

**EXHIBITOR MOVE-IN**

Monday	November 1	8:00 am – 5:00 pm
Tuesday	November 2	8:00 am – 6:00 pm

**INSTALLATION OF BOOTHS**

- All booths must be completely set by show opening at 5:00 pm on Tuesday, November 2
- All booths must remain set until Noon on Friday, November 5

**MOVE-OUT SCHEDULE**

Friday	November 5	Noon – 8:00 pm
Saturday	November 6	8:00 am - Noon

**DISMANTLE OF BOOTHS**

- Freeman will begin returning empty containers at the close of the show.
- All exhibitor materials must be removed from the exhibit facility by **Saturday, November 6, 2021, at 12:00 p.m.** Any materials remaining in the facility will be re-routed via Freeman's choice or returned to the warehouse to await disposition at exhibitor's expense.
- 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 6, 2021, at 10:00 a.m.**

**SHOW HOURS**

Wednesday	November 3	10:30 am – 5:00 pm
Thursday	November 4	10:30 am – 5:00 pm
Friday	November 5	9:00 am – Noon

**REGISTRATION SCHEDULE**

Sunday	October 31	Noon – 5:00 pm
Monday	November 1	7:30 am – 5:00 pm
Tuesday	November 2	7:30 am – 6:30 pm
Wednesday	November 3	7:30 am – 5:00 pm
Thursday	November 4	7:30 am – 5:00 pm
Friday	November 5	8:00 am – Noon

Use this checklist as your guideline for important deadline dates for the show. Be sure to meet the discount deadlines as these can save you money over on-site prices.

DUE DATE / DISCOUNT DEADLINE	FORM NAME	SERVICE PROVIDER	<input checked="" type="checkbox"/>
<b>SHOW MANAGEMENT INFORMATION</b>			
ASAP	Hotel Reservations	<a href="#">Online link</a>	<input type="checkbox"/>
October 11	Required Insurance Form	<a href="#">Online link</a>	<input type="checkbox"/>
October 11	EAC Notification Form	<a href="#">Online link</a>	<input type="checkbox"/>
October 11	Hanging Sign Approval Form	<a href="#">Online link</a>	<input type="checkbox"/>
ASAP	Exhibitor Staff Badge Registration	<a href="#">Online link</a>	<input type="checkbox"/>
<b>SHIPPING INFORMATION</b>			
October 4	Advance Shipments to the Warehouse May Arrive	Freeman	<input type="checkbox"/>
October 22	Last Day Advance Shipments to the Freeman Warehouse May Arrive without added expense	Freeman	<input type="checkbox"/>
November 1	Date when Direct Shipments to the Facility May Begin to Arrive	Freeman	<input type="checkbox"/>
<b>FREEMAN INFORMATION &amp; ORDER FORMS</b>			
October 11	Furnishings Essentials & Select Furnishings Order Form	Freeman	<input type="checkbox"/>
October 11	Freeman Carpet & Accessories	Freeman	<input type="checkbox"/>
October 11	Freeman Rental, Exhibit & TotalFlex Packages	Freeman	<input type="checkbox"/>
October 11	Freeman Graphics & Signs	Freeman	<input type="checkbox"/>
October 11	Freeman Installation & Dismantle Labor Form	Freeman	<input type="checkbox"/>
October 11	Freeman Transportation	Freeman	<input type="checkbox"/>
October 11	Freeman Forklift & Rigging Labor	Freeman	<input type="checkbox"/>
<b>OFFICIAL SERVICE PROVIDER ORDER FORMS</b>			
October 17	Floral/Plants	<a href="#">TLC Plant Rental</a>	<input type="checkbox"/>
October 20	Additional Booth Security	<a href="#">David L Lawrence CC</a>	<input type="checkbox"/>
October 20	Electrical	<a href="#">David L Lawrence CC</a>	<input type="checkbox"/>
October 20	Booth Cleaning	<a href="#">David L Lawrence CC</a>	<input type="checkbox"/>
October 22	Lead Retrieval Discount Deadlines	<a href="#">Maritz Global Events</a>	<input type="checkbox"/>
Prior to the show	Audio Visual & Computer Rentals	<a href="#">Three Rivers</a>	<input type="checkbox"/>
Prior to the show	Insurance for Purchase	<a href="#">Marsh/TotalEvent</a>	<input type="checkbox"/>

**Animals**

No animals, except Seeing Eye dogs, are permitted in the facility. Any request for an exception must be requested with Show Management.

**Approved Vendors**

Only those companies listed within the service manual are approved by Show Management to provide exhibitors with products and service for the show.

**Balloons**

Latex helium balloons are allowed on the show floor. Mylar balloons are not allowed at any time and should not be used in the design of the exhibit space or be distributed at the Show.

**Booth Abandonment**

Exhibitors that leave excessive literature and/or display materials in their booth at the end of the published move-out times will be classified as "material abandonment." Any charges incurred on behalf of Show Management to remove abandoned materials will be directly billed to the exhibitor. Please [click here](#) to view the Convention Center's Cleaning Order Form for rates. Exhibitors should communicate this information to all EAC (Exhibitor Appointed Contractor) personnel.

**Booth Carpet**

The exhibit hall is not carpeted; however, the aisles will be carpeted in red. Exhibitors are required to provide floor covering for their booth space with at least 90% of the exhibit space covered. For linear booths, this is measured from the front of the booth to the back. Rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form within this manual.

**Booth Catering Service**

Outside food or beverages (including logo bottled water) is not permitted at the David L. Lawrence Convention Center. All food and beverages must be purchased from Levy, the official caterer of the center. A corkage fee will be charged for any food or beverage not purchased from them. Refer to the online order form located under the Official Service Providers within this manual.

**Booth Cleaning**

The David L. Lawrence Convention Center is the exclusive booth cleaning contractor for EDspaces. Please note: your booth will NOT automatically be vacuumed the night before the show opens unless you order and pay for this service. Booth cleaning (vacuuming booth carpet) **is not included** in your booth space rental. Wastebaskets left at the front edge of your booth will be emptied during show days. Any booth structure, crates, carpet padding or booth equipment abandoned after the published move-out deadline (Noon on Saturday, November 6) will be deemed trash and disposed by Freeman at a cost to the exhibitor. Arrange for cleaning services by utilizing the online order forms within this manual.

**Booth Construction**

EDspaces is a "Line of Sight" show for linear booths and "Cubic Content" for island booths. Booths may be constructed as detailed in the Booth Construction & Display Guidelines located in the Show Rules & Regulations section of this service manual.

**Booth Package**

Each 10x10 booth will be set with 8' high white back drape, 3' high white side dividers and a 7" x 44" one-line identification sign.

**Business Center**

There is not a Business Center located in the David L. Lawrence Convention Center. FedEx Kinkos is located across the street from the Convention Center at 960 Penn Ave, Pittsburgh, PA 15222 and may be reached at 412-391-2014.

**Ceiling Height Restrictions**

All booths must comply with the booth regulations described within the Rules & Regulations for approved height regulations. Maximum height for islands is 20' including signage.

**Children**

Children under the age of 16 are not allowed on the show floor during move-in or move-out.

## Clean Floor Policy

All crates and skids must be tagged and removed from the exhibit floor no later than 2 pm on Tuesday, November 2, 2021. This will allow sufficient time to complete the overall cleaning of the Exhibit Hall as well as provide exhibitors the space to complete their booth set up by keeping aisles clear.

Crates without empty stickers will be tagged by Freeman and removed – whether full or empty. Exhibitors may request product to be returned to their booth at the exhibitor's expense. Depending on where the crates are located, it may not be possible to access the crates prior to move-out.

## Concessions

Cash concessions will be available through food outlets with the Convention Center during the show.

## Copyrights

Exhibitors shall obey copyrights and assume full and sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors must obtain all necessary licenses and approvals from copyright owners and pay all required royalties and fees.

## Directions to the Convention Center

[Click here](#) to access driving directions to the David L. Lawrence Convention Center from your location.

## Driver Check-In

Please be advised that certified weight tickets are required when checking into the Marshaling Yard. For your convenience, Freeman has available a full-size certified scale at the Marshaling Yard. If your driver has valid certified weight tickets, Freeman will accept these tickets and your driver will not have to scale at the Marshaling Yard. **All carriers will be assigned an unloading number according to driver check-in time.**

## Electrical Service

The David L. Lawrence Convention Center is the exclusive provider for electrical services and labor. Show Management **does not** include electrical services or labor as part of your booth space rental fee. Electrical service will be activated 30 minutes prior to show opening and deactivated 30 minutes after show closing each day.

## Exhibit Hall Access

Exhibitors will be allowed access to their booth one hour prior to show opening and one hour after show closing. Attendees are allowed access to the show floor only during expo open hours and Show Management approved exhibitor in-booth meetings.

## Exhibitor Appointed Contractor (EAC)

If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the exhibitor must complete the [online Exhibitor Appointed Contractor form](#). Completion of this form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC. For more information on the regulations pertaining to EAC's, please refer to the Show Rules & Regulations section of this service manual.

