SERVICE INFORMATION

BOOTH EQUIPMENT
Each 8’ x 10’ or 10’ x 10’ booth will be set with 8’ high RED and WHITE back drape and 3’ high RED side dividers. Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request. No side item/materials higher than 3’.

EXHIBIT HALL CARPET
The exhibit area is carpeted, except 2nd and 3rd Floor Promenade Booths.

DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of advance order discount rates, place your order by Monday, October 28, 2019.

SHOW SCHEDULE
Booths must be staffed during exhibit hours at all times

EXHIBITOR MOVE-IN
For more information and helpful hints on pre-show procedures and move-in, please go to Pre-Show FAQ. Please refer to the target floor plan on pages 8 and 9 in the manual for Sunday Pavilion move-in information. All booths other than those in the South Corridor must be completely set by 5:00 AM on Tuesday, November 19th. Exhibits must be set and ready for opening by 9:00 AM.

If your booth set up time allows, we also recommend having your display shipped directly to the Hilton on Monday, November 18, 2019. This will ensure that no OT surcharges are applied to your Material Handling Rate. Please call the Freeman Exhibitor Services line for any questions or if you need further assistance.

EXHIBITOR MOVE-OUT - SOUTH CORRIDOR
For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ
We will return empty containers at the close of the show.

EXHIBITOR MOVE-OUT - 2ND FLOOR PROMENADE AND 2ND FLOOR PAVILIONS
For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ
We will return empty containers on Friday.
EXHIBIT HOURS - 3RD FLOOR FOYER AND PROMENADE 300, 400, 500 series booth numbers

<table>
<thead>
<tr>
<th>Day</th>
<th>November 19, 2019</th>
<th>9:00 AM - 4:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>November 20, 2019</td>
<td>9:00 AM - 4:00 PM</td>
</tr>
<tr>
<td>Wednesday</td>
<td>November 21, 2019</td>
<td>9:00 AM - 4:00 PM</td>
</tr>
<tr>
<td>Thursday</td>
<td>November 22, 2019</td>
<td>9:00 AM - 4:00 PM</td>
</tr>
</tbody>
</table>

Saturday, November 23, 2019 - VEITH optional exhibiting on Saturday will close at 2 PM on Saturday for companies that are keeping their existing booths and/or pavilions. Companies that are breaking down on Friday but keeping a tabletop display on Saturday, must be broken down by 2 PM Saturday. Please note that Move-Out will not begin before 4 PM.

* 3rd Floor Pavilions will remain open on Saturday until 2 PM.

EXHIBITOR MOVE-OUT - 3RD FLOOR FOYER AND PROMENADE

For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ

<table>
<thead>
<tr>
<th>Day</th>
<th>November 22, 2019</th>
<th>6:00 PM - 8:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>November 23, 2019</td>
<td>4:00 PM - 8:00 PM</td>
</tr>
</tbody>
</table>

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

EXHIBITOR MOVE-OUT - 3RD floor pavilions

For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ

<table>
<thead>
<tr>
<th>Day</th>
<th>November 23, 2019</th>
<th>4:00 PM - 8:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday</td>
<td>November 23, 2019</td>
<td>4:00 PM - 8:00 PM</td>
</tr>
</tbody>
</table>

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

Dismantle and Move-Out Information

All exhibitor materials must be removed from the exhibit facility by Saturday, November 23, 2019 at 8:00 PM. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by Saturday, November 23, 2019 at 6:00 PM.

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. 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 Services Department at (201) 299-7575 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
909 Newark Turnpike
Kearny, NJ 07032
(201) 299-7575 fax (469) 621-5618
FreemanNewYorkES@freeman.com

FREEMAN EXHIBIT TRANSPORTATION
(800) 995-3579 Toll Free US & Canada, (817) 607-5100 Local & International, (469) 621-5810 Fax
ON-SITE SERVICE CENTER HOURS
Sunday November 17, 2019  8:00 AM - 5:00 PM
Monday November 18, 2019  8:00 AM - 8:00 PM
Tuesday November 19, 2019  8:00 AM - 5:00 PM
Wednesday November 20, 2019  8:00 AM - 5:00 PM
Thursday November 21, 2019  8:00 AM - 5:00 PM
Friday November 22, 2019  8:00 AM - 5:00 PM
Saturday November 23, 2019  8:00 AM - 9:00 PM

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at www.freeman.com by Monday, October 28, 2019. 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. Additionally, you can now access Freeman Online from any device – desktop, laptop, tablet or via our new Freeman Online Mobile app.

To place online orders, you will be required to login with 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 www.freeman.com. You can also download and use the FOL Mobile App from the Apple or Android store, or here: folmobile.freeman.com. A mobile web version of the Freeman Online Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the Mobile App.

SHIPPING INFORMATION
Warehouse Shipping Address:
Exhibiting Company Name / Booth #____________
VEITHsymposium / AIMsymposium / AVIDsymposium 2019
C/O FREEMAN
909 NEWARK TURNPIKE
KEARNY, NJ 07032

Freeman will accept crated, boxed or skidded materials beginning Monday, October 21, 2019 at the above address. Material arriving after Monday, November 11, 2019 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 2:30 PM. If required, provide your carrier with this phone number: (201) 299-7575.

Show Site Shipping Address:
Exhibiting Company Name / Booth #____________
VEITHsymposium / AIMsymposium / AVIDsymposium 2019
C/O FREEMAN
NEW YORK HILTON MIDTOWN
1335 AVENUE OF THE AMERICAS
NEW YORK, NY 10019-6012

Please refer to the targeted floor plan for show site delivery.

Freeman will receive all other shipments at the exhibit facility beginning Monday, November 18, 2019. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. If required, provide your carrier with this phone number: (201) 299-7575.

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendor.

VEHICLE RESTRICTIONS
Due to the loading dock configuration, trucks are not to exceed 13’ high and 55’ long. Any truck over the 55’ length restriction will be subject to a “truck & driver” minimum charge of $350.00.

LABOR INFORMATION
Booth Installation & Dismantle: If utilizing Freeman labor, please refer to the Installation & Dismantle order form to place your order for display labor. Straight time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Service Desk.
Please note: All Exhibitor Appointed Contractors working on the exhibit floor are required to send their Certificate of General Liability insurance to Cleveland Clinic/VEITHsymposium / AIMsymposium / AVIDsymposium. Please refer to the "EAC" form after the General Information page.

ASSISTANCE
We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (201) 299-7575.

WE APPRECIATE YOUR BUSINESS!
FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Exhibitor Services at (201) 299-7575 or Freeman’s Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY
Order early to take advantage of advance order discount rates, place your order by Monday, October 28, 2019.

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

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

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

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

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

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

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

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

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

EXHIBITOR ASSISTANCE
Call Freeman’s Exhibitor Services department at (201) 229-7575 with any questions or needs you may have.

For more information and helpful hints on pre-show procedures and move-in, please go to Pre-Show FAQ

For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ
Interested in going green and saving money?

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

1. **Before the Show**
   - **Booth Structure**
     - **Option 1: Multiple Use**
       Use Forest Sustainable Certified (FSC) wood to build your booth and crates.
     - **Option 2: One-time Use**
       Rent locally from nearby Freeman offices to reduce both shipping costs and carbon emissions.
   - **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.

2. **Carpet**
   - **Option 1: Rent**
   - **Option 2: Color**

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.

7. **MOVE OUT**

**train your team**

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

8. **shipping out**

Pack in, pack out.
Leave no traces on show site.

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

9. **leftover materials**

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

**Donate the rest.**
Ask the Freeman Exhibition Recycling desk about local donation programs.

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**TYPICALLY RECYCLABLE**

- **Cardboard:** Used for signs or shipping boxes
- **Glass:** Green, brown, clear
- **Plastics:** Shrink-wrap or plastic banding used to secure shipments; water/oil bottles; plastic (acrylic) 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

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**TYPICALLY DONATE-ABLE**

- **Furniture:** Purchased items
- **Home furnishing:** Désign staging materials
- **Unused raw materials:** Plywood, autoflooring, 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
VEITHsymposium/AlMsymposium/AVIDsymposium
NOVEMBER 18-23, 2019
If your company plans to use a firm who is not an official service contractor as designated by Show Management, please complete this form and mail to the address listed above.

Company Name: ___________________________________________ Booth No.: __________________________

Contact at Show: ___________________________________________

Exhibitor Appointed Contractor: _______________________________

Address: __________________________________________________

_________________________________________________________

Type of Service to be Performed: ________________________________

Inform your Exhibitor Appointed Contractor that they **must** send a copy of their General Liability Insurance Certificate no later than 30 Days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit.

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

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

1. **Submit your payment information**
   Proceed to our electronic Freeman Pay site to securely submit your payment information
   [https://www.freemanpay.com/469125](https://www.freemanpay.com/469125)

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 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.
YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

• THE METHOD OF PAYMENT FORM IS SIGNED;
• AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN;
• WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Inc., Exhibit Surveys, Inc., Freeman Exhibit, Freeman Transportation, FreemanXP, Inc., Stage Rigging, Inc., The Freeman Company, Freeman Electrical, Inc., Freeman Digital Ventures, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited to, any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. secure funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form. Payment for Audio Visual services and equipment is due in advance of move-in, unless otherwise agreed in writing with Freeman. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals (excluding Audio Visual equipment and computers) include delivery, installation, and removal from EXHIBITOR'S booth. Rental prices on Audio Visual equipment and computers do not include labor, delivery, electrical services or removal of the equipment from the booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour “per person” charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpent, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. Audio Visual orders cancelled within 7 days from the show opening date will be charged a one-day rental rate on equipment. On-site cancellation of Audio Visual services will result in a one-day rental charge of equipment and any applicable labor. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment that were provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or service placed at show site must be paid at the show. For all others, there should be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR’S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR’S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR’S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

If FREEMAN provides electrical services, claims will not be considered, or adjustments made unless filed in writing, by EXHIBITOR, prior to the close of the event. FREEMAN is not responsible for any damage or loss caused by the loss of power beyond its control and EXHIBITOR agrees to hold FREEMAN, its officers, directors, employees and agents harmless from such power loss. IN EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. EXHIBITOR shall indemnify and hold harmless FREEMAN, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with EXHIBITOR'S actions or omissions under this Agreement. Please note that electrical services are NOT automatically included in Audio Visual rentals and must be ordered separately from the designated electrical provider.

