



Frequently Asked Exhibitor Questions

Thank you for exhibiting with us. Below are some answers to the questions you may have:

Who can I contact with questions?

Show Management

Southern Gas Association
3030 LBJ Freeway, Suite 1500
Dallas, TX 75234
972-620-8505
8:00 am – 5:00 CST, Monday through Friday
exhibits@southerngas.org

General: exhibits@southerngas.org or call 972-620-8505
Freeman (Exhibitor Appointer Contractor): Freeman.com or 888-508-5054
Show Directory: exhibits@southerngas.org or call 972-620-8505
Registration/Conference: memberservices@southerngas.org or 972-620-8505
Speaking: Rishi.Chauhan@southerngas.org
Exhibit Space Location: exhibits@southerngas.org or call 972-620-8505

What is included in my exhibit space rental (10'x10')?

- 8' high drape back wall (Gray)
- 3' high drape side wing
- 7" x 44" booth ID sign
- One 6' draped table (Gray)
- Two side chairs
- One wastebasket
- On-line booth listing with company description & booth number
- One free registration per 10' x 10' space – Can attend all conference sessions and functions.
- Food and beverage functions in the exhibit hall, if registered
- Exhibit hall to be vacuumed each evening and trash to be dumped in general areas
- All registrants who opt-in will be visible in the directory on the mobile app

What are the official show rules?

Exhibitors are bound by GMRC 's Exhibitor Rules and Regulations. These rules are not meant to limit your ability to showcase your product or services, but rather to ensure each exhibitor an equal opportunity, within reason, to present their product or service in the most effective manner to attendees.

Does GMRC follow standard IAEE rules and regulations?

Yes. This is the "industry standard."

How do I find more information about the conference, housing, and Agenda? What is the schedule of other functions in the exhibit hall?

<https://www.gmrc.org/gmc>

How do I register my 1 booth person and others, if applicable?

You should have been able to do this when you registered for your booth. If you had issues with this, please contact memberservices@southerngas.org or if you need to register additional people. Badges must be always worn.

I have registered someone (or myself) and need to make a change; how do I change the registration?

Contact memberservices@southerngas.org

Are free guest passes available?

No, sorry.

Where do we ship our materials and how do we order items for the booth?

Once your exhibitor registration has been processed, we will provide your contact information to Freeman. They will provide an Exhibitor Kit that will detail shipping information, how to order electricity, Internet, display material, etc. Please be sure to take notice of the cut-off dates for shipping and other services. Your Exhibitor Kit should be emailed to you no less than 60 days out unless you registered at the last minute. Freeman's link - <https://www.freemanco.com/store/show/landing?showID=499291>

Will Internet be available in the Exhibit Hall?

SGA will not be providing Wi-Fi at the convention center. Please order through the Kentucky International Convention Center - <https://kyconvention.com/exhibit/order-services/>

When can I move into my booth?

Monday, October 4 from 8 am – 5 pm and Tuesday, October 5 from 7 – 10 am

Can I deliver my exhibit materials to the Convention Center myself?

Yes. Exhibitors may deliver materials in their cars, SUVs, and mini-vans during the move-in day. You will be directed to an unloading area. Be sure you know your exhibitor name, booth number, number of pieces, estimate weight, and type of merchandise. Contact Freeman at Freeman.com or 888-508-5054, if you have any questions.

Can I carry my exhibit materials into the convention center to my booth?

Yes. You may “hand carry” material through the door, provided you do not use material handling equipment to assist you. When exhibitors choose to “hand carry” materials, they may not be permitted access to the loading dock/freight door areas.

What are the exhibit hours?

Tuesday, October 5

11 am – 6:45 pm

Wednesday, October 6

11 am – 1:45 pm

Is security provided for my booth?

There is not individual security for your booth. Do not leave items of value in your booth overnight during the set-up or exhibition days without taking security precautions. If you need security, please contact Lori Schirpke-Jordan at lori.schirpkejordan@southerngas.org.

How are we keeping attendees and exhibitors safe from COVID-19?

Kentucky International Convention Center: <https://kyconvention.com/category/news>

Freeman: <https://www.freeman.com/event-services/safety>

Should I insure my exhibit materials?

Yes. Exhibitors are required to provide their own insurance coverage, protecting them against damage, loss, or theft. The drayage contractor cannot be held responsible for the disappearance of an exhibitor's materials after delivery to the booth, or before the materials are picked up for loading out after the exhibition.

What events are available to sponsor and how do I sign up for them?

Contact Cindy Mitchell at cindy.mitchell@southerngas.org for more information.

When does the Exhibit Hall close?

The exhibit hall will close on Wednesday, October 6 at 1:45 pm. There is absolutely no dismantling of booths prior to 1:45 pm as this is not only a breach of the contract, but very disruptive to the exhibit hall and booths around you. **Teardown must be completed by 7 pm.** If you must catch an early flight, arrangements must be confirmed in writing in advance for Freeman to dismantle the booth for you.

HEALTH AND SAFETY

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

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high gray back drape, 3' high gray side dividers, one 6' x 30" high gray draped table, two Limerick® Side Chairs by Herman Miller, and one wastebasket. Booths 300 sqft or less will receive an identification sign. Booths larger than 300 sqft may receive an identification sign upon request.

EXHIBIT HALL CARPET

The exhibit area is not carpeted; however, the aisles will be carpeted in Tuxedo.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by **September 06, 2021**.

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 | October 04, 2021 | 8:00 AM - 5:00 PM |
| Tuesday | October 05, 2021 | 7:00 AM - 10:00 AM |

EXHIBIT HOURS

| | | |
|-----------|------------------|--------------------|
| Tuesday | October 05, 2021 | 11:00 AM - 6:45 PM |
| Wednesday | October 06, 2021 | 11:00 AM - 1:45 PM |

EXHIBITOR MOVE-OUT

| | | |
|-----------|------------------|-------------------|
| Wednesday | October 06, 2021 | 1:45 PM - 7:00 PM |
|-----------|------------------|-------------------|

We will begin returning empty containers at the close of the show.

EXHIBITOR SERVICE HOURS

Our Exhibitor Services team will be available from 8 am - 5 pm 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 Wednesday, October 06, 2021 at 7:00 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 Wednesday, October 06, 2021 at 5:00 PM.

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. Please call our Exhibitor Support Department at (888) 508-5054 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:**FREEMAN**

(888) 508-5054
ExhibitorSupport@freeman.com

FREEMAN EVENT TECHNOLOGY

(800) 868-6886
EventTechServices@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by September 06, 2021. 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 # _____

GMRC Gas Machinery 2021

C/O TForce Freight / Freeman

9828 E Bluegrass Pkwy

Louisville, KY 40299

Freeman will accept crated, boxed or skidded materials beginning Monday, September 06, 2021, at the above address. Material arriving after September 30, 2021 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____

GMRC Gas Machinery 2021

C/O Freeman

Kentucky International Convention Center

221 S 4th St

Louisville, KY 40202

Freeman will receive shipments at the exhibit facility beginning Monday, October 04, 2021. 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 September 06, 2021.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

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

Interested in going green and saving money?

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



1 *booth structure*

Option 1 Multiple Use

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

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

Option 2 One-time Use

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

2 *carpet*

Option 1 Rent

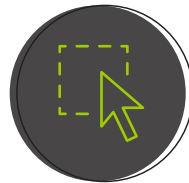
Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

Option 2 Color

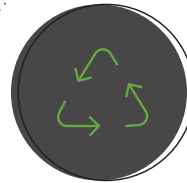
Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.



3 *shipping*



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



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



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

4 *graphics*

Option 1 Multiple Use

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

Option 2 One-time Use

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

5 *printing*



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



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



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

6

ON SITE

save energy



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



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



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

8

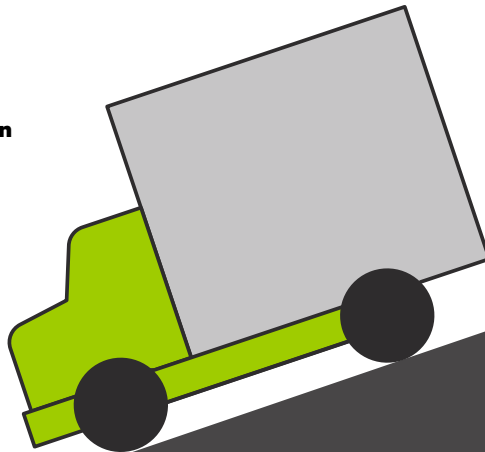
shipping out

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

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/499291>

2. Submit your order

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

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

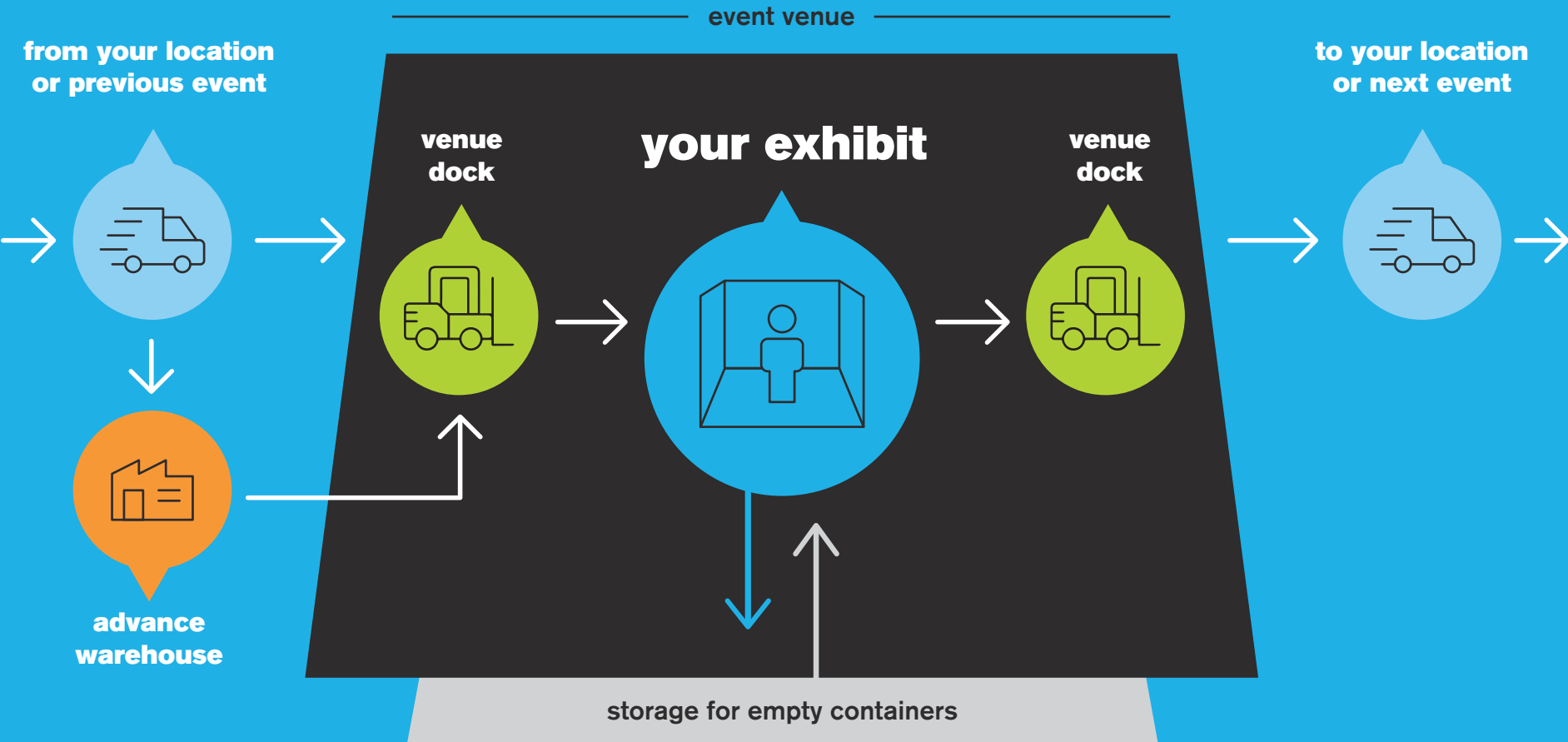
before event

during the event

after event

from your location
or previous event

to your location
or next event



advance warehouse

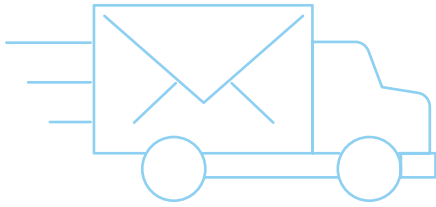
where exhibit materials are
stored before an event

shipping

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

material handling

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



TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

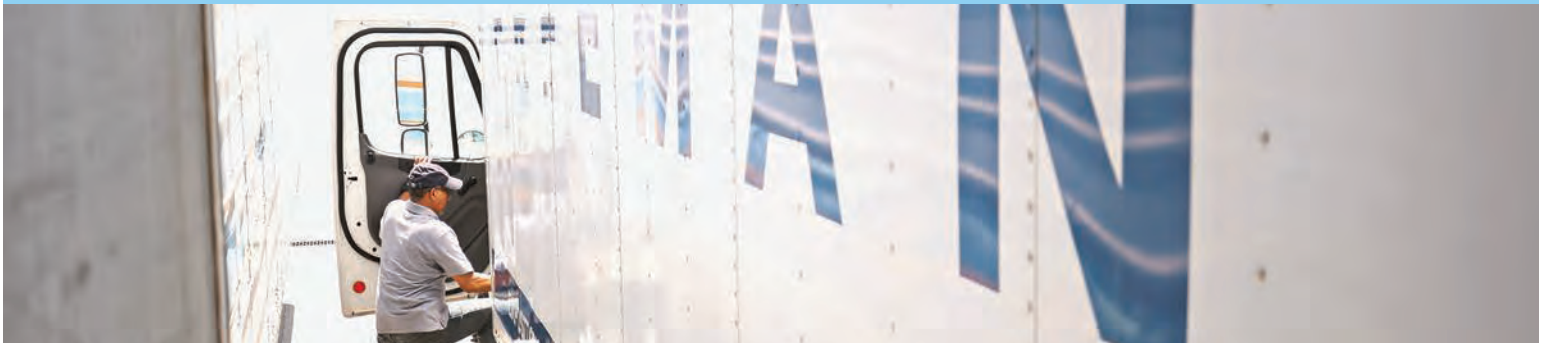
The Freeman Exhibit Transportation promise:

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

Benefits:

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

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



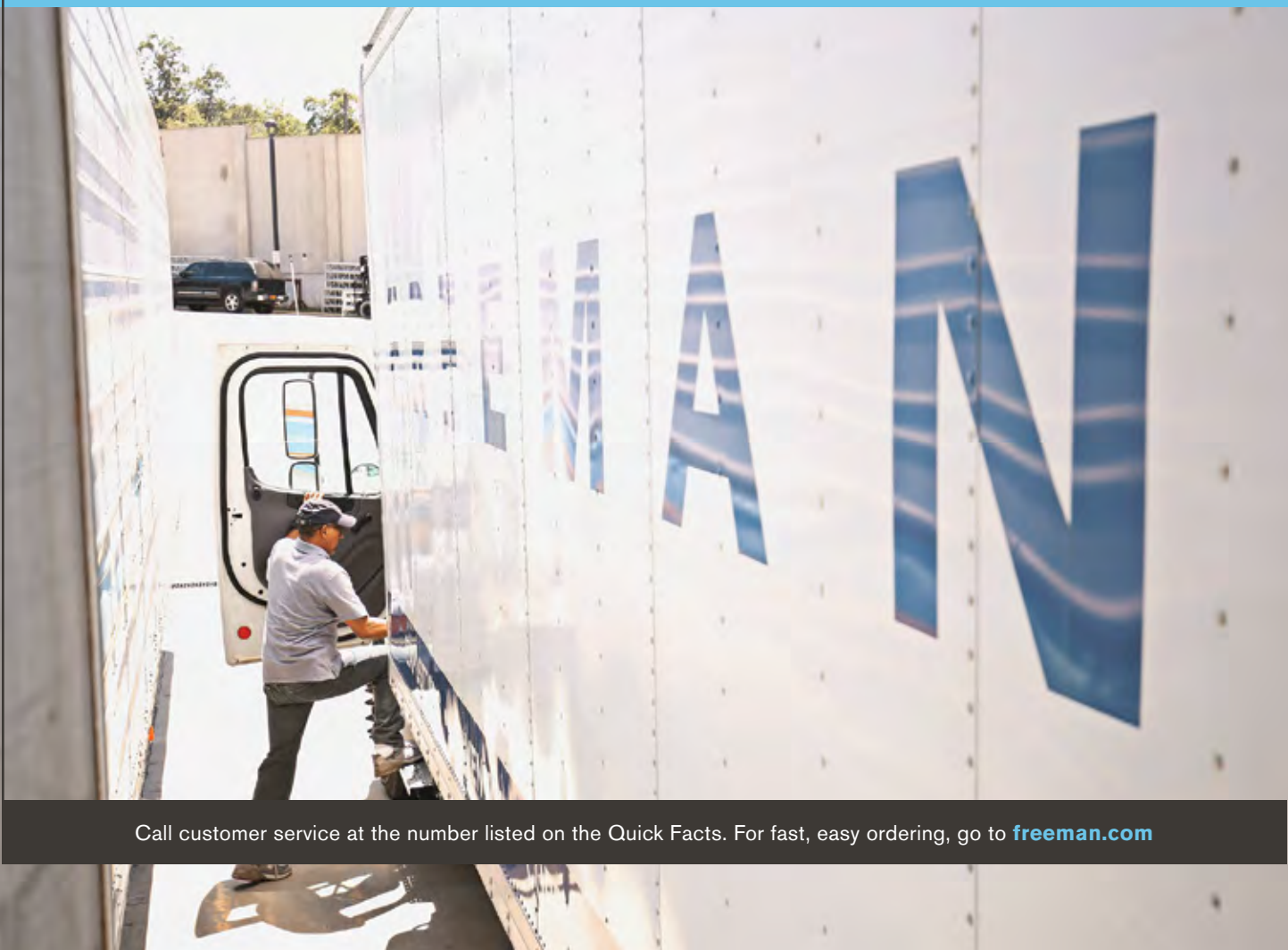
To take advantage, call **1-800-995-3579** or email **exhibit.transportation@freeman.com** for a quote.

RESULTS, DELIVERED

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

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



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

EXHIBIT TRANSPORTATION SERVICES

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

Freeman Exhibit Transportation promise:

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

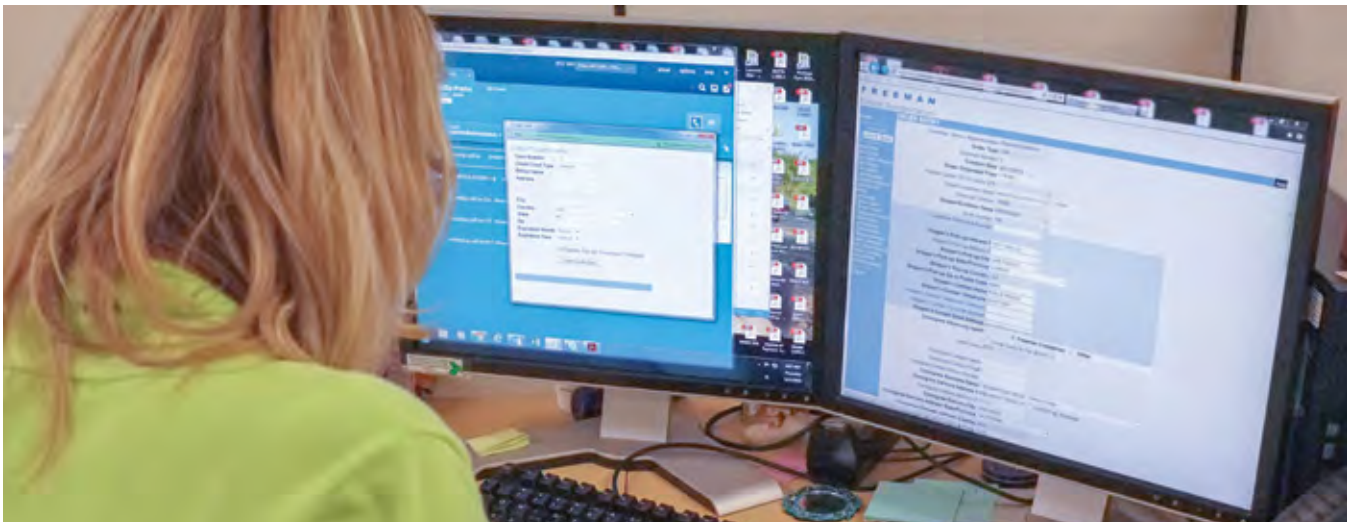
Questions?

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

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

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

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



FREEMAN

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

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

exhibit transportation

NAME OF SHOW: **2021 GMRC Gas Machinery Conference / October 3 - 6, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip Code)

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #

2021 GMRC Gas Machinery Conference

C/O: TForce Freight / Freeman

9828 E Bluegrass Pkwy

Louisville, KY 40299

MUST BE DELIVERED BY SEPTEMBER 30, 2021

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

FREEMAN / Exhibiting Company Name / Booth #

2021 GMRC Gas Machinery Conference

C/O: Freeman

Kentucky International Convention Center

221 S 4th St

Louisville, KY 40202

CANNOT BE DELIVERED BEFORE OCTOBER 04, 2021

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:

exhibit.transportation@freeman.com

or

Fax: (469) 621-5810

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

SHOW # (499291) _____

WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt." (one hundred weight). All shipments are subject to reweigh.
- On the Material Handling Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the rate for the freight category that best describes your shipment. There are four categories of freight:

Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

Carpet and/or Pad Only: shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

- All inbound and outbound shipments are subject to overtime charges if the shipments are received, loaded or unloaded during the overtime hours specified on the Material Handling Order Form. This includes both warehouse and show site shipments.
- Add any late delivery or off-target charges listed on the Material Handling Order Form if the freight will be received after the deadlines listed on the Quick Facts.
- 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 either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

MATERIAL HANDLING

Let Freeman Online® estimate your material handling charges for you. Log on to www.freeman.com/store select your show and click on "Estimate My Material Handling Costs". From Freeman Online® you can print extra shipping labels, get tips on how to package your freight and much more.

MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** Material delivered in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS & DHL** are included in this category due to their delivery procedures.
(See definitions on back)
- UNCRATED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
- CARPET AND/OR PAD ONLY:** Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
- STRAIGHT TIME:** 8:00 AM to 4:30 PM Monday through Friday
- OVERTIME:** 4:30 PM to 8:00 AM Monday through Friday, all day Saturday, Sunday, and Holidays
(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

MATERIAL HANDLING RATES

| Description | Price Per CWT | 200 lb. Minimum |
|---|---------------|-----------------|
| RATE CLASSIFICATIONS: | | |
| Warehouse Shipment (200 lb. minimum) | | |
| Crated or Skidded Shipment..... | \$ 129.75 | 259.50 |
| Special Handling Shipment..... | \$ 168.75 | 337.50 |
| Carpet and/or Pad Only Shipment..... | \$ 194.75 | 389.50 |
| Show Site Shipment (200 lb. minimum) | | |
| Crated or Skidded Shipment..... | \$ 105.00 | 210.00 |
| Special Handling Shipment..... | \$ 136.50 | 273.00 |
| Uncrated or Pad Wrapped Shipment..... | \$ 157.50 | 315.00 |
| Carpet and/or Pad Only Shipment..... | \$ 157.50 | 315.00 |
| Small Package - Maximum weight is 30 lbs per shipment* | | |
| Per Shipment | \$ 40.00 | |
| * A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier. | | |
| ADDITIONAL SURCHARGES: | | |
| Shipment Delivered after Deadline Date (in addition to above rates) | | |
| Warehouse Shipment after September 30, 2021 | \$ 32.50 | 65.00 |
| Show Site Shipment after Show Open..... | \$ 26.25 | 52.50 |
| Overtime Charge - Inbound (in addition to above rates) | | |
| Crated or Skidded Shipment..... | \$ 26.25 | 52.50 |
| Special Handling Shipment..... | \$ 34.25 | 68.50 |
| Uncrated or Pad Wrapped Shipment..... | \$ 39.50 | 79.00 |
| Carpet and/or Pad Only Shipment..... | \$ 39.50 | 79.00 |
| Overtime Charge - Outbound (in addition to above rates) | | |
| Crated or Skidded Shipment..... | \$ 26.25 | 52.50 |
| Special Handling Shipment..... | \$ 34.25 | 68.50 |
| Uncrated or Pad Wrapped Shipment..... | \$ 39.50 | 79.00 |
| Carpet and/or Pad Only Shipment..... | \$ 39.50 | 79.00 |

SPECIAL HANDLING DEFINITIONS

For frequently asked questions and material handling estimator tools, go to www.freeman.com/store.

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

What is Ground Loading/Unloading?

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading?

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What are Stacked Shipments?

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

What is Shipment Integrity?

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

What is Alternate Delivery Location?

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

What are Mixed Shipments?

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

What does it mean if I have "No Documentation"?

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS, & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What is the difference between Crated and Uncrated Shipments?

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting points.

What about carpet only shipments?

Shipments that consist of loose carpet and/or carpet padding only require additional labor and equipment to unload.

POV & CART SERVICE

Freeman will provide Cart Service for your event. Cart Service is a feature for Privately Owned Vehicles (POVs) that meet the requirements below.

DEFINITION OF PRIVATELY OWNED VEHICLE:

Privately Owned Vehicles are defined as cars, pick-up trucks, vans and other trucks primarily designed for passenger use, not cargo or freight. Vehicles that do not qualify for this service, or that have material that requires mechanical assistance to unload, will be directed to the Freeman Marshalling Yard.

