

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 Corporate 10' x 10' booth will be set up with 8' high blue back drape and 3' high blue side dividers.

Each Institutional, Non-Profit and University 10' x 10' booth will be set up with 8' high blue back drape, 3' high blue side dividers, one 6' x 30" high blue draped table, two Limerick® side chairs by Herman Miller and one wastebasket.

Booths less than 300 sqft will receive one 7" x 44" one-line booth identification sign. Booths larger than 300 sqft may receive a 7" x 44" one-line booth identification sign if ordered in advance. Booths will be placed 6 ft. apart this year to ensure social distancing.

EXHIBIT HALL CARPET

The exhibit hall is carpeted. However, exhibitors may choose to add extra carpet of the color of their choosing but it is not required. Please review the Flooring Brochure and order forms.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by February 24, 2022.

EXHIBITOR FREQUENTLY ASKED QUESTIONS

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline FAQ page](#).

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Wednesday	March 23, 2022	9:00 AM - 4:30 PM
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EXHIBIT HOURS

Thursday	March 24, 2022	9:00 AM - 5:00 PM
Friday	March 25, 2022	9:00 AM - 5:00 PM
Saturday	March 26, 2022	9:00 AM - 12:30 PM

EXHIBITOR MOVE-OUT

Saturday	March 26, 2022	12:30 PM - 4:00 PM
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We will begin returning empty containers at the close of the show.

EXHIBITOR SERVICE HOURS

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

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Saturday, March 26, 2022 at 4:00 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 Saturday, March 26, 2022 at 2:00 PM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

POST SHOW PAPERWORK AND LABELS

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

EXCESSIVE TRASH AND BOOTH ABANDONMENT

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

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

[Contact Us](#)

FREEMAN EXHIBIT TRANSPORTATION

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by February 24, 2022. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - **before, during** and **after** your show.

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

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

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____

2022 AADOCR/CADR ANNUAL MEETING & EXHIBITION

C/O FREEMAN

841 JOSEPH E LOWERY BLVD NW

ATLANTA, GA 30318

Freeman will accept crated, boxed or skidded materials beginning Wednesday, February 23, 2022, at the above address. Material arriving after March 16, 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 # _____
2022 AADOCR/CADR ANNUAL MEETING & EXHIBITION
 C/O FREEMAN
 GEORGIA WORLD CONGRESS CENTER
 285 ANDREW YOUNG INTL BLVD NW
 ATLANTA, GA 30313-1591

Freeman will receive shipments at the exhibit facility beginning Wednesday, March 23, 2022. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

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

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

PURCHASE TERMS

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

LABOR INFORMATION

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

ASSISTANCE

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

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES

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

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by February 24, 2022.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

Call Exhibitor Support at (888) 508-5054 with any questions or needs you may have.

Interested in going green and saving money?

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



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

ATLANTA BASIC FIRE CODE REGULATIONS

The information listed below does not cover all ordinances and regulations contained in the City of Atlanta Fire Prevention Code, but is an outline of the basic rules, which apply to places of public assembly.

1. All drapes, curtains, table coverings and skirts, carpet or any materials used in exhibits must be flame retardant. All such material is subject to inspection and flame testing by the Fire Marshall.
2. Fire fighting and emergency equipment may not be hidden or obstructed, including fire extinguishers and fire hose cabinets, fire alarm pull stations and standpipes.
3. Crates; wooden or cardboard boxes, packing materials, etc., may not be stored in exhibit halls, meeting rooms, exit areas or behind exhibit booths.
4. Crate storage is the responsibility of the appropriate service contractor.
5. Only a one (1) day supply of operational and advertising material may be stored inside the exhibit.
6. Under no circumstances, including move-in and move-outs, will crate storage or equipment be permitted to obstruct emergency exits from any area of the building. **This requirement will be strictly enforced.**
7. Exhibitors must notify the Service Contractor and the Atlanta Fire Department when planning to display a vehicle with a gasoline engine inside the facility. The following requirements will apply; **A)** Maximum of a 1/8 of tank of gas; **B)** All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors; **C)** At least one battery cable shall be removed from the batteries used to start the vehicle engine; **D)** The disconnected battery cable shall then be taped; **E)** Fueling or de-fueling of vehicles shall be prohibited in the facility; **F)** Vehicles shall not be moved during show hours.
8. All electrical equipment must be UL approved.
9. All emergency exits, hallways and aisles leading from the building are to be kept clear and unobstructed.
10. The use of welding equipment, open flames or smoke-emitting materials as part of an exhibit is prohibited.
11. The use of liquefied petroleum gases inside the building is strictly prohibited.
12. All appliances fired by natural gas must be approved by the Atlanta Fire Marshall. The following requirements will apply; **A)** only one (1) container allowed per demonstration. If more than one required, the containers shall be separated a minimum of 20 feet; **B)** containers shall be promptly removed from the building when the demonstration is terminated each day; **C)** A 10BC Fire extinguisher shall be provided at each location by the exhibitor. The Exhibiting Company must obtain approval from the facility.
13. **NO** curtains, drapes or decorations shall be hung in such manner as to cover any exit signs.
14. Artificial lighting such as lanterns and candles are prohibited.
15. Local jurisdiction prohibits the use of any temporary ceiling structures (hard panel, tent, fabric, etc.) to be displayed that is not protected by an approved sprinkler system.

ATLANTA FIRE MARSHALL OFFICE
(404) 546-7000

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/511767>

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.

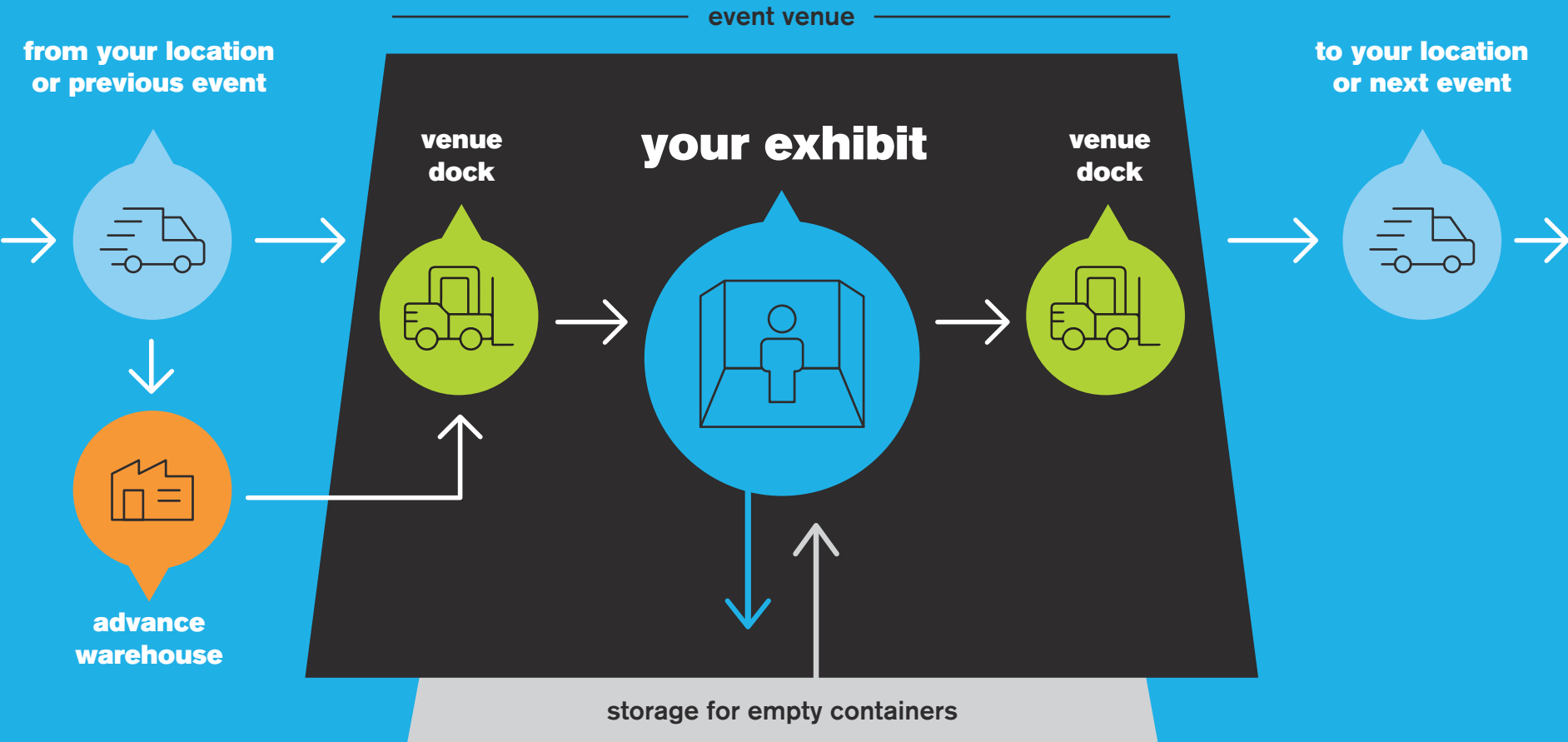
before event

during the event

after event

from your location
or previous event

to your location
or next event



advance warehouse

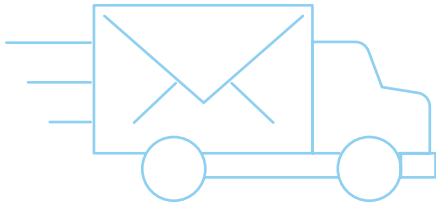
where exhibit materials are
stored before an event

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.



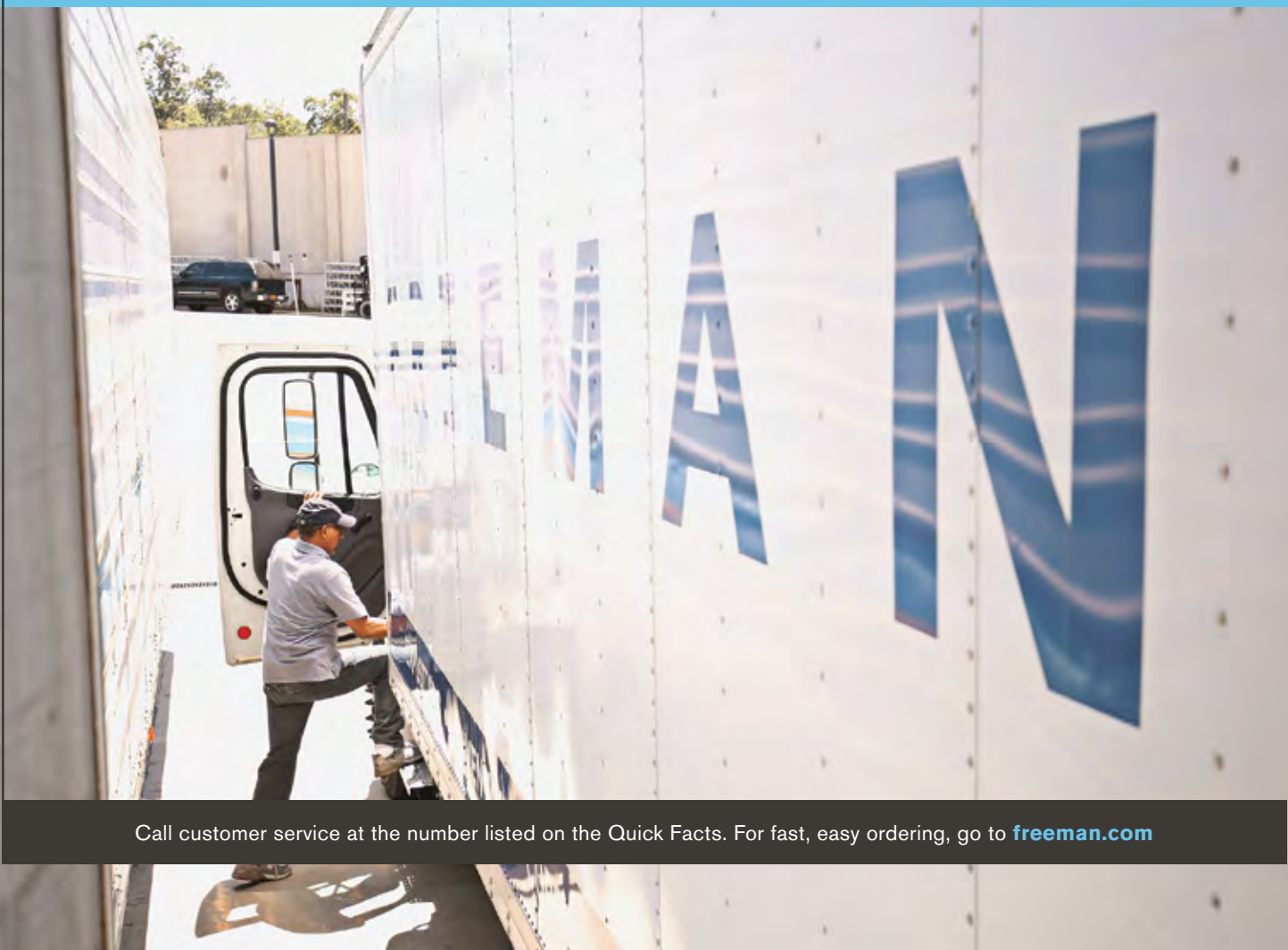
To take advantage, call **1-800-995-3579** or email **exhibit.transportation@freeman.com** for a quote.

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

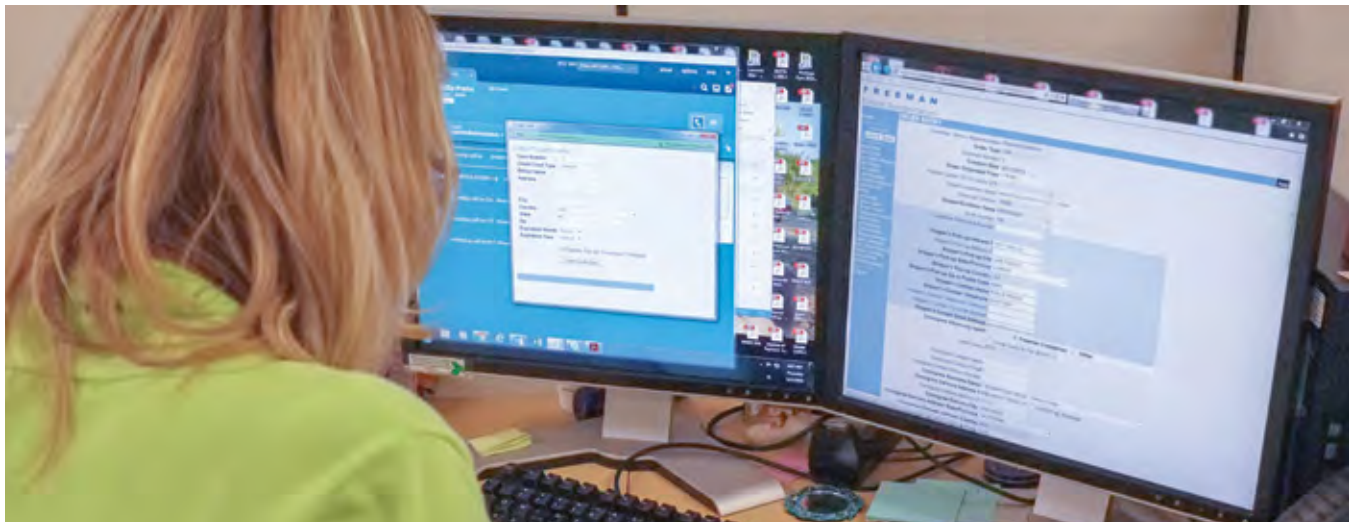
Questions?