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. If any labor secured through Freeman is conducting overhead work, the Exhibitor is responsible for ensuring that everyone in the area of overhead work is wearing a hard hat. If the Exhibitor does not have its own hard hats, Freeman can assist with obtaining them. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labor provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of FREEMAN includes any and all violations of Federal, State, County or Local ordinances, “Show Regulations and/or Rules” as published and/or set forth by Facility or Show Management, and/or directing labor provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO FREEMAN’S 'MATERIAL HANDLING TERMS & CONDITIONS’ AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE ‘SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT’ AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.
OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR
TRESPASS, OR ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL,
OCCUR EITHER PRIOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL,
OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR
TRESPASS, OR ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL,
In this two-page Contract (including the Air Cargo Service Request and Shipping Instructions Contract), the parties have specified services, which the parties have agreed upon. If a term "Shipper" means Freeman Decorating Services, Inc., its respective employees, officers, directors, agents, assigns, and affiliated entities, and each of them, including any contractors appointed by the Shipper. The term "Shipper" means the person or business for whom goods are transported, and includes entities such as directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only those who are not direct or indirect owners or operators of carriers. Freeman is all objects of any type received from the Shippers for transportation. Freeman agrees to perform all services in accordance with the provisions of this Contract, and the Carrier agrees that this shipment is subject to the TERMS stated herein. All TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

2. FUTAshiCONTRACT BETWEEN THE PARTIES: In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions Contract), Freeman and Shipper agree that this Contract shall govern their respective rights and obligations. In the event that any provision of this Contract shall be held void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED: Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for events or causes of delay, strike, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, force majeure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disorder, war, or any other cause beyond its control. If the property first comes into the physical possession of Freeman, and the responsibility of Freeman under this Contract shall end when property has been placed in the possession of the Consignee or the Consignee's designee, unless any reasonable request by a Czar inspector for permission to examine the property is denied. Freeman will not be responsible for the performance of individuals of firms who are not under the direct control, direction, management, or control by Freeman, including their respective employees, officers, directors, agents, assigns, affiliated companies, and related entities. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and related entities.

4. PACKAGING AND CRATES: Shipper's property must be well packed for safe and secure handling, storage, and transportation, and must be properly described on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions. Such notice shall advise that if Freeman does not receive information within 48 hours of the time of Freeman's attempt to make notification, it is the responsibility of the party to give notice to Freeman, and Shipper must make reasonable efforts to do so. Storage charges, based on Freeman's applicable rates, shall begin not sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that may be necessary to provide for the prompt delivery of the property. Shipper may place the shipment in public storage or at the owner's expense and without liability to Freeman if the seat of the property is not available for delivery.

5. REFUSED SHIPMENTS: If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake on the part of the Consignee, Freeman's liability shall then be that of a warehouseman.

6. LIMITATION ON SHIPPER’S RECOVERABLE DAMAGES: FREEMAN’S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING, BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY, DELAYS, UNAUTHORIZED DISPOSITION OF THE PROPERTY, OR INJURY TO PERSONS OR PROPERTY CAUSED BY MAINLY THE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, DELAY ON INTERNATIONAL SHIPMENTS, LOSS OR DAMAGE UNLESS CAUSED BY FREEMAN’S SOLE NEGLIGENT OR UNREASONABLE PERFORMANCE, DAMAGES ARISING FROM INADEQUATE PACKAGING, OR DAMAGES CAUSED BY THE INADEQUATE PACKAGING OF THE SHIPMENT, SHALL BE LIMITED TO THE LESSER OF THE VALUE OF THE PROPERTY OR THE FEE CHARGED THEREFOR. In the event of a dispute between Shipper and Freeman relative to any claim or other matter, there shall be no right of action against Freeman for any claim for carriage of any ship or person. If the claim is for loss or damage involving International shipments, the amount of liability will be subject to all other applicable limits of liability such as repair costs.

7. SHIPPER’S RESPONSIBILITIES AND INDEMNIFICATION: In the event that Freeman is held liable in any manner, Shipper shall indemnify Freeman from all claims or actions brought against Freeman and shall hold Freeman free and clear of any claims or actions, including but not limited to, any claims or actions arising from the death, physical injury, or property damage of any person, caused by Shipper’s or any of its agents or employees, and from any claim or action arising from any liability incurred under this Contract, before, during, or after the transportation of the shipper's property. Shipper shall pay all costs and expenses incurred in connection therewith, including reasonable attorneys' fees.

8. CLAIMS: Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of damage which could not have been noted at the time of delivery, within five (5) business days of delivery, of any loss or damage to the shipment. Notice of concealed damage must be confirmed in writing or via email at exhibit.transportation@freeman.com within five business days of receipt of the property. If Carrier schedules an inspection, claimant must hold the shipping container, all packaging material and contents in the same condition as they were when in damage was discovered. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest shall be evidence of receipt of the goods and the absence of any concealed damage; FREEMAN MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AND EXPRESSLY DISCLAIMS ANY AND ALL WARRANTIES. FREEMAN MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AND EXPRESSLY DISCLAIMS ANY AND ALL WARRANTIES. FREEMAN MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AND EXPRESSLY DISCLAIMS ANY AND ALL WARRANTIES.
This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract, except in writing, and then only by an authorized representative of Freeman.

1. DEFINITIONS. In this Contract, "Freeman" means Freeman Expositions, Inc. and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom the property is addressed, or for whom the property is being transported.

2. FINAL CONTRACT BETWEEN THE PARTIES. In exchange for Shipper's payments and Freeman's services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. The terms of this Contract supersede any communications that follow the terms of this Contract, including any communications in writing. The property shall be transported and handled in the manner agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. Notwithstanding the above limitations, Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any other cause not within Freeman's control that may delay the shipment or transportation.

3. FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, factory failure, fire, theft, vandalism, riot, act of God, force majeure, or any other cause for which Freeman is not responsible. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any other cause not within Freeman's control that may delay the shipment or transportation.

4. PACKAGING AND CRATES. Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability of the package or procedure for packaging or shipment that might use for its property. Freeman shall not be responsible for damage to loose or un fastened materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in the national Manual or Motor Freight Classification, published by the National Motor Freight Traffic Association. If the integrity of a shipment is in question, Freeman reserves the right to improve packaging at shipper's expense.

5. PERISHABLE GOODS. Goods of a perishable nature are carried in dry trailers without environmental or monitoring systems. Certain perishable goods may be required to be transported in refrigerated, heated, or specially equipped trailer. This carriage may be subject to additional charges. Shipper is re sponsible for bringing the goods to the loading dock at the correct temperature, and for ensuring that the container or equipment is properly set when the trailer is unloaded. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder after the property has been delivered to the Consignee or his agent without notice of loss or damage to property being served on Freeman within 5 business days of the date of the delivery of the property. The Con signee's agent without notice of loss or property damage committed by Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, lost profits, or any other economic loss; special damages, general damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud, false statements, gross negligence, or breach of warranty or of any other legal theory or cause. Freeman shall not be liable to recover or sustain any consequential damages, including, without limitation, attorneys' fees and investigation costs, on account of personal injury, death, or damage to property, or any other matter.

6. REFUSED SHIPMENTS. If the Consignee refuses a shipment for any reason, Freeman shall not be liable except if loss or damage occurred before refusal was made. Freeman shall not be liable for the return of the shipment, or for charges collected or paid by Freeman. If the property is to be consigned, Freeman shall not be liable for the value of the property, or for any value that is incorrectly stated by the Consignee agent. If the property is returned, Freeman shall not be liable for the return of the shipment, or for charges collected or paid by Freeman. If the property is consigned, Freeman shall not be liable for the value of the property, or for any value that is incorrectly stated by the Consignee agent.

7. INSURANCE. Freeman IS NOT AN INSURER. Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.

8. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES. Shipper understands that even if shipper's property is lost, stolen, damaged, or otherwise damaged, Freeman's maximum liability shall not exceed the lower of fair market value or the lesser of (a) $1.00 (USD) PER POUND OF CARGO LOST OR DAMAGED (including but not limited to consequential damages, lost profits, or any other economic loss); or (b) $100,000.00 (USD) which ever is lower.

9. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION.

(a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract.

(b) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all claims, damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, consequential damages, and any other damages, whether direct or indirect, (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to property, or any other matter.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all claims, damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, consequential damages, and any other damages, whether direct or indirect, on account of personal injury, death, or damage to property, or any other matter.

10. CLAIMS. Claims must be filed in writing (within 90 days) after the date of the delivery of the property (or the case of export traffic, within 9 months after delivery of the property), except that claims for failure to deliver must be filed within nine (9) months after a reasonable time for delivery has elapsed. Subs for loss, damage, or delay shall be instigated against Freeman no later than two (2) years and one (1) day from the day when written notice is given to Freeman by the consignee that the shipment has failed to arrive. Subs for loss, damage, or delay shall be instigated against Freeman no later than two (2) years and one (1) day from the day when written notice is given to Freeman by the consignee that the shipment has failed to arrive. Subs for loss, damage, or delay shall be instigated against Freeman no later than two (2) years and one (1) day from the day when written notice is given to Freeman by the consignee that the shipment has failed to arrive. Subs for loss, damage, or delay shall be instigated against Freeman no later than two (2) years and one (1) day from the day when written notice is given to Freeman by the consignee that the shipment has failed to arrive. Subs for loss, damage, or delay shall be instigated against Freeman no later than two (2) years and one (1) day from the day when written notice is given to Freeman by the consignee that the shipment has failed to arrive. Subs for loss, damage, or delay shall be instigated against Freeman no later than two (2) years and one (1) day from the day when written notice is given to Freeman by the consignee that the shipment has failed to arrive. Subs for loss, damage, or delay shall be instigated against Freeman no later than two (2) years and one (1) day from the day when written notice is given to Freeman by the consignee that the shipment has failed to arrive. Subs for loss, damage, or delay shall be instigated against Freeman no later than two (2) years and one (1) day from the day when written notice is given to Freeman by the consignee that the shipment has failed to arrive.

11. CHOICE OF FORUM / ARBITRATION. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ANY ACTION ARISING OUT OF THIS CONTRACT, OR CONCERNING THE INTERPRETATION OR ENFORCEMENT OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. ANY DISPUTES BETWEEN FREEMAN AND SHIPPER, WHETHER ARISING OUT OF OR RELATED TO THIS CONTRACT, WHETHER BASED ON CONTRACT, TORT, OR ANY OTHER LEGAL THEORY OR CAUSE, AND; (c) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR NOTIFIED OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.

12. MISCELLANEOUS. (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract.

(b) Shipper shall provide a complete list of the contents of the container and the rate charged by Freeman to the Consignee.

(c) Shipper agrees that this Contract is not to be provided to any third party, including common or contract carriers of cargo or any company which may have a conflict of interest in the shipment, and that all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final settlement.

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman’s Small Package Programs are lost, dam aged, or otherwise damaged, FREEMAN’S MAXIMUM LIABILITY SHALL NOT INCLUDE UNLOADING AND HANDLING CHARGES UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.

Freeman REV 07/17
Shipping and Material Handling

before event
from your location or previous event

during the event
venue dock

venue dock

your exhibit

after event
to your location or next event

storage for empty containers

advance warehouse
where exhibit materials are stored before an event

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

material handling
move items from the dock, to the exhibit, back to the dock after the show
TRANSPORTATION SERVICE, FULLY LOADED.
Our convenient, affordable package puts productivity in overdrive.