## Exhibitor Badge Registration

All exhibitors who are employees of the exhibiting company will be required to wear an exhibitor badge at all times within the exhibit area, including move-in and move-out. Badges will be issued only to those individuals staffing your booth. Please do not register your EAC (Exhibitor Appointed Contractor) as a staff member. EAC's will be issued daily wristbands for move-in and move-out only at the Security Desk. [Click here](#) to request your exhibitor badges.

Please note that badges will not be mailed and may be picked along with your badge holder onsite. Questions concerning exhibitor badges can be directed to Registration Customer Service at 864-342-6376.

## Exhibitor Unloading

Freeman will handle and control the unloading and loading of all vehicles at the Convention Center's loading docks.



**Facility Information**

Exhibits will be located within the David L. Lawrence Convention Center. The address is:

David L. Lawrence Convention Center  
1000 Fort Duquesne Blvd.  
Pittsburgh, PA 15222  
[www.pittsburghhcc.com](http://www.pittsburghhcc.com)

- Freeman will be in control of the loading dock areas. NO parking and/or unloading is permitted in the loading and unloading areas.
- The exhibit hall is not carpeted. Exhibitors are required to provide floor covering for their booth space. Booth carpeting may be obtained through Freeman.
- Electrical service will only be provided 30 minutes prior to show opening and 30 minutes after closing during open show days. Show Management **DOES NOT** provide 24-hour electrical service. To order utilities (electrical, telecommunication, etc.), [click here](#).
- Please refer to the Guidelines and Requirements within this manual for information regarding booth height rules and regulations.

**First Aid**

A first aid station, staffed by licensed medical professionals, will be available on show days and move-in/out.

**Freight Free Aisles**

The floor of the Exhibit Hall will be marked to indicate all "Freight Free Aisles". If your booth borders one of these aisles, please keep your crates and materials out of these aisles so that they remain clear for the free movement of freight.

**Freight Holds**

EDspaces and Freeman reserve the right to hold freight for ANY outstanding balance owed including booth payment, electrical, freight, storage fees, etc. Freight will be released when the outstanding balance is paid.

**General Service Contractor**

Freeman is the General Service Contractor for EDspaces. Freeman provides furniture rental, material handling, labor, signage, shipping etc. All orders for labor and teamster services are to be made through Freeman, including the number of personnel required and the hour at which they are to report. Orders can be made online or using the order forms in the Freeman Information & Order Forms section of this manual.

**Hanging Signs**

Exhibitors in island booths that are 400 square feet or larger may have a hanging sign over their booth. You must [complete and submit the electronic form](#) to be considered and approved to have a hanging sign in your booth. For more information refer to the Common Considerations and Requirements page within this manual.

**Hotel Arrangements**

EventSphere is EDspaces' official housing agency and the best way to book hotel rooms for the event. Hotel arrangements can be made through the Housing & Travel section of the EDspaces website [here](#).

**Insurance**

Show management requires each exhibiting company and exhibitor appointed contractors to carry general liability insurance, automotive liability insurance and workmen's compensation coverage. [Click here](#), log-in using the password received in your company's booth confirmation and electronically upload your insurance information. Refer to the "Insurance Requirements Policy" in the Show Rules & Regulations section of the manual for more specifics on insurance requirements.

**Lead Retrieval**

Lead Retrieval Units may be rented from Maritz Global Events using the form provided in the Official Service Provider Order Forms section of the online service manual. Or you may contact email [exhibitorservices@maritz.com](mailto:exhibitorservices@maritz.com) for more information.

**Marshaling Yard**

All delivering carriers must check in at the Marshaling Yard prior to delivering to the facility. The yard will be located at the same location as the advance warehouse which is: c/o APA Trucking LLC/Freeman, 204A Schreiber Industrial Park, New Kensington, PA 15068. Certified weight tickets are required when checking into the Marshaling Yard. Freeman has available a full-size certified scale at the yard. If your driver has valid certified weight tickets, Freeman will accept these tickets and your driver will not have to scale at the yard. All carriers will be assigned an unloading number according to driver check-in time.

**Occupancy**

Exhibit displays must be set by 5:00 pm on Tuesday, November 2. Should any space (for which a signed contract has been received and rental payment made) remain unoccupied after this time, show management reserves the right to rent or otherwise use such space and shall not be obligated to refund the space rental fee.

Exhibitor's displays must not be dismantled or packed in preparation for removal prior to Noon on Friday, November 5. Every exhibit must be fully staffed and operational during published Expo Open hours.

Dismantling of displays begins at Noon on Friday, November 5, and continues until Noon on Saturday, November 6.

By 12:01pm on Saturday, November 6, all exhibitor displays, or materials left in the exhibitor's space without instructions will be packed, shipped or discarded at the discretion of show management at the exhibitor's expense.

**Paging/Announcements**

There is no paging system for exhibitor announcements in the Exhibit Halls.

**Parking**

A 700-car parking garage with an 7' 8" clearance is available at the David L. Lawrence Convention Center. The entrance is located on 10th Street. For more information, please visit: [Alco Parking Corporation](#).

**Photography & Filming**

Exhibitors may only photograph/film their own exhibit at the Expo. In order to take a photograph or film another booth, you must receive permission from booth personnel in the booth prior to taking pictures or filming. Show Management and the Official Show Photographer are exempt from this rule. Members of the Press must first receive permission from the exhibitor to photograph or film the exhibitor's booth. Violation of the policy may result in confiscation and removal of camera images and expulsion from the show.

**Security**

Show Management provides adequate perimeter security on-site. However, it is the exhibitor's responsibility to ensure the security of their exhibit and products at all times. [Click here](#) to order in-booth security services for your exhibit,

**Selling Policy**

Retail sales are NOT permitted on the expo floor at any time. No cash and carry sale of goods, as in a retail setting, is permitted from an exhibit booth or in the Event Facility. Exhibitors who are found to be in violation will be subject to loss of priority points and could be excluded from future events.

**Shipping**

Booth materials may be shipped in advance to the Freeman Advance Warehouse or shipped directly to the Convention Center. The specific shipping information, instructions, receiving dates and printable shipping labels are located in the Shipping Information of this manual. If you have questions, contact Freeman at (888) 508-5054 or [ExhibitorSupport@freeman.com](mailto:ExhibitorSupport@freeman.com).

**Show Colors**

Backwall: White  
Siderail: White  
Aisle Carpet: Red

**Show Directory**

[Click here](#) to update your Company Profile listing for the EDspaces 2021 Show Guide.

**Show Office**

An on-site Show Office will be in operation during move-in, show days and move-out.

**Smoking Policy**

Smoking is strictly prohibited in the exhibit hall, lobbies and meeting rooms during move-in, move-out and all show days.

**Standard Booth Equipment**

All booths will be supplied with the following equipment.

*Linear, Corner and Perimeter booths*

- 8' high pipe and drape back wall.
- 3' high pipe and drape side rails.
- 7" x 44" booth identification sign with company name and booth number.

*Peninsula*

- 8' high pipe and drape back wall

Island booths do not come with back drape. If it is desired, it may be ordered from Freeman. All other equipment and services are the responsibility of the exhibitor. Please refer to the Guidelines and Regulations within this manual.

**Utilities**

The David L. Lawrence Convention Center is the exclusive provider for electrical, gas, plumbing and compression air services. Online ordering for these services is in the Official Service Provider section of this manual.

**Wi-Fi Service**

Show Nets provides internet and wireless products at the David L. Convention Center. Please refer the Official Service Provider section of this manual to obtain the online ordering form.

## **Sales**

Joe Tucker  
Phone: (770) 291-5495  
[joe.tucker@emeraldx.com](mailto:joe.tucker@emeraldx.com)

## **Operations**

Neeta Lakhani, Operations Director  
Phone: (949) 226-5726  
[neeta.lakhani@emeraldx.com](mailto:neeta.lakhani@emeraldx.com)

Brian Bazinet, Operations Manager  
Phone: (949) 226-5768  
[brian.bazinet@emeraldx.com](mailto:brian.bazinet@emeraldx.com)

## **Booth Space Billing**

Patty Crone  
Phone: (502) 736-9535  
[patty.crone@emeraldx.com](mailto:patty.crone@emeraldx.com)

## **Customer Service – Registration**

Maritz Global Events  
Phone: (864) 342-6376

**Attendee Lead Retrieval**

Maritz Global Events

[exhibitorservices@maritz.com](mailto:exhibitorservices@maritz.com)

<https://exhibitor.experientswap.com>

**AV and Computer Rentals**

Three River Entertainment & Production

Phone: (412) 429-4000

[AV@3riversentertainment.com](mailto:AV@3riversentertainment.com)

**Booth Cleaning**

David L. Lawrence Convention Center

Phone: (412) 565-6000

<https://www.pittsburghhcc.com/exhibitors/>

**Booth Furnishings**

Freeman

Phone: (888) 508-5054

Fax: (469) 621-5609

[ExhibitorSupport@freeman.com](mailto:ExhibitorSupport@freeman.com)

**Customs Broker**

Phoenix Int'l Business Logistics

Phone: (908) 355-8900

Fax: (908) 355-8883

[phobson@phoenixlogistics.com](mailto:phobson@phoenixlogistics.com)

