

## 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 booth will be set with 8' high black drape, 36" high black side dividers, 2 Limerick® side chairs by Herman Miller, one 6' draped table in gray, one wastebasket, and one 500 watt electrical outlet.

Each 20' x 20' booth will be set with gray carpet and (4) 500 watt outlets.

## EXHIBIT HALL CARPET

All aisles will be carpeted in latte (a brown and black tweed). Booth spaces will be carpeted gray.

## DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by April 11, 2022.

## EXHIBITOR FREQUENTLY ASKED QUESTIONS

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

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

Monday	May 02, 2022	12:00 PM - 5:00 PM
Tuesday	May 03, 2022	7:00 AM - 11:00 AM

### EXHIBIT HOURS

Tuesday	May 03, 2022	12:00 PM - 5:00 PM
Wednesday	May 04, 2022	8:30 AM - 5:00 PM
Thursday	May 05, 2022	8:30 AM - 1:30 PM

### EXHIBITOR MOVE-OUT

Thursday	May 05, 2022	1:30 PM - 5:00 PM
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## EXHIBITOR SERVICE HOURS

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

## DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Thursday, May 5, 2022 at 5:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Thursday, May 5, 2022 at 4:30 PM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

**POST SHOW PAPERWORK AND LABELS**

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

**EXCESSIVE TRASH AND BOOTH ABANDONMENT**

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

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

[Contact Us](#)

**FREEMAN EXHIBIT TRANSPORTATION**

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

**FREEMAN ONLINE®**

**Take advantage of discount pricing by ordering online at [FreemanOnline](#) by April 11, 2022.** Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - **before, during** and **after** your show.

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

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

**SHIPPING INFORMATION**

**Warehouse Shipping** Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

**NBAA Maintenance Conference**

C/O Freeman

3323 N Pan Am Expy, Ste 126

San Antonio, TX 78219

Freeman will accept crated, boxed or skidded materials beginning Monday, April 4, 2022, at the above address. Material arriving after April 27, 2022 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:00 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 # \_\_\_\_\_

**NBAA Maintenance Conference**

C/O Freeman

Henry B Gonzalez Convention Center

237 Tower of the Americas Way

San Antonio, TX 78205

Freeman will receive shipments at the exhibit facility beginning Monday, May 2, 2022. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

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

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

#### **PURCHASE TERMS**

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

#### **LABOR INFORMATION**

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

#### **ASSISTANCE**

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

**WE APPRECIATE YOUR BUSINESS!**

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICES**

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

### **HELPFUL HINTS**

#### **SAVE MONEY**

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

#### **AVOID DELAY**

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

#### **SAFETY TIPS**

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

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

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

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

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

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

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

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

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

## Interested in going green and saving money?

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



# 1 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

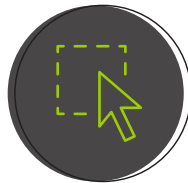
**Rent rather than buy carpet** to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

### Option 2 Color

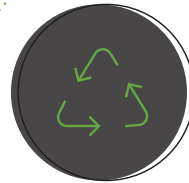
Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.



# 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

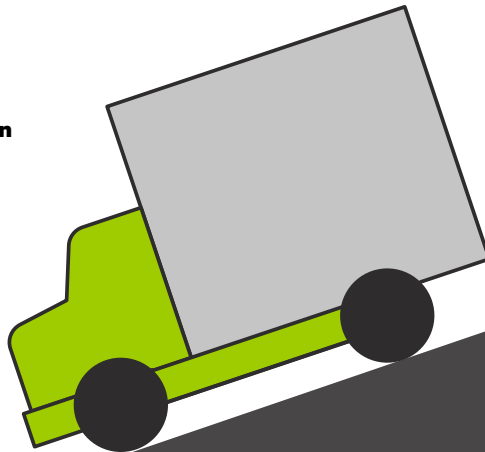
### shipping out

#### 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.



#### 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

**SAN ANTONIO FIRE PREVENTION DIVISION  
1901 SOUTH ALAMO STREET  
SAN ANTONIO, TEXAS 78204  
Phone: (210) 207.3695**

**Revised May 1, 2020**

**Fire Regulations for Assembly Occupancies**

**Seating and Booth Arrangements:**

1. A floor plan of the layout for events such as banquets, display exhibits, conventions, concerts or conferences should be submitted to the Fire Marshal for approval at least 15 days prior to the event.
2. All seating arrangements for events will be in accordance with current edition of the International Fire Code and approved by the Special Events Coordinator. Any special or unusual arrangements must be approved prior to tickets sales.
3. Exhibit approvals will require a final walk-through by the Fire Marshal prior to event opening. Walk-through conducted after normal work hours, weekends or holidays will be at the expense of clients unless instructed otherwise. The after-hours rate is set by the City of San Antonio, check with the Special Events Coordinator for current rate.

**Booth Construction, Decorations, and Stage Scenery:**

4. The decorative and construction materials must be of non-combustibles or flame-resistant material or treated with a solution to make the material flame-resistant.
5. All curtains, drapes, carpet and decorative materials must be non-combustible or flame-resistant material.
6. Any merchandise or material attached to drapes or table skirts must be on non-combustible or flame-resistant material or approved by the Fire Marshal.

**Enclosed and Multiple Story Booths:**

7. All booths that are completely enclosed must have a smoke detector within the enclosed area that can be heard outside the enclosed area. Multiple story booths must have a smoke detector on the ceiling of the first level.
8. If any enclosed or multiple story booth is over 50 feet in length and holds more than 50 people, it must have at least two marked exits.
9. The travel distance within any booth or exhibit enclosure to an exit access aisle may not be greater than 50 feet.
10. Multiple Story Booth plans must be submitted to the Fire Marshal's office for approval. The plans must specify maximum number of occupants and have a State of Texas- Professional Engineer's stamp, certifying that the platform can bear the maximum occupant load.
11. Multiple story booths must contain at least two 5-pound fire extinguishers, ABC type (2A10BC), with at least one fire extinguisher per floor.

**Exits and Exit access and discharge:**

12. All exit doors and aisles serving any occupied area of the building must remain unobstructed and unlocked during the hours of operation.
13. No curtain drapes, or banners shall be hung in such a manner as to cover any exit signs.
14. No decorations, furnishings or other objects may be so placed as to obstruct exits or visibility to the exits. Mirrors may not be placed next to or over exit doors in such a manner as to confuse the direction of the exit.
15. Exit illumination shall be provided and maintained when the building or structure is occupied. Equipment providing emergency power for exits should provide power for not less than ninety (90) minutes and assembly illumination shall be maintained and operable at all times.

**Open Flames, Compressed Gases, Explosives and Lasers:**

16. The following items may not be used without prior approval of the Fire Marshal.
- A. Use display or storage of LPG (Propane or Butane)
  - B. Flammable Liquids of Gas
  - C. Barbeque Grills
  - D. Straw, sawdust, or wood shavings
  - E. Welding or cutting equipment for demonstration purposes
  - F. Gas fired appliances for demonstrations or cooking purposes
  - G. Salamander stoves for demonstrations or cooking purposes
  - H. Lit candles and lanterns for demonstration purposes
  - I. No Class B or C Fireworks of any type are allowed without a permit issued by the Fire Marshal's office
  - J. Hazers/Fog Machines
17. The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited, unless approved by the Fire Marshal.

**Cooking and Cooking Appliances:**

18. Cooking is permitted on a limited basis.
- **A minimum of one (1) 2A10BC fire extinguisher is required in each area where cooking or heating is taking place.**
  - Small electric cook-tops, ovens and skillets will be allowed for warming.
  - When deep fat fryers are permitted, a Class K fire extinguisher shall be provided.
19. Cooking appliances must be placed on non-combustible surface materials and may not be located within two feet of any combustible materials.
20. All cooking using grease or cooking oils may require splatter shields or lids to protect other employees or the public attending the function from being burned.

**Electrical Equipment:**

21. Electrical equipment must be installed, operated and maintained in a manner that does not create a hazard to life or property and approved by the City Electrical Inspector.
22. All extension cords extending across an aisle or in the path of travel must be secured/covered to avoid tripping anyone walking across the area.

**Vehicles: This includes all vehicles (e.g.: Cars, Trucks, Semis, Busses, RVs, Boats, Motorcycles, ATVs, Quad Runners, Jet Skis, etc.).**

23. Vehicles. Liquid-fueled or gaseous-fueled vehicles, boats or other motorcraft shall not be located indoors except as follows:
- Batteries are disconnected except where the Fire Code Official requires that the batteries remain connected to maintain safety features.
  - Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (whichever is least).
  - Fuel tanks and fill openings are closed and sealed to prevent tampering.
  - Vehicles, boats or other motorcraft equipment are not fueled or defueled within the building. (2018 IFC, Section 314.4)
- A. Vehicle operation is limited to brief parade type display specifically approved by the Fire Marshal.
  - B. A floor plan of the display area must be submitted at least 15 days prior to move-in for the Fire Marshal's approval
  - C. Keys to the vehicle shall remain at the exhibit area, so the vehicle can be removed in case of emergency.
  - D. Show vehicles with LPG tanks shall not be permitted inside the exhibit area without prior approval from the Fire Marshal.
24. No vehicle shall be parked in designated fire lanes.
25. All vehicles not on display are required to be removed from the building prior to the opening of the event.



## **Tents**

26. **Approval Required.** Tents and membrane structures used for assembly purposes having an occupant load over 50, and all other occupancies having an area in excess of 1200 square feet shall not be erected, operate or maintained for any purpose without first obtaining a permit and approval from the fire code official. (2018 IFC Amendments, Section 3103.2)
27. Plans drawn to scale showing size, height, location, anchoring details and certification of material flame resistance must be submitted to the Fire Marshal's office at least 15 days prior to event for approval.

## **Hazardous Materials:**

28. OSHA requires that all containers of hazardous materials be labeled with the identity of the hazardous material contained therein and appropriate hazard warning.
29. All hazardous materials require Fire Marshal approval.
30. Exhibitors displaying or using hazardous chemicals must have available a Material Safety Data Sheet (MSDS) in case of spill or leakage.

## **General Regulations:**

31. The use of all gas fire heating units; either portable or stationary shall meet the approval of the City Plumbing Inspector and/or the Fire Marshal.
32. Smoking is prohibited in all City of San Antonio buildings. Smoking policy is regulated by City Ordinances #62785, #75573, #85370 and facility regulations.
33. Storage for crates or freight not in use or being displayed must be arranged with the event coordinator and approved by the Fire Marshal.
34. Compressed gases are not allowed in the exhibit area in other than approved containers. Only one-day supply will be allowed in the display area and they must be secured.
35. Whenever compressed gases are used in booth or display area, a "NO SMOKING" sign must be posted.
36. If present, fire alarm systems and sprinkler systems must have a current inspection tag. (2018 IFC, Sections 901.6.1)
37. Every room or space that is assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. (2018 IFC, Section 1004.9)
38. In accordance with the International Fire Code "When, in the opinion of the *fire code official*, it is essential for public safety in a place of assembly or any place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest, or activity, the owner, agent, or lessee shall provide one or more fire watch personnel, as required and *approved*. Fire watch personnel shall comply with Sections 403.12.1.1 and 403.12.1.2 (2018 IFC, Section 403.1)

## **NOTICE:**

If lasers will be used during an event, the technician must be registered with Texas Department of Health (Bureau of Radiation Control). To notify the Texas Department of Health, call (512) 834-6688 ext. 2251 or Fax (512) 834-6690. All pyro displays require the technicians to be licensed and certified by the Texas State Fire Marshal's office (512) 305-7932 or 305-7930. At the expense of the client, one or more Fire Marshals will be employed for these events, unless directed otherwise.

**FEE SCHEDULE:**

**Overtime rate for Fire Marshal/Inspector as of October 1, 2012**

**\$82.40/hr**

Overtime is charged after 5:00 pm weekdays, weekends and holidays.

Overtime carries a minimum of 2 hours per occurrence.

**PYROTECHNIC DISPLAYS:**

All pyrotechnic (fireworks) displays require a permit. Size and type of pyrotechnic display will determine whether one or two inspectors will be required to be on site.

1.3 Pyrotechnic Display	2 Inspectors	\$82.40/hr (2 hr minimum)
1.4 Pyrotechnic Display	1 Inspector	\$82.40/hr (2 hr minimum)
Hazing	1 Inspector	\$82.40/hr (2 hr minimum)

**OTHER INSPECTIONS:**

Vehicle checks: Vehicles will be inspected ***PRIOR*** to entering building at every event.

Vehicles arriving after hours, on weekends or on holidays will be inspected at Overtime rate as outlined above.

**FLOOR PLAN REVIEW:**

Effective October 1, 2008, Ordinance No. 2008-09-11-0777G established a fee schedule for Special Events:

For plan review and inspections involving floor plans greater than five thousand (5,000) square feet but less than or equal to fifteen thousand (15,000) square feet...\$275.00 + 3% tech fee for a total of \$283.25

For plan review and inspections involving floor plans exceeding fifteen thousand (15,000) square feet ... \$425.00 + 3% tech fee for a total of \$ 437.75.

No plan submittal or Assembly Fee required for floor plans less than 5,000 square feet.

