

# XPONENTIAL 2023

## Exhibit Display Rules and Regulations

### 1. **EXHIBIT SPACE RENDERINGS**

Upon the request of Show Management, in its sole discretion, Exhibitor will provide a rendering of Exhibitor's Exhibit Space.

### 2. **CARPET**

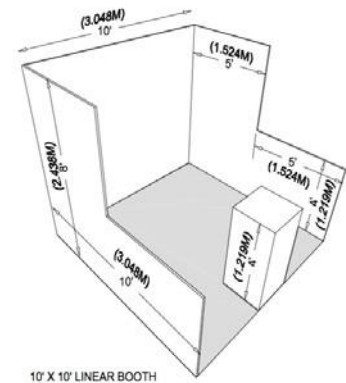
All booths are required to have floor coverings.

### 3. **LINE-OF-SIGHT**

Line-of-Sight display rules provide restrictions on certain areas of booths to allow attendees to view neighboring booths in their line of sight as they walk the floor. There are a variety of booth types, and each one is addressed below with specific insight on how to implement Line-of-Sight regulations.

- a. **Linear Booth:** Linear Booths, also called "in-line" booths, are generally arranged in a straight line and have neighboring Exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

- i. **Dimensions:** For purposes of consistency and ease of layout and/ or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.



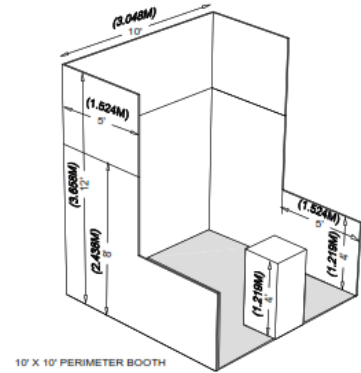
- ii. **Use of Space:** Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring Exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.

- b. **Corner Booth:** A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.

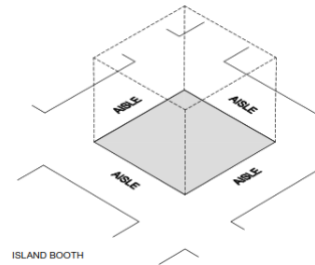
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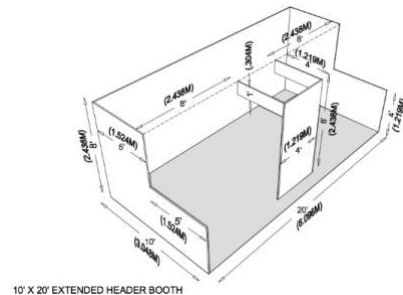
- c. **Perimeter Booth:** A Perimeter Booth is a Linear Booth that backs to an outside wall of the Facility rather than to another Exhibit.
  - i. **Dimensions and Use of Space:** All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m).



- d. **Island Booth:** An Island Booth is exposed to aisles on all four sides.
  - i. **Dimensions:** An Island Booth is 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently, with the consent of Show Management.
  - ii. **Use of Space:** The entire cubic content of the space may be used up to the maximum allowable height, which is currently 25ft (7.62m), including signage.



- e. **Extended Header Booth 20ft (6.10m) or Longer:** An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.
  - i. **Dimensions and Use of Space:** All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.



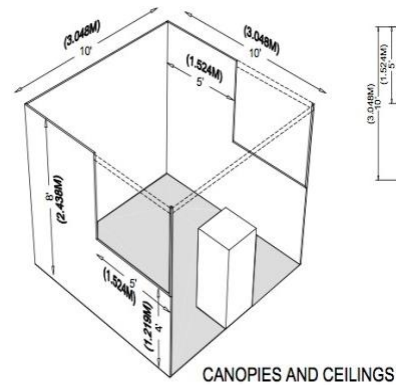
**General Note:** The reverse side of any wing panel extending from the backwall of the display must be draped to avoid raw exposure to a neighboring booth. If the Exhibitor does not comply, Show Management will have the decorator drape the area at the Exhibitor's expense. In addition, no part of any Exhibit, or signs relating thereto, shall be posted, nailed or otherwise attached to columns, walls, floors or other parts of the building or its furniture, or may in any way deface same.

#### 4. **ADDITIONAL STRUCTURAL REQUIREMENTS**

- a. **Multi-story Exhibits and Ceilings:** A Multi-Story Exhibit is a booth where the display fixture includes two or more levels. Additional design, construction and safety requirements are imposed for multi-story exhibits and exhibits with ceilings. Exhibitors planning such booths must submit stamped drawings to Show Management at least ninety (90) days before the Show, for approval by the Facility and Fire Department. Exhibitors are solely responsible for compliance with applicable design and safety rules and regulations pertaining to their Exhibit and Exhibit Space.

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- b. Canopies and Ceilings:** Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths must comply with Line-of-Sight requirements. The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Designs for covered booths must be submitted to Show Management for approval as described above. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings.



- c. Towers:** A Tower is a free-standing Exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate Exhibit Space configuration being used. Towers more than 8ft (2.44m) should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.
- d. Hanging Signs & Graphics**
- i. Rigging at the Facility will be provided by the Official Vendor. All rigging and hanging from hang points at the Facility must conform to all national and local safety codes and is subject to mandatory approval by the staff at the Facility.
  - ii. Only island booths may have a hanging sign or graphics, with prior approval by Show Management requested at least 45 days prior to installation.
  - iii. Hanging signs and graphics should be set back 10ft (3.05m) from adjacent booths and be directly over the Exhibit Space only. Hanging signs may not exceed the 25ft height restriction for island booths. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they must comply with all use-of-space requirements.
  - iv. Variances may be issued at the Show Management's discretion. Drawings should be available for inspection at any time upon request of Show Management.

### 5. **SERVICE CONTRACTOR INFORMATION**

Show Management has selected Freeman as the Official General Service Contractor of the Show. Show Management will email information on the Exhibitor Service Order Kit to the Exhibitor's point of contact. Should you need to contact the Official General Service Contractor with questions or concerns, please call their Customer Service department at 888-508-5054, or by email at [exhibitorsupport@freeman.com](mailto:exhibitorsupport@freeman.com).

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**6. ACCESS TO EXHIBIT HALL/SET-UP AND TEAR-DOWN**

**a. Installation and Dismantling**

- i. Exhibit Space move-in and set-up may begin on Saturday, May 6, 2023, at 8:00 AM. Show Management reserves the right to assign labor and set up any Exhibit Space that is not erected by 3:00 PM on Monday, May 8, 2023 without any requirement of notice to the Exhibitor. The charge for this labor will be expensed to the Exhibitor, and Exhibitor hereby agrees to promptly pay Show Management the full cost of any and all related expenses.
- ii. Move-out begins on Thursday, May 11, 2023, at 3:00 PM. All Exhibits and Exhibit Spaces must be removed and dismantled by 1:00 PM on Friday, May 12, 2023. If any Exhibit Space is not dismantled or Exhibit or display materials remain after such time, Show Management, at its sole discretion, may remove same, and the Exhibitor shall be liable for and agrees to pay all costs for any dismantling, storage and/or shipment of such items, without prior approval of such charges by Exhibitor. Show Management and the Facility shall not be liable for or responsible for any damage to or loss of any Exhibit or display materials or other property of an Exhibitor or its personnel, representatives, or agents due to removal, discarding or storage under any circumstances whatsoever.

**b. Ready to Exhibit/ Exposition Hall Access**

- i. All Exhibits must be in place ready for the opening of the Exposition. Exhibitor personnel are allowed to enter the Exposition Hall two (2) hours prior to the posted Exposition hours each day of the Exposition. If an Exhibitor requires earlier entry, it must obtain written permission from Show Management.
- ii. Exhibitors must exit the Exposition Hall at posted times during move-in and move-out, and within thirty (30) minutes after close of Exposition Hall on Tuesday, May 9, 2023, through Thursday, May 11, 2023. Subject to Show Management's prior written approval, which will be provided in Show Management's sole discretion, special timework permits may be available for late stays at the Exposition Hall. Additional security may be required, and charges may be incurred by Exhibitor as a result.

**c. Exhibit Inspections:** All Exhibits and Exhibit Spaces may be inspected by Show Management during set-up days. Any Exhibitor deviating from the Contract or other applicable laws or regulations will be required to immediately make modifications to their Exhibit and/or Exhibit Space, as applicable, at the Exhibitor's sole cost and expense prior to opening of the Exposition.

**d. Late Set-up/ Early Tear-Down:** Exhibit Spaces are required to be occupied by the assigned Exhibitor and Exhibit for the duration of the Exposition. If an Exhibitor fails to adhere to the set-up schedule or begins tear-down of its Exhibit or Exhibit Space prior to the designated times, or otherwise abandons its Exhibit Space at any time during Exposition hours, the Exhibitor will be in violation of the Contract.



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### 7. **SAFETY REQUIREMENTS**

#### **a. Structural Integrity**

- i. All Exhibit displays must be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring Exhibitors, laborers, or installation/dismantling equipment, such as forklifts. Displays must also be able to withstand moderate wind effects that may occur in the Facility when freight doors are open. All local building codes and regulations for temporary structures are to be followed.
- ii. All Exhibits measuring 20ft by 20ft (6.10m by 6.10m) or larger require digital drawing, plans or renderings to be submitted to Show Management at [jwalsh@mdna.com](mailto:jwalsh@mdna.com) and to the Official General Service Contractor at [exhibitorsupport@freeman.com](mailto:exhibitorsupport@freeman.com) no later than 45 days prior to the move-in date for the Exposition.
- iii. Exhibitors must ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.
- iv. Aisles and exits as designated on approved Show plans shall be kept clean, clear and free of obstructions. Booth constructions shall be substantial and fixed in a position in a specified area for the duration of the Exposition. Easels, signs, and other objects shall not be placed outside of Exhibitor's Exhibit Space. Under no circumstances should there be any obstacles placed in front of the emergency exit doors.

#### **b. Fire Safety**

- i. Exhibit Space construction shall be substantial, and the Exhibit shall be contained within the Exhibitor's Exhibit Space for the duration of the Exposition.
- ii. All materials used in the Exhibit Space, including the Exhibit, booth construction, and all decorative materials (drapery, table coverings, banners, foam board, signs, set pieces, etc.) must be non-combustible or flame retardant. Certificates of flame-retardant treatment may need to be submitted to the local Fire Department along with samples of said materials prior to construction of the Exhibit Space. You must maintain copies of any such certificates in the Exhibit Space throughout the entirety of the Exposition, as the Fire Department can require verification at any time. Utilizing cardboard boxes as parts of exhibits or displays is not permissible.
- iii. Under no circumstances are open flame devices such as lighted candles, lighters or sparklers, or any gasoline, kerosene, combustible gasses, or other combustible or explosive substances or materials permitted in the Facility, except as specifically approved by Show Management, the Facility, and the local Fire Department.
- iv. Foam plastic elements greater than ¼-inch thickness shall not be permitted. Fire resistant foam board signage, not greater than ½-inch thickness, is acceptable in Exhibit Spaces.
- v. Running fuel-powered motors or machinery: All fuel-powered motors must have an exhaust system that will prevent any fumes from being emitted. Prior approval from Show Management, the Facility, and the local Fire Department is required. A Fire Watch may be required; please contact the Facility for more information.
- vi. Exhibitors must dispose of any waste products they generate during the exhibition in accordance with all applicable guidelines, including those established by the Environmental Protection Agency and the Facility. No oils, combustibles, or any

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liquids other than water may be poured in the Facility drainage or sewer systems. No tools, machines or other items may be emptied, washed, or rinsed in Facility restrooms. Please contact the Facility for additional information.

- c. Storage:** Fire regulations prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. However, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.
- d. Electrical:** Exhibitors must adhere to the following minimum guidelines when determining Exhibit Space electrical needs:

  - i. All 110-volt wiring must be grounded three-wire.
  - ii. Wiring that touches the floor must be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage."
  - iii. Cord wiring above floor level can be "SJ" which is rated for "hard usage."
  - iv. Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps are prohibited.
  - v. Power strips (multi-plug connectors) must be UL approved, with built-in over- load surge protectors.
- e. Lighting:** Exhibitors must adhere to the following minimum guidelines when determining booth lighting:

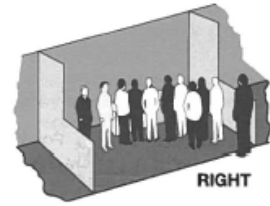
  - i. No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the Exhibit Space. Exhibitors intending to use hanging light systems or lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy must submit drawings and specifications to Show Management at [jwalsh@mdna.com](mailto:jwalsh@mdna.com) at least 90 days in advance for approval.
  - ii. Lighting, including gobos, should be directed to the inner confines of the Exhibit Space. Lighting must not project onto other exhibits or exhibition aisles. Lighting that spins, rotates, pulsates, and other specialized lighting effects must be in good taste and not interfere with neighboring Exhibitors or otherwise detract from the general atmosphere of the Show, as determined by Show Management in its sole discretion.
  - iii. Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures due to potential fire hazards. Exhibitor has sole responsibility for ensuring that all lighting in its Exhibit Space complies with Facility rules.
  - iv. Any additional non-standard lighting requests, such as reduced lighting for theater areas must be approved by Show Management, the utility provider, and the Facility.

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### f. Demonstrations

- i. As a matter of safety and courtesy to others, Exhibitors must conduct sales presentations and product demonstrations in a manner which assures all Exhibitor personnel and attendees are within the contracted Exhibit Space and not encroaching on the aisle or neighboring Exhibits. It is the responsibility of each Exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors must be aware of and adhere to local regulations regarding fire/safety and environment.
- ii. Special caution must be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors must establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations may only be conducted by qualified personnel.
- iii. Demonstrations are permitted only with prior written consent from Show Management, which may be provided in Show Management's sole discretion. A full description of the demonstration intended use must be sent in writing to Show Management at [jwalsh@mdna.com](mailto:jwalsh@mdna.com) no later than thirty (30) days prior to the Exposition opening. Show Management reserves the right to cancel a demonstration during the course of the Exposition for any reason.



### g. Sound/Music

- i. In general, Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring Exhibitors. Speakers and other sound devices must be positioned to direct sound into the Exhibitor's Exhibit Space rather than into the aisle. Sound and noise must not exceed 85 decibels when measured from the aisle immediately in front of the Exhibit Space. (Refer to OSHA at [www.osha.gov](http://www.osha.gov) for more information.)
- ii. Exhibitors using music in their Exhibit Space or otherwise in connection with their Exhibit, either live or recorded, must provide Show Management with a copy of the exhibitor's Licensing Agreement with ASCAP, BMI, SESAC or other such licensing organization or must expressly warrant in writing to Show Management that no such license is required and must cite the specific exemption.

- h. Vehicles:** Vehicles may not be displayed without the prior written approval of the Facility. Any fuel-powered vehicle on static display must have the smallest possible amount of fuel, not more than a quarter tank or 5 gallons, whichever is less. Any natural gas or electric (no gas) car must have the battery disconnected throughout the Show.

## 8. USE OF AN EXHIBITOR APPOINTED CONTRACTOR (EAC)

- a. An Exhibitor Appointed Contractor ("EAC") is any contractor used by an Exhibitor at the Show other than the Official General Service Contractor or other Official Vendors, including anyone who is not an employee of the Exhibitor that will be working with or for Exhibitor in connection with their Exhibit or Exhibit Space such as delivery personnel, technicians,

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photographers, florists, A/V companies, and anyone hired by the Exhibitor who needs access to the Exposition Hall.

- b.** Permission to use an EAC must be obtained from Show Management, and such permission may be granted in Show Management's sole discretion, subject to the restrictions of the Facility and Official General Service Contractor. Generally, such permission cannot be given for catering, utilities, booth cleaning or material handling services, as those may be exclusive to the Facility and/or the Official General Service Contractor. Exhibitors who wish to use an EAC must submit a request to Show Management in accordance with the following requirements.
- c.** How to obtain authorization to use an EAC.  
There are three principal steps for obtaining authorization to use an Exhibitor Appointed Contractor:

  - i. Exhibitor **MUST** make a request in writing. Exhibitors who wish to use an EAC **MUST** fill out the Intent to Use Exhibitor Appointed Contractor form. Show Management must receive this form no later than April 7, 2023. No approvals can be granted for requests submitted after the deadline.
  - ii. EACs must provide Certificate(s) of Insurance that comply with the same insurance requirements applicable to Exhibitors as set forth in the Contract. Copies submitted by email to [jwalsh@mdna.com](mailto:jwalsh@mdna.com) will be accepted. Every person needing access to the show floor must be covered by insurance. (Exhibitors are required to insure their own personnel.) Any person who is not a direct employee of the Exhibitor must provide his/her own proof of insurance before being allowed access to the Exposition Hall.
  - iii. Written acceptance on the Intent to use an Exhibitor Appointed Contractor form, specifying that the EAC will abide by all rules and regulations and other requirements specified in or authorized by the Contract. This written acceptance must be received by Show Management by no later than April 7, 2023.
- d.** Exhibitors will be notified directly only if authorization is **NOT** approved. Therefore, unless the Exhibitor is so informed by Show Management, and if all listed conditions of the request are met, the request for use of an EAC will be considered granted without further notice.
- e.** Rules & Regulations Governing EACs

  - i. The EAC will refrain from placing an undue burden on the Official General Service Contractor by not interfering in any way with the Official General Service Contractor's work.
  - ii. The EAC will not solicit business on the show floor at any time. If found doing so, they will be escorted out of the Facility and prohibited from reentry.
  - iii. The EAC and Exhibitor will be jointly and severally liable to pay the Official General Service Contractor all reasonable costs incurred because of the EAC's operations at the Facility, including overtime pay for stewards, security, if necessary, restoration of Exhibit Space to its initial condition, marking of the floors, etc.
  - iv. The EAC will cooperate fully with the Official General Service Contractor and will comply with existing labor/union regulations or contracts as determined by the commitment made and obligations assumed by Show Management in any contracts with the Official General Service Contractor.

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- v. ALL EACs and their labor must be badged through the Show. No one will be allowed in the Exposition Hall without proper identification and a badge.
- vi. EACs will not be permitted to store equipment in the Facility. Due to limited space and fire regulations, all equipment must be stored off the premises. If found, equipment will be removed from building at the Exhibitor's expense.
- vii. The EAC, under no circumstances, will be allowed to remove floor-marking tape until the close of the Exposition.

#### **9. EXHIBIT SECURITY**

Content brought into the Facility is done so at Exhibitor's own risk, including without limitation any Exhibit materials, displays, equipment, items, goods, wares, and any other property including personal property of the Exhibitor's Representatives. Show Management will provide access and crowd management personnel during the Exposition installation, Exposition hours and dismantling of the Exposition for general safety and security purposes only. The security services provided by Show Management are not intended or offered, nor are they to be interpreted by Exhibitors, in any form whatsoever, as a guarantee by Show Management or the Facility against any loss, theft or damage to an Exhibitor, Exhibit Space, or any of an Exhibitor's Exhibit or other property. Exhibitor understands and agrees that the provision of such security services constitutes adequate discharge of all obligations of Show Management to supervise and protect the Show. Exhibitor is solely responsible for the security and safeguarding of its Exhibit Space, Meeting Space, and property always. Exhibitor may furnish additional guards at its own cost and expense subject to Show Management's prior written approval. Exhibitor understands and agrees that Show Management is not liable for anything its guard service, or the Facility security does or fails to do. Exhibitors will not be allowed into the Exposition Hall after Exposition hours.

For questions contact Joanne Walsh, Manager, Event Operations at 312-621-5844 or email [jwalsh@mdna.com](mailto:jwalsh@mdna.com).

## EASY IS NICE, ON ANY DEVICE

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

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

## HEALTH AND SAFETY

Stay informed on Products, Services and Resources that will help you plan for a safe return to your next event. [Click Here](#) for our Health and Safety Resources.

## BOOTH EQUIPMENT

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

## EXHIBIT HALL CARPET

The exhibit area is NOT carpeted. Only the two main aisles will be carpeted in red pepper. Show Management requires all exhibitors provide flooring for their booth. Exhibitors may provide their own or rent through Freeman. Please see enclosed carpet brochure and order form.

## DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by [APRIL 10, 2023](#).

## EXHIBITOR FREQUENTLY ASKED QUESTIONS

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

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

Saturday	May 06, 2023	8:00 a.m. - 8:00 p.m.
Sunday	May 07, 2023	8:00 a.m. - 8:00 p.m.
Monday	May 08, 2023	8:00 a.m. - 8:00 p.m.

### EXHIBIT HOURS

Tuesday	May 09, 2023	10:30 a.m. - 5:30 p.m.
Wednesday	May 10, 2023	10:30 a.m. - 5:30 p.m.
Thursday	May 11, 2023	10:30 a.m. - 3:00 p.m.

### EXHIBITOR MOVE-OUT

Thursday	May 11, 2023	3:00 p.m. - 10:00 p.m.
Friday	May 12, 2023	8:00 a.m. - 1:00 p.m.

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

## DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by Friday, May 12, 2023 at 1:00 PM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Friday, May 12, 2023 at 9:00 AM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

## EXHIBITOR SERVICE HOURS

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

## POST SHOW PAPERWORK AND LABELS

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

## EXCESSIVE TRASH AND BOOTH ABANDONMENT

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

## FREEMANONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by APRIL 10, 2023. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during** and **after** your show.

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

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

## SHIPPING INFORMATION

### Warehouse Shipping Address:

Exhibiting Company Name / Booth #  
**XPONENTIAL 2023**  
C/O Freeman  
4493 Florence St  
Denver, CO 80238

Freeman will accept crated, boxed or skidded material beginning April 6, 2023 at the above address. Material arriving after May 2, 2023 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 x 92"L. 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 #  
**XPONENTIAL 2023**  
Colorado Convention Center  
C/O Freeman  
700 14th St  
Denver, CO 80202

Freeman will receive shipments at the exhibit facility beginning May 6, 2023. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

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

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



**PURCHASE TERMS**

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

**LABOR INFORMATION**

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

**SERVICE CONTRACTOR CONTACTS / INFORMATION:****FREEMAN**

[Contact Us](#)

**FREEMAN EXHIBIT TRANSPORTATION**

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

**ASSISTANCE**

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

**WE APPRECIATE YOUR BUSINESS!**



## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICE**

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

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by APRIL 10, 2023.

#### **AVOID DELAY**

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

#### **SAFETY TIPS**

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

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

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

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

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

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

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

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

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

## Interested in going green and saving money?

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



### 1 BEFORE THE SHOW booth structure

#### Option 1 Multiple Use

Use **Forest Sustainable Certified (FSC)** wood to build your booth and crates.

Get creative! Design your booth with a **small shipping footprint** to minimize carbon emissions. Freeman's eye-catching stretch-fabric booth designs pack up small (and light!) for shipping.

#### Option 2 One-time Use

**Rent locally** from nearby Freeman offices to reduce both shipping costs and carbon emissions.

### 2 carpet

#### Option 1 Rent

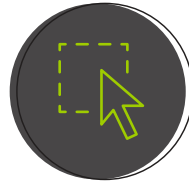
**Rent rather than buy carpet** to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

#### Option 2 Color

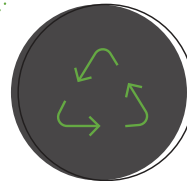
Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.



### 3 shipping



**Online + before deadline = better bottom line.** Take advantage of early-bird pricing and consolidate shipping when ordering supplies.



**Choose reusable shipping padding.** Avoid packing peanuts and foam plastic materials that never decompose.



**Ship early.** Use the 30-day policy to ship materials to the Freeman advance warehouse.

### 4 graphics

#### Option 1 Multiple Use

Print on a durable substrate **without dates, event names, or locations.**

#### Option 2 One-time Use

Print on 100 percent recyclable materials like Freeman Honeycomb and Smartbuild Eco, which are just as cost-effective as PVC.

### 5 printing



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



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



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

# 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.

# 8

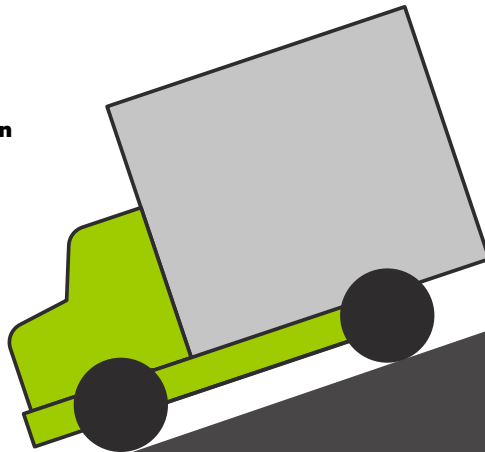
### shipping out

**Pack in, pack out.**

Leave no traces on show site.

**Join a caravan.**

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



# 9

### leftover materials

**Remember to label.**

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

**Donate the rest.**

Ask the Freeman Exhibitors Services desk about local donation programs.

# 7

## MOVE OUT

### train your team

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



**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

## 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/517847>

### 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**

event venue

venue  
dock

**your exhibit**

venue  
dock

**advance  
warehouse**

storage for empty containers



*advance warehouse*

where exhibit materials are stored before an event



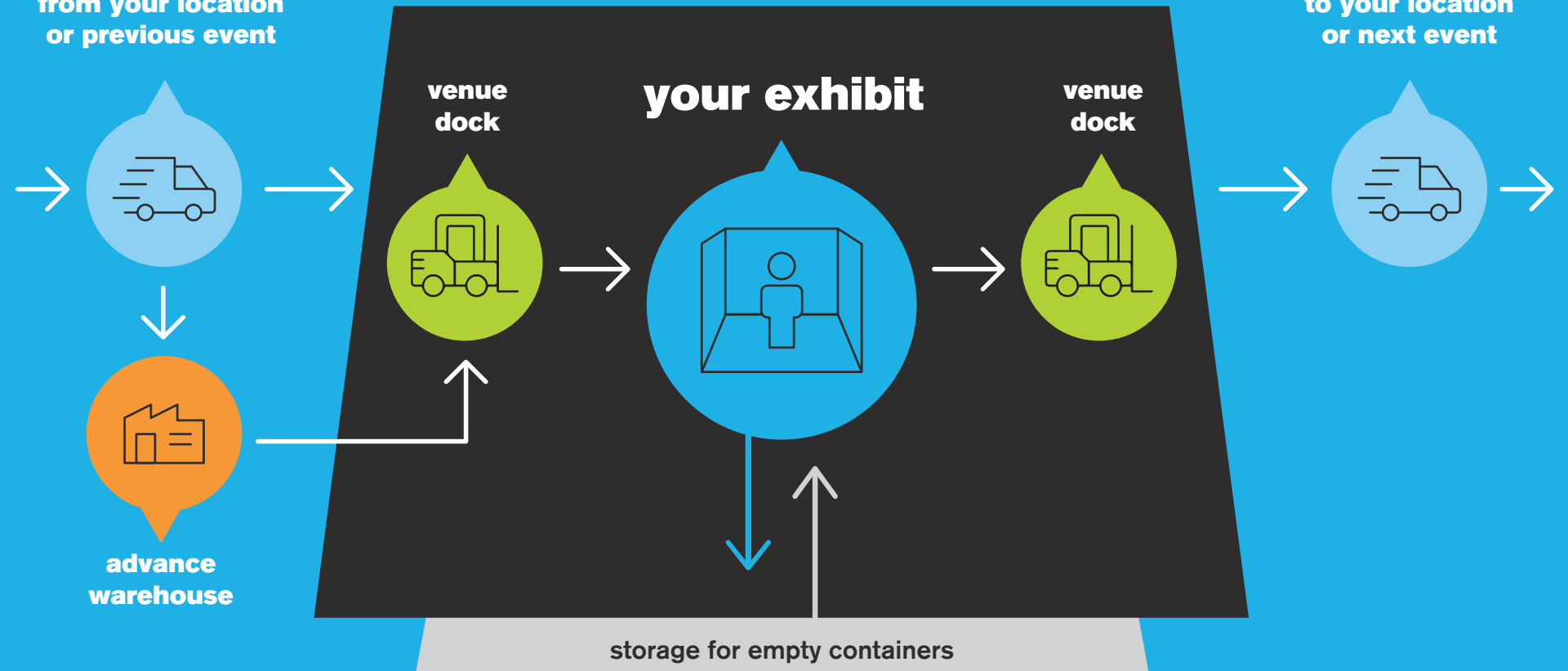
*shipping*

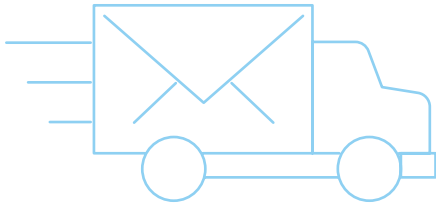
transport to the venue's shipping dock then from the shipping dock to the next event or customer location



*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.