**Electrical**

David L. Lawrence Convention Center

Phone: (412) 565-6000

<https://www.pittsburghhcc.com/exhibitors/>

**Floral/Plants**

TLC Plant & Floral Rental

Phone: (770) 507-6777

[order@tlc-florist.com](mailto:order@tlc-florist.com)

**Ground Freight**

Freeman Transportation

Phone: (800) 995-3579

Fax: (469) 621-5810

[Exhibit.Transportation@freeman.com](mailto:Exhibit.Transportation@freeman.com)

**General Services Contractor**

Freeman

Phone: (888) 508-5054

Fax: (469) 621-5609

[ExhibitorSupport@freeman.com](mailto:ExhibitorSupport@freeman.com)

**Hanging Signs & Rigging**

Freeman

Phone: (888) 508-5054

Fax: (469) 621-5609

[ExhibitorSupport@freeman.com](mailto:ExhibitorSupport@freeman.com)

**Housing**

EventSphere

Phone: (855) 732-5118

[EDspaces@eventsphere.com](mailto:EDspaces@eventsphere.com)

**Insurance for Purchase**

Marsh/Total Event Insurance

[emeraldexhibitor@totaleventinsurance.com](mailto:emeraldexhibitor@totaleventinsurance.com)

**Internet & Telecommunications**

Show Nets

Phone: (800) 310-4454

[orders@shownets.net](mailto:orders@shownets.net)

**Material Handling**

Freeman

Phone: (888) 508-5054

Fax: (469) 621-5609

[ExhibitorSupport@freeman.com](mailto:ExhibitorSupport@freeman.com)

**Registration**

Maritz Global Events

Phone: (864) 342-6376

[EDspaces@maritz.com](mailto:EDspaces@maritz.com)

In addition to the Terms & Conditions on page 2 of your Exhibit Space Agreement, the below Rules & Regulations for Exhibiting must also be followed by all exhibitors and their representatives. Please contact your Account Executive if you need a copy of the Exhibit Space Agreement Terms & Conditions.

## **1. Admission Policy**

- Exhibit hall admittance is restricted only to exhibitor personnel and registered attendees displaying an official show management badge. All personnel representing the exhibitor, or its authorized agents must be properly identified with an official show management badge.
- Children under the age of 14, including infants, are not permitted in the conference seminars at any time. Children under the age of 14 will be permitted in the Expo Hall, during show hours, provided they have adult supervision at all times. No more than two children per adult. Strollers are permitted, but strongly discouraged. Show management reserves the right to request proof of age for any person and restrict minors from the exhibition floor at any time on any day for safety and liability reasons. No children under the age of 16 are allowed on the floor during set-up and tear-down. There are no exceptions.
- Exhibitors who do not have sales meetings approved by show management are permitted access to the exhibit hall one (1) hour before and one (1) hour after posted official show hours. Additional access may be arranged solely at the discretion of show management.
- Only individuals registered and badged may attend conference events. Exhibitor staff or guests must register to attend conference sessions and to enter the exhibit hall.
- Once the Show has opened, all persons must enter and exit only through designated entrances where security is posted.
- Exhibitors are responsible for providing all assigned workers with proper badges. Temporary Floor Passes/Wrist Bands are available from Show Security and are valid on move-in and move-out days only.

## **2. Advertising**

- Exhibitor shall not, without the written consent of show management, distribute or permit to be distributed, any advertising matter, literature, souvenir items or promotional materials in or about the exhibit areas except from its own allotted exhibit space and/or official promotional areas. Exhibitor shall not post or exhibit any signs, advertisements, show bills, lithograph posters or cards of any description on any part of the premises of the facility, except within the exhibitor's exhibit space and upon such space as is made available for such purposes by the facility. Mobile advertisements along the roads immediately surrounding the perimeter of the convention center and event hotels are prohibited during conference hours regardless of permits.
- Show management defines advertising as any advertisement, sign (print or electronic) or message that promotes an activity taking place in the city to event attendees. Any indoor/outdoor advertisement placement around the "key" areas of the city, to include but not limited to: airport signage, street signage/banners, convention center, event hotels, etc., must include the prominently visible tagline: "Proud Supporter of EDspaces".
- Exhibitors may not advertise in or on the sidewalks, ramps, entries, doors, corridors, passageways, vestibules, hallways, lobbies, stairways, elevators, escalators, aisles, or driveways of the facility without written permission from show management. These areas are considered private property.
- Exhibitors found to be in noncompliance with advertising guidelines will be subject to loss of priority points and show management fines.

## **3. Aisles**

- Aisles must not be obstructed at any time. No portion of an exhibitor's display, product or demonstration may extend into any aisle.
- An exhibitor may not bridge an aisle, whether by a physical structure, carpeting, banners, etc., to connect their exhibit space with one across the aisle without permission from show management.
- All features, signs and/or walls that are facing the aisle need to be covered or finished.

## **4. Americans with Disabilities Act (ADA)**

All exhibiting companies are required to follow the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities.

## **5. Animals**

- Permission for any domesticated animal (cats, dogs, etc.) to appear must be approved by show management then by the facility. Non-domesticated animals will be considered on an individual basis.
- Under the Americans with Disabilities Act (ADA), show management must allow people with disabilities to bring their service animals into all areas of the facility where exhibitors and attendees are normally allowed to go. Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting persons having seizures, or performing other special tasks.

**6. Appearance of Exhibit Space and Care of Premises**

- All open or unfinished sides of the exhibit which may appear unsightly must be covered or show management will have them covered at exhibitor's expense.
- Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering or graphics that would detract from the adjoining exhibit.
- Peninsula, split island and island exhibits must have a finished back wall and be finished on all sides.
- Unfinished hard-walls are not permitted.
- Floor covering is required in all booths and can either be brought in or ordered from the General Service Contractor.
- No bolts, screws, hooks or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas.
- No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers.
- Decals or other adhesive materials shall not be applied or affixed to the walls, columns or floor of the exhibit/facility areas.
- No sign of any description may be installed, except within the confines of the exhibit space assigned.
- Fog, smoke and steam machines are not permitted.
- Exhibitors are prohibited from possessing, displaying or depicting any products or components in their booth which could be interpreted as being a promotion of another company.
- No exhibit will be permitted which interferes with the use of other exhibits or impedes access to them or impedes the free use of the aisles.
- Items located in the exhibit space must be in good taste or will be removed at the discretion of show management.
- Exhibitors with large equipment such as walk-in coolers must reserve sufficient space to ensure that equipment which exceeds 4 feet (1.12 meters) in height and which, by virtue of its size, cannot be confined to the rear half of the exhibit space, is no nearer than 10 linear feet from any adjoining exhibit space.

**7. Behavior/Good Neighbor Policy**

- Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits. Activities may not disturb neighboring booths. Demonstrations, booth giveaways and literature must directly relate to the exhibiting company product, business or mission and not be offensive in any manner.
- Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Show management reserves the right to deny access to the exhibition floor to exhibitors not conducting themselves in a professional, ethical and otherwise appropriate manner. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.
- Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be ejected from the event and the exhibitor additionally penalized by the loss of priority points at the discretion of show management.

**8. Booth and/or Material Abandonment**

Exhibitors that leave excessive literature and/or display materials in their booth at the end of the published move-out time will be deemed to be guilty of "material abandonment". Any charges incurred on behalf of show management to remove the abandoned materials to ensure that show management can comply with the published move-out schedule of the facility as stated in their license agreement for the event will be billed to the exhibitor directly. Show Management & the facility will NOT be responsible for the recovery of abandoned materials that are left in an exhibitor's booth past the move-out dates/times as published in the Exhibitor Manual.

**9. Booth Construction Standards**

- The Booth Construction & Display Guidelines are located in the Rules & Regulations section of this Exhibitor Manual for your reference and should be strictly adhered to.
- Please note that for EDspaces, linear booths follow "line of sight" guidelines and island booth follow "cubic content" guidelines

**10. Building Regulations and Care of the Facility**

- It is understood that exhibitors shall neither injure, nor in any manner deface the premises.
- Exhibitors will not be permitted to drive nails, hooks, tacks or screws into any part of the building, put up decorations or adhesives that would deface the premises.
- All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions.
- Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agents, contractors or representatives.



**11. Demonstrations**

- As a matter of safety and courtesy to others, exhibitors shall conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentations, audio visual presentations, and demonstration areas to ensure compliance. No activities should be planned, or products displayed in a manner that would require an audience to gather in the aisles. Show management reserves the right to determine if a demonstration interferes with adjacent exhibit spaces and when it must be discontinued.
- Exhibitors must comply with local regulations regarding fire/safety and environment which must be adhered to. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3 feet (.91 meters) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.
- Attention-getting devices, gimmicks and tactics that do not reflect favorably on the educational or business purpose of the show are prohibited. Exhibitors are encouraged to receive approval from show management for any activities in question prior to the show.

**12. Environmental Laws/OSHA Regulations**

All exhibitors must be following environmental laws and OSHA regulations. To facilitate this compliance, the Organizer strongly urges all exhibitors who give samples of any chemicals, cleaners, or inks to include a Material Safety Data Sheet (MSDS) with each sample given.

**13. Excessive Trash**

Any exhibitors promoting giveaways from their booths which generate additional trash are required to order porter service for their booth. Exhibitors who require porter service for their booths, but do not order it, will automatically be billed for this service. Any wooden crates or large containers left on the show floor (not labeled as empty storage) will be subject to an additional fee for dismantling and disposal.