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: **2022 AADOCR/CADR ANNUAL MEETING & EXHIBITION / MARCH 24-26, 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 #

2022 AADOCR/CADR ANNUAL MEETING & EXHIBITION

C/O: FREEMAN

841 JOSEPH E LOWERY BLVD NW

ATLANTA, GA 30318

MUST BE DELIVERED BY MARCH 16, 2022

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

FREEMAN / Exhibiting Company Name / Booth #

2022 AADOCR/CADR ANNUAL MEETING & EXHIBITION

C/O: FREEMAN

GEORGIA WORLD CONGRESS CENTER

285 ANDREW YOUNG INTL BLVD NW

ATLANTA, GA 30313-1591

CANNOT BE DELIVERED BEFORE MARCH 23, 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 # (511767) _____

WHAT ARE FREIGHT SERVICES?

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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..... \$ **1.15 per pound**

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

Material Handling - After Deadline \$ **1.44 per pound**

Rate applies to shipments arriving at the warehouse after **MARCH 16, 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:

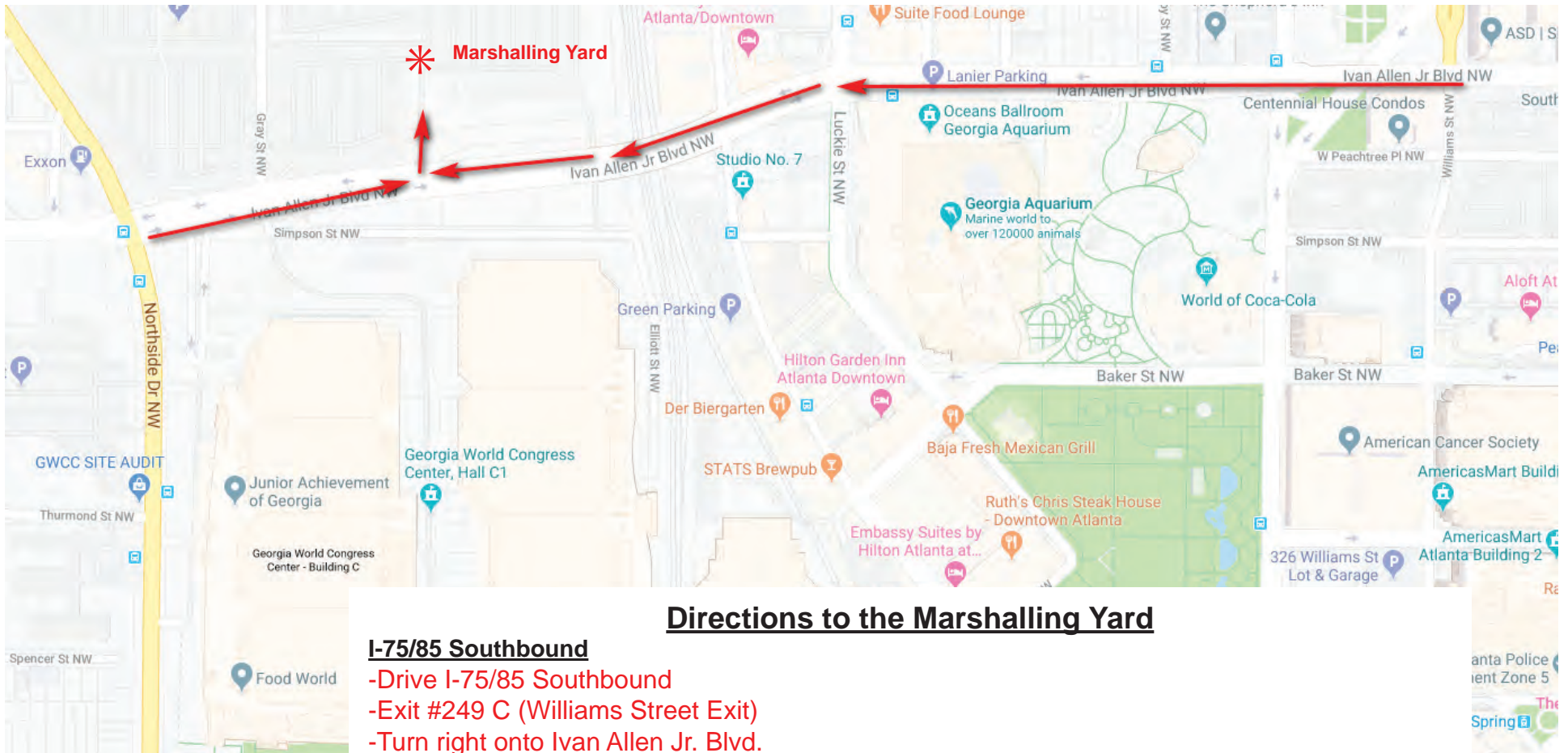
- Avoid wait times at show site; ship to our warehouse!
- Warehouse receiving begins on **FEBRUARY 23, 2022**.
- Warehouse address: **Exhibiting Company Name / Booth #**
2022 AADOCR/CADR ANNUAL MEETING & EXHIBITION
C/O FREEMAN
841 JOSEPH E LOWERY BLVD NW
ATLANTA, GA 30318
- Please note that the Freeman 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 **MARCH 23, 2022**
- Show Site address: **Exhibiting Company Name / Booth #**
2022 AADOCR/CADR ANNUAL MEETING & EXHIBITION
GEORGIA WORLD CONGRESS CENTER
C/O FREEMAN
285 ANDREW YOUNG INTL BLVD NW
ATLANTA, GA 30313-1591

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.



Directions to the Marshalling Yard

I-75/85 Southbound

- Drive I-75/85 Southbound
- Exit #249 C (Williams Street Exit)
- Turn right onto Ivan Allen Jr. Blvd.
- Turn right into Marshalling Yard

I-75/85 Northbound

- Drive I-75/85 Northbound
- Exit #248 C (Freedom Parkway Exit)
- Turn left onto Andrew Young International Blvd.
- Turn right onto Piedmont Ave.
- Turn left onto Ivan Allen Jr. Blvd.
- Turn right into Marshalling Yard



DRIVERS ARE REQUIRED TO PRESENT CERTIFIED WEIGHT TICKETS

362 IVAN ALLEN JR. BLVD. MARSHALLING YARD



(888) 508-5054

Fax: (469) 621-5610

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

Submit order forms here

NAME OF SHOW: **2022 AADOCR/CADR ANNUAL MEETING & EXHIBITION / MARCH 24-26, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

Take advantage of the Online Price by ordering at www.freeman.com/store by FEBRUARY 24, 2022.

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.

Freeman⁷

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: FEBRUARY 23, 2022

DEADLINE DATE IS: MARCH 16, 2022

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

841 JOSEPH E LOWERY BLVD NW

ATLANTA, GA 30318

WAREHOUSE

(511767)

**2022 AADOCR/CADR ANNUAL
MEETING & EXHIBITION**

EVENT: _____

BOOTH NO: _____ NO. _____ OF _____ PCS

Freeman⁷

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: FEBRUARY 23, 2022

DEADLINE DATE IS: MARCH 16, 2022

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

841 JOSEPH E LOWERY BLVD NW

ATLANTA, GA 30318

WAREHOUSE

(511767)

**2022 AADOCR/CADR ANNUAL
MEETING & EXHIBITION**

EVENT: _____

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 MARCH 23, 2022

TO:

EXHIBITOR NAME

C/O: FREEMAN

GEORGIA WORLD CONGRESS CENTER
285 ANDREW YOUNG INTL BLVD NW

ATLANTA, GA 30313-1591

SHOW SITE

(511767)

**2022 AADOCR/CADR ANNUAL
MEETING & EXHIBITION**

EVENT: _____

BOOTH NO: _____ NO. _____ OF _____ PCS

Freeman⁷

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE MARCH 23, 2022

TO:

EXHIBITOR NAME

C/O: FREEMAN

GEORGIA WORLD CONGRESS CENTER
285 ANDREW YOUNG INTL BLVD NW

ATLANTA, GA 30313-1591

SHOW SITE

(511767)

**2022 AADOCR/CADR ANNUAL
MEETING & EXHIBITION**

EVENT: _____

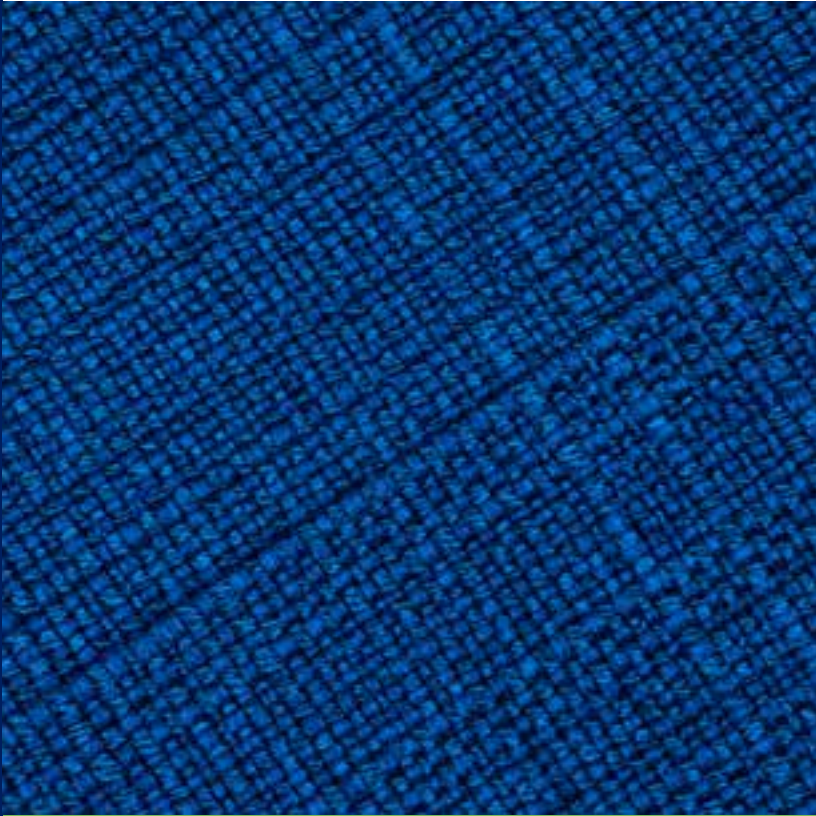
BOOTH NO: _____ NO. _____ OF _____ PCS

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

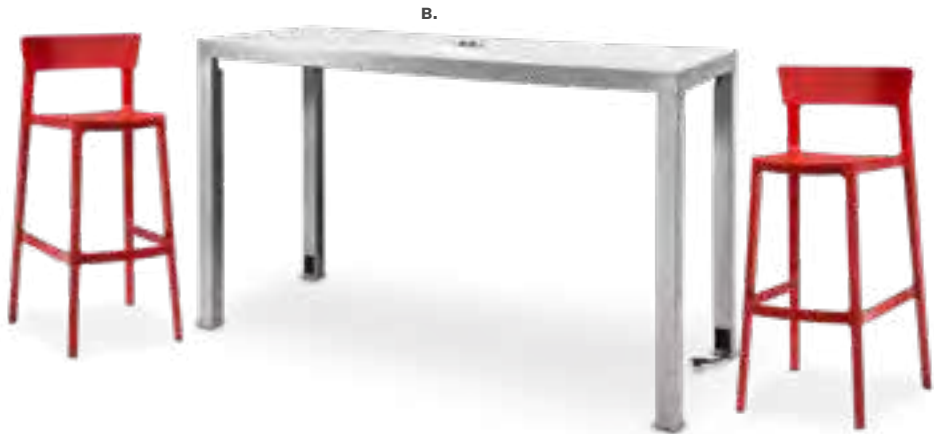
Use
Ventura 6'
Bar or Café Tables
in your design to
facilitate conversations
while social
distancing.



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)



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 Powered Products



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

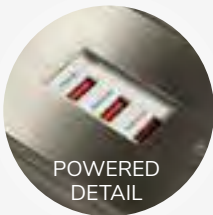
Take Charge.

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



B.

A.



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



POWERED
DETAIL

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



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.

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

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


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



C.



A.



B.



D.



E.



F.

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



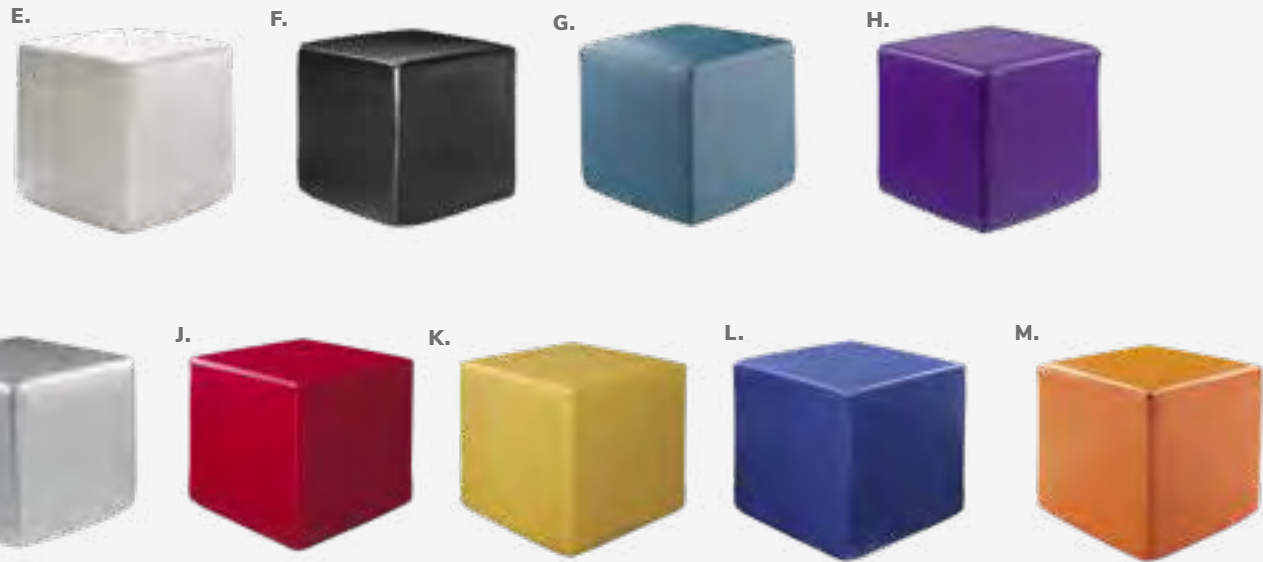
I.