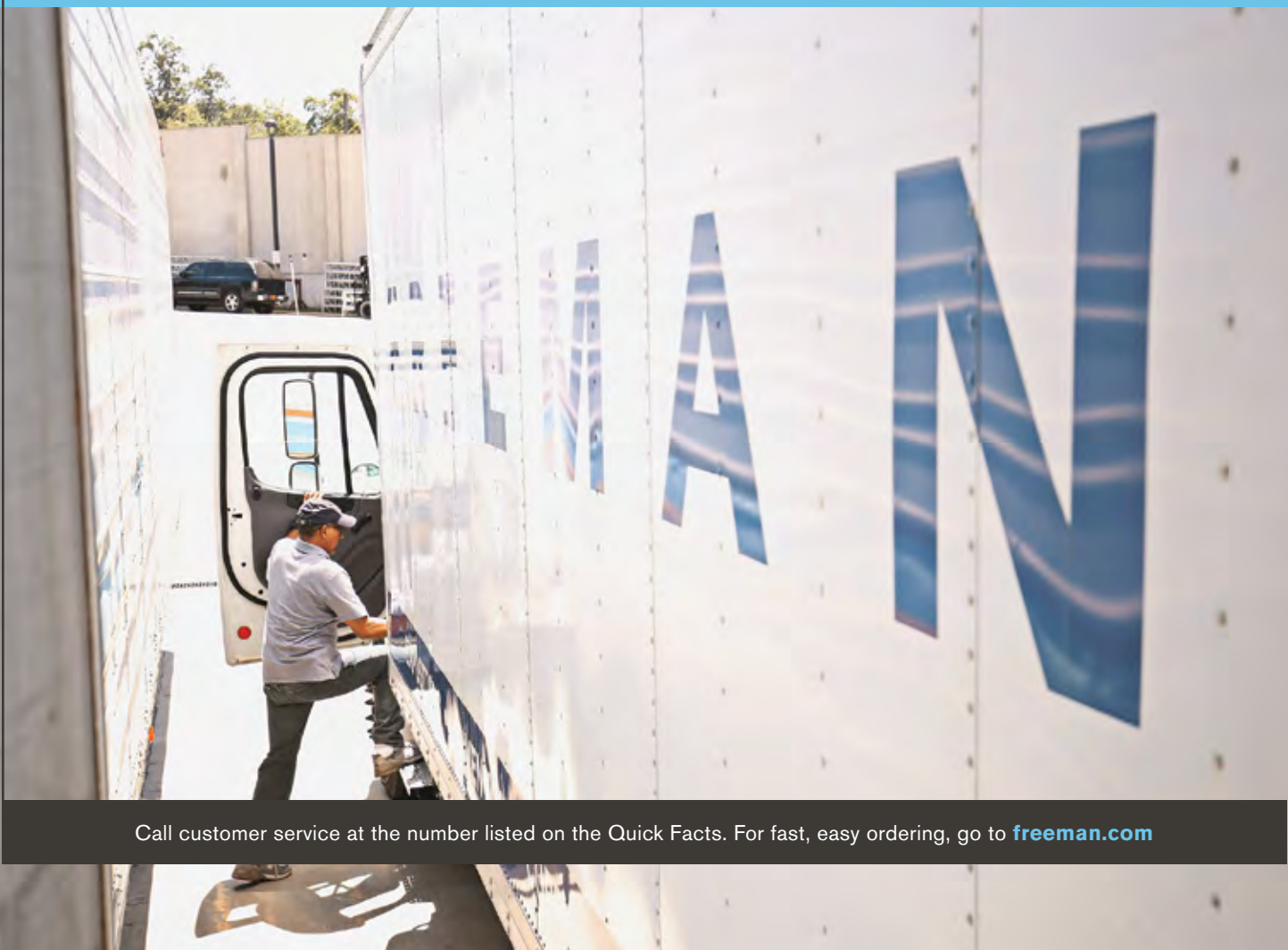
To take advantage, call **1-800-995-3579** or email **[exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)** for a quote.

# 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](http://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

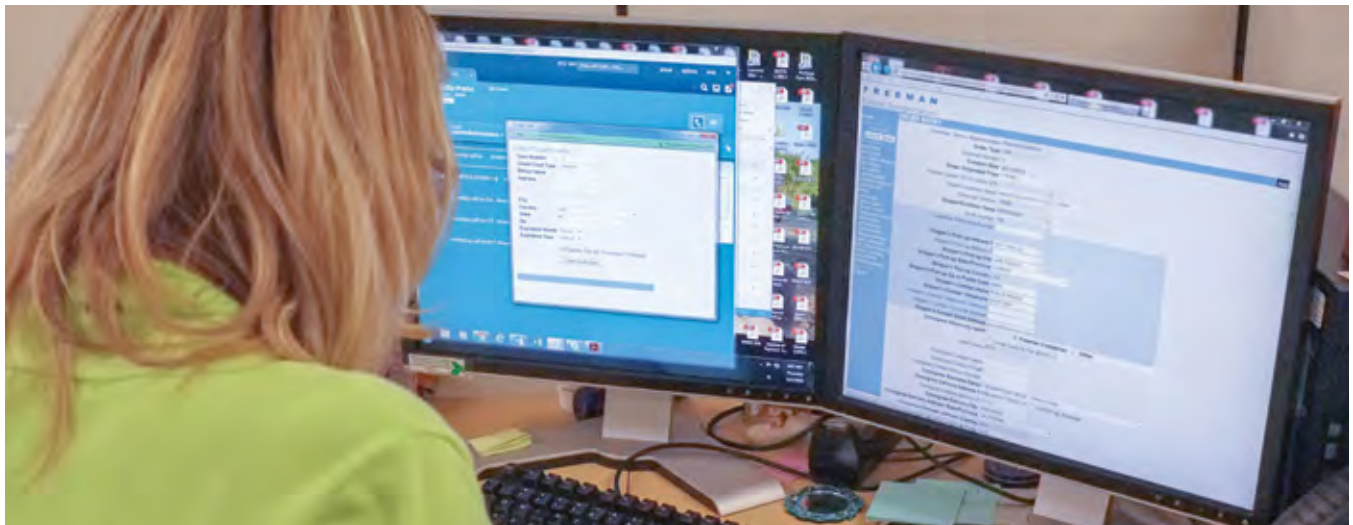
### Questions?

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**





NAME OF SHOW: **XPONENTIAL 2023 / May 9-11, 2023**

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

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

**XPONENTIAL 2023**

C/O: Freeman

4493 Florence St

Denver, CO 80238

**MUST BE DELIVERED BY MAY 02, 2023**

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

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

**XPONENTIAL 2023**

C/O: Freeman

Colorado Convention Center

700 14th St

Denver, CO 80202

**CANNOT BE DELIVERED BEFORE MAY 06, 2023**

#### TYPE OF SERVICE

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

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

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

### SHIPPING INFORMATION

#### Items to be shipped

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

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

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

#### OUTBOUND SHIPPING

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

Ship to address:

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

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

#### FAX THIS COMPLETED FORM VIA:

**E-mail:**

**[exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)**

**or**

**Fax: (469) 621-5810**

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

**SHOW #** (517847) \_\_\_\_\_

# 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](http://www.freeman.com).

## OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

FREEMAN®

# 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

<b>Material Handling</b> .....	\$	<b>1.52 per pound</b>
Rate applies to shipments sent to either the warehouse or directly to show site.		
<b>Material Handling - After Deadline</b> .....	\$	<b>1.90 per pound</b>
Rate applies to shipments arriving at the warehouse after <b>May 2, 2023</b> .		
<b>Material Handling - 10 lbs and under</b> .....		<b>Free of Charge</b>
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:

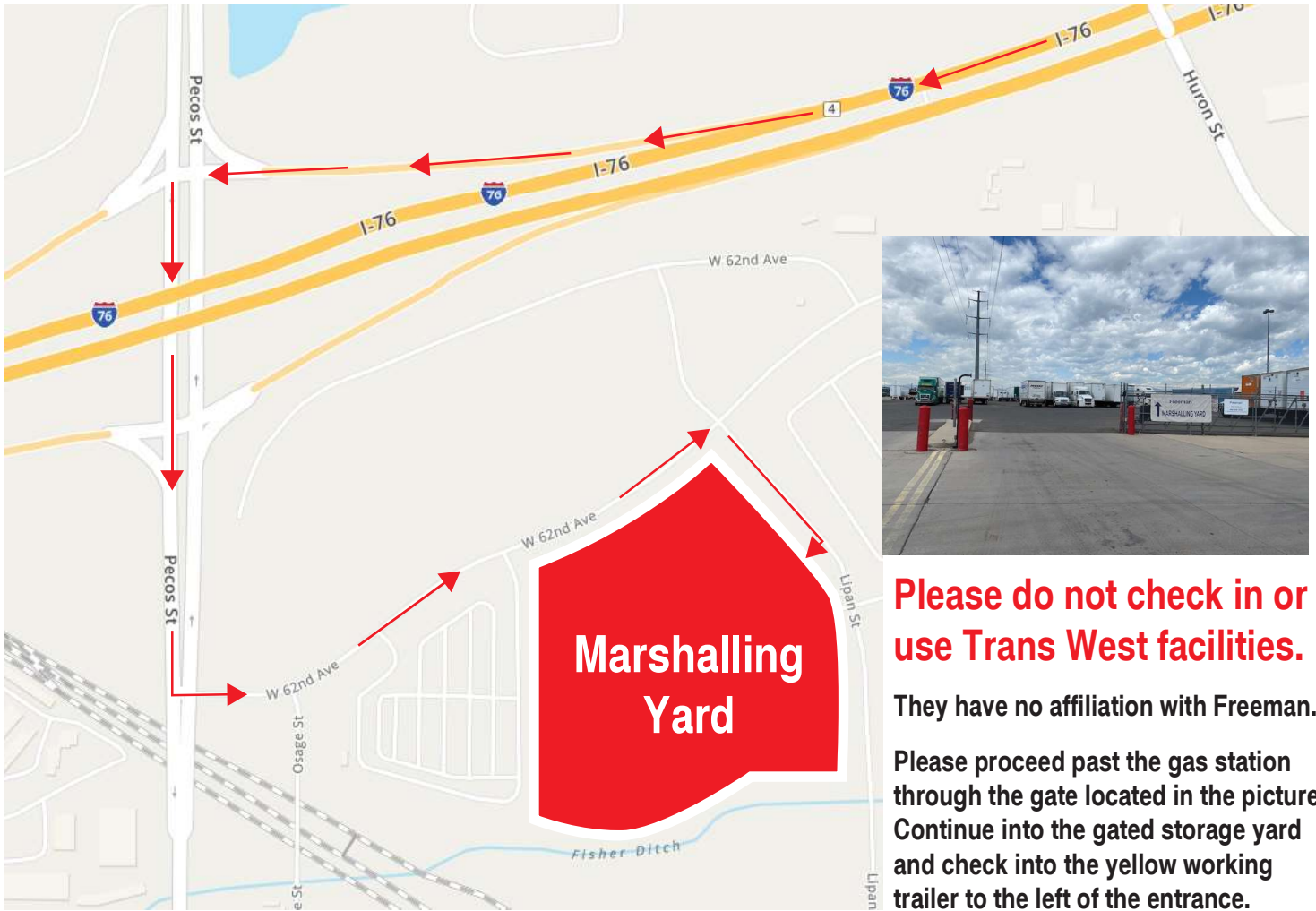
- Avoid wait times at show site; ship to our warehouse!
- Warehouse receiving begins on **April 6, 2023**.
- Warehouse address: **Exhibiting Company Name / Booth #**  
**XPONENTIAL 2023**  
**C/O Freeman**  
**4493 Florence St**  
**Denver, CO 80238**
- Please note that the Freeman warehouse does not 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 x 92"L.

#### Show Site:

- Show site receiving begins on **May 6, 2023**.
- Show Site address: **Exhibiting Company Name / Booth #**  
**XPONENTIAL 2023**  
**Colorado Convention Center**  
**C/O Freeman**  
**700 14th St**  
**Denver, CO 80202**

#### 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.



**Please do not check in or use Trans West facilities.**

**They have no affiliation with Freeman.**

**Please proceed past the gas station through the gate located in the picture. Continue into the gated storage yard and check into the yellow working trailer to the left of the entrance.**

## **MARSHALLING YARD MAP & DIRECTIONS**

### **6045 Lipan St. Denver, CO 80221**

#### **Please note:**

**All carriers must check in at the Marshalling Yard prior to picking up at the Colorado Convention Center.  
All carriers will be assigned a check in number at the time of arrival.**

**Proceed West on I-76  
Exit onto Pecos St.**

**Proceed south on Pecos and turn left onto 62nd parkway.  
Turn right on Lipan St. and another right into yard.**



(888) 508-5054

Fax: (469) 621-5614

Place your order online at [www.freeman.com/store](http://www.freeman.com/store)

Submit order forms [here](#).

NAME OF SHOW: **XPONENTIAL 2023 / May 9-11, 2023**

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

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

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



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

**SHIPPING INFORMATION**

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

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

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

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

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

BILL TO:  Same as Ship to:

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

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

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

**METHOD OF SHIPMENT**

Select a Carrier:

- Freeman Exhibit Transportation  Other Carrier

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

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

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

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

Select a Level of Service:

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

Select Shipment Options (if applicable)

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

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

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



**Freeman<sup>1</sup>**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: APRIL 06, 2023**

**DEADLINE DATE IS: MAY 02, 2023**

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

*EXHIBITOR NAME*

**C/O: Freeman**

**4493 Florence St**

**Denver, CO 80238**

**WAREHOUSE**

(517847)

**EVENT: XPONENTIAL 2023**

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

**Freeman<sup>1</sup>**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: APRIL 06, 2023**

**DEADLINE DATE IS: MAY 02, 2023**

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

*EXHIBITOR NAME*

**C/O: Freeman**

**4493 Florence St**

**Denver, CO 80238**

**WAREHOUSE**

(517847)

**EVENT: XPONENTIAL 2023**

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

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.  
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**Freeman**

**Freeman**

**R U S H**

**R U S H**

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**DO NOT DELAY**

**CANNOT DELIVER BEFORE MAY 06, 2023**

**CANNOT DELIVER BEFORE MAY 06, 2023**

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

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

**C/O: Freeman**  
**Colorado Convention Center**  
**700 14th St**  
**Denver, CO 80202**

**C/O: Freeman**  
**Colorado Convention Center**  
**700 14th St**  
**Denver, CO 80202**

**SHOW SITE**

(517847)

**SHOW SITE**

(517847)

EVENT: \_\_\_\_\_ **XPONENTIAL 2023**

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

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

*EXHIBITOR NAME*

**C/O: Freeman**

**4493 Florence St**

**Denver, CO 80238**

**HANGING SIGN**

(517847)

**EVENT:**                   **XPONENTIAL 2023**                  

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

**Freeman**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: APRIL 06, 2023**

**DEADLINE DATE IS: MAY 02, 2023**

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

*EXHIBITOR NAME*

**C/O: Freeman**

**4493 Florence St**

**Denver, CO 80238**

**HANGING SIGN**

(517847)

**EVENT:**                   **XPONENTIAL 2023**                  

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

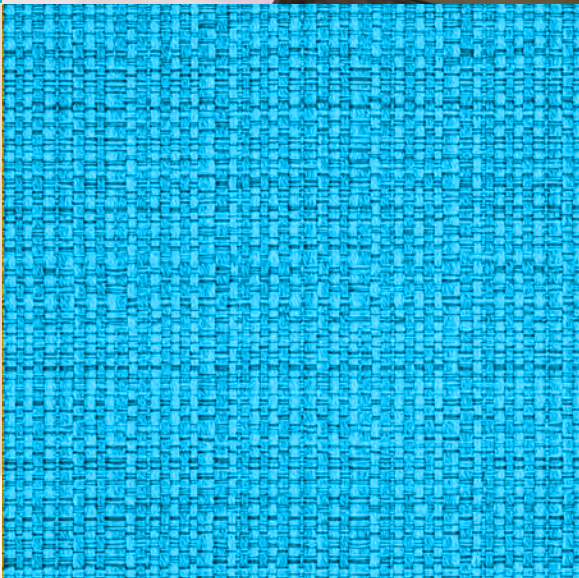
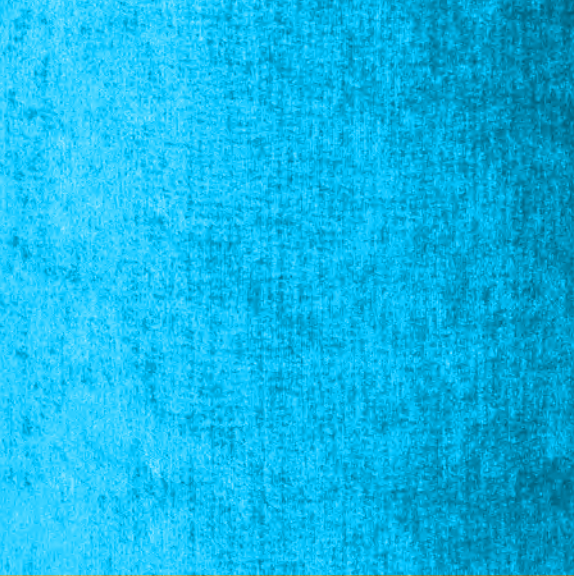
THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
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IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

Freeman<sup>7</sup>

Summer 2022 – Spring 2023

# Furniture catalog

Set the scene for engagement.







# Make a statement

The right furniture sets the stage to educate attendees about your brand, inspire audiences to partner with you, display your products elegantly, or connect through conversation.



# Table of contents

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24 Barstools



43 Accent tables



06 Soft seating



32 Ottomans







**The secret lies in designing your exhibit's engagement around your business goals,** choosing and using the right solutions to design your space, design your experience, and design your results.

**Things to consider:**

- Exhibit space and size
- Engagement type
- Presentation lengths
- Product displays

# Maximize your engagement





# Top design tips

for well executed exhibit spaces.

1

## Spin Around.

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



2

## Get Connected.

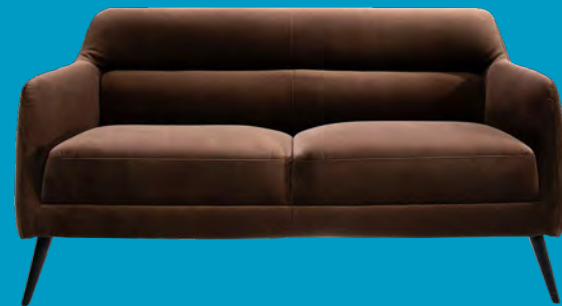
Communal tables help facilitate networking opportunities and build connections.



3

## Creature Comforts.

Design a comfortable "living room" space with soft lounge seating to relax clients and encourage conversation.



4

## Demo Down.

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



5

## Keep it Green.

Don't forget the greenery to warm up your booth environment by bringing nature indoors.



6

## Level the field.

Low and casual seating makes clients more comfortable and open to learning.



7

## Provide a Pop!

Colorful furnishings attract attention and help reinforce brand themes.



8

## Charge it!

Powered tables and seating encourages clients to linger in the booth and recharge.



9

## Talk details.

Accent tables provide perfect work spaces for more in-depth conversations.



10

## Stay Social.

Stylize furnishings to create shareable moments worthy of Instagram.



# Soft seating

Invite your guests to stay a while.



Allegro sofa  
p. | 11





## Conversate casually.

Create a welcoming environment with a soft seating collection that provides flexibility in style, color, and function.

# Soft seating

Pair neutral colors for a cohesive look.



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

**8309 Sterling Sofa**  
(gray fabric)  
82"L 33.5"D 32"H



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



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



# Soft seating

Perfect for more in-depth conversations.



**810180 Valencia Chair**  
(spice orange velvet)  
28"L 30.5"D 31"H



**83045 Valencia Sofa**  
(coffee brown velvet)  
63"L 30.5"D 31"H



# Soft seating

Mix and match chairs and sofas to create comfort in any sized space.



**830951 Key Largo Sofa**  
(black fabric)  
79"L 35"D 34"H



**83019 Baja Sofa**  
(white vinyl)  
86"L 30.5"D 28"H



**810950 Key Largo Chair**  
(black fabric)  
35"L 35"D 34"H



**830950 Key Largo Loveseat**  
(black fabric)  
57"L 35"D 34"H



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



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

# Soft seating

Set a new standard in seating with soft curves.



**83015 Allegro Sofa**  
(blue fabric)  
73"L 34.5"D 30"H

**81019 Allegro Chair**  
(blue fabric)  
36"L 34.5"D 30"H



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





# Soft seating

Modern and industrial details to satisfy your seating senses.




**830119 Naples Sofa**  
(black vinyl) 87"L 30"D 33.25"H  
830121 Available in power 



**810119 Naples Chair**  
(black vinyl) 36"L 30"D 33.25"H  
810120 Available in power 



**830120 Naples Loveseat**  
(black vinyl) 62"L 30"D 33.25"H  
830122 Available in power 



**83013 Cordoba Loveseat**  
(taupe fabric, black)  
60.5"L 32"D 33"H



**81048 Cordoba Chair**  
(taupe fabric, black)  
37"L 32"D 33"H

# Accent chairs

Add a little pop of color.



Bowery swivel chair

p. | 15





## Make a lasting impression.

Style, comfort, and seating that scales. Complement your brand identity with an assortment of accent chairs.

# Accent chairs

Merge design, innovation, and purpose into each detail.



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



**81034 Bowery Chair**  
(yellow fabric, chrome) 29.75"L 31" D27.25"H



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



**810145 Wentworth Chair**  
(brown vinyl) 31"L 24"D 31.5"H



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

# Accent chairs

Let comfort and quality take the lead.



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



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



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



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



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



# Accent chairs

Versatile statement pieces that stand out on a stage or in your exhibit.



**81048 Cordoba Chair**  
(taupe fabric, black)  
37"L 32"D 33"H



**81046 Brooklyn Meeting Chair**  
(white, oak)  
24.5"L 25.5"D 31.75"H



**81047 Brooklyn Swivel Chair**  
(white, black)  
24.5"L 25.5"D 31.75"H

# Accent chairs

Quality upholstery to stand the test of time.

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



**81032 Pasadena Chair**  
(white molded plastic, chrome tower base)  
27"L 25"D 26"H



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



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



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

# Side seating

Add a little something extra.



Laguna chair

p. | 22





# Design intentionally

Create an atmosphere that brings your vision to life with a diverse selection of chairs.



# Side chairs

Give your space a fresh look with clean lines.

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



**810161 Marina Chair**  
(brown fabric, brushed metal)  
17.5"L 19.5"D 35"H



**810160 Marina Chair**  
(black vinyl, brushed metal)  
17.5"L 19.5"D 35"H



**810162 Marina Chair**  
(ocean blue fabric, brushed metal)  
17.5"L 19.5"D 35"H



**810163 Marina Chair**  
(red fabric , brushed metal)  
17.5"L 19.5"D 35"H

# Side chairs

Add seating to any area, from a café to a theater space.



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

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



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



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



**71090 Black Diamond Arm Chair**  
(black) 20"L 21"D 33"H



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



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



**71089 Black Diamond Side Chair**  
(black) 21"L 23"D 32"H

# Side chairs

Bring out the personality of your event with stylish and colorful seating.

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



# Barstools

Meet and greet, casually.



Zoey barstool  
p. | 28





## Versatility defined.

Whether it be at a kiosk, bar, demo station or table, bar stools set the foundation for connecting. Pair with side seating to maximize seating options for your attendees.

# Barstools

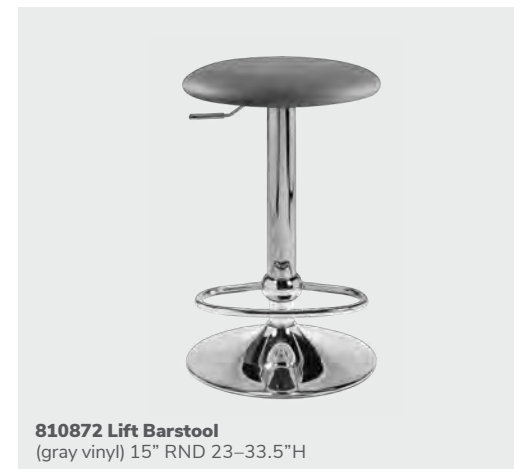
For quick and casual conversations.



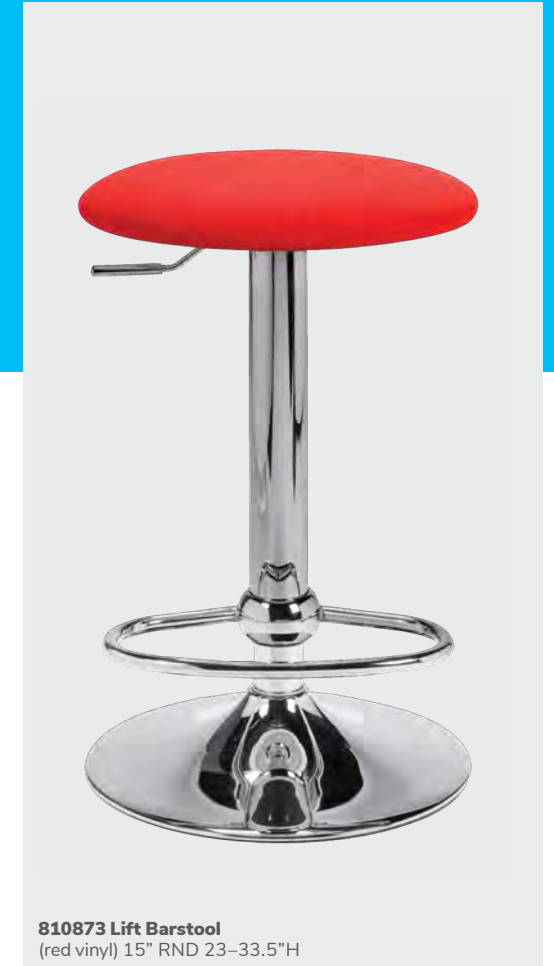
**810871 Lift Barstool**  
(black vinyl)  
15" RND 23-33.5"H



**810870 Lift Barstool**  
(white vinyl) 15" RND 23-33.5"H



**810872 Lift Barstool**  
(gray vinyl) 15" RND 23-33.5"H



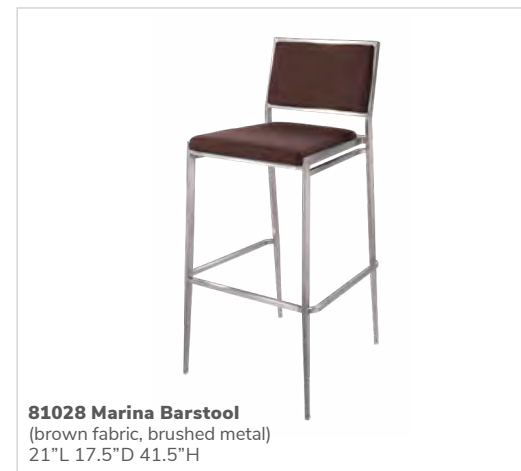
**810873 Lift Barstool**  
(red vinyl) 15" RND 23-33.5"H

# Barstools

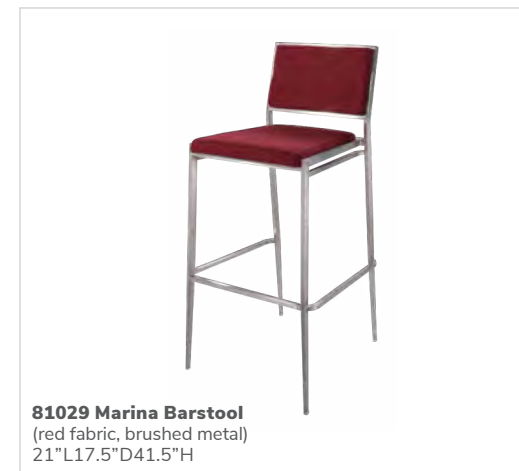
A timeless silhouette reliable for any setting.