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

The Freeman Exhibit Transportation promise:

- All-inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service
- Pick-up and transportation from point of origin to your choice of either advance warehouse or show site
- On-site transportation experts are available before, during and after the show
- Reliable customer service seven days a week, offering complete shipment visibility and expert supervision
- Pre-printed shipping labels and outbound paperwork

Benefits:

- Turnkey pricing ensures precise budgeting
- No additional handling, pick-up or delivery fees
- No additional fuel surcharges or overtime surcharges
- No carrier waiting time fees
- Experienced on-site transportation reps from move-in through move-out
- LTL (less than truck load) shipping

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

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

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.
EXHIBIT TRANSPORTATION SERVICES

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

Freeman Exhibit Transportation promise:

// ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE

// ONE CONVENIENT INVOICE ENCOMPASSING ALL FREEMAN SHOW SERVICES

// ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW

// RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION

Questions?

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

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

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

DON’T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM
NAME OF SHOW: VEITHsymposium / AIMsymposium / AVIDsymposium 2019 / NOVEMBER 18 - 23, 20

COMPANY NAME: [Blank]  BOOTH #: [Blank]  BOOTH SIZE: [Blank]

CONTACT NAME:  PHONE #:  

E-MAIL ADDRESS:  

For Assistance, please call applicable number listed above to speak with one of our experts.

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

SHIPPING INFORMATION

Items to be shipped

<table>
<thead>
<tr>
<th>Number of Pieces</th>
<th>Est. Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates (wooden)</td>
<td></td>
</tr>
<tr>
<td>Cartons (cardboard)</td>
<td></td>
</tr>
<tr>
<td>Cases/Trunks (fiber) (color ___________ )</td>
<td></td>
</tr>
<tr>
<td>Skids/Pallets</td>
<td></td>
</tr>
<tr>
<td>Carpet (color ___________ )</td>
<td></td>
</tr>
<tr>
<td>Other (__________________)</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

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  
Fax: (469) 621-5810

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

SHOW # (469125) __________

07/17
FREIGHT SERVICES

WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

• Charges will be based on the weight of your shipment. Each shipment received is billed individually 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.
**Freight Services**

**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.

**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**

- 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

**Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com**
**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. The warehouse cannot receive uncrated or loose shipments.

**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.

**UNCRACTED:** 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 A.M. to 4:30 P.M. Monday through Friday
- 4:30 P.M. to 8:00 A.M. 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.)

**OVERTIME:**
- 8:00 A.M. to 4:30 P.M. Monday through Friday (200 lb. minimum)
- 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays (200 lb. minimum)

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**The rates listed below are inclusive of Inbound and Outbound Overtime except Monday.**

### RATE CLASSIFICATIONS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>200-5,000 lbs (200 lb. minimum)</td>
<td>$370.50</td>
<td>741.00</td>
</tr>
<tr>
<td>5,001 -10,000 lbs</td>
<td>$346.75</td>
<td>693.50</td>
</tr>
<tr>
<td>10,001-15000lbs</td>
<td>$322.50</td>
<td>645.00</td>
</tr>
<tr>
<td>15,001 lbs and over</td>
<td>$298.50</td>
<td>597.00</td>
</tr>
</tbody>
</table>

### ADDITIONAL SURCHARGES:

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipment Delivered after Deadline Date (in addition to above rates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warehouse Shipment after November 11, 2019</td>
<td>$93.00 Per CWT</td>
<td></td>
</tr>
<tr>
<td>Warehouse Special Handling Surcharge</td>
<td>$89.25</td>
<td></td>
</tr>
<tr>
<td>Show Site Uncrated Surcharge</td>
<td>$145.25</td>
<td></td>
</tr>
<tr>
<td>Show Site Special Handling Surcharge</td>
<td>$126.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Site Shipment - Refer to above for additional surcharge that may apply</td>
<td></td>
<td></td>
</tr>
<tr>
<td>200-5,000 lbs (200 lb. minimum)</td>
<td>$386.25</td>
<td>772.50</td>
</tr>
<tr>
<td>5,001 -10,000 lbs</td>
<td>$362.25</td>
<td>724.50</td>
</tr>
<tr>
<td>10,001-15000lbs</td>
<td>$338.00</td>
<td>676.00</td>
</tr>
<tr>
<td>15,001 lbs and over</td>
<td>$312.75</td>
<td>625.50</td>
</tr>
</tbody>
</table>

**Small Package - Maximum weight is 30 lbs**

- Per Shipment: $45.00 Per Shipment

*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.

**Monday is NOT inclusive of Overtime**

### MATERIAL HANDLING CHARGES:

- **Warehouse Material Handling**
  - Per CWT: $193.50
  - Overtime Charge: $96.75
  - Special Handling Shipment per CWT: $126.00
  - Uncrated or Pad Wrap Shipments per CWT: $145.25

### Tax Calculation:

- **8.875% Tax**: $93.00
- **Total Cost (200 lb. Min.)**: $312.75

---

The warehouse will receive shipments Monday through Friday during the hours of 8:00 AM - 2:30 PM.

To check on the arrival of freight, please call (201) 299-7575.

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**NYH1920 (469125)**
SPECIAL HANDLING DEFINITIONS

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, 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 padding only require additional labor and equipment to unload.
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.

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

SHIPPING INFORMATION

METHOD OF SHIPMENT

Select a Carrier:

☐ Freeman Exhibit Transportation
☐ Other Carrier

Select a 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
☐ Lift gate required
☐ Air ride required
☐ Residential

Select Shipment Options (if applicable)

☐ Have loading dock
☐ Inside delivery
☐ Pad wrap required
☐ 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.
TO: ____________________________

EXHIBITOR NAME

C/O: FREEMAN
909 NEWARK TURNPIKE
KEARNY, NJ 07032

WAREHOUSE

VEITHsymposium / AIMsymposium / AVIDsymposium 2019

EVENT: ____________________________

BOOTH NO: ________ NO. ______ OF ______ PCS

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

EXHIBITOR NAME

C/O: FREEMAN
NEW YORK HILTON MIDTOWN
1335 AVENUE OF THE AMERICAS
NEW YORK, NY 10019-6012

SHOW SITE

VEITHsymposium / AIMsymposium / AVIDsymposium 2019

EVENT: _____________________________

BOOTH NO: ___________ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.
furnishings 2019
EMPOWERING YOUR BUSINESS FROM THE GROUND UP

Meaningful engagement doesn’t have to be complicated. You just need the right elements. Whether you’re a global brand testing a new product, a startup seeking exposure, or an organization needing flexibility, the furnishings to create a dynamic brand experience start here.

To learn more about our exhibit solutions, go to freeman.com/exhibit-design

It’s not about building a booth. It’s about designing a beacon.
Fairfax Sofa & La Brea Chairs

10’x10’ Booth
Power Up In Style.

 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.
Powered Seating

A) 810120 Naples Chair, Powered (black vinyl) 36"L 30"D 33.25"H
B) 830121 Naples Sofa, Powered (black vinyl) 87"L 30"D 33.25"H
C) 830122 Naples Loveseat, Powered (black vinyl) 62"L 30"D 33.25"H

Please Note: Client 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 Tables

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

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

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

Modular System
Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free-standing charging station.
Powered Pedestals

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

Powering Devices to be charged from inside the locked cabinet or on the surface.

Please Note: Client 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 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

Wireless Charging Table, Powered
E) 820710
   (white, AC plug-in)
   20”L 20”D 18”H
Soft Seating
Create Engaging Booth Environments

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

PEDESTAL
85063
Powered Locking (white)
24" L 24" D 42" H

CAFÉ TABLE
8201223
Hydraulic Chrome Base (laminate white top)
30" Round 29" H

HOPI
(gray linen)
810140, Chair
21" L 25" D 34" H
830150, Loveseat
48" L 26" D 34" H

REGIS
82075 End Table
(burnished metal)
16" L 15.5" D 16.5" H

MARCHÉ
815129 Swivel Ottoman
(grey fabric)
17" RND 18" H

10'x20' Hopi Lounge & Zenith Café Booth
Soft Seating Collections

**NAPLES**
A) 810119 Chair  
(black vinyl)  
36”L 30”D 33.25”H  
810120 (Powered)

B) 830119 Sofa  
(black vinyl)  
87”L 28”D 33.25”H  
830121 (Powered)

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

**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

**BAJA**
A) 81050 Chair  
(white vinyl)  
36”L 30.5”D 28”H

B) 83019 Sofa  
(white vinyl)  
87”L 28”D 30”H

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

Visit freeman.com
Munich Collection

Modular Seating to Design Custom Exhibits

MUNICH
830201 Sectional 3pc.
(gray fabric)
93.5"L 27"D 28.5"H

830200 Munich Armless Loveseat
(gray fabric)
45"L 27"D 28.5"H

810150 Munich Corner Chair
(gray fabric)
26"L 27"D 28.5"H

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

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

Denotes Powered Products

WIRELESS CHARGING TABLE,
PWERED
820710
(white, ac plug-in)
20"L 20"D 18"H
Soft Seating Collections

**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

**TANGIERS**
A) 830118 Sofa  
(beige textured)  
78"L 37"D 36"H
B) 810118 Chair  
(beige textured)  
34"L 37"D 36"H
C) 830220 Loveseat  
(beige textured)  
57.5"L 37"D 37"H

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

**SOUTH BEACH**  
(platinum suede)
A) 8301 Sofa  
69"L 29"D 33"H
B) 8151 Ottoman  
25"L 31"D 18"H

visit freeman.com
Accent Chairs

**KEY WEST**
8103 Chair (black)
31"L 31"D 31"H

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

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

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

**AURA**
820844 Round Table (white metal)
15" Round 22"H
Accent Chair Styles

Madrid Chair
A) 81816 (white vinyl) 30"L 30"D 31"H
B) 8102 (black vinyl) 30"L 30"D 31"H
C) 810949 Fairfax Chair (white vinyl, brushed metal) 27"L 26"D 30"H
D) 810151 Munich Armless Chair (gray fabric) 22.5"L 27"D 28.5"H
E) 810140 Hopi Chair (gray linen) 21"L 25"D 34"H
F) 810947 Pro Executive Guest Chair (black vinyl) 24"L 22"D 36"H

Meeting & Stage Chairs

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

Meeting Chair
25.5"L 23.5"D 34"H
D) 810835 (espresso vinyl)
E) 810836 (taupe fabric)
F) 810948 (white vinyl)
Group Seating

**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" Round 29"H

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

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

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

J) 210108 LIMERICK® Chair BY HERMAN MILLER™ (gray) 18"W x 17.75"L x 33"H
K) 81093 Lucent Chair (frosted, acrylic) 19.5"L x 19.75"D x 32.5"H
Ottomans

Vibe Cube
18"L 18"D 18"H
A) 81531 (white vinyl)
B) 81530 (black vinyl)
C) 81532 (steel blue vinyl)
D) 81534 (purple vinyl)
E) 81533 (silver vinyl)
F) 81519 (red vinyl)
G) 81517 (yellow vinyl)
H) 81520 (pink vinyl)
I) 81518 (blue vinyl)
J) 81525 (orange vinyl)
**Marche Swivel Ottomans**

- A) 815150 (white vinyl)
- B) 815154 (red fabric)
- C) 815158 (pear yellow fabric)
- D) 815156 (plum fabric)
- E) 815158 (ocean blue fabric)
- F) 815153 (linen fabric)
- G) 815151 (brown fabric)
- H) 815119 (white vinyl)

