not protected by an automatic sprinkler system shall, in addition to the previous stated requirements, also provide a NOFD Firewatch when the exhibits are greater than 600 square feet. (The number of firewatch personnel shall be determined by the New Orleans Fire Department for each show.)

In addition to the requirements enumerated above, all exhibits must adhere to NFPA 101 Section 8-7.5.3 and all other applicable codes and standards relative to exhibits.

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/512030>

2. Submit your order

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

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

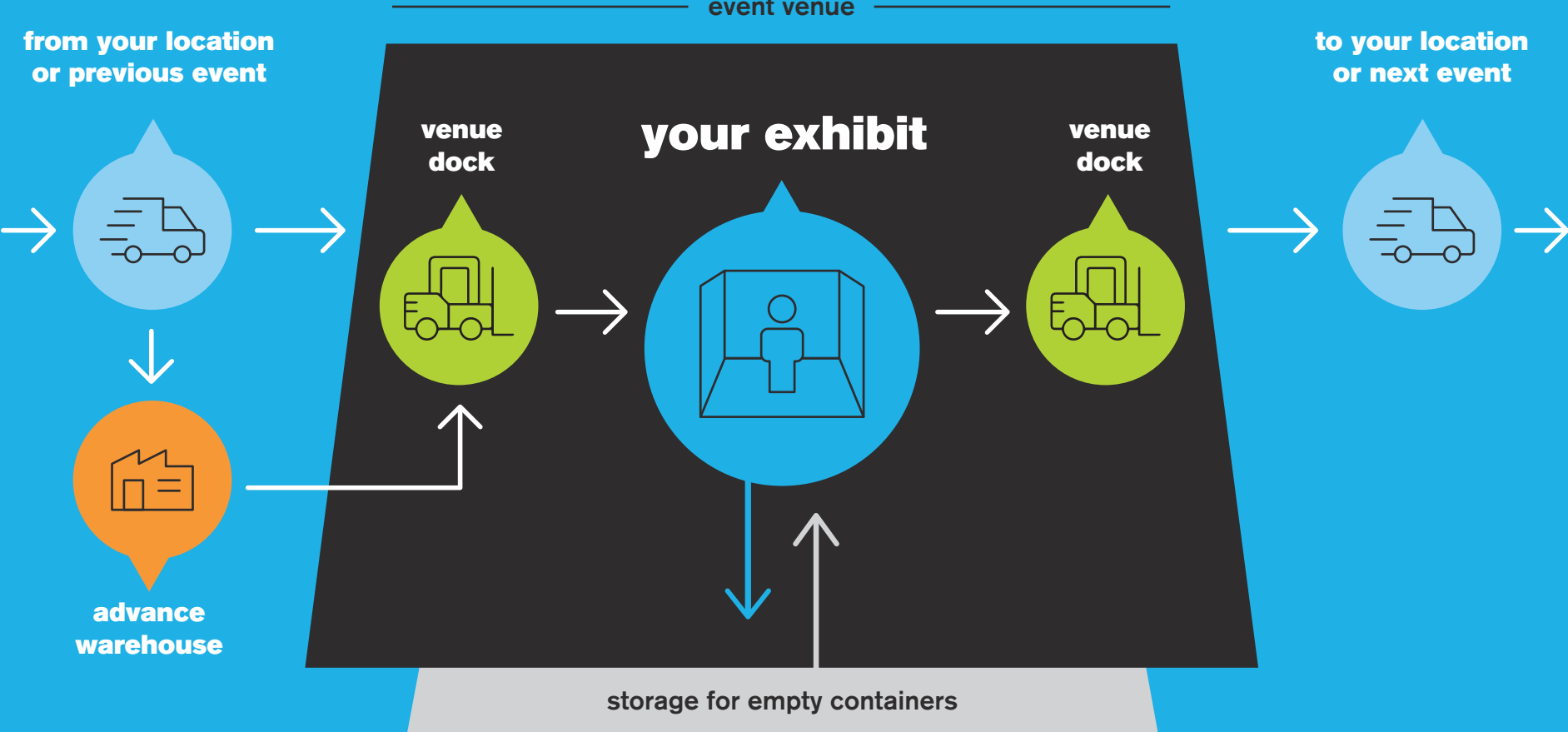
before event

during the event

after event

**from your location
or previous event**

**to your location
or next event**



advance warehouse
where exhibit materials are
stored before an event



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



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



TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

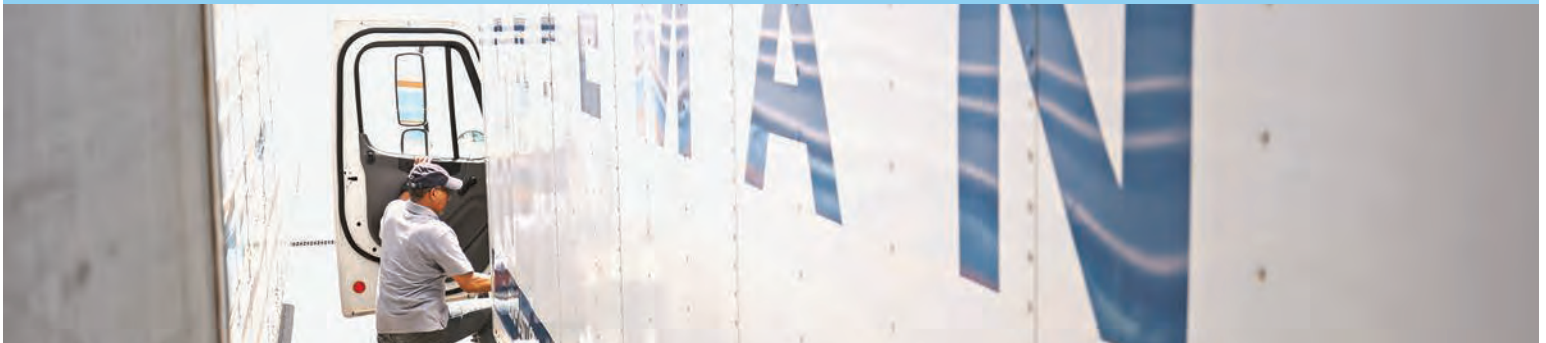
The Freeman Exhibit Transportation promise:

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

Benefits:

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

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



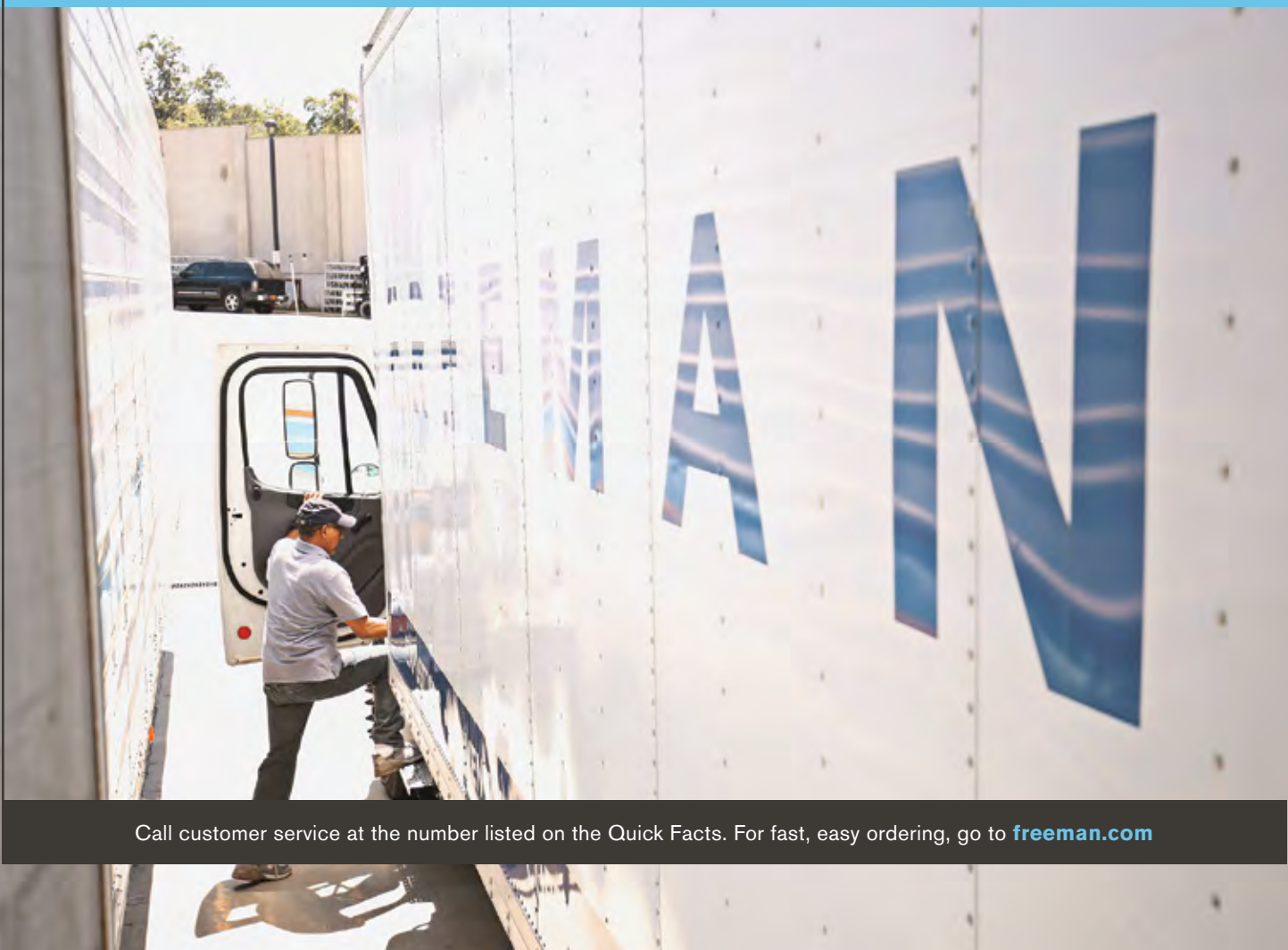
To take advantage, call **1-800-995-3579** or email **exhibit.transportation@freeman.com** for a quote.

RESULTS, DELIVERED

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

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



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

EXHIBIT TRANSPORTATION SERVICES

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

Freeman Exhibit Transportation promise:

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

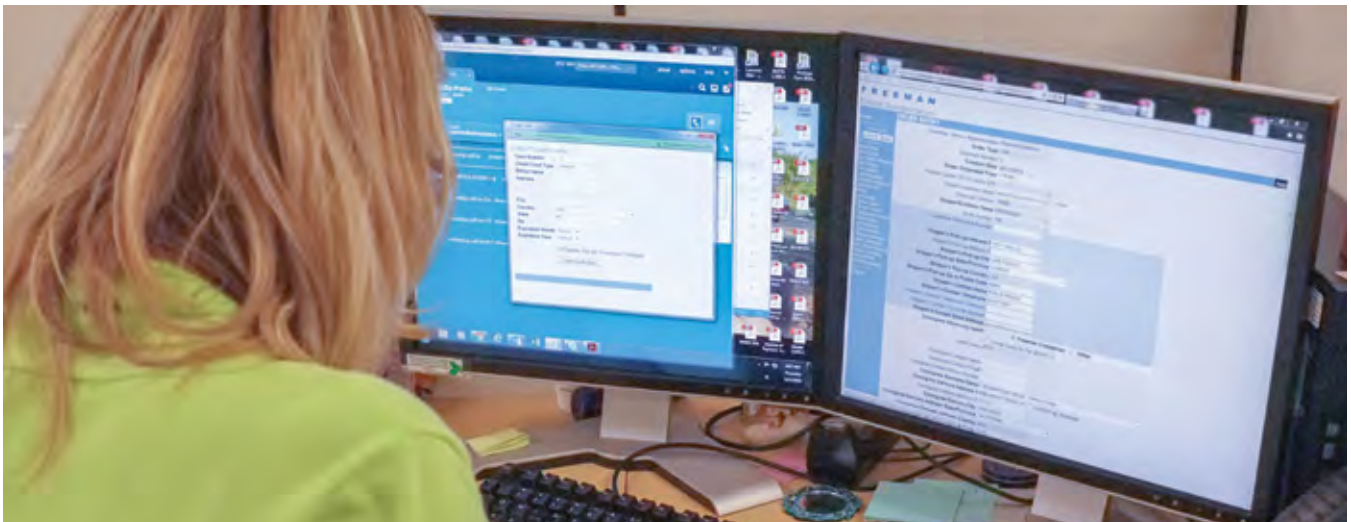
Questions?

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

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

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

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





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

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

exhibit transportation

NAME OF SHOW: **IMAT Conference & Exposition 2022 | TSS Forum Conference & Exposition / September 13-14, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip Code)

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #
IMAT Conference & Exposition 2022
TSS Forum Conference & Exposition
C/O: Freeman
905 Sams Ave
New Orleans, LA 70123

MUST BE DELIVERED BY SEPTEMBER 05, 2022

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

FREEMAN / Exhibiting Company Name / Booth #
IMAT Conference & Exposition 2022
TSS Forum Conference & Exposition
C/O: Freeman
Ernest N Morial Convention Center
900 Convention Center Blvd New
Orleans, LA 70130-1755

CANNOT BE DELIVERED BEFORE SEPTEMBER 12, 2022

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:

exhibit.transportation@freeman.com

or

Fax: (469) 621-5810

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

SHOW # (512030) _____

WHAT ARE FREIGHT SERVICES?

.....

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

FREEMAN®

material handling simplified

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

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

It's just easier!



MATERIAL HANDLING

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

RATES

Material Handling..... \$ **1.24 per pound**

Rate applies to shipments sent to either the warehouse or directly to show site.

Material Handling - After Deadline \$ **1.55 per pound**

Rate applies to shipments arriving at the warehouse after **September 5, 2022**.

Material Handling - 10 lbs and under **Free of Charge**

This rate is per shipment. A qualifying shipment totals any number of pieces delivered to the same booth, by the same carrier, from the same shipper, on the same day, weighing 10 pounds or less.

IMPORTANT SHIPPING INFORMATION

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

Warehouse:

- Avoid wait times at show site; ship to our warehouse!
- Warehouse receiving begins on **August 15, 2022**.
- Warehouse address: **Exhibiting Company Name / Booth #
IMAT Conference & Exposition 2022
TSS Forum Conference & Exposition
C/O Freeman
905 Sams Ave
New Orleans, LA 70123**
- Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigeration or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.

Show Site:

- Show site receiving begins on **September 12, 2022**.
- Show Site address: **Exhibiting Company Name / Booth #
IMAT Conference & Exposition 2022
TSS Forum Conference & Exposition
Ernest N Morial Convention Center
C/O Freeman
900 Convention Center Blvd
New Orleans, LA 70130-1755**

Outbound:

- Submit your outbound shipping information in advance and we will deliver your paperwork to your booth during the show. If no outbound information is submitted, Freeman reserves the right to return the freight back to the company address on file at the exhibitor's expense.

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.