**81026 Marina Barstool**  
(ocean blue fabric, brushed metal)  
21"L 17.5"D 41.5"H



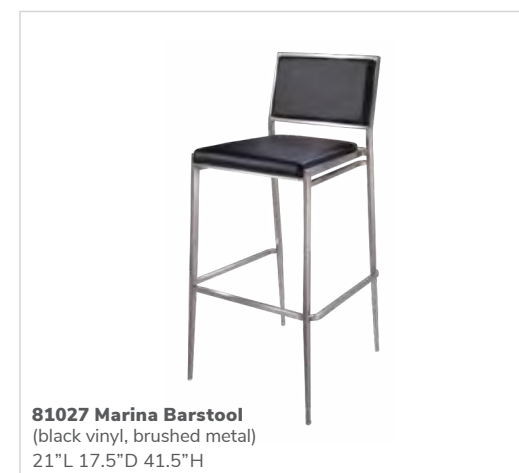
**81028 Marina Barstool**  
(brown fabric, brushed metal)  
21"L 17.5"D 41.5"H



**81029 Marina Barstool**  
(red fabric, brushed metal)  
21"L 17.5"D 41.5"H



**81030 Marina Barstool**  
(white vinyl, brushed metal)  
21"L 17.5"D 41.5"H



**81027 Marina Barstool**  
(black vinyl, brushed metal)  
21"L 17.5"D 41.5"H



# Barstools

Elevate your space with bold colors.



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



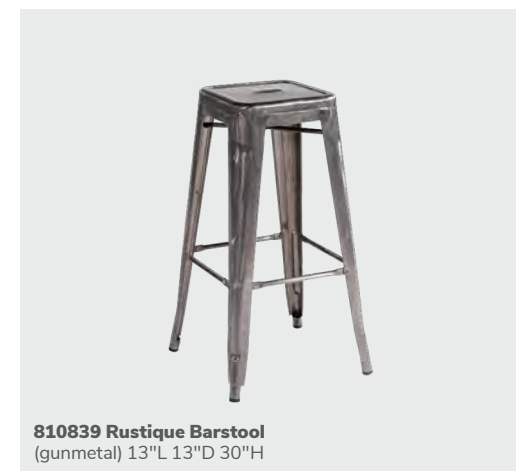
**810840 Zoey Barstool**  
(white vinyl, chrome) 15"L 16"D 30-34.75"H



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



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



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

# Barstools

Neutral options to complement your brand.



**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



**810104 Banana Barstool**  
(black, chrome)  
21"L 22"D 41.75"H



**810103 Banana Barstool**  
(white, chrome)  
21"L 22"D 41.75"H



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



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



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



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



# Bars & Counters

Meet and greet essentials.



Midtown bar

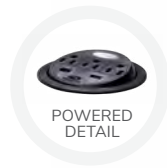
p. | 31

# Bars & Counters

Connect and socialize with guests. Functional solutions for entertaining and hosting demos.



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



POWERED  
DETAIL



(back)



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

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

**85050 Clear Divider Bar Counter**  
(clear acrylic)  
48-70"L 12"D 31.5"H



For personalization contact  
[exhibitorsolutions@freeman.com](mailto:exhibitorsolutions@freeman.com)

**850101 Midtown Bar**  
(pewter, unlighted)  
60"L 18"D 42"H



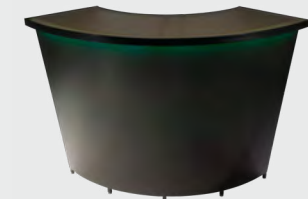
**72056 Bar & Display Counter**  
(black) 24"L 24"D 42"H



(blue-lit)



(red-lit)



(green-lit)



(white-lit)

**850100 Midtown Bar**  
(pewter, lighted with plug-in)  
60"L 18"D 42"H



# Ottomans

Perfectly positioned comfort  
anywhere, anytime.



Beverly, Marche & Vibe ottomans  
p. | 35, 36, 33

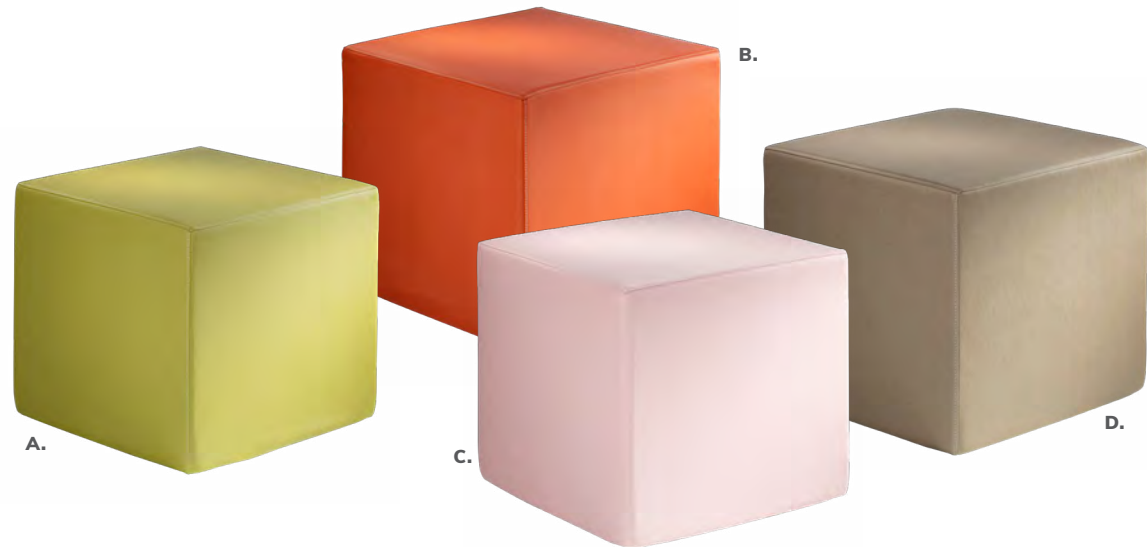
# Vibe Cube Ottomans

Bright and cheerful designs liven up your space.

## Vibe Cube Ottomans

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)



81531 (white vinyl)



81530 (black vinyl)



81532 (steel blue vinyl)



81534 (purple vinyl)



81533 (silver vinyl)



81519 (red vinyl)



81517 (yellow vinyl)



81518 (blue vinyl)



81525 (orange vinyl)

# Beverly Small Bench Ottomans

Adaptable, versatile, and colorful for any show occasion.

**Beverly Small Bench Ottomans**  
30"L 20"D 18"H

- A) 81567 (orange fabric)
- B) 81563 (green fabric)



81569 (white vinyl)



81560 (black vinyl)



81561 (blue fabric)



81562 (brown fabric)



81564 (gray fabric)



81565 (linen fabric)



81566 (lavender fabric)



81568 (red fabric)



81570 (yellow fabric)

# Beverly Bench Ottomans

Add elegance and style to any environment with classic designs.

**Beverly Bench Ottomans**  
60"L 20"D 18"H  
81555 (red fabric)



81550 (black vinyl)



81551 (brown fabric)



81552 (gray fabric)



81553 (linen fabric)



81554 (ocean blue fabric)



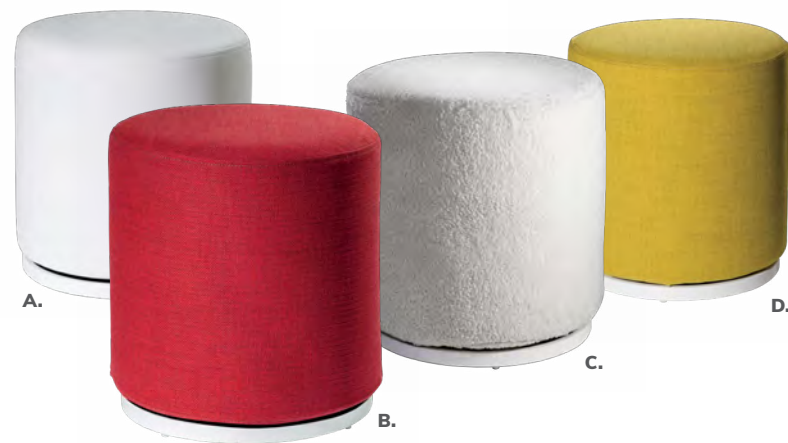
81556 (white vinyl)



# Marche Swivel Ottomans

Your go-to accessory that works for small groups, large gatherings, or theater-style seating.

**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)



**815156** (plum fabric)



**815151** (gray fabric)



**815159** (blue fabric)



**815155** (rose quartz fabric)



**815152** (linen fabric)



**815153** (raspberry fabric)



**815157** (meadow green fabric)



**815160** (orange fabric)



**81543** (black vinyl)



**81540** (forest green vinyl)



**81541** (teal velvet)



**81542** (distressed brown vinyl)

# Ottoman styles

Creative configurations that let everyone know they're welcome.



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



**815123 Endless Square**  
(black) 34"L 34"D 15"H



**815122 Endless Square**  
(white) 34"L 34"D 15"H



**815952 Endless Curved**  
(black) 60.5"L 37.5"D 15"H



**815953 Endless Curved**  
(white) 60.5"L 37.5"D 15"H

# Power seating and tables

Convenience that guests can plug into.



Tech Tablet chair

p. | 42

# Power seating and tables

Never run out of battery.

 Denotes AC and USB charging outlets



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



POWERED  
DETAIL




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



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




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




# Power seating and tables

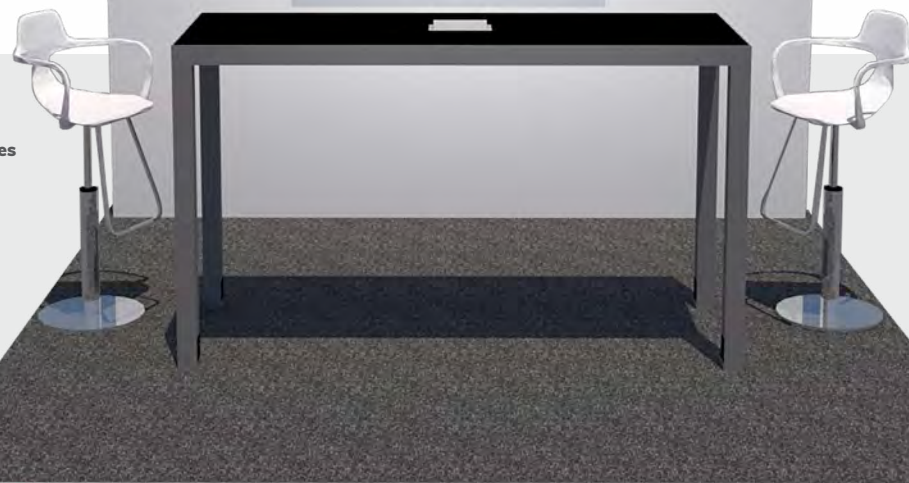
Demos displayed powerfully.

 Denotes AC and USB charging outlets



POWERED  
DETAIL


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



Ventura Powered Bar Table & Shark Barstools 10'x10' Booth

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




 **8207 30" Round Bar Table, Powered**  
(white top, black)  
30" RND 42"H



POWERED  
DETAIL

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



 **8208 30" Round Cafe Table, Powered**  
(white top, black)  
30" RND 29"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.

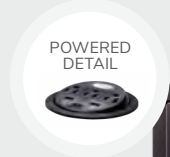
# Power seating and tables


Invite attendees to recharge.

 Denotes AC and USB charging outlets



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




 **Powered Locking Pedestal**  
**White**  
85061 24"L 24"D 36"H  
85063 24"L 24"D 42"H  
**Black**  
85060 24"L 24"D 36"H  
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.)



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




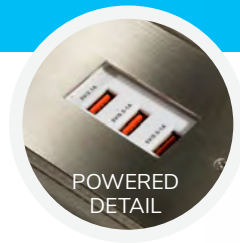
 **84084 Tech Desk, Powered**  
(black metal, laminate)  
60"L 30"D 30"H


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.

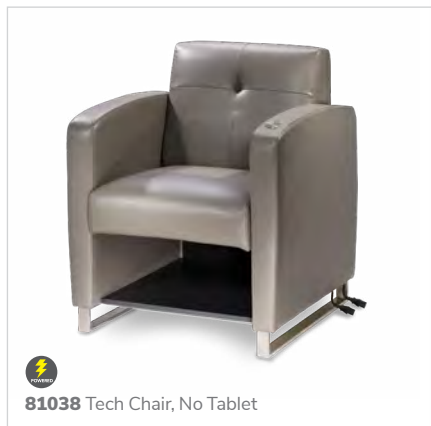
# Power seating and tables


Convenience at your fingertips.

 Denotes AC and USB charging outlets




 **81039 Tech Tablet Chair**  
(gray vinyl, white metal tablet, chrome base)  
30.5"L 29"D 33.5"H



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



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



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

# Accent tables

Work in style.



Mesa cocktail table

p. | 47






## Table talks.


When you want to facilitate more in-depth conversations and provide handy work surfaces, accent tables are the perfect tool to provide your attendees with the flexibility they need.

# Accent tables

Get more work done with more space.

 Denotes AC and USB charging outlets




 **Sydney Powered Cocktail Tables**  
48"L 26"D 18"H (brushed steel)  
**82073** (white)  
**82076** (black)  
Available in non-powered.





# Accent tables

Add room and style to your work space.


 Denotes AC and USB charging outlets

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



**Taos Side Tables**  
(bronze finish) 15.75"L 15.75"D 24"H  
**820322** (white top)  
**820320** (black top)  
**820321** (wood top)



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



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



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



**Sedona Side Table**  
(bronze finish) 15.75"L 15.75"D 24"H  
**820312** (white top)  
**820310** (black top)  
**820311** (wood top)

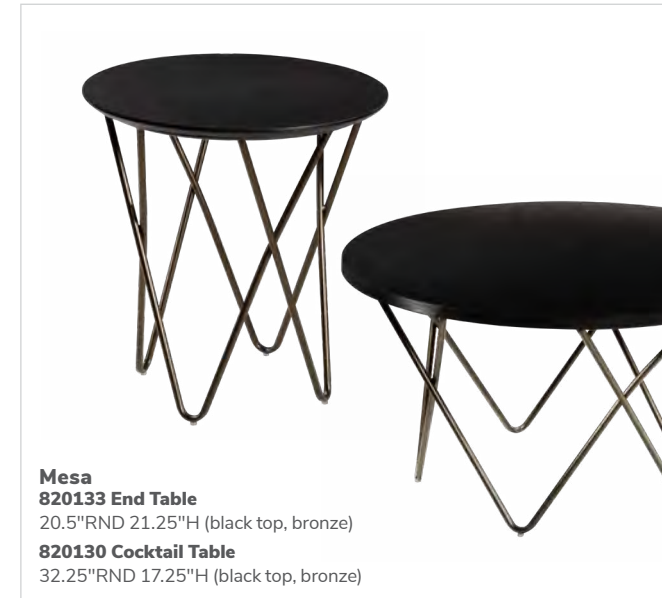


# Accent tables

Relax and have a nice conversation.



**Mesa**  
**820135 End Table**  
20.5"RND 21.25"H (wood top, bronze)  
**820132 Cocktail Table**  
32.25"RND 17.25"H (wood top, bronze)



**Mesa**  
**820133 End Table**  
20.5"RND 21.25"H (black top, bronze)  
**820130 Cocktail Table**  
32.25"RND 17.25"H (black top, bronze)



**Mesa**  
**820134 End Table**  
24"RND 21.25"H (glass top, bronze)  
**820131 Cocktail Table**  
36"RND 17.25"H (glass top, bronze)



# Accent tables

Sleek conversation pieces.



**Geo**  
(glass, chrome)  
**82034 Cocktail Table** 50"L 22"D 16"H  
**82035 End Table** 24"L 24"D 20"H



**Geo**  
(wood, black)  
**82027 Cocktail Table** 50"L 22"D 16"H  
**82028 End Table** 24"L 24"D 20"H



**Alondra**  
(glass, chrome)  
**820250 Cocktail Table** 47"L 24"D 16"H  
**820252 End Table** 20"L 20"D 20"H

**Alondra**  
(wood, chrome)  
**820253 End Table** 20"L 20"D 20"H  
**820251 Cocktail Table** 47"L 24"D 16"H



# Café tables

The perfect place to connect.



Café tables

p. | 50

# Café tables

Comfort plus connections make for lasting impressions.



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



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



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



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

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

# Café tables

The right balance to elevate your brand.



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



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

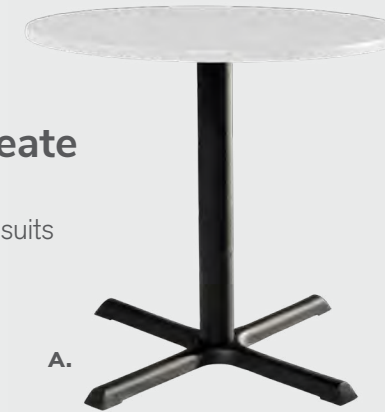
**810164 Marina Chair**  
(white vinyl, brushed metal) 17.5"L 19.5"D 35"H



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

## Customize and create

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



A.

**8201220** (white)



B.

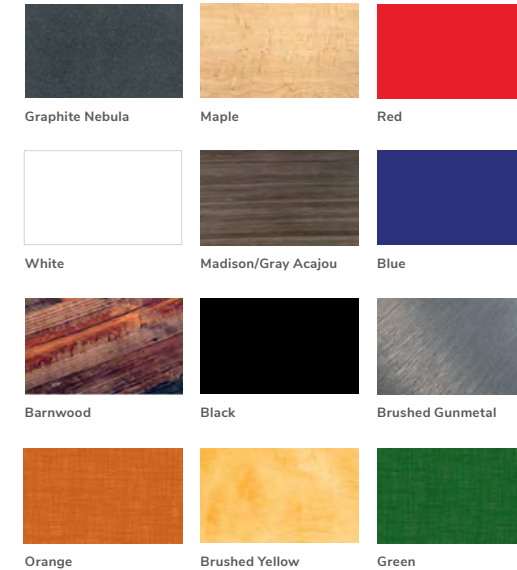
**820923** (graphite nebula)

### Café Tables

#### A) Standard Black Base 30" RND 29"H

- 820265 (madison/gray acajou)
- 820941 (blue)
- 820943 (wood)
- 8201236 (black)
- 8201235 (brushed gunmetal)
- 8201239 (brushed yellow)
- 8201237 (green)
- 8201238 (orange)
- 8201220 (white)

- 36" RND 29"H**
- 8201243 (black)



### Café Tables

#### B) Hydraulic Chrome Base 30" RND 29"H

- 820241 (madison/gray acajou)
- 8201208 (maple)
- 820921 (red)
- 820940 (blue)
- 820942 (barnwood)
- 8201223 (white)
- 8201231 (black)
- 8201230 (brushed gunmetal)
- 8201234 (brushed yellow)
- 8201232 (green)
- 8201233 (orange)
- 820923 (graphite nebula)

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



# Bar tables

Network, successfully.



Bar tables

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# Bar tables

Make that chat last a little longer.



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



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



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

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



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

# Bar tables

Endless options to make the perfect combination.

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



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

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



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

## Customize and create

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

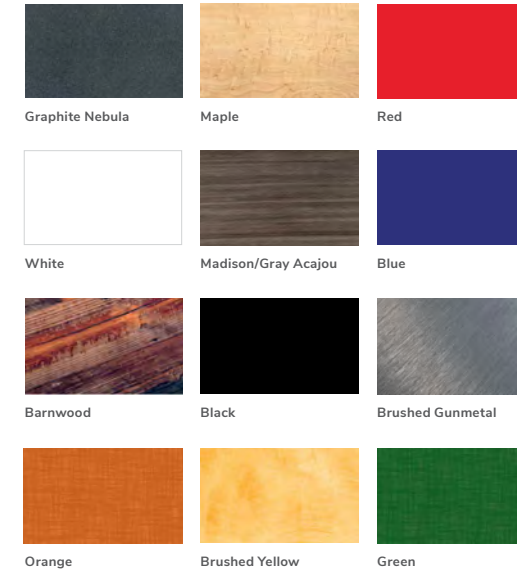


### Bar Tables

#### A) Standard Black Base 30" RND 42"H

- 8201221 (white)
- 820919 (brushed yellow)
- 820264 (madison/gray acajou)
- 820915 (brushed gunmetal)
- 820916 (black)
- 820917 (green)
- 820918 (orange)
- 820931 (blue)
- 820933 (barnwood)

36" RND 42"H  
8201241 (black)



### Bar Tables

#### B) Hydraulic Chrome Base 30" RND 45"H

- 820920 (red)
- 8201222 (white)
- 8201207 (maple)
- 820922 (graphite nebula)
- 820910 (brushed gunmetal)
- 820911 (black)
- 820912 (green)
- 820913 (orange)
- 820914 (brushed yellow)
- 820240 (madison/gray acajou)
- 820930 (blue)
- 820932 (wood)

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

# Conference tables

Take care of business.



Conference tables

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# Conference tables

Made for connecting with new business opportunities.



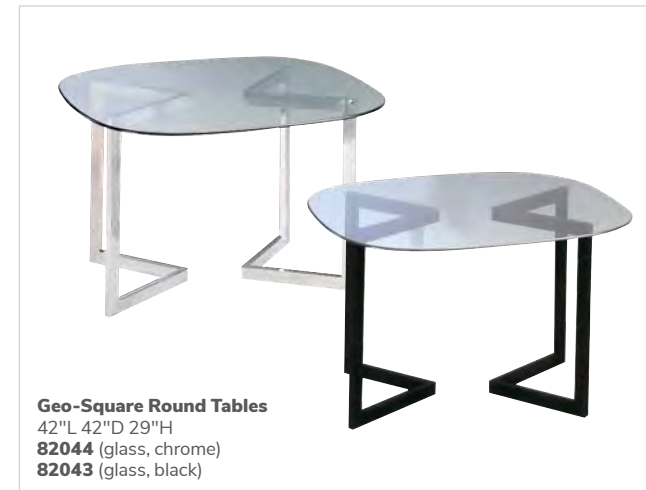
**Round Conference Tables**  
42"RND 29"H  
A) 820708 (white laminate)  
B) 820260 (madison/gray acajou)  
C) 8201244 (black top, black)



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



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



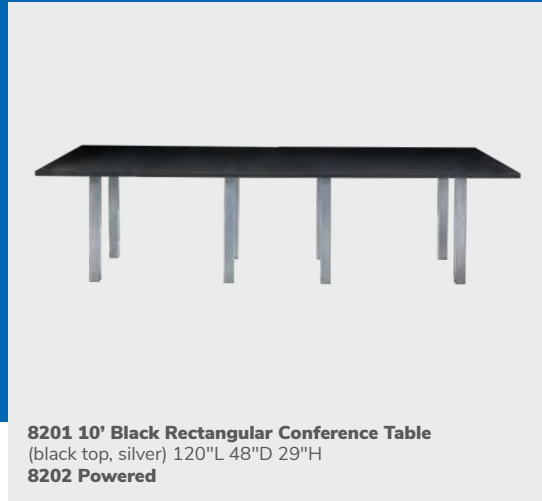
**Geo-Square Round Tables**  
42"L 42"D 29"H  
82044 (glass, chrome)  
82043 (glass, black)



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

# Conference tables

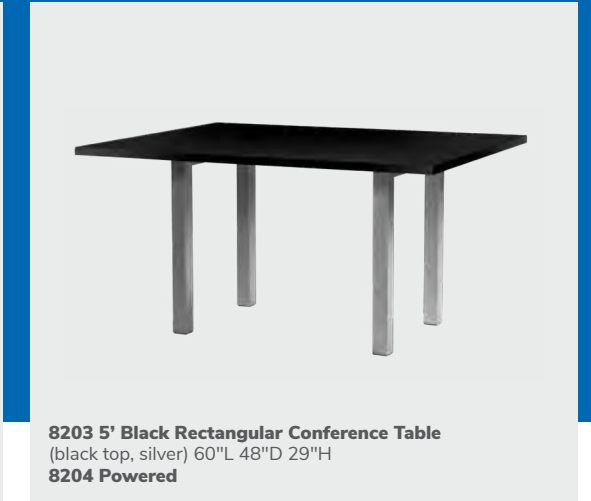
Make an impression.



**8201 10' Black Rectangular Conference Table**  
(black top, silver) 120"L 48"D 29"H  
**8202 Powered**



**8205 8' Black Rectangular Conference Table**  
(black top, silver) 96"L 48"D 29"H  
**8206 Powered**



**8203 5' Black Rectangular Conference Table**  
(black top, silver) 60"L 48"D 29"H  
**8204 Powered**



**820263 Madison 10' Table**  
(gray acajou) 120"L 48"D 29"H

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




**820262 Madison 8' Table**  
(gray acajou) 96"L 60"D 29"H




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

# Communal and powered tables


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

 Denotes AC and USB charging outlets



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



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



**Ventura Communal Café Tables**  
(silver frame)  
72.25"L 26.25"D 30"H

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

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

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



**Ventura Communal Bar Tables**  
(silver frame)  
72.25"L 26.25"D 42"H

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

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

**Black Top**  
820952 (solid)



Table top options



Colors not available in all table options. Please check options listed above.

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.

# Executive seating

Make a statement.



Executive seating

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# Executive seating

VIPs welcome.



**Pro Executive High Back Chair**  
25"L 24"D 45-48"H  
**810844** (white vinyl)  
**810946** (black vinyl)  
Adjustable height

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



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



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



**810944 Pro Executive Mid Back Chair**  
(black vinyl)  
24"L 22"D 36.75-39.75"H  
Adjustable height



**810945 Pro Executive Mid Back Chair**  
(white vinyl)  
24"L 22"D 36.75-39.75"H  
Adjustable height



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



# Office essentials

Be ready for success.



Madison Executive Desk

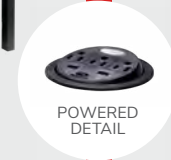
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# Office essentials

Stay organized. Stay ahead of the game.



**84083 Tech Desk, Powered, with 3 Drawer File Cabinet**  
 (black metal, laminate)  
**Tech Desk** 60"L 30"D 30"H  
**File Cabinet** 16"L 20"D 28"H  
 File cabinet also available separately 84080



POWERED  
DETAIL



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



**71045 Gray Gaslift Chair**  
 (gray, black) 20"L 26"D 38"H

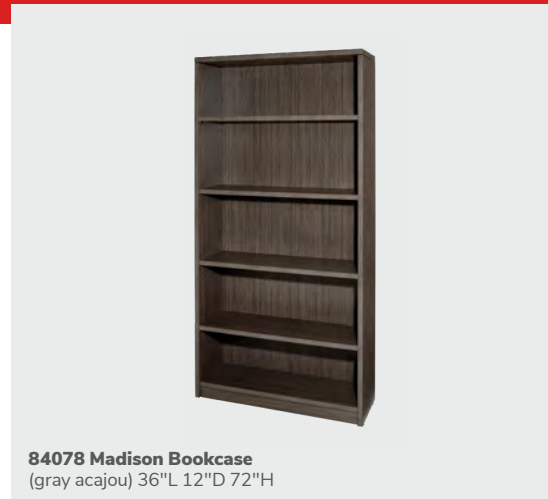


DESK BACK



DESK FRONT

**84075 Madison Executive Desk**  
 (gray acajou) 60"L 30"D 29"H  
**810844 Pro Executive High Back Chair**  
 (white vinyl) 25"L 24"D 45-48"H  
 Adjustable height



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



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



**71047 Gray Gaslift Stool**  
 (gray, black) 20"L 24"D 46"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.

# Office essentials



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

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



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



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



**850708 Mason Floor Lamp**  
(brushed silver) 18" RND 55"H  
**850707 Mason Table Lamp**  
(brushed silver) 16" RND 26"H



**85091 Freestanding White Board**  
(silver, white)  
40"L 9"D 72"H



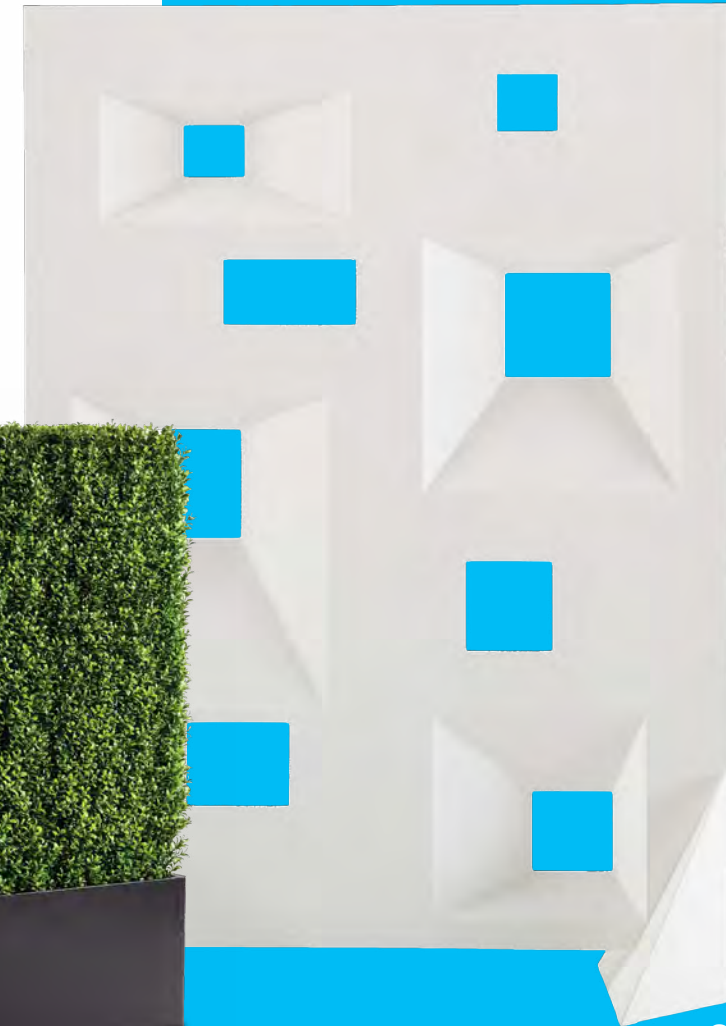
**220106 Corrugated Wastebasket**  
(black)





# Show essentials

Give your show that  
something “extra.”