## 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/505522>

### 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



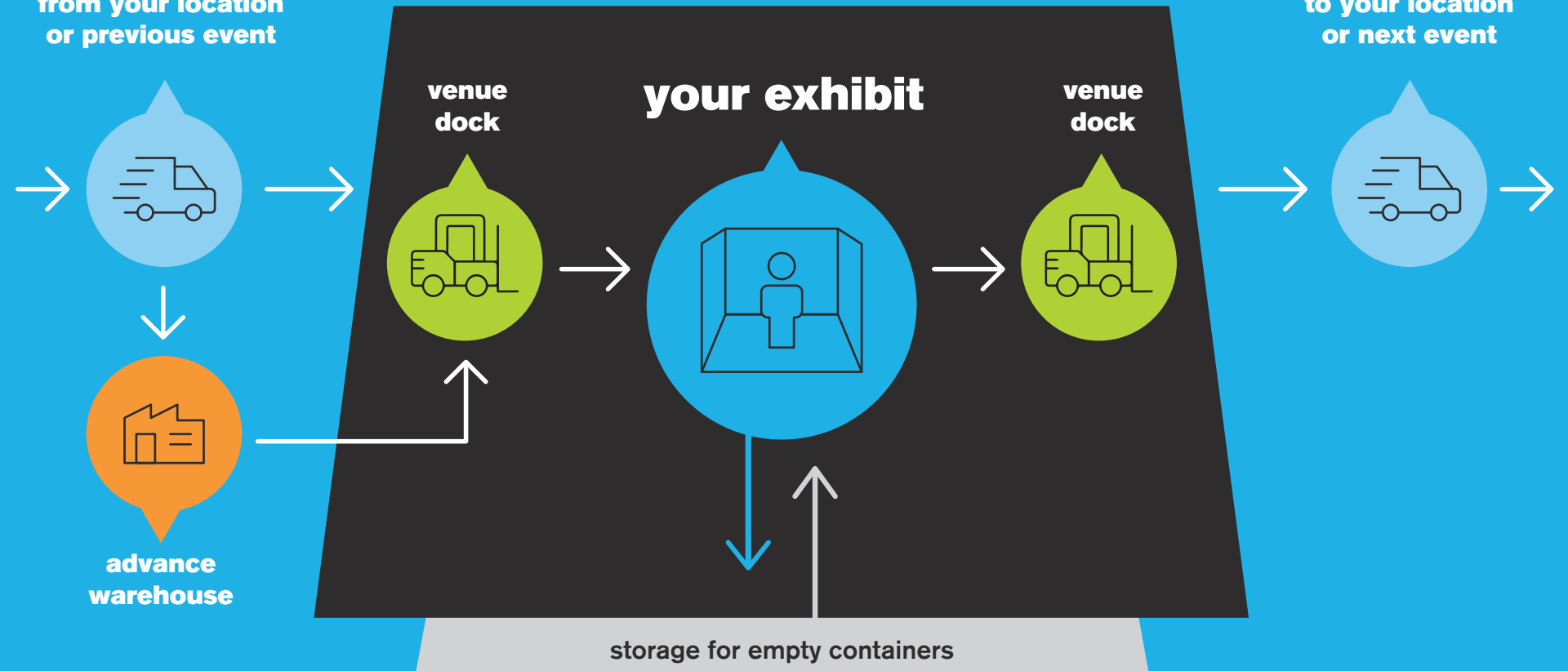
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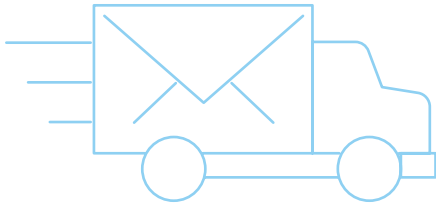
transport to the venue's shipping  
dock then from the shipping dock to  
the next event or customer location



*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.



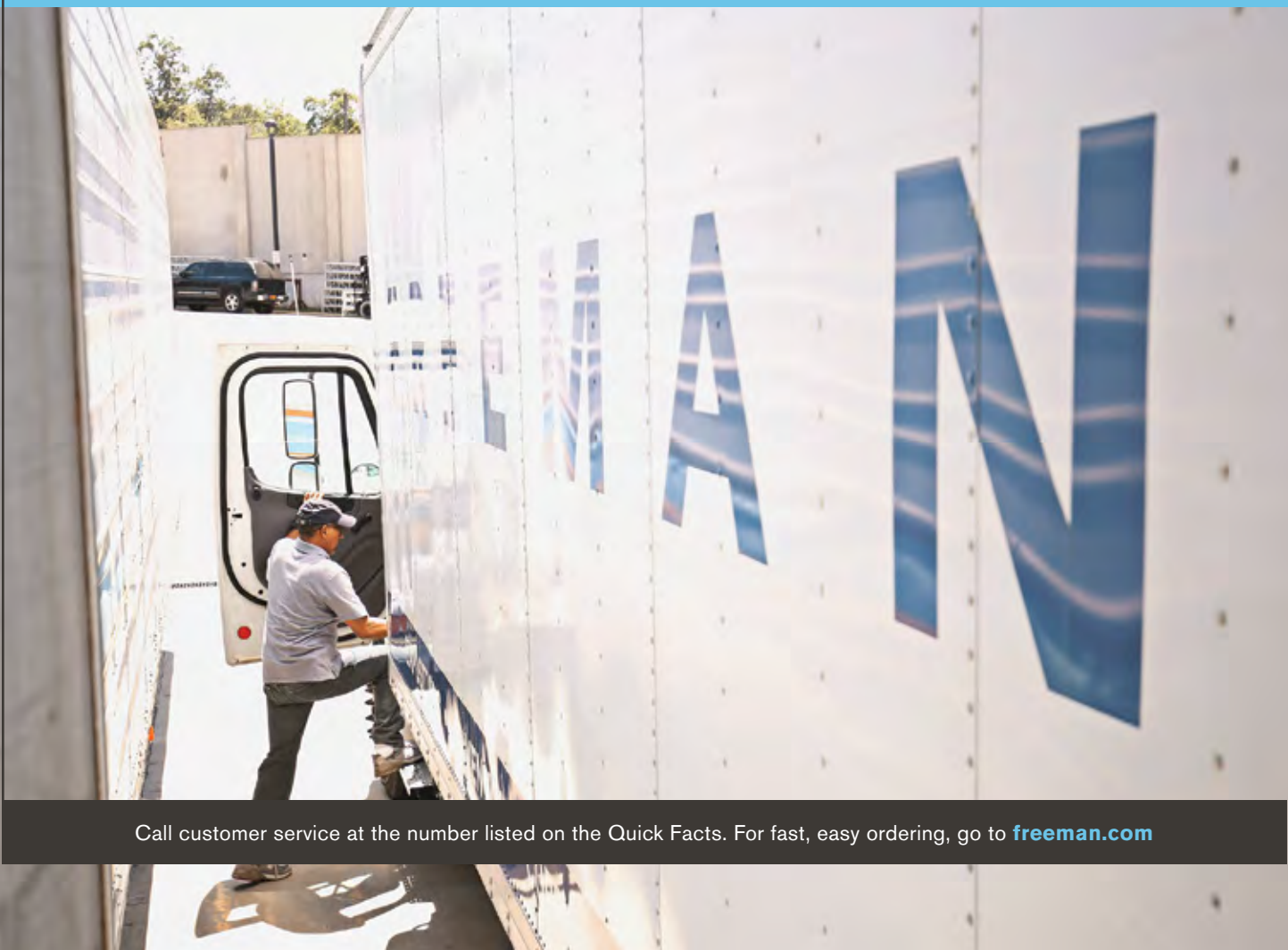
To take advantage, call **1-800-995-3579** or email **[exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)** for a quote.

# 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
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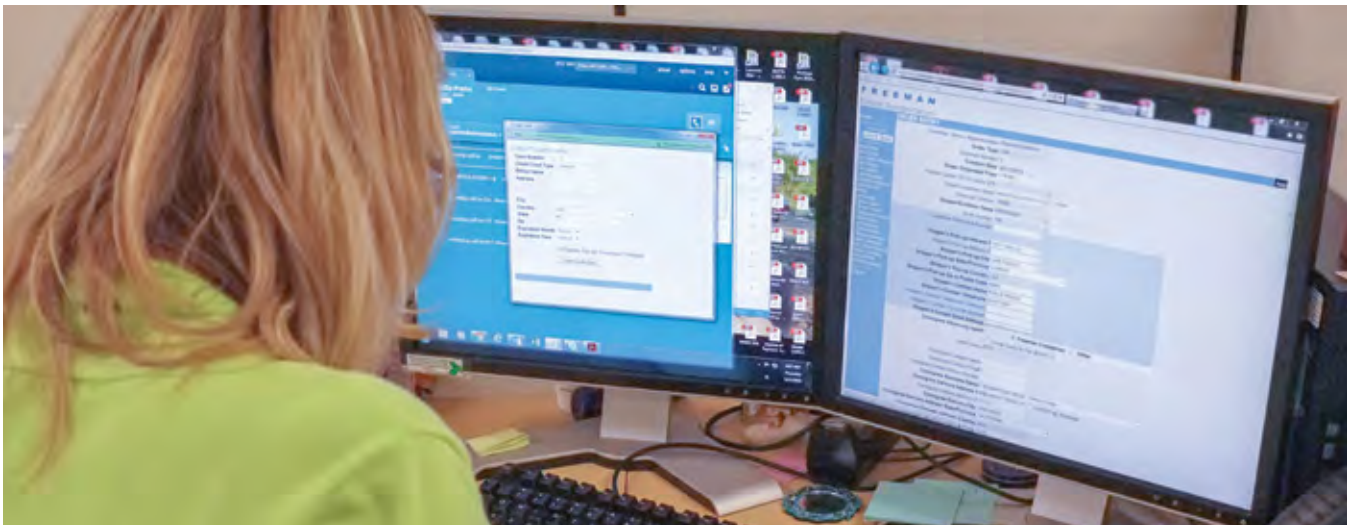
### Questions?

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](http://freeman.com)

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

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

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



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

NAME OF SHOW: **NBAA Maintenance Conference / May 3-5, 2022**

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 #**

**NBAA Maintenance Conference**

C/O: Freeman  
3323 N Pan Am Expy, Ste 126  
San Antonio, TX 78219

**MUST BE DELIVERED BY APRIL 27, 2022**

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

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

**NBAA Maintenance Conference**

C/O: Freeman  
Henry B Gonzalez Convention Center  
237 Tower of the Americas Way  
San Antonio, TX 78205

**CANNOT BE DELIVERED BEFORE MAY 02, 2022**

#### TYPE OF SERVICE

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

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

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

### SHIPPING INFORMATION

#### Items to be shipped

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

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

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

#### OUTBOUND SHIPPING

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

Ship to address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

#### FAX THIS COMPLETED FORM VIA:

**E-mail:**

**[exhibit.transportation@freeman.com](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 #** (505522) \_\_\_\_\_



# WHAT ARE FREIGHT SERVICES?

---

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

## HOW DO I SHIP TO THE WAREHOUSE?

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

## HOW DO I SHIP TO SHOW SITE?

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

## WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

## HOW SHOULD I LABEL MY FREIGHT?

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

## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

## WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

## WHERE DO I GET A FORKLIFT?

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

## DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the Terms and Conditions, which can be found in the exhibit service manual or online at [www.freeman.com](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>1.27 per pound</b>
Rate applies to shipments sent to either the warehouse or directly to show site.		
<b>Material Handling - After Deadline</b> .....	\$	<b>1.66 per pound</b>
Rate applies to shipments arriving at the warehouse after <b>April 27, 2022</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 4, 2022**.
- Warehouse address: **Exhibiting Company Name / Booth #**  
**NBAA Maintenance Conference**  
**C/O Freeman**  
**3323 N Pan Am Expressway, Ste 126**  
**San Antonio, TX 78219**
- Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigeration or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.

**Show Site:**

- Show site receiving begins on **May 2, 2022**.
- Show Site address: **Exhibiting Company Name / Booth #**  
**NBAA Maintenance Conference**  
**Henry B Gonzalez Convention Center**  
**C/O Freeman**  
**237 Tower of the Americas Way**  
**San Antonio, TX 78205**

**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.



(888) 508-5054  
Fax: (469) 621-5611

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

Submit order forms here

NAME OF SHOW: **NBAA Maintenance Conference / May 3-5, 2022**

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 11, 2022.



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

**SHIPPING INFORMATION**

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

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

\_\_\_\_\_

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

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

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

BILL TO:  Same as Ship to:

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

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

\_\_\_\_\_

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

**METHOD OF SHIPMENT**

Select a Carrier:

Freeman Exhibit Transportation       Other Carrier

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

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

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

Select a Level of Service:

1 Day: Delivery next business day       Standard Ground

2 Day: Delivery by 5:00 PM second business day       Specialized: Pad wrapped, uncrated, or truckload

Deferred: Delivery within 3-5 business days

Select Shipment Options (if applicable)

Have loading dock       Lift gate required

Inside delivery       Air ride required

Pad wrap required       Residential

Do not stack

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

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

outbound shipping

**Freeman**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: APRIL 04, 2022**

**DEADLINE DATE IS: APRIL 27, 2022**

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

**C/O: Freeman**  
**3323 N Pan Am Expy**  
**Ste 126**  
**San Antonio, TX 78219**

**WAREHOUSE**

(505522)

EVENT: NBAA Maintenance Conference

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

**Freeman**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: APRIL 04, 2022**

**DEADLINE DATE IS: APRIL 27, 2022**

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

**C/O: Freeman**  
**3323 N Pan Am Expy**  
**Ste 126**  
**San Antonio, TX 78219**

**WAREHOUSE**

(505522)

EVENT: NBAA Maintenance Conference

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

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

**Freeman**

**R U S H**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE MAY 02, 2022**

**TO:**

*EXHIBITOR NAME*

**C/O: Freeman**

**Henry B Gonzalez Convention Center  
237 Tower of the Americas Way**

**San Antonio, TX 78205**

**SHOW SITE**

(505522)

**EVENT:** *NBAA Maintenance Conference*

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

**Freeman**

**R U S H**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE MAY 02, 2022**

**TO:**

*EXHIBITOR NAME*

**C/O: Freeman**

**Henry B Gonzalez Convention Center  
237 Tower of the Americas Way**

**San Antonio, TX 78205**

**SHOW SITE**

(505522)

**EVENT:** *NBAA Maintenance Conference*

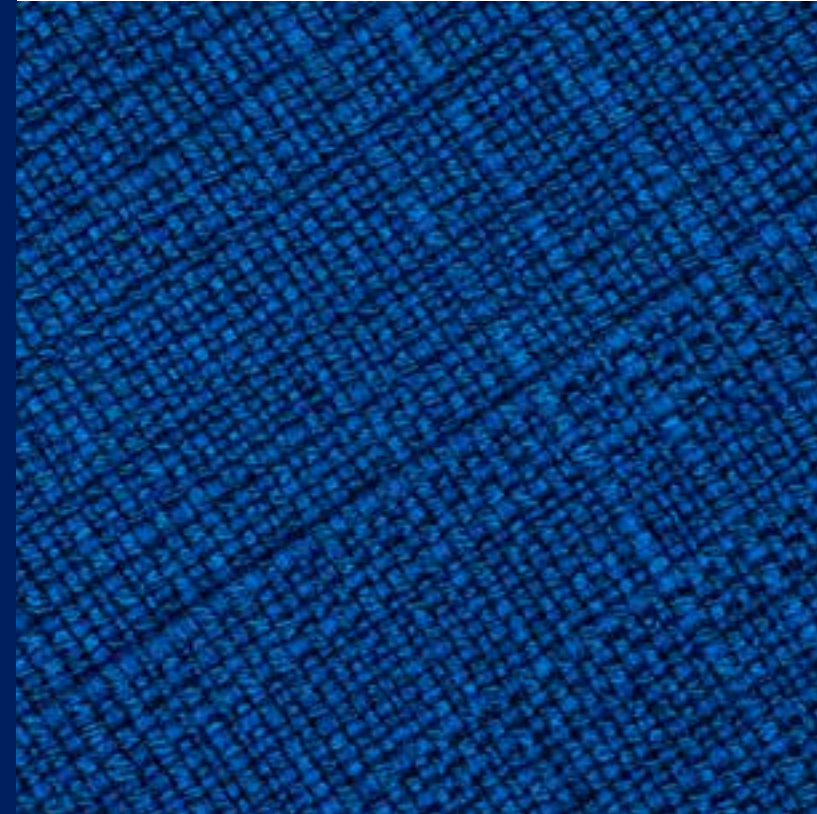
**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

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

## Exhibitor support

Visit us at [freeman.com](http://freeman.com) or call 1.888.508.5054 to speak to our award winning exhibitor support team.