**ENDLESS Square**

- I) 815123 (black)
- J) 815122 (white)

**ENDLESS Curved**

- K) 815952 (black)
- L) 815953 (white)

**M) 8507 Quarter Curve**

- M) 8507 (white vinyl)

**Ring** (4 ottoman seats)

- N) 81526 Edge

**LED Cube**

- O) 82074 Regis Bench

<table>
<thead>
<tr>
<th>Marche Swivel Ottomans</th>
<th>Styles &amp; Shapes</th>
<th>Beverly Bench</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) 815150 (white vinyl)</td>
<td>A.</td>
<td>A) 81556 (white vinyl)</td>
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<tr>
<td>B) 815154 (red fabric)</td>
<td>B.</td>
<td>B) 81550 (black vinyl)</td>
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<td>C) 815158 (pear yellow fabric)</td>
<td>C.</td>
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<td>D) 815156 (plum fabric)</td>
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<td>D) 81555 (red fabric)</td>
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<td>E) 815158 (ocean blue fabric)</td>
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<td>F) 815153 (linen fabric)</td>
<td>F.</td>
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<td>G) 815151 (brown fabric)</td>
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<td>G) 81551 (brown fabric)</td>
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<td>H) 815119 (white vinyl)</td>
<td>H.</td>
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**Beverly Bench**

- A) 81556 (white vinyl)
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- H) 815119 (white vinyl)

**ENDLESS Square**

- I) 815123 (black)
- J) 815122 (white)
Accent Tables

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 24"D 20"H
C) 82035 (glass, chrome)
D) 82028 (wood, black)
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)

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

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

Oliver Tables
(walnut finish)
M) 82088 End Table
   22" Round 22"H
N) 82087 Cocktail Table
   47"L 27"D 19"H

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

Edge LED Cube Table
P) 82057
   (plexi top, white plastic)
   20"L 20"D 20"H
   A/C power only

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

visit freeman.com
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
   (gray)
   20” L 20” D 32” H

7 ft 85030
7’ Boxwood Hedge
36.5” L 12” D 84” H

30” Round Café Tables
A) 898240
   Standard Black Base
   (red top) 30” RND 29” H

B) 898895 Lucent Chair
   (frosted, acrylic)
   19.5” L 19.75” D 32.5” 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
Customize and Create
Choose your base, black or chrome, then pick a color that suits your design.

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

Café Tables
**Standard Black Base**
30” RND 29”H

A) 8201220 (white)
also available
820265 (Madison/gray acajou)
820941 (blue)
820943 (wood)

B) 820923 (graphite nebula)
also available
8201208 (maple)
820921 (red)
820940 (blue)
820942 (wood)
820925 (silver)
8201223 (white)

**Hydraulic Chrome Base**
30” RND 29”H

B) 820923 (graphite nebula)
also available
8201208 (maple)
820921 (red)
820940 (blue)
820942 (wood)
820925 (silver)
8201223 (white)

36” RND 29”H
820126 (white)
8201209 (graphite nebula)
8201206 (maple)

C) 72063 Chelsea butcher block-top cafe 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 Series Black Top Café
(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

visit freeman.com
Bar Tables

A) 8201222
30” Round Bar Table
(white top, chrome hydraulic base)
30”RND 45”H

B) 810952
Apex Barstool
(blue ultra suede)
21”L 21”D 33”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) 810850
Zenith Barstool
(white, chrome)
19”L 20”D 44”H

visit freeman.com
Customize and Create
Choose your base, black or chrome, then pick a color that suits your design.

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

A. WHITE LAMINATE
B. GRAPHITE NEBULA
C. BLUE LAMINATE
D. MADISON/GRAY ACAJOU
E. RED LAMINATE
F. WOOD LAMINATE

Bar Tables
Standard Black Base
30" RND 42"H
A) 8201221 (white)
also available
820254 (Madison/gray acajou)
820931 (blue)
820933 (wood)

Bar Tables
Hydraulic Chrome Base
30" RND 45"H
E) 820922 (graphite nebula)
also available
8201207 (maple)
820920 (red)
820930 (blue)
820924 (silver)
36" RND 45"H
820125 (white)
8201211 (graphite nebula)
8201205 (maple)

C) 720163 Chelsea butcher block-top bistro
(oak) 30"RND 42"H
also available
720164 36"RND 42"H

D) 810953 Apex Barstools
(red vinyl) 21"L 21"D 33"H

E) 72070 SOHO blacktop bistro
(black) 24"RND 42"H
also available
72068 36"RND 42"H

F) 810922 Lucent Barstool
(frosted, acrylic) 22"L 22.5"D 45.5"H
Barstools

LIFT Barstools
15” Round 23–33.5”H
A) 810870 (white vinyl)
B) 810873 (red vinyl)
C) 810871 (black vinyl)
D) 810872 (gray vinyl)

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Styles & Shapes

Apex Barstools
21"L 21"D 33"H
A) 810951 (black vinyl)
B) 810953 (red vinyl)
C) 810954 (white vinyl)
D) 810952 (blue ultra suede)

Zoe Barstools
15"L 16"D 30-34.75"H
E) 810840 (white, chrome)
F) 810834 (black, chrome)

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

I) 810201 Oslo Barstool
(white)
17"L 20"D 45"H
J) 810848 Christopher Barstool
(white vinyl, chrome)
19"L 15"D 41"H
K) 810202 Shark Barstool
(white, chrome)
22"L 19"D 34-44"H
L) 810850 Zenith Barstool
(white, chrome)
19"L 20"D 44"H
M) 81092 Lucent Barstool
(frosted, acrylic)
22"L 22.5"D 45.5"H
N) 810860 Laguna Barstool
(maple, chrome)
18"L 20"D 47"H

Blade Barstool
20.5"L 20.125"D 40.5"H
O) 81080 (red)
P) 81081 (sky blue)
Q) 71088 Black Diamond Stool
(black) 22"W X 18"L X 46"H
R) Gas Lift Stool w/ arms
24"W X 20"L X 46"H
71048 (gray, adjustable)
also available
71047 w/o arms
S) 810839 Rustique Barstool
(gunmetal) 13"L 13"D 30"H

Mix & Match
T) 720163 Butcher Block-Top Bistro
(oak) 30"L RND 42"H
also available 720164 36"RND 42"H
U) 210109 LIMERICK® Stool BY HERMAN MILLER™
(white) 18" X 17.75"L X 44"H

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Conference Tables

42" Round Conference Table
42" RND 29"H
A) 820708 (white laminate)
B) 820260 (Madison/gray acajou)

MADISON
42" Round Conference Table
42" RND 29"H
C) 820261 6' Table
60"L 24"D 29"H
D) 820262 8' Table
96"L 30"D 29"H
E) 820263 10' Table
120"L 48"D 29"H

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Styles & Shapes

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

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

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

**G) 820707 Merlin Multi Use Table**
(gray laminate, black)
46"L 29"D 30"H
H) 820706 Work Table
(white laminate, white)
48"L 24"D 30"H

**I) 820203 6’ Conference Tables**
(graphite nebula)
72"L 42"D 29"H

**J) 810946 Pro Executive High Back Chair**
(black vinyl) 25"L 24"D 48"H Adjustable

**K) 810945 Pro Executive Mid Back Chair**
(white vinyl) 24"L 22"D 40"H Adjustable

**Mix & Match**
**Executive Seating**

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

**Task Stool**
- 810135 (black fabric)
- 27.5”L 27.5”D 36”H
- Adjustable height

**Pro Executive Mid Back Chair**
- 24”L 22”D 36”H
- A) 810947 (black vinyl)

**Task Stool**
- 810135 (black fabric)
- 27.5”L 27.5”D 36”H
- Adjustable height

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

**Gas Lift Stool**
- 24”W X 20”L X 46”H
- B) 71048 (grey, adjustable)
- 71047 w/o arms

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

**Gas Lift Chair**
- 26” X 20”L X 38”H
- A) 71045 (gray, adjustable)
- 71046 w/ arms

**Gas Lift Stool**
- 24”W X 20”L X 46”H
- B) 71048 (grey, adjustable)
- 71047 w/o arms

**Gas Lift Chair**
- 26” X 20”L X 38”H
- A) 71045 (gray, adjustable)
- 71046 w/ arms

**Gas Lift Stool**
- 24”W X 20”L X 46”H
- B) 71048 (grey, adjustable)
- 71047 w/o arms

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Communal and Powered Tables
Choose from a variety of Powered, Solid or Grommet Hole Table Tops.

Bar Tables

Table Top Options

BLACK WHITE MAPLE

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

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

Ventura Powered Bar Tables
(silver frame)
72.25" L 26.25" D 42" H
A) 820950 (black top)
B) 820951 (grommets)
C) 820952 (solid)

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
E) 820952 (solid)

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

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Office Essentials

MADISON
A) 84075 Madison Executive Desk
   (gray acajou) 60" L 30" D 29" H
B) 84077 Madison Credenza
   (gray acajou) 60" L 23" D 29" H

C) 810135 Task Stool
   (black fabric)
   27.5" L 27.5" D 32.75"-40.25" H Adjustable
D) 810844 Pro Executive
   High Back Chair
   (white classic vinyl)
   25" L 24" D 48" H Adjustable

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Tech Powered 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

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

Midtown Powered Counter

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

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

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

Apex Barstool
C) 810952 (blue ultra suede)
21"L 21"D 33"H

Lighted & Greenery Products

LED light available in white, red, green, blue and rolling color.

A) 81526 Edge LED Cube Ottoman
(wht plastic)
20"L 20"D 20"H
A/C power only

B) 820857 Edge LED Cube Table
(plexi top, white plastic)
20"L 20"D 20"H
A/C power only

C) 7 ft 85030
7’ Boxwood Hedge
36.5"L 12"D 84"H

D) 4 ft 85035
4’ Boxwood Hedge
46"L 9"D 47"H

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Draped or Undraped Tables & Counters

Table-top Colors

- black
- blue
- brown
- gray
- green
- flax
- gold
- plum
- white
- red

Special Draping: Special drape is available in a variety of colors. Refer to the order form for details. Table-top risers are available in a variety of sizes. See order form for details.