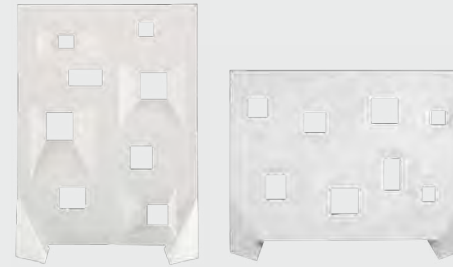


Greenery & Dividers

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# Show essentials

Create the space you need with greenery and dividers.



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

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



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

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

# Show essentials

Add essential elements that showcase your brand during the show.



## Product Kiosk & Display

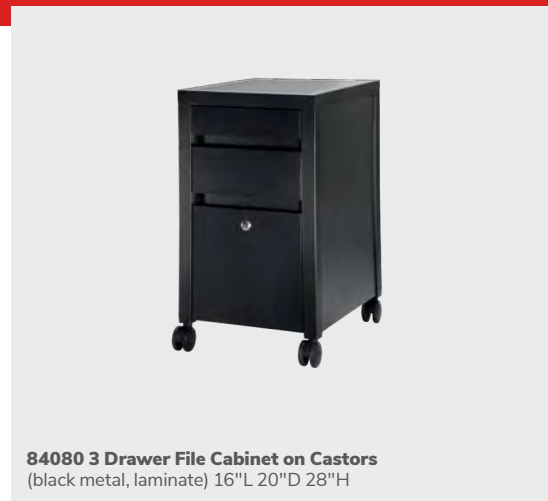
- 75032 Display Cube—Large**  
(black) 24"W 24"L 42"H
- 75031 Display Cube—Medium**  
(black) 18"W 18"L 36"H
- 75030 Display Cube—Small**  
(black) 12"W 12"L 42"H



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



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



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



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

**8983000 Mini Refrigerator**  
(white) 4.0 cubic feet  
20"W 22"L 33"H



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

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



# Show essentials

Live event basics.



## Draped or Undraped Tables & Counters



### Corrugated Risers

**4'L 7"H Corrugated Riser**  
1504100 (black) | 1504101 (white)  
**4'L 14"H Corrugated Riser**  
1504200 (black) | 1504201 (white)

**6'L 7"H Corrugated Riser**  
1506100 (black) | 1506101 (white)  
**6'L 14"H Corrugated Riser**  
1506200 (black) | 1506201 (white)

**8'L 7"H Corrugated Riser**  
1508100 (black) | 1508101 (white)  
**8'L 14"H Corrugated Riser**  
1508200 (black) | 1508201 (white)



## Table Drape Colors



Visit us at [freeman.com/store](https://freeman.com/store) to view full product line and place order.

## Sizing Chart

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

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

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

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

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

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

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

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

### 4th Side | Table Draped 30"

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

### 4th Side | Table Draped 42"

12404642 Drape Table 4th Side 6' X 42"  
12404842 Drape Table 4th Side 8' X 42"



Freeman<sup>1</sup>

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>SOFT SEATING</b>						
<b>Naples Group - Black Vinyl</b>						
_____	810119	Chair.....	625.00	687.50	875.00	_____
_____	830120	Loveseat.....	725.00	797.50	1,015.00	_____
_____	830119	Sofa.....	825.00	907.50	1,155.00	_____
<b>Munich Group - Gray Fabric</b>						
_____	810151	Armless Chair.....	400.00	440.00	560.00	_____
<b>Baja Group - White Vinyl</b>						
_____	81050	Chair.....	625.00	687.50	875.00	_____
_____	83020	Loveseat.....	725.00	797.50	1,015.00	_____
_____	83019	Sofa.....	825.00	907.50	1,155.00	_____
<b>Valencia - Velvet</b>						
_____	810180	Chair - Spice Orange.....	500.00	550.00	700.00	_____
_____	83045	Sofa - Coffee Brown.....	650.00	715.00	910.00	_____
<b>Key Largo Group - Black Fabric</b>						
_____	830950	Loveseat.....	600.00	660.00	840.00	_____
_____	830951	Sofa.....	700.00	770.00	980.00	_____
_____	810950	Chair.....	500.00	550.00	700.00	_____
<b>Allegro Group - Blue Fabric</b>						
_____	81019	Chair.....	500.00	550.00	700.00	_____
_____	83015	Sofa.....	700.00	770.00	980.00	_____
<b>Fairfax Group - White Vinyl</b>						
_____	810949	Chair.....	400.00	440.00	560.00	_____
_____	830949	Sofa.....	600.00	660.00	840.00	_____
<b>Palm Beach - White Vinyl</b>						
_____	83040	Sofa.....	725.00	797.50	1,015.00	_____
<b>Sterling Group - Gray Fabric</b>						
_____	81037	Chair.....	725.00	797.50	1,015.00	_____
_____	8309	Sofa.....	975.00	1,072.50	1,365.00	_____
<b>Cordoba Group - Taupe/Black</b>						
_____	81048	Chair.....	600.00	660.00	840.00	_____
_____	83013	Loveseat.....	700.00	770.00	980.00	_____

**CASUAL SEATING**

<b>Ottomans</b>						
_____	815122	Endless Square - White Vinyl.....	410.00	451.00	574.00	_____
_____	815123	Endless Square - Black Vinyl.....	410.00	451.00	574.00	_____
_____	815953	Endless Curve - White Vinyl.....	435.00	478.50	609.00	_____
_____	815952	Endless Curve - Black Vinyl.....	435.00	478.50	609.00	_____
_____	81518	Vibe Cube - Blue Vinyl.....	150.00	165.00	210.00	_____
_____	81519	Vibe Cube - Red Vinyl.....	150.00	165.00	210.00	_____
_____	81525	Vibe Cube - Orange Vinyl.....	150.00	165.00	210.00	_____
_____	81517	Vibe Cube - Yellow Vinyl.....	150.00	165.00	210.00	_____
_____	81530	Vibe Cube - Black Vinyl.....	150.00	165.00	210.00	_____
_____	81531	Vibe Cube - White Vinyl.....	150.00	165.00	210.00	_____



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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Ottomans (continued)</b>						
	81532	Vibe Cube - Steel Blue Vinyl.....	150.00	165.00	210.00	
	81533	Vibe Cube - Silver Vinyl.....	150.00	165.00	210.00	
	81534	Vibe Cube - Purple Vinyl.....	150.00	165.00	210.00	
	81535	Vibe Cube -Citrus Green Vinyl.....	150.00	165.00	210.00	
	81536	Vibe Cube - Taupe Vinyl.....	150.00	165.00	210.00	
	81537	Vibe Cube - Spice Orange Vinyl.....	150.00	165.00	210.00	
	81538	Vibe Cube - Desert Rose Vinyl.....	150.00	165.00	210.00	
	815151	Marche Swivel - Gray Fabric.....	210.00	231.00	294.00	
	815154	Marche Swivel - Red Fabric.....	210.00	231.00	294.00	
	815159	Marche Swivel - Blue Fabric.....	210.00	231.00	294.00	
	815152	Marche Swivel - Linen Fabric.....	210.00	231.00	294.00	
	815157	Marche Swivel - Meadow Green Fabric.....	210.00	231.00	294.00	
	815158	Marche Swivel - Pear Yellow Fabric.....	210.00	231.00	294.00	
	815156	Marche Swivel - Plum Fabric.....	210.00	231.00	294.00	
	815153	Marche Swivel - Raspberry Fabric.....	210.00	231.00	294.00	
	815155	Marche Swivel - Rose Quartz Fabric.....	210.00	231.00	294.00	
	815150	Marche Swivel - White Vinyl.....	210.00	231.00	294.00	
	815160	Marche Swivel - Orange Fabric.....	210.00	231.00	294.00	
	81540	Marche Swivel - Forest Green Vinyl.....	210.00	231.00	294.00	
	81541	Marche Swivel - Teal Velvet.....	210.00	231.00	294.00	
	81542	Marche Swivel - Distressed Brown Vinyl.....	210.00	231.00	294.00	
	81543	Marche Swivel - Black Vinyl.....	210.00	231.00	294.00	
	81539	Marche Swivel - Ivory Faux Sheep Fur.....	210.00	231.00	294.00	
<b>Beverly Bench Ottomans</b>						
	81550	Black Vinyl.....	410.00	451.00	574.00	
	81551	Brown Fabric.....	410.00	451.00	574.00	
	81552	Gray Fabric.....	410.00	451.00	574.00	
	81553	Linen Fabric.....	410.00	451.00	574.00	
	81554	Ocean Blue Fabric.....	410.00	451.00	574.00	
	81555	Red Fabric.....	410.00	451.00	574.00	
	81556	White Vinyl.....	410.00	451.00	574.00	
<b>Beverly Small Bench Ottomans</b>						
	81560	Black Vinyl.....	310.00	341.00	434.00	
	81561	Blue Fabric.....	310.00	341.00	434.00	
	81562	Brown Fabric.....	310.00	341.00	434.00	
	81563	Green Fabric.....	310.00	341.00	434.00	
	81565	Linen Fabric.....	310.00	341.00	434.00	
	81568	Red Fabric.....	310.00	341.00	434.00	
	81569	White Vinyl.....	310.00	341.00	434.00	
	81566	Lavender Fabric.....	310.00	341.00	434.00	
	81567	Orange Fabric.....	310.00	341.00	434.00	
	81564	Gray Fabric.....	310.00	341.00	434.00	
	81570	Yellow Fabric.....	310.00	341.00	434.00	
<b>Accent Chairs</b>						
	71089	Black Diamond Side Chair.....	135.00	148.50	189.00	
	71090	Black Diamond Arm Chair.....	150.00	165.00	210.00	
	810861	Laguna Chair - Maple/Chrome.....	160.00	176.00	224.00	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Accent Chairs (continued)</b>						
	210108	Limerick® Chair by Herman Miller.....	90.00	99.00	126.00	
	810816	Madrid Chair - White Vinyl/Chrome.....	625.00	687.50	875.00	
	810948	Meeting Chair - White Vinyl.....	325.00	357.50	455.00	
	810164	Marina Chair - White Vinyl.....	180.00	198.00	252.00	
	810160	Marina Chair - Black Vinyl.....	180.00	198.00	252.00	
	810161	Marina Chair - Brown Fabric.....	180.00	198.00	252.00	
	810162	Marina Chair - Ocean Blue Fabric.....	180.00	198.00	252.00	
	810163	Marina Chair - Red Fabric.....	180.00	198.00	252.00	
	810131	Malba Chair - Gray Molded Plastic.....	115.00	126.50	161.00	
	810130	Malba Chair - Green Molded Plastic.....	115.00	126.50	161.00	
	810846	Christopher Chair - White Vinyl/Chrome.....	150.00	165.00	210.00	
	810851	Zenith Chair - White/Chrome.....	160.00	176.00	224.00	
	810841	Rustique Chair - Gunmetal.....	150.00	165.00	210.00	
	810837	Razor Armless Chair - White High Density Plastic.....	110.00	121.00	154.00	
	810875	Swanson Swivel Chair - White Vinyl.....	325.00	357.50	455.00	
	81083	Blade Chair - Sky Blue.....	110.00	121.00	154.00	
	81082	Blade Chair - Red.....	110.00	121.00	154.00	
	81093	Lucent Chair - Frosted Acrylic.....	200.00	220.00	280.00	
	810145	Wentworth Chair - Brown Vinyl.....	325.00	357.50	455.00	
	81024	Atherton Chair - Brown Leather.....	725.00	797.50	1,015.00	
	81034	Bowery Chair - Yellow Fabric.....	500.00	550.00	700.00	
	81035	Century Chair - Gray Velvet.....	500.00	550.00	700.00	
	81036	Lena Chair - Green Leather.....	500.00	550.00	700.00	
	81031	Montreal Chair - Blue Fabric.....	625.00	687.50	875.00	
	81032	Pasadena Chair - White Plastic.....	315.00	346.50	441.00	
	81038	Tech Chair - Gray Vinyl.....	625.00	687.50	875.00	
	81039	Tech Tablet Chair - Gray Vinyl.....	625.00	687.50	875.00	
	81046	Brooklyn Swivel Meeting Chair - White/Oak.....	400.00	440.00	560.00	
	81047	Brooklyn Swivel Meeting Chair - White/Black.....	400.00	440.00	560.00	
<b>Executive Seating</b>						
	71045	Gray Gaslift Chair Without Arms.....	240.00	264.00	336.00	
	810874	La Brea Swivel Chair - Charcoal Gray Fabric.....	400.00	440.00	560.00	
	810175	Genesis Chair - Black.....	250.00	275.00	350.00	
	810844	Pro Executive High Back Chair - White Vinyl.....	350.00	385.00	490.00	
	810946	Pro Executive High Back Chair - Black Vinyl.....	350.00	385.00	490.00	
	810945	Pro Executive Mid Back Chair - White Vinyl.....	350.00	385.00	490.00	
	810944	Pro Executive Mid Back Chair - Black Vinyl.....	350.00	385.00	490.00	
	810947	Pro Executive Guest Chair - Black Vinyl.....	350.00	385.00	490.00	
	810170	Cupertino Mid Back Chair - Black Vinyl.....	450.00	495.00	630.00	
<b>Barstools</b>						
	71088	Black Diamond Stool.....	195.00	214.50	273.00	
	71047	Gray Gaslift Stool without Arms.....	295.00	324.50	413.00	
	810860	Laguna Barstool - Maple/Chrome.....	210.00	231.00	294.00	
	210109	Limerick® Stool by Herman Miller.....	140.00	154.00	196.00	
	810872	Lift Barstool - Gray Vinyl/Chrome.....	195.00	214.50	273.00	
	810873	Lift Barstool - Red Vinyl/Chrome.....	195.00	214.50	273.00	



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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Barstools (continued)</b>						
_____	810871	Lift Barstool - Black Vinyl/Chrome.....	195.00	214.50	273.00	_____
_____	810870	Lift Barstool - White Vinyl/Chrome.....	195.00	214.50	273.00	_____
_____	810103	Banana Barstool - White Vinyl/Chrome.....	220.00	242.00	308.00	_____
_____	810104	Banana Barstool - Black Vinyl/Chrome.....	220.00	242.00	308.00	_____
_____	810850	Zenith Barstool - White/Chrome.....	210.00	231.00	294.00	_____
_____	810840	Zoey Barstool - White Vinyl/Chrome.....	340.00	374.00	476.00	_____
_____	810848	Christopher Barstool - White Vinyl/Chrome.....	210.00	231.00	294.00	_____
_____	810202	Shark Swivel Barstool - White Plastic/Chrome.....	350.00	385.00	490.00	_____
_____	810839	Rustique Barstool - Gunmetal.....	150.00	165.00	210.00	_____
_____	81080	Blade Barstool - Red.....	160.00	176.00	224.00	_____
_____	81081	Blade Barstool - Sky Blue.....	160.00	176.00	224.00	_____
_____	81092	Lucent Barstool - Frosted Acrylic.....	260.00	286.00	364.00	_____
_____	810135	Task Stool - Black Fabric.....	305.00	335.50	427.00	_____
_____	81026	Marina Barstool - Ocean Blue.....	240.00	264.00	336.00	_____
_____	81027	Marina Barstool - Black Vinyl.....	240.00	264.00	336.00	_____
_____	81028	Marina Barstool - Brown Fabric.....	240.00	264.00	336.00	_____
_____	81029	Marina Barstool - Red Fabric.....	240.00	264.00	336.00	_____
_____	81030	Marina Barstool - White Vinyl.....	240.00	264.00	336.00	_____

**Draped Tables & Counters**

<b>Draped Tables - Tables are 24" wide</b> <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Gray <input type="checkbox"/> Red
--

_____	124330	Draped Table 3'L x 30"H.....	175.00	192.50	245.00	_____
_____	124430	Draped Table 4'L x 30"H.....	175.00	192.50	245.00	_____
_____	124630	Draped Table 6'L x 30"H.....	210.00	231.00	294.00	_____
_____	124830	Draped Table 8'L x 30"H.....	225.00	247.50	315.00	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	50.00	55.00	70.00	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	50.00	55.00	70.00	_____
_____	124342	Draped Counter 3'L x 42"H.....	210.00	231.00	294.00	_____
_____	124442	Draped Counter 4'L x 42"H.....	210.00	231.00	294.00	_____
_____	124642	Draped Counter 6'L x 42"H.....	230.00	253.00	322.00	_____
_____	124842	Draped Counter 8'L x 42"H.....	260.00	286.00	364.00	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	60.00	66.00	84.00	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	60.00	66.00	84.00	_____

**Undraped Tables & Counters**

_____	125330	Undraped Table 3'L x 30"H.....	125.00	137.50	175.00	_____
_____	125430	Undraped Table 4'L x 30"H.....	125.00	137.50	175.00	_____
_____	125630	Undraped Table 6'L x 30"H.....	160.00	176.00	224.00	_____
_____	125830	Undraped Table 8'L x 30"H.....	175.00	192.50	245.00	_____
_____	125342	Undraped Counter 3'L x 42"H.....	150.00	165.00	210.00	_____
_____	125442	Undraped Counter 4'L x 42"H.....	150.00	165.00	210.00	_____
_____	125642	Undraped Counter 6'L x 42"H.....	170.00	187.00	238.00	_____
_____	125842	Undraped Counter 8'L x 42"H.....	200.00	220.00	280.00	_____

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

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	50.00	55.00	70.00	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	50.00	55.00	70.00	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	50.00	55.00	70.00	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	50.00	55.00	70.00	_____

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<b>Table Top Risers - Risers are 8" wide (continued)</b>						
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	50.00	55.00	70.00	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	50.00	55.00	70.00	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	50.00	55.00	70.00	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	50.00	55.00	70.00	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	50.00	55.00	70.00	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	50.00	55.00	70.00	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	50.00	55.00	70.00	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	50.00	55.00	70.00	_____
<b>Pedestal Tables - Soho Series</b>						
_____	72069	Black Top Cafe Table - 30"H x 24"W.....	250.00	275.00	350.00	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	265.00	291.50	371.00	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	174.25	191.70	243.95	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	250.00	275.00	350.00	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	265.00	291.50	371.00	_____
<b>Pedestal Tables - Chelsea Series</b>						
_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	250.00	275.00	350.00	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	265.00	291.50	371.00	_____
_____	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	250.00	275.00	350.00	_____
_____	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	265.00	291.50	371.00	_____
<b>Pedestal Tables</b>						
_____	8201208	Hydraulic Base Cafe Table - Maple.....	395.00	434.50	553.00	_____
_____	8201207	Hydraulic Base Bar Table - Maple.....	395.00	434.50	553.00	_____
_____	8201209	Hydraulic Base Cafe Table - Graphite.....	410.00	451.00	574.00	_____
_____	8201211	Hydraulic Base Bar Table - Graphite.....	410.00	451.00	574.00	_____
_____	8201206	Hydraulic Base Cafe Table - Maple.....	410.00	451.00	574.00	_____
_____	8201205	Hydraulic Base Bar Table - Maple.....	410.00	451.00	574.00	_____
_____	820126	Hydraulic Base Cafe Table - White Laminate.....	410.00	451.00	574.00	_____
_____	820125	Hydraulic Base Bar Table - White Laminate.....	410.00	451.00	574.00	_____
_____	820241	Madison Hydraulic Base Cafe Table - Gray Acajou.	395.00	434.50	553.00	_____
_____	820240	Madison Hydraulic Base Bar Table - Gray Acajou...	395.00	434.50	553.00	_____
_____	820265	Madison Cafe Table - Gray Acajou.....	295.00	324.50	413.00	_____
_____	820264	Madison Bar Table - Gray Acajou.....	295.00	324.50	413.00	_____
_____	8201220	30" Cafe Table Black Base - White Laminate.....	295.00	324.50	413.00	_____
_____	8201221	30" Bar Table Black Base - White Laminate.....	295.00	324.50	413.00	_____
_____	8201222	30" Bar Table Chrome Base - White Laminate.....	395.00	434.50	553.00	_____
_____	8201223	30" Cafe Table Chrome Base - White Laminate.....	395.00	434.50	553.00	_____
_____	820920	30" Bar Table Chrome Hydraulic Base - Red.....	395.00	434.50	553.00	_____
_____	820921	30" Cafe Table Chrome Hydraulic Base - Red.....	395.00	434.50	553.00	_____
_____	820922	30" Bar Table Chrome Hydraulic Base - Graphite....	395.00	434.50	553.00	_____
_____	820923	30" Cafe Table Chrome Hydraulic Base - Graphite....	395.00	434.50	553.00	_____
_____	820930	30" Bar Table w/ Hydraulic Base - Blue.....	395.00	434.50	553.00	_____
_____	820931	30" Bar Table w/ Black Base - Blue.....	295.00	324.50	413.00	_____
_____	820932	30" Bar Table w/ Hydraulic Base - Wood.....	395.00	434.50	553.00	_____
_____	820933	30" Bar Table w/ Black Base - Wood.....	295.00	324.50	413.00	_____
_____	820940	30" Cafe Table w/ Hydraulic Base - Blue.....	395.00	434.50	553.00	_____
_____	820941	30" Cafe Table w/ Black Base - Blue.....	295.00	324.50	413.00	_____

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<b>Pedestal Tables (continued)</b>						
_____	820942	30" Cafe Table w/ Hydraulic Base - Wood.....	395.00	434.50	553.00	_____
_____	820943	30" Cafe Table w/ Black Base - Wood.....	295.00	324.50	413.00	_____
_____	820910	30" Bar Table w/ Hydraulic Base - Gunmetal.....	395.00	434.50	553.00	_____
_____	820911	30" Bar Table w/ Hydraulic Base - Black.....	395.00	434.50	553.00	_____
_____	820912	30" Bar Table w/ Hydraulic Base - Green.....	395.00	434.50	553.00	_____
_____	820913	30" Bar Table w/ Hydraulic Base - Orange.....	395.00	434.50	553.00	_____
_____	820914	30" Bar Table w/ Hydraulic Base - Yellow.....	395.00	434.50	553.00	_____
_____	820915	30" Bar Table w/ Black Base - Gunmetal.....	295.00	324.50	413.00	_____
_____	820916	30" Bar Table w/ Black Base - Black.....	295.00	324.50	413.00	_____
_____	820917	30" Bar Table w/ Black Base - Green.....	295.00	324.50	413.00	_____
_____	820918	30" Bar Table w/ Black Base - Orange.....	295.00	324.50	413.00	_____
_____	820919	30" Bar Table w/ Black Base - Yellow.....	295.00	324.50	413.00	_____
_____	8201230	30" Cafe Table w/ Hydraulic Base - Gunmetal.....	395.00	434.50	553.00	_____
_____	8201231	30" Cafe Table w/ Hydraulic Base - Black.....	395.00	434.50	553.00	_____
_____	8201232	30" Cafe Table w/ Hydraulic Base - Green.....	395.00	434.50	553.00	_____
_____	8201233	30" Cafe Table w/ Hydraulic Base - Orange.....	395.00	434.50	553.00	_____
_____	8201234	30" Cafe Table w/ Hydraulic Base - Yellow.....	395.00	434.50	553.00	_____
_____	8201235	30" Cafe Table w/ Black Base - Gunmetal.....	295.00	324.50	413.00	_____
_____	8201236	30" Cafe Table w/ Black Base - Black.....	295.00	324.50	413.00	_____
_____	8201237	30" Cafe Table w/ Back Base - Green.....	295.00	324.50	413.00	_____
_____	8201238	30" Cafe Table w/ Black Base - Orange.....	295.00	324.50	413.00	_____
_____	8201239	30" Cafe Table w/ Black Base - Yellow.....	295.00	324.50	413.00	_____
_____	8201240	36" Bar Table w/ Hydraulic Base - Black.....	410.00	451.00	574.00	_____
_____	8201241	36" Bar Table w// Black Base - Black.....	325.00	357.50	455.00	_____
_____	8201242	36" Cafe Table w/ Hydraulic Base - Black.....	410.00	451.00	574.00	_____
_____	8201243	36" Cafe Table w/ Black Base - Black.....	325.00	357.50	455.00	_____
<b>Accent Tables</b>						
_____	82015	Silverado End Table - Tempered Glass/Painted Steel.....	295.00	324.50	413.00	_____
_____	82014	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	375.00	412.50	525.00	_____
_____	820252	Alondra End Table - Glass/Chrome.....	295.00	324.50	413.00	_____
_____	820250	Alondra Cocktail Table - Glass/Chrome.....	375.00	412.50	525.00	_____
_____	820253	Alondra End Table - Wood/Chrome.....	295.00	324.50	413.00	_____
_____	820251	Alondra Cocktail Table - Wood/Chrome.....	375.00	412.50	525.00	_____
_____	8201224	Atomic 36" Round Table - Glass/Chrome.....	380.00	418.00	532.00	_____
_____	8201225	Atomic 42" Round Table - Glass/Chrome.....	395.00	434.50	553.00	_____
_____	82028	Geo End Table - Wood/Black Steel.....	250.00	275.00	350.00	_____
_____	82027	Geo Cocktail Table - Wood/Black Steel.....	325.00	357.50	455.00	_____
_____	82035	Geo End Table - Glass/Chrome.....	250.00	275.00	350.00	_____
_____	82034	Geo Cocktail Table - Glass/Chrome.....	325.00	357.50	455.00	_____
_____	82054	Sydney End Table - Black Laminate/Brushed Steel..	250.00	275.00	350.00	_____
_____	82055	Sydney End Table - White Laminate/Brushed Steel..	250.00	275.00	350.00	_____
_____	82052	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	325.00	357.50	455.00	_____
_____	82053	Sydney Cocktail Table - White Laminate/Brushed Steel.....	325.00	357.50	455.00	_____
_____	82079	Sydney End Table - Blue Laminate/Brushed Steel.....	250.00	275.00	350.00	_____

furnishings

NAME OF SHOW: **XPONENTIAL 2023 / May 9-11, 2023**

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

Take advantage of the Online price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by APRIL 10, 2023.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Accent Tables (continued)</b>						
	82080	Sydney End Table - Wood Laminate/Brushed Steel..	250.00	275.00	350.00	
	82077	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	325.00	357.50	455.00	
	82078	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	325.00	357.50	455.00	
	82075	Regis End Table - Brushed Metal.....	295.00	324.50	413.00	
	82074	Regis Bench Table - Brushed Metal.....	375.00	412.50	525.00	
	820844	Aura Round Table - White Metal.....	175.00	192.50	245.00	
	82043	Geo Square-Round Table - Glass/Black Steel.....	395.00	434.50	553.00	
	82044	Geo Square-Round Table - Glass/Chrome.....	395.00	434.50	553.00	
	8201226	Rustique Square Metal Bar Table - Gray.....	350.00	385.00	490.00	
	820130	Mesa Cocktail Table - Black/Bronze.....	325.00	357.50	455.00	
	820131	Mesa Cocktail Table - Glass/Bronze.....	325.00	357.50	455.00	
	820132	Mesa Cocktail Table - Wood/Bronze.....	325.00	357.50	455.00	
	820133	Mesa End Table - Black/Bronze.....	250.00	275.00	350.00	
	820134	Mesa End Table - Glass/Bronze.....	250.00	275.00	350.00	
	820135	Mesa End Table - Wood/Bronze.....	250.00	275.00	350.00	
	820310	Sedona Side Table - Black/Bronze.....	175.00	192.50	245.00	
	820311	Sedona Side Table - Wood/Bronze.....	175.00	192.50	245.00	
	820312	Sedona Side Table - White/Bronze.....	175.00	192.50	245.00	
	820320	Taos Side Table - Black/Bronze.....	175.00	192.50	245.00	
	820321	Taos Side Table Wood/Bronze.....	175.00	192.50	245.00	
	820322	Taos Side Table - White/Bronze.....	175.00	192.50	245.00	
<b>Conference Tables</b>						
	82041	Geo Conference Table - Glass/Black Steel.....	495.00	544.50	693.00	
	82051	Geo Conference Table - Glass/Chrome.....	495.00	544.50	693.00	
	820260	Madison Conference Table - Gray Acajou.....	450.00	495.00	630.00	
	820708	42" Round Conference Table - White Laminate.....	450.00	495.00	630.00	
	820261	Madison 5' Conference Table - Gray Acajou.....	595.00	654.50	833.00	
	820262	Madison 8' Conference Table - Gray Acajou.....	1,050.00	1,155.00	1,470.00	
	820263	Madison 10' Conference Table - Gray Acajou.....	1,050.00	1,155.00	1,470.00	
	820951	Ventura Bar Table - Maple w/ Grommets.....	700.00	770.00	980.00	
	820952	Ventura Communal Bar Table - Black.....	700.00	770.00	980.00	
	820953	Ventura Bar Table - White w/ Grommets.....	700.00	770.00	980.00	
	820954	Ventura Communal Bar Table - Maple.....	700.00	770.00	980.00	
	820956	Ventura Communal Bar Table - White.....	700.00	770.00	980.00	
	820963	Ventura Communal Cafe Table - Maple.....	600.00	660.00	840.00	
	820960	Ventura Cafe Table - Maple w/ Grommets.....	600.00	660.00	840.00	
	820961	Ventura Cafe Table - White w/ Grommets.....	600.00	660.00	840.00	
	820966	Ventura Communal Cafe Table - White.....	600.00	660.00	840.00	
	820962	Ventura Communal Cafe Table - Black.....	600.00	660.00	840.00	
	8201244	42" Round Conference Table - Black Laminate.....	450.00	495.00	630.00	
	8201	10' Table - Black Laminate.....	1,050.00	1,155.00	1,470.00	
	8203	5' Table - Black Laminate.....	595.00	654.50	833.00	
	8205	8' Table - Black Laminate.....	1,050.00	1,155.00	1,470.00	