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



## Furnishings Brochure





# Comfortable and Safe Networking

## Meaningful engagement doesn't have to be complicated.

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

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

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



## Bowery Swivel Chairs & Sedona C-Tables

Accent Chairs | pg 16  
Side Tables | pg 28  
Dividers | pg 57  
Greenery | pg 48

# Top Design Tips

for Tradeshow Booths.

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

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

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

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

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

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

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

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

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

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

## Complete The Look Of Your Exhibit Space

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




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

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



**The Gather 10'x10' booth package** turns your booth into a comfortable oasis from the bustle of the show floor. Ideal for comfortable one-on-one time with prospects.  
**Shown here with Baja Chairs and Sydney Power Cocktail Table**

# Power Up In Style.

Denotes Powered Products 

## Powered Seating

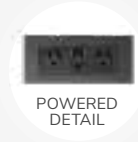
Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.



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



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



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




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

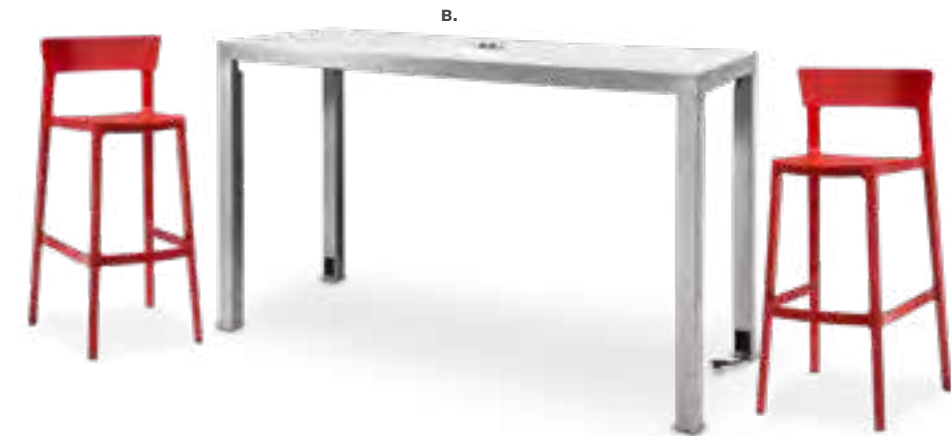
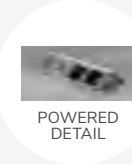



## Powered Tables

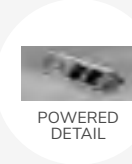
Use  
**Ventura 6'**  
**Bar or Cafe Tables**  
in your design to  
facilitate conversations  
while social  
distancing.



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




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




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

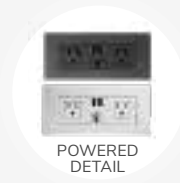
# Take Charge.

Denotes Powered Products 

## Powered Tables


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

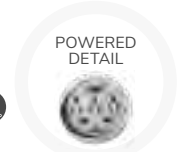
**SYDNEY**   
**Sydney Powered Cocktail Tables**  
 48"L 26"D 18"H (brushed steel)  
**E) 82073** (white)  
**F) 82076** (black)



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

## Powered Pedestals

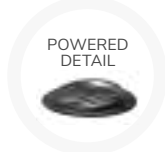
Denotes AC and USB charging outlets 



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

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

## Powered Tech Desk




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

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

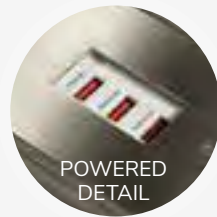
**C) 84080 3 Drawer File Cabinet on Castors**  
 (black metal, laminate)  
 16"L 20"D 28"H

# Take Charge.

Denotes Powered Products 

## Powered Tech Tablet Chair

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




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




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

## Powered Products

Denotes AC and USB charging outlets 

## Wireless Charging Table



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



## Village Charging Hub

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



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

# Soft Seating

Create Engaging Booth Environments

## VALENCIA

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

## MARCHE

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



Valencia Sofa & Chair 10'x10' Booth

## HEDGE

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

## Soft Seating Collections



## BAJA

**A) 83019 Sofa**  
(white vinyl)  
86"L 28"D 30"H

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

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



## STERLING

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

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



## VALENCIA

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

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




## KEY LARGO

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

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

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

# Soft Seating

Denotes Powered Products 

## Create Engaging Booth Environments

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

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

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




Palm Beach Sofa & Swanson Chairs 10'x10' Booth



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

## Soft Seating Collections

Available in Power 



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



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



**NAPLES**   
A) 810119 Chair  
(black vinyl)  
36"L 30"D 33.25"H  
810120 (Powered)  
B) 830119 Sofa  
(black vinyl)  
87"L 30"D 33.25"H  
830121 (Powered)  
C) 830120 Loveseat  
(black vinyl)  
62"L 30"D 33.25"H  
830122 (Powered)

# Accent Chairs

## Create Space

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



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



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



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



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

## Meeting & Stage Chairs



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



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



# Accent Chairs

## Accent Chair Styles



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



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



Accent Tables | pg 26



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



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



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

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

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

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

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

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



A.



B.



D.



E.



F.

# Group Seating

## Lounges

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

### ZENITH

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

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



### LAGUNA

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

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



### MALBA

20"L 20"D 32"H  
**A) 810131 Chair** (gray)  
**B) 810130 Chair** (green)

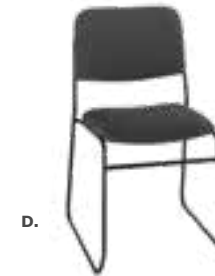
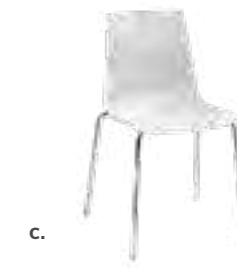


### MARINA

17.5"L 19.5"D 35"H  
**A) 810164** (white vinyl)  
**B) 810160** (black vinyl)  
**C) 810161** (brown fabric)  
**D) 810162** (ocean blue fabric)  
**E) 810163** (red fabric)



## Styles & Shapes



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

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

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

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

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

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

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

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

## Mix & Match

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

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

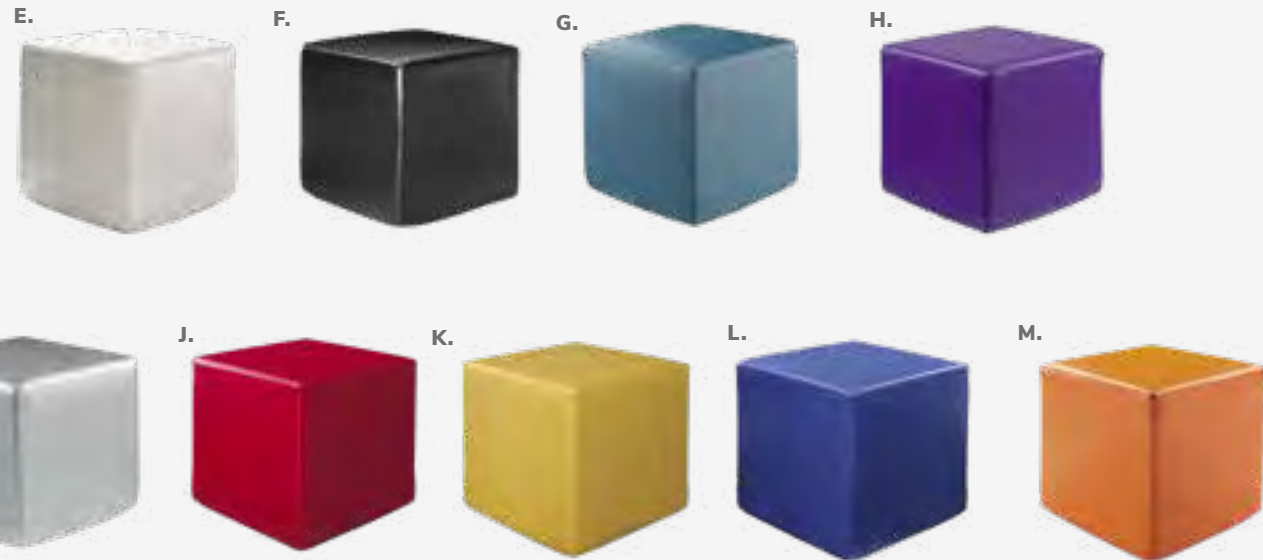


# Ottomans

## Vibe Cube

18"L 18"D 18"H

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



## Beverly Bench Ottomans



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

## Styles & Shapes



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

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



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

# Ottomans

## Beverly Small Bench Ottomans

30"L 20"D 18"H

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



## Marche Swivel Ottomans



- Marche Swivel Ottomans**  
17" RND 18"H
- A) 815150 (white vinyl)
  - B) 815154 (red fabric)
  - C) 81539 (Ivory Faux Sheep Fur)
  - D) 815158 (pear yellow fabric)
  - E) 815156 (plum fabric)
  - F) 815159 (blue fabric)
  - G) 815151 (gray fabric)
  - H) 815155 (rose quartz fabric)
  - I) 815152 (linen fabric)
  - J) 815153 (raspberry fabric)
  - K) 815157 (meadow green fabric)
  - L) 815160 (orange fabric)
  - M) 81543 (black vinyl)
  - N) 81540 (forest green vinyl)
  - O) 81541 (teal velvet)
  - P) 81542 (distressed brown vinyl)

# Accent Tables

## Tables and Meeting Rooms

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



MESA

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

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

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

## Styles & Shapes



## ALONDRA

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

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

## GEO

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

**End Table**  
26"L 26"D 20"H  
**C) 82035** (glass, chrome)  
**D) 82028** (wood, black)

# Accent Tables

## Tables and Meeting Rooms

### TAOS SIDE TABLES

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



### SEDONA SIDE TABLE

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



## Styles & Shapes

Available in Power



### SYDNEY

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

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

### REGIS

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

### SILVERADO

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

### WIRELESS

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

### AURA

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

# Café Tables



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



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

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



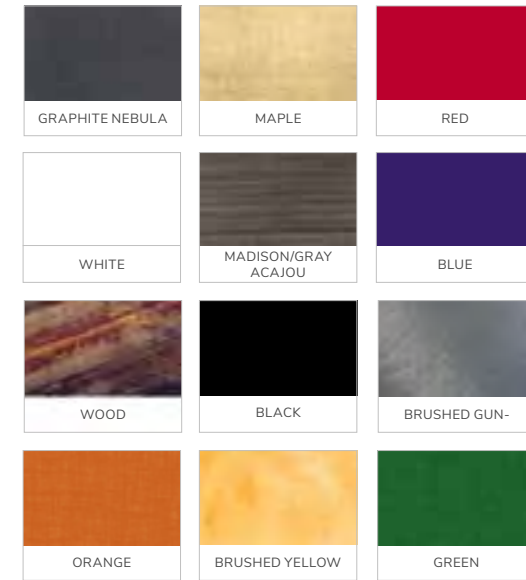
**30" Round Café Table**  
**A) 820941 Standard Black Base** (blue top) 30" RND 29"H  
**B) 81093 Lucent Chair** (frosted, acrylic) 19.5"L 19.75"D 32.5"H



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

## Customize and Create

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



### Café Tables Standard Black Base 30" RND 29"H

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

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

### Café Tables Hydraulic Chrome Base 30" RND 29"H

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

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

## Mix & Match

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



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

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

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

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



# Bar Tables

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



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



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

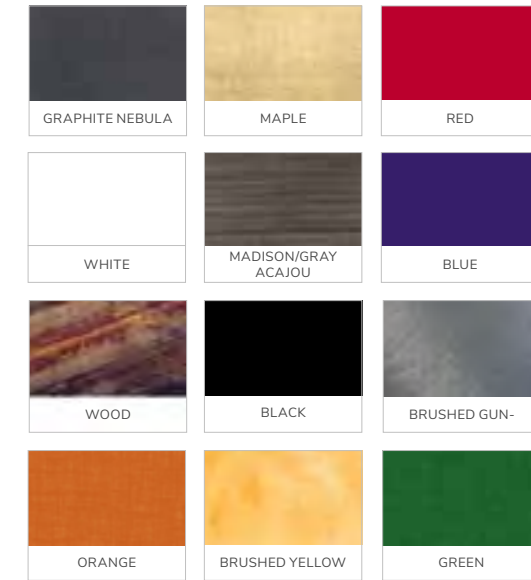


**G) 820240 30" Round Bar Table w/ Hydraulic Chrome Base**  
(Madison/gray acajou) 30" RND 45"H  
**H) 810848 Christopher Barstool** (white vinyl, chrome) 19"L 15"D 41"H



## Customize and Create

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



### Bar Tables Standard Black Base 30" RND 42"H

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

36" RND 42"H  
**8201241** (black)

### Bar Tables Hydraulic Chrome Base 30" RND 45"H

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

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

## Style & Design

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



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

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



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

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



# Barstools

## LIFT Barstools

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



## Marina Barstools



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

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

All frames brushed metal.