Visit us at freeman.com for ordering and full product line

Sizing Chart*

*Table and counter widths are available in select cities

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| 12404830 | Drape Table 4th Side 8’ X 30” |

4th Side | Table Draped 42”
| 12404642 | Drape Table 4th Side 6’ X 42” |
| 12404842 | Drape Table 4th Side 8’ X 42” |
A) 72056
Display Counter
(black)
24"W X 49"L X 42"H

B) 75079
Orion Computer Kiosk
(black)
28"L X 28"D X 40.5"H
(computer not included)

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

D) 75032
Display Cube - Large
(black)
24"W X 24"L X 42"H

E) 75031
Display Cube - Medium
(black)
18"W X 18"L X 36"H

F) 75030
Display Cube - Small
(black)
12"W X 12"L X 42"H

G) 75022
Display Cylinder - High
(black)
24"W X 24"L X 36"H

H) 75021
Display Cylinder - Medium
(black)
18"W X 18"L X 20"H

I) 75020
Display Cylinder - Low
(black)
30"W X 12"L X 15"H
available in rectangle sizes

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

**RACKS**

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

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

**CABINETS**

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

D) 74082
2 Drawer File Cabinet
w/ Lock
(tan metal)
15"W X 29"L X 28"H

E) 74081
4 Drawer File Cabinet
w/ Lock
(tan metal)
15"W X 29"L X 50"H

**REFRIGERATORS**

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

G) 8983000
Small Refrigerator
(brown) 4.0 cu feet
20"W X 22"L X 33"H
Show & Office Accessories

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

B) 71048
Gas Lift Stool w/ arms
(gray, adjustable)
24"W X 20"L X 46"H
also available
71047 w/o arms

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

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

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

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

G) 220143
Brushed Aluminum Easel
(open 5 1/4"W X 64 1/4"H)
26"W X 62"H

H) 220106
Corrugated Wastebasket
(black)
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  - 1504101 White 4'L x 7"H Corrugated Riser... 30.70 33.75 43.00
  - 1505100 Black 6'L x 7"H Corrugated Riser... 35.95 39.55 50.35
  - 1505101 White 6'L x 7"H Corrugated Riser... 35.95 39.55 50.35
  - 1508100 Black 8'L x 7"H Corrugated Riser... 41.50 45.65 58.10
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- 72069 Black Top Cafe Table - 30"H x 24"W... 248.70 273.55 348.20
- 72067 Black Top Cafe Table - 30"H x 36"W... 248.70 273.55 348.20
- 72066 Black Top Mini Table - 18"H x 18"W... 248.70 273.55 348.20
- 72070 Black Top Bistro Table - 42"H x 24"W... 248.70 273.55 348.20
- 72068 Black Top Bistro Table - 42"H x 36"W... 248.70 273.55 348.20

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<thead>
<tr>
<th>Pedestal Tables - Chelsea Series</th>
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- 72063 Butcher Block Top Cafe Table - 30"H x 30"W... 248.70 273.55 348.20
- 72064 Butcher Block Top Cafe Table - 30"H x 36"W... 248.70 273.55 348.20

---

For Assistance, please call (201) 299-7575 to speak with one of our experts.

---

**Take advantage of the Online price by ordering at www.freeman.com before OCTOBER 28, 2019**
NAME OF SHOW: VEITHsymposium / AIMsymposium / AVIDsymposium 2019 / NOVEMBER 18 - 23, 2019

COMPANY NAME: BOOTH #: PHONE #: BOOTH SIZE:

E-MAIL ADDRESS:

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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Pedestal Tables

| 8201206* | Hydraulic Base Cafe Table - Maple................... | 502.45       | 552.70         | 703.45         |        |
| 8201207* | Hydraulic Base Bar Table - Maple........................ | 502.45       | 552.70         | 703.45         |        |
| 8201209* | Hydraulic Base Cafe Table - Graphite.................. | 502.45       | 552.70         | 703.45         |        |
| 8201211* | Hydraulic Base Bar Table - Graphite.................... | 502.45       | 552.70         | 703.45         |        |
| 8201206* | Hydraulic Base Cafe Table - Maple................... | 502.45       | 552.70         | 703.45         |        |

Accent Tables

| 82015* | Silverado End Table - Tempered Glass/Painted Steel................................................ | 462.90       | 509.20         | 648.05         |        |
| 82014* | Silverado Cocktail Table - Tempered Glass/Painted Steel............................................ | 493.50       | 542.85         | 690.90         |        |
| 820252* | Alondra End Table - Glass/Chrome................................................................. | 423.25       | 465.60         | 592.55         |        |

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2019 EWIN Furnishings
NAME OF SHOW: VEITHsymposium / AImsymposium / AVIDsymposium 2019 / NOVEMBER 18 - 23, 2019

COMPANY NAME: BOOTH #: BOOTH SIZE: X

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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<th>Discount Price</th>
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**Accent Tables (continued)**

| | | | | | | |
|---|---|---|---|---|---|
| 82034* | Geo Cocktail Table - Glass/Chrome | | 462.90 | 509.20 | 648.05 | |
| 82054* | Sydney End Table - Black Laminite/Brushed Steel | | 144.15 | 158.55 | 201.80 | |
| 82055* | Sydney End Table - White Laminite/Brushed Steel | | 144.15 | 158.55 | 201.80 | |
| 82052* | Sydney Cocktail Table - Black Laminite/Brushed Steel | | 144.15 | 158.55 | 201.80 | |
| 82053* | Sydney Cocktail Table - White Laminite/Brushed Steel | | 144.15 | 158.55 | 201.80 | |
| 82079* | Sydney End Table - Blue Laminite/Brushed Steel | | 282.00 | 310.20 | 394.80 | |
| 82080* | Sydney End Table - Wood Laminite/Brushed Steel | | 288.00 | 316.80 | 403.20 | |
| 82077* | Sydney Cocktail Table - Black Laminite/Brushed Steel | | 342.00 | 376.20 | 478.80 | |
| 82078* | Sydney Cocktail Table - Wood Laminite/Brushed Steel | | 348.00 | 382.80 | 487.20 | |
| 82075* | Regis End Table - Brushed Metal | | 440.60 | 484.65 | 616.65 | |
| 82074* | Regis Bench Table - Brushed Metal | | 622.75 | 685.05 | 871.85 | |
| 820844* | Aura Round Table - White Plastic/Clear Acrylic | | 263.05 | 289.35 | 368.25 | |
| 82043* | Geo Square-Round Table - Glass/Black Steel | | 690.00 | 759.00 | 966.00 | |
| 82044* | Geo Square-Round Table - Glass/Chrome | | 690.00 | 759.00 | 966.00 | |
| 82088* | Oliver End Table - Walnut Finish | | 195.15 | 214.65 | 273.20 | |
| 82087* | Oliver Table - Walnut Finish | | 265.30 | 291.85 | 371.40 | |
| 8201226* | Rustique Square Metal Bar Table - Gray | | 517.65 | 569.40 | 724.70 | |

**Conference Tables**

| | | | | | | |
|---|---|---|---|---|---|
| 82041* | Geo Conference Table - Glass/Black Steel | | 680.35 | 748.40 | 952.50 | |
| 82051* | Geo Conference Table - Glass/Chrome | | 680.35 | 748.40 | 952.50 | |
| 820260* | Madison Conference Table - Gray Acajou | | 780.00 | 858.00 | 1,092.00 | |
| 820706* | 42" Round Conference Table - White Laminite | | 733.20 | 806.50 | 1,026.50 | |
| 820203* | 6" Oval Conference Table - Graphite | | 818.10 | 899.90 | 1,145.35 | |
| 820261* | Madison 5" Conference Table - Gray Acajou | | 946.45 | 1,041.10 | 1,325.05 | |
| 820262* | Madison 8" Conference Table - Gray Acajou | | 1,888.10 | 2,076.90 | 2,643.35 | |
| 820263* | Madison 10" Conference Table - Gray Acajou | | 1,888.10 | 2,076.90 | 2,643.35 | |
| 820651* | Ventura Bar Table - Maple w/ Grommets | | 1,278.90 | 1,406.80 | 1,790.45 | |
| 820652* | Ventura Communal Bar Table - Black | | 1,278.90 | 1,406.80 | 1,790.45 | |
| 820653* | Ventura Bar Table - White w/ Grommets | | 1,278.90 | 1,406.80 | 1,790.45 | |
| 820654* | Ventura Communal Bar Table - Maple | | 1,278.90 | 1,406.80 | 1,790.45 | |
| 820656* | Ventura Communal Bar Table - White | | 1,278.90 | 1,406.80 | 1,790.45 | |
| 820663* | Ventura Communal Cafe Table - Maple | | 594.00 | 653.40 | 831.60 | |
| 820660* | Ventura Cafe Table - Maple w/ Grommets | | 891.00 | 980.10 | 1,247.40 | |
| 820661* | Ventura Cafe Table - White w/ Grommets | | 891.00 | 980.10 | 1,247.40 | |
| 820666* | Ventura Communal Cafe Table - White | | 594.00 | 653.40 | 831.60 | |
| 820662* | Ventura Communal Cafe Table - Black | | 594.00 | 653.40 | 831.60 | |

**Office**

| | | | | | | |
|---|---|---|---|---|---|
| 84075* | Madison Desk - Gray Acajou | | 690.00 | 759.00 | 966.00 | |
| 84077* | Madison Credenza - Gray Acajou | | 499.70 | 549.65 | 699.60 | |
| 84078* | Madison Bookcase - Gray Acajou | | 690.00 | 759.00 | 966.00 | |

**Computer Desks/Tables**

| | | | | | | |
|---|---|---|---|---|---|
| 820706* | Work Desk - White Laminite | | 751.55 | 826.70 | 1,052.15 | |
| 820707* | Merlin Table - Gray Laminite | | 664.75 | 731.25 | 930.65 | |
**NAME OF SHOW:** VEITHsymposium / AIMsymposium / AVIDsymposium 2019 / NOVEMBER 18 - 23, 2019  

**COMPANY NAME:** FREEMAN furnishings  
**BOOTH #:** X  
**PHONE #:**  
**E-MAIL ADDRESS:** 

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**POWERED**

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**MIDTOWN COUNTERS & BARS**

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<td>Midtown Bar Lighted w/ Plug-In - Pewter</td>
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**DISPLAY & ACCESSORIES**

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**REFRIGERATOR**

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**Boxwood Hedges**

|     | 85030*  | 7' Boxwood Hedge                           | 852.00       | 937.20         | 1,192.80      |         |
|     | 85035*  | 4' Boxwood Hedge                           | 456.00       | 501.60         | 638.40        |         |

**Accessories**

|     | 220121  | Chrome Stanchion w/ 8’ Retractable Belt    | 113.70       | 125.05         | 159.20        |         |
|     | 220118  | Chrome Sign Holder                         | 149.90       | 164.90         | 209.85        |         |
|     | 750135  | Round Literature Rack                      | 325.15       | 357.65         | 455.20        |         |
|     | 750136  | Flat Literature Rack                       | 278.40       | 306.25         | 389.75        |         |
|     | 220109  | Chrome Coat Tree                           | 92.10        | 101.30         | 128.95        |         |
|     | 220134  | Aluminum Easel                             | 63.30        | 69.65          | 88.60         |         |
|     | 220110  | Chrome Bag Rack                            | 201.05       | 221.15         | 281.45        |         |
|     | 220146  | Floor Standing Bulletin Board              | 220.85       | 242.95         | 309.20        |         |
|     | 220106  | Corrugated Wastebasket                     | 36.10        | 39.70          | 50.55         |         |

**Special Drape**

- Black
- Blue
- Brown
- Green
- Flax
- Gray
- Plum
- Red
- White

|     | 12103   | Special Drape 3'H (per ft.)               | 29.55        | 32.50          | 41.35         |         |
|     | 12108   | Special Drape 6'H (per ft.)               | 37.55        | 41.30          | 52.55         |         |

**TOTAL COST**

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<td>Sub-Total</td>
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<td>Total Cost</td>
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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.