Workers equipped with a flat cart scooter will assist exhibitors with unloading. Each cart will handle a load approximately 3' wide x 4' long x 3' high. Freight must not exceed 300 lbs. For safety reasons, it will be the judgment of the freight supervisor if the load can go higher than 3 feet. Cart Service includes storage of empty cardboard/product boxes at no additional charge. Empty stickers for your cartons and cases will be provided for this service.

RATES:

This service is available at a round trip rate of \$206.25 per trip (from the dock to the booth and the booth to the dock).

DIRECTIONS:

- To receive this service, proceed directly to the facility and check in at the designated POV Check-In area for staging, checking in, processing paperwork and determining if vehicles are qualified for Cart Service. There will be signage posted to direct you.
- Two people must be with the vehicle - one to accompany the product to the booth and one to remove the vehicle from the area.
- The determination of Cart Service versus Material Handling will be made at the discretion of Freeman management. Any disputes will be handled at the time of unloading.

AVAILABILITY:

Cart Service will be available on the following dates and times:

Move-In

| | | |
|---------|-----------|------------------------|
| Monday | October 4 | 8:00 a.m. - 5:00 p.m. |
| Tuesday | October 5 | 7:00 a.m. - 10:00 p.m. |

Move-Out

| | | |
|-----------|-----------|-------------------------|
| Wednesday | October 6 | 1:45 p.m. - 7:00 p.m. * |
|-----------|-----------|-------------------------|

* Please visit the Freeman Service Center to complete and/or submit an Outbound Material Handling Agreement.

Please note: We anticipate that during peak periods, wait time can exceed 2-3 hours.

VEHICLES THAT QUALIFY:



Sedan



SUV



Pickup



Van

VEHICLES THAT DO NOT QUALIFY:



Trailer



Commercial Van



Rentals



Bobtail



Stakebed

MOBILE UNIT & VEHICLE SPOTTING

Exhibitors or agents with mobile units or vehicles will require guidance to their respective booths. This guidance is required and provided by Freeman to prevent damage that may occur to exhibitors, the property of others, or when necessary to move crates that may be in the aisles.

Mobile units are defined as a piece of equipment than can be pushed or towed to the booth on wheels.

Vehicles are defined as an automobile, trailer, tractor, crane, etc. arriving at the exhibit hall that can be driven to the booth location under its own power. Exhibitors may drive their vehicles into and out of the exhibit areas or have Freeman supply an operator when available.

Each vehicle shall comply with the following:

1. Batteries should be disconnected in an approved manner.
2. Vehicles shall not be fueled or refueled within the building. Fuel in the tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less.
3. Fuel tank openings shall be locked and sealed to prevent escape of vapors.
4. No leaks underneath vehicles.
5. At least 36" clear access or aisles must be maintained around the vehicle.
6. Vehicles must be a minimum of 20 feet from exit of door or exit pathway.

SPOTTING FEES

Mobile Units * \$387.00 per unit (round trip)

Vehicles..... \$387.00 per unit (round trip)

*** Note:** If a forklift is utilized to tow a mobile unit or vehicle to the booth, a one hour forklift/operator charge will be assessed in addition to the spotting fee. If rigging labor is utilized to push the equipment to the booth, a one hour rigging labor charge will be assessed in addition to the spotting fee. Please refer to the Forklift & Rigging Labor Order Form for rates.



300 Missouri Avenue, Jeffersonville, Indiana

Traveling 65 South

Take Exit 1 US Highway 31 to 6th Street / Court Avenue exit.

Bare to the right and continue to stop light at Court Avenue.

Turn right at Court Ave and make an immediate left onto Missouri Ave. ****Do Not Enter Building Complex****

Marshalling yard is gravel lot 100 yards on the right.

Traveling 65 North

Take Exit 0 (6th Street / W Court Avenue) and take a left onto W Court Avenue

Go through 2nd stop light to Missouri Avenue and turn left ****Do Not Enter Building Complex****

Marshalling yard is gravel lot 100 yards on the right.

FREEMAN

(888) 508-5054 Fax: (469) 621-5615
ExhibitorSupport@freeman.com

NAME OF SHOW: **2021 GMRC Gas Machinery Conference / October 3 - 6, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.

outbound shipping

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: SEPTEMBER 06, 2021

DEADLINE DATE IS: SEPTEMBER 30, 2021

TO: _____

EXHIBITOR NAME

C/O: TForce Freight / Freeman

9828 E Bluegrass Pkwy

Louisville, KY 40299

WAREHOUSE

(499291)

EVENT: **2021 GMRC Gas Machinery Conference**

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: SEPTEMBER 06, 2021

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EXHIBITOR NAME

C/O: TForce Freight / Freeman

9828 E Bluegrass Pkwy

Louisville, KY 40299

WAREHOUSE

(499291)

EVENT: **2021 GMRC Gas Machinery 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.

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE OCTOBER 04, 2021

TO:

EXHIBITOR NAME

C/O: Freeman

Kentucky International Convention Center

221 S 4th St

Louisville, KY 40202

SHOW SITE

(499291)

EVENT: 2021 GMRC Gas Machinery Conference

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE OCTOBER 04, 2021

TO:

EXHIBITOR NAME

C/O: Freeman

Kentucky International Convention Center

221 S 4th St

Louisville, KY 40202

SHOW SITE

(499291)

EVENT: 2021 GMRC Gas Machinery Conference

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
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9828 E Bluegrass Pkwy
Louisville, KY 40299**

HANGING SIGN

(499291)

EVENT: 2021 GMRC Gas Machinery Conference

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: SEPTEMBER 06, 2021

DEADLINE DATE IS: SEPTEMBER 30, 2021

TO: _____

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9828 E Bluegrass Pkwy
Louisville, KY 40299**

HANGING SIGN

(499291)

EVENT: 2021 GMRC Gas Machinery 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.



Cort Event Catalog
Volume 1

Exhibitor support

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

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

Furnishings Brochure



Comfortable and Safe Networking

Meaningful engagement doesn't have to be complicated.

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

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

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



Bowery Swivel Chairs & Sedona C-Tables

Accent Chairs | pg 16

Side Tables | pg 28

Dividers | pg 57

Greenery | pg 48

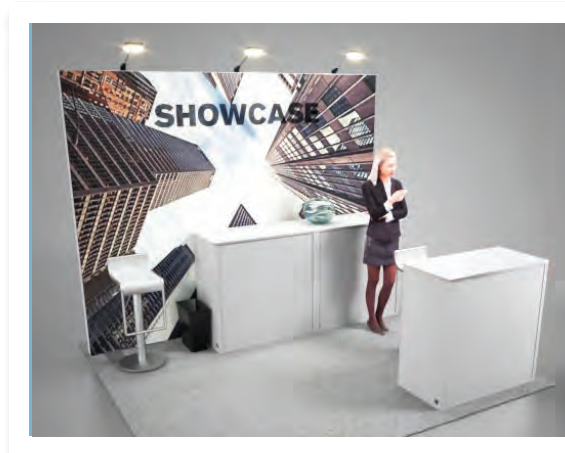
Top Design Tips

for Tradeshow Booths.



Complete The Look Of Your Exhibit Space

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



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

Shown here with Zoey Barstools

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

Shown here with Banana Barstools



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

Shown here with Baja Chairs and Sydney Power Cocktail Table

Power Up In Style.

Denotes Powered Products



Powered Seating

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



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

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



POWERED
DETAIL

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)



POWERED
DETAIL




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



POWERED
DETAIL


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

Take Charge.

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

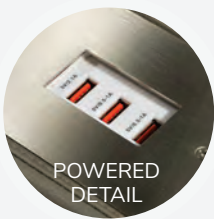
Take Charge.

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 Poducts

Denotes AC and USB charging outlets



Wireless Charging Table



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



Village Charging Hub



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



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

Soft Seating

Create Engaging Booth Environments

VALENCIA

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

HEDGE

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

MARCHE

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



Valencia Sofa & Chair 10'x10' Booth

A.



B.



VALENCIA

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

Soft Seating Collections

A.



B.



C.



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

A.



B.



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

A.



B.



C.




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

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


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

Palm Beach Sofa & Swanson Chairs 10'x10' Booth



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

Soft Seating Collections

Available in Power 



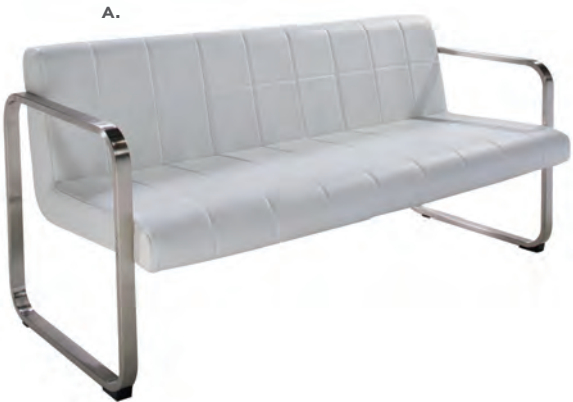
A.



B.

ALLEGRO

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



A.



B.

FAIRFAX

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



B.



A.



C.

NAPLES

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

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

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

Accent Chairs

Create Space

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



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



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



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



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

Meeting & Stage Chairs



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



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

Accent Chairs



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



A.



B.



C.



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



Accent Tables | pg 26



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



D.



E.



F.

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



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

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

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

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

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

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

Group Seating

Lounges

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

ZENITH

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

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



LAGUNA

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

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



MALBA

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



A.

MARINA

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



B.



C.



D.



E.



Styles & Shapes



A.



B.



C.



D.



E.



F.



G.

H.

Mix & Match

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

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



**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

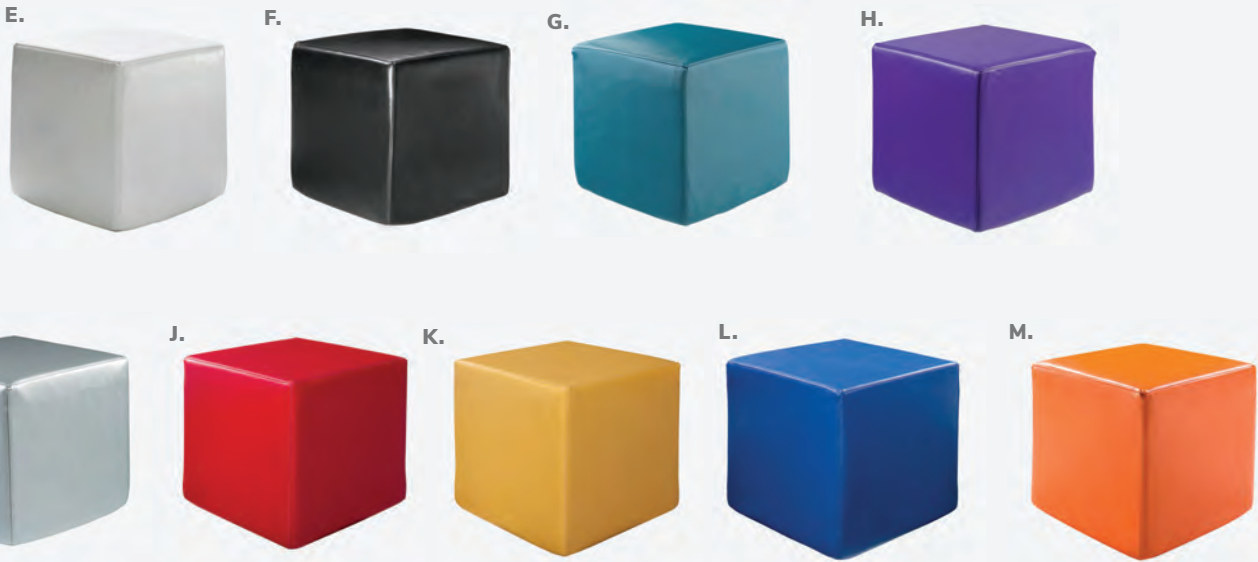
**H) 81082
Blade Chair**
(red)
20.5"L 19"D 30.5"H

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)



C.



D.



E.



F.



G.



H.



I.



J.



K.

Marche Swivel Ottomans



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



O.



P.

Marche Swivel Ottomans

17" RND 18"H

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

Accent Tables

Tables and Meeting Rooms

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



MESA

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

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

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

Styles & Shapes



ALONDRA

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

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

GEO

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

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

Accent Tables

Tables and Meeting Rooms

TAOS SIDE TABLES

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



SEDONA SIDE TABLE

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



Styles & Shapes



Available in Power

SYDNEY

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

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

REGIS

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

SILVERADO

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

WIRELESS

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

AURA

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

Café Tables



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



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



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



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

Customize and Create

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



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

Café Tables

Standard Black Base
30" RND 29"H

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

36" RND 29"H
8201243 (black)

Café Tables

Hydraulic Chrome Base
30" RND 29"H

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

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

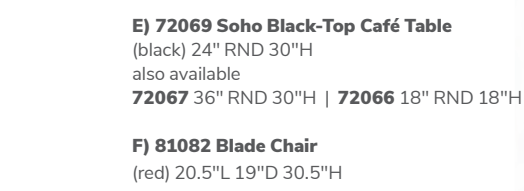
Mix & Match

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



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

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



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

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



Bar Tables

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



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



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



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



Customize and Create

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



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

Bar Tables Standard Black Base 30" RND 42"H

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

36" RND 42"H
8201241 (black)

Bar Tables Hydraulic Chrome Base 30" RND 45"H

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

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

Style & Design

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



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

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



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

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

Barstools

LIFT Barstools

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



Marina Barstools



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

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

All frames brushed metal.

Barstools

Mix & Match

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

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

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

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

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

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

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

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



Barstools Styles & Shapes



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

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

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

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

Conference Tables

42" Round Coference Table

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



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

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



Geo Tables



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

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

Work Space



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

Conference Tables

Madison

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

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

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

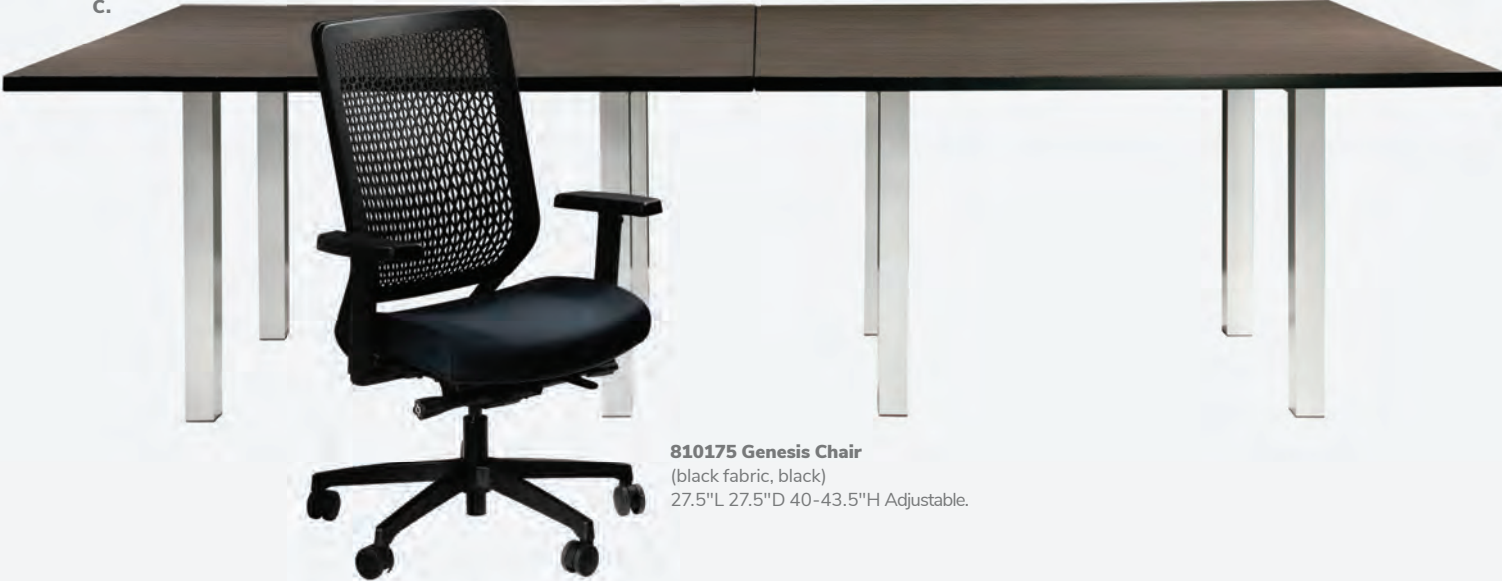
A.



B.



C.



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

Black Rectangular Conference Table

A.



B.



C.



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

Black Rectangular Conference Table
(black top, silver)

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

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

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

Executive Seating

Pro Executive High Back Chair

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



Cupertino Mid Back Chair

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

Pro Executive Mid Back Chair

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



Pro Executive Guest Chair

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



Task Stool

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



Communal and Powered Tables

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

Table Top Options



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

Bar Tables



Café Tables



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

Denotes AC and USB charging outlets



POWERED DETAIL

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)

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)

Office Essentials



MADISON

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

Tech Powered Desk



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

Denotes AC and USB charging outlets

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

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

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

Lighting & Shelving




ACCENT LAMPS

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

SHELVING


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

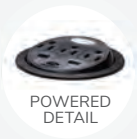
Show Essentials

Denotes AC and USB charging outlets 

Midtown Powered Counter

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

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



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



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

Midtown Bar

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

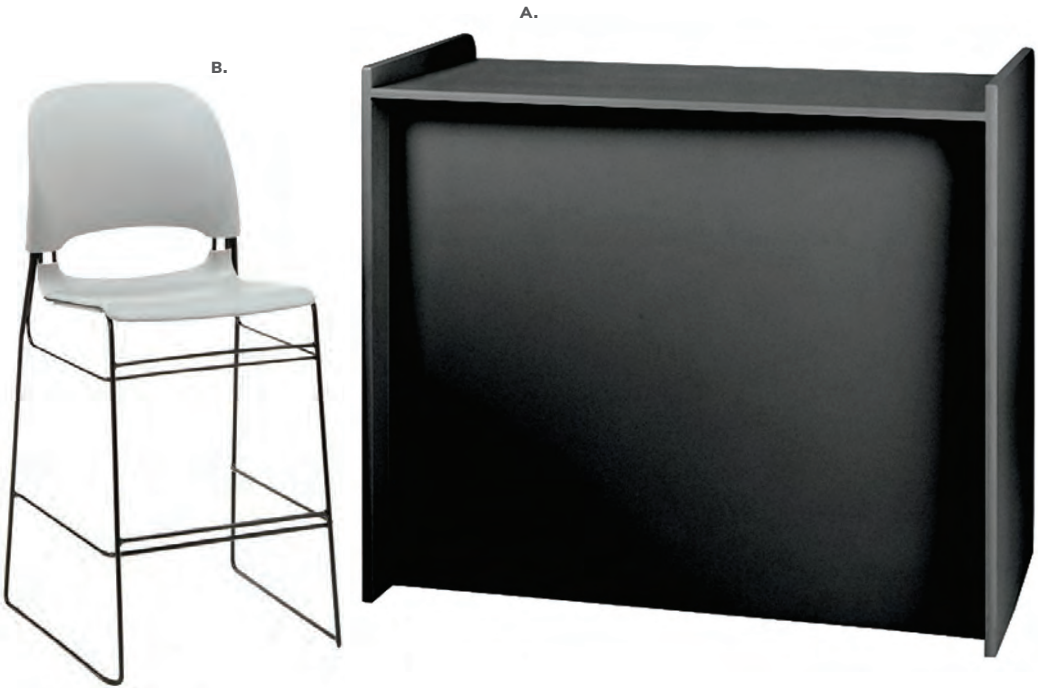
Midtown Bar
60"L 18"D 42"H (pewter)
A) 850101 (unlighted)
B) 850100 (lighted with plug-in)

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



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

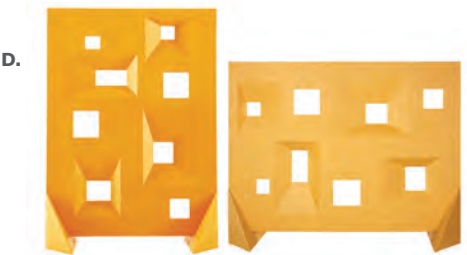
A) 85030
7' Boxwood Hedge
36.5"L 12"D 84"H
B) 85035
4' Boxwood Hedge
46"L 9"D 47"H



Miramar Dividers



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



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

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

Show Essentials

Product Kiosk & Display

- A) 75032

Display Cube–Large

(black)

24"W X 24"L X 42"H
- B) 75031

Display Cube–Medium

(black)

18"W X 18"L X 36"H
- C) 75030

Display Cube–Small

(black)

12"W X 12"L X 42"H



Stanchions & Signage

- A) 220121

Chrome Stanchion

w/ 8' Retractable Belt

(black, belt) 42"H
- B) 220118

Chrome Sign Holder

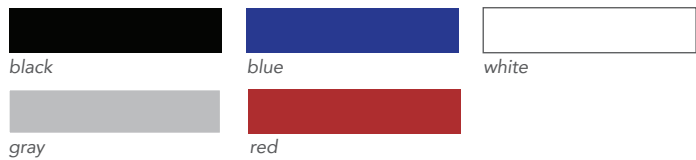
(sign holds)

22"W X 28"H



Draped or Undraped Tables & Counters

Table Drape Colors



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



Sizing Chart*

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

Show Essentials

Storage



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



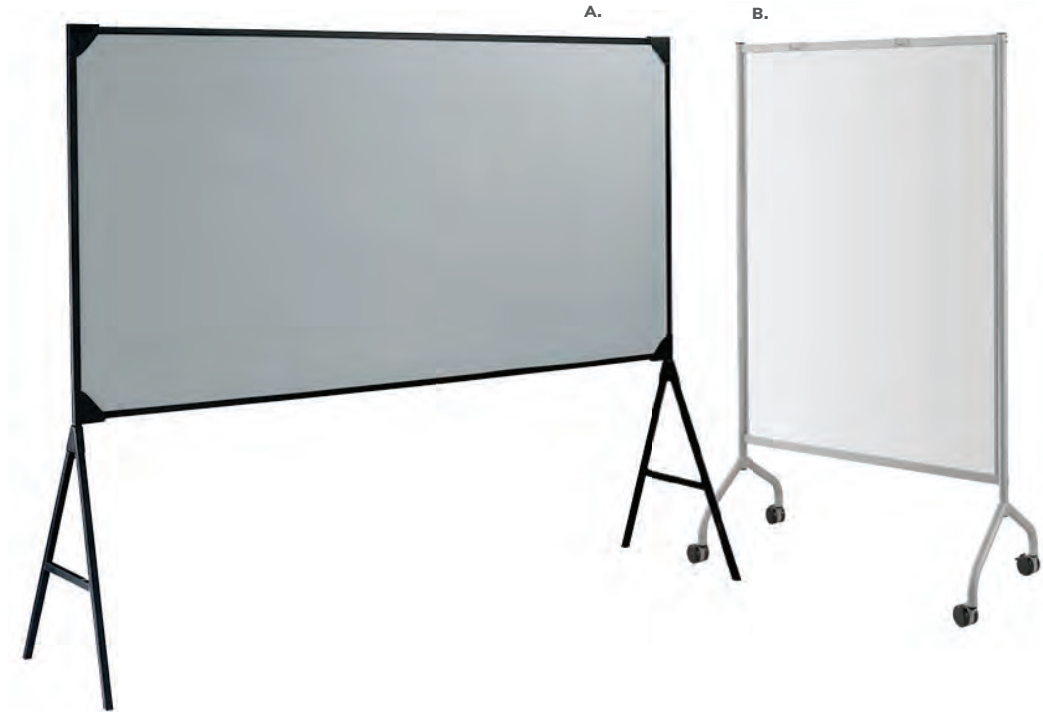
750135
Round Literature Rack
(black)
17"W X 17"L X 57"H



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



A.

B.

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.



D.



E.



F.