Freeman Marshalling Yard

Please note that all vehicles delivering materials to the Ernest N. Morial Convention Center must report to the marshalling area to obtain a dock pass. This includes privately owned vehicles (cars, trucks, vans, etc.) who choose to unload their own materials at the established unloading area. **No vehicle will be allowed to the dock area without a pass.**

Approach from the West ➡

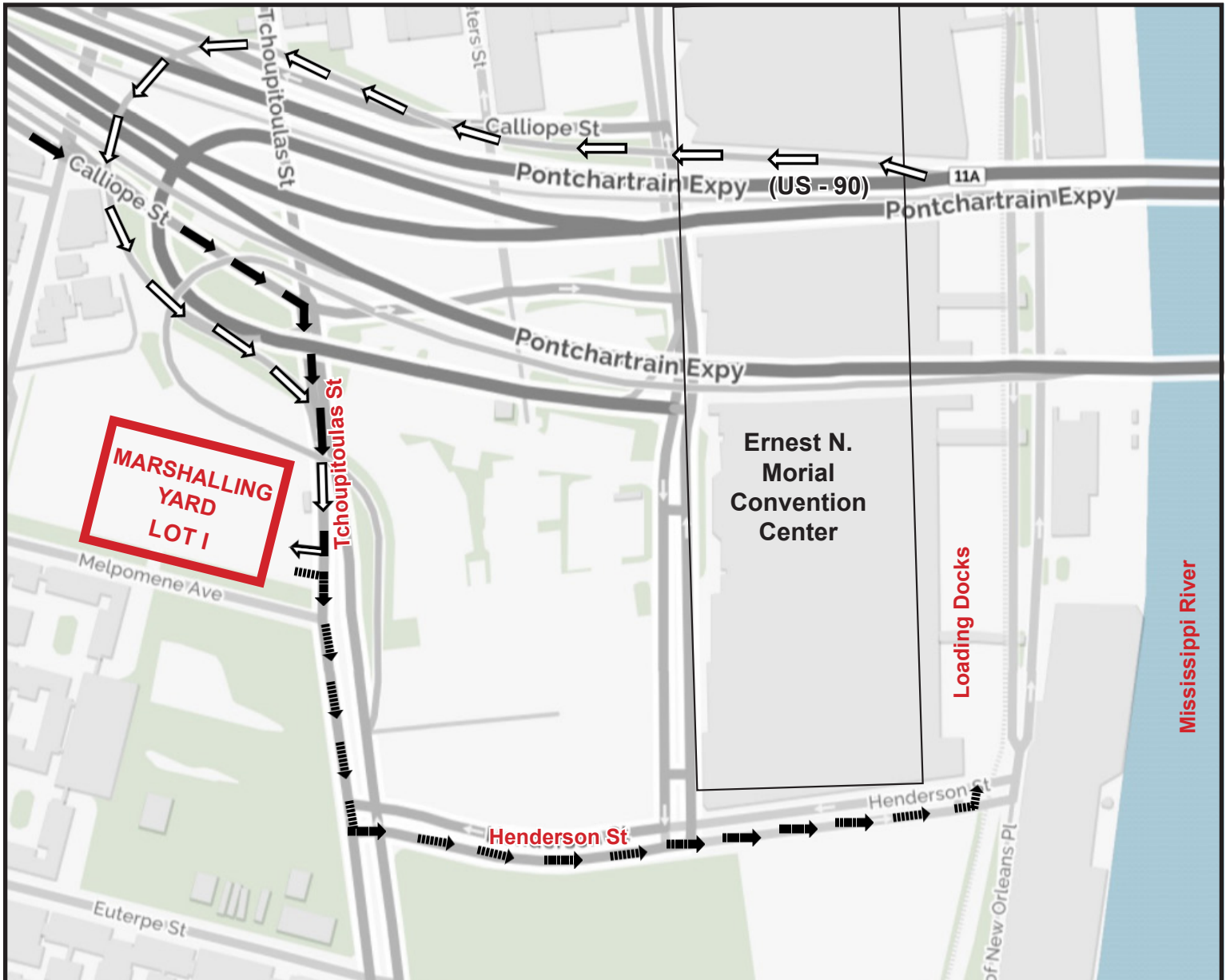
From I-10 take Highway US-90 and exit on Tchoupitoulas St/South Peters. Continue on Calliope St and take right on Tchoupitoulas St. Lot I will be to your right.

Please note that Google Maps often directs drivers to take the Annunciation St exit from US-90; this is a non-truck route and should not be taken.

Approach from the East ➡

From Highway US-90 take the Tchoupitoulas St. exit and turn slight right onto Tchoupitoulas St. Lot I will be to your right.

- ➡ Path to Marshalling Yard incoming from West
- ➡ Path to Marshalling Yard incoming from East
- ➡ After checking in with Marshalling Yard, path to unloading/loading docks





(888) 508-5054

Fax: (469) 621-5612

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

Submit order forms [here](#)

NAME OF SHOW: **IMAT Conference & Exposition 2022 | TSS Forum Conference & Exposition / September 13-14, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: ☐ Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

METHOD OF SHIPMENT

Select a Carrier:

☐ Freeman Exhibit Transportation

☐ Other Carrier

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

Carrier Name: _____

Carrier Phone: _____

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

Select a Level of Service:

☐ 1 Day: Delivery next business day

☐ Standard Ground

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

☐ Specialized: Pad wrapped, uncrated, or truckload

☐ Deferred: Delivery within 3-5 business days

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

Select Desired Number of Labels: _____

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

Freeman¹

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: AUGUST 15, 2022

DEADLINE DATE IS: SEPTEMBER 05, 2022

TO: _____

EXHIBITOR NAME

C/O: Freeman
905 Sams Ave

New Orleans, LA 70123

WAREHOUSE

(512030)

EVENT: *IMAT Conference & Exposition 2022*
TSS Forum Conference & Exposition

BOOTH NO: _____ NO. _____ OF _____ PCS

Freeman¹

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: AUGUST 15, 2022

DEADLINE DATE IS: SEPTEMBER 05, 2022

TO: _____

EXHIBITOR NAME

C/O: Freeman
905 Sams Ave

New Orleans, LA 70123

WAREHOUSE

(512030)

EVENT: *IMAT Conference & Exposition 2022*
TSS Forum Conference & Exposition

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.

Freeman⁷

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE SEPTEMBER 12, 2022

TO:

EXHIBITOR NAME

C/O: Freeman

Ernest N Morial Convention Center
900 Convention Center Blvd

New Orleans, LA 70130-1755

SHOW SITE

(512030)

EVENT: **IMAT Conference & Exposition 2022**
TSS Forum Conference & Exposition

BOOTH NO: _____ NO. _____ OF _____ PCS

Freeman⁷

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE SEPTEMBER 12, 2022

TO:

EXHIBITOR NAME

C/O: Freeman

Ernest N Morial Convention Center
900 Convention Center Blvd

New Orleans, LA 70130-1755

SHOW SITE

(512030)

EVENT: **IMAT Conference & Exposition 2022**
TSS Forum Conference & Exposition

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.

Freeman¹

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: AUGUST 15, 2022

DEADLINE DATE IS: SEPTEMBER 05, 2022

TO: _____

EXHIBITOR NAME

C/O: Freeman
905 Sams Ave

New Orleans, LA 70123

HANGING SIGN

(512030)

EVENT: IMAT Conference & Exposition 2022
TSS Forum Conference & Exposition

BOOTH NO: _____ NO. _____ OF _____ PCS

Freeman¹

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: AUGUST 15, 2022

DEADLINE DATE IS: SEPTEMBER 05, 2022

TO: _____

EXHIBITOR NAME

C/O: Freeman
905 Sams Ave

New Orleans, LA 70123

HANGING SIGN

(512030)

EVENT: IMAT Conference & Exposition 2022
TSS Forum Conference & Exposition

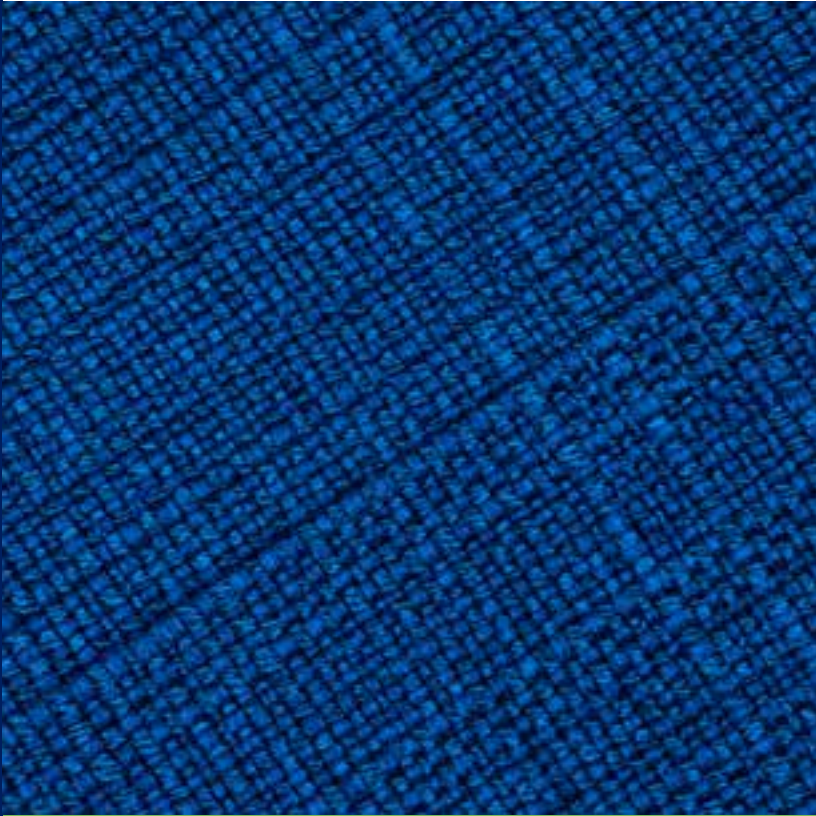
BOOTH NO: _____ NO. _____ OF _____ PCS

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

Exhibitor support

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

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



Furnishings Brochure



Comfortable and Safe Networking

Meaningful engagement doesn't have to be complicated.

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

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

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



Bowery Swivel Chairs & Sedona C-Tables

Accent Chairs | pg 16

Side Tables | pg 28

Dividers | pg 57

Greenery | pg 48

Top Design Tips

for Tradeshow Booths.



Complete The Look Of Your Exhibit Space

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



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

Shown here with Zoey Barstools

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

Shown here with Banana Barstools



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

Shown here with Baja Chairs and Sydney Power Cocktail Table

Power Up In Style.

Denotes Powered Products



Powered Seating

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



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

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

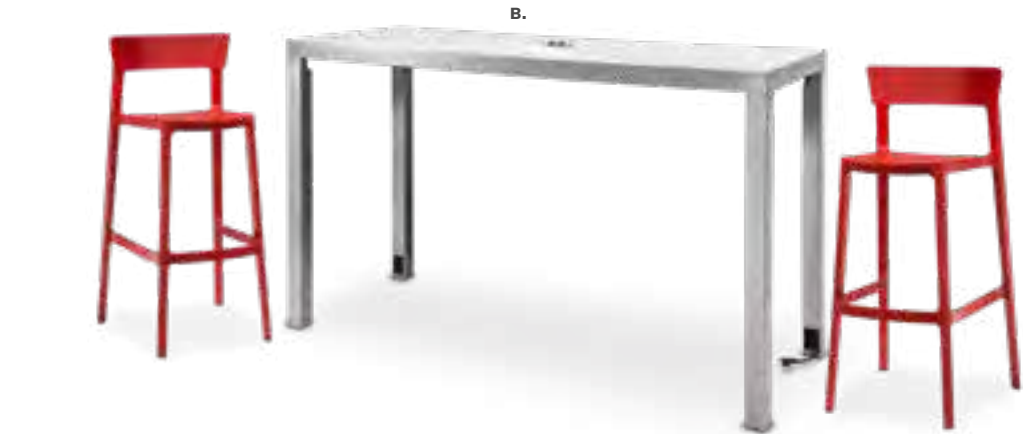


NAPLES
810120
Naples Chair, Powered
(black vinyl)
36"L 30"D 33.25"H



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

Powered Tables



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



POWERED
DETAIL



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




POWERED
DETAIL

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


Take Charge.

Powered Tables

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


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



Denotes Powered Products 

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

Powered Pedestals

Denotes AC and USB charging outlets 



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

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

Powered Tech Desk




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

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

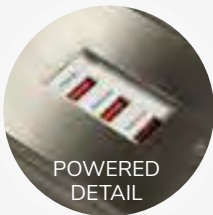
C) 84080 3 Drawer File Cabinet on Castors
(black metal, laminate)
16"L 20"D 28"H

Take Charge.

Denotes Powered Products 

Powered Tech Tablet Chair

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




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



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

Powered Poducts

Denotes AC and USB charging outlets 

Wireless Charging Table



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



Village Charging Hub



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



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

Soft Seating

Create Engaging Booth Environments



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

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

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

Valencia Sofa & Chair 10'x10' Booth

Soft Seating Collections



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



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




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



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

Soft Seating

Denotes Powered Products 

Create Engaging Booth Environments



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

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


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

Palm Beach Sofa & Swanson Chairs 10'x10' Booth



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

Soft Seating Collections

Available in Power 



A.



B.

ALLEGRO

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



A.



B.

FAIRFAX

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



B.



A.



C.

NAPLES

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

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

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

Accent Chairs

Create Space

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



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



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



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



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

Meeting & Stage Chairs



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



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

Accent Chairs

Accent Chair Styles



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



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



Accent Tables | pg 26



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



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



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



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



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



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



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



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

Group Seating

Lounges

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

ZENITH

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

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



LAGUNA

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

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



MALBA

20"L 20"D 32"H

A) 810131 Chair (gray)

B) 810130 Chair (green)



A.

MARINA

17.5"L 19.5"D 35"H

A) 810164 (white vinyl)

B) 810160 (black vinyl)

C) 810161 (brown fabric)

D) 810162 (ocean blue fabric)

E) 810163 (red fabric)



B.

C.

D.

E.



Styles & Shapes

A.

B.

C.

D.

E.

F.



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

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

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

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

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

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

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

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

G.

H.



Mix & Match

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

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

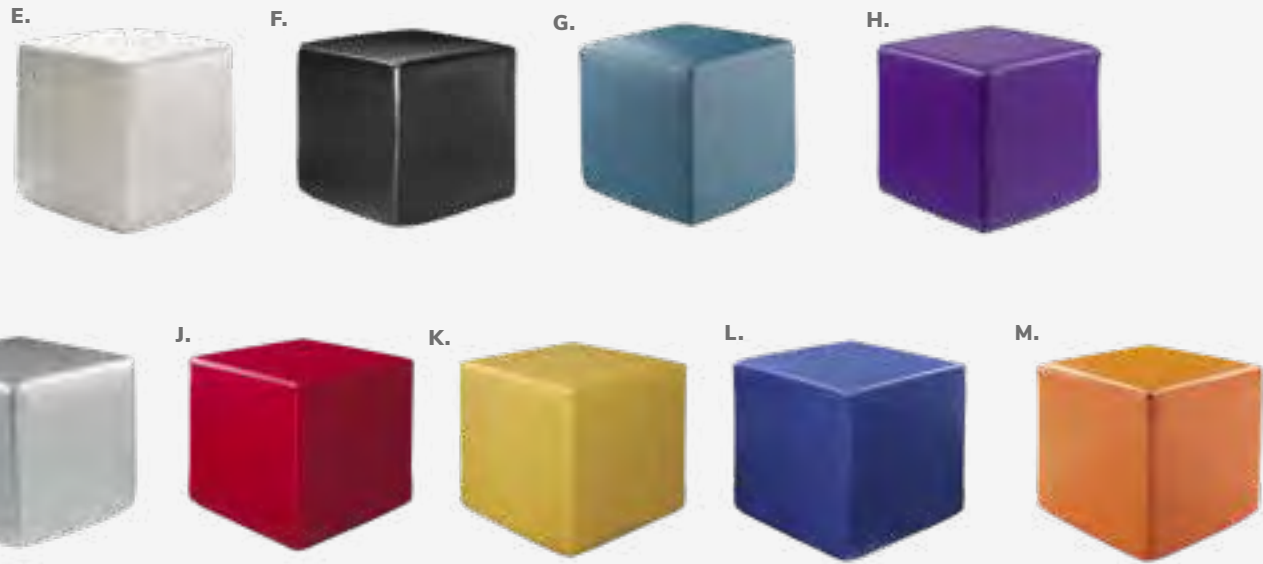


Ottomans

Vibe Cube

18"L 18"D 18"H

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



Beverly Bench Ottomans



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

Styles & Shapes



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



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

Ottomans

Beverly Small Bench Ottomans

30"L 20"D 18"H

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



Marche Swivel Ottomans



Marche Swivel Ottomans

17" RND 18"H

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

Accent Tables

Tables and Meeting Rooms

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



MESA

- A) 820135 End Table**
20.5"RND 21.25"H (wood top, bronze)
- B) 820132 Cocktail Table**
32.25"RND 17.25"H (wood top, bronze)
- C) 820134 End Table**
24"RND 21.25"H (glass top, bronze)
- D) 820131 Cocktail Table**
36"RND 17.25"H (glass top, bronze)
- E) 820133 End Table**
20.5"RND 21.25"H (black top, bronze)
- F) 820130 Cocktail Table**
32.25"RND 17.25"H (black top, bronze)

Styles & Shapes



ALONDRA

- Cocktail Table**
47"L 24"D 16"H
- A) 820250** (glass, chrome)
- B) 820251** (wood, chrome)
- End Table**
20"L 20"D 20"H
- C) 820252** (glass, chrome)
- D) 820253** (wood, chrome)

GEO

- Cocktail Table**
50"L 22"D 16"H
- A) 82034** (glass, chrome)
- B) 82027** (wood, black)
- End Table**
26"L 26"D 20"H
- C) 82035** (glass, chrome)
- D) 82028** (wood, black)

Accent Tables

Tables and Meeting Rooms

TAOS SIDE TABLES

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



SEDONA SIDE TABLE

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



Styles & Shapes



Available in Power

SYDNEY

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

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

REGIS

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

SILVERADO

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

WIRELESS

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

AURA

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

Café Tables



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



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



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



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

Customize and Create

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



GRAPHITE NEBULA	MAPLE	RED
WHITE	MADISON/GRAY ACAJOU	BLUE
WOOD	BLACK	BRUSHED GUN-
ORANGE	BRUSHED YELLOW	GREEN

Café Tables

Standard Black Base
30" RND 29"H

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

36" RND 29"H
8201243 (black)

Café Tables

Hydraulic Chrome Base
30" RND 29"H

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

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

Mix & Match

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



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

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

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

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



Bar Tables

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



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



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



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



Customize and Create

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



GRAPHITE NEBULA	MAPLE	RED
WHITE	MADISON/GRAY ACAJOU	BLUE
WOOD	BLACK	BRUSHED GUN-
ORANGE	BRUSHED YELLOW	GREEN

Bar Tables Standard Black Base 30" RND 42"H

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

36" RND 42"H
8201241 (black)

Bar Tables Hydraulic Chrome Base 30" RND 45"H

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

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

Style & Design

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



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

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

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

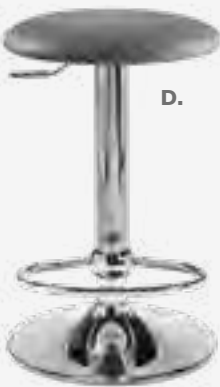
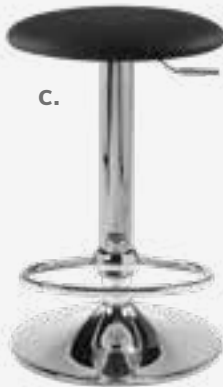
F) 810840 Zoey Barstools
(white, chrome)
15"L 16"D 30-34.75"H



Barstools

LIFT Barstools

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



Marina Barstools



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

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

All frames brushed metal.