*Asterisk indicates item is a Freeman Select furnishing*
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:

DIFFERENT COLORED CARPET 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.

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.
NAME OF SHOW: VEITHsymposium / AIMsymposium / AVIDsymposium 2019 / NOVEMBER 18 - 23, 2019

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th>BOOTH #:</th>
<th>BOOTH SIZE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT NAME :</td>
<td>PHONE #:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-MAIL ADDRESS :</td>
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</tr>
</tbody>
</table>

For Assistance, please call (201) 299-7575 to speak with one of our experts.

- Orders received after the deadline or without payment will be charged the Standard price.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Pricing includes delivery, material handling, installation and removal.

All carpets, padding and plastic covering contain recycled content and are recyclable.

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

### 10' CLASSIC CARPET, PADDING & PLASTIC COVERING

**CHOOSE YOUR CARPET COLOR:**
- Black
- Blue
- Gray
- Green
- Latte
- Midnight Blue
- Plum
- Red
- Red Pepper
- Tuxedo

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td>10' x 10' Classic Carpet .........................</td>
<td>$660.75</td>
<td>$726.85</td>
<td>$925.05</td>
<td></td>
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</tr>
<tr>
<td>10' x 20' Classic Carpet ..........................</td>
<td>$1,321.50</td>
<td>$1,453.65</td>
<td>$1,850.10</td>
<td></td>
<td></td>
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<tr>
<td>10' x 30' Classic Carpet ..........................</td>
<td>$1,982.25</td>
<td>$2,180.50</td>
<td>$2,775.15</td>
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<tr>
<td>10' x 40' Classic Carpet ..........................</td>
<td>$2,643.00</td>
<td>$2,907.30</td>
<td>$3,700.20</td>
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</tr>
<tr>
<td>10' x 10' Carpet Padding - Single Layer ..........</td>
<td>$268.55</td>
<td>$295.40</td>
<td>$375.95</td>
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</tr>
<tr>
<td>10' x 20' Carpet Padding - Single Layer ..........</td>
<td>$537.10</td>
<td>$590.80</td>
<td>$751.95</td>
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<tr>
<td>10' x 30' Carpet Padding - Single Layer ..........</td>
<td>$805.65</td>
<td>$886.20</td>
<td>$1,127.90</td>
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<td></td>
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<tr>
<td>10' x 40' Carpet Padding - Single Layer ..........</td>
<td>$1,074.20</td>
<td>$1,181.60</td>
<td>$1,503.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 10' Carpet Padding - Double Layer ..........</td>
<td>$537.10</td>
<td>$590.80</td>
<td>$751.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 20' Carpet Padding - Double Layer ..........</td>
<td>$1,074.20</td>
<td>$1,181.60</td>
<td>$1,503.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 30' Carpet Padding - Double Layer ..........</td>
<td>$1,611.30</td>
<td>$1,772.45</td>
<td>$2,255.80</td>
<td></td>
<td></td>
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<tr>
<td>10' x 40' Carpet Padding - Double Layer ..........</td>
<td>$2,148.40</td>
<td>$2,363.25</td>
<td>$3,007.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plastic Covering (price per sq. ft.) .............</td>
<td>$1.34</td>
<td>$1.45</td>
<td>$1.90</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 9' CLASSIC CARPET, PADDING & PLASTIC COVERING

**CHOOSE YOUR CARPET COLOR:**
- Black
- Blue
- Gray
- Green
- Latte
- Midnight Blue
- Plum
- Red
- Red Pepper
- Tuxedo

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>9' x 10' Classic Carpet .........................</td>
<td>$369.95</td>
<td>$406.95</td>
<td>$517.95</td>
<td></td>
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</tr>
<tr>
<td>9' x 20' Classic Carpet ..........................</td>
<td>$739.90</td>
<td>$813.90</td>
<td>$1,035.85</td>
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<tr>
<td>9' x 30' Classic Carpet ..........................</td>
<td>$1,109.85</td>
<td>$1,220.85</td>
<td>$1,553.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9' x 40' Classic Carpet ..........................</td>
<td>$1,479.80</td>
<td>$1,627.80</td>
<td>$2,071.70</td>
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<tr>
<td>9' x 10' Carpet Padding - Single Layer ..........</td>
<td>$241.70</td>
<td>$265.85</td>
<td>$338.40</td>
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<td></td>
</tr>
<tr>
<td>9' x 20' Carpet Padding - Single Layer ..........</td>
<td>$483.40</td>
<td>$531.75</td>
<td>$676.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9' x 30' Carpet Padding - Single Layer ..........</td>
<td>$725.10</td>
<td>$797.60</td>
<td>$1,015.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9' x 40' Carpet Padding - Single Layer ..........</td>
<td>$966.80</td>
<td>$1,063.50</td>
<td>$1,353.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9' x 10' Carpet Padding - Double Layer ..........</td>
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<td>$531.75</td>
<td>$676.75</td>
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<td></td>
</tr>
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<td>$1,353.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9' x 30' Carpet Padding - Double Layer ..........</td>
<td>$1,450.20</td>
<td>$1,595.20</td>
<td>$2,030.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9' x 40' Carpet Padding - Double Layer ..........</td>
<td>$1,933.60</td>
<td>$2,126.95</td>
<td>$2,707.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plastic Covering (price per sq. ft.) .............</td>
<td>$1.34</td>
<td>$1.45</td>
<td>$1.90</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**9' carpet is laid toward the front edge, leaving 1' at the back of the booth for access to utility ports.**

<table>
<thead>
<tr>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub- Total</td>
</tr>
<tr>
<td>8.875% Tax</td>
</tr>
<tr>
<td>Total Cost</td>
</tr>
</tbody>
</table>

07/17  (469125)  9046
For Assistance, please call (201) 299-7575 to speak with one of our experts.

- Guaranteed new, high-quality carpet.
- Orders received after the deadline 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 carpets, padding and plastic covering contain recycled content and are recyclable.

---

**CUSTOM CUT CLASSIC CARPET** - includes plastic covering, delivery, material handling, installation and removal

- Order Custom Cut Classic Carpets by the sq. ft. if your size is not listed on the standard size order form.

<table>
<thead>
<tr>
<th>Sample:</th>
<th>Booth Size:</th>
<th>Price per sq. ft (100 sq. ft. minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Online Price</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$6.95</td>
</tr>
</tbody>
</table>

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

- Choose your carpet color - 16 oz. Carpet:

<table>
<thead>
<tr>
<th>16 oz. Carpet Rental</th>
<th>Price per sq. ft (100 sq. ft. minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Online Price</td>
</tr>
<tr>
<td>Per sq. ft.</td>
<td>$6.95</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>28 oz. Carpet Rental</th>
<th>Price per sq. ft (100 sq. ft. minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Online Price</td>
</tr>
<tr>
<td></td>
<td>$8.95</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>40 oz. Carpet Rental</th>
<th>Price per sq. ft (100 sq. ft. minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Online Price</td>
</tr>
<tr>
<td></td>
<td>$12.10</td>
</tr>
</tbody>
</table>

**CARPET PADDING** - includes delivery, material handling, installation and removal

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

<table>
<thead>
<tr>
<th>Sample:</th>
<th>Booth Size:</th>
<th>Price per sq. ft. (90 sq. ft. minimum)</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Online Price</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$2.83</td>
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</tbody>
</table>

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**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8.875% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
</table>
FIT TO PRINT

SmartFabric® is a triple-layered fabric made of 100 percent polyester that’s ideal for printed graphics. It’s an extremely versatile all-in-one fabric and has been treated to meet NFPA 701 small-scale flammability standards. This lightweight material provides an easy way to make a big impact and has a small shipping footprint to reduce your shipping cost and carbon emissions.
SMARTFABRIC® RENTAL EXHIBITS

RENTAL EXHIBITS INCLUDE:

- Custom Fabric Graphic* with zippered carrying case (fabric graphic purchased to keep)
- Rental Frame, a 100% recyclable structure
- 9' x 10' or 9' x 20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per 10' Booth
- 6 Arm Lights per 20' Booth
- Power for lights only

FRAME ONLY UNIT

If you rented a SmartFabric booth previously, you own the graphic. For subsequent shows, all you need to do is rent the frame. We will install your fabric graphic over the frame.**

RENTAL EXHIBITS INCLUDE:

- Rental Frame
- 9' x 10' or 9' x 20' Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 3 Arm Lights per 10' Booth
- 6 Arm Lights per 20' Booth
- Power for lights only

*Client to provide print-ready artwork, or Freeman can design artwork for an additional fee. **Only Freeman SmartFabric will be installed on the frame.
CLASSIC CARPET

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

9’ x 10’ or 9’ x 20’ (16 oz.) – Color Options Included with Rental Package Options

- Black
- Blue
- Gray
- Green
- Latte
- Midnight blue
- Plum
- Red
- Red pepper
- Tuxedo

*Colors available in both 28 oz. and 40 oz. Actual colors may vary slightly.

9’ carpet is laid toward the front edge, leaving 1’ at the back of the booth for utility port access. Actual colors may vary slightly.

PRESTIGE CARPET

Prestige carpet is for one time use. The carpet for your booth will be brand new and recycled at the end of the show. Renting carpet from Freeman minimizes your shipping footprint.

(28 oz.) – Available Upgrade Color Options

- Black*
- Cardinal
- Charcoal*
- Cream
- Gray pearl*
- Navy*
- Toast
- Wedgewood
- White*

*Colors available in both 28 oz. and 40 oz. Actual colors may vary slightly.

OPTIONAL ACCESSORIES

SMARTFABRIC® ZIPPERED CARRYING CASE

20”W  8”H  16”D

One SmartFabric zipper bag is included with purchase.

CLEAR ACRYLIC SHELF

36”W  .25”H  12”D

(holds up to 15 lbs each)

CUSTOM GRAPHICS

An exhibitor sales specialist will contact you to review the process for providing your own graphic files or options for using our graphic design services to design your back wall.

FREEMAN SUSTAINABILITY FOCUS

This solution is a clean footprint booth. This rental unit includes a 100 percent recyclable aluminum frame. All flooring, lighting, furniture, and booth structure will go back into inventory to be reused or recycled.
quick tips

smartfabric exhibit

smartfabric exhibits provide a custom printed fabric graphic to keep and reuse on future events.

smartfabric rental exhibit includes:
- 116.5" x 92.5" custom fabric graphic (purchased item to keep)
- carrying case for graphic (to carry the purchased fabric graphic)
- classic carpet 9' x 10' or 9' x 20' (select color below)
- installation & dismantle of exhibit
- material handling of exhibit
- nightly vacuuming
- 3-arm lights (per 10 ft.)
- power for lights only

classic carpet:
- black
- blue
- gray
- green
- latte
- midnight blue
- plum
- red
- red pepper
- tuxedo

custom graphics

a freeman exhibitor sales specialist will be contacting you to review the process for providing graphic files and helpful tips that will ensure a successful graphic print.

frame only unit

the smartfabric frame only unit is for exhibitors who have previously rented the smartfabric exhibit (above) and have the fabric graphic ready for reuse. if you need a new graphic made, please select the smartfabric rental exhibit (above). no fabric graphics will be printed without the rental unit.

accessories

orders received after the deadline or without payment will be charged the standard price and are subject to availability. all graphics are subject to a 100% cancellation charge once production begins.