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

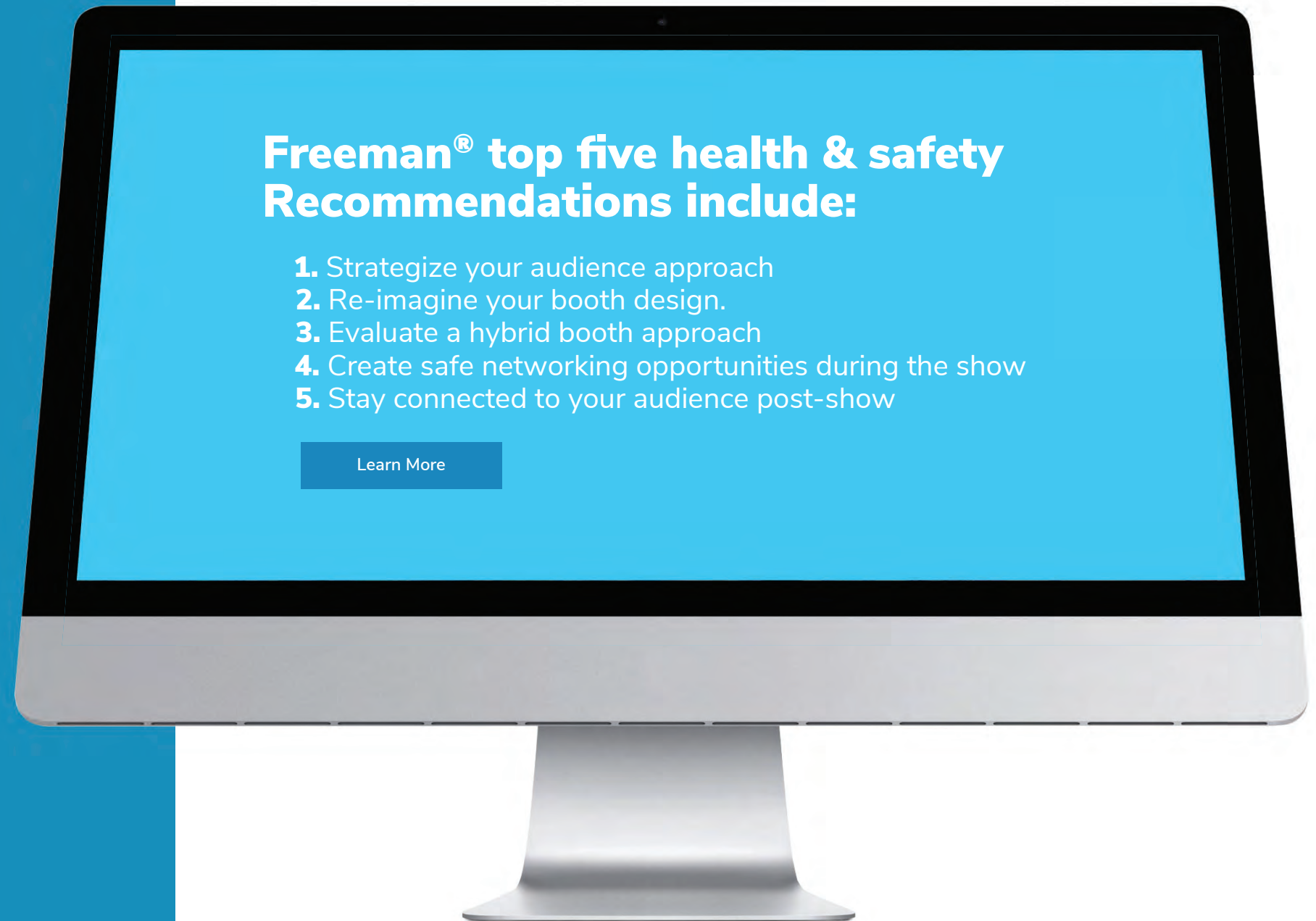
In all cases, we've put considerable thought into them.

[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.

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](#)



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

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

Please Note:

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

85050 Clear Divider Bar Counter
(silver, clear) 48-70"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.



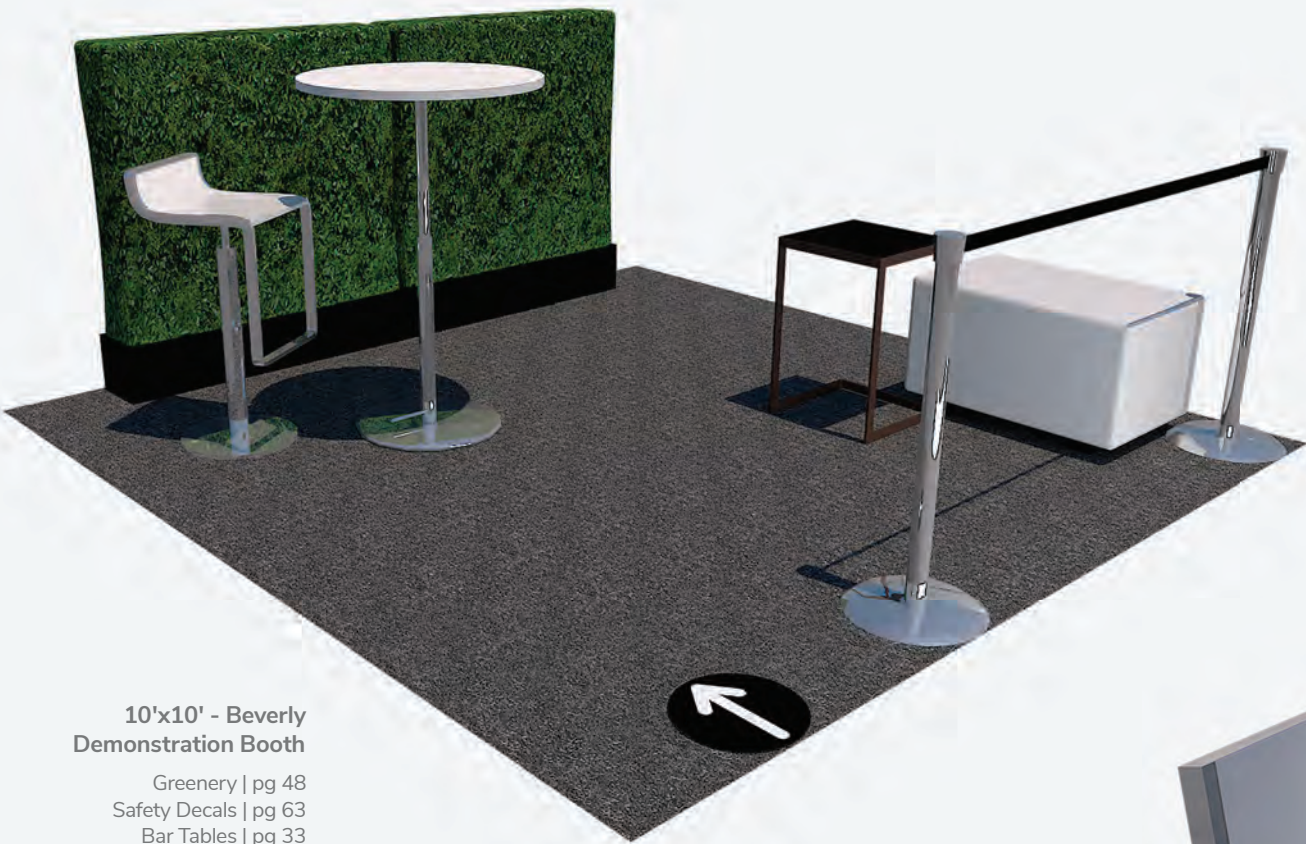
Miramar Dividers
(molded plastic)
A) 85043 (white)
Also available in the following colors.
See page 47.
85043 (harvest yellow)
85042 (burgundy)
85041 (gray)
Vertical: 63"L 23"D 83"H
Horizontal: 83"L 23"D 63"H

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

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

Health & Safety

Stanchions & Booth Design



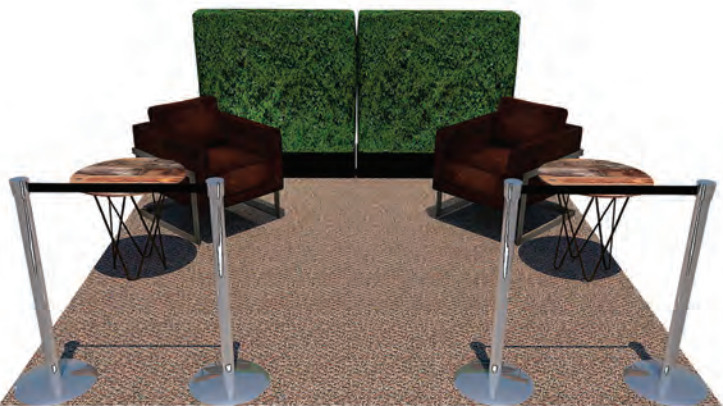
**10'x10' - Beverly
Demonstration Booth**
Greenery | pg 48
Safety Decals | pg 63
Bar Tables | pg 33
Barstools | pg 33
Side Tables | pg 29
Ottomans | pg 24



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

Stanchions & Booth Design

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



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

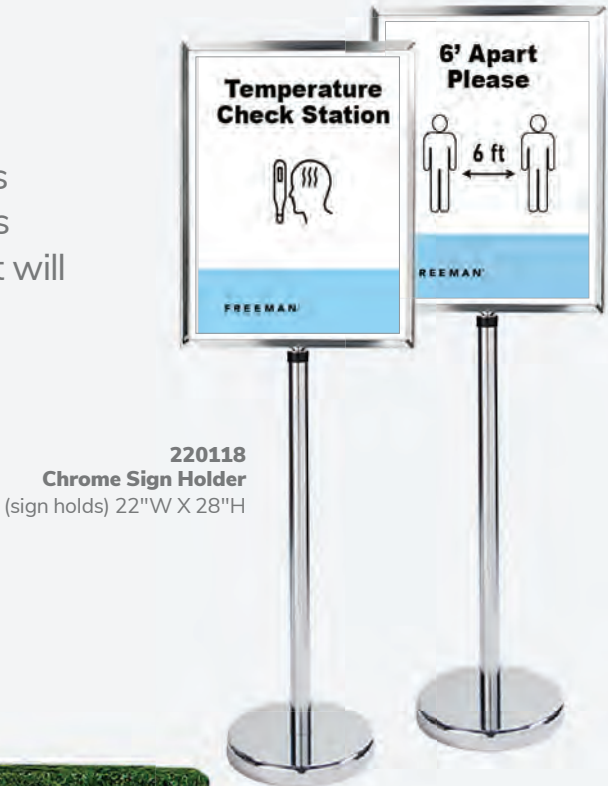


**220121
Chrome Stanchion
w/ 8' Retractable Belt**
(black, belt) 42"H

Health & Safety

Safety & Directional Signage

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



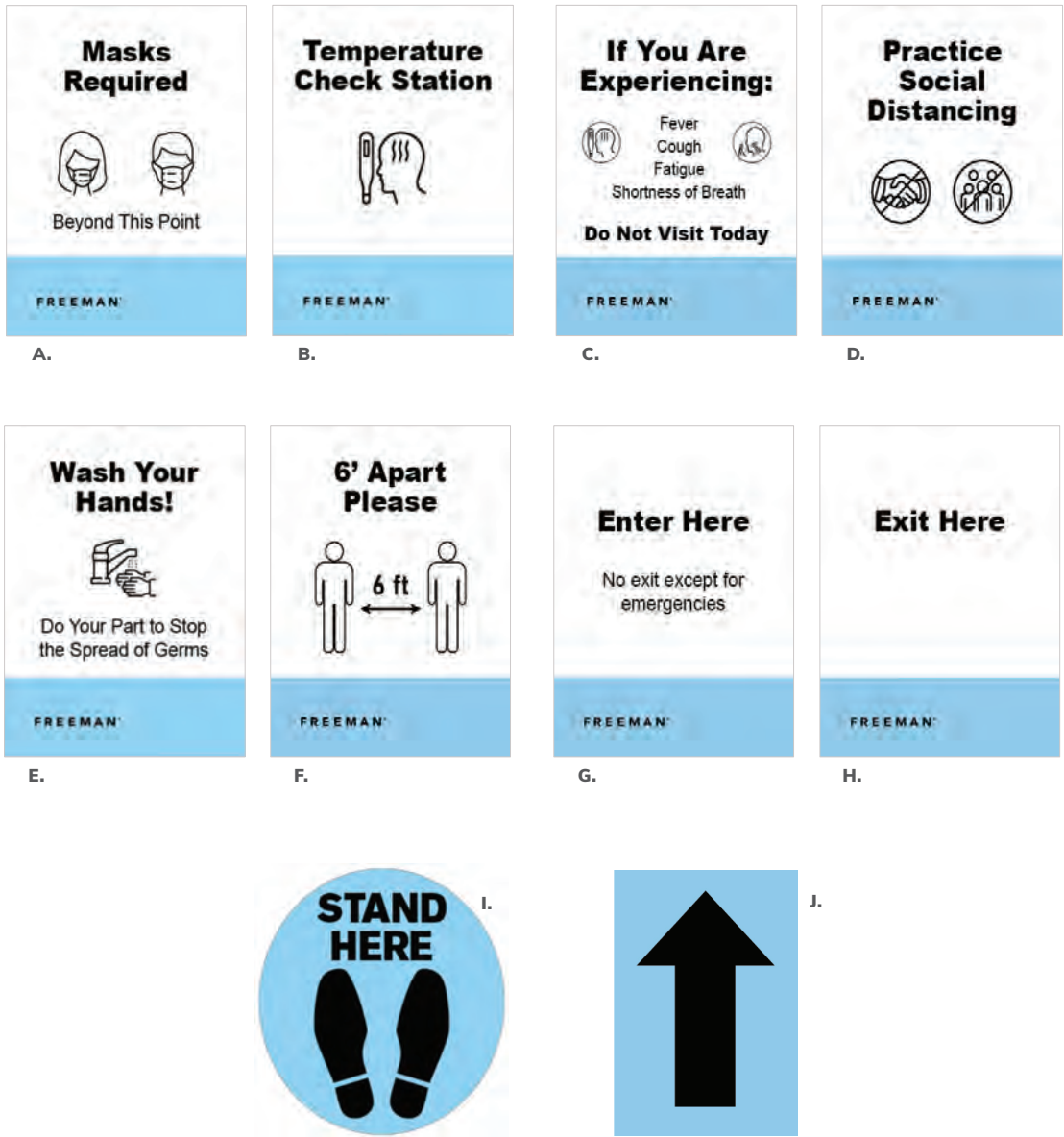
220118
Chrome Sign Holder
(sign holds) 22"W X 28"H



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

Safety & Directional Signage

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



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

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

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

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

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

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

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

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

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

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

Health & Safety

Sanitization Product & Services

Hand Sanitizing Stations

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



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

Also available in opaque and personalization available.

1510100 Clear Barrier with graphic

[Personalize here](#)



Please Note:

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

F R E E M A N

(888) 508-5054 Fax: (469) 621-5615
ExhibitorSupport@freeman.com

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE**

SEPTEMBER 06, 2021

NAME OF SHOW: **2021 GMRC Gas Machinery Conference / October 3 - 6, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

| Qty | Part # | Description | Online Price | Discount Price | Standard Price | Total |
|---------------------------------------|--------|---------------------------|--------------|----------------|----------------|-------|
| SOFT SEATING | | | | | | |
| Naples Group - Black Vinyl | | | | | | |
| _____ | 810119 | Chair..... | 436.00 | 479.60 | 610.40 | _____ |
| _____ | 830120 | Loveseat..... | 586.00 | 644.60 | 820.40 | _____ |
| _____ | 830119 | Sofa..... | 650.00 | 715.00 | 910.00 | _____ |
| Munich Group - Gray Fabric | | | | | | |
| _____ | 810151 | Armless Chair..... | 466.00 | 512.60 | 652.40 | _____ |
| Baja Group - White Vinyl | | | | | | |
| _____ | 81050 | Chair..... | 500.00 | 550.00 | 700.00 | _____ |
| _____ | 83020 | Loveseat..... | 550.00 | 605.00 | 770.00 | _____ |
| _____ | 83019 | Sofa..... | 768.00 | 844.80 | 1,075.20 | _____ |
| Valencia - Velvet | | | | | | |
| _____ | 810180 | Chair - Spice Orange..... | 338.00 | 371.80 | 473.20 | _____ |
| _____ | 83045 | Sofa - Coffee Brown..... | 508.00 | 558.80 | 711.20 | _____ |
| Key Largo Group - Black Fabric | | | | | | |
| _____ | 830950 | Loveseat..... | 454.00 | 499.40 | 635.60 | _____ |
| _____ | 830951 | Sofa..... | 502.00 | 552.20 | 702.80 | _____ |
| _____ | 810950 | Chair..... | 358.00 | 393.80 | 501.20 | _____ |
| Allegro Group - Blue Fabric | | | | | | |
| _____ | 81019 | Chair..... | 450.00 | 495.00 | 630.00 | _____ |
| _____ | 83015 | Sofa..... | 718.00 | 789.80 | 1,005.20 | _____ |
| Fairfax Group - White Vinyl | | | | | | |
| _____ | 810949 | Chair..... | 302.00 | 332.20 | 422.80 | _____ |
| _____ | 830949 | Sofa..... | 482.00 | 530.20 | 674.80 | _____ |
| Palm Beach - White Vinyl | | | | | | |
| _____ | 83040 | Sofa..... | 580.00 | 638.00 | 812.00 | _____ |
| Sterling Group - Gray Fabric | | | | | | |
| _____ | 81037 | Chair..... | 820.00 | 902.00 | 1,148.00 | _____ |
| _____ | 8309 | Sofa..... | 1,224.00 | 1,346.40 | 1,713.60 | _____ |

CASUAL SEATING

| | | | | | | |
|-----------------|--------|-----------------------------------|--------|--------|--------|-------|
| Ottomans | | | | | | |
| _____ | 815122 | Endless Square - White Vinyl..... | 280.00 | 308.00 | 392.00 | _____ |
| _____ | 815123 | Endless Square - Black Vinyl..... | 280.00 | 308.00 | 392.00 | _____ |
| _____ | 815953 | Endless Curve - White Vinyl..... | 374.00 | 411.40 | 523.60 | _____ |
| _____ | 815952 | Endless Curve - Black Vinyl..... | 374.00 | 411.40 | 523.60 | _____ |
| _____ | 81518 | Vibe Cube - Blue Vinyl..... | 128.00 | 140.80 | 179.20 | _____ |
| _____ | 81519 | Vibe Cube - Red Vinyl..... | 128.00 | 140.80 | 179.20 | _____ |
| _____ | 81525 | Vibe Cube - Orange Vinyl..... | 128.00 | 140.80 | 179.20 | _____ |
| _____ | 81517 | Vibe Cube - Yellow Vinyl..... | 128.00 | 140.80 | 179.20 | _____ |
| _____ | 81530 | Vibe Cube - Black Vinyl..... | 112.00 | 123.20 | 156.80 | _____ |
| _____ | 81531 | Vibe Cube - White Vinyl..... | 112.00 | 123.20 | 156.80 | _____ |
| _____ | 81532 | Vibe Cube - Steel Blue Vinyl..... | 128.00 | 140.80 | 179.20 | _____ |

NAME OF SHOW: **2021 GMRC Gas Machinery Conference / October 3 - 6, 2021**

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PHONE #:

E-MAIL ADDRESS :

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| Qty | Part # | Description | Online Price | Discount Price | Standard Price | Total |
|-------------------------------------|--------|---|--------------|----------------|----------------|-------|
| Ottomans (continued) | | | | | | |
| | 81533 | Vibe Cube - Silver Vinyl..... | 128.00 | 140.80 | 179.20 | |
| | 81534 | Vibe Cube - Purple Vinyl..... | 128.00 | 140.80 | 179.20 | |
| | 81535 | Vibe Cube -Citrus Green Vinyl..... | 130.00 | 143.00 | 182.00 | |
| | 81536 | Vibe Cube - Taupe Vinyl..... | 130.00 | 143.00 | 182.00 | |
| | 81537 | Vibe Cube - Spice Orange Vinyl..... | 130.00 | 143.00 | 182.00 | |
| | 81538 | Vibe Cube - Desert Rose Vinyl..... | 130.00 | 143.00 | 182.00 | |
| | 815151 | Marche Swivel - Gray Fabric..... | 198.00 | 217.80 | 277.20 | |
| | 815154 | Marche Swivel - Red Fabric..... | 198.00 | 217.80 | 277.20 | |
| | 815159 | Marche Swivel - Blue Fabric..... | 198.00 | 217.80 | 277.20 | |
| | 815152 | Marche Swivel - Linen Fabric..... | 198.00 | 217.80 | 277.20 | |
| | 815157 | Marche Swivel - Meadow Green Fabric..... | 198.00 | 217.80 | 277.20 | |
| | 815158 | Marche Swivel - Pear Yellow Fabric..... | 198.00 | 217.80 | 277.20 | |
| | 815156 | Marche Swivel - Plum Fabric..... | 198.00 | 217.80 | 277.20 | |
| | 815153 | Marche Swivel - Raspberry Fabric..... | 198.00 | 217.80 | 277.20 | |
| | 815155 | Marche Swivel - Rose Quartz Fabric..... | 198.00 | 217.80 | 277.20 | |
| | 815150 | Marche Swivel - White Vinyl..... | 198.00 | 217.80 | 277.20 | |
| | 815160 | Marche Swivel - Orange Fabric..... | 208.00 | 228.80 | 291.20 | |
| | 81540 | Marche Swivel - Forest Green Vinyl..... | 202.00 | 222.20 | 282.80 | |
| | 81541 | Marche Swivel - Teal Velvet..... | 202.00 | 222.20 | 282.80 | |
| | 81542 | Marche Swivel - Distressed Brown Vinyl..... | 202.00 | 222.20 | 282.80 | |
| | 81543 | Marche Swivel - Black Vinyl..... | 202.00 | 222.20 | 282.80 | |
| | 81539 | Marche Swivel - Ivory Faux Sheep Fur..... | 202.00 | 222.20 | 282.80 | |
| Beverly Bench Ottomans | | | | | | |
| | 81550 | Black Vinyl..... | 396.00 | 435.60 | 554.40 | |
| | 81551 | Brown Fabric..... | 396.00 | 435.60 | 554.40 | |
| | 81552 | Gray Fabric..... | 396.00 | 435.60 | 554.40 | |
| | 81553 | Linen Fabric..... | 396.00 | 435.60 | 554.40 | |
| | 81554 | Ocean Blue Fabric..... | 396.00 | 435.60 | 554.40 | |
| | 81555 | Red Fabric..... | 396.00 | 435.60 | 554.40 | |
| | 81556 | White Vinyl..... | 396.00 | 435.60 | 554.40 | |
| Beverly Small Bench Ottomans | | | | | | |
| | 81560 | Black Vinyl..... | 382.00 | 420.20 | 534.80 | |
| | 81561 | Blue Fabric..... | 382.00 | 420.20 | 534.80 | |
| | 81562 | Brown Fabric..... | 382.00 | 420.20 | 534.80 | |
| | 81563 | Green Fabric..... | 382.00 | 420.20 | 534.80 | |
| | 81565 | Linen Fabric..... | 382.00 | 420.20 | 534.80 | |
| | 81568 | Red Fabric..... | 382.00 | 420.20 | 534.80 | |
| | 81569 | White Vinyl..... | 382.00 | 420.20 | 534.80 | |
| | 81566 | Lavender Fabric..... | 382.00 | 420.20 | 534.80 | |
| | 81567 | Orange Fabric..... | 382.00 | 420.20 | 534.80 | |
| | 81564 | Gray Fabric..... | 382.00 | 420.20 | 534.80 | |
| | 81570 | Yellow Fabric..... | 382.00 | 420.20 | 534.80 | |
| Accent Chairs | | | | | | |
| | 71089 | Black Diamond Side Chair..... | 154.30 | 169.75 | 216.00 | |
| | 71090 | Black Diamond Arm Chair..... | 195.20 | 214.70 | 273.30 | |
| | 810861 | Laguna Chair - Maple/Chrome..... | 122.00 | 134.20 | 170.80 | |
| | 210108 | Limerick® Chair by Herman Miller..... | 110.00 | 121.00 | 154.00 | |

NAME OF SHOW: **2021 GMRC Gas Machinery Conference / October 3 - 6, 2021**

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CONTACT NAME : _____ PHONE #: _____

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| Qty | Part # | Description | Online Price | Discount Price | Standard Price | Total |
|----------------------------------|--------|---|--------------|----------------|----------------|-------|
| Accent Chairs (continued) | | | | | | |
| | 810816 | Madrid Chair - White Vinyl/Chrome..... | 710.00 | 781.00 | 994.00 | |
| | 810948 | Meeting Chair - White Vinyl..... | 248.00 | 272.80 | 347.20 | |
| | 810164 | Marina Chair - White Vinyl..... | 134.00 | 147.40 | 187.60 | |
| | 810160 | Marina Chair - Black Vinyl..... | 134.00 | 147.40 | 187.60 | |
| | 810161 | Marina Chair - Brown Fabric..... | 134.00 | 147.40 | 187.60 | |
| | 810162 | Marina Chair - Ocean Blue Fabric..... | 134.00 | 147.40 | 187.60 | |
| | 810163 | Marina Chair - Red Fabric..... | 134.00 | 147.40 | 187.60 | |
| | 810131 | Malba Chair - Gray Molded Plastic..... | 88.00 | 96.80 | 123.20 | |
| | 810130 | Malba Chair - Green Molded Plastic..... | 86.00 | 94.60 | 120.40 | |
| | 810846 | Christopher Chair - White Vinyl/Chrome..... | 106.00 | 116.60 | 148.40 | |
| | 810851 | Zenith Chair - White/Chrome..... | 138.00 | 151.80 | 193.20 | |
| | 810841 | Rustique Chair - Gunmetal..... | 110.00 | 121.00 | 154.00 | |
| | 810837 | Razor Armless Chair - White High Density Plastic..... | 52.00 | 57.20 | 72.80 | |
| | 810875 | Swanson Swivel Chair - White Vinyl..... | 238.00 | 261.80 | 333.20 | |
| | 81083 | Blade Chair - Sky Blue..... | 74.00 | 81.40 | 103.60 | |
| | 81082 | Blade Chair - Red..... | 74.00 | 81.40 | 103.60 | |
| | 81093 | Lucent Chair - Frosted Acrylic..... | 186.00 | 204.60 | 260.40 | |
| | 810145 | Wentworth Chair - Brown Vinyl..... | 238.00 | 261.80 | 333.20 | |
| | 81024 | Atherton Chair - Brown Leather..... | 732.00 | 805.20 | 1,024.80 | |
| | 81034 | Bowery Chair - Yellow Fabric..... | 508.00 | 558.80 | 711.20 | |
| | 81035 | Century Chair - Gray Velvet..... | 492.00 | 541.20 | 688.80 | |
| | 81036 | Lena Chair - Green Leather..... | 620.00 | 682.00 | 868.00 | |
| | 81031 | Montreal Chair - Blue Fabric..... | 570.00 | 627.00 | 798.00 | |
| | 81032 | Pasadena Chair - White Plastic..... | 314.00 | 345.40 | 439.60 | |
| | 81038 | Tech Chair - Gray Vinyl..... | 378.00 | 415.80 | 529.20 | |
| | 81039 | Tech Tablet Chair - Gray Vinyl..... | 378.00 | 415.80 | 529.20 | |
| Executive Seating | | | | | | |
| | 71046 | Gray Gaslift Chair With Arms..... | N/A | N/A | N/A | |
| | 71045 | Gray Gaslift Chair Without Arms..... | 283.15 | 311.45 | 396.40 | |
| | 810874 | La Brea Swivel Chair - Charcoal Gray Fabric..... | 280.00 | 308.00 | 392.00 | |
| | 810175 | Genesis Chair - Black..... | 366.00 | 402.60 | 512.40 | |
| | 810844 | Pro Executive High Back Chair - White Vinyl..... | 248.00 | 272.80 | 347.20 | |
| | 810946 | Pro Executive High Back Chair - Black Vinyl..... | 248.00 | 272.80 | 347.20 | |
| | 810945 | Pro Executive Mid Back Chair - White Vinyl..... | 308.00 | 338.80 | 431.20 | |
| | 810944 | Pro Executive Mid Back Chair - Black Vinyl..... | 308.00 | 338.80 | 431.20 | |
| | 810947 | Pro Executive Guest Chair - Black Vinyl..... | 322.00 | 354.20 | 450.80 | |
| | 810170 | Cupertino Mid Back Chair - Black Vinyl..... | 424.00 | 466.40 | 593.60 | |
| Barstools | | | | | | |
| | 71088 | Black Diamond Stool..... | 246.10 | 270.70 | 344.55 | |
| | 71048 | Gray Gaslift Stool with Arms..... | N/A | N/A | N/A | |
| | 71047 | Gray Gaslift Stool without Arms..... | 363.45 | 399.80 | 508.85 | |
| | 810860 | Laguna Barstool - Maple/Chrome..... | 154.00 | 169.40 | 215.60 | |
| | 210109 | Limerick® Stool by Herman Miller..... | 154.20 | 169.60 | 215.90 | |
| | 810872 | Lift Barstool - Gray Vinyl/Chrome..... | 144.00 | 158.40 | 201.60 | |
| | 810873 | Lift Barstool - Red Vinyl/Chrome..... | 144.00 | 158.40 | 201.60 | |
| | 810871 | Lift Barstool - Black Vinyl/Chrome..... | 144.00 | 158.40 | 201.60 | |
| | 810870 | Lift Barstool - White Vinyl/Chrome..... | 144.00 | 158.40 | 201.60 | |
| | 810103 | Banana Barstool - White Vinyl/Chrome..... | 168.00 | 184.80 | 235.20 | |