Barstools

Mix & Match

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

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

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

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

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

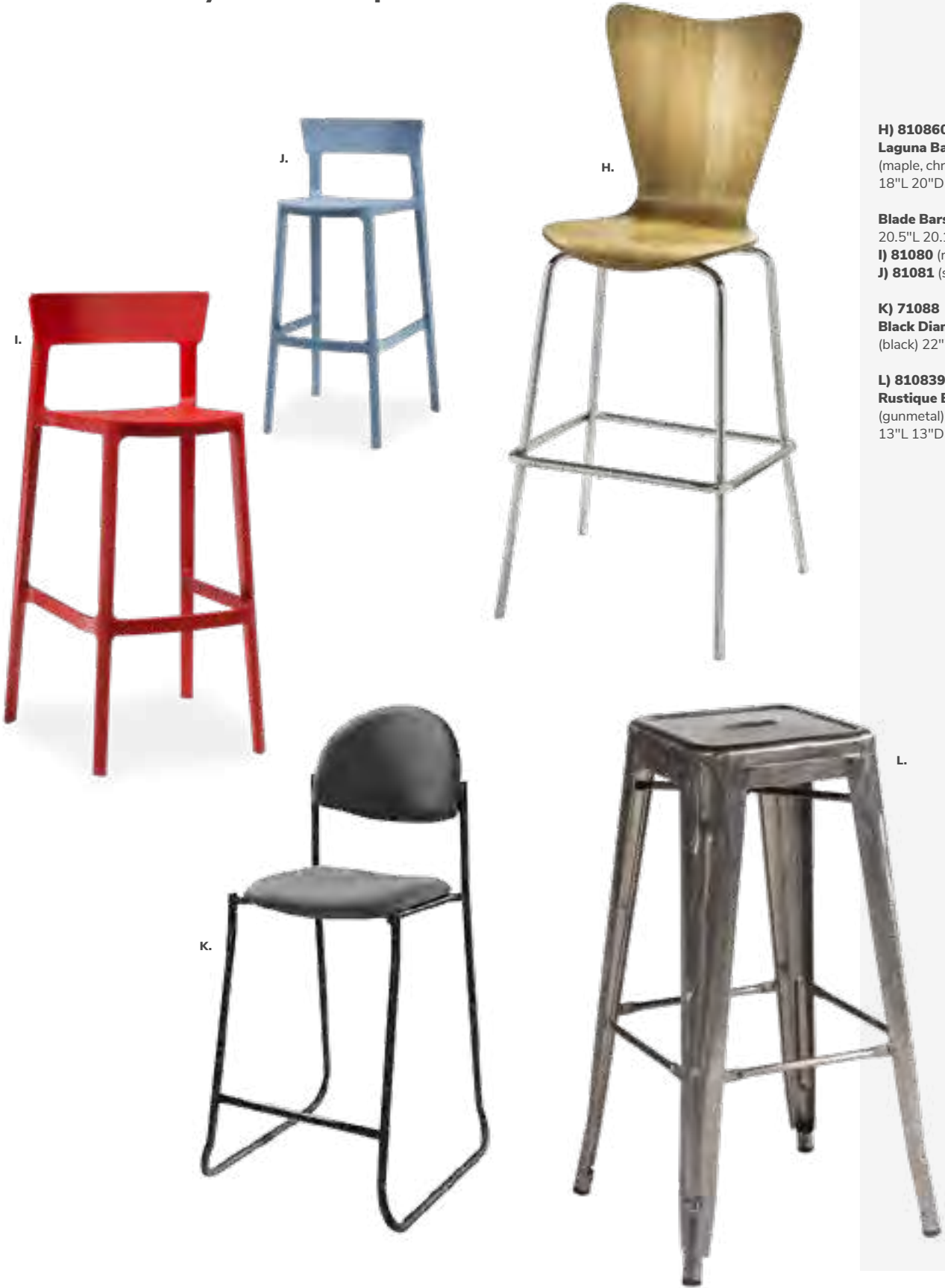
G) 81092
Lucent Barstool
(frosted, acrylic)
22"L 22.5"D 45.5"H

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

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



Barstools Styles & Shapes



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

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

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

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

Conference Tables

42" Round Conference Table

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



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

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



Geo Tables



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

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

Work Space



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

Conference Tables

Madison

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

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

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

A.



B.



C.



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

Black Rectangular Conference Table

A.



B.



C.



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

Black Rectangular Conference Table
(black top, silver)

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

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

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

Executive Seating

Pro Executive High Back Chair
25"L 24"D 48"H
A) 810844 (white vinyl)
B) 810946 (black vinyl)
Adjustable height



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

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



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



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



Communal and Powered Tables

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

Table Top Options



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

Denotes AC and USB charging outlets



POWERED
DETAIL

Bar Tables



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

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

Café Tables



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

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

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

Office Essentials



A.
DESK BACK

B.

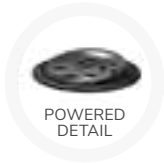


DESK FRONT

MADISON

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

Tech Powered Desk



A. ⚡



C.

B. ⚡



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

Denotes AC and USB charging outlets ⚡

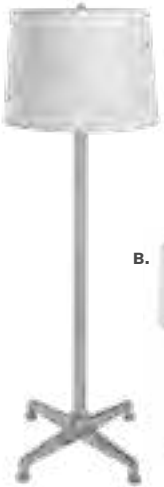
- A) 84083 Tech Desk, Powered, w/ 3 Drawer File Cabinet
(black metal, laminate) 60"L 30"D 30"H

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

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

Lighting & Shelving

A.



B.



C.



D.



ACCENT LAMPS

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

SHELVING

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

Show Essentials

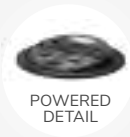
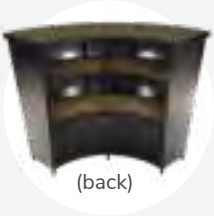
Denotes AC and USB charging outlets



Midtown Powered Counter

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

Midtown Powered Counter
60"L 18"D 42"H (pewter/glass)
850103 (unlighted)
850102 (lighted with plug-in)



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



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

Midtown Bar

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

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

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



(lit-blue)



(lit-red)



(lit-green)



(lit-white)

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

Product Display Counter



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

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

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

Show Essentials

Greenery and Dividers

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

HEDGE

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



Miramar Dividers



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

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

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

Show Essentials

Product Kiosk & Display

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

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

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



Stanchions & Signage

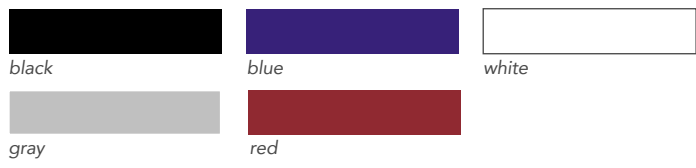
A) 220121
Chrome Stanchion
w/ 8' Retractable Belt
(black, belt) 42"H

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



Draped or Undraped Tables & Counters

Table Drape Colors



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



Sizing Chart*

24"D X 30"H Tables Draped			24"D X 42"H Counter Draped		
124330	Tables Draped	3'L x 24"D x 30"H	124342	Counter Draped	3'L x 24"D x 42"H
124430	Tables Draped	4'L x 24"D x 30"H	124442	Counter Draped	4'L x 24"D x 42"H
124630	Tables Draped	6'L x 24"D x 30"H	124642	Counter Draped	6'L x 24"D x 42"H
124830	Tables Draped	8'L x 24"D x 30"H	124842	Counter Draped	8'L x 24"D x 42"H
24"D X 30"H Tables Undraped			24"D X 42"H Counter Undraped		
125330	Tables Undraped	3'L x 24"D x 30"H	125342	Counter Undraped	3'L x 24"D x 42"H
125430	Tables Undraped	4'L x 24"D x 30"H	125442	Counter Undraped	4'L x 24"D x 42"H
125630	Tables Undraped	6'L x 24"D x 30"H	125642	Counter Undraped	6'L x 24"D x 42"H
125830	Tables Undraped	8'L x 24"D x 30"H	125842	Counter Undraped	8'L x 24"D x 42"H
4th Side Table Draped 30"			4th Side Table Draped 42"		
12404630	Drape Table 4th Side	6' X 30"	12404642	Drape Table 4th Side	6' X 42"
12404830	Drape Table 4th Side	8' X 30"	12404842	Drape Table 4th Side	8' X 42"

Show Essentials

Storage



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



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

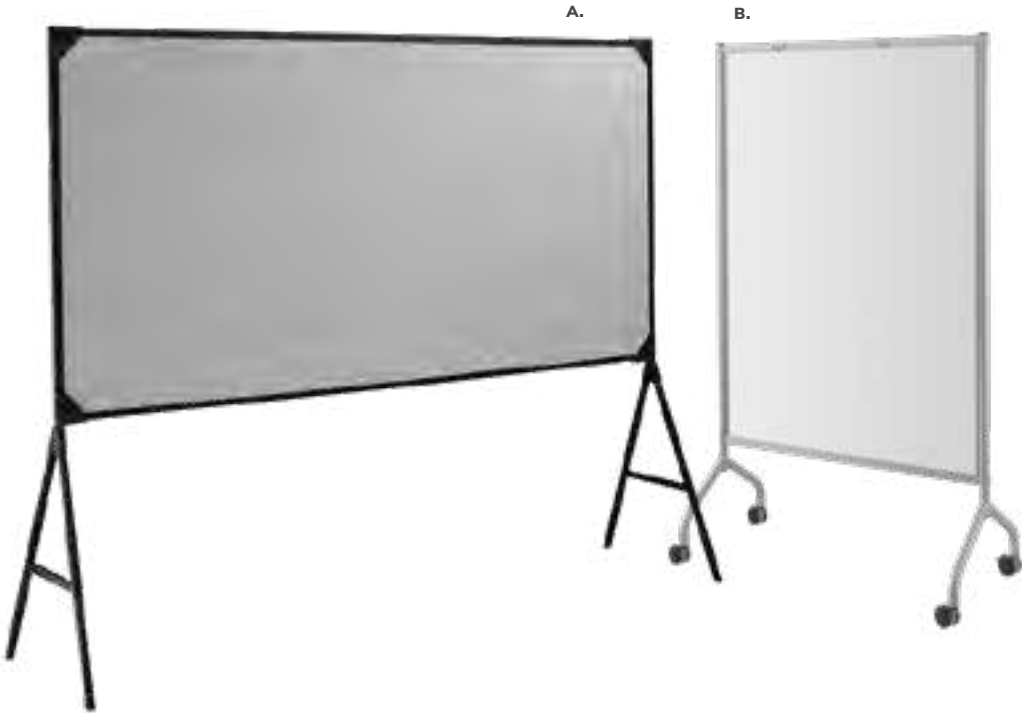


8503001
Large Refrigerator
(white) 14.0 cubic feet
28"W X 28"L X 64"H



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

Office Accessories



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

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



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

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

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

F) 220106
Corrugated
Wastebasket
(black)

Strategic planning with health & safety in mind

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

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

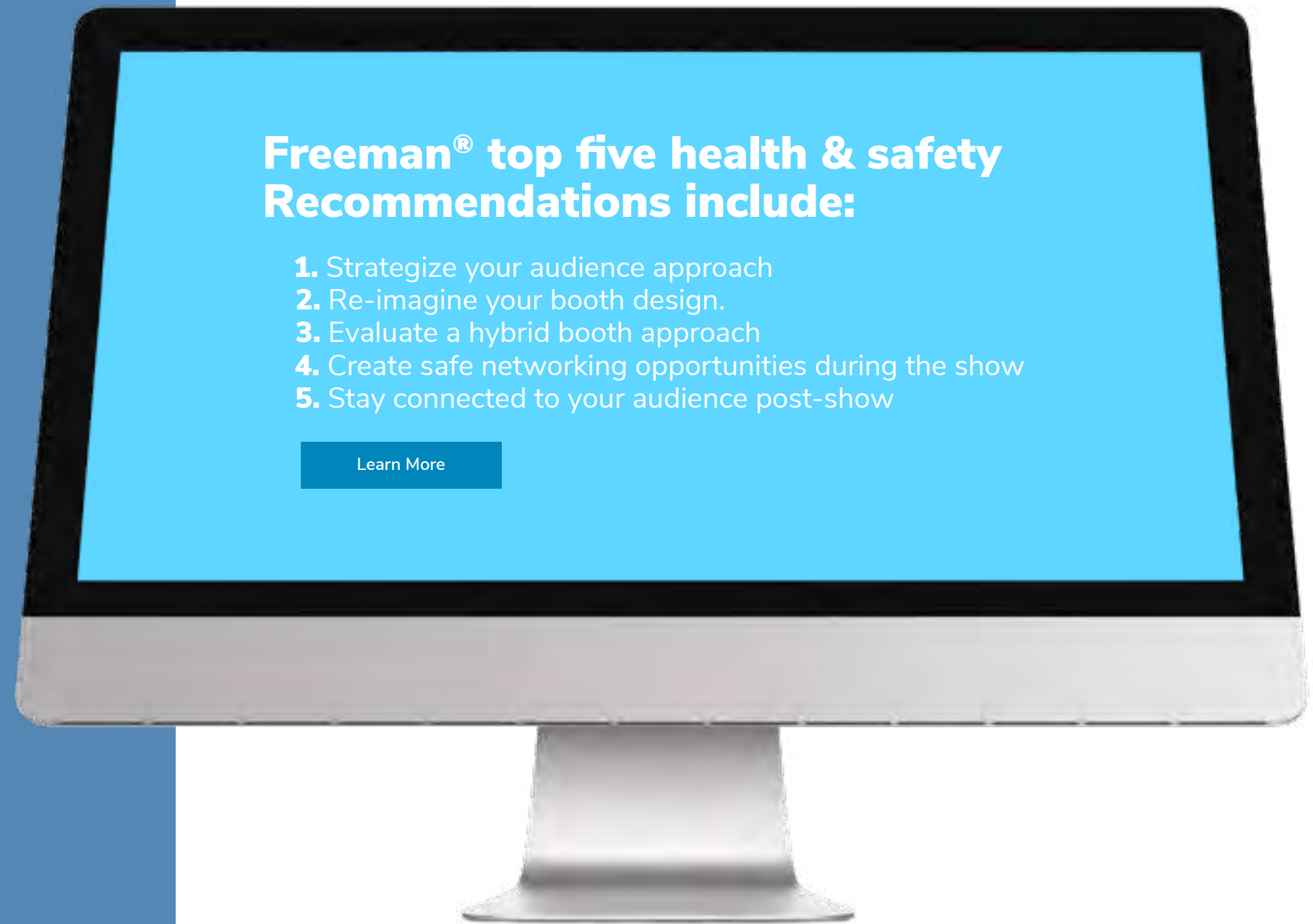
In all cases, we've put considerable thought into them.

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

Freeman® top five health & safety Recommendations include:

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

[Learn More](#)



Health & Safety

Safety Dividers

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

Personalize here

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

Also available in opaque and personalization available.

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



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

Also available in opaque and personalization available.

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



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

Also available in opaque and personalization available.



85064 Flag Pole Divider
(silver, clear) 34"L 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

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

Health & Safety

Greenery and Dividers

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

20'x20' Midtown, Greenery Booth

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



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



85050 Clear Divider Bar Counter
(silver, clear) 48-70\"/>



Personalize here



Miramar Dividers
(molded plastic)
A) 85043 (white)
Also available in the following colors.
See page 47.
85043 (harvest yellow)
85042 (burgundy)
85041 (gray)
Vertical: 63\"/>

B) 8201233 Hydraulic Cafe Table
(orange top, chrome)
30\"/>

C) 810861 Laguna Chair
(maple, chrome)
18\"/>

Health & Safety

Stanchions & Booth Design



**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

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' - Atherton Conversation Booth
Greenery | pg 48
Accent Chairs | pg 16
Side Tables | pg 29



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



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

Health & Safety

Safety & Directional Signage

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



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



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

Safety & Directional Signage

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



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

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

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

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

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

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

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

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

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

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

Health & Safety

Sanitization Product & Services

Hand Sanitizing Stations

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



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

Also available in opaque and personalization available.