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

**9' carpet is laid toward the front edge, leaving 1' at the back of the booth for access to utility ports.**

---

NAME OF SHOW: VEITHsymposium / AIMsymposium / AVIDsymposium 2019 / NOVEMBER 18 - 23

COMPANY NAME: 

CONTACT NAME: 

PHONE #: 

E-MAIL ADDRESS: 

For Assistance, please call (201) 299-7575 to speak with one of our experts.

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

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### SMARTFABRIC EXHIBIT

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>10' x 10' SmartFabric Exhibit</td>
<td></td>
<td></td>
<td>$2,155.00</td>
</tr>
<tr>
<td></td>
<td>10' x 20' SmartFabric Exhibit</td>
<td></td>
<td></td>
<td>$4,155.00</td>
</tr>
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</table>

### CUSTOM GRAPHICS

A Freeman Exhibitor Sales Specialist will be contacting you to review the process for providing graphic files and helpful tips that will ensure a successful graphic print.

### FRAME ONLY UNIT

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10' x 10' Frame Only Unit</td>
<td></td>
<td></td>
<td>$1,410.00</td>
</tr>
<tr>
<td></td>
<td>10' x 20' Frame Only Unit</td>
<td></td>
<td></td>
<td>$2,350.00</td>
</tr>
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</table>

### ACCESSORIES

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SmartFabric Arm Light</td>
<td></td>
<td></td>
<td>$65.00</td>
</tr>
<tr>
<td></td>
<td>SmartFabric Acrylic Shelf (supports up to 15 lbs)</td>
<td></td>
<td></td>
<td>$150.00</td>
</tr>
<tr>
<td></td>
<td>SmartFabric Carrying Case (purchase)</td>
<td></td>
<td></td>
<td>$20.00</td>
</tr>
</tbody>
</table>

---

**Order received after the deadline or without payment will be charged the standard price and are subject to availability. All graphics are subject to a 100% cancellation charge once production begins.**

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

**9' carpet is laid toward the front edge, leaving 1' at the back of the booth for access to utility ports.**

---

<table>
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<tr>
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<tbody>
<tr>
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</tbody>
</table>

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TOTAL COST

Sub-Total 8.875% Tax Total Cost
RENTAL EXHIBITS THAT IMPRESS

When it comes to designing your exhibit, effective solutions don’t require expensive investments. Take the stress out of your upcoming show with a rental exhibit from Freeman. With quality rental options that meet your budget requirements, we’ll have you exhibit ready at a moment’s notice, without the hassle of ownership.

PACKAGE 1

10 X 20

10 X 10

PACKAGE 1 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10
FREEMAN

PACKAGE 2

10 X 20

10 X 10

PACKAGE 3

10 X 20

10 X 10

PACKAGE 4

10 X 20

10 X 10
PACKAGE 2 UPGRADE OPTIONS
With Graphics and Cabinet

PACKAGE 3 UPGRADE OPTIONS
With Graphics and Cabinet

PACKAGE 4 UPGRADE OPTIONS
With Graphics and Cabinet
PACKAGE 5 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

PACKAGE 6 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10
There are upgrade options available that allow you to change the panels to slatwall, add shelves, change the metal color and add cabinets as a storage option with the dual purpose of a reception counter.
Booth Panel Options – Color Options Included with Rental Package

- black fabric
- blue fabric
- gray fabric
- white
- white perfboard

Classic Carpet (16 oz.) – Color Options Included with Rental Package Options. Darker colored Classic carpet is made of 25-50% recycled content.

- black
- blue
- gray
- green
- latte
- midnight blue
- plum
- red
- red pepper
- tuxedo

9’ carpet is laid toward the front edge, leaving 1’ at the back of the booth for utility port access. Actual colors may vary slightly.

Prestige Carpet (28 oz.) – Available Upgrade Color Options

- black*
- cardinal
- charcoal*
- cream
- gray pearl*
- navy*
- toast
- wedgewood
- white*

*Colors available in both 28 oz. and 40 oz. Actual colors may vary slightly.

Rental Exhibits Include:

- 9x10 or 9x20 Classic Carpet
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2-arm lights per 10’ Booth
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

questions?

All packages can be customized or modified to fit your specific needs. To speak with an Exhibitor Sales Specialist, call the number listed on the Quick Facts.

“CLEAN FOOTPRINT” MATERIALS

When you select “Clean Footprint” materials for your booth we will use only materials that can be reused or recycled. All flooring, lighting, furniture, and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be printed on reusable and 100% recyclable substrate such as Freeman honeycomb, converd board and reboard. Using a Freeman rental unit includes 100% recyclable aluminum in the structure and virtually eliminates your shipping footprint and carbon emissions.
NAME OF SHOW:

VEITHsymposium / AIMsymposium / AVIDsymposium 2019 / NOVEMBER 18 - 23, 2019

CONTACT NAME : 

E-MAIL ADDRESS : 

For Assistance, please call (201) 299-7575 to speak with one of our experts.

All Exhibits include: installation & dismantle of exhibit, material handling of exhibit, 9’ x 10’ or 9’ x 20’ classic carpet with nightly vacuuming, 2 arm lights (per 10’ unit), power (500 watts) for lights ONLY and labor to hang arm lights.

To place your order, please check the appropriate box and complete the remaining selections at the bottom of the form.

RENTAL EXHIBITS

Package 1  | 10’ x 10’ | 5,425.10 | 7,595.15 |
Package 2  | 10’ x 10’ | 3,427.65 | 4,798.70 |
Package 3  | 10’ x 10’ | 4,866.80 | 6,813.50 |
Package 4  | 10’ x 10’ | 6,325.70 | 8,856.00 |
Package 5  | 10’ x 10’ | 3,826.45 | 5,357.05 |
Package 6  | 10’ x 10’ | 3,942.50 | 5,519.50 |

CHOOSE YOUR PANEL

☐ Black Fabric  ☐ Blue Fabric  ☐ Gray Fabric  ☐ White Hardwall  ☐ White Perfboard

CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colors are available:

Check color choice

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

You may want to add padding or upgrade your carpet to one of our 15 designer colors in our PRESTIGE carpet line. Now available in 28 oz. and 40 oz. weight. Refer to our enclosed Carpet order form for color selections and pricing.

LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10’ unit).

Note: Power and labor to hang the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 Watts.

Additional power must be ordered separately.

HEADER IDENTIFICATION SIGN

Indicate which color lettering you would like. We have a wide variety of standard colors available:

☐ Black  ☐ Blue  ☐ Brown  ☐ Burgundy  ☐ PMS Color
☐ Red  ☐ Teal  ☐ White  ☐ Green  ☐ Font Type

Indicate exactly how you want your company name to appear:

ENHANCE YOUR EXHIBIT

Enhance your exhibit and have an Exhibitor Sales Specialist contact you for pricing by checking any of the following boxes:

☐ Slatwall & Shelves  ☐ Cabinets & Counters  ☐ Specialty Colored Metal  ☐ Recyclable Graphics
☐ Colored Panels  ☐ Creating a Custom Exhibit  ☐ Graphics & Custom Logo  ☐ White Eco-Board

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

TOTAL COST

Sub-Total  8.875 % Tax  Total Cost
For fast, easy ordering, go to www.freeman.com

### ACCESSORIES FOR RENTAL UNITS

<table>
<thead>
<tr>
<th>LIGHTS (use only on rentals)</th>
<th>SHELVES (use only on rentals)</th>
<th>CABINETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>GONDOLAS</td>
<td>RADIUS CABINET</td>
<td>LITERATURE POCKETS</td>
</tr>
</tbody>
</table>

#### LIGHT FIXTURES
(electrical service & labor to install lights not included)

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>172512</td>
<td>Arm Light</td>
<td>169.80</td>
<td>237.70</td>
</tr>
<tr>
<td></td>
<td>172514</td>
<td>4' Tracklight (3 lights)</td>
<td>543.50</td>
<td>760.90</td>
</tr>
<tr>
<td></td>
<td>17252</td>
<td>Halogen Light</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

#### CABINETS & LOCKS

<table>
<thead>
<tr>
<th>Cabinets</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>17305 1m x ½M x 36' High.. 890.85</td>
<td>1,247.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17306 1m x ½M x 42’ High 890.85</td>
<td>1,247.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17308 2m x ½M x 36’ High 1,071.65</td>
<td>1,500.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17309 2m x ½M x 42’ High 1,071.65</td>
<td>1,500.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>173010 1m Radius x ½M x 36’ High 1,502.60</td>
<td>2,103.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>173011 1m Radius x ½M x 42’ High 1,502.60</td>
<td>2,103.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17301   Cabinet Lock 41.15 57.60</td>
<td>(Radius Cabinets do not have doors)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Inside Shelves Available Quoted on Request

#### GONDOLAS

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>174541</td>
<td>Single Sided 1M x 4' High... 717.25</td>
<td>1,004.15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### SHELVES

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>17201</td>
<td>1M Straight (37&quot; x12&quot;) 126.95</td>
<td>177.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17206</td>
<td>1M Angled (37” x 12&quot;) 126.95</td>
<td>177.75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### LITERATURE POCKETS

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>174015</td>
<td>For 8½ x 11 Literature 60.05</td>
<td>84.05</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### TOTAL COST

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Remember to make a selection for items with checkboxes. Otherwise, a selection will be made for you.*
FLEXING TO FIT YOUR NEEDS

TotalFlex® provides the ability to configure exhibits to fit your space, budget and vision from show to show. Available for rent or for purchase, this pop-up display is versatile, lightweight and durable, and setup can be completed without tools in only a few minutes.
The TotalFlex® solution is the most versatile exhibit option available:

- Floor unit cases easily convert into a podium.
- Velcro-compatible fabric panels available in a wide selection of colors.
- Compatible with shelves, lights and other innovative trade show accessories.
- Available in a variety of sizes for rent or purchase, including a tabletop version (shown on front).
- Freeman offers full graphic and logo design solutions.*
- All TotalFlex® rental units include installation & dismantling of display system, material handling, 9’x10’ or 9’x20’ Classic Carpet with nightly vacuuming, 200-watt halogen lights (1 light for the table-top unit, 2 lights per 8x10 unit) as well as power and labor to hang them.