**14. Forklifts**

Forklifts with operators are available at the prevailing rates. Arrangements must be made with the general service contractor at least 14 days prior to setup for special requests, such as cranes or forklifts with over 5,000-pound lift capacity for special handling of large equipment or machinery.

**15. Exhibit Design**

- All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.
- Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.
- All Multi-Level and Covered exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to show management and the facility at least 60 days in advance.
- If inflated, balloons must be displayed within limitations of the Display Regulations. Inflated balloons must be inflated only with air or heavier than air gas. Helium is not permitted. Mylar balloons are not allowed at any time and should not be used in the design of the exhibit space or be distributed.

**16. Exhibitor Appointed Contractor (EAC)**

- If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the following rules and regulations must be adhered to by the exhibitor and the EAC. THESE RULES WILL BE STRICTLY ENFORCED. The exhibitor must complete the online exhibitor appointed contractor form. Completion of this form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC.
- The EAC shall refrain from placing an undue burden on the official service contractors by interfering, in any way, with the official contractor's work.
- The EAC will not solicit business at the event.
- The EAC is responsible for adhering to all rules and regulations requiring badging. EAC must wear badges at all times.
- If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors, or impairs the smooth installation and dismantling of the event, the EAC will immediately cease such disruption or be removed from the event site. Show management will have the final decision in such instances.
- The EAC who provides installation and dismantling services will be sent the proper information from show management upon receipt of request by the authorizing exhibitor.
- Show management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of:

- Certificate of insurance for workers' compensation and employers' liability, comprehensive general liability and automobile liability insurance.
- The workers' compensation and employers' liability insurance must provide a minimum limit of (recommended \$500,000 USD) and meet the requirements established by the state in which the event is being held.
- Comprehensive general liability coverage must provide at least (recommended \$1 million USD per occurrence /\$2 million USD general aggregate) in coverage and shall name show management, the sponsoring associations, the event owners, the official contractor and the facility as additional insured.
- Automobile liability should include all owned, non-owned and hired vehicles with limits of (recommended \$500,000 USD) bodily injury and (recommended \$500,000 USD) property damage liability.
- Show management must receive the certificate of insurance no later than 30 days prior to the commencement of installation.
- In performing work for their clients, the EAC shall cooperate fully with the official contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by show management in any contracts with the official contractors.
- Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the event site.
- Services ordered on behalf of exhibitors by EAC's or other third parties must be so authorized in writing by the exhibitor. Payment for all services will be the responsibility of the exhibitor.

## **17. Exhibitor Registration & Badges**

- Official show badges must be worn at all times by exhibitor personnel while in the exhibit hall during move in, move out and official show hours.
- Each exhibiting firm receives two (2) booth staff badges per 100 square foot space occupied. Additional exhibitor registrations are available for a fee. Badges are the property of show management and are non-transferable. The lending/sharing of badges is prohibited and will result in confiscation.

## **18. Fire Protection/Fire Marshal Requirements**

All exhibit spaces must be in full compliance with all facility, fire marshal, show management, and exhibit guidelines including all local, state and federal laws.

### **• Fire and Safety**

- The travel distance within the exhibit to an exit access aisle shall not exceed 50 feet (15.25 meters).
- Cardboard, crepe paper, corrugated paper or other combustible materials are prohibited.
- Exhibitors that have fire alarms, fire extinguishers, fire strobe lights or fire hose cabinets within the exhibit space must have them visible with an unobstructed path from the aisle to the fire device location.
- Spray painting is prohibited.
- Welding is allowed with written permission of show management, and provided exhibitor procures all necessary permits and licenses and provides evidence of the requisite permits to the facility prior to the event.
- Helium and gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI) approved safety stands with the regulators and gauges protected from damage. Overnight storage of cylinders in the building is prohibited.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency (EPA) and the facility.

### **• Flammable and Toxic Materials**

- All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame retardant.
- Samples should also be available for testing.
- Materials that cannot be treated to meet the requirements should not be used.
- A flame-proofing certificate should be available for inspection.
- Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

## **19. Floor Covering/Carpet Requirements**

The exhibit hall portion of the facility is not carpeted. Floor covering is required in all booths, with at least 90% of the exhibit space covered. For linear booths, this is measured from the front of the booth to the back. Floor covering may be supplied by either the Exhibitor or ordered from the General Service Contractor. Exhibitors that do not properly cover their exhibit area will be required to have carpet supplied by the General Service Contractor at the exhibitor's expense.

**20. Food & Beverage Sampling**

- The facility's exclusive food and beverage vendor has a responsibility to strictly regulate any food and beverage activity. All food must be prepared and served from within the regulations of the city and county.
- Any exhibitor sampling products may need to submit a sampling form to the facility's exclusive vendor for review and to show management for acceptance or rejection.
- Distribution of food and beverages: All business activities of the exhibitor at the event must be within the exhibitor's allotted space.
- Pre-packaged, single unit samples will be allowed to be distributed from an exhibitor's booth. Alcoholic sampling is also allowed. However, sampling sizes will be strictly enforced.

**21. Freight Holds**

Show management and the general service contractor reserve the right to hold freight for ANY outstanding balance owed including, but not limited to: booth, electrical, freight, storage fees, etc. Freight will be released when the outstanding balance is paid.

**22. Hanging Signs & Graphics**

- Hanging signs and graphics are permitted in all island booths to a maximum height of 20 feet (6.096 meters) from the top of the sign to the floor. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, signs should comply with all ordinary use-of-space requirements.
- Signs may be hung at any height however the sign itself cannot be taller than eight feet (2.44 meters) and must be finished on all sides.
- Show management must approve all hanging signs. The exhibitor must complete the online hanging sign form and submit drawings for approval.
- Signs, banners or any other exhibit material may not be suspended, taped, nailed, screwed or in any way attached to the ceilings, walls, columns, drapes, floor or on any other facility surface.
- The facility, or general contractor, will hang all hanging signs unless otherwise noted.
- Linear booths do not qualify for hanging signs and graphics.

**23. Hospitality & Networking Events by Exhibitors**

- No exhibitor, or any affiliate thereof, shall conduct any off-site activity during official event hours that would encourage attendees to leave the officially scheduled event activities. Hospitality suites shall not be open during event hours.
- Meeting and hospitality rooms – only EDspaces participating companies will be permitted to have meeting rooms or hospitality/business suites at any of the official hotels or exhibit facilities. Exhibitors must inform show management of any hospitality suites, functions, classes, seminars or exhibits being held at venues other than the exhibition floor and must receive express written consent from show management for said activities prior to the show. Such activity must be for internal business or staff meetings. Exhibitors who are found to be in violation of outside activities rules and regulations will be subject to the loss of priority points.
- Show management strictly prohibits solicitation of business in any public areas occupied by the event, including public areas in conference hotels. Such solicitations are limited to badged individuals within registered booths in the exhibit hall only.
- Companies who wish to host hospitality suites must apply in writing to show management using the form included in the Exhibitor Manual for permission and must agree that the suites not be open during any scheduled event. In addition, no exhibitor may hold any revenue-producing event, fundraising event, or event of any type targeted to the event attendees at any time during event without the advance written approval of show management. If an activity is held without approval, show management reserves the right to exclude the exhibitor from future events.

**24. Install/Dismantle**

- **Installation and Dismantlement**
  - Materials for an exhibit display may not be delivered to the exhibition facility before the official move-in period.
  - Under no circumstances will the delivery or removal of any exhibit or portion thereof be permitted during the exhibition without permission first being secured from show management.
  - No displays may be dismantled prior to the official closing of the exhibition. Such activity will be considered a violation of these rules and regulations.
  - All materials must be removed from the facility by the end of the official move-out period. (Official move-in, move-out, and exhibition dates and times may be subject to change. Show management will notify exhibitor of official dates, times and any changes.)

- Show management reserves the right to assign specific days to exhibitor for delivery of equipment and/or display items. Failure by exhibitor to abide by such delivery schedule shall obligate that exhibitor to pay all charges incurred for labor as a result of the disruption of the delivery schedule.

- **Labor**

- Labor jurisdiction and union rules are determined by the facility, state and municipality in which the exhibition is held. Where union contracts exist with service contractors, exhibitor must acknowledge union jurisdictions and conform to those contracts and use of the union personnel involved.
- Skilled and unskilled labor as needed or required can be arranged through the official service contractor at established rates.
- Arrangements should be made in advance.
- Exhibitors who are eligible to set up their own display according to union guidelines must typically utilize full-time employees of the company and proof of employment may be requested.
- Review the exhibitor manual for specifics on union guidelines and restrictions.

## **25. Insurance**

Show management requires each exhibiting company and exhibitor appointed non-official contractor to carry general liability insurance, automotive liability insurance and workmen's compensation coverage. Please refer to the "Insurance Requirements Policy" in the Exhibitor Manual for specifics on insurance requirements.