1510100 Clear Barrier with graphic

[Personalize here](#)

Please Note:

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



(888) 508-5054

Fax: (469) 621-5612

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

Submit order forms [here](#).

NAME OF SHOW: **IMAT Conference & Exposition 2022 | TSS Forum Conference & Exposition / September 13-14, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

Take advantage of the Online price by ordering at www.freeman.com/store by AUGUST 15, 2022.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SOFT SEATING						
Naples Group - Black Vinyl						
_____	810119	Chair.....	565.00	621.50	791.00	_____
_____	830120	Loveseat.....	655.00	720.50	917.00	_____
_____	830119	Sofa.....	745.00	819.50	1,043.00	_____
Munich Group - Gray Fabric						
_____	810151	Armless Chair.....	360.00	396.00	504.00	_____
Baja Group - White Vinyl						
_____	81050	Chair.....	565.00	621.50	791.00	_____
_____	83020	Loveseat.....	655.00	720.50	917.00	_____
_____	83019	Sofa.....	745.00	819.50	1,043.00	_____
Valencia - Velvet						
_____	810180	Chair - Spice Orange.....	450.00	495.00	630.00	_____
_____	83045	Sofa - Coffee Brown.....	585.00	643.50	819.00	_____
Key Largo Group - Black Fabric						
_____	830950	Loveseat.....	540.00	594.00	756.00	_____
_____	830951	Sofa.....	630.00	693.00	882.00	_____
_____	810950	Chair.....	450.00	495.00	630.00	_____
Allegro Group - Blue Fabric						
_____	81019	Chair.....	450.00	495.00	630.00	_____
_____	83015	Sofa.....	630.00	693.00	882.00	_____
Fairfax Group - White Vinyl						
_____	810949	Chair.....	360.00	396.00	504.00	_____
_____	830949	Sofa.....	540.00	594.00	756.00	_____
Palm Beach - White Vinyl						
_____	83040	Sofa.....	655.00	720.50	917.00	_____
Sterling Group - Gray Fabric						
_____	81037	Chair.....	655.00	720.50	917.00	_____
_____	8309	Sofa.....	880.00	968.00	1,232.00	_____
Cordoba Group - Taupe/Black						
_____	81048	Chair.....	N/A	N/A	N/A	_____
_____	83013	Loveseat.....	N/A	N/A	N/A	_____
CASUAL SEATING						
Ottomans						
_____	815122	Endless Square - White Vinyl.....	370.00	407.00	518.00	_____
_____	815123	Endless Square - Black Vinyl.....	370.00	407.00	518.00	_____
_____	815953	Endless Curve - White Vinyl.....	390.00	429.00	546.00	_____
_____	815952	Endless Curve - Black Vinyl.....	390.00	429.00	546.00	_____
_____	81518	Vibe Cube - Blue Vinyl.....	135.00	148.50	189.00	_____
_____	81519	Vibe Cube - Red Vinyl.....	135.00	148.50	189.00	_____
_____	81525	Vibe Cube - Orange Vinyl.....	135.00	148.50	189.00	_____
_____	81517	Vibe Cube - Yellow Vinyl.....	135.00	148.50	189.00	_____
_____	81530	Vibe Cube - Black Vinyl.....	135.00	148.50	189.00	_____
_____	81531	Vibe Cube - White Vinyl.....	135.00	148.50	189.00	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Ottomans (continued)						
_____	81532	Vibe Cube - Steel Blue Vinyl.....	135.00	148.50	189.00	_____
_____	81533	Vibe Cube - Silver Vinyl.....	135.00	148.50	189.00	_____
_____	81534	Vibe Cube - Purple Vinyl.....	135.00	148.50	189.00	_____
_____	81535	Vibe Cube -Citrus Green Vinyl.....	135.00	148.50	189.00	_____
_____	81536	Vibe Cube - Taupe Vinyl.....	135.00	148.50	189.00	_____
_____	81537	Vibe Cube - Spice Orange Vinyl.....	135.00	148.50	189.00	_____
_____	81538	Vibe Cube - Desert Rose Vinyl.....	135.00	148.50	189.00	_____
_____	815151	Marche Swivel - Gray Fabric.....	190.00	209.00	266.00	_____
_____	815154	Marche Swivel - Red Fabric.....	190.00	209.00	266.00	_____
_____	815159	Marche Swivel - Blue Fabric.....	190.00	209.00	266.00	_____
_____	815152	Marche Swivel - Linen Fabric.....	190.00	209.00	266.00	_____
_____	815157	Marche Swivel - Meadow Green Fabric.....	190.00	209.00	266.00	_____
_____	815158	Marche Swivel - Pear Yellow Fabric.....	190.00	209.00	266.00	_____
_____	815156	Marche Swivel - Plum Fabric.....	190.00	209.00	266.00	_____
_____	815153	Marche Swivel - Raspberry Fabric.....	190.00	209.00	266.00	_____
_____	815155	Marche Swivel - Rose Quartz Fabric.....	190.00	209.00	266.00	_____
_____	815150	Marche Swivel - White Vinyl.....	190.00	209.00	266.00	_____
_____	815160	Marche Swivel - Orange Fabric.....	190.00	209.00	266.00	_____
_____	81540	Marche Swivel - Forest Green Vinyl.....	190.00	209.00	266.00	_____
_____	81541	Marche Swivel - Teal Velvet.....	190.00	209.00	266.00	_____
_____	81542	Marche Swivel - Distressed Brown Vinyl.....	190.00	209.00	266.00	_____
_____	81543	Marche Swivel - Black Vinyl.....	190.00	209.00	266.00	_____
_____	81539	Marche Swivel - Ivory Faux Sheep Fur.....	190.00	209.00	266.00	_____
Beverly Bench Ottomans						
_____	81550	Black Vinyl.....	370.00	407.00	518.00	_____
_____	81551	Brown Fabric.....	370.00	407.00	518.00	_____
_____	81552	Gray Fabric.....	370.00	407.00	518.00	_____
_____	81553	Linen Fabric.....	370.00	407.00	518.00	_____
_____	81554	Ocean Blue Fabric.....	370.00	407.00	518.00	_____
_____	81555	Red Fabric.....	370.00	407.00	518.00	_____
_____	81556	White Vinyl.....	370.00	407.00	518.00	_____
Beverly Small Bench Ottomans						
_____	81560	Black Vinyl.....	280.00	308.00	392.00	_____
_____	81561	Blue Fabric.....	280.00	308.00	392.00	_____
_____	81562	Brown Fabric.....	280.00	308.00	392.00	_____
_____	81563	Green Fabric.....	280.00	308.00	392.00	_____
_____	81565	Linen Fabric.....	280.00	308.00	392.00	_____
_____	81568	Red Fabric.....	280.00	308.00	392.00	_____
_____	81569	White Vinyl.....	280.00	308.00	392.00	_____
_____	81566	Lavender Fabric.....	280.00	308.00	392.00	_____
_____	81567	Orange Fabric.....	280.00	308.00	392.00	_____
_____	81564	Gray Fabric.....	280.00	308.00	392.00	_____
_____	81570	Yellow Fabric.....	280.00	308.00	392.00	_____
Accent Chairs						
_____	71089	Black Diamond Side Chair.....	120.00	132.00	168.00	_____
_____	71090	Black Diamond Arm Chair.....	135.00	148.50	189.00	_____
_____	810861	Laguna Chair - Maple/Chrome.....	145.00	159.50	203.00	_____

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Take advantage of the Online price by ordering at www.freeman.com/store by AUGUST 15, 2022.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Accent Chairs (continued)						
	210108	Limerick® Chair by Herman Miller.....	80.00	88.00	112.00	
	810816	Madrid Chair - White Vinyl/Chrome.....	565.00	621.50	791.00	
	810948	Meeting Chair - White Vinyl.....	295.00	324.50	413.00	
	810164	Marina Chair - White Vinyl.....	160.00	176.00	224.00	
	810160	Marina Chair - Black Vinyl.....	160.00	176.00	224.00	
	810161	Marina Chair - Brown Fabric.....	160.00	176.00	224.00	
	810162	Marina Chair - Ocean Blue Fabric.....	160.00	176.00	224.00	
	810163	Marina Chair - Red Fabric.....	160.00	176.00	224.00	
	810131	Malba Chair - Gray Molded Plastic.....	105.00	115.50	147.00	
	810130	Malba Chair - Green Molded Plastic.....	105.00	115.50	147.00	
	810846	Christopher Chair - White Vinyl/Chrome.....	135.00	148.50	189.00	
	810851	Zenith Chair - White/Chrome.....	145.00	159.50	203.00	
	810841	Rustique Chair - Gunmetal.....	135.00	148.50	189.00	
	810837	Razor Armless Chair - White High Density Plastic.....	100.00	110.00	140.00	
	810875	Swanson Swivel Chair - White Vinyl.....	295.00	324.50	413.00	
	81083	Blade Chair - Sky Blue.....	100.00	110.00	140.00	
	81082	Blade Chair - Red.....	100.00	110.00	140.00	
	81093	Lucent Chair - Frosted Acrylic.....	180.00	198.00	252.00	
	810145	Wentworth Chair - Brown Vinyl.....	295.00	324.50	413.00	
	81024	Atherton Chair - Brown Leather.....	655.00	720.50	917.00	
	81034	Bowery Chair - Yellow Fabric.....	450.00	495.00	630.00	
	81035	Century Chair - Gray Velvet.....	450.00	495.00	630.00	
	81036	Lena Chair - Green Leather.....	450.00	495.00	630.00	
	81031	Montreal Chair - Blue Fabric.....	565.00	621.50	791.00	
	81032	Pasadena Chair - White Plastic.....	285.00	313.50	399.00	
	81038	Tech Chair - Gray Vinyl.....	565.00	621.50	791.00	
	81039	Tech Tablet Chair - Gray Vinyl.....	565.00	621.50	791.00	
	81046	Brooklyn Swivel Meeting Chair - White/Oak.....	N/A	N/A	N/A	
	81047	Brooklyn Swivel Meeting Chair - White/Black.....	N/A	N/A	N/A	
Executive Seating						
	71045	Gray Gaslift Chair Without Arms.....	215.00	236.50	301.00	
	810874	La Brea Swivel Chair - Charcoal Gray Fabric.....	360.00	396.00	504.00	
	810175	Genesis Chair - Black.....	225.00	247.50	315.00	
	810844	Pro Executive High Back Chair - White Vinyl.....	315.00	346.50	441.00	
	810946	Pro Executive High Back Chair - Black Vinyl.....	315.00	346.50	441.00	
	810945	Pro Executive Mid Back Chair - White Vinyl.....	315.00	346.50	441.00	
	810944	Pro Executive Mid Back Chair - Black Vinyl.....	315.00	346.50	441.00	
	810947	Pro Executive Guest Chair - Black Vinyl.....	315.00	346.50	441.00	
	810170	Cupertino Mid Back Chair - Black Vinyl.....	405.00	445.50	567.00	
Barstools						
	71088	Black Diamond Stool.....	175.00	192.50	245.00	
	71047	Gray Gaslift Stool without Arms.....	265.00	291.50	371.00	
	810860	Laguna Barstool - Maple/Chrome.....	190.00	209.00	266.00	
	210109	Limerick® Stool by Herman Miller.....	125.00	137.50	175.00	
	810872	Lift Barstool - Gray Vinyl/Chrome.....	175.00	192.50	245.00	
	810873	Lift Barstool - Red Vinyl/Chrome.....	175.00	192.50	245.00	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Barstools (continued)						
_____	810871	Lift Barstool - Black Vinyl/Chrome.....	175.00	192.50	245.00	_____
_____	810870	Lift Barstool - White Vinyl/Chrome.....	175.00	192.50	245.00	_____
_____	810103	Banana Barstool - White Vinyl/Chrome.....	200.00	220.00	280.00	_____
_____	810104	Banana Barstool - Black Vinyl/Chrome.....	200.00	220.00	280.00	_____
_____	810850	Zenith Barstool - White/Chrome.....	190.00	209.00	266.00	_____
_____	810840	Zoey Barstool - White Vinyl/Chrome.....	305.00	335.50	427.00	_____
_____	810848	Christopher Barstool - White Vinyl/Chrome.....	190.00	209.00	266.00	_____
_____	810202	Shark Swivel Barstool - White Plastic/Chrome.....	315.00	346.50	441.00	_____
_____	810839	Rustique Barstool - Gunmetal.....	135.00	148.50	189.00	_____
_____	81080	Blade Barstool - Red.....	145.00	159.50	203.00	_____
_____	81081	Blade Barstool - Sky Blue.....	145.00	159.50	203.00	_____
_____	81092	Lucent Barstool - Frosted Acrylic.....	235.00	258.50	329.00	_____
_____	810135	Task Stool - Black Fabric.....	275.00	302.50	385.00	_____
_____	81026	Marina Barstool - Ocean Blue.....	215.00	236.50	301.00	_____
_____	81027	Marina Barstool - Black Vinyl.....	215.00	236.50	301.00	_____
_____	81028	Marina Barstool - Brown Fabric.....	215.00	236.50	301.00	_____
_____	81029	Marina Barstool - Red Fabric.....	215.00	236.50	301.00	_____
_____	81030	Marina Barstool - White Vinyl.....	215.00	236.50	301.00	_____

Draped Tables & Counters

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

_____	124330	Draped Table 3'L x 30"H.....	160.00	176.00	224.00	_____
_____	124430	Draped Table 4'L x 30"H.....	160.00	176.00	224.00	_____
_____	124630	Draped Table 6'L x 30"H.....	190.00	209.00	266.00	_____
_____	124830	Draped Table 8'L x 30"H.....	205.00	225.50	287.00	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	45.00	49.50	63.00	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	45.00	49.50	63.00	_____
_____	124342	Draped Counter 3'L x 42"H.....	190.00	209.00	266.00	_____
_____	124442	Draped Counter 4'L x 42"H.....	190.00	209.00	266.00	_____
_____	124642	Draped Counter 6'L x 42"H.....	205.00	225.50	287.00	_____
_____	124842	Draped Counter 8'L x 42"H.....	235.00	258.50	329.00	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	55.00	60.50	77.00	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	55.00	60.50	77.00	_____

Undraped Tables & Counters

_____	125330	Undraped Table 3'L x 30"H.....	115.00	126.50	161.00	_____
_____	125430	Undraped Table 4'L x 30"H.....	115.00	126.50	161.00	_____
_____	125630	Undraped Table 6'L x 30"H.....	145.00	159.50	203.00	_____
_____	125830	Undraped Table 8'L x 30"H.....	160.00	176.00	224.00	_____
_____	125342	Undraped Counter 3'L x 42"H.....	135.00	148.50	189.00	_____
_____	125442	Undraped Counter 4'L x 42"H.....	135.00	148.50	189.00	_____
_____	125642	Undraped Counter 6'L x 42"H.....	150.00	165.00	210.00	_____
_____	125842	Undraped Counter 8'L x 42"H.....	180.00	198.00	252.00	_____

Table Top Risers - Risers are 8" wide

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

furnishings

NAME OF SHOW: **IMAT Conference & Exposition 2022 | TSS Forum Conference & Exposition / September 13-14, 2022**