# Barstools

## Mix & Match

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

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

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

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

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

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



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



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

## Barstools Styles & Shapes



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

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

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

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

# Conference Tables

## 42" Round Conference Table

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



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

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



## Geo Tables



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

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

## Work Space



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

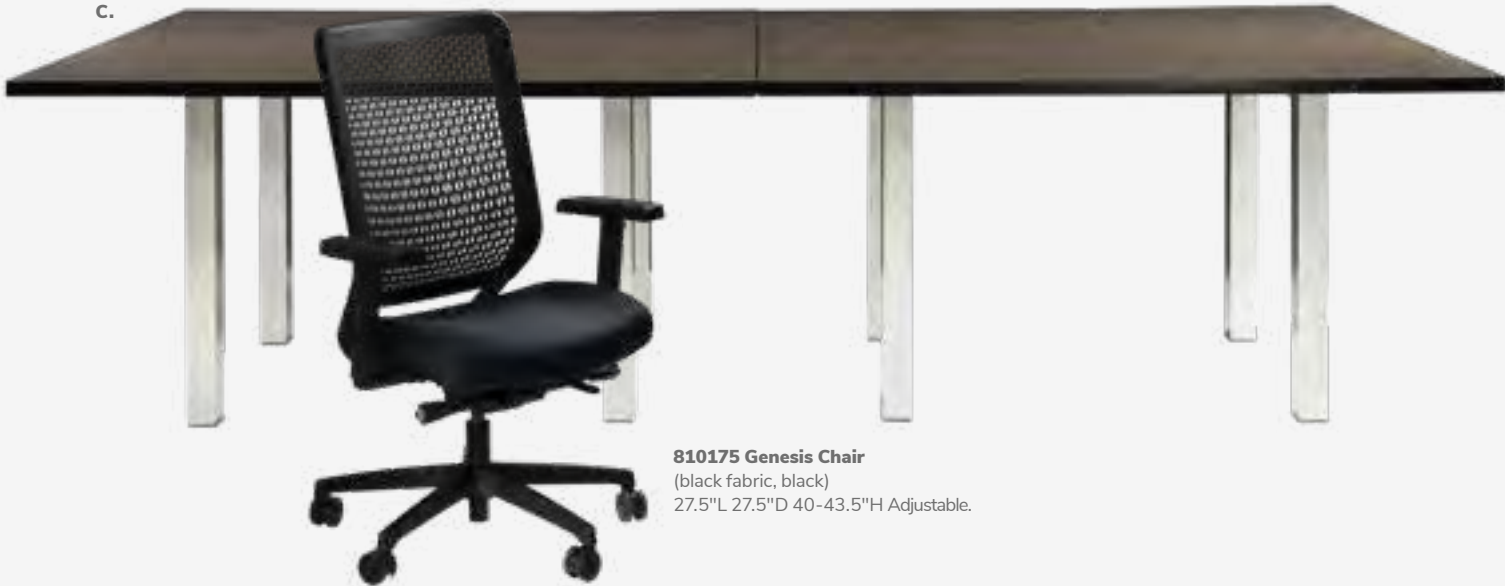
# Conference Tables

## Madison

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

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

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



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

## Black Rectangular Conference Table



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

**Black Rectangular Conference Table**  
 (black top, silver)

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

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

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

# Executive Seating

## Pro Executive High Back Chair

25"L 24"D 48"H  
**A) 810844** (white vinyl)  
**B) 810946** (black vinyl)  
 Adjustable height



## Cupertino Mid Back Chair

**A) 810170** (black vinyl, chrome) 27"L 30.5"D 40-43"H Adjustable.

## Genesis Chair

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

## Pro Executive Mid Back Chair

24"L 22"D 40"H  
**A) 810945** (white vinyl)  
**B) 810944** (black vinyl)  
 Adjustable height



## Pro Executive Guest Chair

24"L 22"D 36"H  
**810947** (black vinyl)



## Task Stool

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



# Communal and Powered Tables

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

## Table Top Options



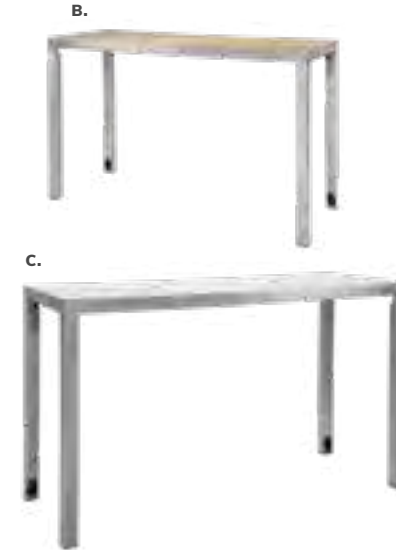
Colors not available in all table options. Please check options listed to the right.

Denotes AC and USB charging outlets



POWERED DETAIL

## Bar Tables



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

## Ventura Powered Bar Tables

(silver frame)  
 72.25"L 26.25"D 42"H

**A) 820950** (black top)  
**B) 820955** (white top)

## Ventura Communal Bar Tables

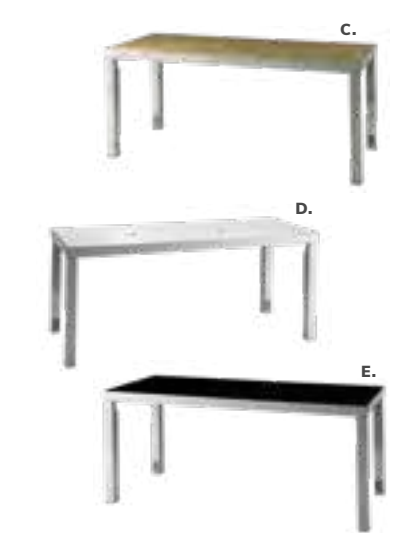
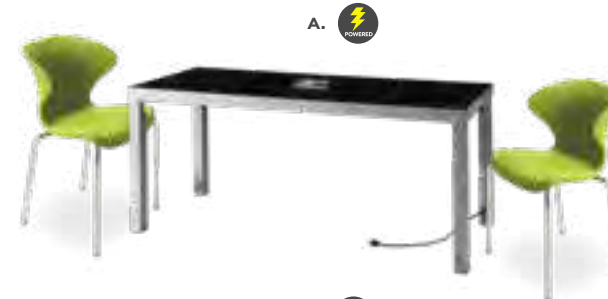
(silver frame)  
 72.25"L 26.25"D 42"H

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

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

Black Top  
**820952** (solid)

## Café Tables



## Ventura Powered Café Tables

(silver frame)  
 72.25"L 26.25"D 30"H

**A) 820964** (black top)  
**B) 820965** (white top)

## Ventura Communal Café Tables

(silver frame)  
 72.25"L 26.25"D 30"H

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

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

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

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

# Office Essentials



A.  
DESK BACK

B.



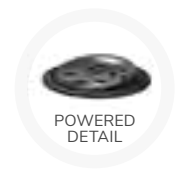
DESK FRONT

## MADISON

**A) 84075 Madison Executive Desk**  
(gray acajou) 60"L 30"D 29"H

**B) 810844 Pro Executive High Back Chair**  
(white classic vinyl) 25"L 24"D 48"H Adjustable

## Tech Powered Desk



A. ⚡

C.

B. ⚡



Denotes AC and USB charging outlets

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

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

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

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

## Lighting & Shelving



A.

B.



C.



D.


### ACCENT LAMPS

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

### SHELVING


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

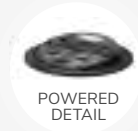
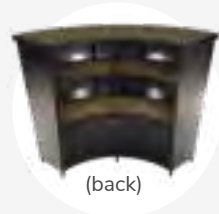
# Show Essentials

Denotes AC and USB charging outlets 

## Midtown Powered Counter

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

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



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



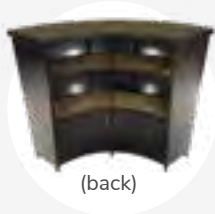
**810860**  
**Laguna Barstool**  
(maple, chrome)  
18"L 20"D 47"H

## Midtown Bar

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

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

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



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

## Product Display Counter



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

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

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

# Show Essentials

## Greenery and Dividers

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

### HEDGE

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



## Miramar Dividers

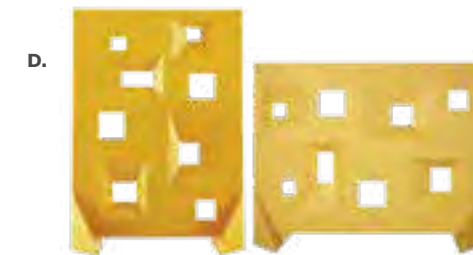


A.



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

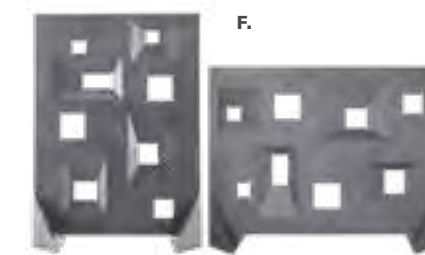
**B) 820930**  
**30" Round Bar Table**  
(blue top, chrome hydraulic base)  
30" RND 45"H  
**C) 810860 Laguna Barstool**  
(maple, chrome)  
18"L 20"D 47"H



D.



E.



F.

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



# Show Essentials

## Product Kiosk & Display

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

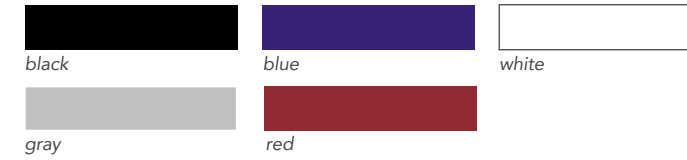
**B) 75031**  
**Display Cube—Medium**  
 (black)  
 18"W X 18"L X 36"H

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



# Draped or Undraped Tables & Counters

## Table Drape Colors



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



## Stanchions & Signage

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

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



## Sizing Chart\*

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

# Show Essentials

## Storage



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



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

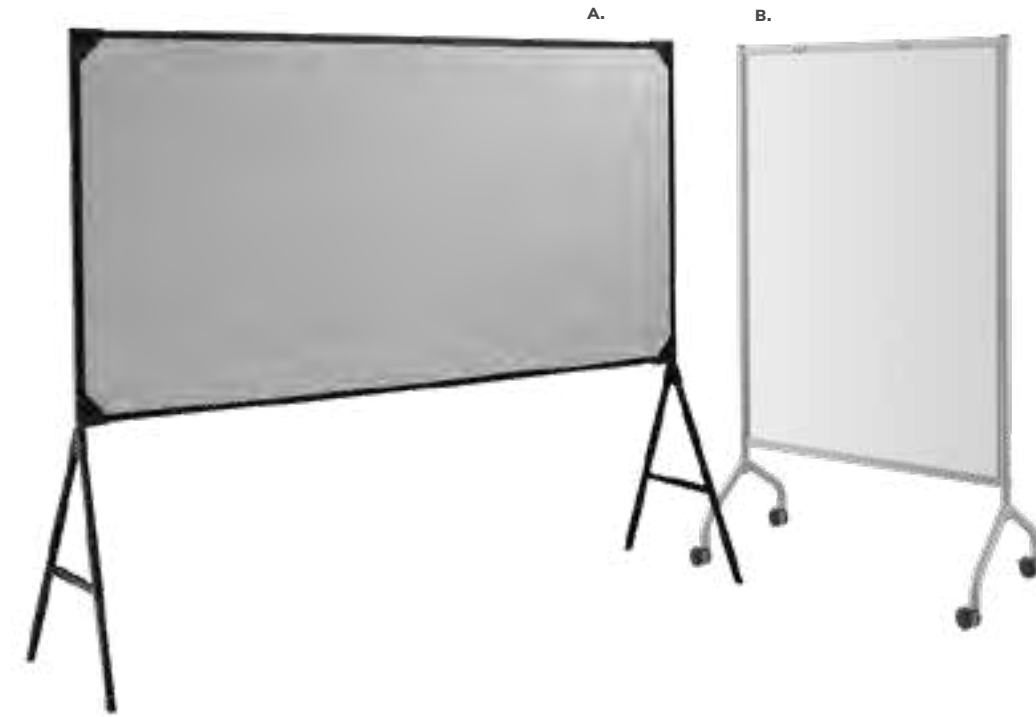
**8503001**  
**Large Refrigerator**  
(white) 14.0 cubic feet  
28"W X 28"L X 64"H



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



## Office Accessories



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

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



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

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

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

**F) 220106**  
**Corrugated Wastebasket**  
(black)

# Strategic planning with health & safety in mind

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

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

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

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

## Freeman® top five health & safety Recommendations include:

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

[Learn More](#)

# Health & Safety

## Safety Dividers

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

Personalize here

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

Also available in opaque and personalization available.

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



**85064 Flag Pole Divider**  
(silver, clear) 34"L 11"W 47-74"H

Also available in opaque and personalization available.



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

Also available in opaque and personalization available.

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

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

Also available in opaque and personalization available.



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

Also available in opaque and personalization available.



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

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

### Please Note:

Safety dividers also available in opaque finish. Graphics and branding options also available.

View those options [here](#) and learn more about our SafeConnect Promise on [Freeman.com](#)

# Health & Safety

## Greenery and Dividers

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

### 20'x20' Midtown, Greenery Booth

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



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

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



**85050 Clear Divider Bar Counter**  
(silver, clear) 48-70"L 12"W 31.5"H

Also available in opaque and personalization available.

- 85080 Divider with Header Graphic
- 85083 Divider with Front Panel Graphic
- 85081 Divider with Side Panel Graphic
- 85082 Divider with Header and Side Panel Graphic
- 85084 Divider with Front and Side Graphics



Personalize here



A.

B.

C.

**Miramar Dividers**  
(molded plastic)  
**A) 85043** (white)  
Also available in the following colors.  
See page 47.  
**85043** (harvest yellow)  
**85042** (burgundy)  
**85041** (gray)  
**Vertical:** 63"L 23"D 83"H  
**Horizontal:** 83"L 23"D 63"H

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

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

### Please Note:

Safety dividers also available in opaque finish. Graphics and branding options also available.

View those options [Here](#) and learn more about our SafeConnect Promise on [Freeman.com](#)

# Health & Safety

## Stanchions & Booth Design

## Stanchions & Booth Design

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



**10'x10' - Beverly  
Demonstration Booth**

Greenery | pg 48  
Safety Decals | pg 63  
Bar Tables | pg 33  
Barstools | pg 33  
Side Tables | pg 29  
Ottomans | pg 24



**10'x10' - Atherton Conversation Booth**

Greenery | pg 48  
Accent Chairs | pg 16  
Side Tables | pg 29



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



**10'x20' - Wireless Charging  
Engagement Booth**

Bar Tables | pg 32  
Barstools | pg 33  
Charging Tables | pg 11  
Ottomans | pg 22

# Health & Safety

## Safety & Directional Signage

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



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

### 10'x10' - Atherton Conversation Booth

Greenery | pg 48  
Accent Chairs | pg 16  
Side Tables | pg 29



## Safety & Directional Signage

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



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

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

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

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

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

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

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

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

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

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

# Health & Safety

## Sanitization Product & Services

### Hand Sanitizing Stations

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



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

*Also available in opaque and personalization available.*

**1510100 Clear Barrier with graphic**

[Personalize here](#)

### Please Note:

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





(888) 508-5054  
 Fax: (469) 621-5611

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

Submit order forms [here](#).