## **26. Lighting**

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to show management for approval.
- Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved by show management.
- Lighting that spins, rotates or pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the exhibition.
- Currently, some facilities do not allow quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with show management for rules specific to the event facility.
- Reduced lighting for theater areas should be approved by the event facility.
- Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.
- Use of halogen rules vary by facility and should be verified prior to booth construction. To ensure safety, halogen lamps are limited to 75-watts and must be of the sealed variety which prevents direct handling of the bulb. The use of any stem mounted halogen or other fixtures employing either a linear quartz bulb or a non-shielded halogen bulb is strictly prohibited. Clip lights must be installed by the Convention Center.

## **27. Literature Distribution/Giveaways**

- Circulars, catalogs, magazines, folders, promotional, educational or other giveaway matter may be distributed only at the exhibitor's display and must be related strictly to the products and/or services on display or eligible for display and for products which are directly available from the exhibitor. Distribution from booth to booth or in the aisles is forbidden and exhibitors must confine their exhibit activities to the space for which they have contracted.
- No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle buses, parking garages, etc., without written prior approval of show management.
- Only literature published or approved by show management may be distributed in the registration area, meeting rooms, exhibit hall (outside the individual displays) or on transportation provided by show management. Canvassing on any part of the facility property is strictly prohibited and any person doing so will be requested to leave the premises and their material will be removed at the same time. The only exception to this rule is for authorized survey organizations that have obtained show management approval.

## **28. Material Handling & Storage**

- The official material handling contractor will handle and provide storage space for crates, boxes, skids, etc., during the exhibition and return properly marked materials at the completion of the meeting. Materials not in accordance with these regulations will be discarded.
- Fire regulations prohibit storing product, literature, empty packing containers or packing materials behind back drapes or under draped tables. However, exhibitors may store a daily supply of literature or product appropriately within the exhibit space area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly. Any excess samples beyond a daily supply can be stored during the show through the general service contractor.



- Empty crates, cartons and boxes must be removed from the exhibitor's booth. Empty containers will be picked up by the general service contractor and returned at the conclusion of the show.
- Exhibitors may obtain labels marked "EMPTY STORAGE" at the Exhibitor Service Desk and should affix them to each empty crate, carton and box. Please be certain to mark your exhibit booth number on each label.
- Exhibitors are cautioned not to leave any merchandise in boxes being stored with "EMPTY STORAGE" labels.

**29. Paging & Announcements**

Show management will restrict announcements to general show information. Announcements will not be made for exhibitor drawings, lost persons or articles, etc.

**30. Photography/Video Recording**

- Exhibitors are permitted to photograph or produce audio/video of their own booth displays and/or products.
- Exhibitors are prohibited from photographing or producing audio/video of other displays, products or materials without prior written permission from show management and the owner of the subject.
- Security and labor arrangements required for any approved photography, video recordings or live feeds must be made in advance, at exhibitor's expense.
- Only official photographers and audio/video producers appointed by show management are permitted to photograph or record audio/video of the entire event.
- Exhibitors wishing to use an outside photographer must receive written permission in advance from show management.
- Conference sessions may not be photographed, or video/audio recorded.

**31. Raffles, Drawings and Contests**

Raffles, drawings and contests, if permitted by law, are allowed in an exhibitor's booth but will be regulated by show management. Show management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere. These activities include and are not limited to, handouts, contests, lotteries, promotional activities, entertainment, raffles and drawings.

**32. Sales from Exhibitors' Booths**

Retail sales are NOT permitted on the expo floor at any time. No cash and carry sale of goods, as in a retail setting, is permitted from an exhibit booth or in the Event Facility. Exhibitors who are found to be in violation will be subject to loss of priority points and could be excluded from future events.

**33. Security**

- Exhibitors are solely responsible for the care, custody and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.
- Twenty-four-hour access control will be provided from the start of move-in to the end of move-out. Show management shall not be held responsible for the loss of any material by any cause and urges the exhibitor to exercise normal precautions to discourage loss due to theft or any other cause. Show management assumes no responsibility for goods delivered to the exhibit areas, or for materials left in the exhibit areas at any time. Exhibitors are encouraged to insure exhibit property against loss or theft.
- Small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended.
- In cases where valuable equipment may not be removed to storage on a daily basis, the services of a private booth guard is available.
- When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship laptops, tablets and other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.
- At the close of the show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.

**34. Show Directory**

Exhibitor information will be published as part of the official show directory, if directory information is submitted by the deadline date. Only exhibitors with valid exhibit contracts will be listed in the event directory. The exhibitor waives and indemnifies show management and its agents from and against any and all claims against show management with respect to errors and omissions in the directory. The exhibitor shall be responsible for the content of its entries.

**35. Sound/Music/Noise**

- In general, exhibitors may use sound equipment in their booths so long as the noise level does not, in the exclusive judgment of show management, disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle.
- Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth.

- Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Show management does not have a license with any licensing agencies; therefore, exhibitor is responsible for obtaining licensing directly. Adherence to these federally mandated copyright licensing laws is of critical importance.

**36. Staffing of Booth**

- The exhibitor will not dismantle their display prior to the stated closing of the show. No exhibit or any part thereof may be removed during the period of such exhibition without the approval of show management. Exhibitors should make travel and staffing arrangements accordingly.
- Exhibition space must be fully operational and staffed during published exhibition hours.
- Unless arrangements are made prior to the event, any space not claimed and occupied by 5:00 pm on Tuesday, November 2 may be resold or reassigned by show management, without obligation on the part of show management for any refund to the exhibitor whatsoever.
- Any exhibitor that fails to occupy its assigned exhibit space by the end of published set-up hours, leaves its exhibit space unattended during event hours, or begins dismantling of exhibit space prior to the close of the event, may forfeit its right to the exhibit space and its eligibility to exhibit at future events.
- Exhibit personnel shall wear professional attire consistent with the event decorum.
- Attendants, models and other employees must confine their activities to the contracted exhibit space. Exhibitor's personnel and representatives may not enter the exhibit space of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Neither the exhibit area nor other areas of the facility shall be used for any improper, immoral, illegal or objectionable purpose. All personnel of exhibitor, including personnel retained by exhibitor to be in or around its booth, must wear appropriate apparel at all times. Show management reserves the right to make determinations on appropriate apparel and entertainment activities conducted by exhibitors. Violators may be escorted from the event and exhibitor may be subject to a loss of priority points.

**37. Strolling Entertainment**

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations and loss of priority points.

**38. Suitcasing**

- Suitcasing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or event without the proper authorization by show management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund and additional penalties.
- The selling or solicitation of product or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by show management. Companies conducting business outside the confines of the exhibit hall, booth location or in unauthorized properties within [state restriction—include metrics if needed] of the exhibit facility without the permission of show management are in violation of this clause.

**39. Vehicles on Display**

- All vehicles on display will require spotting service from the general service contractor, at the exhibitor's expense.
- Display vehicles must have battery cables disconnected and taped, alarm systems deactivated, fuel tanks no more than 1/8-tank full or five gallons (include metric), whichever is less, and fuel tank tapped.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Display vehicles are permitted to occupy no more than 80 percent of the contracted exhibit space and must conform to line-of-sight rules.
- Tractor/Trailer/Rigs/RVs/Trailers and oversize vehicles are not permitted as exhibits in the exhibit hall unless on the perimeter of the exhibit hall exhibition floor and must be approved by show management.
- Booth vehicles must be set back 10 inches (.26 meters) from the aisle to prevent damage from aisle carpet installation.
- The flooring underneath the vehicle must be completely covered and protected.
- Once placed, display vehicles cannot be started or moved without the approval of show management and the direction of the general service contractor.
- All vehicles on display require a permit from the local County Fire Department.

## Linear, Corner, & Perimeter Booths

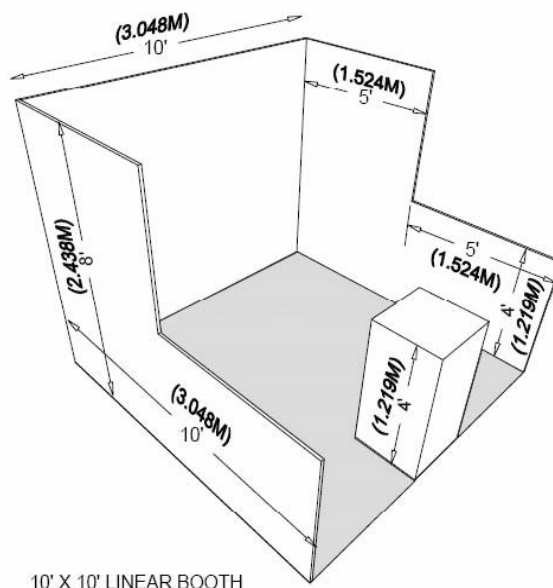
- Linear booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the numbered aisle.
- Corner booths must adhere to the same guidelines as linear booths with the exception that two sides will be exposed to the aisle.
- Perimeter booths are linear booths that back up against a wall of the facility, not to another line of exhibits.

## **Dimensions:**

- Linear, Corner & Perimeter booths are commonly ten feet (10') wide and ten feet (10') deep, i.e., 10' x 10'.
- The maximum back wall height limitation is eight feet (8') for Linear & Corner booths and twelve feet (12') for Perimeter booths.