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NAME OF SHOW: **XPONENTIAL 2023 / May 9-11, 2023**

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

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

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

Take advantage of the Online price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by **APRIL 10, 2023.**

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Office</b>						
_____	84075	Madison Desk - Gray Acajou.....	670.00	737.00	938.00	_____
_____	84078	Madison Bookcase - Gray Acajou.....	495.00	544.50	693.00	_____
<b>Computer Desks/Tables</b>						
_____	820706	Work Desk - White Laminate.....	395.00	434.50	553.00	_____
<b>POWERED</b>						
<b>Powered Seating</b>						
_____	810120	Naples Chair, Powered - Black Vinyl.....	725.00	797.50	1,015.00	_____
_____	830122	Naples Loveseat, Powered - Black Vinyl.....	825.00	907.50	1,155.00	_____
_____	830121	Naples Sofa, Powered - Black Vinyl.....	925.00	1,017.50	1,295.00	_____
<b>Powered Tables</b>						
_____	820950	Ventura Communal Bar Table, Powered - Black.....	800.00	880.00	1,120.00	_____
_____	820955	Ventura Communal Bar Table, Powered - White.....	800.00	880.00	1,120.00	_____
_____	820964	Ventura Communal Cafe Table, Powered - Black.....	700.00	770.00	980.00	_____
_____	820965	Ventura Communal Cafe Table, Powered - White.....	700.00	770.00	980.00	_____
_____	84083	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	670.00	737.00	938.00	_____
_____	84084	Tech Desk, Powered - Black Metal.....	535.00	588.50	749.00	_____
_____	82076	Sydney Cocktail Table, Powered - Black.....	425.00	467.50	595.00	_____
_____	82073	Sydney Cocktail Table, Powered - White.....	425.00	467.50	595.00	_____
_____	8202	10' Table, Powered - Black Laminate.....	1,150.00	1,265.00	1,610.00	_____
_____	8204	5' Table, Powered - Black Laminate.....	695.00	764.50	973.00	_____
_____	8206	8' Table, Powered - Black Laminate.....	1,150.00	1,265.00	1,610.00	_____
<b>Powered Pedestals</b>						
_____	85060	Powered Locking Pedestal 36" H, Black.....	585.00	643.50	819.00	_____
_____	85061	Powered Locking Pedestal 36" H, White.....	585.00	643.50	819.00	_____
_____	85062	Powered Locking Pedestal 42" H, Black.....	690.00	759.00	966.00	_____
_____	85063	Powered Locking Pedestal 42" H, White.....	690.00	759.00	966.00	_____
_____	820710	Wireless Charging Table, Powered.....	395.00	434.50	553.00	_____
<b>Midtown Counters &amp; Bars</b>						
_____	850103	Midtown Powered Counter Unlighted - Pewter.....	1,535.00	1,688.50	2,149.00	_____
_____	850102	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	1,625.00	1,787.50	2,275.00	_____
_____	850101	Midtown Bar Unlighted - Pewter.....	1,360.00	1,496.00	1,904.00	_____
_____	850100	Midtown Bar Lighted w/ Plug-In - Pewter.....	1,625.00	1,787.50	2,275.00	_____
<b>DISPLAY &amp; ACCESSORIES</b>						
<b>Product Storage</b>						
_____	84080	3 Door File Cabinet on Castors - Black .....	190.00	209.00	266.00	_____
_____	85020	Posh Shelving w/ Chrome Frame - White.....	565.00	621.50	791.00	_____
<b>Refrigerator</b>						
_____	8503001	Refrigerator - White.....	1,825.00	2,007.50	2,555.00	_____
_____	8983000	Small Refrigerator.....	750.00	825.00	1,050.00	_____
<b>Lighting</b>						
_____	850707	Mason Table Lamp - White/Brushed Silver.....	140.00	154.00	196.00	_____
_____	850708	Mason Floor Lamp - White/Brushed Silver.....	255.00	280.50	357.00	_____

NAME OF SHOW: **XPONENTIAL 2023 / May 9-11, 2023**

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

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

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

Take advantage of the Online price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by APRIL 10, 2023.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Display</b>						
_____	75030	Display Cube - Black - 12" Small.....	275.00	302.50	385.00	_____
_____	75031	Display Cube - Black - 18" Medium.....	295.00	324.50	413.00	_____
_____	75032	Display Cube - Black - 24" Large.....	315.00	346.50	441.00	_____
_____	72056	Display Counter - Black.....	435.85	479.45	610.20	_____
<b>Boxwood Hedges</b>						
_____	85030	7' Boxwood Hedge.....	640.00	704.00	896.00	_____
_____	85035	4' Boxwood Hedge.....	350.00	385.00	490.00	_____
<b>Accessories</b>						
_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	125.00	137.50	175.00	_____
_____	220118	Chrome Sign Holder.....	125.00	137.50	175.00	_____
_____	750135	Round Literature Rack.....	278.60	306.45	390.05	_____
_____	750136	Flat Literature Rack.....	245.00	269.50	343.00	_____
_____	220109	Chrome Coat Tree.....	75.00	82.50	105.00	_____
_____	220134	Aluminum Easel.....	70.00	77.00	98.00	_____
_____	220110	Chrome Bag Rack.....	145.00	159.50	203.00	_____
_____	10201484	Floor Standing Bulletin Board.....	250.00	275.00	350.00	_____
_____	220106	Corrugated Wastebasket.....	25.00	27.50	35.00	_____
_____	8502	Village Charging Hub.....	385.00	423.50	539.00	_____
<b>Special Drape</b>						
<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.).....	25.60	28.15	35.85	_____
_____	12108	Special Drape 8'H (per ft.).....	30.30	33.35	42.40	_____

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.	

furnishings

Freeman<sup>1</sup>

# Flooring solutions

Stand out in style.

Visit us at [freeman.com](http://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.

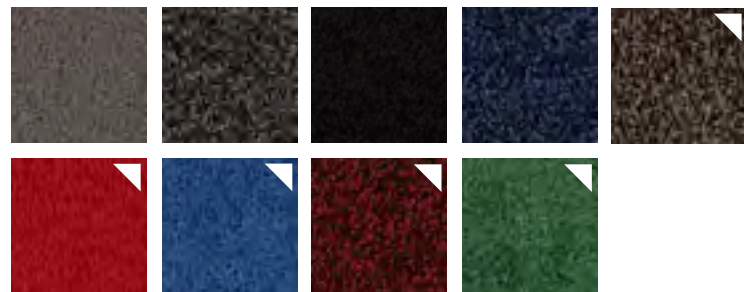
**Be sure to order before the discount deadline!**

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

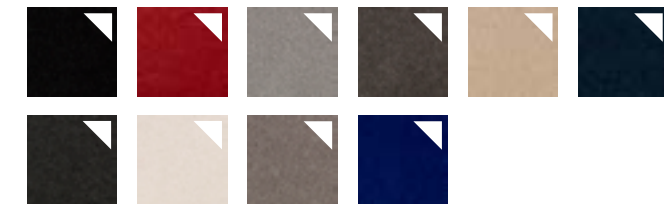
NEW



## Supreme Collection

45oz carpet

NEW



## Expo Flex Collection

10ft vinyl

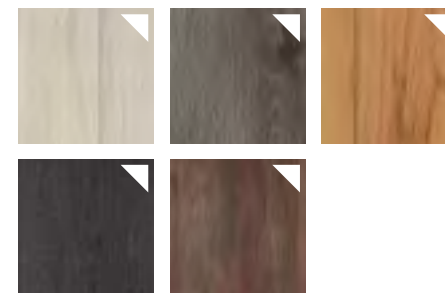
NEW



## 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](https://freeman.com/find-show)



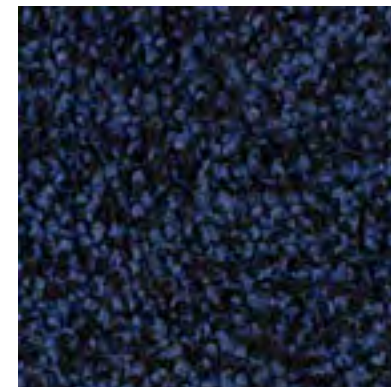
**Gray**



**Tuxedo**



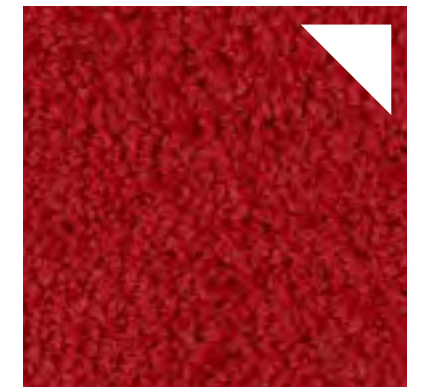
**Black**



**Midnight**



**Blue**



**Red**

◀ = Available only before the discount deadline

# Custom Cut Classic Collection

16oz

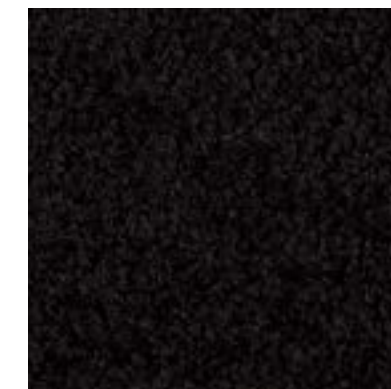
- 10ft width and custom cut to size
- Priced per sq.ft., minimum of 100 sq.ft.
- 100% recyclable
- Exhibit spaces are protected with Visqueen plastic floor covering
- For extra comfort, add padding for an additional fee



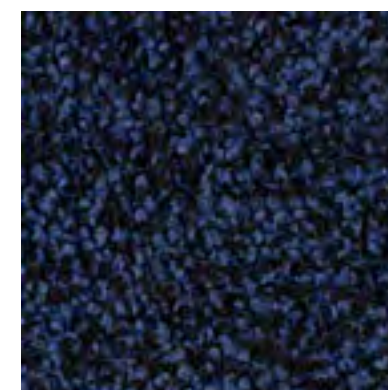
**Gray**



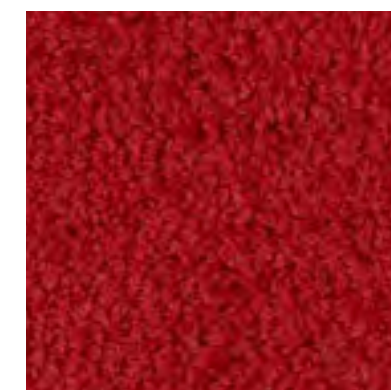
**Tuxedo**



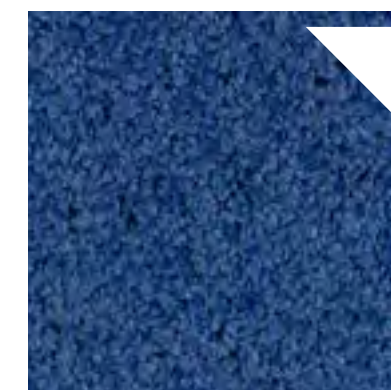
**Black**



**Midnight**



**Red**



**Blue**



**Latte**



**Red Pepper**



**Green**

▼ = Available only before the discount deadline



NEW

# Designer Plus Collection

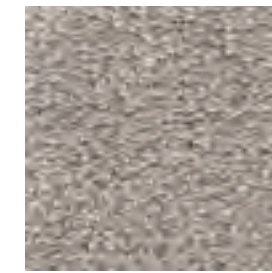
30oz

- 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](http://freeman.com/find-show)



**Black**



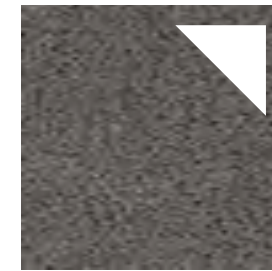
**Grey Pearl**



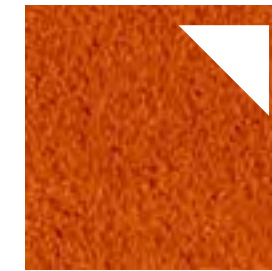
**Red**



**Navy**



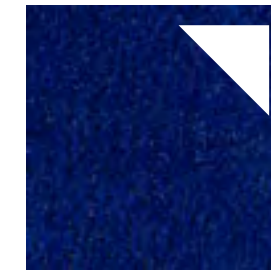
**Lava Rock**



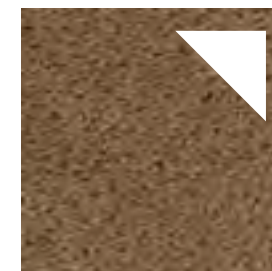
**Paprika**



**Graphite**



**Royal Blue**



**Silky Beige**



**Ivory**



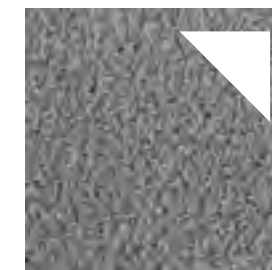
**Smoke**



**Sword**



**White**



**Silver Cloud**

▼ = Available only before the discount deadline

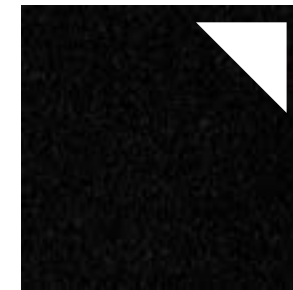


NEW

# 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](https://freeman.com/find-show)

## Classic Collection

16oz



Gray



Tuxedo



Black



Midnight

## Custom Cut Classic Collection

16oz



Gray



Tuxedo



Black



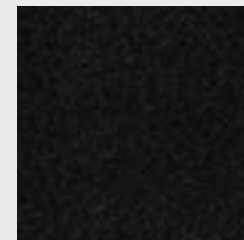
Midnight



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](https://freeman.com/find-show)



**Whitewood**



**Silverwood**



**Dark Maple**



**Blackwood**



**Barnwood**

▼ = Available only before the discount deadline

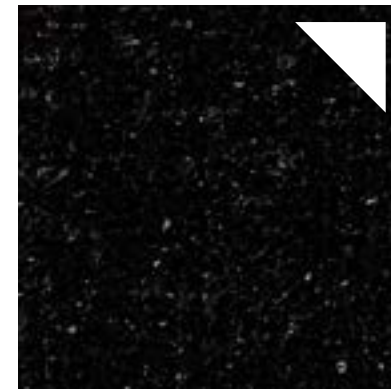
NEW

# Turf

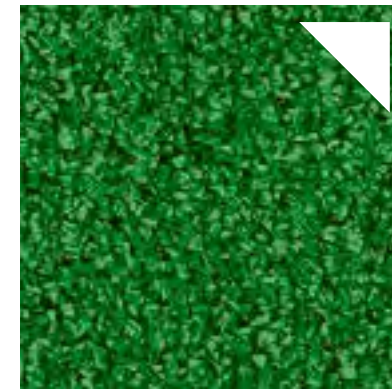
- Bring the outdoors to you with these synthetic grass flooring solutions
- Available in many shades of green and durable for both indoor and outdoor use
- Standard 12ft width and can be custom cut to size
- Priced per sq.ft., minimum of 100 sq.ft.

For fast, easy ordering, visit us at [freeman.com/find-show](https://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.

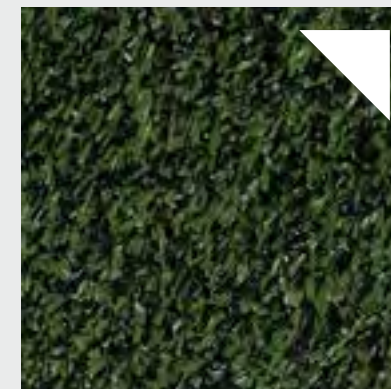


**Riviera Black**



**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](mailto:solutions@freeman.com)





Freeman<sup>1</sup>

# Order before the discount deadline.

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

[freeman.com/find-show](https://freeman.com/find-show)

Visit us at [freeman.com](https://freeman.com) or contact us at [freeman.com/contact](https://freeman.com/contact)



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NAME OF SHOW: **XPONENTIAL 2023 / May 9-11, 2023**

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

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

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

Take advantage of the Online Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by APRIL 10, 2023.

## 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 .....	\$ 260.00	\$ 286.00	\$ 364.00	_____
_____	10' x 20' Classic Carpet .....	\$ 520.00	\$ 572.00	\$ 728.00	_____
_____	10' x 30' Classic Carpet .....	\$ 780.00	\$ 858.00	\$ 1,092.00	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 160.00	\$ 176.00	\$ 224.00	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 320.00	\$ 352.00	\$ 448.00	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 480.00	\$ 528.00	\$ 672.00	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 320.00	\$ 352.00	\$ 448.00	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 640.00	\$ 704.00	\$ 896.00	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 960.00	\$ 1,056.00	\$ 1,344.00	_____
_____	Plastic Covering (price per sqft).....	\$ .90	\$ 1.00	\$ 1.25	_____

### 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
		\$ 5.20	\$ 5.70	\$ 7.30	_____

### 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
		\$ 7.80	\$ 8.60	\$ 10.90	_____

#### 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
		\$ 9.75	\$ 10.75	\$ 13.65	_____

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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
<b>1 - 700 sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>6.20</b>	\$ <b>6.80</b>	\$ <b>8.70</b>	_____
<b>Over 700 sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>5.60</b>	\$ <b>6.15</b>	\$ <b>7.85</b>	_____

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

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

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

				Online Price	Discount Price	Standard Price	Total
<b>1 - 700 sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>7.10</b>	\$ <b>7.80</b>	\$ <b>9.95</b>	_____
<b>Over 700 sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>6.40</b>	\$ <b>7.05</b>	\$ <b>8.95</b>	_____

**Carpet Padding**

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

• Order padding by the sqft if your size is not listed on the standard size order form.

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

				Online Price	Discount Price	Standard Price	Total
<b>100 - 700 sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>1.60</b>	\$ <b>1.75</b>	\$ <b>2.25</b>	_____
<b>Over 700 sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>1.45</b>	\$ <b>1.60</b>	\$ <b>2.05</b>	_____

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

				Online Price	Discount Price	Standard Price	Total
<b>100 - 700 sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>3.20</b>	\$ <b>3.50</b>	\$ <b>4.50</b>	_____
<b>Over 700 sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>2.90</b>	\$ <b>3.20</b>	\$ <b>4.05</b>	_____

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

				Online Price	Discount Price	Standard Price	Total
<b>Per sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>4.70</b>	\$ <b>5.15</b>	\$ <b>6.60</b>	_____

**Turf\***

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

**Riviera Turf, choose your color:**

- Black 
  Ivy Green

**Riviera Turf** - Price per sqft (100 sqft minimum)

				Online Price	Discount Price	Standard Price	Total
<b>Per sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>5.70</b>	\$ <b>6.25</b>	\$ <b>8.00</b>	_____

**Parkside Turf, choose your color:**

- Green

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

				Online Price	Discount Price	Standard Price	Total
<b>Per sqft</b>	Booth Size: _____ x _____ = _____ sqft			\$ <b>11.70</b>	\$ <b>12.85</b>	\$ <b>16.40</b>	_____

**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) 621-5614

Place your order online at  
[www.freeman.com/store](http://www.freeman.com/store)

Submit order forms [here](#).

NAME OF SHOW: **XPONENTIAL 2023 / May 9-11, 2023**

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

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

**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
_____	610100	Booth Vacuuming - One Time .....	.68	.95	_____
_____	610200	Booth Vacuuming - 2 Days .....	1.36	1.90	_____
_____	610300	Booth Vacuuming - 3 Days .....	2.04	2.85	_____

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

**SHAMPOOING (per sqft - 100 sqft minimum)**

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time .....	1.10	1.55	_____
_____	630200	Shampoo Carpet - 2 Days .....	2.20	3.10	_____
_____	630300	Shampoo Carpet - 3 Days .....	3.30	4.60	_____

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

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	690100	Floor Surface Cleaning - One Time .....	.63	.90	_____
_____	690200	Floor Surface Cleaning - 2 Days .....	1.26	1.75	_____
_____	690300	Floor Surface Cleaning - 3 Days .....	1.89	2.65	_____

**PORTER SERVICE (per day)**

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sqft. ....	104.85	146.80	_____
_____	6201500	Exhibit Area / 501 - 1,500 sqft.....	122.20	171.10	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sqft.....	139.75	195.65	_____
_____	6203504	Exhibit Area / Over 2,500 sqft.....	157.30	220.20	_____

**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](http://freeman.com)



## CREATING VISUAL EXCITEMENT

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

## STATE-OF-THE-ART CAPABILITIES

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

## SUPERIOR QUALITY CONTROL

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

## DEPTH OF RESOURCES

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

## REPRODUCTION AND INSTALLATION

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



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Take advantage of the Discount Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by **APRIL 10, 2023**.

## 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 \$ 25.15 per sqft discount price  
 x or = \$ \_\_\_\_\_  
 \$ 37.75 per sqft standard price

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

### LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name \_\_\_\_\_

Application \_\_\_\_\_

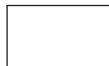
PMS Colors \_\_\_\_\_

### Backing Material:

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

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

Vertical Horizontal Use Your Judgment For Sign Layout



Special Instructions \_\_\_\_\_

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	59.65	89.50 =	_____
7" x 22"	69.40	104.10 =	_____
7" x 44"	77.25	115.90 =	_____
9" x 44"	84.00	126.00 =	_____
11" x 14"	77.25	115.90 =	_____
14" x 22"	97.60	146.40 =	_____
14" x 44"	137.30	205.95 =	_____
22" x 28"	145.55	218.35 =	_____
28" x 44"	206.35	309.55 =	_____
20" x 60"	252.50	378.75 =	_____

(white only)

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

### INDICATE YOUR SIGN COPY HERE:

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



Vertical

Horizontal

Use Your Judgment For Sign Layout



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

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

### TOTAL COST

Total Cost = \$ \_\_\_\_\_

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

## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

**VECTOR ART:**

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

**FONTS and LINKS**

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

**COLOR**

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

**ARTWORK IN THE STRUCTURE**

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

### ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

### ACCEPTABLE FILE TYPES and SUPPORT FILES

**NATIVE FILES:**

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

**PRINT FILES:**

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

**RASTER OR BITMAP ART:**

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

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

### WAYS TO SEND ARTWORK

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

# **COLORADO LABOR CONDITIONS CONVENTION, DISPLAY, TRADE SHOW**

All decorating, display and material handling labor related to conventions, trade shows, promotional displays and consumer shows is performed by the Official Service Contractor.

## **DISPLAY AND EXHIBIT WORK - INSTALLATION, DISMANTLING AND DECORATING:**

Full-time employees of an exhibiting firm may install and dismantle their own respective company display, if such work can be completed in less than sixty minutes without the use of mechanized tools. Any outside or additional labor required for installation, dismantle or decorating of displays is to be performed by the Official Service Contractor or by any other party signatory to the IATSE, Local 7 under the guidelines established by the International Association of Expositions and Events.

## **MATERIALS DELIVERED TO OR PICKED UP FROM SHOW/JOB SITE:**

All materials received, other than those in exhibitor owned vehicles as described below, will be handled by the Official Service Contractor. Please refer to the enclosed shipping instructions and material handling information.

## **EXHIBITOR OWNED VEHICLES:**

Exhibitors, show organizers and other clients may handle their own materials which can be carried by hand by one person. Exhibitors may not bring or use carts, pallet jacks or other material handling equipment which would interfere with the operations of the Official Service Contractor. The above will be strictly followed.

All materials, other than exhibitor handled materials as described above, are chargeable as material handling will be handled through the Official Service Contractor. There are no storage facilities available for materials handled by exhibitors.

Space is limited at show site. To ensure the orderly move in and move out of the show, all docks and vehicle traffic are under the exclusive control of the Official Service Contractor. As conditions permit, space may be made available for exhibitor owned vehicles to load or unload. One person should remain with the vehicle at all times. Due to volume and time constraints, exhibitor owned vehicles must be capable of being loaded/unloaded within fifteen minutes.

Any questions should be addressed to the Official Service Contractor or show management.

To arrange for display labor or material handling, complete the enclosed order forms.



# LET US DO THE HEAVY LIFTING

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



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

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

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

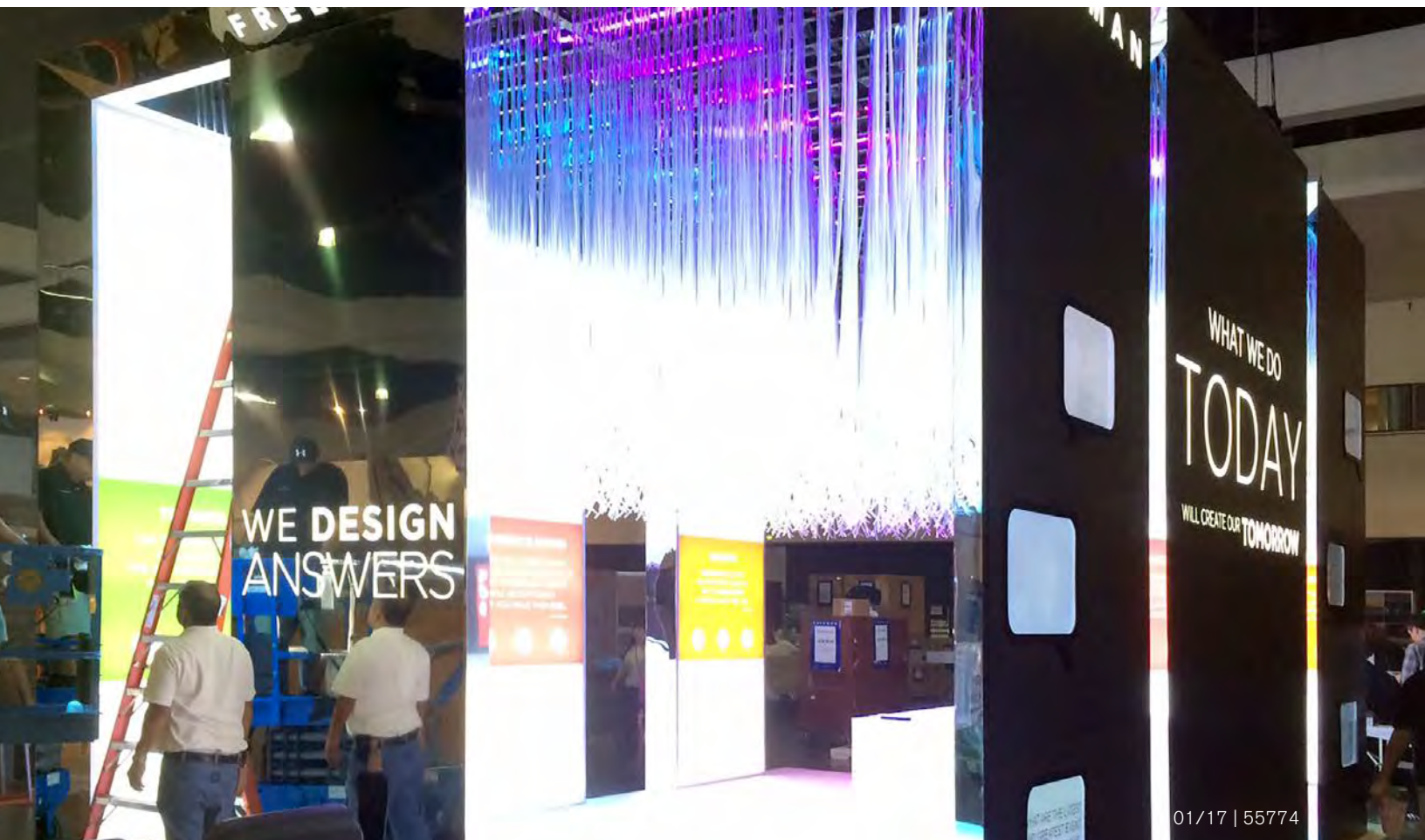
## ON-SITE SUPERVISION

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

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### If You Use Freeman Staff

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



01/17 | 55774



NAME OF SHOW: **XPONENTIAL 2023 / May 9-11, 2023**

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

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

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

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

## INSTALLATION & DISMANTLE LABOR

Description	Advance Price	Show Site Price
<b>Straight Time:</b> 8:00 AM to 4:30 PM Monday through Friday.....	\$117.50	\$164.50
<b>Overtime:</b> 7:00 AM to 8:00 AM and 4:30 PM to 12:00 AM Midnight Monday through Friday .....	\$176.25	\$246.75
7:00 AM to 12:00 Midnight Saturday and Sunday		
<b>Double Time:</b> 12:00 AM Midnight to 7:00 AM and recognized holidays .....	\$235.00	\$329.00

- **Show Site prices will apply to all labor orders placed at show site.**
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- 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.