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Table Top Risers - Risers are 8" wide (continued)						
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	40.70	44.75	57.00	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	40.70	44.75	57.00	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	46.10	50.70	64.55	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	46.10	50.70	64.55	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	56.40	62.05	78.95	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	56.40	62.05	78.95	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	66.70	73.35	93.40	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	66.70	73.35	93.40	_____
Pedestal Tables - Soho Series						
_____	72069	Black Top Cafe Table - 30"H x 24"W.....	225.00	247.50	315.00	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	240.00	264.00	336.00	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	138.45	152.30	193.85	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	225.00	247.50	315.00	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	242.00	266.20	338.80	_____
Pedestal Tables - Chelsea Series						
_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	225.00	247.50	315.00	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	240.00	264.00	336.00	_____
_____	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	225.00	247.50	315.00	_____
_____	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	240.00	264.00	336.00	_____
Pedestal Tables						
_____	8201208	Hydraulic Base Cafe Table - Maple.....	355.00	390.50	497.00	_____
_____	8201207	Hydraulic Base Bar Table - Maple.....	355.00	390.50	497.00	_____
_____	8201209	Hydraulic Base Cafe Table - Graphite.....	370.00	407.00	518.00	_____
_____	8201211	Hydraulic Base Bar Table - Graphite.....	370.00	407.00	518.00	_____
_____	8201206	Hydraulic Base Cafe Table - Maple.....	370.00	407.00	518.00	_____
_____	8201205	Hydraulic Base Bar Table - Maple.....	370.00	407.00	518.00	_____
_____	820126	Hydraulic Base Cafe Table - White Laminate.....	370.00	407.00	518.00	_____
_____	820125	Hydraulic Base Bar Table - White Laminate.....	370.00	407.00	518.00	_____
_____	820241	Madison Hydraulic Base Cafe Table - Gray Acajou.....	355.00	390.50	497.00	_____
_____	820240	Madison Hydraulic Base Bar Table - Gray Acajou.....	355.00	390.50	497.00	_____
_____	820265	Madison Cafe Table - Gray Acajou.....	265.00	291.50	371.00	_____
_____	820264	Madison Bar Table - Gray Acajou.....	265.00	291.50	371.00	_____
_____	8201220	30" Cafe Table Black Base - White Laminate.....	265.00	291.50	371.00	_____
_____	8201221	30" Bar Table Black Base - White Laminate.....	265.00	291.50	371.00	_____
_____	8201222	30" Bar Table Chrome Base - White Laminate.....	355.00	390.50	497.00	_____
_____	8201223	30" Cafe Table Chrome Base - White Laminate.....	355.00	390.50	497.00	_____
_____	820920	30" Bar Table Chrome Hydraulic Base - Red.....	355.00	390.50	497.00	_____
_____	820921	30" Cafe Table Chrome Hydraulic Base - Red.....	355.00	390.50	497.00	_____
_____	820922	30" Bar Table Chrome Hydraulic Base - Graphite.....	355.00	390.50	497.00	_____
_____	820923	30" Cafe Table Chrome Hydraulic Base - Graphite.....	355.00	390.50	497.00	_____
_____	820930	30" Bar Table w/ Hydraulic Base - Blue.....	355.00	390.50	497.00	_____
_____	820931	30" Bar Table w/ Black Base - Blue.....	265.00	291.50	371.00	_____
_____	820932	30" Bar Table w/ Hydraulic Base - Wood.....	355.00	390.50	497.00	_____
_____	820933	30" Bar Table w/ Black Base - Wood.....	265.00	291.50	371.00	_____
_____	820940	30" Cafe Table w/ Hydraulic Base - Blue.....	355.00	390.50	497.00	_____
_____	820941	30" Cafe Table w/ Black Base - Blue.....	265.00	291.50	371.00	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Pedestal Tables (continued)						
	820942	30" Cafe Table w/ Hydraulic Base - Wood.....	355.00	390.50	497.00	
	820943	30" Cafe Table w/ Black Base - Wood.....	265.00	291.50	371.00	
	820910	30" Bar Table w/ Hydraulic Base - Gunmetal.....	355.00	390.50	497.00	
	820911	30" Bar Table w/ Hydraulic Base - Black.....	355.00	390.50	497.00	
	820912	30" Bar Table w/ Hydraulic Base - Green.....	355.00	390.50	497.00	
	820913	30" Bar Table w/ Hydraulic Base - Orange.....	355.00	390.50	497.00	
	820268	30" Bar Table w/ Hydraulic Base - Whiteboard.....	N/A	N/A	N/A	
	820914	30" Bar Table w/ Hydraulic Base - Yellow.....	355.00	390.50	497.00	
	820915	30" Bar Table w/ Black Base - Gunmetal.....	265.00	291.50	371.00	
	820916	30" Bar Table w/ Black Base - Black.....	265.00	291.50	371.00	
	820917	30" Bar Table w/ Black Base - Green.....	265.00	291.50	371.00	
	820918	30" Bar Table w/ Black Base - Orange.....	265.00	291.50	371.00	
	820919	30" Bar Table w/ Black Base - Yellow.....	265.00	291.50	371.00	
	820269	30" Bar Table w/ Black Base - Whiteboard.....	N/A	N/A	N/A	
	8201230	30" Cafe Table w/ Hydraulic Base - Gunmetal.....	355.00	390.50	497.00	
	8201231	30" Cafe Table w/ Hydraulic Base - Black.....	355.00	390.50	497.00	
	8201232	30" Cafe Table w/ Hydraulic Base - Green.....	355.00	390.50	497.00	
	8201233	30" Cafe Table w/ Hydraulic Base - Orange.....	355.00	390.50	497.00	
	8201234	30" Cafe Table w/ Hydraulic Base - Yellow.....	355.00	390.50	497.00	
	820270	30" Cafe Table w/ Hydraulic Base - Whiteboard.....	N/A	N/A	N/A	
	8201235	30" Cafe Table w/ Black Base - Gunmetal.....	265.00	291.50	371.00	
	8201236	30" Cafe Table w/ Black Base - Black.....	265.00	291.50	371.00	
	8201237	30" Cafe Table w/ Back Base - Green.....	265.00	291.50	371.00	
	8201238	30" Cafe Table w/ Black Base - Orange.....	265.00	291.50	371.00	
	8201239	30" Cafe Table w/ Black Base - Yellow.....	265.00	291.50	371.00	
	820271	30" Cafe Table w/ Black Base - Whiteboard.....	N/A	N/A	N/A	
	8201240	36" Bar Table w/ Hydraulic Base - Black.....	370.00	407.00	518.00	
	8201241	36" Bar Table w// Black Base - Black.....	295.00	324.50	413.00	
	8201242	36" Cafe Table w/ Hydraulic Base - Black.....	370.00	407.00	518.00	
	8201243	36" Cafe Table w/ Black Base - Black.....	295.00	324.50	413.00	
	820273	36" Bar Table w/ Black Base - Whiteboard.....	N/A	N/A	N/A	
	820272	36" Bar Table w/ Hydraulic Base - Whiteboard.....	N/A	N/A	N/A	
	820267	36" Cafe Table w/ Black Base - Whiteboard.....	N/A	N/A	N/A	
	820274	36" Cafe Table w/ Hydraulic Base - Whiteboard.....	N/A	N/A	N/A	

Accent Tables

	82015	Silverado End Table - Tempered Glass/Painted Steel.....	265.00	291.50	371.00	
	82014	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	340.00	374.00	476.00	
	820252	Alondra End Table - Glass/Chrome.....	265.00	291.50	371.00	
	820250	Alondra Cocktail Table - Glass/Chrome.....	340.00	374.00	476.00	
	820253	Alondra End Table - Wood/Chrome.....	265.00	291.50	371.00	
	820251	Alondra Cocktail Table - Wood/Chrome.....	340.00	374.00	476.00	
	8201224	Atomic 36" Round Table - Glass/Chrome.....	340.00	374.00	476.00	
	8201225	Atomic 42" Round Table - Glass/Chrome.....	355.00	390.50	497.00	
	82028	Geo End Table - Wood/Black Steel.....	225.00	247.50	315.00	
	82027	Geo Cocktail Table - Wood/Black Steel.....	295.00	324.50	413.00	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
	82035	Geo End Table - Glass/Chrome.....	225.00	247.50	315.00	
	82034	Geo Cocktail Table - Glass/Chrome.....	295.00	324.50	413.00	
	82054	Sydney End Table - Black Laminate/Brushed Steel..	225.00	247.50	315.00	
	82055	Sydney End Table - White Laminate/Brushed Steel..	225.00	247.50	315.00	
	82052	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	295.00	324.50	413.00	
	82053	Sydney Cocktail Table - White Laminate/Brushed Steel.....	295.00	324.50	413.00	
	82079	Sydney End Table - Blue Laminate/Brushed Steel....	225.00	247.50	315.00	
	82080	Sydney End Table - Wood Laminate/Brushed Steel..	225.00	247.50	315.00	
	82077	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	295.00	324.50	413.00	
	82078	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	295.00	324.50	413.00	
	82075	Regis End Table - Brushed Metal.....	265.00	291.50	371.00	
	82074	Regis Bench Table - Brushed Metal.....	340.00	374.00	476.00	
	820844	Aura Round Table - White Metal.....	160.00	176.00	224.00	
	82043	Geo Square-Round Table - Glass/Black Steel.....	355.00	390.50	497.00	
	82044	Geo Square-Round Table - Glass/Chrome.....	355.00	390.50	497.00	
	8201226	Rustique Square Metal Bar Table - Gray.....	315.00	346.50	441.00	
	820130	Mesa Cocktail Table - Black/Bronze.....	295.00	324.50	413.00	
	820131	Mesa Cocktail Table - Glass/Bronze.....	295.00	324.50	413.00	
	820132	Mesa Cocktail Table - Wood/Bronze.....	295.00	324.50	413.00	
	820133	Mesa End Table - Black/Bronze.....	225.00	247.50	315.00	
	820134	Mesa End Table - Glass/Bronze.....	225.00	247.50	315.00	
	820135	Mesa End Table - Wood/Bronze.....	225.00	247.50	315.00	
	820310	Sedona Side Table - Black/Bronze.....	160.00	176.00	224.00	
	820311	Sedona Side Table - Wood/Bronze.....	160.00	176.00	224.00	
	820312	Sedona Side Table - White/Bronze.....	160.00	176.00	224.00	
	820320	Taos Side Table - Black/Bronze.....	160.00	176.00	224.00	
	820321	Taos Side Table Wood/Bronze.....	160.00	176.00	224.00	
	820322	Taos Side Table - White/Bronze.....	160.00	176.00	224.00	
Conference Tables						
	82041	Geo Conference Table - Glass/Black Steel.....	445.00	489.50	623.00	
	82051	Geo Conference Table - Glass/Chrome.....	445.00	489.50	623.00	
	820260	Madison Conference Table - Gray Acajou.....	405.00	445.50	567.00	
	820708	42" Round Conference Table - White Laminate.....	405.00	445.50	567.00	
	820261	Madison 5' Conference Table - Gray Acajou.....	535.00	588.50	749.00	
	820262	Madison 8' Conference Table - Gray Acajou.....	945.00	1,039.50	1,323.00	
	820263	Madison 10' Conference Table - Gray Acajou.....	945.00	1,039.50	1,323.00	
	820951	Ventura Bar Table - Maple w/ Grommets.....	630.00	693.00	882.00	
	820952	Ventura Communal Bar Table - Black.....	630.00	693.00	882.00	
	820953	Ventura Bar Table - White w/ Grommets.....	630.00	693.00	882.00	
	820954	Ventura Communal Bar Table - Maple.....	630.00	693.00	882.00	
	820956	Ventura Communal Bar Table - White.....	630.00	693.00	882.00	
	820963	Ventura Communal Cafe Table - Maple.....	540.00	594.00	756.00	
	820960	Ventura Cafe Table - Maple w/ Grommets.....	540.00	594.00	756.00	
	820961	Ventura Cafe Table - White w/ Grommets.....	540.00	594.00	756.00	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
	820966	Ventura Communal Cafe Table - White.....	540.00	594.00	756.00	
	820962	Ventura Communal Cafe Table - Black.....	540.00	594.00	756.00	
	8201244	42" Round Conference Table - Black Laminate.....	405.00	445.50	567.00	
	8201	10' Table - Black Laminate.....	945.00	1,039.50	1,323.00	
	8203	5' Table - Black Laminate.....	535.00	588.50	749.00	
	8205	8' Table - Black Laminate.....	945.00	1,039.50	1,323.00	
Office						
	84075	Madison Desk - Gray Acajou.....	617.20	678.90	864.10	
	84078	Madison Bookcase - Gray Acajou.....	438.80	482.70	614.30	
Computer Desks/Tables						
	820706	Work Desk - White Laminate.....	355.00	390.50	497.00	

POWERED**Powered Seating**

	810120	Naples Chair, Powered - Black Vinyl.....	655.00	720.50	917.00	
	830122	Naples Loveseat, Powered - Black Vinyl.....	745.00	819.50	1,043.00	
	830121	Naples Sofa, Powered - Black Vinyl.....	835.00	918.50	1,169.00	

Powered Tables

	820950	Ventura Communal Bar Table, Powered - Black.....	720.00	792.00	1,008.00	
	820955	Ventura Communal Bar Table, Powered - White.....	720.00	792.00	1,008.00	
	820964	Ventura Communal Cafe Table, Powered - Black.....	630.00	693.00	882.00	
	820965	Ventura Communal Cafe Table, Powered - White.....	630.00	693.00	882.00	
	84083	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	638.70	702.55	894.20	
	84084	Tech Desk, Powered - Black Metal.....	560.20	616.20	784.30	
	82076	Sydney Cocktail Table, Powered - Black.....	385.00	423.50	539.00	
	82073	Sydney Cocktail Table, Powered - White.....	385.00	423.50	539.00	
	8202	10' Table, Powered - Black Laminate.....	1,035.00	1,138.50	1,449.00	
	8204	5' Table, Powered - Black Laminate.....	625.00	687.50	875.00	
	8206	8' Table, Powered - Black Laminate.....	1,035.00	1,138.50	1,449.00	

Powered Pedestals

	85060	Powered Locking Pedestal 36" H, Black.....	510.20	561.20	714.30	
	85061	Powered Locking Pedestal 36" H, White.....	510.20	561.20	714.30	
	85062	Powered Locking Pedestal 42" H, Black.....	608.60	669.45	852.05	
	85063	Powered Locking Pedestal 42" H, White.....	608.60	669.45	852.05	
	820710	Wireless Charging Table, Powered.....	355.00	390.50	497.00	

Midtown Counters & Bars

	850103	Midtown Powered Counter Unlighted - Pewter.....	1,486.80	1,635.50	2,081.50	
	850102	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	1,730.45	1,903.50	2,422.65	
	850101	Midtown Bar Unlighted - Pewter.....	1,331.90	1,465.10	1,864.65	
	850100	Midtown Bar Lighted w/ Plug-In - Pewter.....	1,581.80	1,740.00	2,214.50	

DISPLAY & ACCESSORIES**Product Storage**

	84080	3 Door File Cabinet on Castors - Black	195.00	214.50	273.00	
	85020	Posh Shelving w/ Chrome Frame - White.....	541.10	595.20	757.55	

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Refrigerator						
_____	8503001	Refrigerator - White.....	822.40	904.65	1,151.35	_____
_____	8983000	Small Refrigerator.....	N/A	N/A	N/A	_____
Lighting						
_____	850707	Mason Table Lamp - White/Brushed Silver.....	161.90	178.10	226.65	_____
_____	850708	Mason Floor Lamp - White/Brushed Silver.....	252.10	277.30	352.95	_____
Display						
_____	75030	Display Cube - Black - 12" Small.....	242.35	266.60	339.30	_____
_____	75031	Display Cube - Black - 18" Medium.....	285.55	314.10	399.75	_____
_____	75032	Display Cube - Black - 24" Large.....	328.75	361.65	460.25	_____
_____	72056	Display Counter - Black.....	432.70	475.95	605.80	_____
Boxwood Hedges						
_____	85030	7' Boxwood Hedge.....	640.00	704.00	896.00	_____
_____	85035	4' Boxwood Hedge.....	350.00	385.00	490.00	_____
Accessories						
_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	144.25	158.70	201.95	_____
_____	220118	Chrome Sign Holder.....	103.80	114.20	145.30	_____
_____	750135	Round Literature Rack.....	225.00	247.50	315.00	_____
_____	750136	Flat Literature Rack.....	190.40	209.45	266.55	_____
_____	220109	Chrome Coat Tree.....	69.30	76.25	97.00	_____
_____	220134	Aluminum Easel.....	51.85	57.05	72.60	_____
_____	220110	Chrome Bag Rack.....	112.50	123.75	157.50	_____
_____	10201484	Floor Standing Bulletin Board.....	240.75	264.85	337.05	_____
_____	220106	Corrugated Wastebasket.....	23.00	25.30	32.20	_____
_____	8502	Village Charging Hub.....	254.00	279.40	355.60	_____
Special Drape						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Gray <input type="checkbox"/> Red						
_____	12103	Special Drape 3'H (per ft.).....	21.70	23.85	30.40	_____
_____	12108	Special Drape 8'H (per ft.).....	27.25	30.00	38.15	_____

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.

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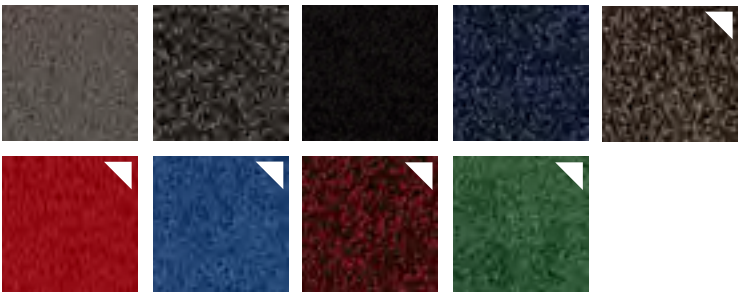
Be sure to order before the discount deadline!