## **Use of Space – Line of Sight Rule:**

- Line of Sight is required in **ALL** linear, perimeter and corner booths for a maximum height of 8'.
- All exhibit components along with the sidewalls and back wall must be completely finished, painted, and with no exposed wires or framing visible. Show management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.
- Structures with double-sided signs, including signs that are backlit, are **NOT** permitted in a line-of-sight configuration under the Line of Sight Guidelines. If an exhibitor has such a booth, the exhibitor is responsible for covering the back of the exhibit components. Backlit signage must be covered with a black-out material.
- Keep a consistent line of sight. You cannot go higher than 4' within the front 5' of depth of the booth to avoid obstructing the view of adjoining exhibitors. This applies to all single and multiple booths set up in a straight line.





**Signage Regulations**

No banners and/or signage will be hung above a booth unless it has been approved by Show Management.

**Size and Height Restrictions**

Overhead Banners are not permitted for Inline, Corner and Linear Booths.

**Exhibit Displays**

Display areas should be arranged in a manner so as not to obstruct sight lines of neighboring exhibitors. They also must be organized within the exhibitor's space so as not to interfere with any traffic down the aisle. Should attendees interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, Show Management will require that the display be moved further into the booth space or removed entirely.

**Intent**

The aisles are the property of the entire show, and each exhibitor has the responsibility to assure proper flow of traffic. When large crowds gather and interfere with the flow of traffic down the aisles or crowd in neighboring booths, it is an infringement on the rights of other exhibitors. Aisles must not be obstructed at any time.

**Storage**

Fire regulations prohibit storing product, literature, empty packing containers, or packing materials behind back drapes/hard walls or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

**Fire Code Regulations**

All exhibit materials (including chairs) must be kept out of the aisles. Booth materials must be flame retardant to the satisfaction of the Fire Marshal by a flame-retardant certification or ability to pass on-site flame test. See the Fire Regulations section within this manual for more information.

## Island Booths

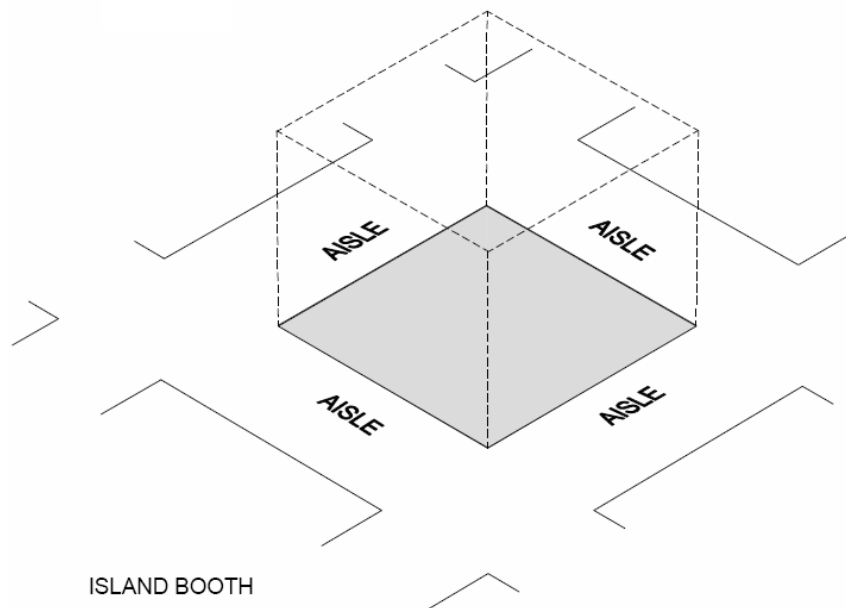
- Island booths are any size booth exposed to aisles on all four sides.

### **Dimensions:**

- Island booths are typically twenty feet (20') by twenty feet (20') or larger, although it may be configured differently.

### **Use of Space - Cubic Content Rule:**

- The entire cubic content of Island booths may be used up to the maximum allowable height of 20' (including signage).
- Island booths may be used up to the maximum allowable height of 20' (including signage).



**Canopies and Ceilings**

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products).

The bottom of the canopy should not be lower than 8 feet (2.44 meters) from the floor within 5 feet (1.52 meters) of any aisle. Canopy supports should be no wider than three inches (.08 meters). Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings, and other similar coverings. Please contact Emerald if your exhibit is composed of any ceiling treatment.

**Hanging Signs and Graphics**

Hanging signs and graphics are permitted in all Island booths, to a maximum height of twenty feet (20') as measured from the floor to the top of the sign. End-cap and linear booths do not qualify for hanging signs and graphics. Whether suspended from above or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

If your booth structure is below the vertical height of 20ft' for an **Island** and you have a larger banner, please submit banner and booth structure for approval.

Drawings should be submitted with the approval request and available on-site for inspection.

**Size Regulations on Signs & Banners**

Hanging signs are allowed in island booths only, with a height limited of 20' from the exhibit floor to the top of the sign. Hanging signs must remain completely within the confines of the exhibit space. Hanging signs are not allowed in peninsula or linear booths. There is a charge for labor and equipment on all hanging signs.

**Structural Integrity**

All hanging signs must have drawings available for inspection by Show Management at all times. Drawings must include a signature or stamp of a structural engineer indicating reviewing that stress points for hanging the sign have been properly engineered. The signature of an authorized official of the exhibit building company is also required, indicating that the structure is built in compliance with the details and the specifications set forth on the drawings.

(NOTE: Exhibitors are encouraged to use lightweight materials in the construction of a hanging sign to eliminate excessive stress to the facility ceiling structure.)

**Multi-Level Exhibits**

A Multi-story exhibit is a booth where the display fixture includes two or more levels. A multi-storied exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a "structure" for building purposes. All Multi-Level and Covered exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to show management and the facility at least 60 days in advance.

**Platforms**

Equipment and viewing platforms are not limited in height, but the platform may not exceed the height of the equipment.

## Towers

A tower is considered a freestanding exhibit component separate from the main exhibit fixture that is used for identification and display purposes only.

Towers will be permitted to a height and depth that correspond to the height regulations for the appropriate exhibit configuration of which they are a part. For example, towers that are part of an island exhibit will not exceed 20 feet.

## Americans with Disabilities Act (ADA)

Exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive and as accommodating as possible. For additional information, go to: [www.usdoj.gov/crt/ada/infoline.htm](http://www.usdoj.gov/crt/ada/infoline.htm).

## Fire and Safety Regulations

All construction materials used in your booth design must be made from certified fire-retardant materials. Each exhibitor is asked to have available on-site both samples for testing and flame proofing certificates for inspection.

## Electrical

Outlined within your Exhibitor Manual are the specific facility electrical requirements. Please read these requirements carefully and contact the facility-engineering department with special needs or considerations.

Common considerations include:

- \* All 110-volt wiring should be grounded three wires.
- \* All wiring that touches the floor must be a minimum of 14-gauge/three wire flat cord insulated to qualify for "extra hard usage".
- \* All power strips must be UL approved, with built-in overload protectors.

## Additional Information:

Any unfinished and/or exposed portion of an exhibit must be made presentable prior to show opening at the expense of the exhibitor.

The following items require written approval from the Emerald Operations Department before they can be included in your exhibit. Your request must be submitted no less than 30 days in advance of the first day of the event move-in.

## Motor Vehicles

Motor Vehicles for display are permitted subject to the following criteria: No more than 1/8-tank full or five gallons (include metric), whichever is less, is permitted per vehicle. Tanks cannot be refueled or emptied inside the Center. Fuel tanks must be equipped with a locking gas cap and taped. Batteries must be completely removed. During non-show hours, vehicles must be locked. No repairs or alterations may be made on vehicles. Fire extinguishers, in appropriate numbers and classifications, must be provided by exhibitors. Vehicles must have floor covering installed beneath the vehicle. All vehicles on display require the local County Fire Department permit. Keys for the vehicle must remain on site.

## Portable Electric Generators

These devices are **not** permitted in the Convention Center.

## Air Compressors

Air compressors with an operating pressure of 100 psi or greater are **not** permitted unless approved by the David L. Lawrence Convention Center Facilities Division.

**DAVID L. LAWRENCE CONVENTION CENTER FIRE PREVENTION EXHIBIT GUIDELINES**

Exhibit booth construction shall meet all building requirements.