*Graphic design elements are priced separately and not included with TotalFlex® order.
**NAME OF SHOW:** VEITHsymposium / AIMsymposium / AVIDsymposium 2019 / NOVEMBER 18 - 23, 2019

**DISCOUNT PRICE DEADLINE DATE**

**OCTOBER 28, 2019**

**INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER**

---

**CONTACT NAME:** [Redacted]

**PHONE #:** [Redacted]

**E-MAIL ADDRESS:** [Redacted]

---

**For Assistance, please call (201) 299-7575 to speak with one of our experts.**

---

### TABLETOP UNIT

<table>
<thead>
<tr>
<th>RENTAL</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>40&quot;H x 6&quot;W</td>
<td>1,453.30</td>
<td>2,034.60</td>
</tr>
<tr>
<td>40&quot;H x 8&quot;W</td>
<td>1,695.40</td>
<td>2,373.55</td>
</tr>
</tbody>
</table>

**PURCHASE**

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>40&quot;H x 6&quot;W</td>
<td>1,818.15</td>
<td>2,545.40</td>
</tr>
<tr>
<td>40&quot;H x 8&quot;W</td>
<td>2,058.80</td>
<td>2,882.30</td>
</tr>
</tbody>
</table>

*Shipping Not Included*

---

### FLOOR UNIT

<table>
<thead>
<tr>
<th>RENTAL</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>8&quot;H x 8&quot;W</td>
<td>3,861.90</td>
<td>5,406.65</td>
</tr>
<tr>
<td>8&quot;H x 10&quot;W</td>
<td>4,158.95</td>
<td>5,822.55</td>
</tr>
</tbody>
</table>

**PURCHASE**

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>8&quot;H x 8&quot;W</td>
<td>4,122.20</td>
<td>5,771.10</td>
</tr>
<tr>
<td>8&quot;H x 10&quot;W</td>
<td>4,839.15</td>
<td>6,774.80</td>
</tr>
</tbody>
</table>

*Shipping Not Included*

---

### CUSTOM GRAPHIC / PHOTO PANELS

- Our custom graphic panels can dramatically enhance your exhibit’s appearance. Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

---

### OPTIONAL ACCESSORIES

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Qty</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
<th>Qty</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1715800</td>
<td>2-200 Watt Halogen Light Kit</td>
<td></td>
<td>263.00</td>
<td>368.20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1715801</td>
<td>1-200 Watt Halogen Light Kit</td>
<td></td>
<td>138.45</td>
<td>193.80</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1715802</td>
<td>Straight Shelf</td>
<td></td>
<td>106.05</td>
<td>148.40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1715803</td>
<td>Angled Shelf</td>
<td></td>
<td>106.05</td>
<td>148.40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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### QUICK TIPS

- *If shipping literature or products, material handling rates will apply.*
- *Order in advance to save time, money and ensure availability.* Orders received after the deadline date or without payment will be charged the Standard Price.

---

### PURCHASE UNITS TOTAL COST

<table>
<thead>
<tr>
<th>Description</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Total</td>
<td>8.875% Tax</td>
</tr>
</tbody>
</table>

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### RENTAL UNITS TOTAL COST

<table>
<thead>
<tr>
<th>Description</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Total</td>
<td>8.875% Tax</td>
</tr>
</tbody>
</table>
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
- Logo reproduction
- Accent graphic photo panels
- Backlit displays and murals
- Large format signage and banners
- Four-color carpet image printing

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

Minimum order per graphic 9 sq. ft. (1296 sq. in.)

Double sq. ft. for double-sided graphics
Round sq. ft. 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 sq. ft.

File Information:
Electronic File Name  
Application  
PMS Colors  

Backings Material:
Freeman Foam (Foamcore)  
Freeman PVC (PVC)  
Freeman HD Foam (Gatorfoam)  
Freeman Polyfoam (Ultra Board)  

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

Background Color:

Lettering Color:

TOTAL COST
Sub-Total  +  8.875% 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

Files below 10 MB can be delivered via email. Larger files may be posted to Freeman’s FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (201) 299-7575 for assistance.
UNION JURISDICTIONS FOR NEW YORK

THERE ARE FOUR MAJOR UNIONS THAT HAVE JURISDICTION OVER TRADE SHOWS. THE FOLLOWING SHOULD HELP GUIDE YOU IN CONFORMING TO UNION JURISDICTIONS AND ITS ADHERENCE TO THEM WHEN REQUIRED.

TEAMSTER UNION:
Teamsters handle freight at the exhibit hall. They unload trucks and vehicles. They also provide rigging of machinery, moving services and spot machinery in your booth. The normal rigging crew consists of three men. Customarily, this service must be ordered at exhibitor's expense.

CARPENTERS UNION:
Carpenters handle the erection and dismantling of display and exhibit booths. This also includes all display work. Carpenters uncrate and re-crate machinery or equipment, install and remove all draping and floor covering.

EXPOSITION WORKERS:
Exposition workers deliver freight to exhibitor's booth after it has been unloaded by teamsters. They also deliver furniture and floor covering. They may assist carpenters in the erection and dismantling of exhibits and displays. The first two men required for this work must be carpenters and a third man, if needed, an exposition worker.

ELECTRICAL UNION:
Electricians handle all electrical work, which includes supply power lines to your booth, connecting equipment to outlets and installing signs or headers that are lighted, unless they are permanently a part of the exhibit backwall.

WHAT CAN EXHIBITORS DO WITHOUT UNION PERSONNEL?
Contrary to popular belief, exhibitors are allowed to do some work within the privacy of their own booths. Exhibitors may install and dismantle their own exhibit and lay their own carpet in their own exhibit area as long as the booth size is 100 sqft (10'x10') or less and the following conditions are met: 1) The set-up can be reasonably accomplished in 1/2 hour or less; 2) No tools are used in the assembly or dismantle; 3) Individuals performing the work must be full time employees of the exhibiting company and carry identification to verify this fact. Exhibitors are allowed to unpack and repack their own products (if in cartons, not crates) and are allowed to do technical work on their machines, such as balancing, programming, cleaning of machines, etc. Exhibitors may “hand carry” for use nothing larger than a two wheel baggage cart (rubber or plastic wheels only) to move their items. Exhibitors may move a “pop-up” display (equal or less than 10’ in length) capable of being carried by hand by one person. The individuals moving the items must be full time employees of the exhibiting company and must carry identification to verify this fact. We hope the above will help you. If you are in doubt, do not wait until you get to the show to ask questions. Call the Show Manager or Freeman before hand.

GENERAL INFORMATION:
FLAMEPROOFING:
Table coverings as well as all booth equipment must be a non-flammable material. All decorative materials must be fire-resistant and in accord with the standard established by the New York Fire Department. Affidavit attesting to flameproof compliance with New York City Fire Department Regulations must be submitted when requested.

INSURANCE:
Freeman, and/or the Association (Exhibit Manager) and/or the Exhibit Convention Site will not be responsible in any way for the safety of any exhibit or materials against fire, water, theft, accident or any cause nor for the loss or damage to goods consigned to its care. However, every effort will be made to protect exhibitor’s property. You are advised to consult your insurance broker for proper coverage on any of your display material from the time it leaves your Company’s premises until it returns. In most cases a rider can be added to your present policy for a nominal cost.

09/07
LET US DO THE HEAVY LIFTING

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

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

ON-SITE SUPERVISION

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

If You Use Freeman Staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.
NAME OF SHOW: VEITHsymposium / AIMsymposium / AVIdsymposium 2019 / November 18-23, 2019

CONTACT NAME:
PHONE #:
E-MAIL ADDRESS:

For Assistance, please call (201) 299-7575 to speak with one of our experts.

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpenter Labor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday...</td>
<td>$204.50</td>
<td>$286.50</td>
</tr>
<tr>
<td>Overtime - 4:30 P.M. to 8:00 A.M. Monday through Friday, All Day Saturday...</td>
<td>$275.25</td>
<td>$385.50</td>
</tr>
<tr>
<td>Double Time - Sundays and Holidays...</td>
<td>$355.50</td>
<td>$497.75</td>
</tr>
</tbody>
</table>

- **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 man - labor thereafter is charged in half (1/2) hour increments.
  - Supervisor must check in at Service Desk to pickup labor.
  - 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 boot.
  - 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Freeman Supervision (30%/45.00) = $
Tax 8.875% = $
Total Installation = $

**DISMANTLE LABOR**

☐ Exhibitor Supervised Labor
Supervisor will be: Phone Number:

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>No. of People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hrs.</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Freeman Supervision (30%/45.00) = $
Tax 8.875% = $
Total Dismantle = $

If you have questions or need assistance in completing your order, please call and ask for your Freeman I & D Representative.

NYH19/20 (469125)
NAME OF SHOW: VEITHsymposium / AIMsymposium / AVIDsymposium 2019 / November 18-23, 2019

COMPANY NAME: 

BOOTH #: 

BOOTH SIZE: X

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: ___________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: 

☐ Other Carrier: 

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. 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 

☐ Lift gate required 

☐ Inside delivery 

☐ Air ride required 

☐ Pad wrap required 

☐ Residential 

☐ Do not stack

☐ 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.
Tradeshow Order Management With Integrated Online Ordering

Ordering Hotel Services for your booth is now automated

To order any of the following services

- Internet/Phones
- Cleaning Services
- Audio-Visual Equipment
- Electric Hook Ups

Please go to [https://newyorkhilton.boomerecommerce.com](https://newyorkhilton.boomerecommerce.com)

If we have received an exhibitor list for your show, we will pre-load your information and you will receive a login via email
## FLORAL DECORATIONS

### NAME OF SHOW:

### SHOW LOCATION:

### DATES OF SHOW:

<table>
<thead>
<tr>
<th>CUSTOM FLORAL SERVICES</th>
<th>Cost Each</th>
<th>Quan.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fresh Floral Arrangement 12 - 14” High</td>
<td>68.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fresh Floral Arrangement 15 - 18” High</td>
<td>78.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exotic Floral Arrangement 14” High</td>
<td>83.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exotic Floral Arrangement 24” High</td>
<td>97.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### RENTAL GREEN & FLOWERING PLANTS

<table>
<thead>
<tr>
<th>Plants</th>
<th>Cost Each</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mum Plants</td>
<td>28.00</td>
</tr>
<tr>
<td>Azaleas</td>
<td>33.00</td>
</tr>
<tr>
<td>Green Table Plant</td>
<td>28.00</td>
</tr>
<tr>
<td>Large Fern</td>
<td>38.00</td>
</tr>
<tr>
<td>3-foot Green Plant</td>
<td>45.00</td>
</tr>
<tr>
<td>4-foot Green Plant</td>
<td>55.00</td>
</tr>
<tr>
<td>5-foot Green Plant</td>
<td>65.00</td>
</tr>
<tr>
<td>6-foot Green Plant</td>
<td>75.00</td>
</tr>
<tr>
<td>8-foot Green Plant</td>
<td>91.00</td>
</tr>
</tbody>
</table>

**SUBTOTAL:** __________

ADD 8.875% NEW YORK SALES TAX: __________

**TOTAL:** __________

---

**PAYMENT POLICY:** ALL ORDERS MUST BE PAID IN ADVANCE

Enclose your check or credit card information as indicated below. Make checks payable to: Spring Valley Floral.

- **Payment Options:**
  - American Express (15 Digits)
  - Check
  - MasterCard (16 Digits)
  - Visa (13 or 16 Digits)

**Payment Information:**

- **Credit Account Number**
- **Expiration Date MM/YY**
- **Authorized Signature**
- **Name on Card**
- **Security Code**
- **Company**
- **Phone**
- **Address**
- **FAX**
- **City, Zip, State**
- **E-mail**
- **Party in Charge**
- **Onsite Phone Number**
- **Authorized Signature**
- **BOOTH #**