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

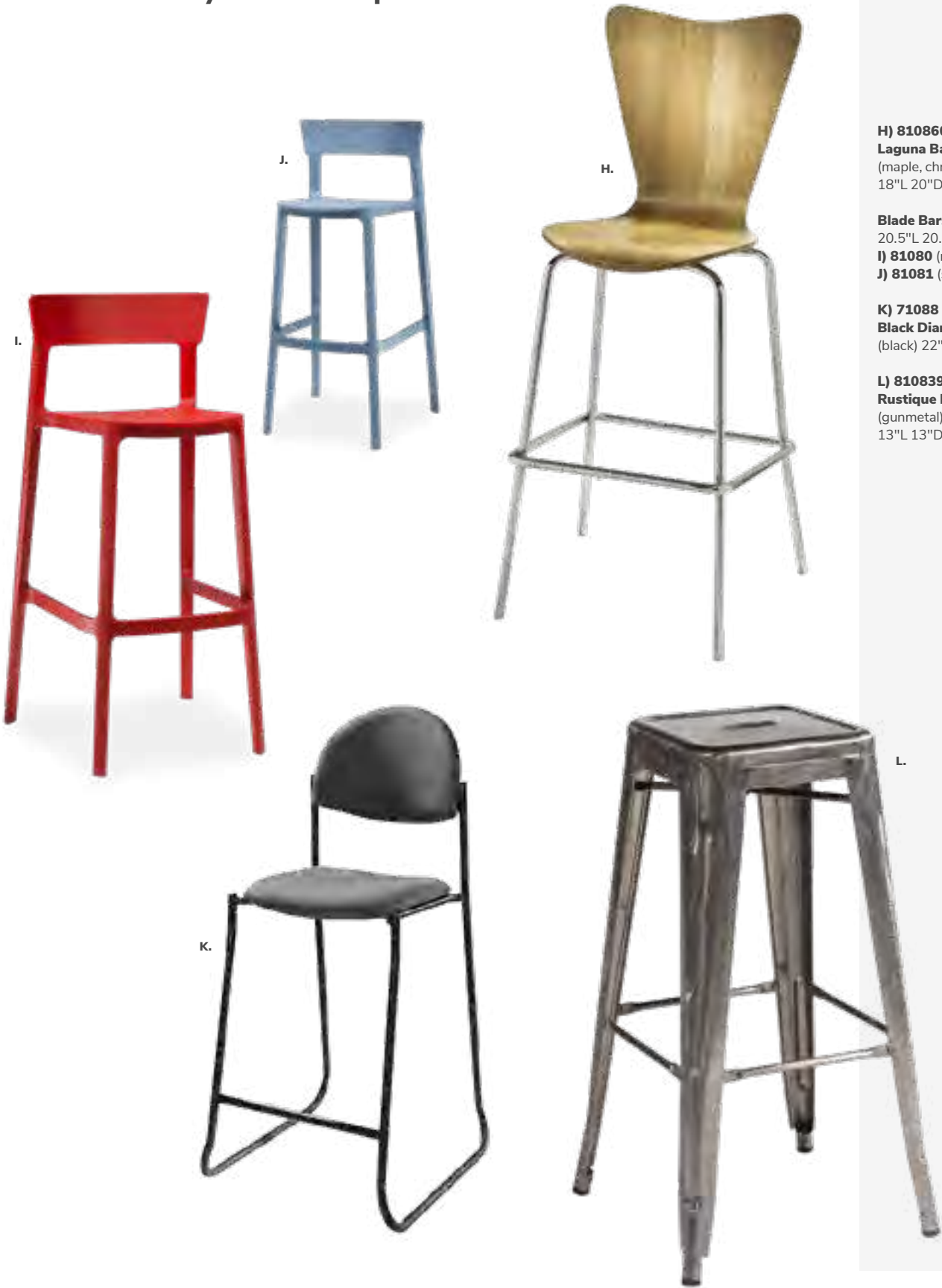
G) 81092
Lucent Barstool
(frosted, acrylic)
22"L 22.5"D 45.5"H

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

BLACK

WHITE

MAPLE

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.

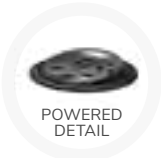
Office Essentials



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



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



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

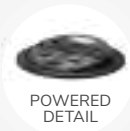
Denotes AC and USB charging outlets



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)



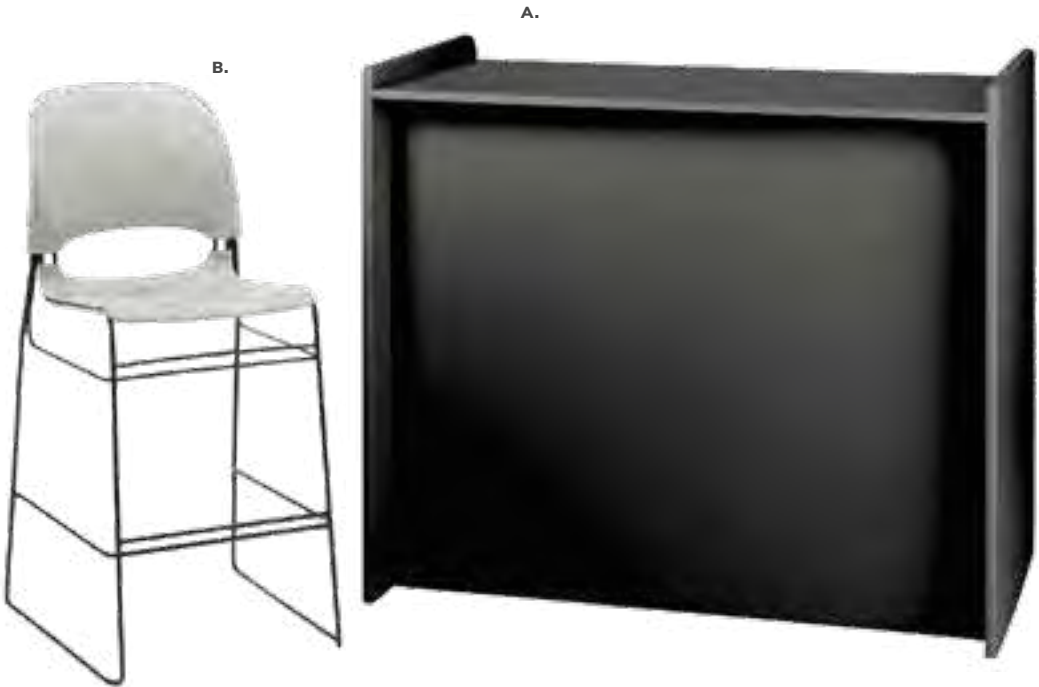
(lit-green)



(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

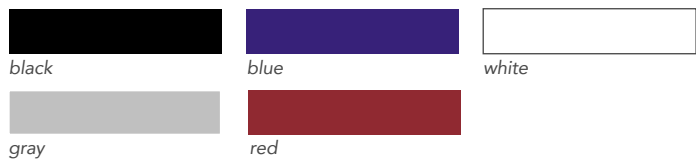
A) 220121
Chrome Stanchion
w/ 8' Retractable Belt
(black, belt) 42"H

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

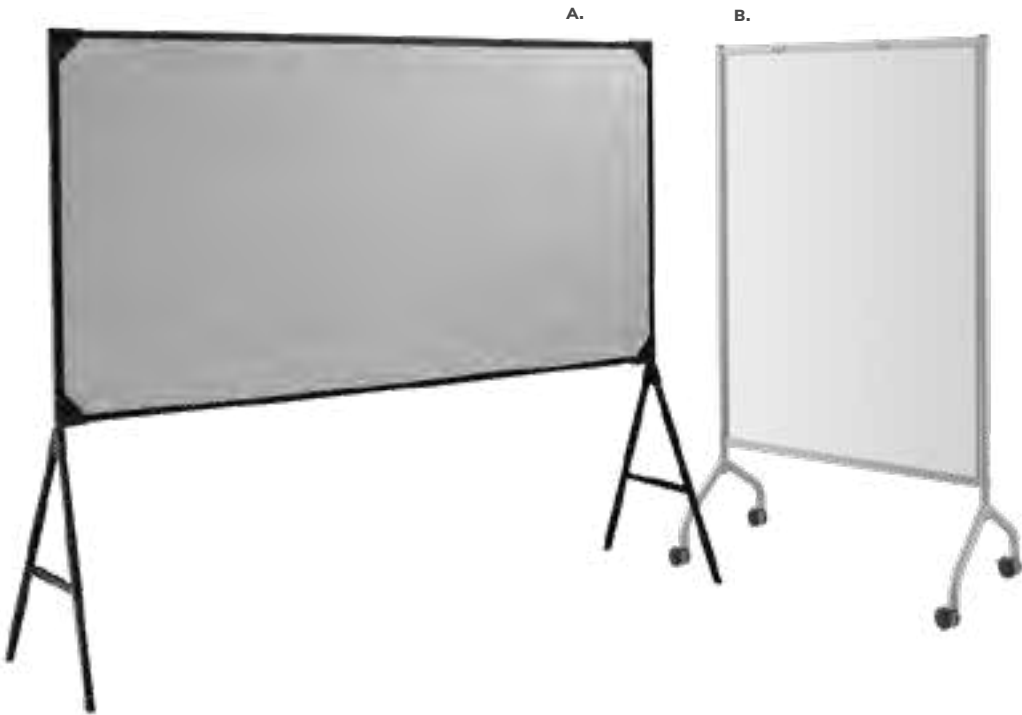


8503001
Large Refrigerator
(white) 14.0 cubic feet
28"W X 28"L X 64"H



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

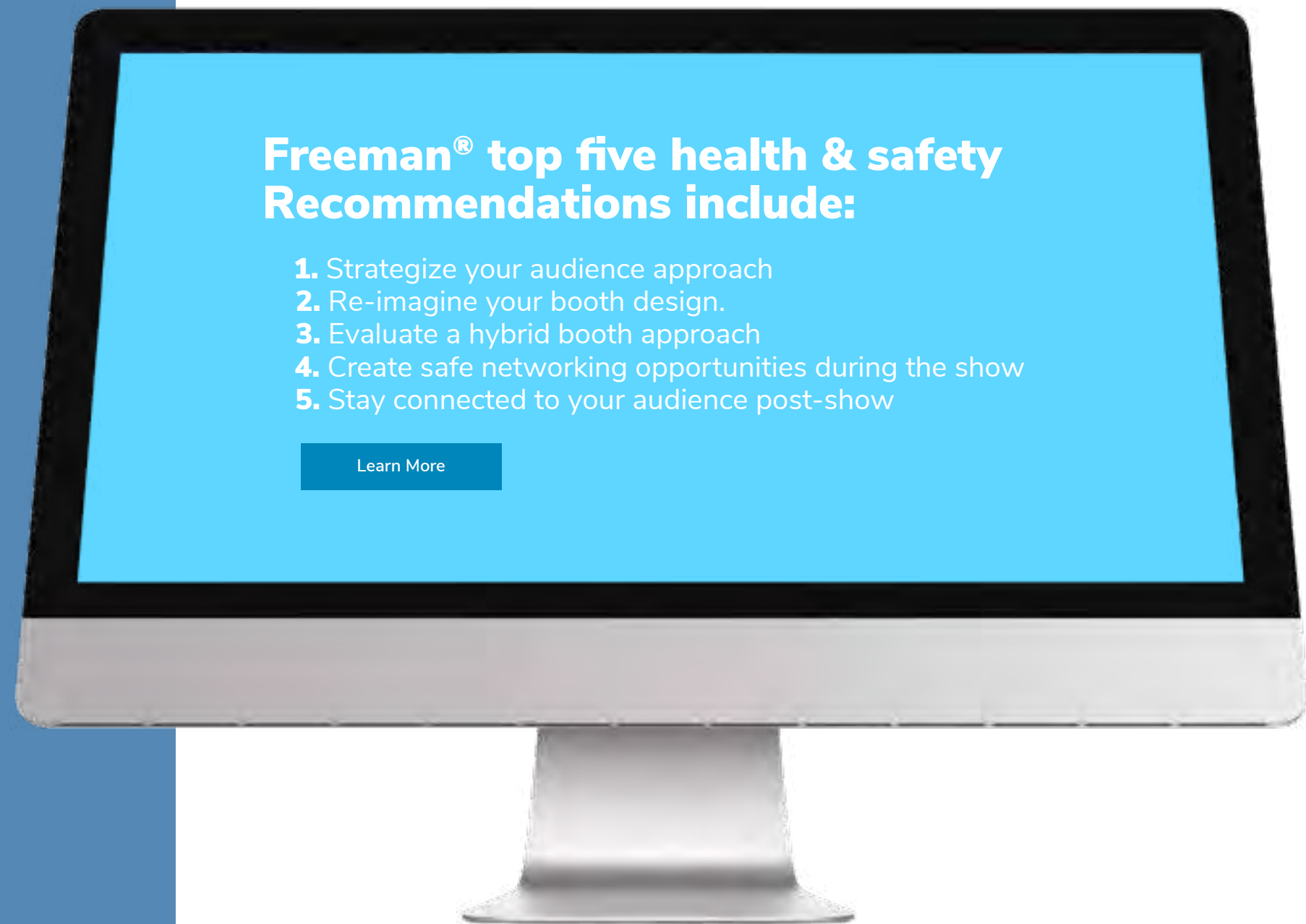
In all cases, we've put considerable thought into them.

[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.