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|------------------------------|--------|---|--------------|----------------|----------------|-------|
| Barstools (continued) | | | | | | |
| | 810104 | Banana Barstool - Black Vinyl/Chrome..... | 168.00 | 184.80 | 235.20 | |
| | 810850 | Zenith Barstool - White/Chrome..... | 138.00 | 151.80 | 193.20 | |
| | 810840 | Zoey Barstool - White Vinyl/Chrome..... | 270.00 | 297.00 | 378.00 | |
| | 810848 | Christopher Barstool - White Vinyl/Chrome..... | 184.00 | 202.40 | 257.60 | |
| | 810202 | Shark Swivel Barstool - White Plastic/Chrome..... | 300.00 | 330.00 | 420.00 | |
| | 810839 | Rustique Barstool - Gunmetal..... | 110.00 | 121.00 | 154.00 | |
| | 81080 | Blade Barstool - Red..... | 148.00 | 162.80 | 207.20 | |
| | 81081 | Blade Barstool - Sky Blue..... | 148.00 | 162.80 | 207.20 | |
| | 81092 | Lucent Barstool - Frosted Acrylic..... | 198.00 | 217.80 | 277.20 | |
| | 810135 | Task Stool - Black Fabric..... | 164.00 | 180.40 | 229.60 | |
| | 81026 | Marina Barstool - Ocean Blue..... | 264.00 | 290.40 | 369.60 | |
| | 81027 | Marina Barstool - Black Vinyl..... | 264.00 | 290.40 | 369.60 | |
| | 81028 | Marina Barstool - Brown Fabric..... | 264.00 | 290.40 | 369.60 | |
| | 81029 | Marina Barstool - Red Fabric..... | 264.00 | 290.40 | 369.60 | |
| | 81030 | Marina Barstool - White Vinyl..... | 264.00 | 290.40 | 369.60 | |

Draped Tables & Counters

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

| | | | | | | |
|--|----------|--------------------------------|--------|--------|--------|--|
| | 124330 | Draped Table 3'L x 30"H..... | 111.05 | 122.15 | 155.45 | |
| | 124430 | Draped Table 4'L x 30"H..... | 142.60 | 156.85 | 199.65 | |
| | 124630 | Draped Table 6'L x 30"H..... | 183.10 | 201.40 | 256.35 | |
| | 124830 | Draped Table 8'L x 30"H..... | 221.70 | 243.85 | 310.40 | |
| | 12404630 | 4th Side Drape 6'L x 30"H..... | 45.40 | 49.95 | 63.55 | |
| | 12404830 | 4th Side Drape 8'L x 30"H..... | 45.40 | 49.95 | 63.55 | |
| | 124342 | Draped Counter 3'L x 42"H..... | 150.75 | 165.85 | 211.05 | |
| | 124442 | Draped Counter 4'L x 42"H..... | 178.25 | 196.10 | 249.55 | |
| | 124642 | Draped Counter 6'L x 42"H..... | 220.25 | 242.30 | 308.35 | |
| | 124842 | Draped Counter 8'L x 42"H..... | 255.15 | 280.65 | 357.20 | |
| | 12404642 | 4th Side Drape 6'L x 42"H..... | 60.40 | 66.45 | 84.55 | |
| | 12404842 | 4th Side Drape 8'L x 42"H..... | 60.40 | 66.45 | 84.55 | |

Undraped Tables & Counters

| | | | | | | |
|--|--------|----------------------------------|--------|--------|--------|--|
| | 125330 | Undraped Table 3'L x 30"H..... | 41.50 | 45.65 | 58.10 | |
| | 125430 | Undraped Table 4'L x 30"H..... | 48.00 | 52.80 | 67.20 | |
| | 125630 | Undraped Table 6'L x 30"H..... | 63.75 | 70.15 | 89.25 | |
| | 125830 | Undraped Table 8'L x 30"H..... | 75.60 | 83.15 | 105.85 | |
| | 125342 | Undraped Counter 3'L x 42"H..... | 75.60 | 83.15 | 105.85 | |
| | 125442 | Undraped Counter 4'L x 42"H..... | 81.50 | 89.65 | 114.10 | |
| | 125642 | Undraped Counter 6'L x 42"H..... | 96.20 | 105.80 | 134.70 | |
| | 125842 | Undraped Counter 8'L x 42"H..... | 109.05 | 119.95 | 152.65 | |

Table Top Risers - Risers are 8" wide

| | | | | | | |
|--|---------|---------------------------------------|-------|-------|-------|--|
| | 1504100 | Black 4'L x 7"H Corrugated Riser..... | 30.15 | 33.15 | 42.20 | |
| | 1504101 | White 4'L x 7"H Corrugated Riser..... | 30.15 | 33.15 | 42.20 | |
| | 1506100 | Black 6'L x 7"H Corrugated Riser..... | 35.30 | 38.85 | 49.40 | |
| | 1506101 | White 6'L x 7"H Corrugated Riser..... | 35.30 | 38.85 | 49.40 | |
| | 1508100 | Black 8'L x 7"H Corrugated Riser..... | 40.70 | 44.75 | 57.00 | |
| | 1508101 | White 8'L x 7"H Corrugated Riser..... | 40.70 | 44.75 | 57.00 | |

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|--|---------|--|--------------|----------------|----------------|-------|
| Table Top Risers - Risers are 8" wide (continued) | | | | | | |
| _____ | 1504200 | Black 4'L x 14"H Corrugated Riser..... | 46.10 | 50.70 | 64.55 | _____ |
| _____ | 1504201 | White 4'L x 14"H Corrugated Riser..... | 46.10 | 50.70 | 64.55 | _____ |
| _____ | 1506200 | Black 6'L x 14"H Corrugated Riser..... | 56.40 | 62.05 | 78.95 | _____ |
| _____ | 1506201 | White 6'L x 14"H Corrugated Riser..... | 56.40 | 62.05 | 78.95 | _____ |
| _____ | 1508200 | Black 8'L x 14"H Corrugated Riser..... | 66.70 | 73.35 | 93.40 | _____ |
| _____ | 1508201 | White 8'L x 14"H Corrugated Riser..... | 66.70 | 73.35 | 93.40 | _____ |
| Pedestal Tables - Soho Series | | | | | | |
| _____ | 72069 | Black Top Cafe Table - 30"H x 24"W..... | 226.60 | 249.25 | 317.25 | _____ |
| _____ | 72067 | Black Top Cafe Table - 30"H x 36"W..... | 232.95 | 256.25 | 326.15 | _____ |
| _____ | 72066 | Black Top Mini Table - 18"H x 18"W..... | 124.05 | 136.45 | 173.65 | _____ |
| _____ | 72070 | Black Top Bistro Table - 42"H x 24"W..... | 247.40 | 272.15 | 346.35 | _____ |
| _____ | 72068 | Black Top Bistro Table - 42"H x 36"W..... | 254.25 | 279.70 | 355.95 | _____ |
| Pedestal Tables - Chelsea Series | | | | | | |
| _____ | 72063 | Butcher Block Top Cafe Table - 30"H x 30"W..... | 232.95 | 256.25 | 326.15 | _____ |
| _____ | 72064 | Butcher Block Top Cafe Table - 30"H x 36"W..... | 232.95 | 256.25 | 326.15 | _____ |
| _____ | 720163 | Butcher Block Top Bistro Table - 42"H x 30"W..... | 254.25 | 279.70 | 355.95 | _____ |
| _____ | 720164 | Butcher Block Top Bistro Table - 42"H x 36"W..... | 254.25 | 279.70 | 355.95 | _____ |
| Pedestal Tables | | | | | | |
| _____ | 8201208 | Hydraulic Base Cafe Table - Maple..... | 308.00 | 338.80 | 431.20 | _____ |
| _____ | 8201207 | Hydraulic Base Bar Table - Maple..... | 320.00 | 352.00 | 448.00 | _____ |
| _____ | 8201209 | Hydraulic Base Cafe Table - Graphite..... | 342.00 | 376.20 | 478.80 | _____ |
| _____ | 8201211 | Hydraulic Base Bar Table - Graphite..... | 352.00 | 387.20 | 492.80 | _____ |
| _____ | 8201206 | Hydraulic Base Cafe Table - Maple..... | 350.00 | 385.00 | 490.00 | _____ |
| _____ | 8201205 | Hydraulic Base Bar Table - Maple..... | 348.00 | 382.80 | 487.20 | _____ |
| _____ | 820126 | Hydraulic Base Cafe Table - White Laminate..... | 350.00 | 385.00 | 490.00 | _____ |
| _____ | 820125 | Hydraulic Base Bar Table - White Laminate..... | 366.00 | 402.60 | 512.40 | _____ |
| _____ | 820241 | Madison Hydraulic Base Cafe Table - Gray Acajou..... | 274.00 | 301.40 | 383.60 | _____ |
| _____ | 820240 | Madison Hydraulic Base Bar Table - Gray Acajou..... | 274.00 | 301.40 | 383.60 | _____ |
| _____ | 820265 | Madison Cafe Table - Gray Acajou..... | 216.00 | 237.60 | 302.40 | _____ |
| _____ | 820264 | Madison Bar Table - Gray Acajou..... | 236.00 | 259.60 | 330.40 | _____ |
| _____ | 8201220 | 30" Cafe Table Black Base - White Laminate..... | 230.00 | 253.00 | 322.00 | _____ |
| _____ | 8201221 | 30" Bar Table Black Base - White Laminate..... | 246.00 | 270.60 | 344.40 | _____ |
| _____ | 8201222 | 30" Bar Table Chrome Base - White Laminate..... | 354.00 | 389.40 | 495.60 | _____ |
| _____ | 8201223 | 30" Cafe Table Chrome Base - White Laminate..... | 354.00 | 389.40 | 495.60 | _____ |
| _____ | 820920 | 30" Bar Table Chrome Hydraulic Base - Red..... | 274.00 | 301.40 | 383.60 | _____ |
| _____ | 820921 | 30" Cafe Table Chrome Hydraulic Base - Red..... | 274.00 | 301.40 | 383.60 | _____ |
| _____ | 820922 | 30" Bar Table Chrome Hydraulic Base - Graphite..... | 274.00 | 301.40 | 383.60 | _____ |
| _____ | 820923 | 30" Cafe Table Chrome Hydraulic Base - Graphite..... | 274.00 | 301.40 | 383.60 | _____ |
| _____ | 820930 | 30" Bar Table w/ Hydraulic Base - Blue..... | 274.00 | 301.40 | 383.60 | _____ |
| _____ | 820931 | 30" Bar Table w/ Black Base - Blue..... | 218.00 | 239.80 | 305.20 | _____ |
| _____ | 820932 | 30" Bar Table w/ Hydraulic Base - Wood..... | 334.00 | 367.40 | 467.60 | _____ |
| _____ | 820933 | 30" Bar Table w/ Black Base - Wood..... | 232.00 | 255.20 | 324.80 | _____ |
| _____ | 820940 | 30" Cafe Table w/ Hydraulic Base - Blue..... | 274.00 | 301.40 | 383.60 | _____ |
| _____ | 820941 | 30" Cafe Table w/ Black Base - Blue..... | 196.00 | 215.60 | 274.40 | _____ |
| _____ | 820942 | 30" Cafe Table w/ Hydraulic Base - Wood..... | 334.00 | 367.40 | 467.60 | _____ |

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| Pedestal Tables (continued) | | | | | | |
| | 820943 | 30" Cafe Table w/ Black Base - Wood..... | 212.00 | 233.20 | 296.80 | |
| | 820910 | 30" Bar Table w/ Hydraulic Base - Gunmetal..... | 360.00 | 396.00 | 504.00 | |
| | 820911 | 30" Bar Table w/ Hydraulic Base - Black..... | 360.00 | 396.00 | 504.00 | |
| | 820912 | 30" Bar Table w/ Hydraulic Base - Green..... | 360.00 | 396.00 | 504.00 | |
| | 820913 | 30" Bar Table w/ Hydraulic Base - Orange..... | 360.00 | 396.00 | 504.00 | |
| | 820914 | 30" Bar Table w/ Hydraulic Base - Yellow..... | 360.00 | 396.00 | 504.00 | |
| | 820915 | 30" Bar Table w/ Black Base - Gunmetal..... | 252.00 | 277.20 | 352.80 | |
| | 820916 | 30" Bar Table w/ Black Base - Black..... | 252.00 | 277.20 | 352.80 | |
| | 820917 | 30" Bar Table w/ Black Base - Green..... | 252.00 | 277.20 | 352.80 | |
| | 820918 | 30" Bar Table w/ Black Base - Orange..... | 252.00 | 277.20 | 352.80 | |
| | 820919 | 30" Bar Table w/ Black Base - Yellow..... | 252.00 | 277.20 | 352.80 | |
| | 8201230 | 30" Cafe Table w/ Hydraulic Base - Gunmetal..... | 360.00 | 396.00 | 504.00 | |
| | 8201231 | 30" Cafe Table w/ Hydraulic Base - Black..... | 360.00 | 396.00 | 504.00 | |
| | 8201232 | 30" Cafe Table w/ Hydraulic Base - Green..... | 360.00 | 396.00 | 504.00 | |
| | 8201233 | 30" Cafe Table w/ Hydraulic Base - Orange..... | 360.00 | 396.00 | 504.00 | |
| | 8201234 | 30" Cafe Table w/ Hydraulic Base - Yellow..... | 360.00 | 396.00 | 504.00 | |
| | 8201235 | 30" Cafe Table w/ Black Base - Gunmetal..... | 234.00 | 257.40 | 327.60 | |
| | 8201236 | 30" Cafe Table w/ Black Base - Black..... | 234.00 | 257.40 | 327.60 | |
| | 8201237 | 30" Cafe Table w/ Black Base - Green..... | 234.00 | 257.40 | 327.60 | |
| | 8201238 | 30" Cafe Table w/ Black Base - Orange..... | 234.00 | 257.40 | 327.60 | |
| | 8201239 | 30" Cafe Table w/ Black Base - Yellow..... | 234.00 | 257.40 | 327.60 | |
| | 8201240 | 36" Bar Table w/ Hydraulic Base - Black..... | 374.00 | 411.40 | 523.60 | |
| | 8201241 | 36" Bar Table w/ Black Base - Black..... | 256.00 | 281.60 | 358.40 | |
| | 8201242 | 36" Cafe Table w/ Hydraulic Base - Black..... | 356.00 | 391.60 | 498.40 | |
| | 8201243 | 36" Cafe Table w/ Black Base - Black..... | 274.00 | 301.40 | 383.60 | |
| Accent Tables | | | | | | |
| | 82015 | Silverado End Table - Tempered Glass/Painted Steel..... | 230.00 | 253.00 | 322.00 | |
| | 82014 | Silverado Cocktail Table - Tempered Glass/Painted Steel..... | 244.00 | 268.40 | 341.60 | |
| | 820252 | Alondra End Table - Glass/Chrome..... | 200.00 | 220.00 | 280.00 | |
| | 820250 | Alondra Cocktail Table - Glass/Chrome..... | 278.00 | 305.80 | 389.20 | |
| | 820253 | Alondra End Table - Wood/Chrome..... | 200.00 | 220.00 | 280.00 | |
| | 820251 | Alondra Cocktail Table - Wood/Chrome..... | 278.00 | 305.80 | 389.20 | |
| | 8201224 | Atomic 36" Round Table - Glass/Chrome..... | 308.00 | 338.80 | 431.20 | |
| | 8201225 | Atomic 42" Round Table - Glass/Chrome..... | 308.00 | 338.80 | 431.20 | |
| | 82028 | Geo End Table - Wood/Black Steel..... | 236.00 | 259.60 | 330.40 | |
| | 82027 | Geo Cocktail Table - Wood/Black Steel..... | 242.00 | 266.20 | 338.80 | |
| | 82035 | Geo End Table - Glass/Chrome..... | 176.00 | 193.60 | 246.40 | |
| | 82034 | Geo Cocktail Table - Glass/Chrome..... | 194.00 | 213.40 | 271.60 | |
| | 82054 | Sydney End Table - Black Laminate/Brushed Steel.. | 214.00 | 235.40 | 299.60 | |
| | 82055 | Sydney End Table - White Laminate/Brushed Steel.. | 214.00 | 235.40 | 299.60 | |
| | 82052 | Sydney Cocktail Table - Black Laminate/Brushed Steel..... | 258.00 | 283.80 | 361.20 | |
| | 82053 | Sydney Cocktail Table - White Laminate/Brushed Steel..... | 258.00 | 283.80 | 361.20 | |
| | 82079 | Sydney End Table - Blue Laminate/Brushed Steel.... | 214.00 | 235.40 | 299.60 | |
| | 82080 | Sydney End Table - Wood Laminate/Brushed Steel.. | 214.00 | 235.40 | 299.60 | |
| | 82077 | Sydney Cocktail Table - Blue Laminate/Brushed Steel..... | 258.00 | 283.80 | 361.20 | |

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| Accent Tables (continued) | | | | | | |
| | 82078 | Sydney Cocktail Table - Wood Laminate/Brushed Steel..... | 258.00 | 283.80 | 361.20 | |
| | 82075 | Regis End Table - Brushed Metal..... | 210.00 | 231.00 | 294.00 | |
| | 82074 | Regis Bench Table - Brushed Metal..... | 296.00 | 325.60 | 414.40 | |
| | 820844 | Aura Round Table - White Metal..... | 118.00 | 129.80 | 165.20 | |
| | 82043 | Geo Square-Round Table - Glass/Black Steel..... | 276.00 | 303.60 | 386.40 | |
| | 82044 | Geo Square-Round Table - Glass/Chrome..... | 276.00 | 303.60 | 386.40 | |
| | 8201226 | Rustique Square Metal Bar Table - Gray..... | 272.00 | 299.20 | 380.80 | |
| | 820130 | Mesa Cocktail Table - Black/Bronze..... | 264.00 | 290.40 | 369.60 | |
| | 820131 | Mesa Cocktail Table - Glass/Bronze..... | 264.00 | 290.40 | 369.60 | |
| | 820132 | Mesa Cocktail Table - Wood/Bronze..... | 264.00 | 290.40 | 369.60 | |
| | 820133 | Mesa End Table - Black/Bronze..... | 236.00 | 259.60 | 330.40 | |
| | 820134 | Mesa End Table - Glass/Bronze..... | 236.00 | 259.60 | 330.40 | |
| | 820135 | Mesa End Table - Wood/Bronze..... | 236.00 | 259.60 | 330.40 | |
| | 820310 | Sedona Side Table - Black/Bronze..... | 196.00 | 215.60 | 274.40 | |
| | 820311 | Sedona Side Table - Wood/Bronze..... | 196.00 | 215.60 | 274.40 | |
| | 820312 | Sedona Side Table - White/Bronze..... | 196.00 | 215.60 | 274.40 | |
| | 820320 | Taos Side Table - Black/Bronze..... | 196.00 | 215.60 | 274.40 | |
| | 820321 | Taos Side Table Wood/Bronze..... | 196.00 | 215.60 | 274.40 | |
| | 820322 | Taos Side Table - White/Bronze..... | 196.00 | 215.60 | 274.40 | |
| Conference Tables | | | | | | |
| | 82041 | Geo Conference Table - Glass/Black Steel..... | 388.00 | 426.80 | 543.20 | |
| | 82051 | Geo Conference Table - Glass/Chrome..... | 346.00 | 380.60 | 484.40 | |
| | 820260 | Madison Conference Table - Gray Acajou..... | 370.00 | 407.00 | 518.00 | |
| | 820708 | 42" Round Conference Table - White Laminate..... | 364.00 | 400.40 | 509.60 | |
| | 820261 | Madison 5' Conference Table - Gray Acajou..... | 448.00 | 492.80 | 627.20 | |
| | 820262 | Madison 8' Conference Table - Gray Acajou..... | 894.00 | 983.40 | 1,251.60 | |
| | 820263 | Madison 10' Conference Table - Gray Acajou..... | 894.00 | 983.40 | 1,251.60 | |
| | 820951 | Ventura Bar Table - Maple w/ Grommets..... | 636.00 | 699.60 | 890.40 | |
| | 820952 | Ventura Communal Bar Table - Black..... | 656.00 | 721.60 | 918.40 | |
| | 820953 | Ventura Bar Table - White w/ Grommets..... | 636.00 | 699.60 | 890.40 | |
| | 820954 | Ventura Communal Bar Table - Maple..... | 636.00 | 699.60 | 890.40 | |
| | 820956 | Ventura Communal Bar Table - White..... | 636.00 | 699.60 | 890.40 | |
| | 820963 | Ventura Communal Cafe Table - Maple..... | 454.00 | 499.40 | 635.60 | |
| | 820960 | Ventura Cafe Table - Maple w/ Grommets..... | 636.00 | 699.60 | 890.40 | |
| | 820961 | Ventura Cafe Table - White w/ Grommets..... | 636.00 | 699.60 | 890.40 | |
| | 820966 | Ventura Communal Cafe Table - White..... | 454.00 | 499.40 | 635.60 | |
| | 820962 | Ventura Communal Cafe Table - Black..... | 454.00 | 499.40 | 635.60 | |
| | 8201244 | 42" Round Conference Table - Black Laminate..... | 372.00 | 409.20 | 520.80 | |
| | 8201 | 10' Table - Black Laminate..... | 808.00 | 888.80 | 1,131.20 | |
| | 8203 | 5' Table - Black Laminate..... | 416.00 | 457.60 | 582.40 | |
| | 8205 | 8' Table - Black Laminate..... | 608.00 | 668.80 | 851.20 | |
| Office | | | | | | |
| | 84075 | Madison Desk - Gray Acajou..... | 526.00 | 578.60 | 736.40 | |
| | 84078 | Madison Bookcase - Gray Acajou..... | 374.00 | 411.40 | 523.60 | |