NAME OF SHOW: **NBAA Maintenance Conference / May 3-5, 2022**

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

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

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

furnishings

Take advantage of the Online price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by APRIL 11, 2022.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>SOFT SEATING</b>						
<b>Naples Group - Black Vinyl</b>						
_____	810119	Chair.....	565.00	621.50	791.00	_____
_____	830120	Loveseat.....	655.00	720.50	917.00	_____
_____	830119	Sofa.....	745.00	819.50	1,043.00	_____
<b>Munich Group - Gray Fabric</b>						
_____	810151	Armless Chair.....	360.00	396.00	504.00	_____
<b>Baja Group - White Vinyl</b>						
_____	81050	Chair.....	565.00	621.50	791.00	_____
_____	83020	Loveseat.....	655.00	720.50	917.00	_____
_____	83019	Sofa.....	745.00	819.50	1,043.00	_____
<b>Valencia - Velvet</b>						
_____	810180	Chair - Spice Orange.....	450.00	495.00	630.00	_____
_____	83045	Sofa - Coffee Brown.....	585.00	643.50	819.00	_____
<b>Key Largo Group - Black Fabric</b>						
_____	830950	Loveseat.....	540.00	594.00	756.00	_____
_____	830951	Sofa.....	630.00	693.00	882.00	_____
_____	810950	Chair.....	450.00	495.00	630.00	_____
<b>Allegro Group - Blue Fabric</b>						
_____	81019	Chair.....	450.00	495.00	630.00	_____
_____	83015	Sofa.....	630.00	693.00	882.00	_____
<b>Fairfax Group - White Vinyl</b>						
_____	810949	Chair.....	360.00	396.00	504.00	_____
_____	830949	Sofa.....	540.00	594.00	756.00	_____
<b>Palm Beach - White Vinyl</b>						
_____	83040	Sofa.....	655.00	720.50	917.00	_____
<b>Sterling Group - Gray Fabric</b>						
_____	81037	Chair.....	655.00	720.50	917.00	_____
_____	8309	Sofa.....	880.00	968.00	1,232.00	_____
<b>Cordoba Group - Taupe/Black</b>						
_____	81048	Chair.....	N/A	N/A	N/A	_____
_____	83013	Loveseat.....	N/A	N/A	N/A	_____

**CASUAL SEATING**

<b>Ottomans</b>						
_____	815122	Endless Square - White Vinyl.....	370.00	407.00	518.00	_____
_____	815123	Endless Square - Black Vinyl.....	370.00	407.00	518.00	_____
_____	815953	Endless Curve - White Vinyl.....	390.00	429.00	546.00	_____
_____	815952	Endless Curve - Black Vinyl.....	390.00	429.00	546.00	_____
_____	81518	Vibe Cube - Blue Vinyl.....	135.00	148.50	189.00	_____
_____	81519	Vibe Cube - Red Vinyl.....	135.00	148.50	189.00	_____
_____	81525	Vibe Cube - Orange Vinyl.....	135.00	148.50	189.00	_____
_____	81517	Vibe Cube - Yellow Vinyl.....	135.00	148.50	189.00	_____
_____	81530	Vibe Cube - Black Vinyl.....	135.00	148.50	189.00	_____
_____	81531	Vibe Cube - White Vinyl.....	135.00	148.50	189.00	_____

NAME OF SHOW: **NBAA Maintenance Conference / May 3-5, 2022**

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 11, 2022.

furnishings

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

NAME OF SHOW: **NBAA Maintenance Conference / May 3-5, 2022**

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

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

NAME OF SHOW: **NBAA Maintenance Conference / May 3-5, 2022**

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

**Draped Tables & Counters**

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

**Undraped Tables & Counters**

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

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

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Table Top Risers - Risers are 8" wide (continued)</b>						
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	40.70	44.75	57.00	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	40.70	44.75	57.00	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	46.10	50.70	64.55	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	46.10	50.70	64.55	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	56.40	62.05	78.95	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	56.40	62.05	78.95	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	66.70	73.35	93.40	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	66.70	73.35	93.40	_____
<b>Pedestal Tables - Soho Series</b>						
_____	72069	Black Top Cafe Table - 30"H x 24"W.....	225.00	247.50	315.00	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	240.00	264.00	336.00	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	129.00	141.90	180.60	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	225.00	247.50	315.00	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	240.00	264.00	336.00	_____
<b>Pedestal Tables - Chelsea Series</b>						
_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	225.00	247.50	315.00	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	240.00	264.00	336.00	_____
_____	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	225.00	247.50	315.00	_____
_____	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	240.00	264.00	336.00	_____
<b>Pedestal Tables</b>						
_____	8201208	Hydraulic Base Cafe Table - Maple.....	355.00	390.50	497.00	_____
_____	8201207	Hydraulic Base Bar Table - Maple.....	355.00	390.50	497.00	_____
_____	8201209	Hydraulic Base Cafe Table - Graphite.....	370.00	407.00	518.00	_____
_____	8201211	Hydraulic Base Bar Table - Graphite.....	370.00	407.00	518.00	_____
_____	8201206	Hydraulic Base Cafe Table - Maple.....	370.00	407.00	518.00	_____
_____	8201205	Hydraulic Base Bar Table - Maple.....	370.00	407.00	518.00	_____
_____	820126	Hydraulic Base Cafe Table - White Laminate.....	370.00	407.00	518.00	_____
_____	820125	Hydraulic Base Bar Table - White Laminate.....	370.00	407.00	518.00	_____
_____	820241	Madison Hydraulic Base Cafe Table - Gray Acajou.	355.00	390.50	497.00	_____
_____	820240	Madison Hydraulic Base Bar Table - Gray Acajou...	355.00	390.50	497.00	_____
_____	820265	Madison Cafe Table - Gray Acajou.....	265.00	291.50	371.00	_____
_____	820264	Madison Bar Table - Gray Acajou.....	265.00	291.50	371.00	_____
_____	8201220	30" Cafe Table Black Base - White Laminate.....	265.00	291.50	371.00	_____
_____	8201221	30" Bar Table Black Base - White Laminate.....	265.00	291.50	371.00	_____
_____	8201222	30" Bar Table Chrome Base - White Laminate.....	355.00	390.50	497.00	_____
_____	8201223	30" Cafe Table Chrome Base - White Laminate.....	355.00	390.50	497.00	_____
_____	820920	30" Bar Table Chrome Hydraulic Base - Red.....	355.00	390.50	497.00	_____
_____	820921	30" Cafe Table Chrome Hydraulic Base - Red.....	355.00	390.50	497.00	_____
_____	820922	30" Bar Table Chrome Hydraulic Base - Graphite....	355.00	390.50	497.00	_____
_____	820923	30" Cafe Table Chrome Hydraulic Base - Graphite....	355.00	390.50	497.00	_____
_____	820930	30" Bar Table w/ Hydraulic Base - Blue.....	355.00	390.50	497.00	_____
_____	820931	30" Bar Table w/ Black Base - Blue.....	265.00	291.50	371.00	_____
_____	820932	30" Bar Table w/ Hydraulic Base - Wood.....	355.00	390.50	497.00	_____
_____	820933	30" Bar Table w/ Black Base - Wood.....	265.00	291.50	371.00	_____
_____	820940	30" Cafe Table w/ Hydraulic Base - Blue.....	355.00	390.50	497.00	_____
_____	820941	30" Cafe Table w/ Black Base - Blue.....	265.00	291.50	371.00	_____

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

**Accent Tables**

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

NAME OF SHOW: **NBAA Maintenance Conference / May 3-5, 2022**

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

furnishings

NAME OF SHOW: **NBAA Maintenance Conference / May 3-5, 2022**

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 11, 2022.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
	820966	Ventura Communal Cafe Table - White.....	540.00	594.00	756.00	
	820962	Ventura Communal Cafe Table - Black.....	540.00	594.00	756.00	
	8201244	42" Round Conference Table - Black Laminate.....	405.00	445.50	567.00	
	8201	10' Table - Black Laminate.....	945.00	1,039.50	1,323.00	
	8203	5' Table - Black Laminate.....	535.00	588.50	749.00	
	8205	8' Table - Black Laminate.....	945.00	1,039.50	1,323.00	
<b>Office</b>						
	84075	Madison Desk - Gray Acajou.....	793.35	872.70	1,110.70	
	84078	Madison Bookcase - Gray Acajou.....	564.35	620.80	790.10	
<b>Computer Desks/Tables</b>						
	820706	Work Desk - White Laminate.....	355.00	390.50	497.00	

**POWERED**

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

<b>Powered Tables</b>						
	820950	Ventura Communal Bar Table, Powered - Black.....	720.00	792.00	1,008.00	
	820955	Ventura Communal Bar Table, Powered - White.....	720.00	792.00	1,008.00	
	820964	Ventura Communal Cafe Table, Powered - Black.....	630.00	693.00	882.00	
	820965	Ventura Communal Cafe Table, Powered - White.....	630.00	693.00	882.00	
	84083	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	819.80	901.80	1,147.70	
	84084	Tech Desk, Powered - Black Metal.....	721.10	793.20	1,009.55	
	82076	Sydney Cocktail Table, Powered - Black.....	385.00	423.50	539.00	
	82073	Sydney Cocktail Table, Powered - White.....	385.00	423.50	539.00	
	8202	10' Table, Powered - Black Laminate.....	1,035.00	1,138.50	1,449.00	
	8204	5' Table, Powered - Black Laminate.....	625.00	687.50	875.00	
	8206	8' Table, Powered - Black Laminate.....	1,035.00	1,138.50	1,449.00	

<b>Powered Pedestals</b>						
	85060	Powered Locking Pedestal 36" H, Black.....	537.90	591.70	753.05	
	85061	Powered Locking Pedestal 36" H, White.....	537.90	591.70	753.05	
	85062	Powered Locking Pedestal 42" H, Black.....	641.10	705.20	897.55	
	85063	Powered Locking Pedestal 42" H, White.....	622.85	685.15	872.00	
	820710	Wireless Charging Table, Powered.....	355.00	390.50	497.00	

<b>Midtown Counters &amp; Bars</b>						
	850103	Midtown Powered Counter Unlighted - Pewter.....	1,527.70	1,680.45	2,138.80	
	850102	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	1,778.10	1,955.90	2,489.35	
	850101	Midtown Bar Unlighted - Pewter.....	1,368.60	1,505.45	1,916.05	
	850100	Midtown Bar Lighted w/ Plug-In - Pewter.....	1,625.30	1,787.85	2,275.40	

**DISPLAY & ACCESSORIES**

<b>Product Storage</b>						
	84080	3 Door File Cabinet on Castors - Black .....	564.35	620.80	790.10	
	85020	Posh Shelving w/ Chrome Frame - White.....	545.05	599.55	763.05	



NAME OF SHOW: **NBAA Maintenance Conference / May 3-5, 2022**

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

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Refrigerator</b>						
_____	8503001	Refrigerator - White.....	846.85	931.55	1,185.60	_____
_____	8983000	Small Refrigerator.....	355.30	390.85	497.40	_____
<b>Lighting</b>						
_____	850707	Mason Table Lamp - White/Brushed Silver.....	166.65	183.30	233.30	_____
_____	850708	Mason Floor Lamp - White/Brushed Silver.....	248.25	273.10	347.55	_____
<b>Display</b>						
_____	75030	Display Cube - Black - 12" Small.....	254.65	280.10	356.50	_____
_____	75031	Display Cube - Black - 18" Medium.....	273.75	301.15	383.25	_____
_____	75032	Display Cube - Black - 24" Large.....	318.05	349.85	445.25	_____
_____	72056	Display Counter - Black.....	410.35	451.40	574.50	_____
<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.....	129.00	141.90	180.60	_____
_____	220118	Chrome Sign Holder.....	102.20	112.40	143.10	_____
_____	750135	Round Literature Rack.....	237.70	261.45	332.80	_____
_____	750136	Flat Literature Rack.....	204.95	225.45	286.95	_____
_____	220109	Chrome Coat Tree.....	59.00	64.90	82.60	_____
_____	220134	Aluminum Easel.....	57.40	63.15	80.35	_____
_____	220110	Chrome Bag Rack.....	126.80	139.50	177.50	_____
_____	10201484	Floor Standing Bulletin Board.....	234.15	257.55	327.80	_____
_____	220106	Corrugated Wastebasket.....	23.00	25.30	32.20	_____
_____	8502	Village Charging Hub.....	254.00	279.40	355.60	_____
<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.).....	22.85	25.15	32.00	_____
_____	12108	Special Drape 8'H (per ft.).....	26.85	29.55	37.60	_____

**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.

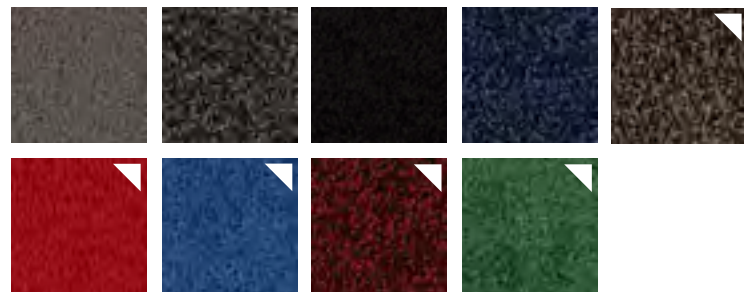
**Be sure to order before the discount deadline!**