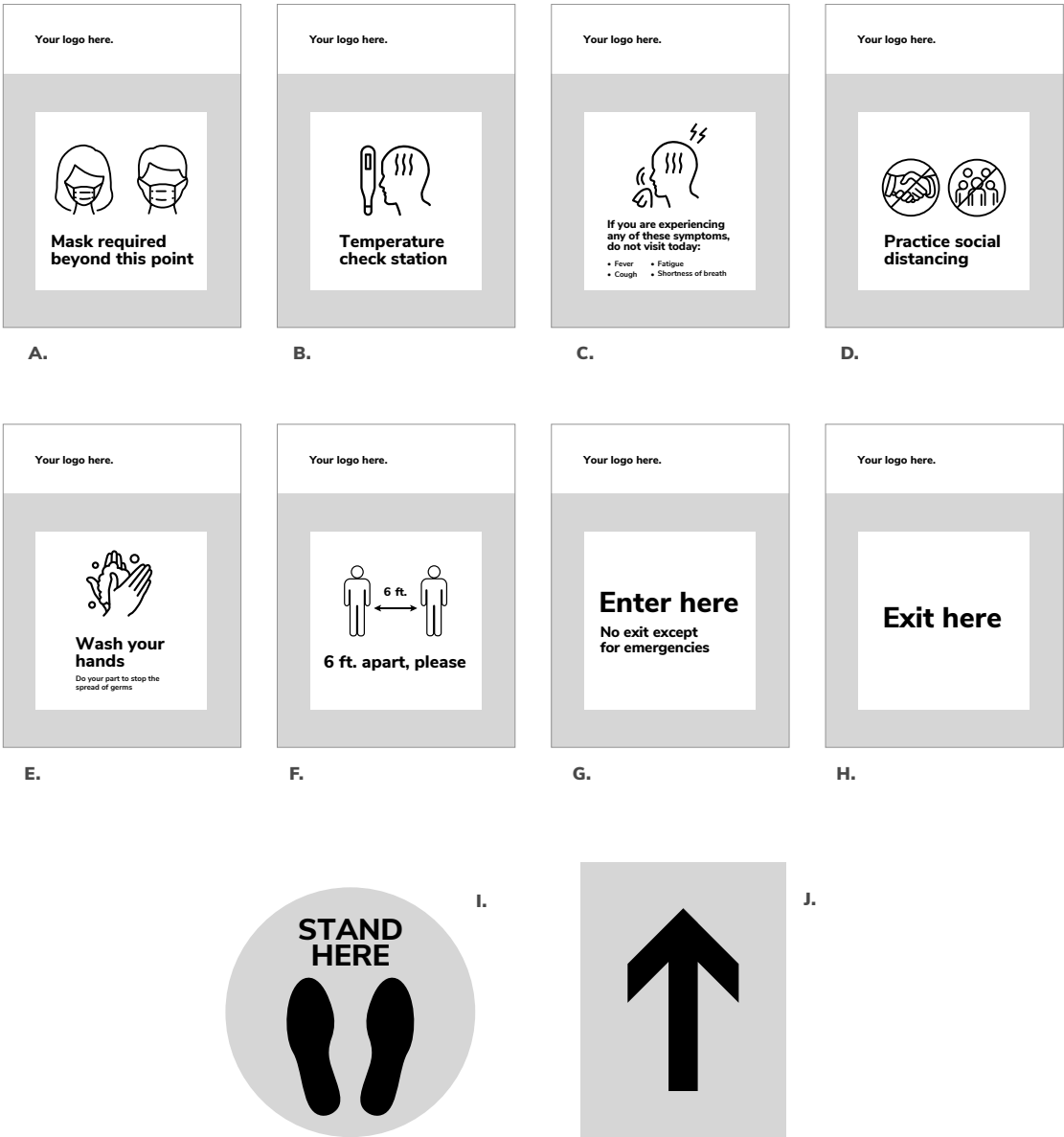
220118
Chrome Sign Holder
(sign holds) 22"W X 28"H



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

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Please Note:

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



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NAME OF SHOW: **2022 AADOCR/CADR ANNUAL MEETING & EXHIBITION / MARCH 24-26, 2022**

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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	

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	
	81532	Vibe Cube - Steel Blue Vinyl.....	135.00	148.50	189.00	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Ottomans (continued)						
	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	
	210108	Limerick® Chair by Herman Miller.....	80.00	88.00	112.00	

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Accent Chairs (continued)						
	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	
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	
	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	

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

furnishings

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Table Top Risers - Risers are 8" wide (continued)						
_____	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.....	156.25	171.90	218.75	_____
_____	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.....	240.00	264.00	336.00	_____
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	_____
_____	820942	30" Cafe Table w/ Hydraulic Base - Wood.....	355.00	390.50	497.00	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Pedestal Tables (continued)						
	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	
	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	
	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	
	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/ Black 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	
	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	
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	
	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	

NAME OF SHOW: **2022 AADOCR/CADR ANNUAL MEETING & EXHIBITION / MARCH 24-26, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

Take advantage of the Online price by ordering at www.freeman.com/store by FEBRUARY 24, 2022.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Accent Tables (continued)						
	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	
	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.....	586.35	645.00	820.90	
	84078	Madison Bookcase - Gray Acajou.....	417.25	459.00	584.15	

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Take advantage of the Online price by ordering at www.freeman.com/store by FEBRUARY 24, 2022.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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.....	608.65	669.50	852.10	
	84084	Tech Desk, Powered - Black Metal.....	534.85	588.35	748.80	
	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.....	499.00	548.90	698.60	
	85061	Powered Locking Pedestal 36" H, White.....	499.00	548.90	698.60	
	85062	Powered Locking Pedestal 42" H, Black.....	595.25	654.80	833.35	
	85063	Powered Locking Pedestal 42" H, White.....	595.25	654.80	833.35	
	820710	Wireless Charging Table, Powered.....	355.00	390.50	497.00	
Midtown Counters & Bars						
	850103	Midtown Powered Counter Unlighted - Pewter.....	1,483.20	1,631.50	2,076.50	
	850102	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	1,726.30	1,898.95	2,416.80	
	850101	Midtown Bar Unlighted - Pewter.....	1,328.70	1,461.55	1,860.20	
	850100	Midtown Bar Lighted w/ Plug-In - Pewter.....	1,577.95	1,735.75	2,209.15	
DISPLAY & ACCESSORIES						
Product Storage						
	84080	3 Door File Cabinet on Castors - Black	185.70	204.25	260.00	
	85020	Posh Shelving w/ Chrome Frame - White.....	542.45	596.70	759.45	
Refrigerator						
	8503001	Refrigerator - White.....	762.05	838.25	1,066.85	
Lighting						
	850707	Mason Table Lamp - White/Brushed Silver.....	153.75	169.15	215.25	
	850708	Mason Floor Lamp - White/Brushed Silver.....	226.20	248.80	316.70	
Display						
	75030	Display Cube - Black - 12" Small.....	234.35	257.80	328.10	
	75031	Display Cube - Black - 18" Medium.....	254.50	279.95	356.30	
	75032	Display Cube - Black - 24" Large.....	295.45	325.00	413.65	
	72056	Display Counter - Black.....	375.30	412.85	525.40	

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Take advantage of the Online price by ordering at www.freeman.com/store by FEBRUARY 24, 2022.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
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.....	108.90	119.80	152.45	_____
_____	220118	Chrome Sign Holder.....	112.25	123.50	157.15	_____
_____	750135	Round Literature Rack.....	264.65	291.10	370.50	_____
_____	750136	Flat Literature Rack.....	200.85	220.95	281.20	_____
_____	220109	Chrome Coat Tree.....	71.60	78.75	100.25	_____
_____	220134	Aluminum Easel.....	46.00	50.60	64.40	_____
_____	220110	Chrome Bag Rack.....	127.85	140.65	179.00	_____
_____	10201484	Floor Standing Bulletin Board.....	239.05	262.95	334.65	_____
_____	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.).....	22.95	25.25	32.15	_____
_____	12108	Special Drape 8'H (per ft.).....	31.55	34.70	44.15	_____

TOTAL COST	
Total Cost = \$ _____	
<small>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.</small>	

Freeman[™]

Flooring solutions

Stand out in style.

Visit us at freeman.com



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Your exhibit's flooring should complement your brand

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

Most popular flooring options

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

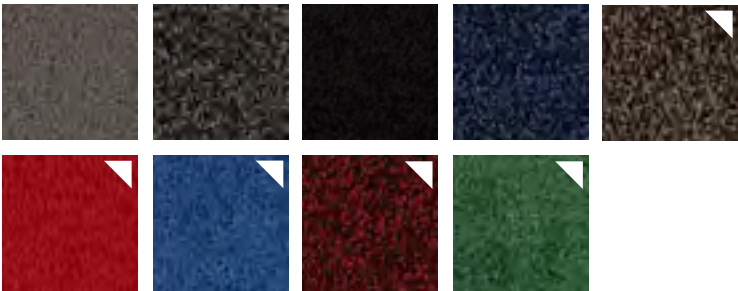
Be sure to order before the discount deadline!

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

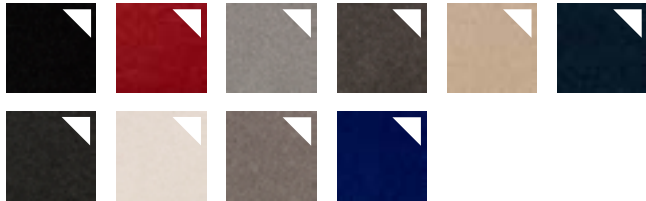
NEW



Supreme Collection

45oz carpet

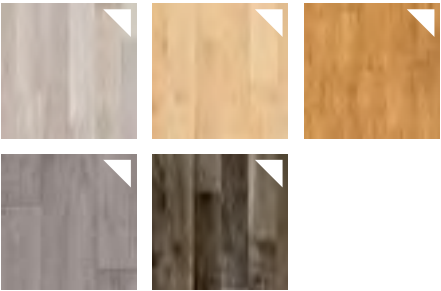
NEW



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



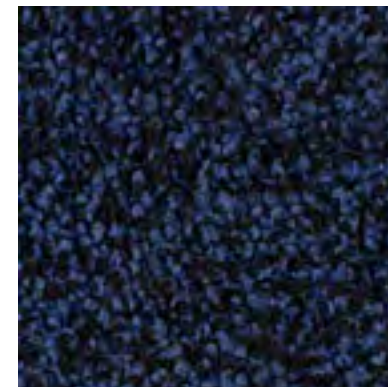
Gray



Tuxedo



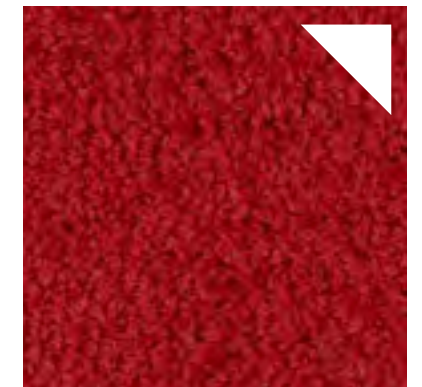
Black



Midnight



Blue



Red

🔽 = Available only before the discount deadline

Custom Cut Classic Collection

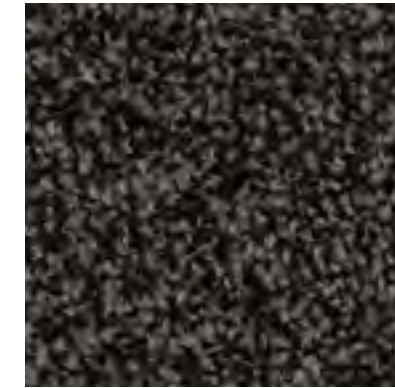
16oz

- 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



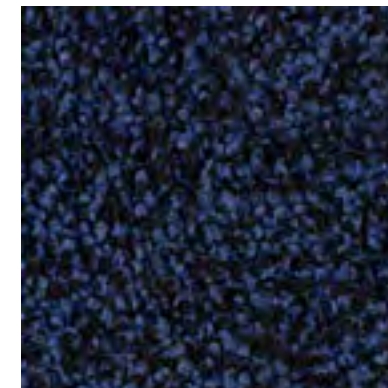
Gray



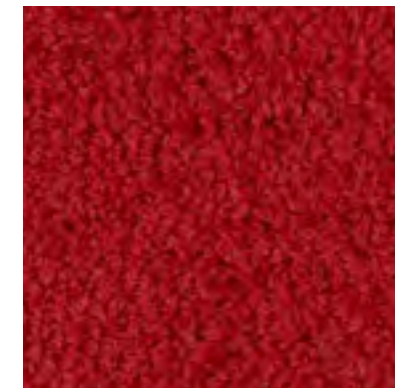
Tuxedo



Black



Midnight



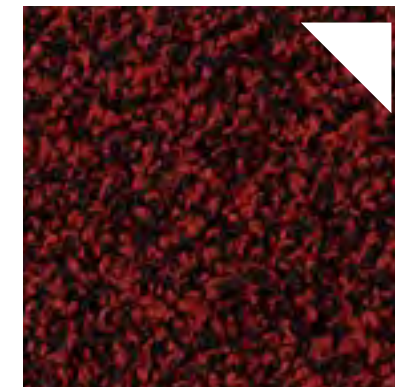
Red



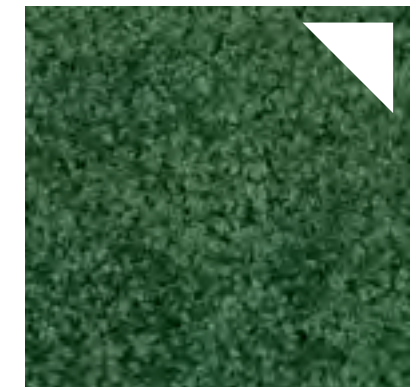
Blue



Latte



Red Pepper



Green

▼ = Available only before the discount deadline

NEW

Designer Plus Collection

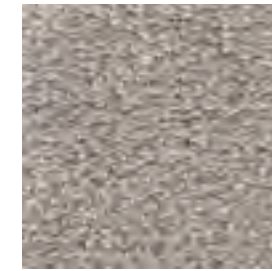
30oz

- 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



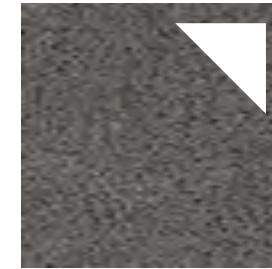
Grey Pearl



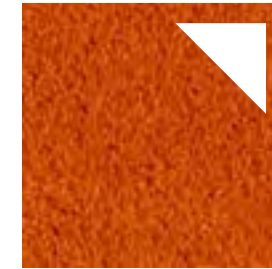
Red



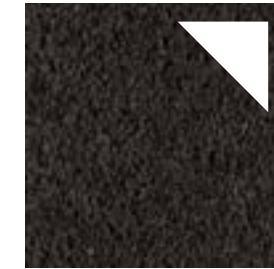
Navy



Lava Rock



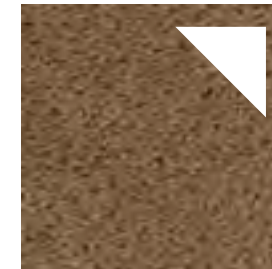
Paprika



Graphite



Royal Blue



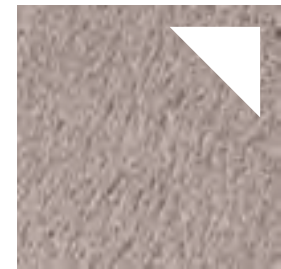
Silky Beige



Ivory



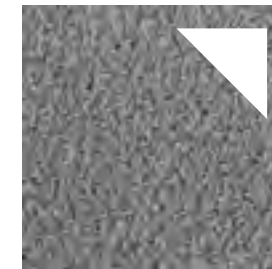
Smoke



Sword



White



Silver Cloud

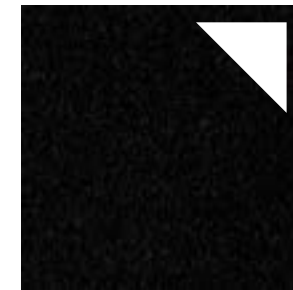
▼ = Available only before the discount deadline

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

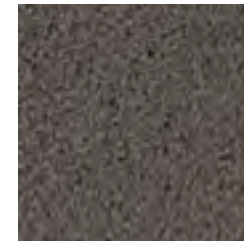
Ordering after the discount deadline? Don't fret.