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| Computer Desks/Tables | | | | | | |
| | 820706 | Work Desk - White Laminate..... | 314.00 | 345.40 | 439.60 | |
| POWERED | | | | | | |
| Powered Seating | | | | | | |
| | 810120 | Naples Chair, Powered - Black Vinyl..... | 620.00 | 682.00 | 868.00 | |
| | 830122 | Naples Loveseat, Powered - Black Vinyl..... | 832.00 | 915.20 | 1,164.80 | |
| | 830121 | Naples Sofa, Powered - Black Vinyl..... | 958.00 | 1,053.80 | 1,341.20 | |
| Powered Tables | | | | | | |
| | 820950 | Ventura Communal Bar Table, Powered - Black..... | 812.00 | 893.20 | 1,136.80 | |
| | 820955 | Ventura Communal Bar Table, Powered - White..... | 738.00 | 811.80 | 1,033.20 | |
| | 820964 | Ventura Communal Cafe Table, Powered - Black..... | 564.00 | 620.40 | 789.60 | |
| | 820965 | Ventura Communal Cafe Table, Powered - White..... | 564.00 | 620.40 | 789.60 | |
| | 84083 | Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal..... | 544.00 | 598.40 | 761.60 | |
| | 84084 | Tech Desk, Powered - Black Metal..... | 478.00 | 525.80 | 669.20 | |
| | 82076 | Sydney Cocktail Table, Powered - Black..... | 370.00 | 407.00 | 518.00 | |
| | 82073 | Sydney Cocktail Table, Powered - White..... | 370.00 | 407.00 | 518.00 | |
| | 8202 | 10' Table, Powered - Black Laminate..... | 1,010.00 | 1,111.00 | 1,414.00 | |
| | 8204 | 5' Table, Powered - Black Laminate..... | 522.00 | 574.20 | 730.80 | |
| | 8206 | 8' Table, Powered - Black Laminate..... | 1,010.00 | 1,111.00 | 1,414.00 | |
| Powered Pedestals | | | | | | |
| | 85060 | Powered Locking Pedestal 36" H, Black..... | 452.00 | 497.20 | 632.80 | |
| | 85061 | Powered Locking Pedestal 36" H, White..... | 452.00 | 497.20 | 632.80 | |
| | 85062 | Powered Locking Pedestal 42" H, Black..... | 540.00 | 594.00 | 756.00 | |
| | 85063 | Powered Locking Pedestal 42" H, White..... | 540.00 | 594.00 | 756.00 | |
| | 820710 | Wireless Charging Table, Powered..... | 450.00 | 495.00 | 630.00 | |
| Midtown Counters & Bars | | | | | | |
| | 850103 | Midtown Powered Counter Unlighted - Pewter..... | 1,440.00 | 1,584.00 | 2,016.00 | |
| | 850102 | Midtown Powered Counter Lighted w/ Plug-In - Pewter..... | 1,676.00 | 1,843.60 | 2,346.40 | |
| | 850101 | Midtown Bar Unlighted - Pewter..... | 1,290.00 | 1,419.00 | 1,806.00 | |
| | 850100 | Midtown Bar Lighted w/ Plug-In - Pewter..... | 1,532.00 | 1,685.20 | 2,144.80 | |
| DISPLAY & ACCESSORIES | | | | | | |
| Product Storage | | | | | | |
| | 84080 | 3 Door File Cabinet on Castors - Black | 166.00 | 182.60 | 232.40 | |
| | 85020 | Posh Shelving w/ Chrome Frame - White..... | 494.00 | 543.40 | 691.60 | |
| Refrigerator | | | | | | |
| | 8503001 | Refrigerator - White..... | 704.00 | 774.40 | 985.60 | |
| Lighting | | | | | | |
| | 850707 | Mason Table Lamp - White/Brushed Silver..... | 140.00 | 154.00 | 196.00 | |
| | 850708 | Mason Floor Lamp - White/Brushed Silver..... | 210.00 | 231.00 | 294.00 | |
| Display | | | | | | |
| | 75030 | Display Cube - Black - 12" Small..... | 284.90 | 313.40 | 398.85 | |
| | 75031 | Display Cube - Black - 18" Medium..... | 305.15 | 335.65 | 427.20 | |
| | 75032 | Display Cube - Black - 24" Large..... | 345.70 | 380.25 | 484.00 | |
| | 72056 | Display Counter - Black..... | 281.30 | 309.45 | 393.80 | |
| | 75079 | Orion Computer Kiosk - Black..... | N/A | N/A | N/A | |

NAME OF SHOW: **2021 GMRC Gas Machinery Conference / October 3 - 6, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

| Qty | Part # | Description | Online Price | Discount Price | Standard Price | Total |
|-----------------------|----------|--|--------------|----------------|----------------|-------|
| Boxwood Hedges | | | | | | |
| _____ | 85030 | 7' Boxwood Hedge..... | 640.00 | 704.00 | 896.00 | _____ |
| _____ | 85035 | 4' Boxwood Hedge..... | 350.00 | 385.00 | 490.00 | _____ |
| Accessories | | | | | | |
| _____ | 220121 | Chrome Stanchion w/ 8' Retractable Belt..... | 98.80 | 108.70 | 138.30 | _____ |
| _____ | 220118 | Chrome Sign Holder..... | 125.90 | 138.50 | 176.25 | _____ |
| _____ | 750135 | Round Literature Rack..... | 264.65 | 291.10 | 370.50 | _____ |
| _____ | 750136 | Flat Literature Rack..... | 234.05 | 257.45 | 327.65 | _____ |
| _____ | 220109 | Chrome Coat Tree..... | 46.90 | 51.60 | 65.65 | _____ |
| _____ | 220134 | Aluminum Easel..... | 50.85 | 55.95 | 71.20 | _____ |
| _____ | 220110 | Chrome Bag Rack..... | 125.90 | 138.50 | 176.25 | _____ |
| _____ | 10201484 | Floor Standing Bulletin Board..... | 274.95 | 302.45 | 384.95 | _____ |
| _____ | 220106 | Corrugated Wastebasket..... | 12.00 | 13.20 | 16.80 | _____ |
| _____ | 8502 | Village Charging Hub..... | 254.00 | 279.40 | 355.60 | _____ |

Special Drape

☐ Black ☐ Blue ☐ White ☐ Gray ☐ Red

| | | | | | | |
|-------|-------|----------------------------------|-------|-------|-------|-------|
| _____ | 12103 | Special Drape 3'H (per ft.)..... | 23.10 | 25.40 | 32.35 | _____ |
| _____ | 12108 | Special Drape 8'H (per ft.)..... | 31.45 | 34.60 | 44.05 | _____ |

| TOTAL COST | | |
|------------|--------|---------------|
| _____ | + | _____ = _____ |
| Sub-Total | 6% Tax | Total Cost |

Taxes: Due to varying taxes across counties and cities for various categories, applicable taxes will be applied to your order accordingly based on the jurisdictions of the show city.

FROM THE GROUND UP

.....

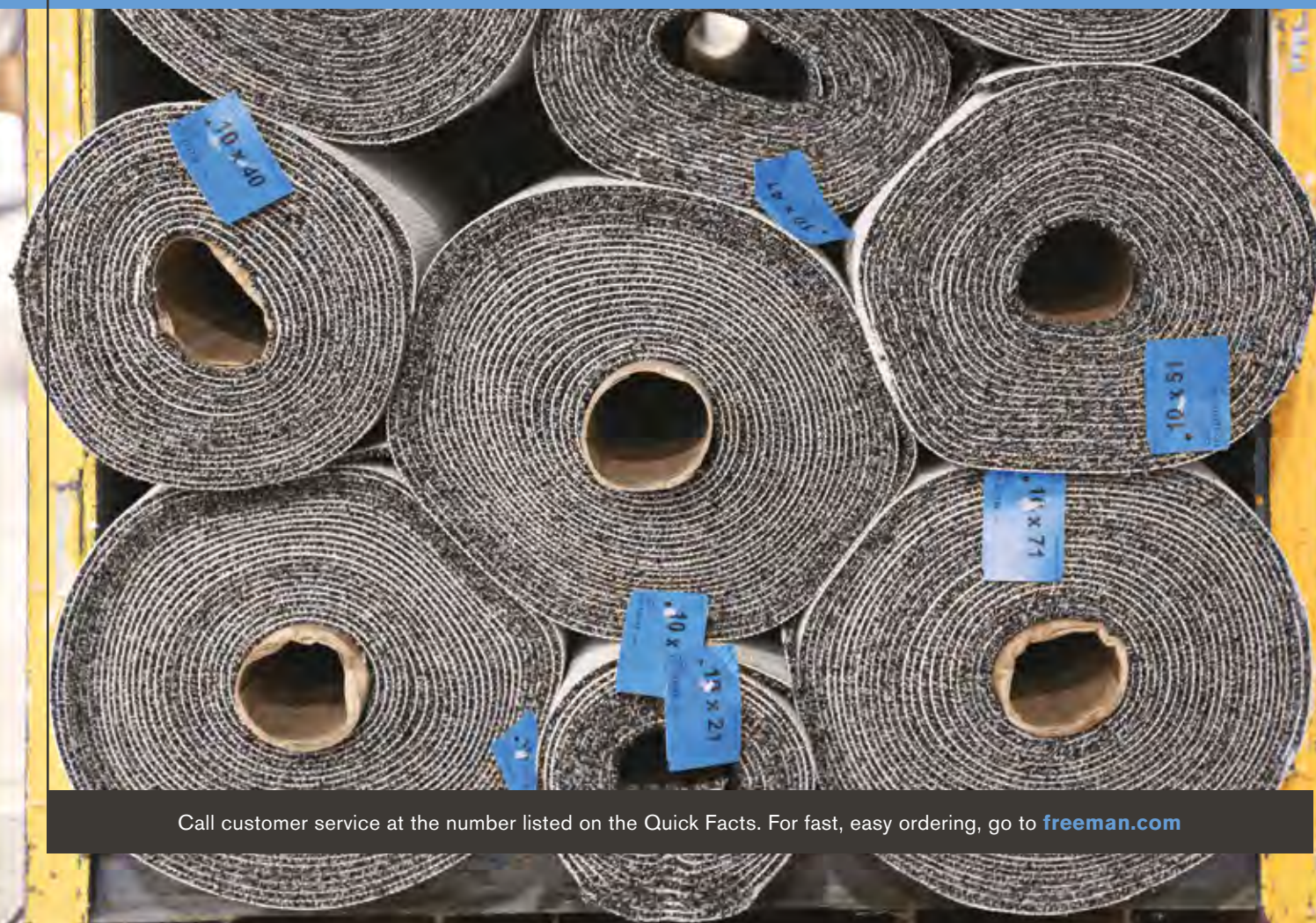
Engage your audience from the moment they set foot in your exhibit with custom carpets. Our colorfast carpeting boasts a consistent shade every time and the padding exceeds industry standards, ensuring that you'll be floored by the quality. Custom options can be ordered and include borders, patterns and logo applications in both our classic and prestige carpeting lines.

Sustainability Tip:



DARKER COLORED CARPETS SUCH AS BLACK AND GRAY AND THE TWO-TONED CARPET ARE MADE OF 20-25% RECYCLED CONTENT. RENTING CARPET FROM FREEMAN MINIMIZES YOUR SHIPPING FOOTPRINT.

- Colorfast carpet technology guarantees a uniform and professional look throughout the life of your exhibit
- Diverse customization options guarantee the fulfillment of your brand standards
- All carpet and padding is manufactured with recycled material
- Rental prices are all-inclusive so there are never hidden charges for material handling or pickup
- Renting carpet from Freeman minimizes your shipping footprint.



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

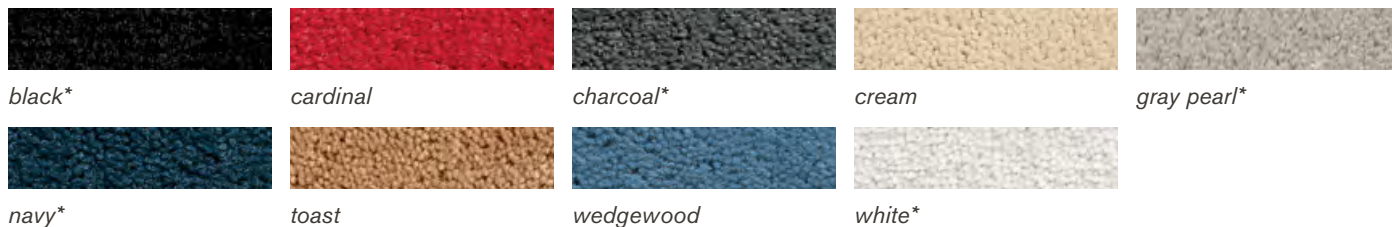
PRESTIGE CARPET

Freeman's prestige carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Five popular colors are available in a luxurious 40-ounce weight and all nine designer colors are available in a 28-ounce weight.

Freeman's prestige carpet packages include new 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

Custom Options

Prestige carpets can also be customized to fit your exhibit needs with unique logos, patterns and borders. Call the phone number on the Quick Facts for assistance.



***Colors available in both 28 oz. and 40 oz.**



Sustainability Tip: Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show.

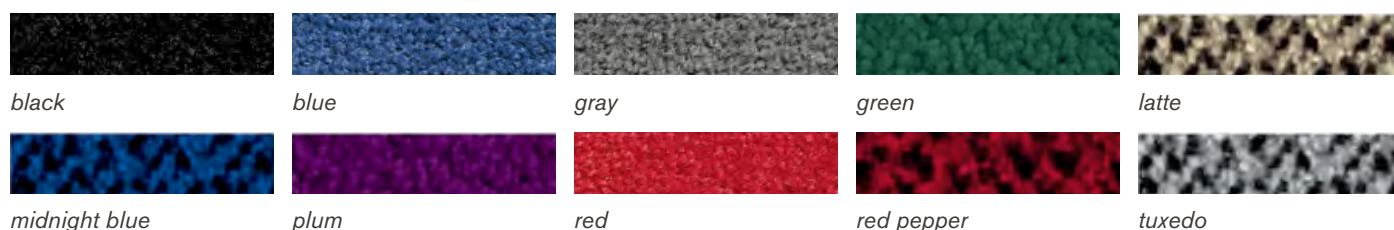
CLASSIC CARPET

Custom Cut

Freeman classic carpet is available in a range of colors and includes delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

Standard Cut

Our classic carpet comes in a variety of sizes. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



Actual colors may vary slightly

Sustainability Tip: Freeman Classic carpet is reused a minimum of four times before retired from inventory and recycled. Darker colored carpets such as black and gray, as well as the two-toned carpet are made of 20-25% recycled content.

FREEMAN

(888) 508-5054 Fax: (469) 621-5615
ExhibitorSupport@freeman.com

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 06, 2021**

NAME OF SHOW: **2021 GMRC Gas Machinery Conference / October 3 - 6, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

STANDARD SIZE CARPET & PADDING

- Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.
- Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- All carpet, 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 | \$ 225.00 | \$ 247.50 | \$ 315.00 | _____ |
| _____ | 10' x 20' Classic Carpet | \$ 450.00 | \$ 495.00 | \$ 630.00 | _____ |
| _____ | 10' x 30' Classic Carpet | \$ 675.00 | \$ 742.50 | \$ 945.00 | _____ |
| _____ | 10' x 10' Carpet Padding - Single Layer..... | \$ 135.00 | \$ 148.50 | \$ 189.00 | _____ |
| _____ | 10' x 20' Carpet Padding - Single Layer..... | \$ 265.00 | \$ 291.50 | \$ 371.00 | _____ |
| _____ | 10' x 30' Carpet Padding - Single Layer..... | \$ 400.00 | \$ 440.00 | \$ 560.00 | _____ |
| _____ | 10' x 10' Carpet Padding - Double Layer..... | \$ 270.00 | \$ 297.00 | \$ 378.00 | _____ |
| _____ | 10' x 20' Carpet Padding - Double Layer..... | \$ 530.00 | \$ 583.00 | \$ 742.00 | _____ |
| _____ | 10' x 30' Carpet Padding - Double Layer..... | \$ 800.00 | \$ 880.00 | \$ 1,120.00 | _____ |
| _____ | Plastic Covering (price per sqft)..... | \$.55 | \$.60 | \$.75 | _____ |

CUSTOM CUT CLASSIC CARPET

- Order Custom Cut Classic Carpeting by the sqft if your size is not listed above.

Sample: Booth Size: 10 x 25 = 250 sqft \$ **3.85**

CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:

☐ Black ☐ Blue ☐ Gray ☐ Midnight Blue ☐ Red ☐ Tuxedo ☐ Latte ☐ Green ☐ Red Pepper

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

| Per sqft | Booth Size: _____ x _____ = _____ sqft | Online Price | Discount Price | Standard Price | Total |
|----------|--|----------------|----------------|----------------|-------|
| | | \$ 3.85 | \$ 4.25 | \$ 5.40 | _____ |

TOTAL COST

| | | | | |
|-----------|---|--------|---|------------|
| Sub-Total | + | 6% Tax | = | Total Cost |
|-----------|---|--------|---|------------|

standard size carpet & padding

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DEADLINE DATE
SEPTEMBER 06, 2021**

NAME OF SHOW: **2021 GMRC Gas Machinery Conference / October 3 - 6, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

CUT TO SIZE CARPET & PADDING

- Guaranteed new, high-quality carpet.
- Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.
- Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- All carpet, padding and plastic covering contain recycled content and are recyclable.

PRESTIGE CARPET includes plastic covering, delivery, material handling, installation and removal

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

☐ Black ☐ Cardinal ☐ Charcoal ☐ Cream ☐ Gray Pearl ☐ Navy ☐ Toast ☐ Wedgewood ☐ White

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

| | | | | | Online Price | Discount Price | Standard Price | Total |
|----------------------|-------------|-------|---|-------|--------------|----------------|----------------|---------|
| 1 - 700 sqft | Booth Size: | _____ | x | _____ | = | \$ 4.50 | \$ 4.95 | \$ 6.30 |
| Over 700 sqft | Booth Size: | _____ | x | _____ | = | \$ 4.05 | \$ 4.45 | \$ 5.65 |

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

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

| 40 oz. Carpet Rental - Price per sq. ft. (100 sqft minimum) | | | | | Online Price | Discount Price | Standard Price | Total |
|--|-------------|-------|---------|--------------|----------------|----------------|----------------|-------|
| 1 - 700 sqft | Booth Size: | _____ | x _____ | = _____ sqft | \$ 5.15 | \$ 5.65 | \$ 7.20 | _____ |
| Over 700 sqft | Booth Size: | _____ | x _____ | = _____ sqft | \$ 4.65 | \$ 5.10 | \$ 6.50 | _____ |

CARPET PADDING includes delivery, material handling, installation and removal

- Order Carpet Padding by the sqft if your size is not listed on the standard size order form.

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 1.35

| Qty | Description | Price per sqft (90 sqft minimum) | Online Price | Discount Price | Standard Price | Total |
|-------|---|----------------------------------|--------------|----------------|----------------|-------|
| _____ | Carpet Padding -1/2" (90 - 700 sq. ft.) | | \$ 1.35 | \$ 1.50 | \$ 1.90 | _____ |
| _____ | Carpet Padding-1/2" (Over 700 sq. ft.) | | \$ 1.20 | \$ 1.30 | \$ 1.70 | _____ |
| _____ | Double Carpet Padding - 1/2" (90 - 700 sq. ft.) | | \$ 2.70 | \$ 2.95 | \$ 3.80 | _____ |
| _____ | Double Carpet Padding -1/2" (Over 700 sq. ft.) | | \$ 2.40 | \$ 2.65 | \$ 3.35 | _____ |

TOTAL COST

| | | | | |
|-----------|---|--------|---|------------|
| Sub-Total | + | 6% Tax | = | Total Cost |
|-----------|---|--------|---|------------|

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NAME OF SHOW: **2021 GMRC Gas Machinery Conference / October 3 - 6, 2021**

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

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

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 | .55 | .75 | _____ |
| _____ | 610200 | Booth Vacuuming - 2 Days | 1.10 | 1.55 | _____ |

SHAMPOOING (per sqft - 100 sqft minimum)

| Qty (sqft) | Part # | Description | Advance Price | Show Site Price | Total |
|------------|--------|-------------|---------------|-----------------|-------|
|------------|--------|-------------|---------------|-----------------|-------|

| | | | | | |
|-------|--------|---------------------------------|------|------|-------|
| _____ | 630100 | Shampoo Carpet - One Time | 1.10 | 1.55 | _____ |
| _____ | 630200 | Shampoo Carpet - 2 Days | 2.20 | 3.10 | _____ |

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. | 79.30 | 111.00 | _____ |
| _____ | 6201500 | Exhibit Area / 501 - 1,500 sqft..... | 113.70 | 159.20 | _____ |
| _____ | 6202500 | Exhibit Area / 1,501 - 2,500 sqft..... | 136.35 | 190.90 | _____ |
| _____ | 6203500 | Exhibit Area / Over 2,500 sqft..... | Call for Quote | | |

TOTAL COST

| | | | | |
|-----------|---|--------|---|------------|
| _____ | + | N/A | = | _____ |
| Sub-Total | | 6 %Tax | | Total Cost |

SEEING IS BELIEVING

.....

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

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



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

CREATING VISUAL EXCITEMENT

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

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

DEPTH OF RESOURCES

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

REPRODUCTION AND INSTALLATION

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



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**DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 06, 2021**

graphics

NAME OF SHOW: **2021 GMRC Gas Machinery Conference / October 3 - 6, 2021**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

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

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.

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sqft
\$ 19.75 per sqft discount price
sqft x or = \$ _____
\$ 29.65 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" | 36.55 | 54.85 | = |
| 7" x 22" | 36.55 | 54.85 | = |
| 7" x 44" | 51.35 | 77.05 | = |
| 9" x 44" | 66.30 | 99.45 | = |
| 11" x 14" | 36.55 | 54.85 | = |
| 14" x 22" | 51.35 | 77.05 | = |
| 14" x 44" | 102.70 | 154.05 | = |
| 22" x 28" | 102.70 | 154.05 | = |
| 28" x 44" | 207.40 | 311.10 | = |
| 20" x 60" | 207.40 | 311.10 | = |

(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

| | | | | |
|-----------|---|---------|---|------------|
| Sub-Total | + | 6 % Tax | = | Total Cost |
|-----------|---|---------|---|------------|

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

VECTOR ART:

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

FONTS and LINKS

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

COLOR

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

ARTWORK IN THE STRUCTURE

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

ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

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

PRINT FILES:

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

RASTER OR BITMAP ART:

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

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

WAYS TO SEND ARTWORK

- When placing 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 LOUISVILLE, KY

Standing on chairs, tables, and other rental furniture is prohibited. These items are not made to support standing weight and Freeman cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your exhibit, please order labor from Freeman and the proper tools and ladder will be provided.

It is our recommendation NOT to bring children on the show floor. The show floor is a work area that can be very dangerous, particularly during move-in and move-out.

MATERIAL HANDLING

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

Charges for Freeman's help are shown on the enclosed Material Handling Service and Rates Form. If Freeman must move the show into, out of, or both into and out of the hall during overtime hours, then you will be charged the overtime fee in addition to the regular CWT charge.

WORKING WITH THE UNION IN KENTUCKY

To assist you in preparing for your show in Louisville, we would like to share with you some information regarding the jurisdiction that the various unions have here. Currently we have an agreement with Stagehand Local Union to provide labor for display erection and dismantling. Full time employees of exhibiting companies or their representatives, may set their own displays, without assistance from the Local. However, should assistance be necessary beyond that provided by those employees, then labor must be provided by the Local. Labor can be ordered in advance by using the Display Labor Form or at show site from the Freeman service desk.

TIPPING

Freeman requests that exhibitors do not tip our employees, as they are paid an excellent wage denoting a professional status. This applies to all Freeman employees. Any request for such should be brought to the attention of a Freeman representative at the Freeman Service Desk or correspondence may be directed to the General Manager at the local office address.