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%) = \$ _____						
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.

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%) = \$ _____						
Total Dismantle = \$ _____						

installation & dismantle labor

NAME OF SHOW: **XPONENTIAL 2023 / May 9-11, 2023**

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:**

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

**Freight Charges:**

Same as ship to  
Bill To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Select Shipment Options (if applicable)**

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

**In the event your selected carrier fails to show on final move-out day, 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





(888) 508-5054  
Fax: (469) 621-5614

Place your order online at  
[www.freeman.com/store](http://www.freeman.com/store)

Submit order forms [here](#).

NAME OF SHOW: **XPONENTIAL 2023 / May 9-11, 2023**

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

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

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

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

## FORKLIFT & RIGGING LABOR

**Straight Time:** 8:00 AM to 4:30 PM Monday through Friday  
**Overtime:** 7:00 AM to 8:00 AM and 4:30 PM to 12:00 AM Midnight Monday through Friday, 7:00 AM to 12:00 Midnight Saturday and Sunday  
**Double Time:** 12:00 Midnight to 7:00 AM and recognized holidays

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

Part #	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$219.00	\$306.75
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$277.75	\$389.00
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$336.25	\$470.75
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$298.00	\$417.25
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$356.75	\$499.50
3040102	Forklift w/operator - up to 10,000 lbs - DT.....	\$415.25	\$581.50
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$323.25	\$452.75
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$382.00	\$535.00
3040152	Forklift w/operator - up to 15,000 lbs - DT.....	\$440.50	\$616.75
304040	Forklift w/operator - 4-Stage - ST.....	\$239.25	\$335.00
304041	Forklift w/operator - 4-Stage - OT.....	\$298.00	\$417.25
304042	Forklift w/operator - 4-Stage - DT.....	\$356.50	\$499.25
<b>RIGGING LABOR</b>			
3020100	Rigger - ST.....	\$117.50	\$164.50
3020101	Rigger - OT.....	\$176.25	\$246.75
3020102	Rigger - DT.....	\$235.00	\$329.00
<b>EQUIPMENT</b>			
3090600	Forklift Cage.....	\$40.00	

### INSTALLATION

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

Describe work to be done: \_\_\_\_\_ Total Installation \$ \_\_\_\_\_

### DISMANTLE

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

Describe work to be done: \_\_\_\_\_ Total Dismantle \$ \_\_\_\_\_

forklift & rigging labor

# COLORADO CONVENTION CENTER

## RIGGING REGULATIONS

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**Please carefully read these regulations. The Colorado Convention Center will strictly enforce these rules.**

1. Any object over 150 lbs. or requiring chain motors must be submitted to Freeman for approval by the Colorado Convention Center.
2. All rigging plans must be submitted to the Rigging Manager at Freeman 30 days prior to the start of rigging installation for group submittal to the Colorado Convention Center. In the event the plan is submitted within 30 days of the first day of move-in, the Colorado Convention Center will apply an additional fee of \$500.00 over and above any fees that would normally apply.
3. All rigging plans must state the structure of rigging, weights, pick point location and an overlay of the rigging within your booth space. Freeman is required to reflect the plot plan for all booths on the over ceiling plan for each show.
4. The exhibitor will be charged \$250.00 to transfer the exhibitor plot plan to the overall ceiling grid that Freeman is required to submit to the Colorado Convention Center.
5. All submitted files should be in DWG format. VectorWorks and PDF format files are not acceptable.
6. The exhibitor will provide the certifications for all exhibitor provided chain hoists, rotating motors and sign bridles to Freeman upon request by the Colorado Convention Center.
7. All special and unusual weights, motors, and apparatus or items not normally hung must obtain written permission from the Director of Engineering at the Colorado Convention Center. Exceedingly large rigs that support abnormal loads, or non-uniform distribution of weight or hardware, may require (at the exhibitor's expense) plans that have been approved and stamped by a licensed engineer selected by the Colorado Convention Center.
8. Any weight load exceeding the pre-approved limits is subject to removal at the exhibitor's expense.
9. Freeman cannot hang any object prior to approval from the Director of Engineering or his/her representative.
10. There is limited rigging space in the front of Hall F and may require additional engineering and equipment. Notify Freeman for special authorization via Exhibitor Support at (888) 508-5054 or via email at [ExhibitorSupport@freeman.com](mailto:ExhibitorSupport@freeman.com).
11. A safety inspection fee of one hour will be assessed when an exhibiting company assembles their own sign.

NAME OF SHOW: **XPONENTIAL 2023 / May 9-11, 2023**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

## HANGING SIGN LABOR

### INSTRUCTIONS

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

### SUPERVISION

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

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

- Freeman  
 Exhibitor Personnel  
 Display House

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

Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_

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

### PLEASE NOTE:

- Freeman will begin to assemble and hang the signs as soon as the hall is accessible as long as the order and the sign are received by the appropriate deadline dates.

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Equipment With Crew

- Standard Prices will apply to all hanging sign orders placed at show site.
- Rates are per lift and crew per hour.
- Boom with crew consists of boom, operator and rigger.
- Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.
- Assembly and Ground Labor is an additional charge.
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments.
- Freeman components (cable, clamps, etc.) will be used to install all hanging signs and charged accordingly.
- Straight time cannot be guaranteed.

#### Straight Time:

8:00 AM to 4:30 PM, Monday through Friday

#### Overtime

6:00 AM to 8:00 AM and 4:30 PM to 12:00 AM Monday through Friday, and 6:00 AM to 12:00 AM Saturday & Sunday

#### Double Time

12:00 AM to 6:00 AM Monday through Friday

	Straight Time	Overtime	Double Time
<b>Boom Lift With Crew</b>			
Advance Price	\$655.00	\$831.50	\$1007.00
Show Site Price	\$917.00	\$1164.25	\$1410.00
<b>Additional Crew/Assembly Labor (Per person / Per hour)</b>			
Advance Price	\$117.50	\$176.25	\$235.00
Show Site Price	\$164.50	\$246.75	\$329.00

#### Installation Estimate

Approx Hours      Hourly Rate      Total Estimated Cost

\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

#### Dismantle Estimate

Approx Hours      Hourly Rate      Total Estimated Cost

\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

### STRUCTURAL INTEGRITY STATEMENT MUST ACCOMPANY ORDER

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

NAME OF SHOW: **XPONENTIAL 2023 / May 9-11, 2023**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

## HANGING SIGN LABOR

### SIGN DESCRIPTION, SIZE & WEIGHT

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

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

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

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

Weight of Sign: \_\_\_\_\_ (required)

Does Your Sign Require Electricity?  Yes  No

Does Your Sign Require Assembly?  Yes  No

Does Your Sign Rotate?  Yes  No

Provider of Rotator?  Freeman  Exhibitor

### PLACEMENT DIAGRAM

- Use diagram below to represent your booth space.
- Please provide surrounding aisle and/or booth numbers, particularly for island booths. Please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.
- Please indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

#### Center sign over booth.

Number of feet from floor to top of sign: \_\_\_\_\_ or check here if sign is to be hung at maximum height allowed

#### Place sign based on information provided in the diagram below.

Number of feet from floor to top of sign: \_\_\_\_\_ or check here if sign is to be hung at maximum height allowed

- A measurement scale can be applied as necessary to reflect your booth size. Please indicate below the scale used.

10' x 10' use 1 square = 1/4 ft

20' x 20' use 1 square = 1/2 ft

30' x 30' use 1 square = 3/4 ft

40' x 40' use 1 square = 1 ft

Customize your grid: \_\_\_\_\_ ft x \_\_\_\_\_ ft use 1 square = \_\_\_\_\_ ft

Adjacent Aisle or Booth #: \_\_\_\_\_ / Number of feet from TOP of exhibit space: \_\_\_\_\_

Adjacent Aisle or Booth #: \_\_\_\_\_ / Number of feet in from left side: \_\_\_\_\_

Adjacent Aisle or Booth #: \_\_\_\_\_ / Number of feet in from right side: \_\_\_\_\_

Adjacent Aisle or Booth #: \_\_\_\_\_ / Number of feet from BOTTOM of exhibit space: \_\_\_\_\_



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

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\_\_\_\_\_, the contracted exhibitor at the **XPONENTIAL 2023 / May 9-11, 2023** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Display House/Builder (if applicable): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**FREEMAN structural integrity statement**



(888) 508-5054  
Fax: (469) 621-5614

Place your order online at  
[www.freeman.com/store](http://www.freeman.com/store)

Submit order forms [here](#).

NAME OF SHOW: **XPONENTIAL 2023 / May 9-11, 2023**

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

---

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

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

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

### MOTOR & TRUSS

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

**Freeman requires an engineer print of truss and lighting rigging. Please provide a dwg file of the rigging plot with load required information 3 weeks prior to move in. Incomplete information may prohibit your truss rig from being hung.**

For pre rigging please contact Freeman for availability.

Lighting Designer Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Description	Advance Order Price	Total
<b>EQUIPMENT</b>		
_____ Quarter Ton Hoist .....	438.90	\$ _____
_____ Half Ton Hoist .....	603.50	\$ _____
_____ One Ton Hoist.....	713.20	\$ _____
_____ Rotating Motor .....	384.05	\$ _____
_____ 12" Box Truss (per foot)* .....	21.95	\$ _____
_____ 12" Corner Blocks* .....	109.70	\$ _____
_____ Par Can Lights.....	109.70	\$ _____
_____ Lekos Lights .....	109.70	\$ _____

\* Select Color for Truss and Corner Blocks:  Black  Silver  
(If a color choice is not indicated, silver will be selected for you.)

**STRUCTURAL INTEGRITY STATEMENT MUST ACCOMPANY ORDER**

<b>TOTAL COST</b>
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>





COLORADO

CONVENTION CENTER

# EXHIBITOR SERVICES ORDER FORM

For Electrical, Telephone, Cable TV, Air, Water and Drain.

**AVOID 20% SURCHARGE BY PLACING YOUR ORDER  
ONLINE!**

For Advanced Rate, orders must be placed no later than two weeks prior to first show move-in date at:

[www.denverconvention.com/exhibit-at-an-event](http://www.denverconvention.com/exhibit-at-an-event)



**In this kit, you will find orders for:**

Electrical services, Telephone services, Air/Water/Drain and Natural Gas services, Internet services, Audio Visual services, Business Center services and Catering services.

To help you with a successful show, we offer you these tips and checklist:

1. The Colorado Convention Center (CCC) is responsible for all utility services, including power, telephone, air, water and drain.
2. ALL exhibitor utility orders should be ordered online, faxed, emailed or mailed directly to the CCC. **All payments should be submitted directly to the CCC for utility orders — NOT TO SHOW MANAGEMENT OR THE GENERAL SERVICE CONTRACTOR.**
3. Orders for Internet, Audio Visual Services, Business Center Services and Catering should be sent to their respective companies.
4. For your security, we do not accept orders over the phone. All forms must be mailed, faxed, emailed or ordered online at: [www.denverconvention.com](http://www.denverconvention.com).
5. Read all the Forms and Guidelines carefully. You may find something specific to your booth that will reduce on-site complications.
6. Save money by ordering prior to your arrival. The onsite surcharge of 30% will be applied to all orders placed onsite, during the first move-in date of the event.
7. The CCC reserves the right to update or amend these forms as needed. If you have questions, please call or email before ordering.

**To save time and even more money, order online at [www.denverconvention.com](http://www.denverconvention.com). These rates are available only on the web and will avoid the 20% surcharge on the listed rates in this kit.**

**Checklist Requirements/Reminders:**

- Individual orders are required for each booth you will occupy.
- If you have any questions, call us direct at 303.228.8027 or email [eorders@denverconvention.com](mailto:eorders@denverconvention.com) before you order.
- All 10X10 and in-line booth services will be installed in the center back of the space.

Please submit a properly oriented booth floor plan for booth exhibits in which services **are not to be** installed in the center back of the space. Please include adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

**NOTE:** If a booth floor plan is not provided, services will be placed in the most convenient location. Floor plans that include multiple service drop locations must identify exact placement for each individual drop which must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

Orders with multiple service drops submitted without a floor plan, will be installed on-site, on a first come first serve basis and labor charges will be assessed if the service drop must be relocated.

**We look forward to seeing you in Denver!**



## PAYMENT POLICIES

1. **PAYMENT IN FULL** must be rendered on **all** orders when order is placed. **NO EXCEPTIONS!** No service order will be processed without full payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or services will not be provided.
  - All online orders must be received 15 days prior to the first contracted show move-in date to qualify for the discount price. All orders placed after this deadline will be charged at the standard rate.
  - All order forms and payments in U.S. Dollars or credit card, must be received 15 days prior to the first contracted show move-in date, in order to utilize the standard rate. The on-site rate will be applied to forms received after this deadline.
  - The date received by the **CCC** will determine the applicable rate.
  - All charges incurred during the show must be rendered in full at the time of service.
  - Any outstanding balance will be charged to the exhibitor credit card on file, after the event closing.
  - If for any reason because of default on the part of the exhibitor it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney fees expended or incurred by **CCC/ASM Global** in connection therewith.
  - Unpaid balances are subject to a late charge of 1.5% per month thereafter.
2. Only Cash, credit cards, company checks and money orders, made payable to **ASM/Colorado Convention Center**, will be accepted for advanced payments.
3. Colorado Convention Center requires an approved credit card to be on file for all orders, regardless of the method of payment you select. Please be sure to submit this information when placing your order to prevent any processing delays.
4. Your on-site representative must be aware of this payment policy and be prepared to make payment upon installation of services.
5. There is a \$25.00 service charge for all returned payments.
6. Rates quoted for all services include installing the requested services to the booth in the most convenient manner but do not include connecting equipment or special equipment. All island booths require a scaled diagram with proper orientation. Larger power orders may require additional labor and materials for precise placement of services.
7. Material and equipment furnished by the Center, for this service order, shall remain **CCC** property unless otherwise specified and shall be removed **ONLY** by the CCC employees at the close of the show.
8. Booth utilities are to be ordered by each exhibitor separately and are not to be shared with other exhibitors.
9. Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service.

## CANCELLATION POLICIES

- There is a minimum \$100 or 10% Cancellation Fee (whichever is higher) plus any applicable taxes and surcharges that may apply. Cancellations must be in writing prior to the opening of the show. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs.
- Canceled services within an order will not incur cancellation charges if other services are ordered from the Convention Center provided the canceled services have not already incurred any costs.
- Credit will not be given for service(s) installed and not used.
- If a show or event gets canceled by show management, no refunds will be given after 2 weeks of cancellation notice. All cancellations must be in written form.

## SUBMITTING YOUR PAYMENT/ORDER

**ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK. MAKE CHECK PAYABLE TO : COLORADO CONVENTION CENTER/SMG**

1. Online at [www.denverconvention.com](http://www.denverconvention.com)
2. US Mail/ First Class Mail/Couriers or Overnight Express:  
Colorado Convention Center  
Attn: Exhibitor Services  
700 14th Street, Denver CO 80202
3. Fax To: 303.228.8101  
You may fax your complete order information. The Exhibitor Services Department will return a confirmation notice of receipt of your faxed order confirmation.
4. Wire Transfer:  
1st Bank of Denver • Denver, CO 80202-1370 • ABA# 502-572-4848 • Routing# 107005047  
Attn: Exhibitor Services  
**All wire transfers must include the following information:**  
•Your Company Name • Event/Show Name • Your Booth/Space Number
5. Federal Tax ID Number : 23-2511871

## CONDITIONS AND REGULATIONS

### GENERAL

1. Wall, column and permanent building utility outlets or sockets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment must comply with Federal, State, and local safety codes.
3. **Under no circumstances shall anyone other than CCC Employees enter floor ports to connect to any convention center utility including power, phone or internet lines. A fine of \$200 will be added to individual orders for each occurrence.**
4. **ASM/CCC** will not be responsible for any cutting or altering of any floor covering necessary to bring utilities to a booth.
5. Exhibit equipment requiring exhibitor engineers or technicians for assembly, servicing, and operation may be installed by qualified exhibit staff.
6. All ground/building connections to such equipment must be installed by ASM/CCC staff only.
7. All onsite changes will be charged a (1) one-hour minimum. The fee is \$75/hr.
8. **ASM/CCC** reserves the right to disconnect any service for failure to adhere to these published policies.

### ELECTRICAL

1. **ASM/CCC** conducts an audit of power supplied to all exhibits. Exhibitors will be required to pay onsite rates for additional or unauthorized use of services. Services may be disconnected pending full payment.
2. **ASM/CCC** employs licensed electricians who are legally obligated to verify that exhibitor owned electrical material or equipment, including power distribution systems used during an event, comply with the **National Electrical Code** or are **U.L. approved**. Special attention is given to the grounding of equipment. **The electrical department will make the final determination in allowing the use of any electrical material or equipment.**
3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, wattage, horsepower, etc. If NO information is available, **ASM/CCC** electricians will compute a rating for the minimum electrical service required.
4. **ASM/CCC** reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the electrical department.
5. All exhibitors' 120-VOLT cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Electrical service for exhibitor needs shall be available one (1) hour prior to opening time and until one (1) hour after show close daily. **Equipment requiring continual power supply must order 24-hour power.**
7. The CCC is not responsible for voltage fluctuations or power failure. If your equipment has strict tolerances for voltage you must provide your own regulating device.
8. All electrical equipment exposed to water/liquids must have ground fault circuit interrupters.

**AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.**

**denverconvention.com/exhibit-at-an-event**

**STANDARD 120V  
ELECTRICAL ORDER FORM**



Email Orders to: [eorders@denverconvention.com](mailto:eorders@denverconvention.com)

Order Online, Fax, or Mail at:

Colorado Convention Center  
Attn: Exhibitor Services  
700 14th Street  
Denver, CO 80202

303.228.8027 Ph  
303.228.8101 Fx  
www.denverconvention.com

Event Name: \_\_\_\_\_  
Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
Event Dates \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_  
Account Contact \_\_\_\_\_

ELECTRICAL SERVICES	QTY	STANDARD RATE	TOTAL
5 AMPS OR 500 WATTS		\$120.00	
10 AMPS OR 1000 WATTS		\$140.00	
20 AMPS OR 2000 WATTS		\$155.00	
<b>TOTAL PAYMENT</b>			

**\*\*See Special 120V order form for 24-hour power and overhead drop pricing and ordering.\*\***

ADDITIONAL ITEMS (Electrical Service must be ordered first)	QTY	STANDARD RATE	TOTAL
SIX PLUG STRIP		\$30.00	
25' EXTENSION CORD		\$30.00	
<b>TOTAL PAYMENT</b>			

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY.**

CREDIT CARD NUMBER:  AMEX  MC  VISA

EXPIRATION DATE:

PRINT CARDHOLDERS NAME: \_\_\_\_\_

CARDHOLDERS SIGNATURE: \_\_\_\_\_

SIGNATURE ACKNOWLEDGES PAYMENT POLICIES, ALL CONDITIONS & REGULATIONS

- **Services are provided in the most convenient manner for CCC Electricians** UNLESS booth floor plan is submitted prior to first **show** move-in date. Services must be ordered and individually identified on a booth floor plan. Services are for the **duration of the show**.
- **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for spaces larger than 10x10.
- **LABOR:** Labor is included in the initial set of the service. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Labor will be charged in 1 hour increments.
- CCC Electricians **will not split/branch** service to achieve multiple locations. Services must be ordered for each individual location requested. Exhibitors may bring personal UL approved 3-wire cords and equipment to distribute if desired.
- **FOR 120V SERVICE LARGER THAN 20A or special needs PLEASE CALL 303.228.8027 or email eorders@denverconvention.com**

# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) **must submit a properly oriented booth floor plan**, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

**NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.**

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

**Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.**

**Electrical Services:**

- E**— Indicates each amp/watt (Will not be split or branched)
- O**— Indicates overhead drop (Include height information)

**Telephone Services:**

- T**— Indicates Telephone Lines
- F**— Indicates Data/Fax Lines

**Compressed Air / Water / Drain:**

Indicate each drop by writing **Air / Water / Drain**

**\*\*Please also indicate overhead or hanging utilities and all height information pertinent to each.\*\***

Please indicate scale: 1 square = \_\_\_\_\_ Feet. Booth Size: \_\_\_\_\_  
In-Line Booth Island Booth

Note adjacent booth # to left side of your booth

\_\_\_\_\_

Note adjacent booth # to right side of your booth

\_\_\_\_\_

				Back					
				Front					

Note adjacent booth # to front side of your booth

\_\_\_\_\_



**AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.**

**denverconvention.com/exhibit-at-an-event**

**STANDARD 120V—24 HR & OH ELECTRICAL ORDER FORM**



Email Orders to: [eorders@denverconvention.com](mailto:eorders@denverconvention.com)

Order Online, Fax, or Mail at:

Colorado Convention Center  
 Attn: Exhibitor Services 303.228.8027 Ph  
 700 14th Street 303.228.8101 Fx  
 Denver, CO 80202 www.denverconvention.com

Event Name: \_\_\_\_\_  
 Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
 Event Dates \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Account Contact \_\_\_\_\_

ELECTRICAL SERVICES	QTY	24-HOUR POWER	TOTAL
5 AMPS OR 500 WATTS—24 Hour		\$180.00	
10 AMPS OR 1000 WATTS—24 Hour		\$200.00	
20 AMPS OR 2000 WATTS—24 Hour		\$230.00	
ELECTRICAL SERVICES	QTY	OVERHEAD POWER	TOTAL
5 AMPS OR 500 WATTS—Overhead		\$240.00	
10 AMPS OR 1000 WATTS—Overhead		\$275.00	
20 AMPS OR 2000 WATTS—Overhead		\$310.00	
ELECTRICAL SERVICES	QTY	24-HOUR OVERHEAD	TOTAL
5 AMPS OR 500 WATTS—24 Hour and Overhead		\$300.00	
10 AMPS OR 1000 WATTS—24 Hour and Overhead		\$335.00	
20 AMPS OR 2000 WATTS—24 Hour and Overhead		\$385.00	
<b>TOTAL PAYMENT</b>			

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED. A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY.**

CREDIT CARD NUMBER:  AMEX  MC  VISA EXPIRATION DATE:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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PRINT CARDHOLDERS NAME: \_\_\_\_\_ CARDHOLDERS SIGNATURE: \_\_\_\_\_

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- **Services are provided in the most convenient manner for CCC Electricians UNLESS** booth floor plan is submitted prior to first **show** move-in date. Services must be ordered and individually identified on a booth floor plan. Services are for the **duration of the show**.
- **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for spaces larger than 10x10.
- **LABOR**: Labor is included in the initial set of the service. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Labor will be charged in 1 hour increments.
- CCC Electricians **will not split/branch** service to achieve multiple locations. Services must be ordered for each individual location requested. Exhibitors may bring personal UL approved 3-wire cords and equipment to distribute if desired.
- **Overhead power** is not intended for theatrical lighting fixtures. All Lighting must be built to the floor by an approved lighting contractor.
- **FOR 120V SERVICE LARGER THAN 20A** or special needs PLEASE CALL 303.228.8027 or email [eorders@denverconvention.com](mailto:eorders@denverconvention.com)

# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) ***must submit a properly oriented booth floor plan***, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

**NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.**

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

***Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.***

**Electrical Services:**

- E**— Indicates each amp/watt (Will not be split or branched)
- O**— Indicates overhead drop (Include height information)

**Telephone Services:**

- T**— Indicates Telephone Lines
- F**— Indicates Data/Fax Lines

**Compressed Air / Water / Drain:**

Indicate each drop by writing **Air / Water / Drain**

**\*\*Please also indicate overhead or hanging utilities and all height information pertinent to each.\*\***

Please indicate scale: 1 square = \_\_\_\_\_ Feet. Booth Size: \_\_\_\_\_  
In-Line Booth Island Booth

				Back					
				Front					

Note adjacent booth # to left side of your booth  
 \_\_\_\_\_

Note adjacent booth # to right side of your booth  
 \_\_\_\_\_

Note adjacent booth # to front side of your booth  
 \_\_\_\_\_

**AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.**

**denverconvention.com/exhibit-at-an-event**

# INDUSTRIAL 208V ELECTRICAL ORDER FORM



Email Orders to: [eorders@denverconvention.com](mailto:eorders@denverconvention.com)

Order Online, Fax, or Mail at:

Colorado Convention Center  
Attn: Exhibitor Services 303.228.8027 Ph  
700 14th Street 303.228.8101 Fx  
Denver, CO 80202 www.denverconvention.com

Event Name: \_\_\_\_\_  
Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
Event Dates \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_  
Account Contact \_\_\_\_\_

SINGLE-PHASE SERVICES	QTY	STANDARD RATE	TOTAL
20 AMPS OR 3,300 WATTS		\$280.00	
30 AMPS OR 4,900 WATTS		\$325.00	
40 AMPS OR 6,500 WATTS		\$575.00	
50 AMPS OR 8,300 WATTS		\$755.00	
60 AMPS OR 10,000 WATTS		\$890.00	
100 AMPS OR 16,600 WATTS		\$1,370.00	
THREE-PHASE SERVICE	QTY	STANDARD RATE	TOTAL
20 AMPS OR 5,700 WATTS		\$375.00	
30 AMPS OR 8,600 WATTS		\$435.00	
40 AMPS OR 11,500 WATTS		\$710.00	
50 AMPS OR 14,400 WATTS		\$900.00	
60 AMPS OR 17,200 WATTS		\$1,100.00	
100 AMPS OR 28,800 WATTS		\$1,615.00	

**\*\*See Special 120V order form for 24-hour power and overhead drop pricing and ordering.\*\***

**TOTAL PAYMENT**

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED.  
A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY.**

CREDIT CARD NUMBER:  AMEX  MC  VISA

EXPIRATION DATE:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- For higher voltage call Exhibitor Services at 303.228.8027 or email [eorders@denverconvention.com](mailto:eorders@denverconvention.com) for quoted power, labor and materials. Prices for 208V service up to 100amps include delivery to the booth and do not include hardwire connection or special equipment. Unless noted, services are provided in the most convenient manner.
- **LABOR:** Labor is included in the initial set of the service. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Labor will be charged in 1 hour increments.
- **Services are provided in the most convenient manner for center electricians** UNLESS booth floor plan is submitted prior to first **show** move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for spaces larger than **10x10**. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) ***must submit a properly oriented booth floor plan***, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

**NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.**

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

***Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.***

**Electrical Services:**

- E**— Indicates each amp/watt (Will not be split or branched)
- O**— Indicates overhead drop (Include height information)

**Telephone Services:**

- T**— Indicates Telephone Lines
- F**— Indicates Data/Fax Lines

**Compressed Air / Water / Drain:**

Indicate each drop by writing **Air / Water / Drain**

**\*\*Please also indicate overhead or hanging utilities and all height information pertinent to each.\*\***

Please indicate scale: 1 square = \_\_\_\_\_ Feet.      Booth Size: \_\_\_\_\_  
In-Line Booth                      Island Booth

Note adjacent booth # to left side of your booth  
 \_\_\_\_\_

Note adjacent booth # to right side of your booth  
 \_\_\_\_\_

				Back					
				Front					

Note adjacent booth # to front side of your booth  
 \_\_\_\_\_





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**denverconvention.com/exhibit-at-an-event**

# INDUSTRIAL 208V—24 HR & OH ELECTRICAL ORDER FORM



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Colorado Convention Center  
Attn: Exhibitor Services 303.228.8027 Ph  
700 14th Street 303.228.8101 Fx  
Denver, CO 80202 www.denverconvention.com

Event Name: \_\_\_\_\_  
Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
Event Dates \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_  
Account Contact \_\_\_\_\_

SINGLE-PHASE SERVICES	QTY	24-Hour Power	Overhead Power	24-Hour Overhead	TOTAL
20 AMPS OR 3,300 WATTS		\$420.00	For overhead quotes please contact the Exhibitor Services Department at: 303.228.8027 or email <a href="mailto:eorders@denverconvention.com">eorders@denverconvention.com</a>		
30 AMPS OR 4,900 WATTS		\$490.00			
40 AMPS OR 6,500 WATTS		\$865.00			
50 AMPS OR 8,300 WATTS		\$1,135.00			
60 AMPS OR 10,000 WATTS		\$1,335.00			
100 AMPS OR 16,600 WATTS		\$2,055.00			
THREE-PHASE SERVICES	QTY	24-Hour Power		TOTAL	
20 AMPS OR 5,700 WATTS		\$560.00			
30 AMPS OR 8,600 WATTS		\$655.00			
40 AMPS OR 11,500 WATTS		\$1,065.00			
50 AMPS OR 14,400 WATTS		\$1,350.00			
60 AMPS OR 17,200 WATTS		\$1,650.00			
100 AMPS OR 28,800 WATTS		\$2,425.00			
<b>TOTAL PAYMENT</b>					

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED.  
A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY.**

CREDIT CARD NUMBER:  AMEX  MC  VISA

EXPIRATION DATE:

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PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

- Overhead power is not intended for theatrical lighting fixtures. All lighting must be built to the floor by an approved lighting contractor.
- **Services are provided in the most convenient manner for CCC Electricians** UNLESS booth floor plan is submitted prior to first **show** move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for exhibit areas or space larger than 10x10.
- **LABOR:** Labor is included in the initial set of the service. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Labor will be charged in 1 hour increments.
- For higher voltage call **303.228.8027** or email [eorders@denverconvention.com](mailto:eorders@denverconvention.com) for **quoted power**, labor and materials. Prices for 208V service up to 100amps include delivery to the booth and do not include hardwire connection or special equipment.

# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) ***must submit a properly oriented booth floor plan***, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

**NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.**

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

***Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.***

**Electrical Services:**

- E**— Indicates each amp/watt (Will not be split or branched)
- O**— Indicates overhead drop (Include height information)

**Telephone Services:**

- T**— Indicates Telephone Lines
- F**— Indicates Data/Fax Lines

**Compressed Air / Water / Drain:**

Indicate each drop by writing **Air / Water / Drain**

**\*\*Please also indicate overhead or hanging utilities and all height information pertinent to each.\*\***

Please indicate scale: 1 square = \_\_\_\_\_ Feet. Booth Size: \_\_\_\_\_  
In-Line Booth Island Booth

				Back					
				Front					

Note adjacent booth # to left side of your booth  
 \_\_\_\_\_

Note adjacent booth # to right side of your booth  
 \_\_\_\_\_

Note adjacent booth # to front side of your booth  
 \_\_\_\_\_

**AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.**

**denverconvention.com/exhibit-at-an-event**

# TELEPHONE ORDER FORM



Email Orders to: [eorders@denverconvention.com](mailto:eorders@denverconvention.com)

Order Online, Fax, or Mail at:

Colorado Convention Center  
Attn: Exhibitor Services  
700 14th Street

303.228.8027 Ph  
303.228.8101 Fx

Event Name: \_\_\_\_\_  
Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
Event Dates \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

TELEPHONE SERVICE – VOIP SERVICES	QTY	STANDARD RATE	TOTAL
STANDARD PHONE SERVICE (with instrument, single line service)		\$250.00	
ADVANCED PHONE SERVICE (with instrument, multi-button service)		\$450.00	
POLYCOM SPEAKER PHONE		\$450.00	
ANALOG LINE - FAX, MODEM, CREDIT CARD LINE (no Instrument, VOIP to analog line)		\$250.00	
VOICEMAIL BOX		\$50.00	
PROGRAMING - CALL HUNT/ROLLOVER/CALL PICKUP—(If ordering multiple lines, maximum 2 times)		\$50.00	
LONG DISTANCE SERVICE* — Standard service does not include Long Distance Access. Long-distance calls require a credit card authorization form to be on file and calls will be charged to your card. INITIAL HERE TO ACCESS LONG DISTANCE SERVICE: _____			
SPECIAL SERVICES	QTY	STANDARD RATE	TOTAL
EXTEND POTS, ISDN, T1, other		\$250.00	
Ordered by the exhibitor and delivered to the Convention Center Demarc by Exhibitor's carrier of choice. To ensure delivery to the Convention Center, please order from your carrier a minimum of four weeks prior to the show. Order # _____ Circuit No. _____ Carrier Installation Date _____			
LABOR (Special placement, changes or repairs are charged in 1 hour increments.)		\$75.00	
<b>TOTAL PAYMENT</b>			

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED.  
A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY.  
THERE WILL BE A \$50.00 PROCESSING FEE FOR ALL REFUNDS REQUESTED.\***

CREDIT CARD NUMBER:  AMEX  MC  Visa

EXPIRATION DATE:

PRINT CARDHOLDERS NAME: \_\_\_\_\_

CARDHOLDERS SIGNATURE: \_\_\_\_\_

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- **Phone Usage Charges:** Usage charges are billed by CCC/SMG at the end of the show. Local and toll-free calls are free. Long distance calls are billed at AT&T retail rates. Credit card must be on file before long-distance service is activated.
- **Services are provided in the most convenient manner for CCC Technicians UNLESS** booth floor plan is submitted prior to first **show** move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for exhibit areas or space larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Handsets must be picked up by Exhibitor at the Service Desk upon arrival.

**AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.**

**denverconvention.com/exhibit-at-an-event**

# CABLE TV & SATELLITE DISH INFORMATION FORM



Email Orders to: [eorders@denverconvention.com](mailto:eorders@denverconvention.com)

Order Online, Fax, or Mail at:

Colorado Convention Center  
Attn: Exhibitor Services 303.228.8027 Ph  
700 14th Street 303.228.8101 Fx  
Denver, CO 80202 www.denverconvention.com

Event Name: \_\_\_\_\_  
Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
Event Dates \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_  
Account Contact \_\_\_\_\_

**A properly oriented booth floor plan must be submitted to ensure proper installation and also to prevent service postponement. The floor plan must include adjacent booth numbers surrounding the booth. For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the floor plan.**

SERVICE TYPE	QTY	STANDARD RATE	Total
<b>COMCAST CABLE TV</b>			
<b>DIGITAL (HDTV)</b> (Outputs: HDMI, S Video, RCA, L/R audio, Coaxial, and Optical digital audio)- By request for legacy devices)		<b>300.00</b>	

**CABLE CARDS** - The CCC does not provide Cable Cards. Arrangements for this service must be made with Comcast directly.

## SATELLITE DISH

**NOTE:** Vendor must supply all Dish/Antenna hardware, stands, roof protection, stand ballast, cable, connectors and any other materials required for installation. All equipment must be removed by the vendor immediately after event close. **Must coordinate drop-off and pick-up of equipment with CCC.**

<b>DISH ANTENNA TO BE INSTALLED ON ROOF</b>	<b>Needs Quoted</b>
<b>CABLES TO BE RUN TO EXHIBIT/BOOTH/AREA</b>	

**DATE AND TIME INSTALLATION AND SERVICE REQUIRED BY:** \_\_\_\_\_

ADDITIONAL SERVICE REQUIREMENTS:

**CREDIT CARD NUMBER:**  AMEX  MC  Visa

**EXPIRATION DATE:**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

INTERNAL USE ONLY

	ESTIMATE	ACTUAL
LIFT USE (HRS)		
M/HRS		
CABLE (FT)		
SPLITTERS (QTY)		

ADDITIONAL MATERIALS USED: \_\_\_\_\_



# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) ***must submit a properly oriented booth floor plan***, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

**NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.**

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

***Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.***

**Electrical Services:**

- E**— Indicates each amp/watt (Will not be split or branched)
- O**— Indicates overhead drop (Include height information)

**Telephone Services:**

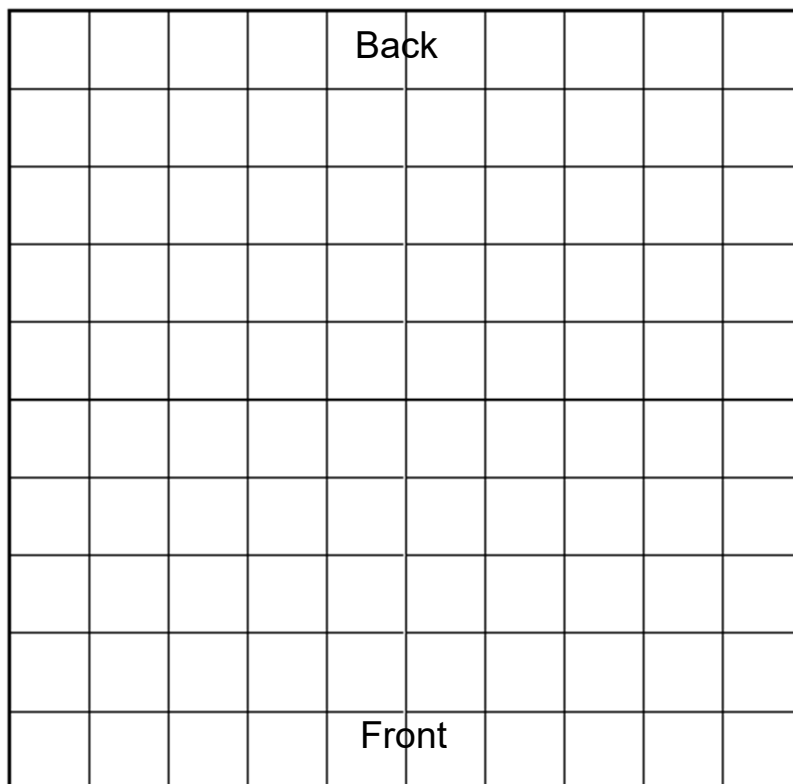
- T**— Indicates Telephone Lines
- F**— Indicates Data/Fax Lines

**Compressed Air / Water / Drain:**

Indicate each drop by writing **Air / Water / Drain**

**\*\*Please also indicate overhead or hanging utilities and all height information pertinent to each.\*\***

Please indicate scale: 1 square = \_\_\_\_\_ Feet. Booth Size: \_\_\_\_\_  
 In-Line Booth                      Island Booth



Note adjacent booth # to left side of your booth

\_\_\_\_\_

Note adjacent booth # to right side of your booth

\_\_\_\_\_

Note adjacent booth # to front side of your booth

\_\_\_\_\_

## CONDITIONS AND REGULATIONS

### TELEPHONE

1. Telephone instruments must be picked up at the Service Desk.
2. *A credit card is required for long distance access to be turned on. All long distance charges incurred from the first contracted show move-in date through the last move-out date are the responsibility of the exhibitor. Usage will be billed at the close of show. There is a 100% surcharge on each long distance call. Copies of charge receipts and itemized billings will be mailed approximately one (1) week after the close of show.*
3. Delivery of **ALL** data transmission lines ordered from an outside vendor will only be allowed to the Demarcation Room at the Convention Center. **ASM/CCC** staff will complete all installations inside the facility.
4. **ASM/CCC** reserves the right to require deposit for Telecommunication equipment prior to installation.
5. All telephones are to be returned to avoid being charged a telephone replacement fee.
6. Once Installed, telephone services is active 24 hours a day for the entire length of the event.
7. 5 digit internal extension to extension dialing.

### DESCRIPTION OF TELEPHONE SERVICES

1. **Standard Phone Service:** Single VOIP phone line that includes the installation of a touch-tone line and rental of a single line telephone instrument

#### Standard Phone Optional phone services:

- Call Hunt/Roll to another ordered extension if line is busy or no answer (can only hunt/roll twice)
- Hot-Line: place a call to predetermined destination by simply lifting the handset.
- Call Forward
- Call Pick-Up group: an incoming call to any extension in the pick-up group can be answered by any of the phones in the specified group by picking up their handset and entering a code on the phones keypad.

2. **Advanced Phone Service:** VOIP phone line that includes the installation of one digital multi-button telephone. This comes with fixed features such as hand's free call, hold, conference, redial, and transfer. Along with four programmable buttons that can be programmed based on what additional special programming has been ordered.

#### Advanced Phone Optional phone services:

- Call Appearance: Any ordered extension number can ring on labeled key on digital set.
- Call Forward
- Last Number Redial

3. **Analog Line - Fax, Modem, Credit Card Line:** Touch-tone analog phone line. No instrument provided.
4. **Voicemail Box:** Voicemail box added to Standard Phone Service or Advanced Phone Service.
5. **Polycom Speaker Phone:** Speaker phone hooked to an VOIP phone line used for small to medium conference room sets. Call to confirm availability if ordering more than six for a single show.
6. **POTS/ISDN/T1 Extension:** Any services delivered by an outside vendor to the Demarcation room at the CCC.

### WATER/AIR/DRAIN

1. **Permanent building outlets, including restroom plumbing fixtures, are not to be used for booth operations or disposal purposes. A \$500.00 fine will be assessed and collected from any exhibitor involved in this activity.**
2. Utility connections to booth will be operable one (1) hour prior to show opening and disconnected two (2) hours after show closing. To make alternative arrangements, contact the Exhibitor Services Department 30 days prior to show opening.
3. The CCC is not responsible for moisture or water in air lines, or any pressure variations.
4. All equipment using water must have inlet and outlet properly tagged.

**AVOID 20% SURCHARGE BY ORDERING ONLINE ONLY, IF ORDERED AT LEAST 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.**

**denverconvention.com/exhibit-at-an-event**

**COMPRESSED AIR, WATER, & DRAIN  
ORDER FORM**



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700 14th Street 303.228.8101 Fx  
Denver, CO 80202 www.denverconvention.com

Event Name: \_\_\_\_\_  
Booth # \_\_\_\_\_ Booth Dimensions \_\_\_\_\_  
Event Dates \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_  
Account Contact \_\_\_\_\_

COMPRESSED AIR SERVICES — 1/2" NPT Fitting	QTY	STANDARD RATE	TOTAL
<b>Single Outlet</b> —1/2" male or female schedule 40 pipe thread adaptor REQUIRED. No guarantees can be made of min./max. pressure. If pressure is critical, the exhibitor must arrange to have a pressure regulator valve or pump installed. <i>If exhibitor needs an adaptor, a \$35.00 charge will be assessed for parts.</i>		\$300.00	
Branch to additional locations		\$200.00	
COLD WATER SERVICES — 1/2" NPT Fitting	QTY	STANDARD RATE	TOTAL
<b>Single Outlet</b> —1/2" male or female schedule 40 pipe thread adaptor REQUIRED. Building pressure is MIN 45 P.S.I. MAX 60 P.S.I.		\$300.00	
Branch to additional locations		\$200.00	
Fill—per 500 gal. (Pump out included if water contains no additives)		\$170.00	
DRAIN SERVICES — Gravity Flow—1 1/2" Max outlet	QTY	STANDARD RATE	TOTAL
Standard Drain		\$300.00	
Additional Locations		\$200.00	
JACUZZI/HOT TUBS (Includes (1) 50A electrical service)	QTY	STANDARD RATE	TOTAL
200 to 400 Gallons		\$750.00	
401 gallons and Up		\$850.00	
<b>*Other Fill and Drain Services call 303.228.8027 for email eorders@denverconvention.com for quote and requirements. *</b>			
<b>LABOR</b> (Connections, changes and repairs are charged in 1 hour increments.)		\$75.00	
ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED. A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST <u>SHOW</u> MOVE-IN DAY.			
<b>TOTAL PAYMENT:</b>			

CREDIT CARD NUMBER:  AMEX  MC  Visa EXPIRATION DATE:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- **Services are provided in the most convenient manner for CCC Electricians** UNLESS booth floor plan is submitted prior to first **show** move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for exhibit areas or space larger than 10x10.
- **LABOR:** Special placement, testing and/or changes after the initial set will require additional labor and material charges. 1 Hour minimum of labor required for all water and air services. Labor will be charged in 1 hour increments.
- Natural Gas Service available in Exhibit Halls ABC only. PLEASE CALL 303.228.8027 or email eorders@denverconvention.com with any questions.
- **ALL CONNECTIONS TO TAP WILL REQUIRE A LICENSED CONTRACTOR WITH A BUILDING PERMIT.**
- Water fill features that require more than one fill & drain will require the purchase of two separate services.

# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) ***must submit a properly oriented booth floor plan***, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

**NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.**

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

***Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.***

**Electrical Services:**

- E**— Indicates each amp/watt (Will not be split or branched)
- O**— Indicates overhead drop (Include height information)

**Telephone Services:**

- T**— Indicates Telephone Lines
- F**— Indicates Data/Fax Lines

**Compressed Air / Water / Drain:**

Indicate each drop by writing **Air / Water / Drain**

**\*\*Please also indicate overhead or hanging utilities and all height information pertinent to each.\*\***

Please indicate scale: 1 square = \_\_\_\_\_ Feet. Booth Size: \_\_\_\_\_  
In-Line Booth Island Booth

Note adjacent booth # to left side of your booth

\_\_\_\_\_

Note adjacent booth # to right side of your booth

\_\_\_\_\_

				Back					
				Front					

Note adjacent booth # to front side of your booth

\_\_\_\_\_



## GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS

### GENERAL BUILDING POLICIES

1. Decorations, signs, banners, and similar materials may not be taped, nailed, stapled or otherwise fastened to ceilings, doors, walls, glass, columns, painted surfaces, fabric or decorative walls.
2. Helium balloons may not be sold or distributed inside the facility. Helium balloons may be approved through your Event Manager for permanent attachment to authorized displays. A deposit may be required prior to installation.
  - A. If helium balloons from an authorized display are released within the facility, labor costs to remove balloons from ceilings or ventilation fans will be charged.
  - B. Helium (or like) balloons distributed outside the **CCC** should not be brought into the facility.
3. No pressure-adhesive stickers or decals or similar promotional items may be distributed in the building. Labor costs to remove adhesive stickers and decals will be charged.
4. The **CCC** escalators and public elevators are not to be used to transport freight or equipment. All equipment and freight should be transported, utilizing the freight elevator and brought in on the docks.
5. The **CCC** does not provide furniture or equipment for exhibitors' booths. All arrangement for furniture and equipment for exhibitors should be handled by a general service contractor.

### SMOKING POLICY

1. The **CCC** is a non-smoking facility.
2. If the function is open to the **general public**, there will be no designated smoking area within the facility.
3. Smoking is not permitted on the exhibit hall floor during move-in or move-out.
4. The Denver Fire Department will issue citations for violations of this rule.

### FOOD AND BEVERAGE

1. Sedexo Catering has exclusive catering, concession and liquor privileges at **CCC**. It is not permissible to bring food and beverages into the **CCC**. Sedexo can be reached 303.228.8050 for in booth catering.
2. Food and beverage distributed by exhibitors are limited to products manufactured, processed or distributed by the exhibiting firm and are limited to sample size. Buy-out fees will apply. Please contact your Sedexo Catering representative at 303.228.8050 for more detailed information.

### SECURITY

1. The **CCC** maintains twenty-four (24) hour security for building perimeter and internal patrols.
2. Hall Security and Individual booth security are the responsibility of Show Management and the Exhibitor.

### DELIVERY PROCEDURES

1. The **CCC** does not accept advance freight shipments for exhibitors or show management. Freight must be consigned to the general service contractor or show manager during the event period.
2. Mail received on site should be addressed to the appropriate show or event. Mail will be held in the **CCC** offices until the first day of move in, at which time it will be delivered to show management.

### PARKING

1. The **CCC** operates a 1,000 space parking garage connected directly to the facility. **CCC** does not operate any of the parking lots that surround our facilities. Please call 303.228.8070 for information and to request a parking map if needed.
2. Cars and/or trucks parked in marked fire lanes or in posted "no parking" areas will be ticketed and towed.

## GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS

### WASTE DIVERSION POLICY

1. We recognize our important role in protecting and enhancing the environment and to help secure the long-term sustainability of our city. As such we are committed to operations which reduce our environmental impact, focus on conserving resources, and utilizing products, technologies, and methods which continually improve in these efforts.

#### PROHIBITED ITEMS AT THE CENTER

- Foamcore signage
- Signage that cannot be recycled or reused by the event organizer, excluding decals or window clings
- Single use plastic bags used for purchases, and plastic conference bags provided to collect show items
- Any hazardous substance, or item containing a hazardous substance
- Large foliage (including trees), without the root system intact

#### RESTRICTIVE ITEMS AT THE CENTER

While items are allowed at the Center, neither the Exhibitor nor Event Organizer shall leave any of the following upon conclusion of the event unless previously arranged with the Center directly:

- Vinyl banners
- Large exhibits
- Electronics, furniture, or equipment, unless previously approved by CCC
- Carpet, carpet scraps, or carpet padding, as well as carpet tubes
- Pallets

#### ITEMS FOR DONATION

- Preapproval of a plan for donation is appreciated to ensure the material or items can be donated
- In accordance with the license agreement terms and building policy any items left behind will become property of CCC. CCC will at its sole discretion, determine the best method to manage the material, in accordance with applicable law
- Any perishable food items left by exhibitors will become property of CCC one hour after the close of the show, and discarded according to building policy.

2. **100% Compliance must be maintained, non-compliance will result in extra housekeeping and disposal fees to be charged.**

Abandoned Item	Flat Rate Charge	(+) Charge Fee
Foamcore signage	\$200.00	\$10.00/sheet
Other signage waste*	\$100	\$5.00/ea
Single use plastic bags	\$100	\$0.50/bag
Hazardous substance	\$300.00	\$ of disposal
Vinyl banners	\$100	\$10.00/lb.
Large exhibits	\$650	% of roll off
Electronics	\$100	\$2.00/lb.
Carpet, scrapes, padding, tubes	\$250	\$50.00/lb.
Furniture and/or equip.	\$75	\$25/day until P/U
Pallets	\$200.00	\$5.00/pallet
Large foliage	\$75	\$25/day until P/U
Other misc item	\$100.00	\$ of disposal

\*Unrecyclable or reusable by event organizer (excluding decals and window clings)

## GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS

### RIGGING/SUSPENSION OF LOADS

The **CCC** management must approve all rigging/suspension of loads from any part of the facility structure.

1. All signs, banners, and displays suspended from exhibit hall ceilings must be approved in advance and hung by **CCC** or general service contractor personnel.
2. If you are using any part of the facility structure for rigging or the suspension of loads, you must submit to **CCC** two copies of your rigging plot to Exhibitor Services two months prior to move in for the **CCC** approval. Part of this requirement is due to possible shared or compounded loading between booths or different shows and even between levels of the convention center which can also be a concern. This is even more important on larger shows where several booths are rigging within proximity to each other.
3. All submittals will need to be overlaid in the correct location and orientation onto the Reflected Ceiling Plan (RCP) for the relevant area for proper review to take place (these drawings can be provided in .DWG or .PDF format if they are not on file already and/or upon request).
4. The rigging plot should conform to the following:
  - A. Name of show, show dates, building location; the name of the contractor responsible for rigging, including contact information; and if applicable, the names of the audio, lighting and scenery contractors. Contact information should be printed on the plans.
  - B. Rigging plots must be drawn in 1/16"=1' scale.
  - C. Rigging plots must indicate locations of points, loads for each point, and a legend that explains the use of each point; such as audio, lighting, and scenery.
  - D. Rigging plots must include facility column locations and roof steel locations.
5. The first point of contact for this should be your event manager. However, for more specific information, requirements, and limitations regarding rigging/suspension of loads at the **CCC** or for any inquiries that have not been assigned a specific point person please contact:

Jason Hiester  
Technical Services Manager  
303.228.8126  
jhiester@denverconvention.com

Joe McCullough  
Director of Operations  
303.228.8026  
JMccullough@denverconvention.com

6. If submittals do not meet/or exceed the outlined acceptable criteria the building provides, the rigging plan may need to be sent to the Structural Engineer of Record (SER) for approval at an additional cost. **Note: this SER review can add additional time to the review/approval process. If the rigging plan is not submitted 30 days prior to the first move in date a \$500.00 review fee will be charged in addition to any applicable SER fee's or cost.**
7. If not received in a timely fashion, rigging oversight charges may also apply and any rigging work may not be performed until a submittal is made and the plan has been approved by the building/Operations.
8. Without all the information being submitted with ample time to review it limits options.

### BASIC FIRE CODE REGULATIONS

1. Exits in all areas of the facility should not be blocked or covered for any reason.
2. Exterior and loading dock doors and fire doors may not be propped open.
3. All aisles should be kept clear, clean and free of obstructions.
4. Firefighting and emergency equipment should not be blocked or obstructed under any circumstances.
5. Materials used in the construction of displays must be fire resistant, such as draping, table coverings, banners, props, scenery, evergreen trees, bark, angel hair and shrubs. All exhibits and displays are subject to inspection by the Fire Prevention Bureau and/or **ASM/CCC** management for compliance.
6. Vehicles with gasoline engines that are to be displayed should conform to the following:
  - A. Battery cables must be disconnected.
  - B. Fuel level in gas tank is less than ¼ tank, and is not to exceed five gallons.
  - C. Must have protective covering under motors, drive trains and tires on any carpeted area.
  - D. Vehicles displayed in any other area of the center other than the exhibit halls requires a Denver Fire Prevention permit.
7. Use or storage of liquid petroleum (LP) gas by exhibitors is restricted.

# GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS



## **BASIC FIRE CODE REGULATIONS continued**

8. Operation of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment, smoke emitting devices or materials in the **CCC** should have written authorization by the **CCC** management and the Fire Prevention Bureau. Permits may be required.
9. All empty crates and boxes should be stored in areas approved and assigned by the **CCC** management and the Fire Prevention Bureau.
10. All electrical equipment should be U.L. (Underwriters Laboratories) approved.
11. Show management, exhibitors and general service contractors should comply with all City fire codes that apply to places of public assembly.
12. All general service contractor equipment should be propane or battery powered. Propane storage and transport is subject to Denver Fire Department regulations.
13. Any covered exhibit space over 300 square feet requires a smoke detector and a 2A10BC fire extinguisher.
  - A. Any exhibit that has a covered area greater than 300 sq. ft. must submit the following information to Denver Fire Prevention online permitting portal for approval 2 weeks prior to move in at: <https://www.denvergov.org/AccelaCitizenAccess>
    - Diagram of the booth layout with dimensions.
    - Detail of the covered area including materials used.
    - Flame retardant certificate is required if soft goods are used as the covering.
  - B. A copy of the permit must be onsite and presented to Fire detail working the event or Colorado Convention Center Operations Manager when asked for.
14. Storage in meeting room and ballroom corridors is not permitted.
15. Multi-level exhibits and enclosed rooms have special requirements in order to obtain approval from the Fire Prevention Bureau.
  - A. Exhibits with a double deck structure and/or enclosed room must submit the following information to Denver Fire Prevention at <https://www.denvergov.org/AccelaCitizenAccess> for review and approval a minimum of 15 days prior to move in:
    - Engineer stamped drawings of the double deck structure and/or enclosed room.
    - Diagram of the booth layout with dimensions.
    - Elevation drawing of the double deck structure and/or enclosed room.
  - B. Contact **CCC** Operations Manager at 303.228.8013 for further clarification and specifics if necessary.
  - C. Once all the information has been received by the Operations Manager, it will be reviewed and submitted to the Denver Fire Prevention for approval.