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



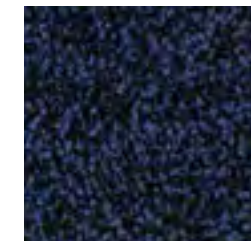
Gray



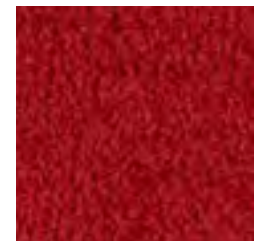
Tuxedo



Black



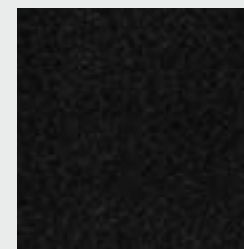
Midnight



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

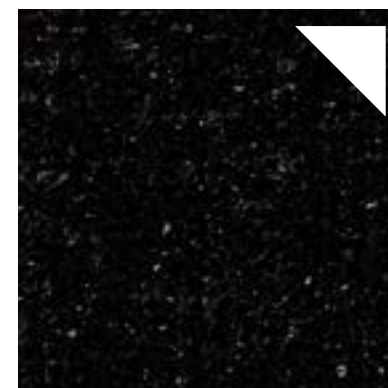
NEW

Turf

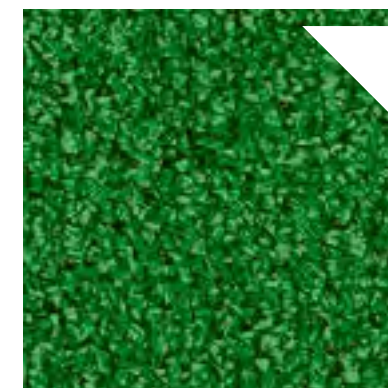
- Bring the outdoors to you with these synthetic grass flooring solutions
- Available in many shades of green and durable for both indoor and outdoor use
- Standard 12ft width and can be custom cut to size
- Priced per sq.ft., minimum of 100 sq.ft.

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.

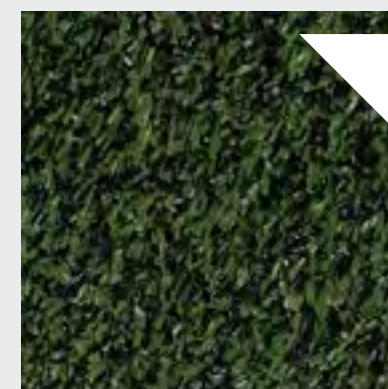


Riviera Black



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.

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NAME OF SHOW: **2022 AADOCR/CADR ANNUAL MEETING & EXHIBITION / MARCH 24-26, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

Take advantage of the Online Price by ordering at www.freeman.com/store by FEBRUARY 24, 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: **2022 AADOCR/CADR ANNUAL MEETING & EXHIBITION / MARCH 24-26, 2022**

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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)

45 oz. <u>Carpet Rental</u> - 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)

<u>Carpet Padding-</u> 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)

<u>Double Carpet Padding-</u> 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)

<u>Vinyl Flooring Padding</u> - 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)

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)

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.



(888) 508-5054

Fax: (469) 621-5610

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

Submit order forms [here](#).

NAME OF SHOW: **2022 AADOCR/CADR ANNUAL MEETING & EXHIBITION / MARCH 24-26, 2022**

COMPANY NAME:

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PHONE #:

E-MAIL ADDRESS :

Take advantage of the Discount Price by ordering at www.freeman.com/store by FEBRUARY 24, 2022

CLEANING SERVICES

- Cleaning is an exclusive service. This includes all floor services and trash removal.
- Prices are based on total square footage of booth regardless of area to be cleaned.
- Show Site Prices will apply to all cleaning orders placed at show site.

VACUUMING (per sqft - 100 sqft minimum)

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
• Includes emptying of your booth's wastebasket(s) at the time of vacuuming.					
_____	610100	Booth Vacuuming - One Time73	1.00	_____
_____	610200	Booth Vacuuming - 2 Days	1.46	2.05	_____
_____	610300	Booth Vacuuming - 3 Days	2.19	3.05	_____

SHAMPOOING (per sqft - 100 sqft minimum)

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time94	1.30	_____
_____	630200	Shampoo Carpet - 2 Days	1.88	2.65	_____
_____	630300	Shampoo Carpet - 3 Days	2.82	3.95	_____

FLOOR SURFACE CLEANING (per sqft - 100 sqft minimum)

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	690100	Floor Surface Cleaning - One Time68	.95	_____
_____	690200	Floor Surface Cleaning - 2 Days	1.36	1.90	_____
_____	690300	Floor Surface Cleaning - 3 Days	2.04	2.85	_____

PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
• Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.					
_____	620500	Exhibit Area / Under 500 sqft.	114.50	160.30	_____
_____	6201500	Exhibit Area / 501 - 1,500 sqft.....	160.30	224.40	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sqft.....	202.25	283.15	_____
_____	6203504	Exhibit Area / Over 2,500 sqft.....	256.65	359.30	_____

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





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Fax: (469) 621-5610

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graphics

NAME OF SHOW: **2022 AADOCR/CADR ANNUAL MEETING & EXHIBITION / MARCH 24-26, 2022**

COMPANY NAME:

BOOTH #:

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PHONE #:

E-MAIL ADDRESS:

Take advantage of the Discount Price by ordering at www.freeman.com/store by FEBRUARY 24, 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

_____ sqft \$ 23.45 per sqft discount price

_____ x or _____ = \$ _____

_____ \$ 35.20 per sqft standard price

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

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

File Information:

Electronic File Name _____

Application _____

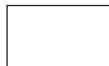
PMS Colors _____

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"	66.55	99.85 =	_____
7" x 22"	68.95	103.45 =	_____
7" x 44"	76.20	114.30 =	_____
9" x 44"	100.60	150.90 =	_____
11" x 14"	70.95	106.45 =	_____
14" x 22"	100.60	150.90 =	_____
14" x 44"	114.30	171.45 =	_____
22" x 28"	120.20	180.30 =	_____
28" x 44"	182.00	273.00 =	_____
20" x 60"	244.35	366.55 =	_____

(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.

UNION JURISDICTIONS GEORGIA

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

EXHIBIT INSTALLATION AND DISMANTLING:

Currently we have an agreement with the Local IATSE Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without the assistance of this Local. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union or an Exhibitor Appointed Contractor. Labor can be ordered in advance by returning the Display Labor Form, or at show site, at the Freeman Service Center.

MATERIAL HANDLING:

Exhibitors and full time employees of exhibiting companies may hand carry their own materials into the exhibit facility. However, the use or rental of dollies, flat trucks, pallet jacks or other mechanical equipment is not permitted. Freeman has the responsibility of receiving and handling all exhibit materials and crates, with the exception of items Exhibitors hand carry. Freeman will control access to the loading docks in order to provide for a safe and orderly move in/out. Unloading or reloading at the dock of any and all contracted carriers will be handled by Freeman.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

Fire Marshal regulations absolutely prohibit the storage of empty containers in the exhibit hall. Arrangements have been made with Freeman to store empty crates and containers. Please refer to the Material Handling section of this manual for information regarding the handling of empties, disposal of skids, etc.

GRATUITIES:

Tipping is expressly prohibited. This includes such practices as giving money, merchandise or other special consideration for services rendered. Please do not give breaks other than mid-morning and mid-afternoon, when the union has a scheduled 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee should be reported immediately to the Exhibit Manager or a Freeman Supervisor.

SAFETY:

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

F R E E M A N

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: **2022 AADOCR/CADR ANNUAL MEETING & EXHIBITION / MARCH 24-26, 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.....	\$114.50	\$160.50
Overtime: 5:00 PM to 12:00 AM Monday through Friday	\$171.75	\$240.50
All day Saturday and Sunday		
Double Time: Midnight to 8:00 AM and recognized holidays.....	\$229.00	\$320.75

- 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: **2022 AADOCR/CADR ANNUAL MEETING & EXHIBITION / MARCH 24-26, 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.*

installation & dismantle labor

Event Name:			Room/Booth:	
Company:			Delivery Date:	Delivery Time:
Billing Name:			Pickup Date:	Pickup Time:
Billing Address:				
City:	State:	Zip:	Onsite Contact:	
Phone:	Email:	Contact Phone:		

BY SIGNING AND DELIVERING THIS FORM, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THIS FORM CAREFULLY PRIOR TO PLACING ORDER.

For PRE SHOW rates we must receive a completed order form, with credit card information, no later than 14 days prior to show opening. Once the order form is received an official estimate will be emailed back to the customer for final approval. All other orders will be processed at the LATE ORDER rate.

Payment in FULL is required prior to the event.

ALL EQUIPMENT PRICES ARE PER DAY UNLESS OTHERWISE STATED

**** LABOR NOT INCLUDED****

Description	Pre Show	Load Order	IGT	Event	Truck
VIDEO EQUIPMENT					
Micca Media Server	\$ 50.00	\$ 70.00			
40" HD Monitor	\$ 300.00	\$ 360.00			
50" HD Monitor	\$ 400.00	\$ 480.00			
65" HD Monitor	\$ 800.00	\$ 960.00			
90" HD Monitor w/Stand	\$ 1,350.00	\$ 1,620.00			
70" Touch Screen w/Stand	\$ 1,800.00	\$ 1,950.00			
6' Rolling Stand for 40"-65"	\$ 125.00	\$ 145.00			
DLP Projector 5k Lumens	\$ 675.00	\$ 810.00			
Laser Projector 7K Lumens	\$ 1,050.00	\$ 1,260.00			
DLP Projector 14k Lumens	\$ 2,700.00	\$ 3,240.00			
*Projector Lens Additional					
8'x8' Tripod Screen	\$ 85.00	\$ 102.00			
6' x 10.8" Fast Fold w/ Dress Kit	\$ 375.00	\$ 450.00			
7'6" x 13'3" Fast Fold w/Dress kit	\$ 410.00	\$ 492.00			
9'x16' Fast Fold w/ Dress Kit	\$ 525.00	\$ 630.00			
11'3"x20' Fast Fold w/ Dress Kit	\$ 825.00	\$ 990.00			
Barco Image Pro II HD Jr	\$ 375.00	\$ 450.00			
Blackmagic HDMI Switcher	\$ 150.00	\$ 180.00			
Black Magic Studio Pro HD	\$ 750.00	\$ 900.00			
Panasonic ENG Camera w/ Tripod	\$ 850.00	\$ 925.00			
HDMI to HD-SDI	\$ 65.00	\$ 78.00			
HD-SDI to HDMI	\$ 65.00	\$ 78.00			
Decimator MD-HX	\$ 85.00	\$ 102.00			
HD-SDI DA 1x8	\$ 65.00	\$ 78.00			
HDMI DA 1x4	\$ 65.00	\$ 78.00			
Laptop Computer	\$ 270.00	\$ 324.00			
Mac Playback Pro	\$ 800.00	\$ 960.00			
iPad	\$ 150.00	\$ 180.00			
Wireless Mouse/Laser Pointer	\$ 35.00	\$ 42.00			
Digital LED Branding Panel	\$ 650.00	\$ 780.00			
Poster Easel	\$ 20.00	\$ 24.00			
4'x6' White Board on Wheels	\$ 80.00	\$ 96.00			
Flip Charts with Markers	\$ 70.00	\$ 84.00			
Additional Pad	\$ 12.00	\$ 14.00			
34" Roll Cart w/ Skirt	\$ 15.00	\$ 18.00			
48" Roll Cart w/ Skirt	\$ 20.00	\$ 24.00			
Video Patch Kit / Mac Adaptors	\$ 25.00	\$ 33.00			
AV Cable Package	\$ 25.00	\$ 33.00			
Additional Services are Available. Contact your Account Executive for details.					
COMPLETE THIS FORM AND EMAIL TO J.Fernandez@everlastproductions.com					

Description	Pre Show	Load Order	IGT	Event	Truck
AUDIO EQUIPMENT					
House Audio Patch	\$ 150.00	\$ 175.00			
Audio Visual Technician AV Set & Strike	\$ 150.00	\$ 175.00			
Audio Visual Technician / Day Rate	\$ 750.00				
TurboSound iQ-12 Powered Speaker	\$ 95.00	\$ 114.00			
TurboSound iQ188 Powered Sub	\$ 168.00	\$ 201.00			
Meyer UP Jrs Powered Speaker	\$ 95.00	\$ 114.00			
Meyer UPJ-1P Powered Speaker	\$ 168.00	\$ 201.00			
Meyer 500hp Powered Sub	\$ 200.00	\$ 240.00			
TurboSound 6' White Column Speaker	\$ 200.00	\$ 240.00			
Line Array Packages	Call For Details				
4 Ch Mixer	\$ 68.00	\$ 82.00			
12 Ch Mixer	\$ 108.00	\$ 130.00			
16 Ch Mixer	\$ 135.00	\$ 162.00			
Yamaha LS9 32 channel Digital Console	\$ 450.00	\$ 500.00			
Direct Box- ProCo AV1	\$ 30.00	\$ 36.00			
Stereo Laptop Soundport	\$ 20.00	\$ 24.00			
Digital Soundcard Interface	\$ 75.00	\$ 90.00			
Shure SM 58 w/ Switch	\$ 35.00	\$ 40.00			
15" PTT Podium Microphone	\$ 45.00	\$ 48.00			
Shure Wireless Microphone Combo Kit	\$ 135.00	\$ 162.00			
LIGHTING EQUIPMENT					
24 Ch Lighting Console	\$ 70.00	\$ 80.00			
12 Ch Opto Splitter	\$ 40.00	\$ 50.00			
LP 6 Channel Dimmer	\$ 75.00	\$ 85.00			
Battery Powered LED Up Light	\$ 88.00	\$ 105.00			
LED Up Light Wireless Transmitter	\$ 70.00	\$ 80.00			
Source 4 Leko w/ 20" Barrel	\$ 30.00	\$ 40.00			
Source 4 Par w/ Wide Lens	\$ 30.00	\$ 40.00			
13 ft. Truss Tower w/ Base & Black Cover	\$ 90.00	\$ 110.00			
Sand Bags	\$ 14.00	\$ 16.00			
EXPENDABLES					
15' HDMI Cable each	\$ 25.00	\$ 29.00			
White Gaffers Tape each	\$ 20.00	\$ 24.00			
Black Gaffers Tape each	\$ 20.00	\$ 24.00			
9v Batteries each	\$ 2.50	\$ 4.00			
AA Batteries each	\$ 1.00	\$ 2.00			
AAA Batteries each	\$ 1.00	\$ 2.00			
300' Roll of Tie Line each	\$ 40.00	\$ 48.00			
Roll of Duvetyne each	\$ 400.00	\$ 480.00			
DRAPE					
10' Wide x 20' High Black Drape Kit	\$ 270.00	\$ 324.00			
CANCELLATIONS: Written cancellation of ordered equipment and services must be received 24 hours prior to delivery. Failure to do so will result in a 100% charge to your credit card.					
Order cut off is two weeks prior to load in date.					