LET US DO THE HEAVY LIFTING

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



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

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

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

ON-SITE SUPERVISION

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

If You Use Freeman Staff

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



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COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

INSTALLATION & DISMANTLE LABOR

| Description | Advance Price | Show Site Price |
|---|---------------|-----------------|
| Straight Time: 8:00 AM to 4:30 PM Monday through Friday..... | \$110.75 | \$155.25 |
| Overtime: 6:00 AM to 8:00 AM and 4:30 PM to 12:00 AM Monday through Friday | \$166.25 | \$232.75 |
| All day Saturday and Sunday | | |
| Double Time: All day recognized holidays..... | \$221.50 | \$310.25 |

• **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.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

INSTALLATION LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

| 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) = \$ _____ | | | | | | |
| 6% Tax = \$ (N/A) | | | | | | |
| Total Installation = \$ _____ | | | | | | |

DISMANTLE LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

| 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) = \$ _____ | | | | | | |
| 6% Tax = \$ (N/A) | | | | | | |
| Total Dismantle = \$ _____ | | | | | | |

installation & dismantle labor

NAME OF SHOW: **2021 GMRC Gas Machinery Conference / October 3 - 6, 2021**

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, please select one of the following options:

☐ Re-route via Freeman's choice

☐ Deliver back to the warehouse at exhibitor's expense

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

FREEMAN

(888) 508-5054 Fax: (469) 621-5615

ExhibitorSupport@freeman.com

NAME OF SHOW: **2021 GMRC Gas Machinery Conference / October 3 - 6, 2021**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

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

FORKLIFT & RIGGING LABOR

Straight Time: 8:00 AM to 4:30 PM Monday through Friday

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

Double Time: All day recognized holidays

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

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

| Part # | Description | Advance Price | Show Site Price |
|-----------------------|--|---------------|-----------------|
| FORKLIFT LABOR | | | |
| 304050 | Forklift w/operator - up to 5,000 lbs - ST..... | \$235.50 | \$329.75 |
| 304051 | Forklift w/operator - up to 5,000 lbs - OT..... | \$291.00 | \$407.50 |
| 304052 | Forklift w/operator - up to 5,000 lbs - DT..... | \$346.25 | \$484.75 |
| 3040150 | Forklift w/operator - up to 15,000 lbs - ST..... | \$275.25 | \$385.50 |
| 3040151 | Forklift w/operator - up to 15,000 lbs - OT..... | \$330.75 | \$463.25 |
| 3040152 | Forklift w/operator - up to 15,000 lbs - DT..... | \$386.00 | \$540.50 |
| 304040 | Forklift w/operator - 4-Stage - ST..... | \$249.00 | \$348.75 |
| 304041 | Forklift w/operator - 4-Stage - OT..... | \$304.50 | \$426.50 |
| 304042 | Forklift w/operator - 4-Stage - DT..... | \$359.75 | \$503.75 |
| RIGGING LABOR | | | |
| 3020100 | Rigger - ST..... | \$110.75 | \$155.25 |
| 3020101 | Rigger - OT..... | \$166.25 | \$232.75 |
| 3020102 | Rigger - DT..... | \$221.50 | \$310.25 |
| EQUIPMENT | | | |
| 3090600 | Forklift Cage..... | \$72.00 | \$101.00 |
| 3090700 | Forklift Boom..... | \$95.50 | \$133.75 |
| 3090800 | Pallet Jack..... | \$72.00 | \$101.00 |

INSTALLATION

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

Describe work to be done: _____

Sub-Total \$ _____

6% Tax \$ **(N/A)**

Total Installation \$ _____

DISMANTLE

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

Describe work to be done: _____

Sub-Total \$ _____

6% Tax \$ **(N/A)**

Total Dismantle \$ _____

FREEMAN

(888) 508-5054 Fax: (469) 621-5615

ExhibitorSupport@freeman.com

NAME OF SHOW: **2021 GMRC Gas Machinery Conference / October 3 - 6, 2021**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

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

HANGING SIGN LABOR

INSTRUCTIONS

- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container **MUST** arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign or advance pricing.
- All ceiling rigging must conform to show management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitor Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical service requirements must be ordered in advance on the enclosed Electrical Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT

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

Type: Cloth Banner _____ Metal or Wood _____ Other _____

Shape: Square _____ Triangle _____ Rectangle _____ Other _____

Size: Height _____ Length _____ Width _____

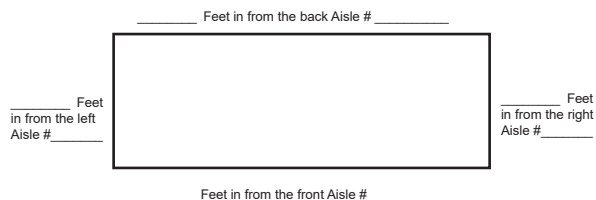
Weight of Sign: _____

Does Your Sign Require: Electricity _____ Assembly _____

Is Your Sign Designed to Rotate? _____ Yes _____ No
(Initial in the applicable box above)

PLACEMENT DIAGRAM

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



Number of feet from floor to top of sign: _____

**STRUCTURAL INTEGRITY STATEMENT
MUST ACCOMPANY ORDER**

(499291) FY22 Louisville-Columbus

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time

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

Overtime

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

Double Time

6:30 PM to 8:00 AM Monday through Friday, after 6:30 PM Saturday
All day recognized holidays

Crew Size: MINIMUM of three people

Materials: Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- Show site prices will apply to all hanging sign orders placed at show site.
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

| | Straight Time | Overtime | Double Time |
|--|------------------|----------|----------------|
| Condor/Boom Condor with crew (up to 200 lbs lift capacity) | | | |
| Advance Price | \$544.50 | \$711.00 | \$876.75 |
| Show Site Price | \$762.50 | \$995.50 | \$1,227.50 |
| Additional Crew/Assembly Labor (Per person / Per hour) | | | |
| Advance Price | \$110.75 | \$166.25 | \$221.50 |
| Show Site Price | \$155.25 | \$232.75 | \$310.25 |
| For Display Work Only (Not to hang sign) | | | |
| 20' Scissorlift Scissorlift with crew (up to 350 lbs lift capacity) | | | |
| Advance Price | \$544.50 | \$711.00 | \$876.75 |
| Show Site Price | \$762.50 | \$995.50 | \$1,227.50 |

Installation Estimate

Approx Hours _____ Hourly Rate _____ Total Estimated Cost _____
_____ @ _____ = _____

Dismantle Estimate

Approx Hours _____ Hourly Rate _____ Total Estimated Cost _____
_____ @ _____ = _____

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

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

- _____ Freeman
_____ Exhibitor Personnel
_____ Display House

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

hanging sign labor

F R E E M A N

(888) 508-5054 Fax: (469) 621-5615

ExhibitorSupport@freeman.com

**PLEASE INCLUDE THIS FORM
WITH YOUR HANGING SIGN
ORDER FORM**

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

_____, the contracted exhibitor at the **2021 GMRC Gas Machinery Conference / October 3 - 6, 2021** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures. We hereby release, indemnify and forever hold harmless the **ASSOCIATION, KENTUCKY INTERNATIONAL CONVENTION CENTER, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

FREEMAN structural integrity statement



KICC EVENT PLANNING GUIDE

KENTUCKY INTERNATIONAL CONVENTION CENTER • KENTUCKY INTERNATIONAL CONVENTION CENTER • KENTUCKY INTERNATIONAL CONVENTION CENTER



KENTUCKY INTERNATIONAL CONVENTION CENTER • KENTUCKY INTERNATIONAL CONVENTION CENTER • KENTUCKY INTERNATIONAL CONVENTION CENTER



The Kentucky International Convention Center
operates under the Kentucky Venues brand.

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Welcome

KENTUCKY VENUES

Welcome to the Kentucky International Convention Center

Thank you for choosing Louisville for your upcoming event. And thank you for choosing the Kentucky International Convention Center (KICC). We take our vision seriously – to create event experiences that leave our guests excited to come back to Louisville. The success of your event is as important to us as it is to you. Our commitment to you is to make it easy to plan and execute an unforgettable event and we are prepared to do that by providing the following resources:

- A flexible, state of the art venue that can accommodate dynamic events
- An experienced team of event professionals that will guide you each step of the way
- Unwavering commitment to excellent customer service at every point of contact

This Event Planning Guide provides a one-stop shop for your event details. It includes a suggested timeline for the planning process, introduces facility guidelines and policies, and provides helpful information to assist you with executing the logistical aspects of your event and to ensure exceptional experience at KICC. This planning tool is also meant to complement the personal communication with your Event Manager.

Our dedicated Sales Team will initiate your event booking needs, matching your event to the space that best fits your event's requirements. From there, an Event Manager will be assigned to be your direct point of contact for all of your planning, executing, and settlement needs.

Please share this guide with vendors and use it as a reference tool as you develop guidelines for your exhibitors, guests and sponsors.

We look forward to serving you,

Team KICC

Event Planning Guide

ACCESSIBILITY

Kentucky International Convention Center (KICC) is committed to accommodating the needs of individuals with disabilities. In accordance with the Americans with Disabilities Act (ADA), KICC is responsible to accommodate access of permanent facility constructs, and the lessee is responsible to accommodate access of temporary constructs as required. If new standards are established, KICC is committed to implementing changes and facility upgrades within the timeline directed by the ADA.

Restrooms

All public restrooms in KICC are accessible according to Federal ADA requirements. Family restrooms are also located throughout the facility.

Parking

There are 28 ADA accessible parking spaces located within our on-site parking garages: Cowger Parking Garage and Commonwealth Parking Garage.

Seating

All seating throughout KICC is temporary and can be arranged for special accommodations with advance notice.

Sight impaired information

KICC is Federal ADA and OSHA compliant throughout the entire venue for braille signage. Braille can be found through all of our restrooms, meeting rooms and inside of each elevator cab. Voice activation is in each of the newer elevators.

Wheelchairs

All perimeter public entrance doors have an ADA door for accessibility.

ADDITIONAL SERVICES

The lessee will pay KICC any fee which may be due for additional services, accommodation or materials or loaned by KICC.

The following services are available:

- Levy Restaurants
- Audio Visual
- Information Technology
- Rigging
- First Aid/Emergency Medical Team

ADDRESSES

MAILING

221 South Fourth Street
Louisville, KY 40202

RECEIVING

221 South Third Street
Louisville, KY 40202

Event Planning Guide

ADVERTISING/MARKETING YOUR EVENT

KICC offers a variety of ways to advertise your event throughout the facility. Our indoor advertising includes window clings in various locations, banners, gobos, and indoor flat screen monitors. Contact your Event Manager for more information.

KICC partners with OUTFRONT who offers two large 14'x48' digital screens on the exterior of the facility located on Second Street. For pricing and availability for spots, contact your Event Manager.

AIR CONDITIONING AND HEATING

Meeting rooms, ballroom, and exhibit hall are individually climate controlled.

ART IN RESIDENCE

Artwork showcased throughout the facility are original pieces by Kentucky artists. For purchase information, please contact your Event Manager.

AUDIO/VISUAL

KICC has a preferred audio visual provider. Our professional audio visual team of experienced staff is always available to assist you with any need you may have with any size event from a small meeting group to a food and beverage function in our ballroom or exhibit hall.

Audio Visual Equipment Rentals

- Convention Audio Visual Coordination
- Multi-Media Presentations
- Lighting
- Technology
- Computer Rentals
- Video I-Mag and Taping
- Operators and Technicians

BOARDROOMS

KICC has three state of the art boardrooms located on the Main Concourse off of the Market Street pre-function. Each boardroom offers a private, pre-furnished pre-function adjacent to this space. This area can be used for show management or as meeting rooms.

Event Planning Guide

CLIENT EVENT CHECKLIST

Please use this timeline to help with the planning, coordination and implementation of your upcoming event.

7-12 Months Prior

- Advise your Event Manager of any service provider working with your event
- Begin to coordinate audio visual, internet and telecom needs
- Obtain menus and begin to coordinate with Levy for all food and beverage needs with your assigned Catering Sales Manager
- Provide your Event Manager with the first draft of event specifications, floor plan requirements and program agenda
- Obtain KICC's electric and utility order forms for exhibitor kits
- Schedule a site tour with Event Manager

3-6 Months Prior

- If using any outside service provider, send revised copies of floor plans to your Event Manager
- Review first draft of floor plans with your Event Manager to approve or request any changes
- Begin to finalize food and beverage requirements with your Catering Sales Manager (LEVY)
- Provide an exhibitors list for your Event Manager, to include exhibitor contact information

2 Months Prior

- Determine event staffing for security and guest services with Venue Services and Event Manager
- Determine electrical services needs through your Event Manager if required
- Place order for audio visual needs if required
- Obtain Event Work Order from Event Manager detailing event specifications (TBD)
- Sign Finalize food and beverage contract, provide initial guarantees and deposit to your Catering Sales Manager (LEVY)

1 Month Prior

- Certificate of Liability Insurance is due
- Provide final event specifications and program agenda/timeline to your Event Manager
- Review and approve final versions of floor plans with your Event Manager
- Obtain estimate of ancillary services from your Event Manager

2-3 Weeks Prior

- Finalize audio visual and internet needs
- Sign and return estimate of expenses to Event Manager
- Sign and return Event Work Order from Event Manager detailing event specifications
- Provide your Event Manager with an event staffing schedule and contact information
- Confirm catering guarantees with your Catering Sales Manager – final guarantees due 72 hours prior to event

1 Week Prior & On-Site

- Let your Event Manager know of any last minute changes to floor plans
- Have pre-con and production meetings with key contacts and vendors
- Update your Event Manager daily with any program changes or delays

Event Planning Guide

COAT/LUGGAGE CHECK

In case of inclement weather, KICC offers coat check rooms. KICC staff can operate a coat check room to provide your attendees with a secure place for their coats while attending your event. Contact your Event Manager for more information on locations and prevailing rates for coat check.

COMMUNICATIONS/TECHNOLOGY

KICC provides exclusive technology services. KICC's infrastructure supports connection speeds in excess of 10 megabytes.

Services

- Multiple high-speed, gigabyte internet connections
- Dedicated and shared internet access
- Wireless buyout and marketing opportunities

Voice Support

- Analog voice service
- Digital voice service
- Voice mail service
- Long distance service

Network Support

- On-site working engineers can assist with configuration needs during event.

Other Features

- 24/7 network monitoring
- Call accounting system
- Digital signage
- Network equipment and computer rental

For more detailed information, please contact your Event Manager.

DAMAGES

It is the responsibility of show management to have a designee to conduct a pre/post show damage walk through with an Event Manager. The Event Manager will note any new damage at the conclusion of the event. Damage caused by the lessee or their contractors/attendees will be billed at the prevailing rate.

Event Planning Guide

DECORATIONS/SIGNS

In order to maintain the interior appearance of KICC and to continually offer competitive rates, we request that you follow these guidelines:

- No drilling, core, or punch holes in the building.
- Signs must be of professional quality.
- Handwritten signs are not permitted.
- Signage or décor cannot obstruct any fire suppression equipment or exit.
- Helium balloons or adhesive backed decals (except name tags) are not permitted to be used or given away. Any costs incurred by KICC from the use of, or removal of these items will be charged to the lessee at the prevailing rate.
- Decorations, signs, banners and streamers may not be attached, taped, nailed or otherwise fastened to any ceiling, window, equipment, painted surface or wall of KICC. Any special decorations or signs must be approved by an Event Manager.
- The use of paper for signs shall be limited to card index paper or poster board paper, equal to or less than eight square feet in size. Fabric signs are not limited in size, but shall be treated as decorative materials.
- Confetti/glitter/rice are prohibited without prior approval by your Event Manager.
- Lewd or offensive language or pictures as determined by KICC are subject to removal.
- See rigging section for more information.

DOCK MASTER

Any show using KICC loading docks is subject to staff Dock Masters. These highly trained staff members are responsible for the safety and security of the facility during move in and move out. Dock Masters are well informed of facility information and can help direct vendors to their destinations. Dock Masters are required to arrive 30 minutes prior to event move in and will stay 30 minutes after the event loading/unloading designated time.

EQUIPMENT

KICC maintains a variety of inventory items to furnish basic sets. Equipment is subject to inventory and availability. Your Event Manager can discuss availability of equipment with you. All KICC equipment must be set up and operated by authorized building personnel. Rooms will be set up on a one-time basis. Costs for any additional room changes will be paid by lessee at the prevailing rates. Lessee is responsible for any KICC equipment use. KICC equipment should be left in the same condition as it was before lessee's usage.

EMERGENCY INFORMATION

Each KICC employee is well trained in the venue's Emergency Action Plan procedures and responsibilities in the event of an emergency. In an emergency show management, exhibitors and attendees are to follow instruction of KICC staff.

Event Planning Guide

EVENT DECORATOR

KICC has a preferred decorator vendor. Please contact your Event Manager for more information on our preferred and local vendors. Decorator staff who needs to utilize a forklift must be forklift certified. KICC will have forklifts on site that are exclusively operated by KICC staff.

EVENT ESTIMATE

Clients are provided an event cost estimate prior to their event. This is only an estimate of what you have preordered through your Event Manager. As your requirements change, so will your estimate of ancillary charges. Audio visual and food and beverage estimates are provided separately by those service providers.

EVENT MANAGEMENT

A key element in the success of any event is a consistent level of communication between the meeting planner/show manager and the facility. From the moment your license agreement is returned, you will be assigned an experienced Event Manager. Your Event Manager will be available to you during all planning stages, on-site during all critical move-in, event, move-out hours, as well as during the post-event meeting.

EVENT REQUIREMENTS

All event requirements must be coordinated with your Event Manager and approved by event management 14 days prior to the event taking place.

EVENT STAFFING

Venue Services is an in-house team of employees trained to execute best practices of guest experience for each event. We empower our staff to implement their knowledge of the facility to exceed safety and security needs for the venue, client and guests.

Venue Services offers Dock Managers, Security, Guest Services, Ticket Takers, and Ushers. Staffing requirements are based on the risk level, volume of people, and square footage of your event. Staff services will be planned and scheduled through your Event Manager.

EXCLUSIVE SERVICES

- Electrical, compressed air, water and gas
- Telecommunications, internet, cable/satellite connections
- Food and beverage: Levy Restaurants
- Rigging/riggers

Event Planning Guide

EXHIBIT HALL REQUIREMENTS

- All booths shall be of either non-combustible material, fire retardant treated wood or any other materials fire treated in an approved manner.
- All decorative materials such as loose fibers, board, curtains, hangings, table covers, etc., must be fire retardant treated in an approved manner. Materials used in display construction or decorating shall be made of fire retardant materials and be certified as flame retardant. Samples should also be available for inspection. Exhibitors must dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.
- All exits, access and visibility to the exits must be kept clear and unobstructed.
- Fire extinguishers, fire hoses, sprinkler closets, alarms and emergency phones must be visible and accessible at all times. During set-up and move-out freight free aisles must be maintained and kept clear at all times. Exhibit crates, boxes and cartons cannot be placed in these aisles. The purpose is for emergency access to fire alarms, fire hoses, fire extinguisher and for life support equipment.
- Use of liquefied petroleum gas within the building is prohibited.
- Combustible or flammable liquids may not be used or brought into the building without the prior approval from the Fire Marshal.
- Compressed gas cylinders are prohibited unless approved by the Fire Marshal. Cylinders must be secured in an upright position
- The storage of packing materials and surplus literature must be confined to areas away from the display areas. (This is to lessen the fire loading in a given area.) However, a day's supply is permitted.
- No packing containers, wrapping materials or display materials may be stored under tables or behind booths; this material must be placed in storage.
- All empty cartons or crates must be labeled and removed for storage or they will be removed as trash.
- Approval and/or permits are required in KICC for the operation or use of products on display, which might be considered hazardous to the public or affecting life-safety requirements. Some areas of concern in operation or use requiring approval and/or permits consist of: powder-actuated tools, welding or heat producing products, decorative (votive) lit candles, small tanks of heavier-than-air compressed gas, etc.

FLOOR CARE

In an effort to minimize any damage to facility floors, KICC requires that all lessees, exhibitors, contractors, and subcontractors comply with the following guidelines:

- Any freight going to the meeting rooms and lobby space will require extra care to protect the carpet/tile. Where possible all movement MUST take place through the service corridors. In areas where this is not feasible, all decorators and/or lessees must tape down a layer of visqueen or plastic from point A (origination point) to point B (the final destination of the freight or project). Any counters that will sit directly on the tile will need carpet to remain under them. Pallet jacks will be used on the visqueen over carpet. Under NO circumstances will a forklift be used to transfer freight at any part of carpet.
- For the floors in our exhibit hall: KICC requires that use of carpet tape, and floor marking tape. Any costs incurred by KICC for tape or tape residue/stickers not removed will be charge at the prevailing rate.
- Plywood must be placed on our floor and under all items for those events that bring in mulch, dirt, rocks, bricks, etc. for use as exhibit materials. These items cannot be dumped directly on the floor without plywood protection.
- All tape and residue marks must be removed from the exhibit hall floor and disposed of immediately after the show. Duct/masking/scotch tape is not permitted for use in the facility. Any costs incurred by KICC for tape not removed by lessee will be charge at the prevailing rate to the lessee.

Event Planning Guide

FOOD/BEVERAGE

The selling of food and /or beverage products by any other entity is strictly prohibited. All food and beverage that is not a part of sampling must be contracted through Levy. Sampling is permitted only for vendors who normally produce or sell the product sampled. Sampling must be approved in writing by Levy prior to the event. Samples must comply with the established sample size policies. Alcoholic beverages must be purchased by Levy and served by a certified bartender.

Food Allergies

Meal offerings may be prepared to accommodate dietary requests, including but not limited to: vegetarian, vegan, gluten free, dairy free and soy free.

Box Lunches/Voucher

Fast and affordable box lunch options are available to fit your scheduling or space challenges. If the client prefers, guests can choose where, what and when they eat with pre-paid lunch vouchers. Contact your catering sales person for more details.

Exhibitor Booth Catering

Your catering sales manager can supply information to be included in your exhibitor kit. The exhibitor catering menu has been created with a fresh approach to food and attention to detail that features only the finest ingredients and spectacular presentation.

Bar Service

Levy Convention Centers is the exclusive provider for alcohol service at KICC. For all events with alcohol service, a Certified Bartender is required. Alcohol cannot be brought into or removed from the venue.

Specialty Equipment

Specialty equipment such as water coolers, espresso machines or Keurig coffee makers are available. Levy also works with independent contractors that may enhance your event or booth. Please contact your catering sales manager for options and availabilities.

FORK LIFTS

KICC forklifts are available to rent for client use with the inclusion that only KICC staff can operate the forklift. Any forklifts rented by show management will need to show the Event Manager a forklift certification before operating within our facility. Forklift rental, operator rates and information can be obtained through your Event Manager.

FREIGHT ELEVATORS

Inside clearance is 15'w x 21' 11 ½"d.
Doors are 12'h.
Load limit is 17,000 lbs.

Event Planning Guide

IDENTIFICATION

All individuals working in KICC must be on a daily call list and wear an approved identification badge. Anyone expecting to visit a KICC employee must provide a photo ID at reception located on our Main Concourse at the entrance of our executive offices. All badges must clearly identify the wearer and the name of the firm they represent.

INSURANCE REQUIREMENTS

Please see license agreement and attached sample form.

LEVELS

Upper Concourse

- Halls A, B, C, D, E

Main Concourse

- Ballrooms A, B, C, D, E
- Meeting Rooms M100-M116
- Boardrooms A, B, C and Boardroom Pre-Function
- Green Room

Lower Concourse

- Meeting Rooms L001-L030

LOADING DOCKS

Upper Concourse offers 9 loading docks for client use and Main Concourse has 3 active loading docks for street level and Lower level dock usage.

LOCKS/KEYS

KICC offers electronic key cards that can be programmed for individual meeting rooms. All key card requests can be made through your Event Manager. All key cards should be returned to your Event Manager on your last show day. Any lost key cards will result in charges reflected on your event settlement. See your Event Manager for applicable fees.

MOVABLE WALLS

The movable walls in KICC exhibit halls, ballrooms and various meeting rooms are to be placed and removed by KICC personnel only. Do not adhere tape, push pins, etc. to the movable walls.

Movable walls that need to be moved during events for a changeover will result in charges discussed and approved between the Event Manager and show management.

Event Planning Guide

MOVE-IN/MOVE-OUT

Under no circumstances shall anyone attempt to move in or out any materials through the main entrance areas of the facility without prior approval from their Event Manager. KICC pre-function spaces must be protected with visqueen or other approved covering in order to move in or out exhibits, registration counters and materials, freight, etc. onto carpeted and tiled areas. Under no circumstances should show management allow move in to start earlier than the contracted time unless approved by the Event Manager. Nor should the move out time be adjusted without approval of the Event Manager. Loading and unloading exhibits and materials should always be accompanied by a Dock Master.

NOISE GUIDELINES

KICC has a responsibility to ensure the quiet enjoyment of the facility for all of our clients. Show management should inform event management of any expected musical presentation, rehearsals, or loud activities in advance. Live entertainment should not be scheduled without approval and coordination with your Event Manager. KICC retains the right to regulate volume of any audio signals that interfere with any other lessee's use of contracted space within KICC.

OCCUPANCY LOADS

Occupancy totals change as room set-up changes. Maximum occupancy is based on an empty room. After room set-up is determined, your Event Manager will be able to give you the occupancy load of the room requested.

PARCEL & TRUCK INSPECTION

KICC Security has the right to inspect all vehicles, cartons, packages and other containers entering or departing the facility.

PARKING

KICC manages two garages and the rates are the same for each:

0 - 1 hour \$2.00
1 - 2 hours \$4.00
2 - 3 hours \$6.00
3 - 8 hours \$8.00
8- 24 hours \$10.00

Rates subject to change without notice.

COMMONWEALTH GARAGE
(636 SPACES)
320 W JEFFERSON STREET

COWGER GARAGE
(733 SPACES)
315 W MARKET STREET
111 S FOURTH STREET

Event Planning Guide

PETS/ANIMALS

With the exception of service animals, animals are not permitted inside the facility without advanced approval. Approval is dependent on whether an animal is a relative part of a function or exhibit. Contact the assigned Event Manager for details.

SERVICE ANIMALS

KICC defines service animal as defined by the ADA – a dog that is individually trained to do work or perform tasks for a person with a disability. Service animals must be harnessed, leashed or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In this case, the individual must maintain control of the animal through voice, signal, or other effective controls.

PRE-FUNCTION SPACE

Pre-function spaces, hallways and restrooms are considered common areas and are shared among events, unless included as leased space in the lease agreement. The lessee should discuss the assignment of any function to a leased pre-function space including, but not limited to, registration, displays and signage installation with the assigned Event Manager early in the planning process.

PUBLIC ADDRESS SYSTEM

The house sound system is managed by KICC's preferred audio-visual provider. The lessee will be responsible for the costs associated at the preferred provider's prevailing rates. Contact the assigned Event Manager for details. The system shall not be used for singing or playing background music.

PYROTECHNICS

The use of pyrotechnics within KICC is strictly regulated by the State Fire Marshal and must be approved prior to the date of the event. Contact your Event Manager for specific guidelines.

RATES/LABOR & EQUIPMENT

Labor and equipment rates are available upon request.

RIGGING

KICC has an exclusive rigging contractor who will be in direct contact with clients for any rigging needs. Rigging is subject to approval, dependent on the submission of a rigging plot. The rigging plot should include the facility steel plot and all rigging points and weight loads. Contact the assigned Event Manager for details.

Event Planning Guide

SAFETY & SECURITY

KICC maintains 24 hour security for building perimeter, parking garage and pedway and internal patrols. Cameras are strategically placed throughout the building. All clients of KICC are responsible for complete security within exhibit areas, meeting rooms, and other areas leased and used by the client. KICC Public Safety department shall have final approval of security within the facility. Additional security is available at prevailing rates.

Minimum Requirements

- Loading Dock Area – (2) Dock Masters during move in and move out times
- Exhibit Hall freight elevators when in use
- Entrance and exit areas to be used by exhibitors, guests, general public, etc
- EMTs may be required to be on-site during show hours depending on the risk level of the show.
- General areas in use when multiple events necessitate pedestrian traffic management.

SALES & USE TAX

Show management, exhibitors and contractors must collect sales tax as required by the Kentucky Department of Revenue. Please visit this website for forms and details:

www.revenue.ky.gov/Business/Sales-Use-Tax/Pages/default.aspx

Additional Contact Information

Kentucky Department of Revenue
Division Sales & Use Tax
Station 67
POB 181
Frankfort, KY 40602-0181

P: 502-564-5170

F: 502-564-2041

SERVICE DESK

KICC staff will provide an Exhibitor Services Representative to assist exhibitors with questions and ordering of KICC services during exhibitor move-in/out hours.