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

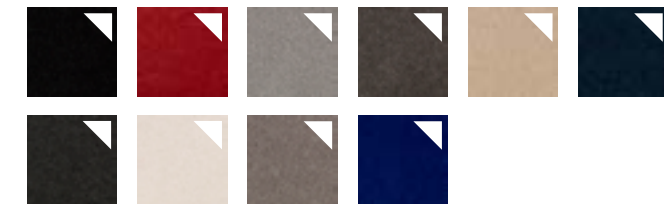
NEW



## Supreme Collection

45oz carpet

NEW



## Expo Flex Collection

10ft vinyl

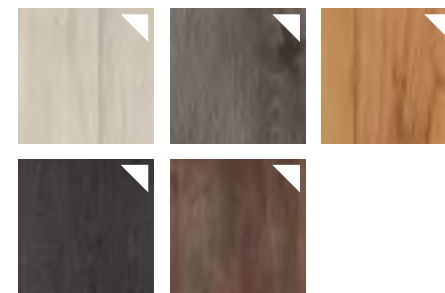
NEW



## Event Flex Collection

12ft vinyl

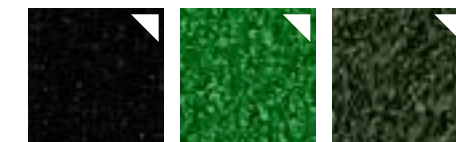
NEW



## 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)



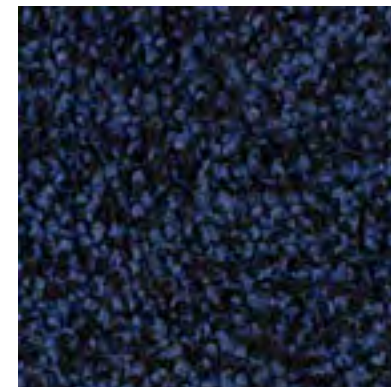
**Gray**



**Tuxedo**



**Black**



**Midnight**



**Blue**



**Red**

▽ = Available only before the discount deadline

# Custom Cut Classic Collection

16oz

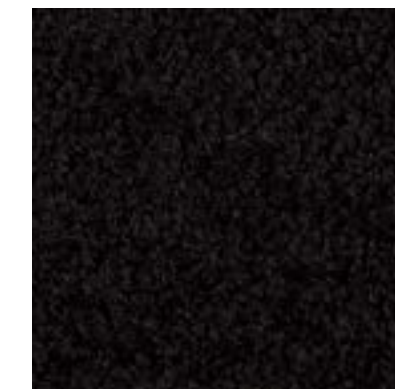
- 10ft width and custom cut to size
- Priced per sq.ft., minimum of 100 sq.ft.
- 100% recyclable
- Exhibit spaces are protected with Visqueen plastic floor covering
- For extra comfort, add padding for an additional fee



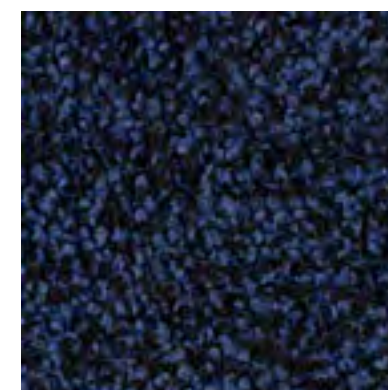
**Gray**



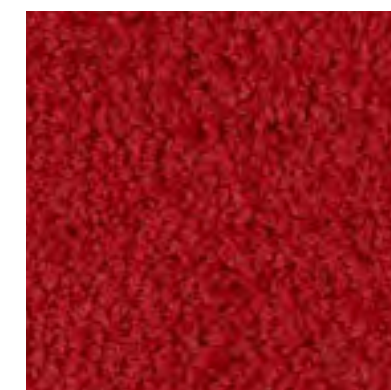
**Tuxedo**



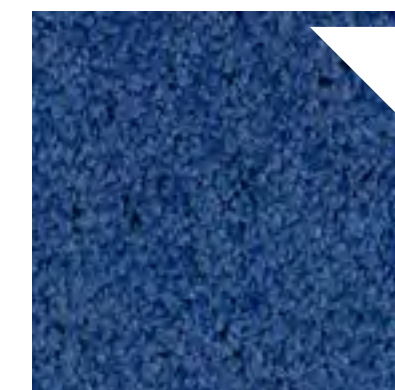
**Black**



**Midnight**



**Red**



**Blue**



**Latte**



**Red Pepper**



**Green**

▼ = Available only before the discount deadline

NEW

# Designer Plus Collection

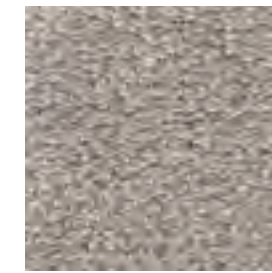
30oz

- 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**



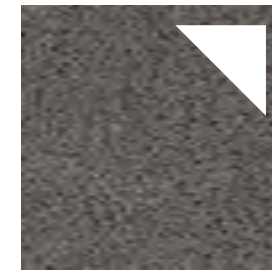
**Grey Pearl**



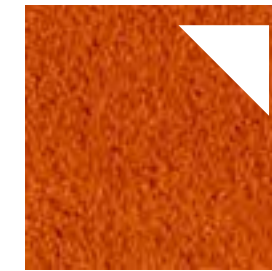
**Red**



**Navy**



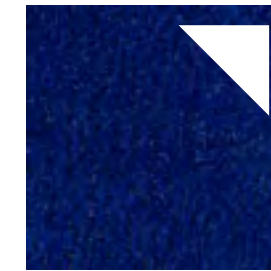
**Lava Rock**



**Paprika**



**Graphite**



**Royal Blue**



**Silky Beige**



**Ivory**



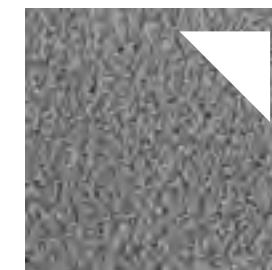
**Smoke**



**Sword**



**White**



**Silver Cloud**

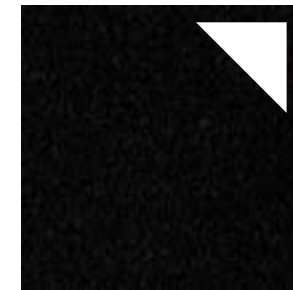
▼ = Available only before the discount deadline

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



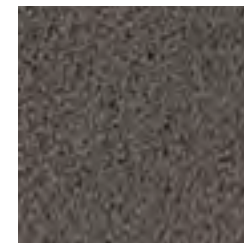
# Ordering after the discount deadline? Don't fret.

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



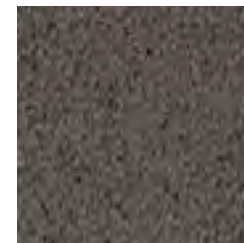
Black



Midnight

## Custom Cut Classic Collection

16oz



Gray



Tuxedo



Black



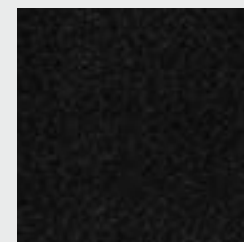
Midnight



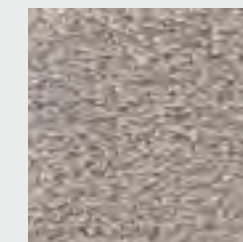
Red

## 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

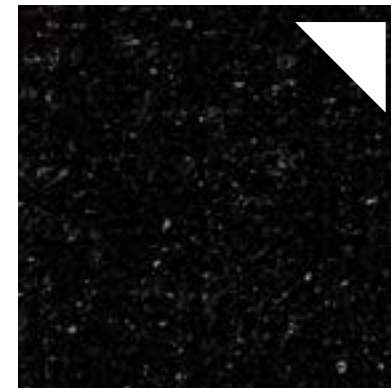
NEW

# Turf

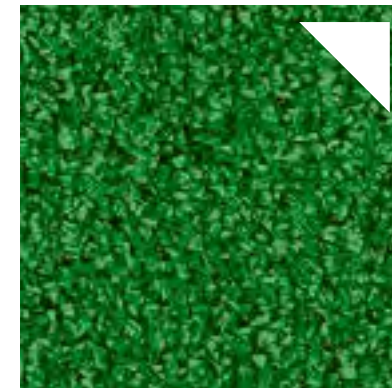
- Bring the outdoors to you with these synthetic grass flooring solutions
- Available in many shades of green and durable for both indoor and outdoor use
- Standard 12ft width and can be custom cut to size
- Priced per sq.ft., minimum of 100 sq.ft.

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.

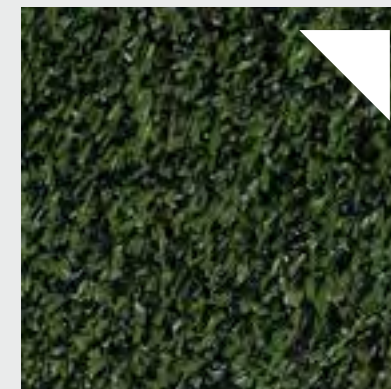


**Riviera Black**



**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: **NBAA Maintenance Conference / May 3-5, 2022**

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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 11, 2022.

## FLOORING

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

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

**CHOOSE YOUR CARPET COLOR:**

- Black  Blue\*  Gray  Midnight Blue  Red\*  Tuxedo

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

### Custom Cut Classic Carpet

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

**CHOOSE YOUR CARPET COLOR:**

- Black  Blue\*  Gray  Green\*  Latte\*  Midnight  Red\*  Red pepper\*  Tuxedo

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

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

### Vinyl\*

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

**10 ft Expo Event Vinyl, choose your flooring color:**

- Ash  Birch  Dark Maple  Light Maple  Smoke

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

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

**12 ft Event Flex Vinyl, choose your flooring color:**

- Barnwood  Blackwood  Dark Maple  Silverwood  Whitewood

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

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



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



**Upgraded Carpet\***

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

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

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

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

				Online Price	Discount Price	Standard Price	Total
<b>1 - 700 sqft</b>	Booth Size: _____	x _____	= _____	sqft	\$ <b>5.60</b>	\$ <b>6.15</b>	\$ <b>7.85</b>
<b>Over 700 sqft</b>	Booth Size: _____	x _____	= _____	sqft	\$ <b>5.05</b>	\$ <b>5.55</b>	\$ <b>7.05</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>6.45</b>	\$ <b>7.10</b>	\$ <b>9.05</b>
<b>Over 700 sqft</b>	Booth Size: _____	x _____	= _____	sqft	\$ <b>5.75</b>	\$ <b>6.35</b>	\$ <b>8.05</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>1.45</b>	\$ <b>1.60</b>	\$ <b>2.05</b>
<b>Over 700 sqft</b>	Booth Size: _____	x _____	= _____	sqft	\$ <b>1.30</b>	\$ <b>1.45</b>	\$ <b>1.80</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>2.90</b>	\$ <b>3.20</b>	\$ <b>4.05</b>
<b>Over 700 sqft</b>	Booth Size: _____	x _____	= _____	sqft	\$ <b>2.60</b>	\$ <b>2.85</b>	\$ <b>3.65</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>4.25</b>	\$ <b>4.70</b>	\$ <b>5.95</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>5.15</b>	\$ <b>5.65</b>	\$ <b>7.20</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>10.70</b>	\$ <b>11.75</b>	\$ <b>15.00</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) 621-5611

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

Submit order forms [here](#).

NAME OF SHOW: **NBAA Maintenance Conference / May 3-5, 2022**

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

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

---

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

Take advantage of the Discount Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by APRIL 11, 2022

**CLEANING SERVICES**

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

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

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
• Includes emptying of your booth's wastebasket(s) at the time of vacuuming.					
_____	610100	Booth Vacuuming - One Time .....	.63	.90	_____
_____	610200	Booth Vacuuming - 2 Days .....	1.26	1.75	_____
_____	610300	Booth Vacuuming - 3 Days .....	1.89	2.65	_____

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

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time .....	1.20	1.70	_____

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

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	690100	Floor Surface Cleaning - One Time .....	1.20	1.70	_____
_____	690200	Floor Surface Cleaning - 2 Days .....	2.40	3.35	_____
_____	690300	Floor Surface Cleaning - 3 Days .....	3.60	5.05	_____

**PORTER SERVICE (per day)**

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
• Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.					
_____	620500	Exhibit Area / Under 500 sqft. ....	212.95	298.15	_____
_____	6201500	Exhibit Area / 501 - 1,500 sqft.....	240.35	336.50	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sqft.....	270.10	378.15	_____
_____	6203504	Exhibit Area / Over 2,500 sqft.....	300.10	420.15	_____

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

# 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



NAME OF SHOW: **NBAA Maintenance Conference / May 3-5, 2022**

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

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

---

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

Take advantage of the Discount Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by APRIL 11, 2022.

## GRAPHICS

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

### DIGITAL GRAPHICS

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

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sqft

\_\_\_\_\_ sqft \$ 25.20 per sqft discount price  
 \_\_\_\_\_ x or \_\_\_\_\_ = \$ \_\_\_\_\_  
 \$ 37.80 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"	58.85	88.30 =	_____
7" x 22"	64.55	96.85 =	_____
7" x 44"	66.85	100.30 =	_____
9" x 44"	81.15	121.75 =	_____
11" x 14"	74.25	111.40 =	_____
14" x 22"	84.55	126.85 =	_____
14" x 44"	88.55	132.85 =	_____
22" x 28"	132.50	198.75 =	_____
28" x 44"	195.90	293.85 =	_____
20" x 60"	231.85	347.80 =	_____

(white only)

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

### INDICATE YOUR SIGN COPY HERE:

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

Vertical      Horizontal      Use Your Judgment For Sign Layout

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

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

### TOTAL COST

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

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

## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

**VECTOR ART:**

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

**FONTS and LINKS**

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

**COLOR**

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

**ARTWORK IN THE STRUCTURE**

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

### ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

### ACCEPTABLE FILE TYPES and SUPPORT FILES

**NATIVE FILES:**

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

**PRINT FILES:**

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

**RASTER OR BITMAP ART:**

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

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

### WAYS TO SEND ARTWORK

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

# UNION JURISDICTIONS FOR THE TEXAS LOCAL UNIONS

## THE FOLLOWING GUIDELINES APPLY IN THE TEXAS REGION:

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

### ELECTRICAL LABOR & PLUMBING

Responsible for the installation and distribution of all electrical outlets, cables and distribution equipment. This includes extension cords installed under carpet or any other type of flooring. Freeman is responsible for any hardwiring of equipment to installed electrical cables or disconnecting devices. Exhibitors are permitted to install their own lights, monitors, and other A/V equipment.

Freeman is responsible for the installation and distribution of all water lines and the filling and draining of all water tanks. Exhibitors are permitted to connect their equipment to the lines installed by Freeman.

### MATERIAL HANDLING LOCAL UNION LABOR

The Local Union has jurisdiction for the operation of all material-handling equipment, all unloading and reloading, and the handling of empty containers.