Delivery: An authorized representative must be present at the time of delivery and pickup. Equipment will be delivered to and picked up from your booth. Labor, Installation & Dismantle (I&D).

Any order requiring labor, including the installation and dismantling of equipment, will be subject to a labor charge. Everlast Productions does not supply labor to mount hanging brackets to your booth. This must be done prior to Everlast Productions setting up any equipment that is to be mounted on your booth. The client will be responsible for any union labor costs, if applicable. **Equipment:** For equipment not listed, please contact us for a complete list of inventory. Customer is responsible for the security of rented equipment and will be required to pay for any items that are lost or stolen during the rental period (anytime after delivery and before pickup of equipment). **Guarantee:** Equipment is guaranteed to be operational upon delivery to your booth. It is assumed that the renter has an understanding of the operation of equipment. Equipment problems must be reported immediately to your Account Executive.

Everlast Productions will not be responsible for problems reported after termination of rental. Any loss or damage of said equipment will be paid for by the renter. **Cancellation:** Equipment rental cancellation must be submitted 5 days prior to show or will be charged 50% of rental fee. On-site cancellations will be charged 100% of rental fee. **Payment:** All exhibit orders must be reserved with a major credit card with payment in full due at the time the order is placed. A written confirmation will be sent to you once your order has been processed.

EXHIBITOR SERVICES ORDER FORM AND SERVICE AGREEMENT

REVISED 11.2019

COMPANY (INCLUDE BOOTH NAME IF DIFFERENT)	MAIN CONTACT	
BILLING ADDRESS		
CITY	STATE, COUNTRY	ZIP CODE
PHONE NUMBER	FAX NUMBER	E-MAIL
EVENT/TRADESHOW	ROOM/BOOTH NUMBER	FACILITY/HALL
ON SITE AUTHORIZED CONTACT/CONTACT NUMBER	# OF EXPECTED GUESTS	

DAY/ DATE	REQUESTED DELIVERY TIME/END TIME (Contact must be present)	ITEM DESCRIPTION	QUANTITY	PRICE

(Please use additional sheet if needed)

INSTRUCTIONS:

- PLEASE** contact our office if you do not receive your catering agreement, banquet orders, and balance due within 14 days of placing your order; receipt of these forms **CONFIRMS** your order has been placed.
- Full payment must be received **5 business days** prior to the start of services (checks and/or wire transfers must be received **10 days** prior); all replenishment orders during the show must be guaranteed by credit card; any balance of charges due will be billed to this credit card.
- Additions/Increases for the next day must be requested by **1 pm the previous day**. **Cancellations require a 48-hour notice or full charges will be incurred; special order items may be reduced; however you will still incur all charges.**
- Actual service delivery time may range from one hour prior to thirty minutes after your requested delivery time.**
- 24% Service Charge, 8.9% Sales Tax, and 3% City Liquor Tax (where applicable) will be added to total.
- If food/beverage order is less than \$50.00 per delivery, a \$50.00 delivery fee will be charged.**
- If purchasing alcoholic beverages, the undersigned agrees to comply with all applicable laws regarding the use, sale, serving or other disposition of such alcoholic beverages. Accordingly, the undersigned agrees to indemnify and forever hold harmless Levy Restaurants and the GWCCA from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from the undersigned use, sale, serving or other disposition of such alcoholic beverages.

Please let this letter serve as my formal written authorization and approval for you to charge the below described credit card for any and all charges and costs related to food services at the Georgia World Congress Center. This letter shall constitute my express written permission for you to charge, to the extent not previously paid for, the credit card for the initial deposit, the balance due before the event and any additional charges incurred during the event.

CREDIT CARD INFORMATION

Card Type: ☐ Visa ☐ MC ☐ Amex ☐ Discover

Other Payment Options: ☐ Check ☐ Wire Transfer (must be received 10 business days before first show day)

Name as appears on card: _____ Credit

card number: _____ Expiration date: _____ Security Code: _____ Signature

of cardholder: _____

MAIL, FAX, OR SCAN TO: LEVY RESTAURANTS 285 Andrew Young International Blvd., NW, Atlanta, GA 30313-1591

Ph: 404-223-4500 Fax: 404-223-4511 E-mail: foodservices@levyrestaurants.gwcc.com

AADOCR-CADR

March 21-26, 2022



Georgia World Congress Center

ELECTRICAL, PLUMBING & CABLE SERVICE ORDER ONLINE TODAY!

Take advantage of discounted rates!

Order your electrical, plumbing, & cable services online by

02 / 28 / 2022

[ORDERING.EDLEN.COM](https://ordering.edlen.com)

Quick, secure, and easy to use!

You may receive an email to finalize your order from

ExhibitorServices-Atlanta@edlen.com

EDLEN
The Power People

Edlen Electrical Exhibition Services

285 Andrew Young International Blvd NW, Atlanta, GA 30313

404.223.8400 • atlanta@edlen.com • www.edlen.com

ORDER INSTRUCTIONS

Advance Payment Deadline Date: 02/28/22



ELECTRICAL EXHIBITION SERVICES
285 Andrew Young International Blvd, NW
Atlanta, GA 30313

Phone: (404) 223-8400 Email: Atlanta@edlen.com

EXHIBITOR:		BTH #	
EVENT:	AADO CR-CADR		
FACILITY:	GEORGIA WORLD CONGRESS CENTER		
DATES:	March 21-26, 2022	EVENT #0032005AT	

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

COMPLETE THE STEPS BELOW IN PLACING YOUR UTILITY ORDERS

Step 1 Complete the Method of Payment

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

Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order
- C. Lighting Order
- D. Cable Order

Step 3 Review Electrical Labor Instructions

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

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

Step 4 Complete Additional Labor Forms as Required

Forms include the following:

- A. **Electrical Distribution**
This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.
- B. **Plumbing Distribution**
This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths requiring plumbing. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.
- C. **Lighting Order Form**
This form is used for the distribution of overhead par can lights in your booth space. The form should be completed by all island booths requiring overhead lighting. Please also provide a diagram indicating the locations and focus of each ordered light.
- D. **Cable Service Order Form**
This form is used for the distribution of cable services to your booth space. The form should be completed for any booths requiring such service.

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

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth. Lighting layouts should be submitted, indicating both the placement of lights and focus.

ORDER_INSRUCT.V1.AT.07.21

METHOD OF PAYMENT

Advance Payment Deadline Date: 02/28/22



The Power People

ELECTRICAL EXHIBITION SERVICES

285 Andrew Young International Blvd, NW

Atlanta, GA 30313

Phone: (404) 223-8400 Email: Atlanta@edlen.com

EXHIBITOR:			BTH #	
EVENT:	AADOCR-CADR			
FACILITY:	GEORGIA WORLD CONGRESS CENTER			
DATES:	March 21-26, 2022		EVENT #0032005AT	

FINANCIALLY RESPONSIBLE COMPANY

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

METHOD OF PAYMENT

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

☐ ACH ELECTRONIC PAYMENT TRANSFER

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

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

☐ MANUAL PROCESSING FEE *

Orders submitted for manual processing **MUST include a \$25 processing fee**. Submit orders online instead @ www.edlen.com

☐ COMPANY CHECK

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

☐ BANK WIRE TRANSFER INFORMATION *

Bank transfer to Wells Fargo
Wire Transfer:
ABA#: 121000248 Acct: 4122636046
International Wire Transfer:
Swift Code: WFBUS6S Acct: 4122636046

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

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

☐ CREDIT CARD *

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

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

* A 3% credit card processing fee is applied to all Credit Card payments.

CHECK AND CREDIT CARD INFORMATION

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

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
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SERVICE TOTALS

* MANUAL PROCESSING FEE	\$25.00
* BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. BOOTH WORK	
5. LIGHTING ORDER	
6. CABLE SERVICES	
7. PLUMBING ORDER	
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

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

ELECTRICAL ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

285 Andrew Young International Blvd, NW
Atlanta, GA 30313

Phone: (404) 223-8400 Email: Atlanta@edlen.com

E ☐ M ☐

Advance Payment Deadline Date: 02/28/22

EXHIBITOR:			BTH #	
EVENT:	AADOCR-CADR			
FACILITY:	GEORGIA WORLD CONGRESS CENTER			
DATES:	March 21-26, 2022		EVENT #0032005AT	

PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

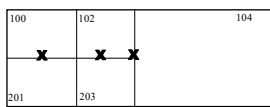
ORDER INSTRUCTIONS	ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event				
	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
INLINE AND PENINSULA DELIVERY The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).	120 VOLT 500 WATTS (5 AMPS) _____ 140.00 169.40 _____ 1000 WATTS (10 AMPS) _____ 210.60 254.82 _____ 1500 WATTS (15 AMPS) _____ 212.75 257.42 _____ 2000 WATTS (20 AMPS) _____ 247.25 301.17 _____				
ISLAND BOOTH DELIVERY ONE LOCATION Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.	208 VOLT SINGLE PHASE 20 AMPS _____ 276.00 331.00 _____ 30 AMPS _____ 358.00 430.00 _____ 60 AMPS _____ 689.00 827.00 _____				
ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.	208 VOLT THREE PHASE 20 AMPS _____ 468.00 562.00 _____ 30 AMPS _____ 634.00 761.00 _____ 60 AMPS _____ 1103.00 1324.00 _____ 100 AMPS _____ 1820.00 2184.00 _____ 200 AMPS _____ 3528.00 4234.00 _____ 400 AMPS _____ 6201.00 7441.00 _____				
208/480V POWER DELIVERY AND CONNECTIONS Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.	TRANSFORMER(S) Boost 208 Volt to 230 Volt Transformer (20 amp minimum charge) _____ Total Amps: _____ x 5.50 = _____				
24 HOUR SERVICES Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.	480V CONNECTIONS Approximately 480V A.C. 60 Cycle - Prices are for Entire Event 480 VOLT THREE PHASE 20 AMPS _____ 938.00 1126.00 _____ 30 AMPS _____ 1323.00 1588.00 _____ 60 AMPS _____ 2227.00 2672.00 _____ 100 AMPS _____ 3675.00 4410.00 _____				
ADVANCE RATES To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.	120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center) 15' EXTENSION CORD _____ 23.00 _____ POWER STRIP _____ 15.00 _____				
TERMS & CONDITIONS I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.	TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM				
	TOTAL				
	PRINT NAME: _____				
	EMAIL: _____		PHONE: _____		

TERMS & CONDITIONS

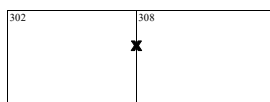
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email of any such corrections.
4. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
5. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
7. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
8. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
9. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
10. Edlen Supervision—A supervisory charge of 10% of the prevailing labor rate will apply to all labor that exceeds one hour.
11. For a dedicated outlet, order a 20 amp outlet.
12. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
13. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
14. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
15. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
16. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
17. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
18. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
19. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
20. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
21. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
22. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
23. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
24. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
25. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
26. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
27. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
28. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

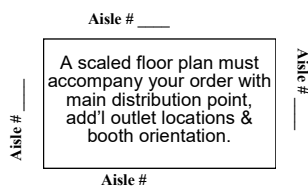
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



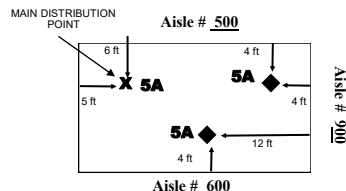
(IN-LINE BTHS) (PENINSULA)



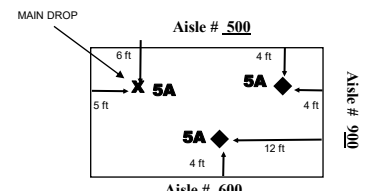
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

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

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 02/28/22



ELECTRICAL EXHIBITION SERVICES

285 Andrew Young International Blvd, NW
Atlanta, GA 30313

Phone: (404) 223-8400 Email: Atlanta@edlen.com

EXHIBITOR:		BTH #	
EVENT:	AADOCR-CADR		
FACILITY:	GEORGIA WORLD CONGRESS CENTER		
DATES:	March 21-26, 2022	EVENT #0032005AT	

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

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

Step 2 Complete the Appropriate Form

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

A. Electrical Distribution

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

B. Electrical Booth Work

This form is used to estimate electrical labor required in the construction of your booth.

Step 3 Return the following forms to Edlen

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

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Electrical distribution under carpet.
2. Connection of all 208 volt or higher services.
3. Overhead installation of Edlen-owned static lighting hung from ceiling.
4. Data/network cable under carpet that is owned by an exhibitor or I & D house.
5. Overhead power and/or coaxial (network) cable distribution.

POWER DELIVERY

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

ELECTRICAL DISTRIBUTION**Advance Payment Deadline Date: 02/28/22**

The Power People

ELECTRICAL EXHIBITION SERVICES285 Andrew Young International Blvd, NW
Atlanta, GA 30313

Phone: (404) 223-8400 Email: Atlanta@edlen.com

EXHIBITOR:		BTH #	
EVENT:	AADOCR-CADR		
FACILITY:	GEORGIA WORLD CONGRESS CENTER		
DATES:	March 21-26, 2022	EVENT #0032005AT	

ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:

- The electrical layout must indicate each power outlet and its location with exact measurements.
- The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
- Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
- If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.

2. What date will you begin building your booth?

- Date: _____ Time: _____

3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

- Describe flooring: _____
- Estimated date and time flooring installation will begin. Date: _____ Time: _____

4. Show site supervisor:

Name _____ Cell # _____
Email _____ Company _____

- The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
- In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
		ST	\$125.00	
		OT	\$180.00	
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	LIFT RENTAL		
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	HOURS	RATE	TOTAL
			\$260.00	
TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM		ESTIMATED TOTAL		

AUTHORIZATION

PRINT NAME:

DATE:

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ELECTRICAL BOOTH WORK

Advance Payment Deadline Date: 02/28/22



The Power People

ELECTRICAL EXHIBITION SERVICES

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BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's Service Desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1 hour labor charge per electrician applies.