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

▼ = Available only before the discount deadline

Classic Collection

16oz carpet



Designer Plus Collection

30oz carpet

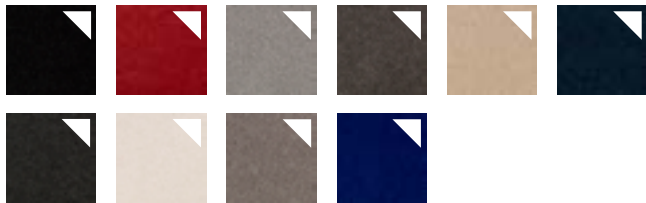
NEW



Supreme Collection

45oz carpet

NEW



Expo Flex Collection

10ft vinyl

NEW



Event Flex Collection

12ft vinyl

NEW



Riviera + Parkside Collections

Turf

NEW



Classic Collection

16oz

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

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



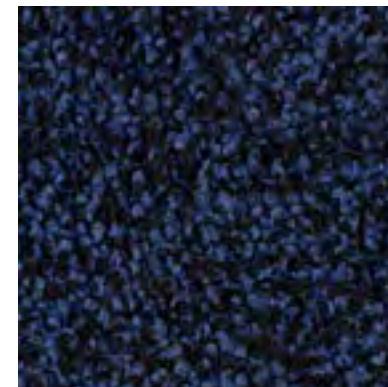
Gray



Tuxedo



Black



Midnight



Blue



Red

▼ = Available only before the discount deadline

Custom Cut Classic Collection

16oz

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

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



Gray



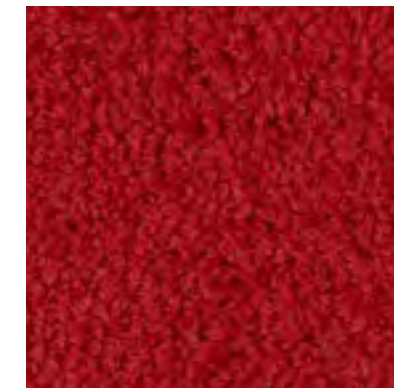
Tuxedo



Black



Midnight



Red



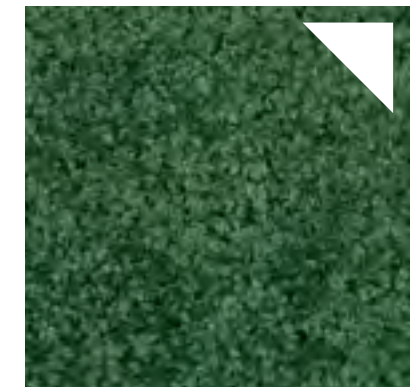
Blue



Latte



Red Pepper



Green

▼ = Available only before the discount deadline

NEW

Designer Plus Collection

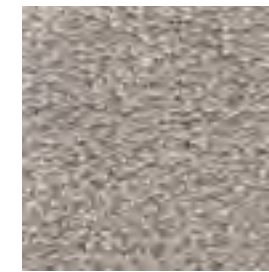
30oz

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

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



Black



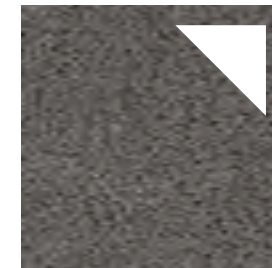
Grey Pearl



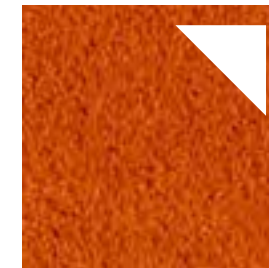
Red



Navy



Lava Rock



Paprika



Graphite



Royal Blue



Silky Beige



Ivory



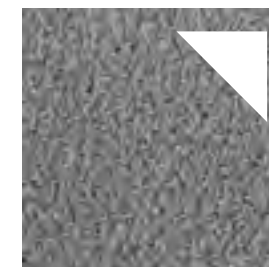
Smoke



Sword



White



Silver Cloud

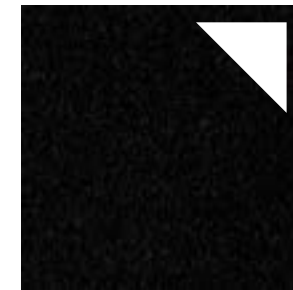
▼ = Available only before the discount deadline

NEW

Supreme Collection

45oz

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



Black



Red



Silver Cloud



Navy



Charcoal



Reflex Blue



Cream



Silver Mist



Smoke



White

▼ = Available only before the discount deadline

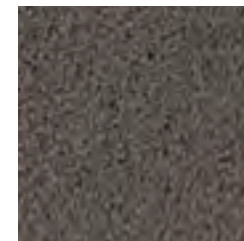
Ordering after the discount deadline? Don't fret.

You can select from these options.

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

Classic Collection

16oz



Gray



Tuxedo



Black



Midnight

Custom Cut Classic Collection

16oz



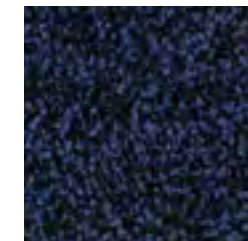
Gray



Tuxedo



Black



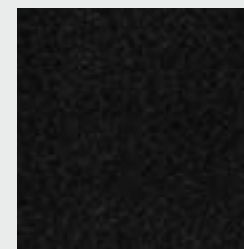
Midnight



Red

Designer Plus Collection

30oz



Black



Gray Pearl



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

Now offering vinyl and turf
flooring solutions.

NEW

Expo Vinyl Collection

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



Birch



Light Maple



Dark Maple



Ash



Smoke

▼ = Available only before the discount deadline

NEW

Event Flex Collection

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

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



Whitewood



Silverwood



Dark Maple



Blackwood



Barnwood

▼ = Available only before the discount deadline

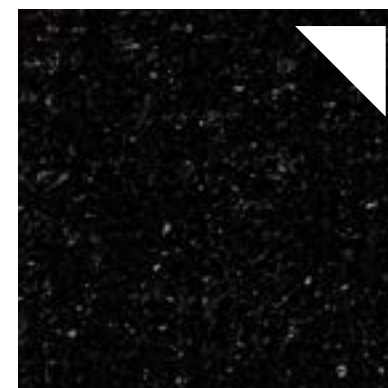
NEW

Turf

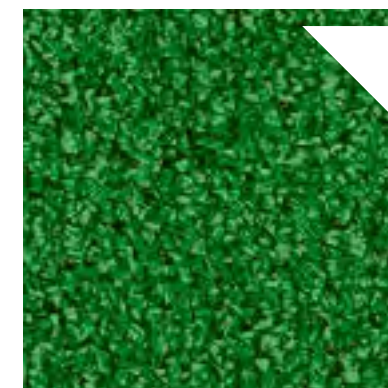
- Bring the outdoors to you with these synthetic grass flooring solutions
- Available in many shades of green and durable for both indoor and outdoor use
- Standard 12ft width and can be custom cut to size
- Priced per sq.ft., minimum of 100 sq.ft.

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

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

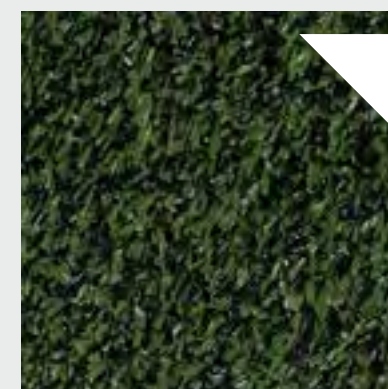


Riviera Black



Riviera Green

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



Parkside Green

▼ = Available only before the discount deadline

Want to take your flooring to the next level?

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

Contact solutions@freeman.com



Freeman⁷

Order before the discount deadline.

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

freeman.com/find-show

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



© 2021 Freeman. All Rights Reserved.

NAME OF SHOW: **IMAT Conference & Exposition 2022 | TSS Forum Conference & Exposition / September 13-14, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

Take advantage of the Online Price by ordering at www.freeman.com/store by AUGUST 15, 2022.

FLOORING

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

10' Classic Carpet, Padding & Plastic Covering

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue* ☐ Gray ☐ Midnight Blue ☐ Red* ☐ Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
	10' x 10' Classic Carpet	\$ 235.00	\$ 258.50	\$ 329.00	
	10' x 20' Classic Carpet	\$ 470.00	\$ 517.00	\$ 658.00	
	10' x 30' Classic Carpet	\$ 705.00	\$ 775.50	\$ 987.00	
	10' x 10' Carpet Padding - Single Layer.....	\$ 145.00	\$ 159.50	\$ 203.00	
	10' x 20' Carpet Padding - Single Layer.....	\$ 290.00	\$ 319.00	\$ 406.00	
	10' x 30' Carpet Padding - Single Layer.....	\$ 435.00	\$ 478.50	\$ 609.00	
	10' x 10' Carpet Padding - Double Layer.....	\$ 290.00	\$ 319.00	\$ 406.00	
	10' x 20' Carpet Padding - Double Layer.....	\$ 580.00	\$ 638.00	\$ 812.00	
	10' x 30' Carpet Padding - Double Layer.....	\$ 870.00	\$ 957.00	\$ 1,218.00	
	Plastic Covering (price per sqft).....	\$.80	\$.90	\$ 1.10	

Custom Cut Classic Carpet

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

CHOOSE YOUR CARPET COLOR:

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

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

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

Vinyl*

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

10 ft Expo Event Vinyl, choose your flooring color:

☐ Ash ☐ Birch ☐ Dark Maple ☐ Light Maple ☐ Smoke

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

Per sqft	Booth Size: _____ X _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 7.10	\$ 7.80	\$ 9.95	

12 ft Event Flex Vinyl, choose your flooring color:

☐ Barnwood ☐ Blackwood ☐ Dark Maple ☐ Silverwood ☐ Whitewood

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

Per sqft	Booth Size: _____ X _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 8.90	\$ 9.80	\$ 12.45	

NAME OF SHOW: **IMAT Conference & Exposition 2022 TSS Forum Conference & Exposition / Septem**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____



Upgraded Carpet*

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

30 oz Designer Plus Carpet, choose your carpet color:

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

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

					Online Price	Discount Price	Standard Price	Total
1 - 700 sqft	Booth Size:	_____	x _____	= _____ sqft	\$ 5.60	\$ 6.15	\$ 7.85	_____
Over 700 sqft	Booth Size:	_____	x _____	= _____ sqft	\$ 5.05	\$ 5.55	\$ 7.05	_____

45 oz Supreme Carpet, choose your carpet color:

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

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

					Online Price	Discount Price	Standard Price	Total
1 - 700 sqft	Booth Size:	_____	x _____	= _____ sqft	\$ 6.45	\$ 7.10	\$ 9.05	_____
Over 700 sqft	Booth Size:	_____	x _____	= _____ sqft	\$ 5.75	\$ 6.35	\$ 8.05	_____



Carpet Padding

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

Carpet Padding- Price per sqft (100 sqft minimum)

					Online Price	Discount Price	Standard Price	Total
100 - 700 sqft	Booth Size:	_____	x _____	= _____ sqft	\$ 1.45	\$ 1.60	\$ 2.05	_____
Over 700 sqft	Booth Size:	_____	x _____	= _____ sqft	\$ 1.30	\$ 1.45	\$ 1.80	_____

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

					Online Price	Discount Price	Standard Price	Total
100 - 700 sqft	Booth Size:	_____	x _____	= _____ sqft	\$ 2.90	\$ 3.20	\$ 4.05	_____
Over 700 sqft	Booth Size:	_____	x _____	= _____ sqft	\$ 2.60	\$ 2.85	\$ 3.65	_____

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

					Online Price	Discount Price	Standard Price	Total
Per sqft	Booth Size:	_____	x _____	= _____ sqft	\$ 4.25	\$ 4.70	\$ 5.95	_____

Turf*

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

Riviera Turf, choose your color:

☐ Black ☐ Ivy Green

Riviera Turf - Price per sqft (100 sqft minimum)

					Online Price	Discount Price	Standard Price	Total
Per sqft	Booth Size:	_____	x _____	= _____ sqft	\$ 5.15	\$ 5.65	\$ 7.20	_____

Parkside Turf, choose your color:

☐ Green

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

					Online Price	Discount Price	Standard Price	Total
Per sqft	Booth Size:	_____	x _____	= _____ sqft	\$ 10.70	\$ 11.75	\$ 15.00	_____

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.

NAME OF SHOW: **IMAT Conference & Exposition 2022 | TSS Forum Conference & Exposition / September 13-14, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

- **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 to apply on all orders placed at show site.**

VACUUMING (per sq ft -100 sq ft minimum)

Qty	Part #	Description	Discount Price	Show Site Price	Total
	610100	Booth Vacuuming - One Time	0.63	0.90	_____
	610200	Booth Vacuuming - 2 Days	1.26	1.75	_____

- Includes emptying of your booth's wastebasket(s) at the time of vacuuming.

SHAMPOOING (per sq ft -100 sq ft minimum)

Qty	Part #	Description	Discount Price	Show Site Price	Total
	630100	Shampoo Carpet - One Time	1.15	1.60	_____

FLOOR SURFACE CLEANING (per sq.ft. - 100 sq. ft. minimum)

Qty	Part #	Description	Discount Price	Show Site Price	Total
	690100	Floor Surface Cleaning - One Time.....	0.63	0.90	_____
	690200	Floor Surface Cleaning - 2 Days	1.26	1.75	_____

PORTER SERVICE (per day)

Qty	Part #	Description	Discount Price	Show Site Price	Total
	620500	Exhibit Area / Under 500 sq. ft	122.25	171.15	_____
	6201500	Exhibit Area / 501 - 1500 sq. ft	142.60	199.65	_____
	6202500	Exhibit Area / 1501 - 2500 sq. ft	166.15	232.60	_____
	6203500	Exhibit Area / Over 2500 sq. ft		Call for Quote	

TOTAL COST

Total Cost = \$ _____

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

SEEING IS BELIEVING

.....

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

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



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

CREATING VISUAL EXCITEMENT

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

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

DEPTH OF RESOURCES

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

REPRODUCTION AND INSTALLATION

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



NAME OF SHOW: **IMAT Conference & Exposition 2022 | TSS Forum Conference & Exposition / September 13-14, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

Take advantage of the Discount Price by ordering at www.freeman.com/store by **AUGUST 15, 2022**.

GRAPHICS

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sqft
\$ 25.80 per sqft discount price
sqft _____ x or _____ = \$ _____
\$ 38.70 per sqft standard price

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

LARGE DIGITAL GRAPHICS

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

File Information:


Electronic File Name _____

Application _____

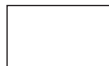
PMS Colors _____

Backing Material:

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

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

Vertical Horizontal Use Your Judgment For Sign Layout



Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	59.10	88.65 =	_____
7" x 22"	63.45	95.20 =	_____
7" x 44"	71.95	107.95 =	_____
9" x 44"	83.75	125.65 =	_____
11" x 14"	63.45	95.20 =	_____
14" x 22"	88.75	133.15 =	_____
14" x 44"	102.30	153.45 =	_____
22" x 28"	136.60	204.90 =	_____
28" x 44"	184.15	276.25 =	_____
20" x 60"	251.15	376.75 =	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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



Vertical

Horizontal

Use Your Judgment For Sign Layout



Background Color: _____

Lettering Color: _____

TOTAL COST

Total Cost = \$ _____

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

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

VECTOR ART:

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

FONTS and LINKS

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

COLOR

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

ARTWORK IN THE STRUCTURE

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

ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

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

PRINT FILES:

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

RASTER OR BITMAP ART:

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

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

WAYS TO SEND ARTWORK

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

LABOR JURISDICTIONS / NEW ORLEANS

To assist you in planning for your participation in your New Orleans 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 you to read the following:

LABOR SOURCE

We currently have a labor agreement with The Louisiana Carpenters Regional Council 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 Display 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 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 Display 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.



NAME OF SHOW: **IMAT Conference & Exposition 2022 | TSS Forum Conference & Exposition / September 13-14, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

INSTALLATION & DISMANTLE LABOR

Description	Advance Price	Show Site Price
Straight Time: 8:00 AM to 5:00 PM Monday through Friday.....	\$118.25	\$165.75
Overtime: 5:00 PM to 8:00 AM Monday through Friday		
All day Saturday and Sunday.....	\$177.25	\$248.25
Double Time: Holidays	\$236.25	\$330.75

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

INSTALLATION LABOR

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

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

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

DISMANTLE LABOR

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

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

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

NAME OF SHOW: **IMAT Conference & Exposition 2022 | TSS Forum Conference & Exposition / September 13-14, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET-UP INFORMATION

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

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

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

Select a Carrier:

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

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

Select Level of Service:

- | | |
|---|--|
| <input type="checkbox"/> 1 Day: Delivery next business day | <input type="checkbox"/> Standard Ground |
| <input type="checkbox"/> 2 Day: Delivery by 5:00 PM second business day | <input type="checkbox"/> Specialized: Pad wrapped, uncrated or truckload |
| <input type="checkbox"/> Deferred: Delivery within 3-5 business days | |

Freight Charges:

☐ Same as ship to
Bill To: _____

Select Shipment Options (if applicable)

- | | |
|--|---|
| <input type="checkbox"/> Have loading dock | <input type="checkbox"/> Lift gate required |
| <input type="checkbox"/> Inside delivery | <input type="checkbox"/> Air ride required |
| <input type="checkbox"/> Pad wrap required | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Do not stack | |

In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

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



(888) 508-5054
Fax: (469) 621-5612

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

Submit order forms [here](#).