Exhibitors may unload their own personal vehicles provided they do not use any material handling equipment (fork-lifts, flatbeds, dollies, pallet jacks, etc.)

Freeman will control access to the loading docks in order to provide for a safe and orderly move-in/move-out.

### INSTALLATION & DISMANTLE LABOR - LOCAL UNION LABOR

The Local Union has jurisdiction for the installation and dismantling of all exhibits including carpet, furniture, and hanging signs. All hired labor must belong to Local Union. Labor can be ordered in advance by returning the enclosed form, or on showsite, at the Freeman Service Desk.

Three options for installation and dismantle labor exist in Texas. Labor may be:

- performed by full-time employees of the exhibiting company; or
- hired through Freeman, the official general service contractor; or
- hired through an exhibitor-appointed contractor.

### PLEASE NOTE:

- Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Freeman and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.
- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Freeman. Please refrain from voicing complaints directly to craft personnel.
- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Freeman Service Center and discuss it with the person in charge.

# 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



(888) 508-5054  
Fax: (469) 621-5611

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

Submit order forms [here](#).

NAME OF SHOW: **NBAA Maintenance Conference / May 3-5, 2022**

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

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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).

### INSTALLATION & DISMANTLE LABOR

Description	Advance Price	Show Site Price
<b>Straight Time:</b> 8:00 AM to 4:30 PM Monday through Friday.....	\$115.25	\$161.50
<b>Overtime:</b> 6:00 AM to 8:00 AM and 4:30 PM to 12:00 Midnight Monday through Friday .....	\$173.00	\$242.25
6:00 AM to 12:00 Midnight Saturday and Sunday		
<b>Double Time:</b> 12:00 Midnight to 6:00 AM and recognized holidays.....	\$230.50	\$322.75

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

### INSTALLATION LABOR

**Freeman Supervised Labor - Please complete the reverse side of this form.**

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

### DISMANTLE LABOR

**Freeman Supervised Labor - Please complete the reverse side of this form.**

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

installation & dismantle labor

NAME OF SHOW: **NBAA Maintenance Conference / May 3-5, 2022**

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

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

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

**FREEMAN SUPERVISED LABOR**

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

**INBOUND SHIPPING & SET-UP INFORMATION**

Freight will be shipped to: Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date Shipped \_\_\_\_\_

Total No. of Pieces: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_

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

Carpet: With Exhibit \_\_\_\_\_ Rented From Freeman \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

**OUTBOUND SHIPPING INFORMATION**

SHIP TO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Select a Carrier:**

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

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

**Select Level of Service:**

- 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.*

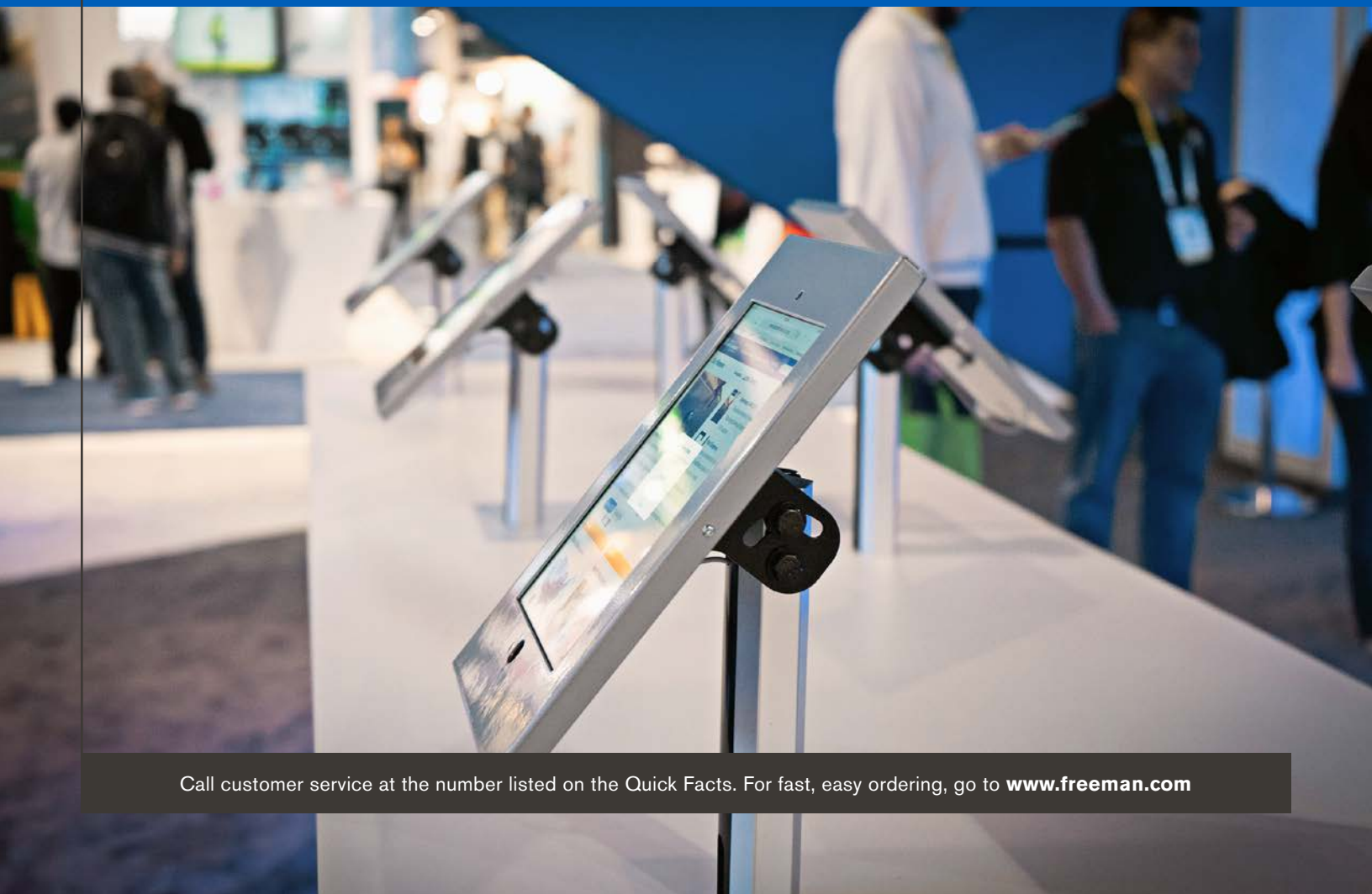
installation & dismantle labor

# EVENT TECHNOLOGIES THAT ENHANCE EXPERIENCES

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

- Our audio visual experts can assist with a wide range of technology solutions for custom rental exhibit programs that fit any size or budget
- Full service resources include digital services, flat screen technology, intelligent LED light displays, seamless plasma and LED panel solutions and immersive audio experiences
- Schedule deliveries with advance confirmation to meet your timeline specifications
- Preshow consultation, installation, operation, and comprehensive invoice services provide a streamlined solution for all your rental needs



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 Audio Visual offers the widest array of audio visual products in our expansive network throughout North America. Our exhibit specialists can assist with a full range of audio visual equipment for portable, modular and custom rental exhibit programs to fit any size or budget. Full service resources include digital services, lighting, flat screen technology, computer equipment and LED displays.**

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

- PRESHOW CONSULTATION REGARDING EQUIPMENT SPECIFICATIONS AND BUDGETING
- ONE SEAMLESS SOURCE FOR ALL YOUR TECHNOLOGY SOLUTIONS, INCLUDING A COMPLETE RANGE OF AUDIO VISUAL AND COMPUTER EQUIPMENT AND INSTALLATION SERVICES
- INTELLIGENT LIGHTING DESIGN, INSTALLATION AND OPERATION
- SCHEDULED DELIVERIES WITH ADVANCE CONFIRMATION TO MEET YOUR TIMELINES
- AUDIO VISUAL EXPERTS THAT OFFER PERSONALIZED, DEDICATED SERVICE



NAME OF SHOW: **NBAA Maintenance Conference / May 3-5, 2022**

---

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

---

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

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

Take advantage of the Online Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by **APRIL 11, 2022**.

## AUDIO VISUAL

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

### FLAT SCREEN PACKAGES

Qty	Description	Discount Price	Standard Price	Total
• All screens are 1080p with dual post stand				
_____	32" Flat Screen.....	\$740.00	\$962.00	\$ _____
_____	42" Flat Screen.....	\$900.00	\$1,170.00	\$ _____
_____	55" Flat Screen.....	\$1,510.00	\$1,963.00	\$ _____
_____	70" Flat Screen.....	\$2,145.00	\$2,788.50	\$ _____
_____	90" Flat Screen (includes hydraulic stand).....	\$3,810.00	\$4,953.00	\$ _____
• All screens are 1080p with dual post stand and external USB media player.				
_____	32" Flat Screen.....	\$870.00	\$1,131.00	\$ _____
_____	42" Flat Screen.....	\$1,025.00	\$1,332.50	\$ _____
_____	55" Flat Screen.....	\$1,635.00	\$2,125.50	\$ _____
_____	70" Flat Screen.....	\$2,270.00	\$2,951.00	\$ _____
_____	90" Flat Screen (includes hydraulic stand).....	\$3,935.00	\$5,115.50	\$ _____
• All screens are 1080p with dual post stand and laptop.				
_____	32" Flat Screen.....	\$1,085.00	\$1,410.50	\$ _____
_____	42" Flat Screen.....	\$1,245.00	\$1,618.50	\$ _____
_____	55" Flat Screen.....	\$1,850.00	\$2,405.00	\$ _____
_____	70" Flat Screen.....	\$2,485.00	\$3,230.50	\$ _____
_____	90" Flat Screen (includes hydraulic stand).....	\$4,155.00	\$5,401.50	\$ _____

### TOUCHSCREEN PACKAGES

Qty	Description	Discount Price	Standard Price	Total
• All packages include dual post stand and laptop.				
_____	32" Touchscreen.....	\$1,430.00	\$1,859.00	\$ _____
_____	46" Touchscreen.....	\$1,850.00	\$2,405.00	\$ _____
_____	55" Touchscreen.....	\$2,275.00	\$2,957.50	\$ _____
• All packages include dual post stand.				
_____	32" Touchscreen.....	\$1,085.00	\$1,410.50	\$ _____
_____	46" Touchscreen.....	\$1,510.00	\$1,963.00	\$ _____
_____	55" Touchscreen.....	\$1,930.00	\$2,509.00	\$ _____

NAME OF SHOW: **NBAA Maintenance Conference / May 3-5, 2022**

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

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

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

**FLAT SCREEN DISPLAYS**

Qty	Description	Discount Price	Standard Price	Total
-----	-------------	----------------	----------------	-------

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

_____	24" Monitor - 1080p, (no sound).....	\$305.00	\$396.50	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	32" Flat Screen - 1080p, with Internal Speakers.....	\$505.00	\$656.50	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	42" Flat Screen - 1080p, with Internal Speakers.....	\$660.00	\$858.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	55" Flat Screen - 1080p, with Internal Speakers.....	\$1,270.00	\$1,651.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	70" Flat Screen - 1080p, with Internal Speakers.....	\$1,905.00	\$2,476.50	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			

**TOUCHSCREEN DISPLAYS**

Qty	Description	Discount Price	Standard Price	Total
-----	-------------	----------------	----------------	-------

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

_____	32" Touchscreen with Internal Speakers.....	\$845.00	\$1,098.50	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	46" Touchscreen with Internal Speakers.....	\$1,270.00	\$1,651.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	55" Touchscreen with Internal Speakers.....	\$1,695.00	\$2,203.50	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			

**VIDEO PLAYERS**

Qty	Description	Discount Price	Standard Price	Total
-----	-------------	----------------	----------------	-------

_____	USB Media Player.....	\$125.00	\$162.50	\$ _____
_____	Blu-ray Player.....	\$160.00	\$208.00	\$ _____
	HDCP Compliant, compatible with Blu-ray and DVD			

**COMPUTERS & ACCESSORIES**

Qty	Description	Discount Price	Standard Price	Total
-----	-------------	----------------	----------------	-------

_____	Desktop Computer with 24" Monitor.....	\$290.00	\$377.00	\$ _____
	includes wired keyboard and mouse			
_____	Laptop Computer .....	\$345.00	\$448.50	\$ _____
_____	Wireless Keyboard with Mouse.....	\$105.00	\$136.50	\$ _____
_____	Apple 21.5" iMac (includes wired keyboard and mouse) .....	\$315.00	\$409.50	\$ _____
_____	Apple 15" MacBook Pro .....	\$475.00	\$617.50	\$ _____
_____	iPad Stands - White .....	\$160.00	\$208.00	\$ _____
	<input type="checkbox"/> Table Stand <input type="checkbox"/> Floor Stand			

audio visual

NAME OF SHOW: **NBAA Maintenance Conference / May 3-5, 2022**

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

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

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

**AUDIO EQUIPMENT**

Qty	Description	Discount Price	Standard Price	Total
_____	Sound Bar - 2.1 Full Range, with Built-in Subwoofer .....	\$80.00	\$104.00	\$ _____
	Compatible with 42" monitors and above			
_____	Small High Performance PA System .....	\$630.00	\$819.00	\$ _____
	Includes wireless microphone, 2 speakers, 1 Mixer/Amp, computer interface box			
	<input type="checkbox"/> Handheld <input type="checkbox"/> Headset (for best sound quality, choose Headset)			

**EXHIBIT LIGHTING PACKAGES**

Qty	Description	Discount Price	Standard Price	Total
_____	Six (6) 12" LED Lighting Fixtures .....	\$795.00	\$1033.50	\$ _____
	<input type="checkbox"/> Amber <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red			
_____	Twelve (12) 12" LED Lighting Fixtures .....	\$1,585.00	\$2,060.50	\$ _____
	<input type="checkbox"/> Amber <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red			

**DELIVERY INFORMATION**

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

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

On-Site Contact Person: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

**PAYMENT INFORMATION**

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

**PURCHASE TERMS**

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

**ELECTRICAL SERVICE**

Please log on to Freeman Online to place your electrical order, [www.freeman.com/store](http://www.freeman.com/store).

**READY FOR DELIVERY ONSITE**

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

<b>TOTAL COST</b>
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.

audio visual



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# ELECTRICAL SERVICES

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

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

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

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

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

## **Do I need to order labor?**

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

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

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

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

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

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

Outlet or connection prices are typically for an entire show.