- All means of entrance and exit must be clear and free from obstruction at all times.
- No storage of any kind is allowed behind booths or near electrical service. A one-day supply of product is permitted within but cannot be stored behind the booth.
- Fire extinguishers and emergency exits must be visible and accessible at all times. Should this equipment be within a booth or exhibit due to the layout of floor space, additional signage indicating fire equipment location(s) (extinguisher, - etc.) will be necessary, along with accessibility being maintained at all times.
- Compressed gas cylinders, including LPG, and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the Convention Services Manager and the Fire Prevention Office.
- Outdoor use of LPG (Propane) must be preapproved by the local Fire Prevention Department and the Convention Services Manager.
- Only the Official Service Contractor has authorization for use of motorized equipment (forklifts, man lifts, boom lifts, etc.) in support of the show.
- All booths greater than 1000 square feet must submit a booth plan to [neeta.lakhani@emeraldx.com](mailto:neeta.lakhani@emeraldx.com).
- The travel distance within a booth, to an exit access aisle shall not exceed 50 feet.
- Exhibitors who plan to demonstrate fuel-burning appliances in the facility must have approval from the Convention Services Manager 60 days prior to the event.
- Enclosed fireplaces must be approved for burning by the local Fire Prevention Department.
- Exhibit design directly around the fireplace and installation of the fireplace must meet the requirement/code for permanent fireplace installation.
- Firefighting and emergency equipment must not be blocked or impeded. This includes fire alarm boxes, fire extinguisher cabinets standpipe valves, and any like areas or equipment and may be positioned on columns within the exhibit hall.
- No banner, display, or sign shall be erected in a manner that may interfere with the operation of the sprinkler system.
- All display material (canopies, drapes, foam core, tablecloths, burlap, scrim or similar materials) must be flame-proofed by a person certified by the local Fire Department. A Flameproof certificate is valid for one year and must be available on site for inspection. Items may be subject to a field flame test. If the results are unfavorable, a violation order for forthwith removal may be written. For items flame-proofed by the manufacturer, the tag must be affixed to the item.

**Advance Permission Requests are for the Following:**

**Bridging Aisles  
Catwalks or Raised Walkways  
Hanging Signs  
Heavy or Unusual Structures  
Lighting Trusses or Hanging Lighting  
Motor Vehicle Displays**

**Multi-Level or Covered Exhibit Areas  
Open Flame and/or Propane  
Photography & Video Recording  
Sound or Music  
Special Lighting (such as Lasers or Ultraviolet)  
Stand Alone Towers**

Note: Halogen lighting in some states such as Nevada and Illinois are not permitted. If your exhibit includes halogen lighting, please contact the Emerald Operations Department @ 949-226-5726.

**EDspaces does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies. Exhibitors must maintain insurance that meets the requirements below and provide proof to EDspaces prior to the show. [Click here](#) to electronically upload your insurance documents.**

To protect your property and staff we suggest taking the following steps:

## Property Insurance

Contact your insurance broker or carrier to obtain a policy to cover the value of your booth, equipment, product and supplies. If you already have property insurance, confirm that it will extend to your property during shipping and at the show. Many insurance policies only cover property at a listed location or within 1,000 feet of that location. If you use an independent contractor for installation or dismantling, review the agreement carefully to determine what insurance may be available if damage occurs as a result of their negligence.

## Insurance Requirements

As stated in your Exhibit Space Agreement, an exhibitor shall, at their own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of the exhibitor and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with exhibitor's obligations under this paragraph. The following three types of insurance are required:

- Workers' Compensation insurance, unless you are the sole proprietor. Sole proprietor is a [business entity](#) that is owned and run by one individual. If you have even one other person in the booth working with you, you will need worker's compensation coverage.
- Comprehensive General Liability insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable);
- Automobile Liability insurance (if applicable) with limits not less than \$500,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators. Auto coverage is only required if there is a vehicle in your booth or if you are using a designated loading/unloading area i.e. POV area.

Comprehensive general liability and automobile liability insurance policies shall name as additional insured Emerald and each of its subsidiaries. These dates cover move-in, show days and move-out. If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies satisfactory to Emerald, shall be furnished to Emerald sixty (60) days before the first day of the Event. Certified copies of the Certificates of Insurance or policies shall provide that they may not be cancelled without 30 days advance written notice to Emerald.

The following information **MUST** be contained on the certificate:

- **"Producer"** - Name, address and phone number of insurance carrier
- **"Insured"** - Company Name, Address, Phone number and Booth Number of Company Insured
- **"Coverage"** - Coverage must be provided for Comprehensive General Liability, Automotive Liability, and Workmen's Compensation, complete with policy numbers, effective dates of coverage and limits of coverage.
  1. **Comprehensive General Liability Insurance** - Confirm that you have adequate coverage to protect your interests from potential claims arising from the injury to a person other than an employee at your booth.
  2. **Automobile Liability Insurance (if applicable)** - Confirm that an automobile liability policy is in place for any company owned vehicles used in connection with the show and that insurance is provided for any non-owned and/or hired vehicles used in connection with the show, including utility vehicles for loading and unloading.
  3. **Workers Compensation Insurance** - Exhibiting companies must have a Workers Compensation policy as required by law to insure your employees in the event of a work-related injury.
- **"Description of Special Items"** - Emerald -EDspaces 2021, Freeman and the David L. Lawrence Convention Center must be listed as additional insured for the dates November 3-5, 2021.
- **"Certificate Holder"** - Information should be listed as:  
Emerald – EDspaces 2021  
31910 Del Obispo #200, San Juan Capistrano, CA 92675  
Attn: Neeta Lakhani ~ **For more information e-mail:** [neeta.lakhani@emeraldx.com](mailto:neeta.lakhani@emeraldx.com)



<b>ACORD</b> <span style="background-color: #00AEEF; color: white; border-radius: 50%; padding: 2px 5px;">1.</span>		<b>CERTIFICATE OF LIABILITY INSURANCE</b>			DATE	
<b>PRODUCER</b> Insurance Company Name                      Fax: (212) 555-6100 Insurance Company Address 1 Insurance Company Address 2 Attn: Agent Name    (212) 555-6102 ext. 1234		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  <div style="text-align: center; border: 1px solid black; padding: 5px; margin: 5px 0;">INSUREERS AFFORDING COVERAGE</div>				
<b>INSURED</b> <span style="background-color: #00AEEF; color: white; border-radius: 50%; padding: 2px 5px;">2.</span> Exhibiting Company Name Exhibiting Company Address 1 Exhibiting Company Address 2 Attn: Exhibiting Company Contact Name Phone: (212) 555-5349    Fax: (212) 555-9819		INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:				
<b>COVERAGES</b>						
<span style="background-color: #00AEEF; color: white; border-radius: 50%; padding: 2px 5px;">3.</span> THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	<span style="background-color: #00AEEF; color: white; border-radius: 50%; padding: 2px 5px;">4.</span> TYPE OF INSURANCE	POLICY NUMBER	<span style="background-color: #00AEEF; color: white; border-radius: 50%; padding: 2px 5px;">7.</span> POLICY EFFECTIVE DATE (MM/DD/YY)	<span style="background-color: #00AEEF; color: white; border-radius: 50%; padding: 2px 5px;">8.</span> POLICY EXPIRATION DATE (MM/DD/YY)	<span style="background-color: #00AEEF; color: white; border-radius: 50%; padding: 2px 5px;">9.</span> LIMITS	
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/21	01/01/22	EACH OCCURRENCE	\$1,000,000
					FIRE DAMAGE (Any one fire)	\$ 50,000
					MED EXP (Any one person)	\$ 5,000
					PERSONAL & ADV INJURY	\$1,000,000
					GENERAL AGGREGATE	\$2,000,000
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/21	01/01/22	COMBINED SINGLE LIMIT	\$1,000,000
					(Ea accident)	
					BODILY INJURY	\$
					(Per person)	
					BODILY INJURY	\$
C	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____	XL1234567	01/01/21	01/01/22	PROPERTY DAMAGE	\$
					(Per accident)	
					AUTO ONLY-EA ACCIDENT	
					OTHER THAN	\$
					AUTO ONLY:	\$
A	<b>UMBRELLA/EXCESS LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	A4145-SS-PJ37	01/01/21	01/01/22	EACH OCCURRENCE	\$1,000,000
					AGGREGATE	\$1,000,000
						\$
						\$
						\$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	A4145-SS-PJ37	01/01/21	01/01/22	X	WC STATU- ORY LIMITS
					OTHER	
					E.L. EACH ACCIDENT	\$1,000,000
					E.L. DISEASE-EA EMPLOYEE	\$1,000,000
D	OTHER				E.L. DISEASE -POLICY LIMIT	\$1,000,000
					Each Occurrence & Aggregate	
<span style="background-color: #00AEEF; color: white; border-radius: 50%; padding: 2px 5px;">5.</span> DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Emerald (Show Management), Freeman (Official Service Provider), the David L. Lawrence Convention Center (Facility), and EDspaces (Show) are hereby named as additional insured, except for Workers' Compensation. Emerald and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Emerald, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Emerald shall be excess and non-contributory. Show date(s) are: November 3-5, 2021 in Pittsburgh, PA.						
CERTIFICATE HOLDER		X	ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION	
<span style="background-color: #00AEEF; color: white; border-radius: 50%; padding: 2px 5px;">6.</span> Emerald / EDspaces Attn: Neeta Lakhani 31910 Del Obispo #200 San Juan Capistrano, CA 92675			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS  <div style="text-align: right;">             AUTHORIZED REPRESENTATIVE         </div>			

1. PRODUCER: Name, address and phone number of insurance carrier.
  2. INSURED: Company name, address, phone number and booth number of company insured.
  3. COVERAGES: Coverage must be provided for Comprehensive General Liability, Automotive Liability (if applicable), and Workmen's Compensation, complete with policy numbers, effective dates of Coverage and limits of coverage.
  4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
  5. NAME OF ADDITIONAL INSURED: Emerald (Show Management), Freeman (Official Service Provider), EDspaces (Show) and the David L. Lawrence Convention Center (Facility) as additional insureds on a primary and non-

- contributory basis. Show dates are November 3-5, 2021.
  6. CERTIFICATE HOLDER: Emerald – EDspaces, 31910 Del Obispo #200, San Juan Capistrano, CA 92675, Attn: Neeta Lakhani
  7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
  8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
  9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Insurance Requirements.
  10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.