NAME OF SHOW: **IMAT Conference & Exposition 2022 | TSS Forum Conference & Exposition / September 13-14, 2022**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

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

FORKLIFT & RIGGING LABOR

Straight Time: 8:00 AM to 5:00 PM Monday through Friday
Overtime: 5:00 PM to 8:00 AM Monday through Friday; All day Saturday and Sunday; Holidays

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

Part #	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$195.25	\$273.50
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$254.00	\$355.75
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$213.50	\$299.00
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$266.25	\$372.75
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$232.00	\$325.00
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$284.00	\$397.75
304040	Forklift w/operator - 4-Stage - ST.....	\$232.00	\$325.00
304041	Forklift w/operator - 4-Stage - OT.....	\$285.75	\$400.25
RIGGING LABOR			
3020100	Rigger - ST.....	\$107.50	\$150.50
3020101	Rigger - OT.....	\$161.25	\$225.75
EQUIPMENT			
3090600	Forklift Cage.....	\$ 46.00	
3090700	Forklift Boom.....	\$ 46.00	
3090800	Pallet Jack.....	\$ 46.00	

INSTALLATION

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

Describe work to be done: _____

Sub-Total \$ _____

Tax#2% Tax \$ _____

Total Installation \$ _____

DISMANTLE

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

Describe work to be done: _____

Total Dismantle \$ _____

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

HANGING SIGN INSTRUCTIONS, RULES & REGULATIONS

- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed [Hanging Sign Labels](#). This container **MUST** arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign or advance pricing.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging (included but not limited to truss, hanging sign, banner, lights and AV equipment) must be assembled/attached, installed, and removed by Freeman. Once removed, exhibitors are allowed to disassemble exhibitor-owned overhead items. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance with the MCCNO.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.
- Any non-Freeman supplied chain hoists will require current yearly maintenance records.
- Truss and motor plot must be included with your signage.

***** LOW CEILING AREA *****

***** VERY LIMITED RIGGING AREA *****

***** ADVANCED ARRANGEMENTS REQUIRED *****

Halls E & F: 25'-finished ceiling from entrance to column line approximately 100' inside hall

Hall G: 23'-finished ceiling from entrance to column line approximately 100' inside hall

Hall H,I & J: 22'-finished ceiling from entrance to column line 100' inside hall

Truss & Motors are not allowed in Low Ceiling Area

Any personnel within the designated footprint of the overhead work area will be required to wear a Type 1 Class G Hard Hat

PLEASE INCLUDE THE BELOW ITEMS WHEN PLACING YOUR ORDER

- Structural Integrity Statement
- Hanging Sign Order Form
- Chain Hoist / Truss / Overhead Equipment Order Form (if applicable)

For more details or clarification regarding the above instructions / regulations, please contact Exhibitor Support at 888-508-5054.



(888) 508-5054
Fax: (469) 621-5612

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

Submit order forms [here](#).

NAME OF SHOW: **IMAT Conference & Exposition 2022 | TSS Forum Conference & Exposition / September 13-14, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

HANGING SIGN LABOR

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time

8:00 AM to 5:00 PM, Monday through Friday

Overtime

5:00 PM to 8:00 AM Monday through Friday, All Day Saturday & Sunday

Double Time

Recognized holidays

**Any personnel within the designated footprint
of the overhead work area will be required
to wear a Type 1 Class G Hard Hat.**

Equipment With Crew

- Show site prices will apply to all labor orders placed at show site
- Crew Size - MINIMUM of two people
- Materials- Cable, clamps, etc are additional and charged accordingly
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- **Straight time cannot be guaranteed**

Sign Description, Size & Weight

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

Type: Cloth Banner _____ Metal or Wood _____ Other _____

Shape: Square _____ Triangle _____ Rectangle _____ Circle _____ 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 space above)

Is a Motor include with your sign? _____ Yes _____ No

Is Your Sign Shipping to the Advance Warehouse? _____ Yes _____ No

*Shipping signs to the Advance Warehouse will expedite hanging of signs at show site.

Sign Placement

Is your hanging sign centered in the booth? Yes _____ No _____

If "No" please include detailed Rigging Plot Layout with your order.

Hanging Signs Labor

	<u>Straight Time</u>	<u>Overtime</u>	<u>Double Time</u>
Condor With crew (up to 200 lbs lift capacity)			
Advance Price	\$716.75	\$893.00	\$1025.00
Show Site Price	\$1003.50	\$1250.25	\$1435.00

Installation Estimate

Approx Hours _____ Hourly Rate _____ Estimated Sub-Total* _____
_____ @ _____ = _____

Dismantle Estimate

Approx Hours _____ Hourly Rate _____ Estimated Sub-Total* _____
_____ @ _____ = _____

Sign Assembly Labor

	<u>Straight Time</u>	<u>Overtime</u>	<u>Double Time</u>
Assembly Labor/Additional Crew (Per person / Per hour)			
Advance Price	\$118.25	\$177.25	\$236.25
Show Site Price	\$165.75	\$248.25	\$330.75

No. of People _____ Approx # Hrs per Person _____ Total Hours _____
_____ X _____ = _____

Additional fees for materials, such as cable & clamps, may apply

STRUCTURAL INTEGRITY STATEMENT MUST ACCOMPANY ORDER

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.

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

_____, the contracted exhibitor at the **IMAT Conference & Exposition 2022 TSS Forum Conference & Exposition / September 13-14, 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, ERNEST N MORIAL 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: _____

NAME OF SHOW: **IMAT Conference & Exposition 2022 | TSS Forum Conference & Exposition / September 13-14, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

STRAIGHT TIME: 8:00 A.M. to 5:00 P.M. Monday through Friday

OVERTIME: 5:00 P.M. to 8:00 A.M. Monday through Friday; All Day Saturday, Sunday

DOUBLE TIME: Recognized Holidays



A: Manual Lift				B: Scissorlift			
	Straight Time	Overtime	Double Time		Straight Time	Overtime	Double Time
Manual Lift with 1 man crew				19' Scissorlift with 2 man crew			
Advance Price	\$234.25	\$292.50	\$317.50	Advance Price	\$470.25	\$582.75	\$694.25
Show Site Price	\$328.00	\$409.50	\$444.50	Show Site Price	\$658.50	\$815.75	\$972.00
Note: Manual Lift cannot be used for sign hanging				Note: Scissorlift cannot be used for sign hanging			
C: Condor				Truss & Lighting Assembly Labor			
	Straight Time	Overtime	Double Time		Straight Time	Overtime	Double Time
Condor with 2 man crew				Assembly Labor / Additional Crew (Per person / Per hour)			
Advance Price	\$716.75	\$893.00	\$1025.00	Advance Price	\$118.25	\$177.25	\$236.25
Show Site Price	\$1003.50	\$1250.25	\$1435.00	Show Site Price	\$165.75	\$248.25	\$330.75

Complete and return this form only if you are ordering truss or motors

INSTALLATION

Description	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____				Total	

DISMANTLE

Description	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____				Total	

HOIST AND TRUSS EQUIPMENT (Truss rates are billed per linear foot)

Qty	Part #	Description	Price	Total	Qty	Part #	Description	Price	Total
___	1523121	12" Corner Block - Silver	115.60	_____	___	1523120	12" Box Truss- Silver	27.90	_____
___	1523121B	12" Corner Block - Black	138.70	_____	___	1523120B	12" Box Truss- Black	33.45	_____
___	1523200	20.5" Box Truss- Silver	40.85	_____	___	15294	1/2 Ton Hoist	548.55	_____
___	1523200B	20.5" Box Truss- Black	49.00	_____	___	15293	1 Ton Hoist	711.05	_____
___	1523124	20.5" Corner Block- Silver	133.25	_____	___	152913	Rotating Motor	574.85	_____
___	1523124B	20.5" Corner Block- Black	159.90	_____	Any non-Freeman supplied chain hoists will require current yearly maintenance records.				

Booths that include the use of a chain hoist will be assessed a one-time design fee.

TOTAL COST

Total Cost = \$ _____

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

ELECTRICAL SERVICES

REQUEST FORM

PLEASE SEE PRICING BELOW FOR ELECTRICAL SERVICE & PLACE YOUR ORDER ONLINE

AT [HTTPS://SERVICES.MCCNO.COM](https://services.mccno.com)

FEEL FREE TO CONTACT US VIA EMAIL AT exhibit_services@mccno.com OR BY PHONE AT 504-582-3036

IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION

ADVANCED RATE DEADLINE IS AUGUST 9, 2022. ONSITE RATES EFFECTIVE SEPTEMBER 9, 2022

120 Volt Service - (Includes labor for the installation)	Advanced	Standard	Onsite
5 AMP - 0-600 watts (Phones, laptops, lead retrieval, water cooler)	\$120.00	\$175.00	\$266.00
10 AMP - 601-1200 watts (Desk top, fax, printer, TV, refrigerator)	\$152.00	\$239.00	\$306.00
15 AMP - 1201- 1800 watts (Vacuum, coffee pot, iron, toaster)	\$170.00	\$270.00	\$350.00
20 AMP - 1801-2400 watts (Heater, copier, microwave)	\$191.00	\$295.00	\$390.00
208 Volt 1Ø Service - (Includes labor for the installation)	Advanced	Standard	Onsite
20 AMP	\$338.00	\$461.00	\$576.25
30 AMP	\$433.00	\$585.00	\$731.25
60 AMP	\$673.00	\$892.00	\$1,115.00
100 AMP	\$938.00	\$1,282.00	\$1,602.00
200 AMP (Price includes overhead service)	\$2,040.00	\$2,424.00	\$3,019.00
400 AMP (Price includes overhead service)	\$3,353.00	\$3,665.00	\$4,571.00
208 Volt 3Ø Service - (Includes labor for the installation)	Advanced	Standard	Onsite
20 AMP	\$376.00	\$600.00	\$900.00
30 AMP	\$540.00	\$817.00	\$1,021.00
60 AMP	\$988.00	\$1,231.00	\$1,539.00
100 AMP	\$1,500.00	\$1,863.00	\$2,238.00
200 AMP (Price includes overhead service)	\$2,900.00	\$4,000.00	\$5,000.00
400 AMP (Price includes overhead service)	\$5,840.00	\$8,040.00	\$10,040.00

Lighting, Extension Cords & Multiple Connection Boxes	Advanced	Standard	Onsite
1000 Watt par 64 theatrical spot (Inc. power/install/focus/removal)	\$325.00	\$375.00	\$475.00
Single Extension Cords (Power and labor not Included)	\$23.00	\$25.00	\$28.00
Multiple Connection Boxes (Boxes include 4 outlets)	\$23.00	\$25.00	\$28.00

- Electrical service typically is provided from the floor. There is an additional fee for ceiling drops and 24 hour service. The option to add these services is located under suggested items when selecting your electrical outlets.
- Cancellations must be submitted in writing. Requests received prior to 8 days of the first contracted event move in day will incur a \$50 administrative fee, but otherwise refunded in full. Cancellation requests received with 7 days of the first contracted event move in day will receive a 50% refund. No refunds will be applied to order cancelled once the first event contracted move in day occurs.

ELECTRICAL SERVICE TERMS & CONDITIONS

1. Location of service in booth must be designated. Diagrams indicating booth orientation are required.
2. Rates listed for all connections include bringing the service to booth in the most convenient manner and DO NOT INCLUDE connecting equipment, special wiring, ramping, making specialized installations.
3. Additional service charges and labor charges may be assessed for installation. Payment must be rendered in Full when billed during the event. Service may be interrupted if payment is not received.
4. Any additional cost incurred by NOENMCC to (1) assist in trouble diagnosis or problem resolution found not to be the fault of NOENMCC or (2) collect information required to complete the installation that customer fails to provide may be billed to the customer at the prevailing rate.
5. **All service issues must be reported to the NOENMCC Service Desk prior to the close of the event.**
6. **Claims will not be considered unless filed in writing by exhibitor prior to close of event.**
7. **Credit will not be given for service installed and not used.**
8. **Cancellation – All cancellations must be submitted in writing. Cancellation requests up to 8 days before the first contracted event move in will incur a \$50 administrative fee. Cancellation requests within 7 days of the first contracted event move in day will receive a 50% refund. No refund will be applied to orders cancelled once the first event contracted move in occurs.**
9. The Convention Center is responsible for the installation of all electrical distributions from the power source to the exhibit. Distribution is defined as all cable, connectors and hardware up to the first connection that follows the last branch circuit protection device.
10. Any branch circuit connection which is terminated in a non-Nema rated connector (i.e. bare wire, disconnect) must be made by a Convention Center electrician
11. All equipment, regardless of source of power or plumbing connection must comply with Federal, State and Local codes. The Convention Center reserves the right to inspect all electrical and/or plumbing devices and connections to ensure compliance with all codes.
12. If further explanation of your plumbing/electrical requirements is necessary, please attach a separate sheet to this form.
13. If a technical data sheet on equipment indicating connections and/or description of equipment to be connected is available, please attach sheet or description to the Utility Location form.
14. Please indicate locations of outlets in booth on the utility locations form.
15. If no location is provided, the drop is installed in the center rear of the booth. Labor charges will apply to relocate the service.

COMPRESSED AIR – WATER – DRAIN - GAS

REQUEST FORM

PLEASE SEE PRICING BELOW FOR PLUMBING SERVICE & PLACE YOUR ORDER ONLINE
AT [HTTP://SERVICES.MCCNO.COM](http://services.mccno.com)
FEEL FREE TO CONTACT US VIA EMAIL AT exhibit_services@mccno.com OR BY PHONE AT 504-582-3036
IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION

ADVANCED RATE DEADLINE IS AUGUST 9, 2022. ONSITE RATES EFFECTIVE SEPTEMBER 9, 2022

Compressed Air 100 PSI (includes labor for installation)	Advanced	Standard	Onsite
Single Outlet 1/2"	\$279. ⁰⁰	\$369. ⁰⁰	\$485. ⁰⁰
Single Outlet 3/4"	\$361. ⁰⁰	\$440. ⁰⁰	\$550. ⁰⁰
Branch Outlets	\$210. ⁰⁰	\$262. ⁵⁰	\$328. ⁵⁰

- Exhibitor must supply regulator and filter.
- All service originates from overhead.
- 24 Hour Service is available for compressed air. The option is located under suggested items.

Water 80 PSI (includes labor for installation)	Advanced	Standard	Onsite
Single Outlet 3/4" – COLD (Drain Not Included)	\$255. ⁰⁰	\$390. ⁰⁰	\$512. ⁰⁰
Single Outlet 3/4" – HOT (Drain Not Included)	\$335. ⁰⁰	\$520. ⁰⁰	\$650. ⁰⁰
Branch Outlets	\$200. ⁰⁰	\$260. ⁰⁰	\$325. ⁰⁰
Fill and Drain to 500 Gallons (1 time fill and drain)	\$271. ⁰⁰	\$415. ⁰⁰	\$520. ⁰⁰
Additional 250 Gallons	\$199. ⁰⁰	\$250. ⁰⁰	\$312. ⁵⁰
"Water Package" HOT and COLD water service with drain included. Sink not provided.	\$800. ⁰⁰	\$989. ⁰⁰	\$1236. ²⁵

- Exhibitor must supply regulator and filter.
- All service originates from overhead.

Drain Service (includes labor for installation)	Advanced	Standard	Onsite
Connection	\$257. ⁰⁰	\$364. ⁰⁰	\$455. ⁰⁰
Branch Outlet	\$155. ⁰⁰	\$181. ⁰⁰	\$226. ⁰⁰

- 2" Maximum Drain Line.

Gas 6' Water Column, 2 PSI (includes labor for installation)	Advanced	Standard	Onsite
Single Outlet 1/2" Natural Gas	\$304. ⁰⁰	\$361. ⁰⁰	\$457. ⁵⁰
Single Outlet 3/4" Natural Gas	\$329. ⁰⁰	\$386. ⁰⁰	\$482. ⁵⁰
Single Outlet 1" Natural Gas	\$429. ⁰⁰	\$486. ⁰⁰	\$552. ⁵⁰
Branch Outlets	\$231. ⁰⁰	\$272. ⁰⁰	\$340. ⁰⁰

- Exhibitor must supply regulator and filter.
- All service originates from overhead.