## **What is 24 hour power?**

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

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

## **Where does the power come from?**

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

## **Where will my power be located?**

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

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

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

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

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

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

All orders exceeding 120 volt/20 amps provide one connection point only, cannot accommodate power strips and require labor for installation.

**F R E E M A N**

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### **Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)**

Exhibitors may use their own extension cords and power strips under the following conditions:

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

### **Can I run my extension cords under the carpet myself?**

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

### **Will my floor work be completed before I arrive?**

Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:

- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

Labor and material charges apply.

### **When will my power be turned on?**

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

### **Do I need lighting?**

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

### **Can I hang my own lights?**

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

### **Do I need to order power for my lighting?**

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

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

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

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

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

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

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

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

### **Additional questions?**

Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to [www.freemanco.com/store](http://www.freemanco.com/store).

## ELECTRICAL SERVICES USAGE GUIDE

To assist in estimating, we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

Please note that there is a minimum of 500 watts per outlet. A 500 watt (5 amp) outlet cannot be split. A 1000 watt (10 amp) outlet can only be split one time. A 2000 watt (20 amp) outlet can only be split three times.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts)

Example: 5 - 100 watt light bulbs = (5 x 100 = 500 watts)


The following wattages are approximate and are provided to help you estimate your power usage.

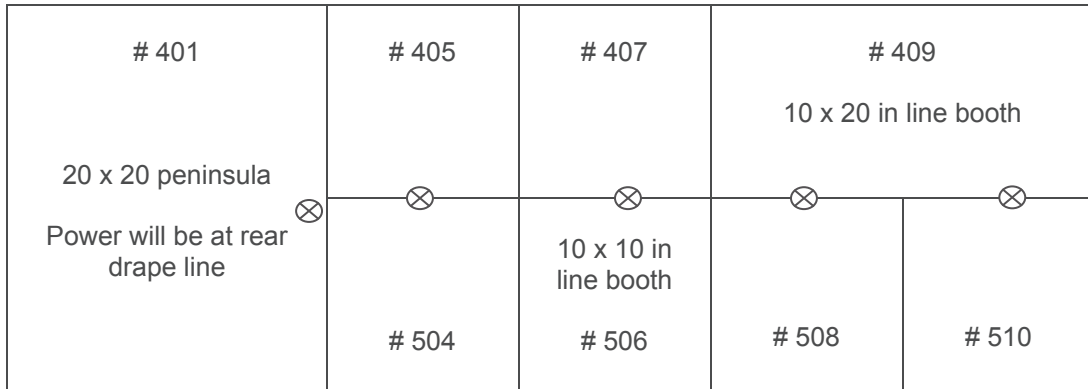
ITEM	ESTIMATED WATTAGE
Arm Lights .....	75-100
Card Reader (credit) / Lead Retrieval.....	50
Charging Furniture – Freeman Event Collection .....	500
Charging Furniture – Freeman Furnishings.....	500 per port (1000 max)
Computer.....	250-500
Computer – Laptop.....	100
Blu-Ray / DVD Player .....	50-100
Heater (Portable).....	500
Heat Press for T-Shirts .....	2000
iPhone/Android .....	20
iPad/Tablet .....	25-50
Kitchen Appliances .....	500-2000
Laminator.....	2000
LED Panels.....	500-1000
Projector .....	1000
Refrigerator (Small) .....	500
Refrigerator (Large).....	1000
Smart Reg Counter by Freeman (lit) .....	500
Steamer .....	2000
Stereo .....	100-500
Vacuum Cleaner .....	1500
Water Cooler .....	1000
TVs/Monitors .....	1000 (update television line)
Espresso Machine .....	30amp/208 volt, single phase



# SAMPLE LAYOUTS

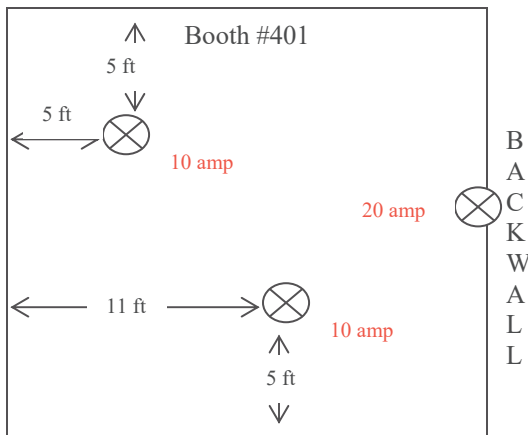
## IN LINE BOOTHS

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

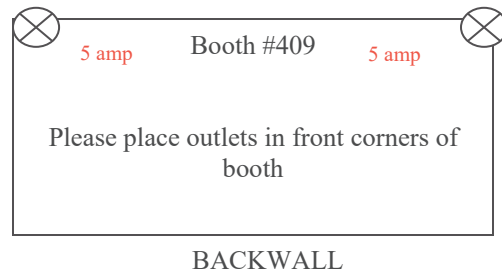


Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations **must be included**. Examples based on above floor plan:

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



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



## ISLAND BOOTHS

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

### 1. Main Drop.

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

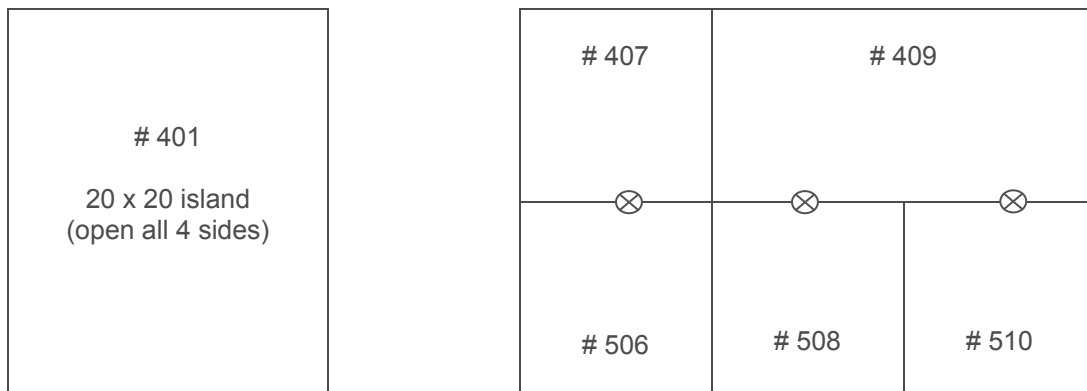
### 2. Location and load of all outlets.

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

### 3. Booth orientation.

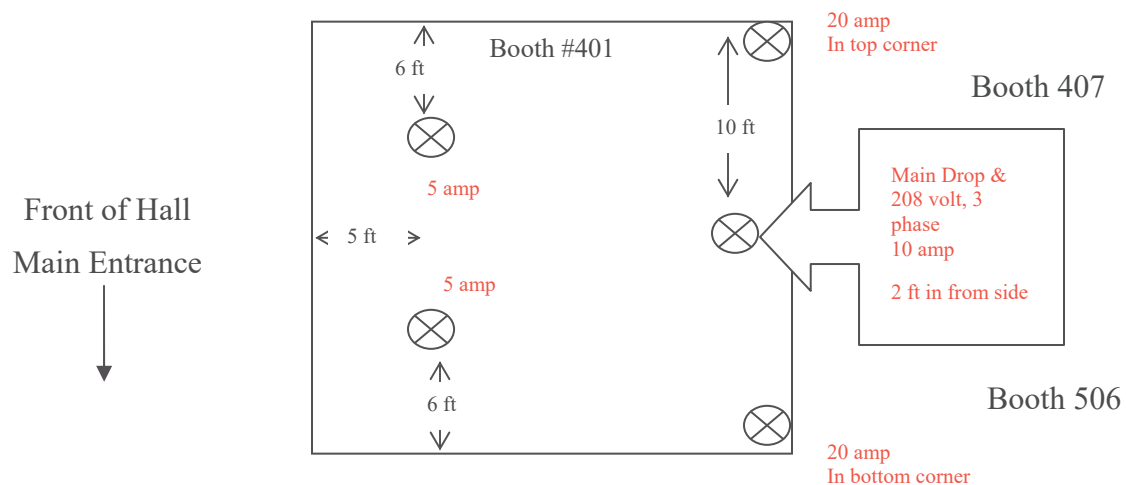
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

Section of show floor plan



20 x 20 Island – Booth # 401

Order = 1 x 208 volt, 3 phase, 10 amp + 120 volt, 2 x 20 amp + 2 x 5 amp outlets



NAME OF SHOW: **NBAA Maintenance Conference / May 3-5, 2022**

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

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

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

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

## ELECTRICAL

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

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

	Quantity Show (For Show Hours Only)	Quantity 24 Hr. (For 24 hrs/day Double Price)	Discount Price	Standard Price	TOTAL
<b>110/120 VOLT</b>					
500 Watts (5 amps)	_____	_____	117.00	175.50	= \$ _____
1000 Watts (10 amps)	_____	_____	156.50	234.75	= \$ _____
2000 Watts (20 amps)	_____	_____	213.25	319.90	= \$ _____

### 208 VOLT SINGLE PHASE (Labor Required for Connection)

20 Amps	_____	_____	342.25	513.40	= \$ _____
30 Amps	_____	_____	407.25	610.90	= \$ _____
60 Amps	_____	_____	646.75	970.15	= \$ _____
100 Amps	_____	_____	962.75	1,444.15	= \$ _____

### 208 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	441.00	661.50	= \$ _____
30 Amps	_____	_____	536.50	804.75	= \$ _____
60 Amps	_____	_____	884.00	1,326.00	= \$ _____
100 Amps	_____	_____	1,228.50	1,842.75	= \$ _____
Transformer to Boost 208V to Approx. 230V - \$4.95 per Amp (20 Amp Min.)					
Qty of Amps _____ X Price \$ _____ = \$ _____					

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

Single Light Stand (200w)	_____	_____	129.60	194.40	= \$ _____
Double Light Stand (400w)	_____	_____	137.70	206.55	= \$ _____
Arm Light	_____	_____	153.35	230.05	= \$ _____

### ADDITIONAL INFORMATION

#### FOR ADVANCE PAYMENT PRICE

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to **April 4, 2022**.

#### MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

#### ISLAND BOOTHS

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

#### INLINE AND PENINSULA BOOTHS

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

#### 24 HOUR SERVICES

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

#### SEPARATE OUTLETS

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

#### OVERHEAD POWER

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

#### EXTENSION CORDS & POWER STRIPS

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

#### LIGHT STAND PLACEMENT

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

### TOTAL COST

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

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

## ELECTRICAL INSTRUCTIONS

### HOW TO DETERMINE ELECTRICAL REQUIREMENTS

#### For Equipment

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

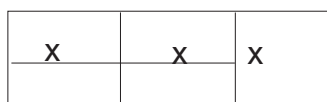
#### For Lighting

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

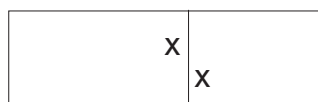
### LOCATION OF POWER IN YOUR BOOTH

#### In-Line and Peninsula Booths

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



IN-LINE BOOTHS / PENINSULA

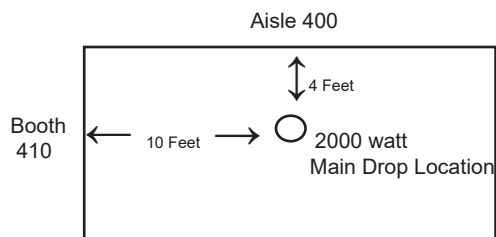


BACK TO BACK PENINSULA

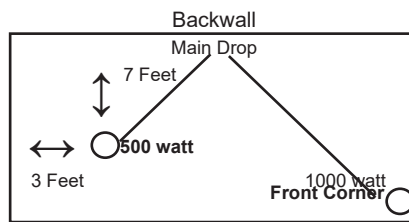
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

#### Island Booths/Multiple Outlets

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



Island Booth with one outlet



10 X 20 Booth with multiple outlets  
Labor Required

#### OTHER:

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



NAME OF SHOW: **NBAA Maintenance Conference / May 3-5, 2022**

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

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

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

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

## ELECTRICAL LABOR

### LABOR RATES & SCHEDULE

**Straight Time:** Monday - Friday, 8:00 AM - 4:30 PM (Excluding Holidays)  
**Double time:** Monday - Friday, 4:30 PM - 8:00 AM, All day Saturday, Sunday and Holidays

Description	Advance Price	Show Site Price
Electrician - ST .....	\$115.75	\$162.25
Electrician - OT .....	\$231.50	\$324.25
Condor w/crew - ST .....	\$617.25	\$864.25
Condor w/crew - OT .....	\$739.25	\$1035.00
Forklift w/operator - ST .....	\$163.75	\$229.25
Forklift w/operator - OT .....	\$224.75	\$314.75

Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

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

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

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

FLOOR WORK:	BOOTH WORK:
Floor work is the distribution of electrical under carpet and flooring. <input type="checkbox"/> <b>OK TO PROCEED WITHOUT EXHIBITOR PRESENT:</b> Complete Before: Date _____ Time _____  Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet. Print Name: _____  Authorized Signature: _____  <input type="checkbox"/> <b>EXHIBITOR SUPERVISION (DO NOT PROCEED)</b>	Booth work is any of the following. Please check all that apply: <input type="checkbox"/> Distribution of electrical overhead (more than one drop location in your booth). <input type="checkbox"/> Distribution of electrical through booth structure. <input type="checkbox"/> Mounting of plasmas/LCD monitors and lights. <input type="checkbox"/> Connection or hard wiring of all exhibitor equipment. <input type="checkbox"/> Lighting used as spot or flood lights. <input type="checkbox"/> Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss). <input type="checkbox"/> Wiring of overhead signs. <input type="checkbox"/> Installation of electrical headers and/or light boxes. <input type="checkbox"/> Other _____

LABOR REQUEST				SELECT WORK TYPE	
Date _____	Time _____	# Electrician _____	Est. # Hours _____	Floor Work _____	Booth Work _____
Date _____	Time _____	# Electrician _____	Est. # Hours _____	Floor Work _____	Booth Work _____
Date _____	Time _____	# Electrician _____	Est. # Hours _____	Floor Work _____	Booth Work _____
Name of On-Site Contact: _____			Cell Phone: _____		
Special Instructions: _____					

<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>

# ELECTRICAL INSTRUCTIONS

1. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
2. A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.
3. Labor must be picked up at the Freeman Service Center. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
4. Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
5. Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

## EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.
3. Booth orientation - please provide surrounding aisle and/or booth numbers.