**FOR A MORE COMPREHENSIVE LIST OF POLICIES AND PROCEDURES, PLEASE REFER TO THE CCC  
EVENT PLANNER'S RESOURCE BROCHURE.**

***Questions should be directed to:***  
**Exhibitor Services Department**  
**700 14<sup>th</sup> Street**  
**Denver, Colorado 80202**  
**Phone: 303.228.8027      Fax: 303.228.8101**  
**Email: [eorders@denverconvention.com](mailto:eorders@denverconvention.com)**





INTERNET

# COLORADO

CONVENTION CENTER

# EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO  
A SUCCESSFUL EVENT



Where  
TECHNOLOGY  
Meets HOSPITALITY

# EXPERTISE

WE HAVE DESIGNED & INSTALLED  
**MORE NETWORKS**  
FOR MAJOR TRADESHOWS  
THAN ANY OTHER ORGANIZATION

## FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need**. During move-in and show days, our team is available to assist you with your ordered services.

## KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

## REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

## 24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.







Is the exclusive provider of the following services:



## WIRED AND WIRELESS SERVICES

From straightforward high-speed wired Internet connectivity to complex high-density wireless networks, our wired and wireless services are able to exceed all of your speed, security and reliability demands. Smart City Networks' state-of-the-art fiber backbone allows for lightning fast speeds throughout our convention centers, while offering completely customizable tiers of Internet services to fit any event need. We partner with your team to facilitate the events requirements and enhance the users experience.

# Need just a **BASIC** CONNECTION?



Our **BASIC INTERNET SERVICE**, ideal for **LIGHT INTERNET USAGE** such as web browsing and checking email via a wired connection.

SERVICE	INCENTIVE **	BASE	ON-SITE
Basic Internet	<b>\$895</b>	\$1,140	\$1,368
Additional Device	<b>\$185</b>	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE **	BASE	ON-SITE
Switch Rental	<b>\$185</b>	\$225	\$270
Patch Cables	<b>\$50</b>	\$62	\$74
Labor (Floor Work)	<b>\$125</b>	\$125	\$125

\* **NOT FOR STREAMING**

\*\* **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

#### Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

ORDER NOW >



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911



# What if it's **MISSION CRITICAL?**

Our **DEDICATED WIRED SERVICES** are the **FASTEST AND MOST RELIABLE** way to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING			INCENTIVE*	BASE	ON-SITE
	SD	or HD	or UHD			
3 Mbps Dedicated	1	N/A	N/A	<b>\$3,495</b>	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	<b>\$5,900</b>	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	<b>\$7,850</b>	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	<b>\$11,700</b>	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	<b>\$19,250</b>	\$24,060	\$28,872

**\*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

#### Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- **Wireless and Hardline routers are permitted**
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW 



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911

# NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides **SIMPLE & SECURE WIRELESS** connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

## STANDARD HOTSPOT PROVIDES 3 Mbps BURSTABLE TO 5 Mbps PER DEVICE\*

DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE
5 Device Limit	<b>\$2,339</b>	\$2,807	\$3,368
15 Device Limit	<b>\$4,133</b>	\$4,960	\$5,952
30 Device Limit	<b>\$6,762</b>	\$8,114	\$9,737
Additional Access Point Rental	<b>\$750</b>	\$750	\$750

\* **NOT FOR STREAMING.**

\*\* **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911



[orders.smartcitynetworks.com/wifi-splash-page-design](https://orders.smartcitynetworks.com/wifi-splash-page-design)

# WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines

## HIGH BANDWIDTH WIRELESS

with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

### PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

BANDWIDTH ALLOCATION	STREAMING			INCENTIVE *	BASE	ON-SITE
	SD	or HD	or UHD			
10 Mbps	3	N/A	N/A	<b>\$8,800</b>	\$10,560	\$12,672
20 Mbps	6	4	N/A	<b>\$16,600</b>	\$19,920	\$23,904
30 Mbps	10	6	1	<b>\$24,200</b>	\$29,040	\$34,848
40 Mbps	13	8	1	<b>\$31,550</b>	\$37,860	\$45,434
50 Mbps	16	10	2	<b>\$39,050</b>	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	<b>\$750</b>	\$750	\$750

**\*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW 



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911



[orders.smartcitynetworks.com/wifi-splash-page-design](https://orders.smartcitynetworks.com/wifi-splash-page-design)



# FAQ

## Frequently Asked Questions

### DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

### WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

### WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

### WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

**TIP:** Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911

### DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

### WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

### CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

**Please Note:** Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

### HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

### WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps



## Our Promise ★★★★★

Smart City Networks is “Where Technology Meets Hospitality”. By anticipating and responding to our clients’ needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

**“IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND.”**

# ImageAV

The Onsite Production Partner at the CCC



IATSE Labor Union Management, Logistical Planning & Payroll

50% Discount on Electrical and Utility Pricing

Dedicated, Onsite Event Production Management

Rigging and CAD Services

Onsite Video, Audio, and Lighting Inventory

Event Design Services Including Modular Backdrops

# ImageAV

## Exhibitor Services

We Make Exhibitor Orders A Hassle-Free Process



### Onsite Equipment + Tech Support

---

Equipment Packages Designed Based on  
Common Needs

---



Custom + Unique Exhibit Services From  
LED Walls to Lighting Packages

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Expertise With The CCC Halls And  
Guidelines



Online Exhibitor Order Form





# Colorado Convention Center Exhibitor Rental Form



Preferred AV Provider at the Colorado Convention Center

**Save Time - Order Online!**  
Visit our [online order form](#) to place your order

Don't see what you need listed below? Please call (303) 758-1818 or email [CCCEvents@imageav.com](mailto:CCCEvents@imageav.com) for custom orders

**Pricing is valid through September 30, 2023**

Labor is \$200 for delivery and strike during normal business hours M-F and \$300 for weekends, holidays, and outside M-F business hours  
Additional charges will be incurred for sets that require more than 1 hour of labor

## Show & Company Information

Company Name: _____	Booth Name: _____	Booth Number: _____
Mailing Address: _____	Order Date: _____	
City, State, Zip: _____	Onsite Contact: _____	
Phone Number: _____	Delivery Date: _____	Delivery Time: _____
Email: _____	Pick-up Date: _____	Pick-up Time: _____

### VIDEO MONITORS

*4K Monitors, Touchscreen Monitors, Projectors, Screens, and LED Walls available upon request*

Labor for wall mount monitors arranged through General Services Contractor

Qty	Item	# of Days	Total
_____	27" HD Video Monitor + Table Stand*	\$150 x _____	_____
_____	32" HD Video Monitor + Table Stand*	\$200 x _____	_____
_____	40" HD Video Monitor + Floor Stand*	\$300 x _____	_____
_____	55" Smart HD Video Monitor + Floor Stand	\$450 x _____	_____
_____	75" Smart HD Video Monitor + Floor Stand	\$600 x _____	_____
_____	80" Smart HD Video Monitor + Floor Stand	\$700 x _____	_____
_____	27" Touch Screen Monitor + Table Stand*	\$225 x _____	_____
_____	65" Touch Screen Monitor + Floor Stand*	\$1,200 x _____	_____
_____	Wall Mount for Monitor	\$75 x _____	_____
_____	8' Tripod Projection Screen	\$175 x _____	_____
_____	8' Tripod Screen + 5K Lumen Projector	\$500 x _____	_____
_____	Digital Media Player (req. to play USB media)	\$50 x _____	_____
_____	Laptop PC with Windows Suite	\$175 x _____	_____
_____	Wireless Keyboard + Mouse	\$50 x _____	_____

\*Media player or laptop required to show content

### REVIEW YOUR ORDER\*

Total Equipment Costs	_____
Labor	_____
Administration Fee (3%)	_____
Sales Tax (8.81%)	_____
<b>Total Charges</b>	_____

### AUDIO EQUIPMENT

*Please call for any orders that require more than (2) Microphones and/or (2) Speakers as additional labor/support may be required*

Qty	Item	# of Days	Total
_____	PA system: 1 Speaker, Aux Input Cable	\$175 x _____	_____
_____	PA system: 2 Speakers, Wireless Mic, Aux Input Cable	\$375 x _____	_____
_____	Wireless Handheld or Lapel Mic	\$125 x _____	_____
_____	Wireless Headset Mic	\$175 x _____	_____

### DÉCOR & LIGHTING

*Overhead Booth Lighting and Specialty Lighting available*

Qty	Item	# of Days	Total
_____	LED Uplight Pckg (4 Color Changing LED Lights)	\$300 x _____	_____

Please note any comments about your order:

**Please email completed order forms to [CCCEvents@imageav.com](mailto:CCCEvents@imageav.com)**

A confirmation email and payment link will be sent

\*All orders require sales tax. If you are not required to pay Denver City and CO State sales tax, please email [cccevents@imageav.com](mailto:cccevents@imageav.com) to place your order.



# Client Services Agreement

**Prices & Availability:** All prices and availability are for this event only and are subject to change without notice until this proposal is signed and the required deposit is received. All equipment reservations and the scheduling of required technical personnel will be done on a tentative basis only until this proposal has been signed and required payment received.

**Payment:** All rentals require payment at the time of order to hold the equipment and price, and must be secured with a valid credit card. All orders will require the balance of the order to be paid prior to loading in / setting up equipment. Payment that is outstanding for any reason will be billed to the credit card of record. If payment is made by check, the Customer/Lessee agrees to pay a service charge of \$25.00 or 5% of order total, whichever is greater, if the check is returned by bank. In addition, the Customer/Lessee agrees to pay any and all court costs, attorney fees, and any other collection costs.

**Equipment:** All equipment rental rates are subject to availability upon confirmation. Any damage to equipment due to the negligence of the Customer, Customer's staff or guests will be the responsibility of the undersigned (the Customer), who will be required to reimburse Image Audiovisuals, Inc. (ImageAV) for reasonable costs for repair or replacement, including shipping. ImageAV guarantees all equipment will be in good working order upon delivery / customer pick up. ImageAV has 24 hour support if a problem should occur with equipment. ImageAV is not responsible for any problems reported after the equipment rental period. Customer will pay the replacement cost of any equipment which is lost or stolen while in the Customer's care.

**Labor:** A four (4) hour minimum will be required for all orders requiring a technician on site.

**Security:** ImageAV does not provide overnight security for equipment. Security is the responsibility of the Customer.

**Venue Charges:** The following charges are beyond ImageAV's control and will be applied by the venue: Electrical/Power, In-house rigging, Union Staff, Shadow Security, Security, Fire Marshall and Fogger/Haze Use Charges. ImageAV is not responsible for the above charges or any other venue imposed charges, unless stated in the proposal.

**On – Site Additions:** All equipment and corresponding labor and venue charges added on to an event while on site are the responsibility of the Customer.

**Cancellations:** Customer must inform ImageAV of cancellations in writing 48 hours prior to scheduled load in or be billed at full contracted cost. **All cancelled orders will incur a 10% cancellation fee.** Any nonrefundable deposits paid to suppliers or expenses incurred on behalf of the customer will be billed to the customer in full regardless of cancellations. Because of the unique nature of our business, we are unable to make exceptions to this policy, including, but not limited to, the cancellation of your event for any reason whatsoever.

**ImageAV Liability:** ImageAV will use due care in processing and scheduling the work of the Customer, but it will be responsible only to the extent of correcting any errors which are due to the equipment operators and/or equipment of ImageAV. The liability of ImageAV with respect to this Agreement shall in any event be limited to the total compensation for the services provided under this Agreement and shall not include any contingent liability. The Customer further agrees that ImageAV will not be liable for any lost profits, or for any claim of demand against the Customer by any other party.

**Customer Liability:** Customer shall pay ImageAV all costs and expenses, including attorney's fees, incurred by ImageAV in exercising any of its rights or remedies hereunder or enforcing any of the terms, conditions, or provisions hereof.

# Shipping Solutions at The UPS Store at the Colorado Convention Center



## Before you Arrive

Not all materials can be brought with you to every location. But don't worry UPS has you covered! Banners, Posters, and Signs can be made onsite and be picked up when you arrive.

Do you already have presentation materials made? Excellent! To avoid the wasted time and possible damage of checking your materials on a plane we can also receive packages containing your presentation materials. As the United States most trusted package handler you can be assured it will arrive on time and undamaged.

## During the Event

Paper booklets, hand outs, brochures and many more. whatever presentation materials you may need, we can make anything you need to wow your audience.

With quick turn around we can provide you any of the last minuet presentation materials you need to make any presentation or booth a hit.

## After the Event

Once everything is done and its time to go home UPS can make leaving easy. Packing and shipping materials, creating custom Thank you cards and discreetly shredding documents are just some of the services we offer. The USP Store at the convention center can help with all of your post presentation needs.

<b>Parcel Management Fee Schedule</b>	
<b>(Inbound, Storage, &amp; Outbound)</b>	
<b>Small Packages</b>	
Letters/Packs	\$5.00
1 - 10 lbs.	\$10.00
11 - 20 lbs.	\$20.00
<b>Medium Packages</b>	
21 - 30 lbs.	\$30.00
31 - 45 lbs.	\$40.00
46 - 60 lbs.	\$50.00
<b>Large Packages</b>	
61 - 100 lbs.	\$90.00
101+ lbs.	\$120.00
<b>Freight</b>	
Pallets	\$275.00
*Includes receiving, securing and storage for up to 2 business days prior to arrival. \$10.00 per day storage fee for days 3+	
*A \$5.00 fee to be charged for pre-labeled UPS packages drop-offs for Outbound Packages Only	

Packages sent to the UPS Store must be addressed as follows:

The UPS Store  
Attn: (Client Name & Event)  
700 14th St.  
Denver, CO 80202

Additoinally, it may also be beneficial to affix an identifiable label to the package(s) with client's name, event name, and booth number.

Located in: The Colorado Convention Center

Address: The Colorado Convention Center

700 14th St, Denver, CO 80202

Phone: (720) 904-2300

Hours:

Friday 8AM-6PM

Saturday 9AM-3PM

Sunday Closed

Monday 8AM-6PM

Tuesday 8AM-6PM

Wednesday 8AM-6PM

Thursday 8AM-6PM

\*\*Extended Hours during Larger Conventions

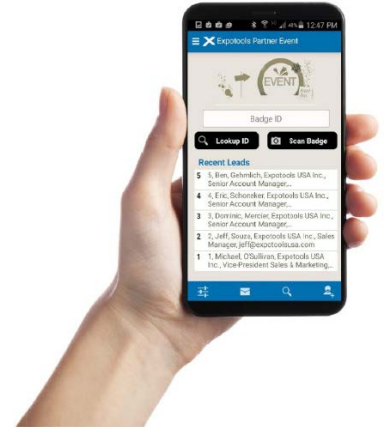
\*\*For those with special needs, reserve your mobile scooter at the UPS Store by calling to reserve prior to your arrival. Limited Availability.

## Option | Showlead Plus™

App for iOS + Android smartphones / tablet devices

- Simply scan the 2D barcode using a smartphone or tablet with rear facing camera
- Complete with 10 standard sales qualifiers, ability to add notes, email, follow-up and store contacts within seconds.
- Create custom qualifiers
- Application can be used anywhere – both on and off the show floor.
- Real time lead access; by email or our online portal
- Devices with no internet or data service will capture all the data
- Requires internet connectivity to sync data.

**Note: iOS 13 or higher required for iPhone/iPad**



## Option | Showlead Touch™

- Compact, portable barcode scanner allows simple badgescanning to capture contact details and demographic profile with the ability to add notes.
- Colour graphic touch LCD display to verify scanned data.
- Ability to add notes to your lead data.
- Connects wirelessly to available Bluetooth portable printer.
- All scans are date and time stamped.
- Scanner includes 10 standard sales qualifiers with the option to add custom sales qualifiers.
- Lead data will be available for download post show at [www.showlead.com](http://www.showlead.com)



**Note: This device does not require power.**

## Option | Showlead™ badge reader

- Compact, portable barcode scanner allows simple badge scanning to capture contact details and demographic profile.
- Graphic LCD display to verify scanned data.
- Connects wirelessly to available Bluetooth portable printer.
- All scans are date and time stamped.
- Scanner includes 10 standard sales qualifiers with the option to add custom sales qualifiers.
- Lead data will be available for download post show at [www.showlead.com](http://www.showlead.com)



**Note: This device does not require power.**

Features	Showlead Plus	Showlead	Showlead Touch
Real time lead data	✓		
Add notes	✓		✓
Includes standard sales qualifiers	✓	✓	✓
Add custom sales qualifiers	✓	✓	✓
Handheld/wireless	✓	✓	✓
Optional Bluetooth printer		✓	✓
Add lead data to contacts	✓		

## Optional services & accessories

### Showlead Print™

For use with the Showlead & Showlead Touch badge reader

- Wireless printer.
- Compact, portable thermal printer provides paper receipts.
- Extremely quiet and fast printing.
- Connects directly to the Showlead unit via Bluetooth technology.

### Custom sales qualifiers

For use with Showlead & Showlead Touch badge reader

Add up to 30 custom sales action codes to better qualify prospects (max. 21 characters per line including spaces).

### Data reconciliation

Use your own scanner to capture attendee badge ID's. Send your list to us for post show data reconciliation to sync the available contact information and demographics available.

### USB flash drive

Available for Showlead, Showlead Touch badge readers

- Leads downloaded on USB flash drive at the end of the event
- Leads will also be available post-show online at [www.showlead.com](http://www.showlead.com).

### Real time direct access

Direct access transfers the Lead data wirelessly to your secured password protected web portal allowing you to track manage and follow-up you're Leads anytime (available for Showlead and Showlead Touch).

### E-blast email service

Don't struggle trying to send out an email to your valuable leads. Simply select one of our standard html Designs and provide us with the verbiage and links you would like to send with an email campaign to your Lead contacts.





MAY 8 - 11, 2023 | EDUCATION  
MAY 9 - 11, 2023 | EXHIBITS

The Colorado Convention Center  
May 8 - 11, 2023  
Denver, CO



Event code: **202305AUVSI**

Order online: [www.showlead.com/orders](http://www.showlead.com/orders)

E: [leads@showcare.com](mailto:leads@showcare.com) | T: 1 (866) 267-2107

Complete package Best value options	Specifications	Early thru 04/7/23	Standard from 04/8/23	Qty	Total
<b>Showlead Essential (no electricity req'd)</b>	- Showlead hand-held badge reader - Wireless printer - Custom sales qualifiers	\$425	\$515	<input type="text"/>	<input type="text"/>
<b>Showlead Optimum (no electricity req'd)</b>	- Showlead Touch badge reader - Custom sales qualifiers - USB Flash drive & e-blast email service	\$550	\$675	<input type="text"/>	<input type="text"/>
<b>Showlead Plus (Mobile app)</b>	1 License for Single Device	\$315	\$340	<input type="text"/>	<input type="text"/>
	2 Licenses for Multiple Devices	\$530	\$590	<input type="text"/>	<input type="text"/>
	3 Licenses for Multiple Devices	\$660	\$725	<input type="text"/>	<input type="text"/>
	5 Licenses for Multiple Devices	\$950	\$1000	<input type="text"/>	<input type="text"/>
Mobile app for your IOS or Android • Real time lead data with data or wi-fi service					
A la carte lead management solutions					
<b>Showlead Touch</b>	Wireless colour touch badge reader	\$425	\$550	<input type="text"/>	<input type="text"/>
<b>Showlead</b>	Wireless badge reader	\$365	\$430	<input type="text"/>	<input type="text"/>
Optional services & accessories					
<b>Showlead Print</b>	For Showlead, Showlead Touch	\$100	\$160	<input type="text"/>	<input type="text"/>
<b>Custom sales qualifiers</b>	For Showlead, Showlead Touch	\$80	\$100	<input type="text"/>	<input type="text"/>
<b>USB flash drive</b>	For Showlead, Showlead Touch	\$80	\$100	<input type="text"/>	<input type="text"/>
<b>Delivery &amp; pick-up service</b>	For Showlead, Showlead Touch	\$100	\$115	<input type="text"/>	<input type="text"/>
<b>Real time direct access to lead data</b>	For Showlead, Showlead Touch	\$150	\$175	<input type="text"/>	<input type="text"/>
<b>E-blast email service</b>	For Showlead, Showlead Touch	\$165	\$175	<input type="text"/>	<input type="text"/>
<b>Data reconciliation</b>	Third party post-show solution	\$400	\$475	<input type="text"/>	<input type="text"/>

Company Name

Processing Fee

\$10

Order total  
(payable in US funds)

## Contact information

Contact name

Exhibiting company

Phone  Address

Email

City  State & Country

Zip  Booth #

## Payment information

MC  VISA  AMEX  Check

Card no.

Name on card

Expiration date

Signature

Authorization (your signature denotes acceptance of all the terms & conditions).

Online orders will receive instant confirmation via email. All other orders submitted will receive confirmation immediately after successful processing.

**No refunds on order 30 days prior to show opening. Cancellation requested 30 days prior to show are subject to \$50 cancellation fee.**

## Terms & conditions

All orders & usage of Showlead equipment provided by Showcare are/is subject to the following terms & conditions.

### A) Orders and order deadlines

1. All orders must be paid for in full prior to unit pick-up.
2. Orders received after the stated deadline will be charged at AFTER DEADLINE RATES without exception. The date payment is received shall determine the applicable rate.
3. All items ordered after the order deadlines are subject to availability.

### B) Payment terms and cancellations

1. Service will be rendered after receipt of full payment by credit card or check.
2. Showcare will correct any miscalculations in the "Order Total" column if different than total amount on the order form.
3. All cancellations made more than 30 days prior to the event will be subject to a \$50 processing fee per unit. No refunds will be considered for cancellations requested 30 days prior to the event start date.
4. Unclaimed units or unused orders are not refundable once paid for.

### C) On-site services and terms

1. All orders which include rental hardware must be picked up from the Showcare counter on-site. It is highly recommended that your company representative(s) pick up your ordered units to avoid delays.
2. A minimum of one hour for processing time will be required to fulfill on-site orders, subject to availability.
3. On-site modification(s) or addition of existing custom sales qualifiers will be subject to a \$50.00 processing fee.

### D) User terms

1. At all times Showcare remains sole owner of each Showlead unit including all the software and hardware.
2. All data acquired through use of units under this agreement remains the property of the show management of the event where used.
3. If the rented unit(s) are not returned to the Lead Retrieval Desk at the on-site Exhibitor Service. The Renter agrees to pay an additional late fee of \$150.00 (one hundred fifty U.S dollars) per day, up to a maximum of the unit cost as well as any additional fees incurred by Showcare to retrieve said unit (i.e shipping charges). Replacement Costs:

- a. Showlead \$1750.00 USD
- b. Showlead Touch \$2350 USD
- c. Showlead Print \$550.00 USD
- d. Zebra Mobile \$700 USD

4. If any Showlead unit is misplaced, stolen or damaged while in the user's care, the user shall be responsible for said repair costs or replacement fees as indicated in item 3.

### E) Increased visibility

1. Showcare does not guarantee and shall not be held liable should the user not achieve overall success of the exhibit with respect to the expected revenue, expected number of leads, booth traffic, return on investment (ROI), profits and attendance by using Showcare's equipment, software or know how.

2. The user and Showcare each agree to indemnify, defend and hold harmless the other party and its respective

successors and permitted assigns, and its officers, directors, members, agents, employees and/or representatives from and against any claim, action, cause of action, and liabilities including damages (including court costs and attorney fees and other fees of professionals) which may be asserted by third parties arising out of the performance of either party's obligations pursuant to the services rendered by Showcare to the user, except for the willful misconduct or gross negligence of the other party.

3. "Force Majeure" shall refer to any cause or event(s) that is beyond the reasonable control of Showcare or the organizer of the meeting, that could not have been reasonably foreseen and prevented by means reasonably available to it, and that causes the Event(s) to be either canceled or postponed "sine die" and this term shall include but shall not be restricted to acts of God, civil unrest or of the public enemy, acts of the Government, fires, flood, epidemics, strikes, lockouts, curtailment of transportation facilities or service. In any such event of Force Majeure, the obligations of Showcare for services not yet rendered shall become automatically terminated and Showcare shall be entitled to retain all the payments already received.

### F) Privacy policy

1. Showcare will collect personal data such as name and contact information for the only purpose of fulfilling the lead retrieval service agreement. Personal information will not be shared with any third parties that are not data sub-processors. You can read our complete privacy policy here: <http://www.showcare.com/privacy-policy/>
2. The General Data Protection Regulation (GDPR) is a European law that is enforced on May 25th, 2018. As per that law, personal data of European Union (EU) subjects has to be treated with particular care. In the context of this law, personal data means any information that can identify a person, individually or in combination with other data. Hefty fines could be given to offenders. You can find more information about GDPR here: [https://ec.europa.eu/commission/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules\\_en](https://ec.europa.eu/commission/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules_en)
3. Showcare is a data processor in the lead retrieval services, acting as a facilitator between you and the attendees. As you determine what information is gathered and how to use it, you are the data controller and will be liable in the end if the personal data of attendees is misused.
4. As you will be the main responsible for gathering and using the data, Showcare is reminding you of the following:

You need to obtain consent before scanning an attendee badge. Don't forget to ask! Attendees might ask you about the following subjects before they give you their consent:

- o How are the leads used?
- o Will you be contacting the attendees after the event? For what purpose?
- o Are the leads transferred to third parties? Will they be able to contact the attendees?
- o What are the controls in place to keep their information safe?
- o How long is the personal data kept in your database?

**Your order and usage implies that you have read, understood and agreed to be subject to the terms and conditions stipulated herein.**



1200 G St. NW, Suite 800  
Washington, DC 20005

# Lead management solutions

## Custom sales qualifiers

Currently not available for Showlead Mobile Smartphone devices.

Please return forms by:

E: [leads@showcare.com](mailto:leads@showcare.com) | F: 905-479-9743

### Standard sales qualifier codes:

Showlead Badge Readers and Showlead Desktop

### Application comes with the following standard codes:

- |                         |                             |
|-------------------------|-----------------------------|
| 1. Send information     | 6. Send quote               |
| 2. Needs technical data | 7. Have rep call            |
| 3. Add to mailing list  | 8. Ready to purchase        |
| 4. Decision maker       | 9. Fax information          |
| 5. Just investigating   | 10. Requires special action |

Please use the same custom sales qualifiers for all units.

Showlead customers please indicated desired custom action code option.

Please select only one checkbox below if custom sales qualifiers were ordered.

- A. 30 custom sales qualifier codes as per below
- B. 20 custom sales qualifier codes as per below + 10 standard sales qualifiers

**If no selection is requested above the standard codes only will be applied.**

Please fill in the custom sales qualifier codes that you would like programmed into your unit (maximum of 21 characters including spaces per code).

## Important: please complete the following

Contact name

Booth #

Show name #

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# XPONENTIAL™



**EVENTS TNT**  
7610 Dalrock Rd.  
Rowlett, TX 75089  
+1.214.893.2616  
FAX:+1.469.327.3052  
events@tntconventions.com

**BOOTH SECURITY ORDER FORM**  
**XPONENTIAL 2023**  
May 8-11, 2023  
  
Colorado Convention Center

This form can be faxed or e-mailed. Confirmation of receipt will be made by return e-mail or by phone.

**Advance Rate:** \$37.00 per hour  
**(Before May 8, 2023)**

**ALL RATES IN US \$**  
**(4 hour minimum)**

**Show Rate:** \$42.00 per hour  
**(After May 8, 2023)**

DAY/DATE	START TIME	END TIME/DATE	TOTAL HOURS
		Total Hours	

Total Hours \_\_\_\_\_ x \$ \_\_\_\_\_ (Rate) x 5% credit card fee = \$ \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact: \_\_\_\_\_ Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

(Please Read, Complete, and Sign Other Side)



CREDIT CARD: (VISA                      MASTERCARD                      AMEX                      DISCOVER)

Name on Card : \_\_\_\_\_ Card# \_\_\_\_\_

Exp Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**EVENTS TNT**  
**BOOTH SECURITY AGREEMENT OF**  
**SERVICES**

It is understood by THE CLIENT and all concerned that neither *EVENTS TNT* nor *XPONENTIAL 2023* is an insurer of property and or persons covered under this agreement. It is also understood that services provided by *EVENTS TNT* under this agreement are designed to deter risks of loss but offer no guarantee against theft, pilferage, robbery, vandalism or any other loss or damage to property on covered premises. **The sole intent of this service is to provide a visible deterrent.**

In the event of an emergency the following person (people) representing the exhibiting company should be notified:

Name: \_\_\_\_\_ Phone# \_\_\_\_\_

Name \_\_\_\_\_ Phone# \_\_\_\_\_

I HAVE READ, UNDERSTAND, AND ACCEPT THE CONDITIONS OF THIS AGREEMENT AS STATED ABOVE:

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

FOR OFFICE USE ONLY: Date Pd: \_\_\_\_\_ Auth #: \_\_\_\_\_ Order Taken By: \_\_\_\_\_

Confirmation Sent by: \_\_\_\_\_ Date: \_\_\_\_\_