SHIPPING

KICC will not accept advance shipments of freight or materials prior to the contracted move-in date. All shipments delivered to KICC after official move-in date shall be addressed to the attention of the show contractor. Under no circumstances will C.O.D. deliveries be accepted by KICC. If you have questions regarding shipping or receiving, please contact your Event Manager.

Event Planning Guide

SHOW OFFICES

There are spaces located throughout the facility that allow show management to have a show office. In our Upper Concourse, we offer two coat check rooms, a green room, first aid room and storage room. A half level above the exhibit halls there are two suites on the North side and South side of the halls. These suites are furnished with a conference table and office for use of show management in this space.

On our Main Concourse, we offer a first aid room, green room, two large storage rooms, a coat check room and audio visual room.

The Lower Concourse features an audio visual room and one storage room.

SHUTTLE LOCATIONS

Please coordinate all transportation logistics with your Event Manager. There are two separate locations for shuttles: Market Street pull off and Third Street pull off.

SMOKING POLICY

Smoking is prohibited in all indoor areas and within 25 ft. of any entrance. Smoking is permitted at designated smoking areas only. A smoking locations map is available upon request.

SPECIAL EVENT PERMIT APPLICATION

A "Special Event Permit" application is required for use of any public space outside of KICC property. Please contact your Event Manager for a permit application.

SOIL, WATER & GARDEN DISPLAYS

Displays must use a protective coating of fire retardant plastic, visqueen (minimum 6 ml), plywood or Masonite to protect the floor and all facility equipment. Curbing must be used to retain loose materials and prevent leaks and water seepage. Lessee is responsible for any associated cleaning and/or damage incurred.

STORAGE

Please contact your Event Manager for storage requests at KICC.

SUPPLIER NETWORK

KICC Maintains detailed information on many of the goods and services needed to stage a successful event. Our supplier network includes: limousines, booth models, public relations information, signage production, and office machine/furniture rental, just to name a few. Please contact your Event Manager for more information.

Event Planning Guide

SUSTAINABILITY

KICC is a U.S. Green Building LEED Silver certified facility and is committed to supporting and encouraging sustainable practices. Conservation of energy and natural resources is a high priority at KICC. The venue uses energy management software with low-flow automatic faucets/flush valves, environmentally-responsible cleaning supplies and ionized water for cleaning. Our food and beverage partner, Levy, donates all excess food and unclaimed lost/found items to the local missions. KICC recycles various items, including cardboard, paper and plastic. The venue provides recycling receptacles for paper, aluminum cans, plastic and cardboard in public spaces. Contact your Event Manager for further information. KICC uses LED technology throughout the venue.

TICKETED EVENTS

KICC or its designee shall order, audit and determine sales outlets for all tickets sold for KICC events. KICC or its designee shall have complete custody and control of all monies received from the sales of tickets for the purpose of applying toward payment of any balances for rental or charges incurred in conjunction with the event or promotion. All money received from ticket sales shall be deemed held in trust by KICC or its designee as a bailment for the benefit of the ticket purchasers. A complete ticket manifest must be provided nightly to KICC management. A minimum of one off-duty police officer hired through KICC may be required during all ticket sale hours.

TRANSIENT VENDOR LICENSE

If you are a person/business selling or offering to sell new merchandise to the public on temporary premises and do not have a permanent, fixed location in Kentucky where the business is conducted you are considered a vendor. A transient vendor can be both a Kentucky resident or an out of Kentucky resident. Permits can be obtained by visiting: www.jeffersoncountyclerk.org/official-documents/

TRASH DISPOSAL/RECYCLING

KICC manages a cost-effective system of trash removal by providing two 42-yard open top compactors that are made available during the term of your license. Additional containers can be made available upon request. All containers are charged at the prevailing rate per haul.

UTILITY SERVICES

KICC serves exclusively as its own electrical and utility service order contractor, thus providing show managers and exhibitors convenience and flexibility. See service order forms for details on services and rates. Electrical wiring must be the proper size to handle the demand, and all extension cords must be UL listed, labeled and appropriately sized. Excessive use of extension cords is discouraged and shall be approved by the Fire Marshal before use.

- Use of two wire extension cords is prohibited unless approved by the Fire Marshal.
- Cube tap adaptors are prohibited (uniform Fire Code 85.107). Multi-plug adaptor must be UL approved and have built-in overload protection.
- All temporary electric wiring must be accessible and free from debris and storage.

Event Planning Guide

VEHICLES, GOLF CARTS & MOTORIZED SCOOTERS

Please contact your Event Managers for details regarding vehicle loading and unloading in the exhibit halls. The Event Manager can also provide you with information regarding our vehicle display policies and procedures.

Vehicles are not permitted in the exhibit hall for loading/unloading without the authorization of KICC management. All equipment and freight will be loaded/unloaded at the loading dock area. Any vehicle that remains in the exhibit hall as part of a display must conform to all fire regulations, see page ____.

Persons under the age of sixteen are not allowed to operate a personal cart (golf cart) on KICC property. All such carts are to be operated in KICC's exhibit hall only. Under no circumstances are vehicles or personal carts to be operated in meeting rooms, lobbies, or service corridors during show hours.

Flammable Liquid/Gases: Display of any motor vehicle, air craft, or any apparatus in which a fuel tank is attached will be safeguarded by disconnecting the battery and securing the fuel tank fill pipe with a locking device or other approved method. Liquid fuel tanks will contain no more than five gallons or 25% capacity, whichever is less. All internal combustion engine drive vehicles or equipment on display must have fuel filler caps locked or taped and batteries disconnected. Fuel tanks shall not be more than one-half full, or contain more than 10 gallons (37.9L) of fuel whichever is less.

WEIGHT LOADS

Weight load limits must be adhered to throughout the facility. Please contact your Event Manager with questions regarding weight load limits for specific locations.

LABOR

| | |
|--|--|
| Coat Check | \$18.50/hr per attendant (1/100 attendees recommended) |
| Ushers (escalator attendants, greeters) | \$16.50/hr per person |
| User Supervisor | \$18.50/hr per person |
| Ticket Taker/Badge Checker | \$16.50/hr per person |
| Ticket Taker Supervisor | \$18.50/hr per person |
| Ticket Seller | \$16.50/hr per person |
| Ticket Seller Supervisor | \$21.50/hr per person |
| Concierge/Information Booth | \$18.50/hr per person |
| Security Guard | \$18.50/hr per person |
| Security Guard Supervisor | \$19.50/hr per person |
| Overnight Area/Booth Security | \$21.50/hr per person |
| Overnight Area/Booth Security Supervisor | \$24.50/hr per person |
| Event Supervisor | \$21.50/hr per person |
| EMT (Emergency Medical Technician) | \$100/hr per team |
| First Aid | \$67/hr per team |
| LMPD | \$38+/hr per person (rate determined by LMPD) |
| Changeovers | Prices vary based on leased space |

For complete pricing, view our service order forms online at www.kyconvention.org
All prices are subject to change without notice.

FLOOR PLANS

Lower Concourse

- Lower Level Meeting Rooms L001-L030

Main Concourse

- Ballrooms ABCDE
- Main Concourse Meeting Rooms M101-M116
- Conference Theatre M112

Upper Concourse

- Exhibit Halls ABCDE



221 South Fourth Street • Louisville, Kentucky 40202
502.595.3141 • www.kyconvention.org



KENTUCKY INTERNATIONAL CONVENTION CENTER

Exhibitor Services Information



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Exhibitor Services Information

WELCOME

Thank you for choosing Louisville for your upcoming event. And thank you for choosing the Kentucky International Convention Center (KICC). The success of your event is as important to us as it is to you. Our commitment is to make it easy to plan and execute an unforgivable event.

Your assigned event manager will be your point-of-contact at the Kentucky International Convention Center for all questions and logistical planning in regards to your event set-up.

I will be happy to set up a site visit at your convenience to go over specifics of your event including floor plans, move-in/out instructions, permits, etc. I will also take care of any show related electrical or telecommunications orders that you may require. Below is a list of contacts that will be useful in your planning process.

LEVY Restaurants:

Our onsite caterer, is as our exclusive food/beverage provider. Levy leverages unbridled creativity, custom strategies, impeccable service, and true love for great food to create unforgettable experiences. LEVY will be contacting you closer to your event date to discuss any food and beverage needs you may require. If you would like to contact the sales department with LEVY, you may reach them at 502-630-4398.

Prestige AV & Creative Services:

Is our preferred and recommended Audio Visual provider and is happy to discuss your audiovisual and rigging needs. You may reach the sales department at 502-715-4872.

Venue Staffing:

We are proud to have our own in-house venue services staff. They are specifically trained in our facility to meet your needs. You won't find better skilled or value priced staff to for all of your needs including overnight security, dock managers or badge checkers. Joseph Humphrey with Venue Services can assist you with all of your needs. He may be reached at joseph.humphrey@kyvenues.com

Please also note that upon the conclusion of your event you will receive a customer satisfaction survey. The information that you provide will be sent directly to our General Manager, Blake Henry. Our team reviews each evaluation to make certain that our customers' expectations are being exceeded.

I look forward to meeting with you and discussing the details of your event! Please feel free to contact me if you have any questions or concerns.

We look forward to serving you,

Team KICC

Exhibitor Services Information

FIRST AID POLICY

First Aid is **required** for all events that is anticipating a total attendance of 1500 or more. Please send the following information to your event manager when you place your first aid order:

- Event Name:
- Event Contact:
- Billing Address:
- Email Address:
- First Aid Schedule:

Once the order is placed, an estimate will be sent to you, from your event manager. There is a (4) hour minimum for all first aid orders.

Contacting First Aid:

- Go directly to the first aid station for assistance
- Call Security Office 502-595-4362 to get first aid to your location
- Call your event manager to get first aid to the proper location

Post Event, the final bill will be sent from the Red Cross directly.

| Estimated Attendance | Required Coverage |
|--------------------------------|---|
| 0 - 1500 | Single team of Louisville Red Cross Paramedics Recommended |
| 1500 - 3000 | Single team of Louisville Red Cross Paramedics Required |
| 3000 - 7500 | Two teams of Louisville Red Cross Paramedics Required |
| 7500+ | See Event Manager for Custom Event Staffing |
| All Contracted Athletic Events | Louisville Metro EMS / Paramedic team with Ambulance |

| | Louisville Metro EMS | Louisville Red Cross Paramedics |
|-------------------|-------------------------------------|------------------------------------|
| Staff Member Rate | \$130/hr (Team of 2 + Ambulance) | \$67/hr (Team of 2) |
| Minimum Hours | 4 Hours | 4 Hours |

Exhibitor Services Information

LOADING DOCKS

KICC offers (2) separate loading docks for exhibitor / decorator move-in and move-out purposes.

- **Second Street Loading Dock:**
Located on Second Street between Market Street and Jefferson Street on the East side of the building. Assigned dock slips will be based on the availability and other events in house
- **Third Street Loading Dock:**
Located on Third Street between Market Street and Jefferson Street. Please note there is only one slip in this location. Assigned dock slips will be based on the availability and other events in house

If you need to use KICC staffing and fork lift in regards to unloading the needs to be prescheduled to ensure availability. Show or exhibitor provided forklifts must be operated by a certified driver. All freight brought into the facility on carts or dollies must be brought in through the loading docks. Only hand-carried items may be brought in through the front public entrances. Please use the freight elevator for movement of the freight from level to level. Passenger elevators and escalators are not to be used. Damage to the facility will be charged to the responsible party or event.

The loading dock is permitted for loading and unloading only and is time limited for all Personal Vehicles. Dock Slips in the loading dock are reserved for Box trucks, 53' trailers, etc. Any unauthorized parked vehicles or vehicles that are found loading in/out for a prolonged amount of time will be asked to be moved, and may be towed if not moved.

The registered Exhibitor may perform all setup/teardown of their booth, displays, and/or product materials subject to safety policies established by KICC. However, shows which have contracted with a decorator may be bound by the terms of that contract. In addition, there may be certain instances where the KICC labor may be required.

The loading dock is not for exhibitor or truck parking. See the Parking section for where you may park personal and business vehicles, trucks, and/or trailers.

Exhibitor Services Information

Directions to Second Street Loading Dock

From Cincinnati:

- I-71 to I-65 South to Jefferson Street/Downtown exit, Exit #136C. Stay in left lane of exit ramp, sign says Brook Street. Go straight on Brook Street two blocks and turn left on Main Street. Go two blocks, turn left on Second Street. Entrance is second roll-down door (closest to Jefferson Street)

From Indianapolis:

- I-65 South to Jefferson Street/Downtown exit. Stay in left lane of exit ramp, sign says Brook Street. Go straight on Brook Street two blocks and turn left on Main Street. Go two blocks, turn left on Second Street. Entrance is second roll-down door (closest to Jefferson Street)

From Lexington:

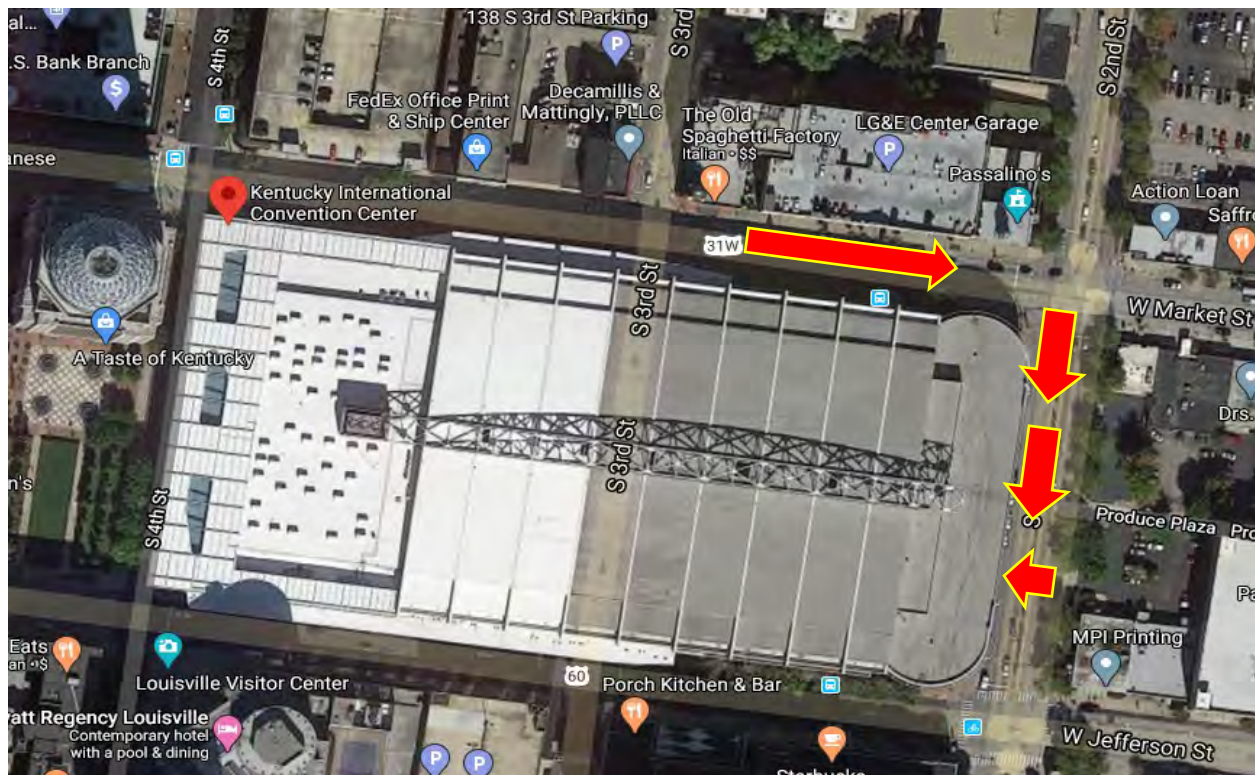
- I-64 West to Third Street/River Road exit. Stay in left lane of exit ramp. Go to third light and turn left on Market Street. Go one block and turn right onto Second Street. Entrance is second roll-down door (closest to Jefferson Street)

From Nashville:

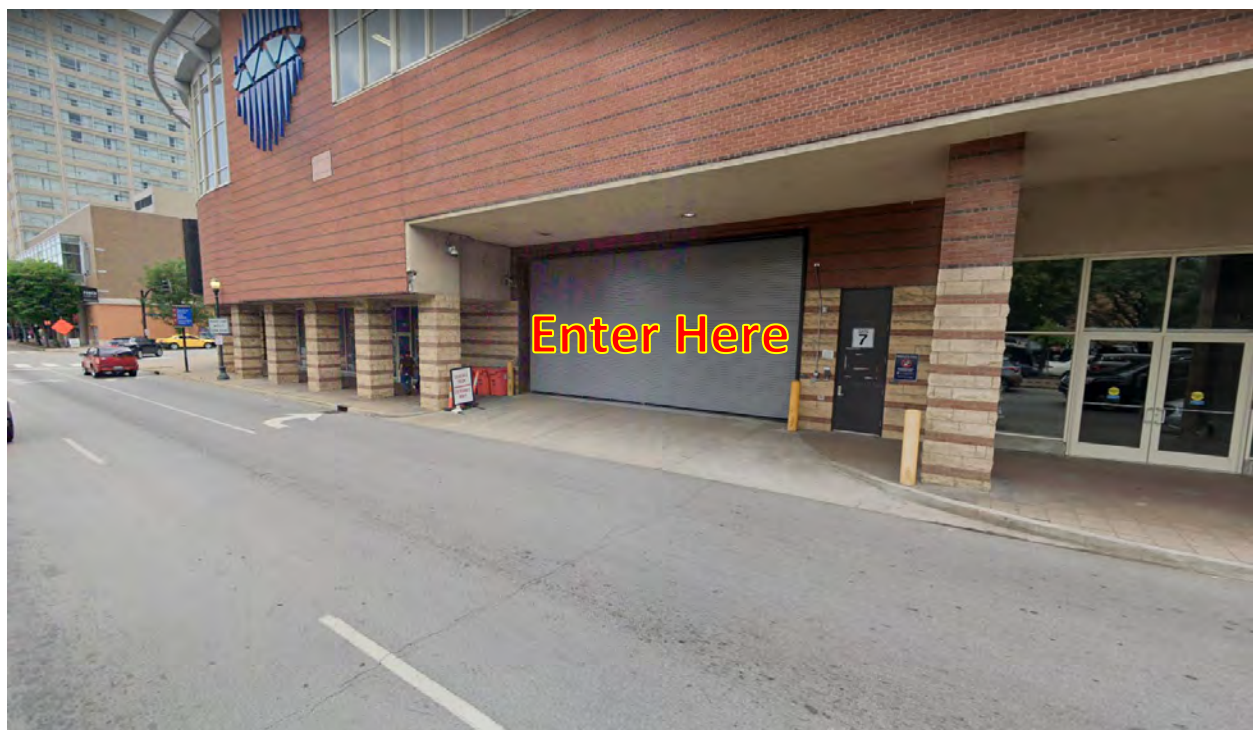
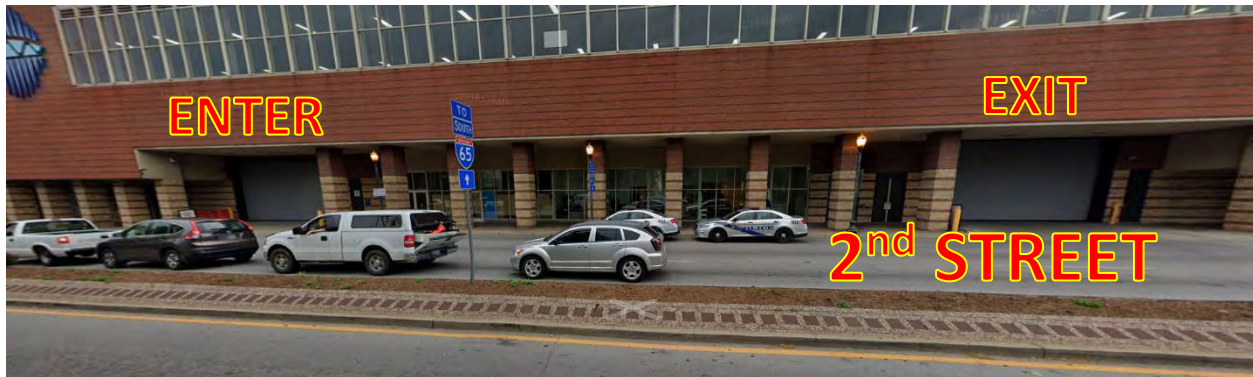
- I-65 North to the Brook Street exit (136B). Straight on Brook for several blocks, turn left on Main Street. Turn left on Second Street, loading dock entrance is second, Southernmost roll-down door (closest to Jefferson Street)

From St. Louis:

- I-64 East to Downtown/Roy Wilkins Ave (Exit 4) and left at end of exit ramp – you will be on Market Street. From Market Street turn right on Second Street, loading dock entrance is second roll-down door (closest to Jefferson Street)



Exhibitor Services Information



Exhibitor Services Information

Directions to Third Street Loading Dock

From Cincinnati:

- I-71 to I-65 South to Jefferson Street/Downtown exit. Stay in left lane of exit ramp, sign says Brook Street. Go straight on Brook Street two blocks and turn left on Main Street. Go three blocks, turn left on Third Street. Entrance is overhead door on the right.

From Indianapolis:

- I-65 South to Jefferson Street/Downtown exit. Stay in left lane of exit ramp, sign says Brook Street. Go straight on Brook Street two blocks and turn left on Main Street. Go three blocks, turn left on Third Street. Entrance is overhead door on the right.

From Lexington:

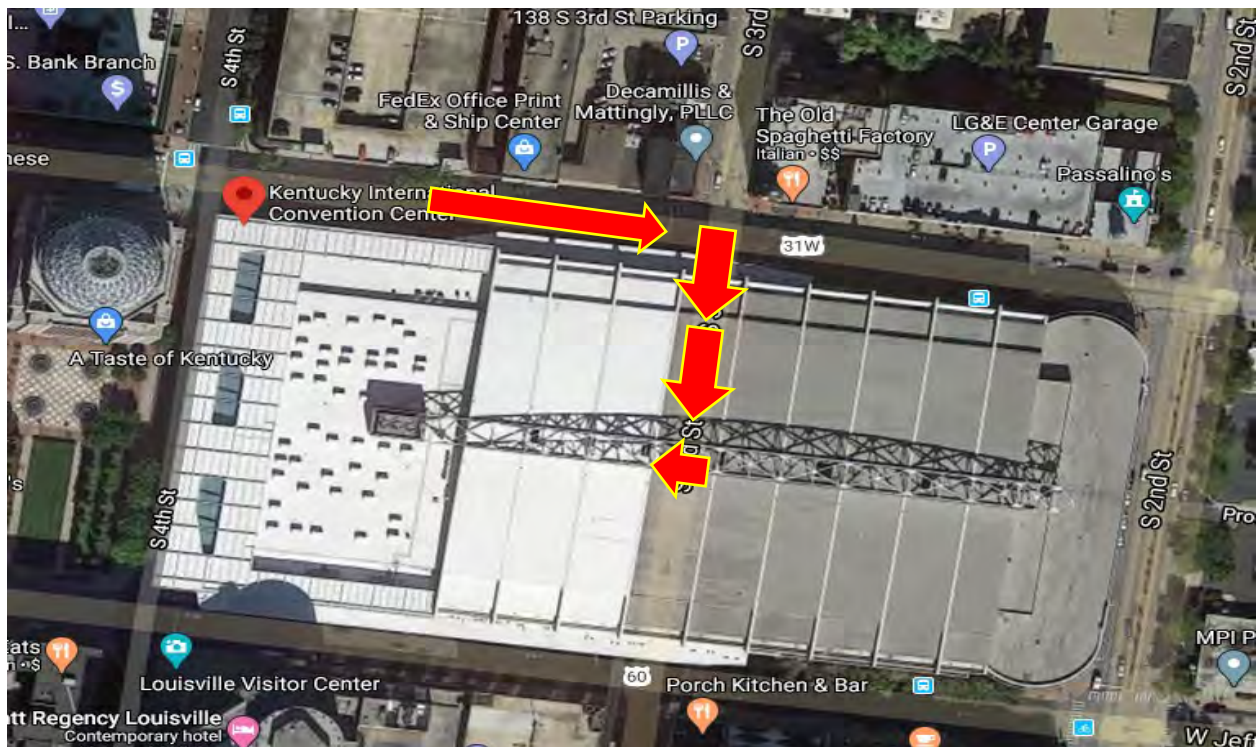
- I-64 West to Third Street/River Road exit. Stay in left lane of exit ramp. Go through three lights. Entrance is the overhead door on the right between Market and Jefferson.