- **Cancellations must be submitted in writing. Requests received prior to 8 days of the first contracted event move in day will incur a \$50 administrative fee, but otherwise refunded in full. Cancellation requests received within 7 days of the first contracted event move in day will receive a 50% refund. No refunds will be applied to order cancelled once the first event contracted move in day occurs.**

PLUMBING TERMS & CONDITIONS

1. Location of service in booth must be designated. Diagrams indicating booth orientation are required.
2. Rates listed for all connections include bringing the service to booth in the most convenient manner and DO NOT INCLUDE connecting equipment, special wiring, raming, making specialized installations or labor.
3. Additional service charges and labor charges may be assessed for installation. Payment must be rendered in Full when billed during the event. Service may be interrupted if payment is not received.
4. Any additional cost incurred by MCCNO to (1) assist in trouble diagnosis or problem resolution found not to be the fault of MCCNO or (2) collect information required to complete the installation that customer fails to provide may be billed to the customer at the prevailing rate.
5. **All service issues must be reported to the MCC Service Desk prior to the close of the event.**
6. **Claims will not be considered unless filed in writing by exhibitor prior to close of event.**
7. **Credit will not be given for service installed and not used.**
8. **Cancellation – All cancellations must be submitted in writing. Cancellation requests up to 8 days before from the first contracted event move in will incur a \$50 administrative fee. Cancellation requests within 7 days of the first contracted event move in day will receive a 50% refund. No refund will be applied to orders cancelled once the first event contracted move in occurs.**
9. All equipment, regardless of source of power or plumbing connection must comply with Federal, State and Local codes. The Convention Center reserves the right to inspect all electrical and/or plumbing devices and connections to ensure compliance with all codes.
10. If further explanation of your plumbing/electrical requirements is necessary, please attach a separate sheet to this form.
11. If a technical data sheet on equipment indicating connections and/or description of equipment to be connected is available, please attach sheet or description to the Utility Location form.
12. Please indicate locations of outlets in booth on the utility locations form.
13. If no location is provided, the drop is installed in the center of the booth. Labor charges will apply to relocate the service
14. All connections are subject to approval by MCC, and only the Convention Center Mechanics are authorized to make air, water, drain, gas, and steam connections.
15. All fittings are SPT.
16. Gas branches are not permitted under carpet.

INTERNET & NETWORK CONNECTIVITY

REQUEST FORM

PLEASE SEE PRICING BELOW FOR INTERNET SERVICE & PLACE YOUR ORDER ONLINE AT
[HTTPS://SERVICES.MCCNO.COM](https://services.mccno.com)
 FEEL FREE TO CONTACT US VIA EMAIL AT exhibit_services@mccno.com OR BY PHONE AT 504-582-3036
 IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION

ADVANCED RATE DEADLINE IS AUGUST 9, 2022. ONSITE RATES EFFECTIVE SEPTEMBER 9, 2022

Wired Internet Service - (Installation Labor Included)

Shared – Routers prohibited	Advanced	Standard	Onsite
Private IP	\$995.00	\$1,174.00	\$1,468.00
Additional IP Address up to 4 (rates are per additional IP)	\$150.00	\$177.00	\$221.00
Public IP	\$1,300.00	\$1,534.00	\$1,918.00
Additional Address up to 4 (rates are per additional IP)	\$150.00	\$177.00	\$221.00
Dedicated-Private - Routers supported	Advanced	Standard	Onsite
3 Mbps, 10 IP	\$3,500.00	\$4,130.00	\$5,163.00
6 Mbps, 10 IP	\$5,500.00	\$6,490.00	\$8,113.00
10 Mbps, 26 IP	\$7,800.00	\$9,204.00	\$11,505.00
30 Mbps, 26 IP	\$15,000.00	\$17,700.00	\$22,125.00
DHCP	\$350.00	\$413.00	\$516.00
For Public, Select Bandwidth, then Number of IPs	Advanced	Standard	Onsite
3 Mbps, 3 IP	\$3,500.00	\$4,130.00	\$5,163.00
6 Mbps, 3 IP	\$5,500.00	\$6,490.00	\$8,113.00
10 Mbps, 3 IP	\$7,800.00	\$9,204.00	\$11,505.00
30 Mbps, 3 IP	\$15,000.00	\$17,700.00	\$22,125.00
DHCP	\$350.00	\$413.00	\$516.00
Additional Public IP (add cost to total above)	Advanced	Standard	Onsite
27 IP - Includes 3 IPs from above	\$750.00	\$885.00	\$1,106.00
59 IP - Includes 3 IPs from above	\$1,500.00	\$1,770.00	\$2,216.00
122 IP - Includes 3 IPs from above	\$4,000.00	\$4,720.00	\$5,900.00

- All service originates from overhead

Equipment & Service

	Advanced	Standard	Onsite
Hub/switch rental - 8 port	\$95.00	\$112.00	\$140.00
Hub/switch rental - 16/24 port	\$155.00	\$182.00	\$229.00
25-ft Cables	\$25.00	\$30.00	\$38.00
50-ft Cables	\$50.00	\$59.00	\$74.00
100-ft Cables	\$75.00	\$89.00	\$111.00
1-4 Cables – Labor to install MCC cables	\$42.00	\$49.50	\$62.00
5-8 Cables – Labor to install MCC cables	\$84.00	\$99.00	\$124.00
9-12 Cables – Labor to install MCC cables	\$126.00	\$148.50	\$186.00
13-24 Cables – Labor to install MCC cables	\$168.00	\$198.00	\$248.00

Wireless Service

	Advanced	Standard	Onsite
Wireless Hotspot (Up to 5 devices)	\$1,800.00	\$2,124.00	\$2,655.00
Additional Devices	\$150.00	\$150.00	\$150.00

- The customer must provide all network, computer hardware, and software to be used in the exhibit booth or meeting room, as well as the proper configuration of such equipment.
- **All devices accessing the internet (wired or wireless) are required to obtain a NOENMCC assigned static IP address.**
- The MCC cannot provide technical support on any issue related to the configuration of your computer equipment.
- **It is the customer's responsibility to provide administrative rights to configure computers. To receive configuration information in advance, please send requests to techsupport@mccno.com. Include the event name, booth number and company name in the request.**
- A move fee of \$100.00 per line will be charged to relocate the circuit after it is installed. If no location is provided, the drop is installed in the rear center of the booth. Internet drops originate from overhead (except under finished ceiling)
- **All cancellations must be submitted in writing. Cancellation requests received prior to 8 days of the first contracted event move in day will incur a \$50 administrative fee, but otherwise be refunded in full. Cancellation requests received within 7 days of the first contracted move-in day will receive a 50% refund. No refund will be applied to orders cancelled once the first event contradicted move-in day occurs.**

INTERNET AND NETWORK SERVICE TERMS & CONDITIONS

1. Location of service in booth must be designated. Diagrams indicating booth orientation are required.
2. Rates listed for all connections include bringing the service to booth in the most convenient manner and DO NOT INCLUDE connecting equipment, special wiring, ramping, making specialized installations or labor.
3. Additional service charges and labor charges may be assessed for installation. Payment must be rendered in Full when billed during the event. Service may be interrupted if payment is not received.
4. All material and equipment furnished by the Convention Center shall remain the property of the Convention Center and shall be removed ONLY by Convention Center Personnel.
5. Any additional cost incurred by NOENMCC to (1) assist in trouble diagnosis or problem resolution found not to be the fault of MCCNO or (2) collect information required to complete the installation that customer fails to provide may be billed to the customer at the prevailing rate.
6. **All service issues must be reported to the NOENMCC Service Desk prior to the close of the event.**
7. **Claims will not be considered unless filed in writing by exhibitor prior to close of event.**
8. **Credit will not be given for service installed and not used.**
9. **Cancellation – All cancellations must be submitted in writing. Cancellation requests up to 8 days prior to the first contracted event move in will incur a \$50 administrative fee. Cancellation requests within 7 days of the first contracted event move in day will receive a 50% refund. No refund will be applied to orders cancelled once the first event contracted move in occurs.**
10. Customer provided/ordered outside circuits must be installed and working 2 days before show move-in.
11. End user is responsible for compliance with all applicable federal, state or local laws pertaining to the use of all services.
12. The equipment and services will be provided only during the dates of the event the Customer is participating.
13. Use of Network Connection –
 - The network attachment to be provided by NOENMCC may be used only by the directors, officers, and employees of the company, its guests, its agents and consultants while performing service for the company and cannot be resold or distributed to other companies. The services being provided by NOENMCC will facilitate communications between the Company's authorized users and the entities reachable through the national Internet. Users of NOENMCC equipment and network services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other user of the interconnected networks, specifically wireless interference.
 - Users of NOENMCC services shall not disrupt any of the NOENMCC or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with MCCNO or other associated networks. NOENMCC services shall not be used to transmit any communication where the meaning of the message, or its distribution, would likely be highly offensive to the recipient or recipients thereof.
 - **All devices for which NOENMCC provides Internet or Networking connectivity shall be required to obtain a NOENMCC assigned IP address.**
 - NOENMCC will provide standard 10/100Mbps switched Ethernet-based connections with RJ-45 connections to each location as specified by the client. All data transmissions from connected client computers will be handled via copper and fiber optic based transmission media and routed/repeated as necessary to conform to Ethernet-based connectivity Standards. NOENMCC will only be responsible to the end of that connection or NOENMCC provided device.
14. Internet Performance Disclaimer – NOENMCC does not guarantee the performance, routing or throughput, either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. NOENMCC does, however, monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users.
15. Internet Security Disclaimer – NOENMCC does not provide security, such as but not limited to firewalls, etc...for any data circuit(s) we provide. It is the sole responsibility of the customer to provide any necessary security. With execution of this document the customer is agreeing to the Terms and Conditions of this document and will hold NOENMCC, its agents and contracts harmless for any and all liabilities arising from the use of non-secured circuits. The client is responsible for Anti-Virus protection on all devices. NOENMCC requires that all devices directly or indirectly accessing the NOENMCC network and Internet connection must have the latest virus protection software, windows security updates, system patches and any technological cautions available/necessary to protect the NOENMCC network, you and others from viruses, worms or any malicious programs and other disruptive appliances.
16. The exhibitor must provide any services (email, ftp, http servers, etc.) that are required. The NOENMCC provides standard Internet connectivity.
17. Equipment Management – Customer will be responsible for returning all equipment and related materials to the MCC Exhibitor Service Center at the close of the show unless prior arrangements have been made with the Services Center.
18. **A signature is required for delivery of your rental hub(s). Please notify the NOENMCC service desk when you are available to receive.**

PAYMENT AUTHORIZATION FORM

ADVANCED RATE DEADLINE IS AUGUST 9, 2022. ONSITE RATES EFFECTIVE SEPTEMBER 9, 2022



SHOW NAME		PAYMENT IN U.S. DOLLARS MUST ACCOMPANY ANY ORDER. USE PAYMENT AUTHORIZATION FORM OR MAKE CHECKS PAYABLE TO NOPFMI.	
EXHIBITION FIRM NAME		BOOTH NUMBER	SHOW DATE (S) ____ / ____ / ____ TO ____ / ____ / ____
ADDRESS	EMAIL ADDRESS	TELEPHONE OR FAX	
CITY, STATE, ZIP	ON SITE CONTACT NAME	ON SITE CONTACT NUMBER	ORDER CONTACT NAME
If you intend to utilize the services of the Morial Convention Center, this form must be completed and returned to the above address. Please select the method of payment you will be using for services provided:		NEW MCCNO CLIENT <input type="checkbox"/> 3 RD PARTY PAYMENT <input type="checkbox"/>	

☐ **CREDIT CARD (A 3% Convenience Fee is applied to all Credit Card Payments)**

- For your convenience, we will use this authorization to charge your credit card account for advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. **A \$50.00 manual processing fee will be applied to all hard copies of orders submitted.**
- These charges may include labor.
- Please complete the information requested below.

CARDHOLDER NAME	COMPANY
CREDIT CARD BILLING ADDRESS	STATE/PROVINCE
CITY	COUNTY/PARISH
ZIP/POSTAL CODE	INVOICE EMAIL ADDRESS

CARD/ACCOUNT NUMBER

CVV CODE

EXPIRATION DATE:

____ / ____



Cardholder Signature:

X _____

We have read, understand, and agree to all items as described on both sides and have advised our show site representative accordingly.

Exhibitor Signature

X _____

Print Name

X _____

☐ **COMPANY CHECK A \$50.00 Manual Processing Fee is applied to all orders Emailed/Faxed or Mailed.**

- Please make check payable to the **Morial Convention Center**,
- Express Mail Address: 900 Convention Center Blvd., Attn: Exhibit Services, New Orleans, LA 70130

☐ **BANK TRANSFER**

- Contact Exhibit Services at (504) 582-3036 for bank payment information.
- Please reference the name of the show and booth number on all bank transfers so we can properly credit your account.

PAYMENT TERMS & CONDITIONS

1. Conditions for processing service order forms:
 - A. Payment for service must accompany service orders. **NO EXCEPTIONS!**
 - B. Personal checks will not be accepted. Service will not be installed if payment is not received.
 - C. Incomplete hook-ups or power requirement information will delay processing.
 - D. The meeting room must be identified on the face of the form.
 - E. Location of power in booth must be designated. Diagrams indicating booth orientation are required.
 2. Additional service charges and labor charges may be assessed for installations. Payment must be rendered **IN FULL** when billed during the event. Service will be interrupted if payment is not received.
 3. Claims will not be considered unless filed in writing by exhibitor prior to close of event.
 4. Credit will not be given for service installed and not used.
 5. There is a 10% charge to change and reprocess the method of payment submitted for an account.
-

We require 100% pre-payment of orders. Any orders or services placed at show site must be paid at the show.

UNPAID BALANCES

Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 45 days after invoice date, any unpaid balance will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by applicable law, or 1/5% per month, which is an **ANNUAL PERCENTAGE RATE** of 18%, and future orders will be on a pre-payment bases only.

Maximize Your Exhibit Investment With Lead Capture Services.

The RCS ExpoSmart App turns any Apple or Android* smartphone or tablet into a sales capture & qualifying tool.

Scan an attendee badge to capture their information, add qualifiers and notes creating more qualified leads for your sales team to win more business.

You don't have that? No problem. You can order one of our devices loaded with the ExpoSmart App.

Features

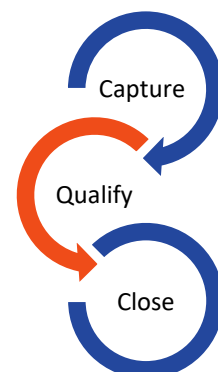
- Quickly scan badges.
- Add Notes and Qualifiers to prioritize future sales action.
- Secure login for online access to your leads after the event.
- Easily transfer leads to your CRM or solicit straight from the spreadsheet.

Upgrades

- **ExpoAction:** Automatically send a simple text email to prospects, when you scan their badge, thanking them for visiting your booth.
- **Custom Qualifiers:** Customize the qualifiers you add to leads to clearly qualify your leads. Up to 20 qualifiers with 20 characters each.

Ready to Order? Click the "order online" button.

ORDER ONLINE



Lead Retrieval Order Form

ITEM	UNIT PRICE	QUANTITY	TOTAL
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STEP 1

EXPOSMART LEAD RETRIEVAL SCANNING OPTIONS:

Early Bird Thru 7/22 **Advance 7/23-8/26** **On-Site 8/27-9/14** (Prices quoted in U.S. dollars only)

Your Device

☐ **ExpoSmart App** - Single Device \$ 300.00 \$ 390.00 \$ 480.00 X _____ = \$ _____

☐ **ExpoSmart App** - Up to 5 Devices
(Compatible with Android and iPhone) \$ 475.00 \$ 620.00 \$ 760.00 X _____ = \$ _____

Our Device

☐ **RCS Phone + ExpoSmart app** \$ 400.00 \$ 520.00 \$ 640.00 X _____ = \$ _____

STEP 2

Upgrades added to your scanning option order:

Above app or device must be selected prior to choosing optional services

☐ **ExpoAction email** \$ 250.00 \$ 325.00 \$ 400.00 X _____ = \$ _____

☐ **Custom Qualifier Questions** \$ 125.00 \$ 165.00 \$ 200.00 X _____ = \$ _____

☐ **High Speed Scanner** \$ 95.00 \$ 120.00 \$ 140.00 X _____ = \$ _____
**can only be ordered with Our Device*

☐ **Delivery & pick-up** \$ 150.00 X _____ = \$ _____
(Please provide an on-site mobile phone number below to schedule your delivery)

STEP 3

Ready to Order? Click the "order online" button.

ORDER ONLINE

Processing Fee \$ 10.00

TOTAL \$ _____

CONTACT INFORMATION

Name _____ Booth # _____

Company _____ Mobile Phone _____

Address _____

City, ST, Zip _____ email _____
(email receipt will be sent once order is processed)

Country _____ email _____
(email confirmation will be sent once order is processed)

PAYMENT:

- a confirmation will be sent when order is processed if email provided -

Credit Card - Orders must be processed online or sign and fax this form to 805-654-1676 , then call 805-654-0171 to complete your payment

Check (US funds drawn on a US bank) - Make payable to **REGISTRATION CONTROL SYSTEMS**
Mail completed form with check to:
EXHIBITOR SERVICES DESK Phone: 805-654-0171
REGISTRATION CONTROL SYSTEMS email: exhibitorserv@rcsreg.com
1833 Portola Rd., Suite D **Orders must be pre-paid.**
Ventura, CA 93003 **No purchase orders will be accepted.**

To ensure availability, order early.

No refunds for advance orders or units not utilized onsite. Refunds are not issued for unreported defects.

Please return units within one hour of the close of the event.

Non-returned units recovered by RCS will be charged a full delivery charge.

Lost or damaged units will be charged a replacement fee of \$1,800.00.

I agree to the above terms and conditions _____
(signature required for faxed or mailed in orders)

PLEASE RETAIN A COPY FOR YOUR RECORDS