Installation of Booth Overhead Lighting

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Connection of High Voltage Services (208V - 480V)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Miscellaneous Booth Work (Any other work not described above where an electrician is required)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

OVERHEAD LIGHTING / POWER REQUIREMENTS

Assembly & Installation of Edlen Lighting Hung from Ceiling (Complete Lighting Order Form)

Installation and Removal of Overhead Power (Complete Lift Rental Estimate Below)

LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		BOOTH LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
		ST	\$125.00	
		OT	\$180.00	
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	LIFT RENTAL		
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	HOURS	RATE	TOTAL
			\$260.00	

TRANSFER ESTIMATED TOTAL TO BOX #4 ON THE METHOD OF PAYMENT FORM

ESTIMATED TOTAL

AUTHORIZATION

PRINT NAME:

DATE:

SIGNATURE:

PHONE:

LIGHTING ORDER

EDLEN

The Power People

ELECTRICAL EXHIBITION SERVICES

285 Andrew Young International Blvd, NW

Atlanta, GA 30313

Phone: (404) 223-8400 Email: Atlanta@edlen.com

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Advance Payment Deadline Date: 02/28/22

EXHIBITOR:		BTH #	
EVENT:	AADOCR-CADR		
FACILITY:	GEORGIA WORLD CONGRESS CENTER		
DATES:	March 21-26, 2022	EVENT #0032005AT	

OVERHEAD LIGHTING FIXTURES (Price includes power for the fixture)



Rates below are a Per Fixture cost.
Pricing = Light rental + Lift rental + Labor to install,
remove & focus once.

* Quartz lights are attached to ceiling structure of the venue. A lift is required to hang the light, as well as 2 electricians.

FIXTURE	LIGHT	+	LIFT	+	LABOR*	=	SUBTOTAL	x	QTY	=	TOTAL
1000 WATT PAR CAN	450.00		260.00		125.00						

*Par can lights are attached to ceiling structure of the venue. A lift is required to hang the light(s). There are 2 electricians required whenever a lift is involved. **Call for a Quote. Pricing is based on the Straight Time Labor rate. Prevailing rates will be applied.**

Indicate light location and focus on the 10 x 10 grid below. Please ensure proper measurements, along with orientation of booth are included.

Adjacent Booth or Aisle #: _____

Adjacent Booth or Aisle #: _____

FLOOR PLAN	TRANSFER TOTAL TO BOX #5 ON METHOD OF PAYMENT FORM	TOTAL	
Provide floor plan indicating light locations for overhead lights, including focus.	PRINT NAME:		
	EMAIL:	PHONE:	

CABLE SERVICE ORDER FORM

Advance Payment Deadline Date: 02/28/22



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CABLE SERVICES

Basic cable television service with signal provided by **Comcast**. This service provides the latest news, weather, financial information and in-season sports spectacles.

Electrical service must be ordered separately to power all television sets.

Service	Number of Services	Floor Rate	Amount
Cable TV		\$330	
Closed Circuit Channels		\$480	

NOTES:

- All TV sets must be CABLE READY or have multi-channel converters.
- Power will be placed in the rear of the booth, unless otherwise designated. Submit diagram form including booth orientation.

LABOR RATES AND HOURS

Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.

LABOR ESTIMATE*

MAN HRS		RATE	TOTAL
	ST	\$125.00	
	OT	\$180.00	

*Additional on-site labor & material charges will apply.

TRANSFER ESTIMATED TOTAL TO BOX #6 ON THE METHOD OF PAYMENT FORM

ESTIMATED TOTAL

AUTHORIZATION

PRINT NAME:	DATE:
SIGNATURE:	PHONE:



The Power People

ELECTRICAL EXHIBITION SERVICES

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EXHIBITOR:		BTH #	
EVENT:	AADOCR-CADR		
FACILITY:	GEORGIA WORLD CONGRESS CENTER		
DATES:	March 21-26, 2022	EVENT #0032005AT	

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

IMPORTANT NOTES	UTILITY SERVICES	ADVANCE	REGULAR	TOTAL
ADDITIONAL CONNECTIONS If you have more than one machine or multiple connections on a machine, you must order an additional outlet for each machine that requires one.	COMPRESSED AIR: 90-100 LBS. PSI Air Outlet 1/4" 13 CFM - 3/8" 29 CFM* 272.73 330.00 Air Outlet 1/2" 54 CFM - 3/4" 80 CFM 490.91 594.00			
AIR LINE RESPONSIBILITIES Edlen is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.	*Call for a quote for 24-hour Air. WATER LINES (Edlen is not responsible for sediment or the color or taste of water.) 3/8" 8 GPM COLD 109.09 132.00 3/8" 8 GPM HOT 168.60 204.00 1/2" 20 GPM COLD 163.64 198.00 1/2" 20 GPM HOT 252.89 306.00 3/4" 26 GPM COLD 218.18 264.00 3/4" 26 GPM HOT 338.02 409.00			
WATER PRESSURE Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.	DRAIN LINE (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.) Drain Outlet 137.19 166.00			
OUTLET DELIVERY A minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet applies. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal applies.	FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water) 150 Gallons 191.74 232.00 300 Gallons 328.93 398.00 450 Gallons 466.12 564.00			
OUTLET DISTRIBUTION Once outlets have been delivered, the ramping and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal applies.	NATURAL GAS 1/2" 50k BTU 436.36 528.00 3/4" 105k BTU 785.12 950.00 1" 195K BTU 1,482.64 1,794.00 Regulator 49.59 60.00			
OUTLET CONNECTIONS Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers. When Edlen plumbers are requested minimum labor charges apply.	SINKS Single Bowl 555.37 672.00 Double Bowl 819.83 992.00 Triple Bowl 1,026.45 1,242.00			
FILL & DRAIN LABOR* Rates are based on Straight Time. Services delivered on Over Time will incur a minimum Over Time labor charge of 1 hour to deliver and 1/2 hour to remove.	LABOR Labor is required for all air, water, drain and natural gas lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.			
	TRANSFER TOTAL TO BOX #7 ON THE METHOD OF PAYMENT FORM	TOTAL		
	PRINT NAME:			
	EMAIL:	PHONE:		

PLUMBING DISTRIBUTION

Advance Payment Deadline Date: 02/28/22



The Power People

ELECTRICAL EXHIBITION SERVICES

285 Andrew Young International Blvd, NW

Atlanta, GA 30313

Phone: (404) 223-8400 Email: Atlanta@edlen.com

EXHIBITOR:		BTH #	
EVENT:	AADOCR-CADR		
FACILITY:	GEORGIA WORLD CONGRESS CENTER		
DATES:	March 21-26, 2022	EVENT #0032005AT	

PLUMBING JURISDICTION

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water, Fill & Drain & Natural Gas lines
- Installation of Natural Gas lines delivered from overhead
- Distribution of Air, Water & Drain lines under carpet

1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water, drain and natural gas service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

A. Island Booths need to provide the following information:

1. The plumbing layout must indicate each outlet and its location with exact measurements.
2. Each location should indicate the type of service. All air locations must include CFM requirements.
3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C. Date you will begin building your booth: _____ Estimated time: _____

D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

1. Describe flooring: _____

E. What time do you estimate needing the physical connection to your equipment? Date: _____ Time: _____

F. Show site supervisor: _____ Company: _____

Cell #: _____ Email: _____

G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. Edlen will make every attempt to complete the work prior to your arrival.

LABOR ESTIMATE		
MAN HOURS	RATE	TOTAL
ST	\$95.00	
OT	\$125.00	

ESTIMATED TOTAL

TRANSFER ESTIMATED TOTAL TO BOX #6 ON THE METHOD OF PAYMENT FORM

WORK RATE SCHEDULE	
ST	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
OT	Monday - Friday 4:30 PM - 8:00 AM & all day Saturday, Sunday and Holidays.

AUTHORIZATION	
PRINT NAME:	
DATE:	

PLUMBING TERMS, CONDITIONS & REGULATIONS

1. Complete order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. If Edlen plumbers are requested for a connection minimum labor charges apply. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. If air, water and natural gas pressure is critical Edlen recommends exhibitors arrange to have a pressure regulator valve installed. No guarantee can be made of minimum and maximum pressure.
15. Natural Gas is not regulated by Edlen and is at the facility pressure. Call for price quote.
16. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
17. All equipment using water must have inlet and outlet properly tagged.
18. All equipment must comply with state and local codes.
19. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
20. For gas cylinders or any other special requirements call Edlen for a quote. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
21. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
22. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event; no exceptions.
23. Credit will not be given for outlets installed or connections made and not used.
24. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
25. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
26. Payment in full for all plumbing services provided must be made in full prior to close of the event.
27. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM.**

For further information please visit our web site at www.edlen.com
or call the number on the Plumbing Order form



Telecommunications & Network Services Order
Georgia World Congress Center

285 Andrew Young International Blvd., NW
Atlanta, GA 30313
Phone: 404-222-5500
Fax: 404-222-5514
http://www.cclld.net
info@cclld.net

Event Name: _____

Booth #/Location: _____

Company Name: _____

Event Date(s): _____

Street Address: _____

City: _____ State: _____ Postal Code: _____

Contact Name: _____ Telephone #: _____ Email Address: _____

PAYMENT MUST ACCOMPANY ORDER (Please make checks payable to CCLD. Note: We cannot accept checks from foreign banks nor can we accept cash.)

☐ Check Enclosed ☐ Money Order Enclosed ☐ Visa ☐ Mastercard ☐ American Express

Credit Card Number: _____

Expiration Date: _____

Security Code: _____

I HAVE READ AND AGREE TO ALL TERMS AND CONDITIONS OF THIS ORDER. PLEASE SEE BACK PAGE FOR COMPLETE TERMS & CONDITIONS.

Signature: _____ Date: _____

Name as it appears on credit card: _____

Incentive Rates Apply to Orders Received (with payment) 21 Calendar Days PRIOR to First Open Show Date.
ORDERS PLACED ON-SITE ARE SUBJECT TO 20% EXPEDITE FEE.

TELECOMMUNICATIONS SERVICES	INCENTIVE RATES	BASE RATES	QUANTITY	TOTAL
Switched Telephone Line (Must dial 9 for an outside line)	\$ 265	\$ 305		
Dedicated Telephone Line (Telco Line, no dial 9)	\$ 475	\$ 475		
Multi-Line Handset Rental (12-button)	\$ 250	\$ 300		
Polycom Speakerphone Rental	\$ 250	\$ 300		

A credit card must be supplied with this order for long distance service to be provided. A \$0.75 surcharge per call will be charged on all Toll Free (1-800), Directory Assisted and Credit Card Calls. Long Distance charges will be billed within 30 days of move-out and charged to your credit card.

SHARED WIRED INTERNET SERVICES	INCENTIVE RATES	BASE RATES	QUANTITY	TOTAL
High-Speed Internet Connection with 1 IP Address (Wired Drop originates from overhead, please provide detailed location)	\$ 1,195	\$ 1,445		
Additional Device / IP Address	\$ 145	\$ 190		
16-Port Hub Rental	\$ 150	\$ 175		
8-Port Firewall Rental (Includes Configuration)	\$ 495	\$ 525		
25-Foot CAT-5 Patch Cables	\$ 65	\$ 65		
50-Foot CAT-5 Patch Cables	\$ 90	\$ 90		
100-Foot CAT-5 Patch Cables	\$ 150	\$ 150		
Floor Labor Rate, Booth Cabling, etc. (per hour)	\$ 65	\$ 65		
Network Engineering Rate (per hour)	\$ 125	\$ 125		

Customer may utilize their own router (wired or wireless) and cables when using this shared wired service if desired. CCLD does require that an Additional Device/IP Address be purchased for each device utilizing the Shared Wired Internet service.

DEDICATED BANDWIDTH WIRED INTERNET SERVICES	INCENTIVE RATES	BASE RATES	QUANTITY	TOTAL
Dedicated 3Mbps Bandwidth Connection	\$ 3,995	\$ 4,595		
Dedicated 6Mbps Bandwidth Connection	\$ 6,995	\$ 7,595		
Dedicated 10Mbps Bandwidth Connection	\$ 9,995	\$ 10,595		
Dedicated 15Mbps Bandwidth Connection	\$ 13,995	\$ 14,595		
Dedicated 20Mbps Bandwidth Connection	\$ 16,995	\$ 17,595		

Dedicated services work well for high bandwidth applications such as webcasting, streaming media, etc. Larger increments of dedicated bandwidth are available upon request.

Subtotal (Telecommunications + Internet Services):	
Add 20% Expedite Fee for On-Site Orders:	
8.9% Sales Tax:	
Total:	

Exhibit Floor Internet Connections originate overhead. Please attach a scaled drawing showing service locations with reference to adjacent aisle numbers or booths. If not received, CCLD will place services in the center of the booth. Requests to change location of services will be subject to a \$300.00 Relocation Charge.