From Nashville:

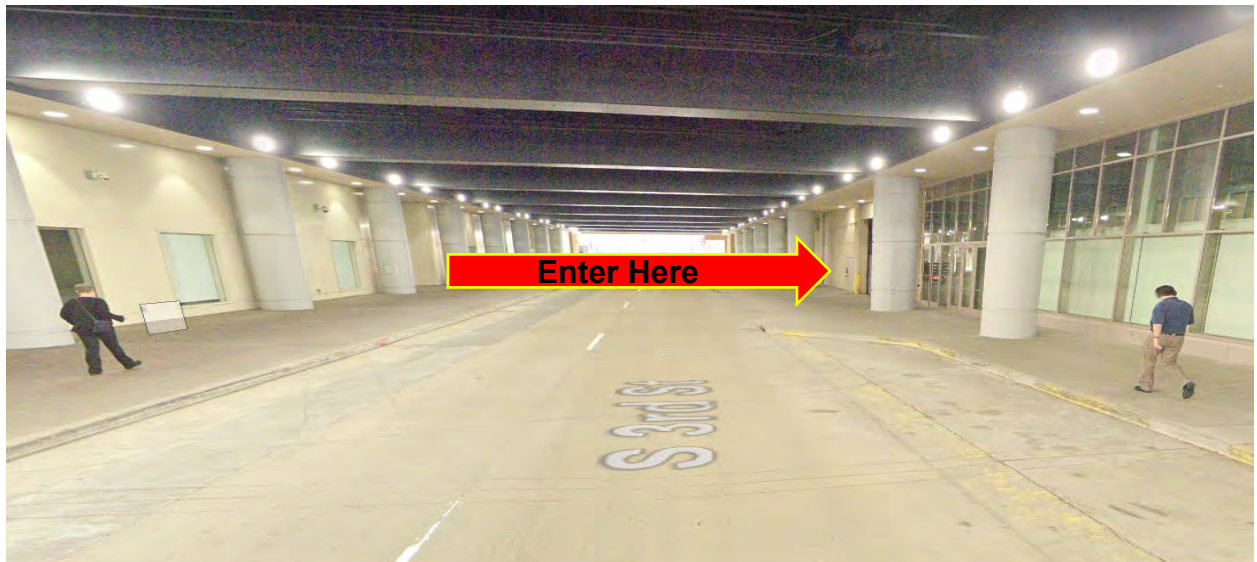
- I-65 North to the Brook Street exit (136B). Straight on Brook for several blocks, turn left on Main Street. Go three blocks, turn left on Third Street. Entrance is overhead door on the right.

From St. Louis:

- I-64 East to Downtown/Roy Wilkins Ave (Exit 4) and left at end of exit ramp – you will be on Market Street. From Market Street turn right on Third Street, loading dock entrance is the overhead door on the right between Market and Jefferson.



Exhibitor Services Information



Exhibitor Services Information

PARKING

Kentucky International Convention Center offers two parking garages. Cowger garage and Commonwealth garage with a total of 28 ADA compliant parking spaces. Availability of parking is first come first serve basis. Please see the below parking maps to where exhibitors and attendees are permitted to park.

Rates:

\$2 — 0 min to 1 hour

\$4 — 1 hour to 2 hours

\$6 — 2 Hours to 3 Hours

\$8 — 3 Hours to 8 Hours

\$10 — 8 Hours to 24 Hours

A lost parking ticket will result in a \$20 charge per day. For more information please contact the parking office at (502) 595-3550.

Please keep in mind, the loading dock are permitted for loading and unloading only and is time limited for all Personal Vechiles. Dock Slips in the loading dock are reserved for Box trucks, 53' trailers, etc. Any unauthorized parked vehicles or vehicles that are found loading in/out for a prolonged amount of time will be asked to be moved, and may be towed if not moved.

Directions:

Cowger Garage is located at 4th & Market Street (next to FedEx).

Commonwealth Garage is located on Jefferson Street (middle of block on left hand side) between 3rd & 4th Streets and connected to Hyatt Regency.



Exhibitor Services Information



Exhibitor Services Information

WATER FILLS & DRAINS

Tanks, drums, barrels, and other containers requiring water fill and drain must be filled and drained by KICC Staff and are subject to the water fill fee listed on the Service Order Form. All fountains or other decorative water containers must be waterproof and of sufficient density to avoid leaks.

Plastic must be placed underneath the display for additional protection. All water displays must be pre-approved by the General Manager or designee. We reserve the right to drain any container that shows sign of leakage or is otherwise deemed inadequate by staff. Containers showing signs of leakage will be drained without notice.

Exhibitors assume responsibility for any damage to KICC facilities caused by faulty exhibitor equipment or negligent operation of equipment. We cannot accept responsibility for pressure fluctuations due to temporary conditions beyond our control. For your protection, we advise installing appropriate regulators on any connection requiring critical control of pressure, moisture content, etc. We will not be responsible for damage or loss to any equipment or components or injury to any person caused by unauthorized installation of any equipment, connection to service, or interconnection of any equipment by persons other than our trained staff.

EXHIBITOR FORMS ARE ON THE FOLLOWING PAGES

EXHIBITOR SERVICES FORM EQUIPMENT ORDER FORM

Kentucky International
Convention Center
221 South Fourth Street
Louisville, Kentucky 40202
kyconvention.com



Online Ordering Now Available at kyconvention.com/order-services

Credit card information is **ONLY** accepted online or by phone. Advance orders must be completed online or postmarked with payment no later than (21) days prior to the first show day. Any order made after the designated advance date will be charged the regular rate. For information regarding services, please call **(502) 595-4367**. For information regarding payment procedures, please call **(502) 367-5227**.

| CONTACT INFORMATION | | |
|---------------------|-------|---------------|
| Event Name | | Event Date(s) |
| Company Name | | Booth Number |
| Contact Person | | |
| Mailing Address | | |
| City | State | Zip |
| Phone | Email | |

| ITEM | ADVANCE RATE | QTY | TOTAL |
|---|--|---|--|
| Stage 6' x 8' section (12"H, 16"H) 8' x 8' section (40"H up to 60"H) | \$1.25 sq.ft | _____ | \$ _____ |
| SEATING Banquet Chair Boardroom Chair Bleachers | \$11.50 \$25 Call | _____ _____ _____ | \$ _____ \$ _____ \$ _____ |
| TABLES 5' Round 6' Round 30" Round (Cocktail) 30" Round (Tall Boy) 8' x 30" Rectangle 8' x 18" Rectangle | \$30 \$30 \$20 \$20 \$20 \$20 | _____ _____ _____ _____ _____ _____ | \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ |
| TABLE LINEN 8' x 30" Table Linen Round Table Linen Spandex Table Cover 8' x 30" Table Skirted | \$8 \$10 \$19.50 \$25 | _____ _____ _____ _____ | \$ _____ \$ _____ \$ _____ \$ _____ |
| MISCELLANEOUS American Flag State Flag Extension Cord Easel Copies Tensa Barrier Cable Ramps Fire Extinguisher (rental) Garment Rack w/hangers Garbage Compactor | \$17 \$17 \$25 \$10 \$0.40 \$10 \$25 \$40 \$25 \$80/Ton | _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ | \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ |

| ITEM | ADVANCE RATE | QTY | TOTAL |
|--|--|--|--|
| FREIGHT & HANDLING Small Package Delivery 1-49lbs. Small Package Delivery 50-100lbs. Freight - Drayage per pound after 100lbs. Shrink Wrap Skid/Item Banding per Skid/Item | \$20 \$45 \$65 \$60 \$75 | _____ _____ _____ _____ _____ _____ _____ | \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ |
| GENERAL LABOR Badge Checker Coat Check Attendant Concierge (Info Booth) Ticket Taker Greeters/Ushers Banner Hanging Dock Master T-Shirt Security LMPD (Uniformed, armed off-duty Police) EMT team (2) (with Ambulance) First aid team (2) Electrician (1hr min) Plumber (1hr min.) | \$16.50/hr \$18.50/hr \$18.50/hr \$16.50/hr \$16.50/hr \$40/hr \$19.50/hr \$18.50/hr \$38 & Up/hr \$105/hr \$67/hr \$70/hr \$70/hr | _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ | \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ |
| GRAND TOTAL \$ _____ | | | |

All work performed on equipment by KICC service personnel including repairs, tracing malfunctions, etc., is charged prevailing rates at one-hour increments (one-hour minimum). Orders received less than 36 hours prior to show may not be installed in time for opening. Prices are subject to change without notice.

If you prefer to pay by check, please complete this service order form and submit to the address below.
Kentucky Venues | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233

EXHIBITOR SERVICES FORM COMPRESSED AIR/WATER/DRAINAGE

Kentucky International
Convention Center
221 South Fourth Street
Louisville, Kentucky 40202
kyconvention.org



Online Ordering Now Available at www.kyconvention.org/facilityservices.html

Credit card information is **ONLY** accepted online or by phone. Advance orders must be completed online or postmarked with payment no later than (21) days prior to the first show day. Any order made after the designated advance date will be charged the regular rate. For information regarding services, please call **(502) 595-4367**. For information regarding payment procedures, please call **(502) 367-5227**.

| CONTACT INFORMATION | | |
|---------------------|-------|---------------|
| Event Name | | Event Date(s) |
| Company Name | | Booth Number |
| Contact Person | | |
| Mailing Address | | |
| City | State | Zip |
| Phone | Email | |

| SERVICE | ADVANCE RATE | FLOOR RATE | TOTAL |
|---------|--------------|------------|-------|
|---------|--------------|------------|-------|

Connection rates listed below cover bringing service from main line to booth. All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees. A separate connection fee will be made for each piece of equipment using connected service, whether connected direct or otherwise.

| | | |
|--|--|-------------------------------------|
| COMPRESSED AIR: 125lbs PSI | ADVANCED RATE (If received 14 days prior) | FLOOR RATE |
| _____ Service Charge for each line run from main line to booth | \$150.00 X _____ | \$200.00 _____ |
| _____ Each additional connection within booth (Min. labor: 1hr. in + 1 hr. out = 2 hr. minimum) | \$100.00 x _____ | \$125.00 _____ Plus KY sales tax |

Circle size of connections required – 1/4" 1/2" 3/4" – Circle location of connection(s) – Left Rear Right
CFM Required _____ PSI Required _____

NOTE: Pressure may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

NOTE: Service is only available in Exhibit Halls

| | | |
|--|------------------|-------------------|
| WATER: Minimum 50 PSI / Maximum 90 PSI / Outlet is 3/4" | ADVANCED RATE | FLOOR RATE |
| _____ Service Charge for first connection | \$150.00 X _____ | \$200.00 X _____ |
| _____ Each additional connection | \$110.00 X _____ | \$ 130.00 X _____ |

NOTE: Service is only available in Exhibit Halls

| | | |
|---|------------------|------------------|
| DRAINAGE: | ADVANCED RATE | FLOOR RATE |
| _____ Service Charge for first connection | \$120.00 X _____ | \$150.00 X _____ |
| _____ Each additional connection | \$ 90.00 X _____ | \$100.00 X _____ |

NOTE: Service is only available in Exhibit Halls

| | | |
|-----------------|------------------|------------------|
| PLUMBER: | ADVANCED RATE | FLOOR RATE |
| Order Rate | \$ 80.00 _____ | \$125.00 X _____ |
| Overtime Rate | \$125.00 X _____ | \$172.50 X _____ |

GRAND TOTAL _____

All work performed on equipment by KICC service personnel including repairs, tracing malfunctions, etc., is charged prevailing rates at one-hour increments (one-hour minimum). Orders received less than 36 hours prior to show may not be installed in time for opening. Prices are subject to change without notice.

If you prefer to pay by check, please complete this service order form and submit to the address below.
Kentucky State Fair Board | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233

EXHIBITOR SERVICES FORM FORK LIFT ORDER FORM

Kentucky International
Convention Center
221 South Fourth Street
Louisville, Kentucky 40202
kyconvention.org



Online Ordering Now Available at www.kyconvention.org/facilityservices.html

Credit card information is **ONLY** accepted online or by phone. Advance orders must be completed online or postmarked with payment no later than (21) days prior to the first show day. Any order made after the designated advance date will be charged the regular rate. For information regarding services, please call **(502) 595-4367**. For information regarding payment procedures, please call **(502) 367-5227**.

| CONTACT INFORMATION | | |
|---------------------|-------|---------------|
| Event Name | | Event Date(s) |
| Company Name | | Booth Number |
| Contact Person | | |
| Mailing Address | | |
| City | State | Zip |
| Phone | Email | |

Labor and equipment service for lessee/exhibitors of the Kentucky Convention Center shall be charged the following:

| Date Needed | Number Needed | Work Required | Hours Worked | Advance Order Rate | Floor Order Rate | Total Amount |
|-------------|---------------|---|--------------|--------------------|------------------|--------------|
| | | Bobcat or 6,000-8,000lb Forklift with KSFB Operator | | \$110.00 | \$160.00 | |
| | | JLG Hy-Lift with KSFB Operator | | \$200.00 | \$300.00 | |
| | | Scissor Lift with KSFB Operator | | \$180.00 | \$270.00 | |

Starting Time _____ Work Accepted _____

Stopping Time _____ Date _____ Total _____

All charges are based on a one-hour minimum. Prices are subject to change without notice.

Straight time is Monday through Friday, 7:30am-4:00pm.

Overtime is all other hours including weekends. Holidays are double time.

For information regarding services, please call **(502) 595-4367**.

For information regarding our payment procedures, please call **(502) 367-5227**.

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If you prefer to pay by check, please complete this service order form and submit to the address below.
Kentucky State Fair Board | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233



INTERNET, NETWORK and VOICE SERVICES ORDER FORM

Kentucky International
Convention Center
221 South Fourth Street
Louisville, Kentucky 40202
kyconvention.org



Online Ordering Now Available at www.kyconvention.org/facilityservices.html

Credit card information is **ONLY** accepted online or by phone. Advance orders must be completed online or postmarked with payment no later than (21) days prior to the first show day. Any order made after the designated advance date will be charged the regular rate. For information regarding services and payment procedures, please call **(502) 595-3575**.

| CONTACT INFORMATION | | |
|---------------------|-------|---------------|
| Event Name | | Event Date(s) |
| Company Name | | Booth Number |
| Contact Person | | |
| Mailing Address | | |
| City | State | Zip |
| Phone | Email | |

| SERVICE | ADVANCE RATE | FLOOR RATE | TOTAL |
|--|--------------|------------|----------|
| Routers Prohibited | | | |
| Broadband Internet Service (1.5 Mbps) | \$650 | \$900 | \$ _____ |
| Broadband Internet Service (up to 10 Mbps) | \$900 | \$1,150 | \$ _____ |
| Additional devices for Broadband Service, per device up to 4 | \$140 | \$200 | \$ _____ |
| Routers Supported | | | |
| Dedicated 3Mbps | \$3,000 | \$4,300 | \$ _____ |
| Dedicated 6Mbps | \$4,900 | \$6,900 | \$ _____ |
| Dedicated 10Mbps | \$6,700 | \$9,400 | \$ _____ |
| Upgrade to 29 Public Static IP Addresses | Call | Call | \$ _____ |
| Equipment & Labor | | | |
| Switch Rental - up to 24 ports | \$150 | \$200 | \$ _____ |
| Patch Cable | No Charge | No Charge | \$ _____ |
| Labor/Floor work (Fee per Hour) | \$90 | \$110 | \$ _____ |
| Fiber Optic Dry Pair | \$800 | \$800 | \$ _____ |
| VLAN Setup & Configuration | \$2,500 | \$2,500 | \$ _____ |
| Internal Networking Room-to-Room, per connection | \$250 | \$350 | \$ _____ |
| Change/Move Fee (Moving connection once installed) | \$100 | \$150 | \$ _____ |
| Voice Services | | | |
| Single Line | \$200 | \$300 | \$ _____ |
| Speaker Phone w/PolyCom Unit | \$300 | \$425 | \$ _____ |
| Optional Telephone Services (Multi Line Phone Set) | \$300 | \$350 | \$ _____ |
| ISDN Lines, 3rd Party Circuits | Call | Call | \$ _____ |
| Special Quote - Please attach a Statement of Work | Call | Call | \$ _____ |
| Wi-Fi | | | |
| 1.5 Mbs to 3 Mbps | | | |
| 24 hours | \$14.95 | \$14.95 | \$ _____ |
| 3 Days | \$44.95 | \$44.95 | \$ _____ |
| 5 Days | \$75 | \$75 | \$ _____ |
| Dedicated Wi-Fi Hot Spot | Call | Call | \$ _____ |
| GRAND TOTAL | | | \$ _____ |

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If you prefer to pay by check, please complete this service order form and submit to the address below.
Kentucky State Fair Board | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233

EXHIBITOR SERVICES FORM ELECTRICAL SERVICES

Kentucky International
Convention Center
221 South Fourth Street
Louisville, Kentucky 40202
kyconvention.com



Online Ordering Now Available at kyconvention.com/order-services

Credit card information is **ONLY** accepted online or by phone. Advance orders must be completed online or postmarked with payment no later than (21) days prior to the first show day. Any order made after the designated advance date will be charged the regular rate. For information regarding services, please call **(502) 595-4367**. For information regarding payment procedures, please call **(502) 367-5227**.

| CONTACT INFORMATION | | |
|---------------------|-------|---------------|
| Event Name | | Event Date(s) |
| Company Name | | Booth Number |
| Contact Person | | |
| Mailing Address | | |
| City | State | Zip |
| Phone | Email | |

Conditions & Regulations

1. Wall, column and permanent building utility outlets are not a part of exhibit space and are not to be used by exhibitors unless specified otherwise.
2. Rates listed are subject to change without notice.
3. Rates listed cover only the provision of service to the exhibit space in the most convenient manner and do not include connection equipment or special wiring.
4. All material and equipment furnished by Kentucky International Convention Center (KICC) for a service order shall remain KICC's property and shall be removed only by KICC at the end of the event.
5. All equipment, regardless of the source of power, must comply with all national, state and local safety codes.
6. All equipment must be properly wired and tagged with complete information including type of current, voltage, phase, cycle, horsepower, etc.
7. All cords provided by an exhibitor must be the 12/3 wire ground type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized shall be grounded.
8. All fountains and pumps should have Ground Fault Interruption (G.F.I.) protection.
9. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without a KICC electrician. However, a KICC electrician must make all service connections and overload protection to such equipment.
10. Unless otherwise directed, KICC electricians are authorized to cut floor coverings to permit installation of service.
11. Claims will not be considered unless filed prior to the end of the event.
12. Exhibitors shall pay for any required services, equipment, material and technicians at prevailing rates and conditions at the time of the event.
13. All power subject to booth location.

Standard Electrical Service

208/120 Volt AC single phase or three phase
480/277 Volt AC single phase or three phase (where available)

Electrician Labor

- A one-hour minimum charge will apply.
- Straight time Monday-Friday (7:30-4:00pm)
- Overtime All other hours Monday-Friday and weekends
- Double time Holidays

For information regarding services, please call **(502) 595-4367**.

For information regarding payment procedures, please call **(502) 367-5227**.

| ELECTRIC SERVICES | | | | |
|----------------------|--------------------|---------|--------|------|
| QTY | DESCRIPTION | ADVANCE | FLOOR | COST |
| | 20 AMP | \$120 | \$180 | \$ |
| 208 SINGLE PHASE | | | | |
| | 208v/30amp | \$260 | \$400 | \$ |
| | 208v/60amp | \$430 | \$630 | \$ |
| | 208v/100amp | \$530 | \$750 | \$ |
| 208 THREE PHASE | | | | |
| | 208v/30amp | \$330 | \$480 | \$ |
| | 208v/60amp | \$540 | \$840 | \$ |
| | 208v/100amp | \$780 | \$1000 | \$ |
| | 208v/200amp | \$1200 | \$1600 | \$ |
| 480 THREE PHASE | | | | |
| | 480v/30amp | \$560 | \$840 | \$ |
| | 480v/60amp | \$750 | \$1100 | \$ |
| | 480v/100amp | \$1400 | \$2200 | \$ |
| LABOR | | | | |
| # HRS | TYPE | REGULAR | O/T | COST |
| | Electrician | \$70 | \$115 | \$ |
| | Electrician Helper | \$50 | \$90 | \$ |
| GRAND TOTAL \$ _____ | | | | |

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If you prefer to pay by check, please complete this service order form and submit to the address below.
Kentucky Venues | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233

EXHIBITOR SERVICES FORM

OUTLET and DISTRIBUTION

LOCATION GRID

Kentucky International
Convention Center
221 South Fourth Street
Louisville, Kentucky 40202
kyconvention.com



Please email completed form to exhibitor.services@kyvenues.com.

| | |
|--------------|------------|
| Company Name | |
| Show Name | |
| Booth Number | Booth Size |

1. Either write the measurements or use the boxes as the scale for outlet locations.
Each square = _____ feet.
2. Mark the adjoining booth # or aisle for orientation.

| | | | | | | | | | | | |
|---|---|--|--|--|--|--|--|--|--|--|---|
| ADJACENT BOOTH # _____ OR AISLE # _____ | ADJACENT BOOTH # _____ OR AISLE # _____ | | | | | | | | | | ADJACENT BOOTH # _____ OR AISLE # _____ |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| ADJACENT BOOTH # _____ OR AISLE # _____ | | | | | | | | | | | |

Information regarding services: **(502) 595-4367**
Information regarding payment procedures: **(502) 367-5227**



KENTUCKY INTERNATIONAL CONVENTION CENTER

MATERIAL HANDLING AND FREIGHT SERVICE ORDER FORM

A **Method of Payment Form** must accompany a service order form to be considered complete – **no exceptions**.
Advance orders must be completed online or postmarked with payment no later than (21) days prior to the first show day.
Any order made online or postmarked after the designated advance date will be charged the floor rate – **no exceptions**.

Event Name: _____ Event Date(s): _____
Company Name: _____ Booth #: _____
Contact: _____
Address: _____ City/State/Zip : _____
Phone: _____ Email: _____

**Please read the Shipping and Material Handling Instructions on the
following page before proceeding with your order.**

MATERIAL HANDLING AND FREIGHT SERVICE

| CATEGORY | DESCRIPTION | RATE PER CWT |
|----------|---|--------------------|
| A | Advanced Warehouse* – received two weeks prior to first move-in date | \$57.00 |
| B | Targeted/On-site Shipments – received during move-in | \$53.00 |
| C | Uncrated Advanced* – Non-palletized/non-rolling/loose shipments that require special handling that is received two weeks prior to first move-in date | \$74.00 |
| D | Uncrated Targeted – Non-palletized/non-rolling/loose shipments that require special handling that is received on targeted date/on-site | \$69.00 |
| E | Small Package Deliveries – UPS and FedEx: 1-49 lbs. 50-100 lbs. | \$20.00 \$45.00 |

Shipments that are over 100 lbs. – CWT rate applies (2 CWT minimum)

*** Freight that is received before the Advanced Warehouse and/or Uncrated Advanced date(s) will be charged an additional \$7.00 per CWT.**

ESTIMATED MATERIAL HANDLING CALCULATION

| | CATEGORY | # OF PIECES | CWT WEIGHT | CWT RATE | ESTIMATED TOTAL |
|------------|----------|-------------|------------|----------|-----------------|
| Shipment 1 | _____ | _____ | _____ | _____ | _____ |
| Shipment 2 | _____ | _____ | _____ | _____ | _____ |
| Shipment 3 | _____ | _____ | _____ | _____ | _____ |

GRAND TOTAL

☐ **Mobile Spotter Fee** – Assistance with clearing aisles and moving rolling equipment.

\$110.00 Flat Fee

For information regarding services, please call **(502) 595-4367**.
For information regarding our payment procedures, please call **(502) 367-5227**.

Revised 2/24/2015



KENTUCKY INTERNATIONAL CONVENTION CENTER

SHIPPING AND MATERIAL HANDLING INSTRUCTIONS

ALL SHIPMENTS MUST ARRIVE PREPAID.
UNCRATED OR UNMARKED SHIPMENTS WILL **NOT** BE RECEIVED.

RECEIVING AND HANDLING IN-BOUND SHIPMENTS

- Freight handling charges (drayage) will be applied to all shipments received by KICC.
- The charges are the responsibility of the exhibitor for whom the shipment is addressed.
- Boxed, crated or palletized shipment will be received up to two (2) weeks prior to the first official move-in day.
- All shipments must arrive prepaid and have a bill of lading attached. Bill of lading should contain the following information: the number of pieces, type of merchandise, certified weight, show name and booth number.
- Drayage is based on incoming weight only.
- KICC reserves the right to estimate the weight on shipments received without a bill of lading. In such cases, the estimated weight will be billable if a certified weight receipt is not provided prior to move-out.
- KICC will deliver the shipment to the exhibit booth as labeled, based on the installation schedule. KICC will not be responsible for shipments after they have been placed in the booth.

EMPTY CONTAINER STORAGE AND RETURN

- KICC will provide storage labels for empty crates. The exhibitor is responsible for filling out the labels and affixing label to the crates.
- KICC will remove and store the empty crates during the show.
- KICC will return all empty containers at the end of the show.

OUTBOUND SHIPPING

- KICC will have shipping labels, bills of lading and shipping information available prior to move-out.
- The exhibitor will be responsible for packing, labeling and returning completed bills of lading to the service desk / office.
- The exhibitor will be responsible for contracting carriers if other than official show carrier.
- KICC will move shipments from exhibitors' booth onto the outbound carrier.
- KICC reserves the right to assign shipment to official carrier if not picked-up at conclusion of exhibitors' move-out times.
- Commercial carriers will **NOT** pick-up uncrated shipments. KICC reserves the right to bill exhibitors for labor and materials needed to crate or palletize materials left for shipment.

GENERAL CONDITIONS

- KICC reserves the right to correct the number of pieces the exhibitor declares to be actual pieces in the booth at time of pick-up.
- KICC will **NOT** be responsible for concealed damages or loss of exhibit material left in booth for shipment at close of event.
- KICC will **NOT** be responsible for items after tendered to common carrier.
- **All services must be prepaid. Check, Credit Card or wire ACH information must accompany order to be rendered prior to opening of the show.**

Rates are based on a per shipment basis. A shipment is considered freight received from one shipment origin on one day. Each separate delivery is considered a separate shipment.

For information regarding services, please call **(502) 595-4367**.
For information regarding our payment procedures, please call **(502) 367-5227**.

Revised 2/24/2015