TERMS AND CONDITIONS

1. **Lease of Equipment.** CCLD agrees to lease and provide to Customer, and Customer agrees to lease and obtain from CCLD, the equipment and service described herein or on attached supplement(s), for the rental payment set forth herein, or on such attached supplement (plus all sales, use, and all other taxes due to federal, state, or local taxing authorities, if any, on the lease of equipment and provision of service here under). **Payment For Which Must Accompany Service Orders.**
2. **Term.** The equipment and services will be provided during the dates of the relevant show set forth on the CCLD Service Order Form, subject to the other provisions of this agreement. Prices are subject to change without notice.
3. **Use of PBX Switch and Related Services.** Customer's rental of the equipment shall include the usage of (but not physical access to) the common telecommunication equipment (collectively, the "Switch") serving the Customer at the convention facility identified on the CCLD Service Order Form (the "Building").
4. **Local Exchange Telephone Services.** Local exchange telephone services will be provided by the local telephone company's exchange services and facilities.
5. **Long Distance.** Long distance (interchange) services are provided by CCLD under license agreements with center management (1+ dialing) or arrangements directly between Customer and such other parties (0+ dialing). CCLD or other such parties may process billing for such service. Billing or other questions relating to long distance services should be directed initially to CCLD at the number shown on the CCLD Service Order Form. A \$0.75 surcharge per call will be charged on all Directory Assistance, Toll Free Numbers and Credit Card Calls.
6. **Request for Service; Payment.**
 - (a) Request for special arrangements must be received by CCLD no less than thirty (30) days prior to initial move in date. Custom/ Fiber orders must be received at least 60 days prior to move in date.
 - (b) Personal checks will be accepted with Advance Rate requests only.
 - (c) There will be \$50.00 service charge for all returned checks.
7. **Equipment Management.** Customer will be responsible for returning all telephone sets, hubs, or other equipment and related materials to the CCLD Service Desk within 2 hours of the close of show.
8. **Cancellations.** The equipment and services are being provided by CCLD under a license agreement with the building owner or manager. CCLD may cancel this Agreement and its obligations by notice to customer in the event such license agreement expires or is terminated, in which event CCLD's only obligation shall be to refund any advanced payments made by Customer.
9. **Customer's Duties.**
 - (a) Customer will use the equipment in a careful and proper manner. Customer shall not make any alterations, attachments, or additions to the equipment without CCLD's written consent. Only CCLD employees or approved personnel are authorized to modify system wiring.
 - (b) Customer shall be liable for any loss or damage to the equipment arising from Customer's negligence, intentional act, unauthorized maintenance other cause within the reasonable control of Customer, its representatives, employees, agents, or invitees. In the event of any loss or damage to the equipment for which Customer is liable, Customer shall reimburse CCLD for the reasonable cost of the repair or replacement. **You will be charged upon non-return of the equipment.** Standard Telephone Sets, \$75.00 each; Multi-line Sets, \$300.00 each; Speaker Phone Sets, \$75.00 each; Fax Machines, \$500.00 each; Polycorn Sets, \$300.00 each; Pagers, \$150.00 each; Cellular Phones, \$500.00 each; Hubs, \$300.00 each. Any additional equipment rented by CCLD will have an agreed upon non-return charge amount at time of rental. All charges are subject to a 8% sales tax.
 - (c) The equipment shall remain the sole and exclusive property of CCLD or its assignee, and nothing contained herein shall give or convey to Customer any right, title or interest whatever in the equipment which shall, at all times, be and remain personal property notwithstanding that it may be or become attached to or embedded in the realty. **Customer should pick up equipment and/or instructions at the CCLD Service Desk.**
10. **Events of Customer Default.** Customer shall be in default hereunder if Customer fails to pay when due any rental payment or service charge or any other indebtedness to CCLD, or Customer fails to return equipment to CCLD when required to do so hereunder fails to perform or observe any other obligation or covenant to be performed or observed by Customer hereunder. **No credit will be given for equipment or service cancelled after installation date. Installation date is same as Show Move in date. A \$55.00 process charge per service will be applied to any orders cancelled prior to move in date.**
11. **Remedies of CCLD.** At any time after a default by the Customer, CCLD may terminate this Agreement, by notice to Customer, and repossess the equipment, whereupon customers' right to use the equipment shall cease but Customer shall remain liable for all unpaid charges, and CCLD may apply and retain all or such portion of customers deposit as may be necessary to compensate CCLD for any unpaid charges or damages and expenses incurred on account of such default, or CCLD may exercise any other rights accruing to a lessor under any applicable law upon a default by a lessee.
12. **Limitation of Liability.**
 - (a) CCLD's obligations under this Agreement are subject to, and CCLD shall not be liable for delays, failure to perform or damage or destruction or malfunction of the equipment or services or any consequence of any of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than CCLD, its representatives, agents or employees, or any other cause beyond CCLD's reasonable control.
 - (b) In all situations involving performance or non-performance of equipment or related programs of services furnished under this Agreement, the Customer's sole and exclusive remedy and CCLD's sole and exclusive liability will be (i) the adjustment or repair of the equipment or replacement of the its parts by CCLD or at CCLD's option, replacement of the equipment, or correction of programming errors or (ii) if, after reasonable and repeated efforts, CCLD is unable to install the equipment or replacement equipment in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the excess (if any) of (1) the total amount theretofore paid by Customer to CCLD for equipment and services under this Agreement, or (2) the reasonable value of Customer's use of the equipment and services.
 - (c) **In no event shall CCLD be liable to the Customer or to any other party for special collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, fortuitous conduct, failure of the equipment or services of CCLD or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if CCLD has been advised of the possibility of such damages, or for any damages caused by the Customer's failure to perform the Customer's responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or interruption of business, or other consequential of indirect economic loss.**
 - (d) Customer acknowledges and agrees that neither the owner of the building nor the prime licensee of other party responsible for the event in which the Customer is participating is responsible for the provision of the equipment or the services, and that neither such party shall be liable to Consumer for any failure or defect in such equipment or services.
 - (e) Claims will not be considered unless filed in writing with CCLD by Customer prior to the close of the event identified on the order form submitted.
13. **Indemnification.** Customer hereby assumes liability for and agrees to indemnify, protect and hold wholly harmless CCLD and its agents, employees, officers, directors, and any and all successors and assigns, from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses, including reasonable attorney's fees, in contract, in tort or otherwise, which result from and arise out of the negligent or wrongful use of the equipment or the services, or from the acts or omissions of the Customer or its representatives, agents, employees, or invitees.
14. **Assignment.** CCLD shall have the right to assign its interest under the Agreement to any other party subsequently providing equipment and services to the building.
15. **Entire Agreement; Amendment.** This Agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supercedes all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed between both parties.
16. **Governing Law.** This Agreement shall be construed under the laws of the state in which the building is located.
17. **Cellular Air Time (Usage).** Cellular services are billed by license agreements with CCLD. Billing for such services will be billed separately by CCLD.
18. **Wireless Applications.** Users of wireless hardware (e.g. 802.11) and/or applications must contact CCLD to coordinate frequency usage.
19. **Exclusivity.** CCLD is the exclusive voice/data communications provider for the GWCCA. As such all outside proxy servers, routers, or any machine used to propagate a single I.P. address to multiply devices are forbidden. Each device, which has the ability to see the internet, must have an I.P. address purchased for that device.



Wireless Services Order

Georgia World Congress Center

285 Andrew Young International Blvd., NW
Atlanta, GA 30313
Phone: 404-222-5500
Fax: 404-222-5514
<http://www.cclld.net>
info@cclld.net

Event Name: _____

Booth #/Location: _____

Company Name: _____

Event Date(s): _____

Street Address: _____

City: _____ State: _____ Postal Code: _____

Contact Name: _____ Telephone #: _____ Email Address: _____

PAYMENT MUST ACCOMPANY ORDER (Please make checks payable to CCLD. Note: We cannot accept checks from foreign banks nor can we accept cash.)

☐ Check Enclosed ☐ Money Order Enclosed ☐ Visa ☐ Mastercard ☐ American Express

Credit Card Number: _____

Expiration Date: _____

Security Code: _____

I HAVE READ AND AGREE TO ALL TERMS AND CONDITIONS OF THIS ORDER. PLEASE SEE BACK PAGE FOR COMPLETE TERMS & CONDITIONS.

Signature: _____ Date: _____

Name as it appears on credit card: _____

Incentive Rates Apply to Orders Received (with payment) 21 Calendar Days PRIOR to First Open Show Date.

WI-FI EXHIBITOR BOOTH SERVICES (MULTIPLE USERS)	INCENTIVE RATES	BASE RATES	QUANTITY	TOTAL
Wi-Fi In Booth Package: Up to 10 Users <small>**(login instructions will be emailed, customer may upgrade to use their own login information below)</small>	\$ 2,500	\$ 3,000		
Wi-Fi In Booth Package: Up to 20 Users <small>**(login instructions will be emailed, customer may upgrade to use their own login information below)</small>	\$ 3,500	\$ 4,000		
Wi-Fi In Booth Package: Up to 50 Users <small>(customer may provide their own Wi-Fi network name (SSID) and password at no additional charge)</small>	\$ 5,000	\$ 6,000		
Wi-Fi Network Name (SSID) and Password <small>** (Available to purchase with 10 user and 20 user packages above)</small>	\$ 750	\$ 1,000		
Please provide Wi-Fi Network Name (SSID) and Password if purchased above Wi-Fi Network Name (SSID): _____ Wi-Fi Password (must be 8 characters & is case sensitive): _____				
Splash Page with Sponsor Logo (Template provided by CCLD) and Redirect Landing Page (URL that is customer specific)	\$ 2,500	\$ 3,000		

The 10, 20 and 50 user Wi-Fi networks above will be rate limited to 5Mbps per user.

WI-FI EXHIBITOR BOOTH SERVICES (PER USER)	INCENTIVE RATES	BASE RATES	QUANTITY	TOTAL
2Mbps Wi-Fi In Booth Connection per user	\$ 300	\$ 350		

This service is available on the exhibit floor and is priced per user. Each device requiring service would need a separate connection. The login information will be emailed after payment is processed and will include the Wi-Fi network name and password(s).

Please note: The above Wi-Fi Exhibitor Booth Services are available on the exhibit floor. For mission critical applications, we recommend using a wired internet connection as Wi-Fi is vulnerable to interference due to many different factors outside of our control. A separate paid network named GWCCWIFI is available exclusively in the lobbies and meeting rooms (excludes exhibit floors) offering a daily rate of \$25 for a 1Mbps connection. A free Wi-Fi network named GWCC Free Wi-Fi is available in the main lobby areas (excludes exhibit floors & meeting rooms).

Subtotal (Wi-Fi Services):	
8.9% Sales Tax:	
Total:	

Please email your order to info@cclld.net or fax to us at **404-222-5514**.
A receipt and instructions will be sent after the order is received.

TERMS AND CONDITIONS

1. **Lease of Equipment.** CCLD agrees to lease and provide to Customer, and Customer agrees to lease and obtain from CCLD, the equipment and service described herein or on attached supplement(s), for the rental payment set forth herein, or on such attached supplement (plus all sales, use, and all other taxes due to federal, state, or local taxing authorities, if any, on the lease of equipment and provision of service here under). **Payment For Which Must Accompany Service Orders.**
2. **Term.** The equipment and services will be provided during the dates of the relevant show set forth on the CCLD Service Order Form, subject to the other provisions of this agreement. Prices are subject to change without notice.
3. **Use of PBX Switch and Related Services.** Customer's rental of the equipment shall include the usage of (but not physical access to) the common telecommunication equipment (collectively, the "Switch") serving the Customer at the convention facility identified on the CCLD Service Order Form (the "Building").
4. **Local Exchange Telephone Services.** Local exchange telephone services will be provided by the local telephone company's exchange services and facilities.
5. **Long Distance.** Long distance (interchange) services are provided by CCLD under license agreements with center management (1+ dialing) or arrangements directly between Customer and such other parties (0+ dialing). CCLD or other such parties may process billing for such service. Billing or other questions relating to long distance services should be directed initially to CCLD at the number shown on the CCLD Service Order Form. A \$0.75 surcharge per call will be charged on all Directory Assistance, Toll Free Numbers and Credit Card Calls.
6. **Request for Service; Payment.**
 - (a) Request for special arrangements must be received by CCLD no less than thirty (30) days prior to initial move in date. Custom/ Fiber orders must be received at least 60 days prior to move in date.
 - (b) Personal checks will be accepted with Advance Rate requests only.
 - (c) There will be \$50.00 service charge for all returned checks.
7. **Equipment Management.** Customer will be responsible for returning all telephone sets, hubs, or other equipment and related materials to the CCLD Service Desk within 2 hours of the close of show.
8. **Cancellations.** The equipment and services are being provided by CCLD under a license agreement with the building owner or manager. CCLD may cancel this Agreement and its obligations by notice to customer in the event such license agreement expires or is terminated, in which event CCLD's only obligation shall be to refund any advanced payments made by Customer.
9. **Customer's Duties.**
 - (a) Customer will use the equipment in a careful and proper manner. Customer shall not make any alterations, attachments, or additions to the equipment without CCLD's written consent. Only CCLD employees or approved personnel are authorized to modify system wiring.
 - (b) Customer shall be liable for any loss or damage to the equipment arising from Customer's negligence, intentional act, unauthorized maintenance other cause within the reasonable control of Customer, its representatives, employees, agents, or invitees. In the event of any loss or damage to the equipment for which Customer is liable, Customer shall reimburse CCLD for the reasonable cost of the repair or replacement. **You will be charged upon non-return of the equipment.** Standard Telephone Sets, \$75.00 each; Multi-line Sets, \$300.00 each; Speaker Phone Sets, \$75.00 each; Fax Machines, \$500.00 each; Polycorn Sets, \$300.00 each; Pagers, \$150.00 each; Cellular Phones, \$500.00 each; Hubs, \$300.00 each. Any additional equipment rented by CCLD will have an agreed upon non-return charge amount at time of rental. All charges are subject to a 8% sales tax.
 - (c) The equipment shall remain the sole and exclusive property of CCLD or its assignee, and nothing contained herein shall give or convey to Customer any right, title or interest whatever in the equipment which shall, at all times, be and remain personal property notwithstanding that it may be or become attached to or embedded in the realty. **Customer should pick up equipment and/or instructions at the CCLD Service Desk.**
10. **Events of Customer Default.** Customer shall be in default hereunder if Customer fails to pay when due any rental payment or service charge or any other indebtedness to CCLD, or Customer fails to return equipment to CCLD when required to do so hereunder fails to perform or observe any other obligation or covenant to be performed or observed by Customer hereunder. **No credit will be given for equipment or service cancelled after installation date. Installation date is same as Show Move in date. A \$55.00 process charge per service will be applied to any orders cancelled prior to move in date.**
11. **Remedies of CCLD.** At any time after a default by the Customer, CCLD may terminate this Agreement, by notice to Customer, and repossess the equipment, whereupon customers' right to use the equipment shall cease but Customer shall remain liable for all unpaid charges, and CCLD may apply and retain all or such portion of customers deposit as may be necessary to compensate CCLD for any unpaid charges or damages and expenses incurred on account of such default, or CCLD may exercise any other rights accruing to a lessor under any applicable law upon a default by a lessee.
12. **Limitation of Liability.**
 - (a) CCLD's obligations under this Agreement are subject to, and CCLD shall not be liable for delays, failure to perform or damage or destruction or malfunction of the equipment or services or any consequence of any of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than CCLD, its representatives, agents or employees, or any other cause beyond CCLD's reasonable control.
 - (b) In all situations involving performance or non-performance of equipment or related programs of services furnished under this Agreement, the Customer's sole and exclusive remedy and CCLD's sole and exclusive liability will be (i) the adjustment or repair of the equipment or replacement of the its parts by CCLD or at CCLD's option, replacement of the equipment, or correction of programming errors or (ii) if, after reasonable and repeated efforts, CCLD is unable to install the equipment or replacement equipment in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the excess (if any) of (1) the total amount theretofore paid by Customer to CCLD for equipment and services under this Agreement, or (2) the reasonable value of Customer's use of the equipment and services.
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 - (d) Customer acknowledges and agrees that neither the owner of the building nor the prime licensee of other party responsible for the event in which the Customer is participating is responsible for the provision of the equipment or the services, and that neither such party shall be liable to Consumer for any failure or defect in such equipment or services.
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