## **Exhibitor Insurance Program**

### **EXHIBITOR GENERAL LIABILITY INSURANCE (REQUIRED)**

Emerald requires that all exhibitors carry Commercial General Liability with minimum limits of **\$1,000,000 per occurrence, \$2,000,000 aggregate**. Emerald and the Venue shall be named as Additional Insured.

The insurance will be in force during the lease dates of the event/show.

- Provides exhibitors who do not have Commercial General Liability Insurance or who do not want to use corporate insurance.
- Protects foreign exhibitors whose insurance will not pay claims brought in the U.S. Courts
- Cost is \$65.00 USD per exhibiting company – regardless of booth size.

### **Apply for insurance coverage online**

[Click here](#) to purchase General Liability insurance for EDspaces  
Visa, Mastercard, AMEX are accepted  
Coverage must be purchased prior to the event/show

### **QUESTIONS?**

#### **Total Event Insurance**

[emeraldexhibitor@totaleventinsurance.com](mailto:emeraldexhibitor@totaleventinsurance.com)

Exhibitors must complete and submit the EAC/I&D form to EDspaces online. [Click here](#) to access the form. Please fill out the form completely.

**COMPLETE THIS FORM ONLY IF YOU ARE USING THE SERVICES OF AN OUTSIDE CONTRACTOR TO INSTALL OR DISMANTLE YOUR DISPLAY**

Exhibitors using an installation and dismantling contractor (I&D), and/or an exhibitor appointed contractor (EAC) other than Freeman to set-up or teardown their exhibit must complete and return this form on behalf of their contractors by October 11. It is the exhibitor's responsibility to make sure that all independent contractors are properly badged prior to arrival. Exhibitors must also turn in original certificates of insurance to EDspaces and Freeman prior to the show. The David L. Lawrence Center and Freeman must be named as additionally insured by all contractors working in the hall. For additional insurance requirements please see the Required Insurance page within this manual and Freeman Official Contractors and Exhibitor Appointed Contractors Form within the Freeman decorator forms.

The EAC/contractor must be licensed, insured and authorized to work in the David L. Lawrence Convention Center. Contractors must adhere to all rules and regulations of EDspaces, the David L. Lawrence Convention Center and the local unions. This includes keeping "no freight aisles" clear, clearing empty crates off the show floor, and being properly badged. The clean floor policy will be strictly enforced, and fees may apply.

All contracted personnel must check in at Exhibitor Registration prior to admission to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D

**EASY IS NICE, ON ANY DEVICE**

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

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

**HEALTH AND SAFETY**

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

**BOOTH EQUIPMENT**

Each 10' x 10' booth will be set with 8' high white back drape and 3' high white side dividers. Booths 300 sqft or less will receive an identification sign. Booths larger than 300 sqft may receive an identification sign upon request.

**EXHIBIT HALL CARPET**

The exhibit hall is not carpeted. The aisles will be carpeted in red. Exhibitors are required to provide floor covering for their booth space.

**DISCOUNT PRICE DEADLINE DATE**

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by [Monday, October 11, 2021](#).

**EXHIBITOR FREQUENTLY ASKED QUESTIONS**

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

**SHOW SCHEDULE****EXHIBITOR MOVE-IN**

Monday	November 1, 2021	8:00 a.m. - 5:00 p.m.
Tuesday	November 2, 2021	8:00 a.m. - 6:00 p.m.

**EXHIBIT HOURS**

Wednesday	November 3, 2021	10:30 a.m. - 5:00 p.m.
Thursday	November 4, 2021	10:30 a.m. - 5:00 p.m.
Friday	November 5, 2021	9:00 a.m. - 12:00 p.m.

**EXHIBITOR MOVE-OUT**

Friday	November 5, 2021	12:00 p.m. - 8:00 p.m.
Saturday	November 6, 2021	8:00 a.m. - 12:00 p.m.

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

**DISMANTLE AND MOVE-OUT INFORMATION**

- All exhibitor materials must be removed from the exhibit facility by [Saturday, November 6, 2021 at 12:00 p.m.](#)
- 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 6, 2021 at 10:00 a.m.](#)

## EXHIBITOR SERVICE HOURS

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

## POST SHOW PAPERWORK AND LABELS

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

## EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift & Rigging Labor, and/or Dumpster Fee. Please call Exhibitor Support at (888) 508-5054 for an estimate.

## FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by Monday, October 11, 2021. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during and after** your show.

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

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

## SHIPPING INFORMATION

### Warehouse Shipping Address:

Exhibiting Company Name / Booth #  
**EDspaces 2021**  
 C/O APA Trucking LLC / Freeman  
 204A Schreiber Industrial Park  
 New Kensington, PA 15068

Freeman will accept crated, boxed or skidded material beginning **Monday, October 4, 2021** at the above address. Material arriving after **Friday, October 22, 2021** will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 4,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:00 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

### Show Site Shipping Address:

Exhibiting Company Name / Booth #  
**EDspaces 2021**  
 David L Lawrence Convention Center  
 C/O Freeman  
 1000 Fort Duquesne Blvd  
 Pittsburgh, PA 15222

Freeman will receive shipments at the exhibit facility beginning **Monday, November 1, 2021**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

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

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

**PURCHASE TERMS**

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

**LABOR INFORMATION**

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

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

(888) 508-5054 Fax (469) 621-5609  
ExhibitorSupport@freeman.com

**FREEMAN EXHIBIT TRANSPORTATION**

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

**ASSISTANCE**

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

**WE APPRECIATE YOUR BUSINESS!**

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICE**

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Exhibitor Support at (888) 508-5054 US & Canada or +1(512) 982-4186 Local & International.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by Monday, October 11, 2021.

#### **AVOID DELAY**

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

#### **SAFETY TIPS**

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

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

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

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

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

Children under the age of 16 are not allowed on the show floor at any time during installation and/or dismantle.

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

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

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

## Interested in going green and saving money?

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



### 1 *booth structure*

#### Option 1 Multiple Use

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

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

#### Option 2 One-time Use

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

### 2 *carpet*

#### Option 1 Rent

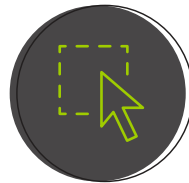
Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

#### Option 2 Color

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



### 3 *shipping*



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



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



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

### 4 *graphics*

#### Option 1 Multiple Use

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

#### Option 2 One-time Use

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

### 5 *printing*



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



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



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



6

## ON SITE

### save energy



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



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



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



## MOVE OUT

### train your team

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



8

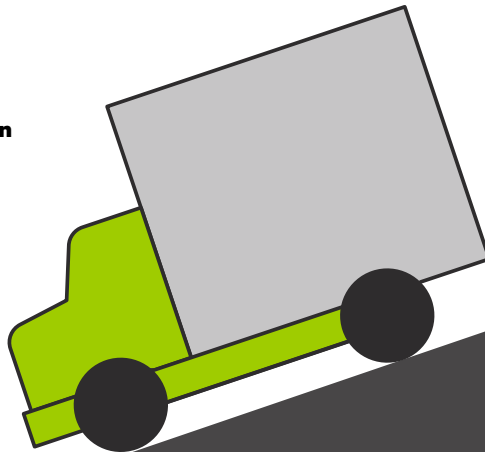
### shipping out

#### **Pack in, pack out.**

Leave no traces on show site.

#### **Join a caravan.**

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



### leftover materials

#### **Remember to label.**

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

#### **Donate the rest.**

Ask the Freeman Exhibitors Services  
desk about local donation programs.

#### **TYPICALLY\* DONATE-ABLE**

**Furniture:** Purchased items  
Home furnishing: Décor  
staging materials

**Unused raw materials:** Plywood,  
subflooring, non-laminate wood

**Flooring:** 100 square feet of  
flooring. Excludes carpet.

**Left over giveaways:** Pens, pads  
of paper, sunglasses, USBs, etc., left  
over in your promotional giveaway

#### **TYPICALLY\* RECYCLABLE**

**Cardboard:** Used for signs or  
shipping boxes

**Glass:** Green, brown, clear

**Plastics:** Shrink-wrap or plastic  
banding used to secure shipments;  
water/soda bottles; plexiglass  
(acrylics) clear, smoked, or tinted;  
Visqueen used to protect flooring

**Metal:** Aluminum cans/  
steel banding

**Paper:** Fliers, brochures, programs,  
tickets, office paper, newspaper,  
magazines, paperboard

**Wood:** Non-laminate wood

FREEMAN

FREEMAN.COM

## PAYMENT INFORMATION

Freeman only accepts payment information electronically. Place your order on [FreemanOnline](#) or follow the steps below to provide your payment information electronically and submit your order forms.

***Freeman will no longer accept cash payments for any Freeman services.***

### 1. Submit your payment information

Proceed to our electronic Freeman Pay site to securely submit your payment information

<https://www.freemanpay.com/504096>

### 2. Submit your order

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

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

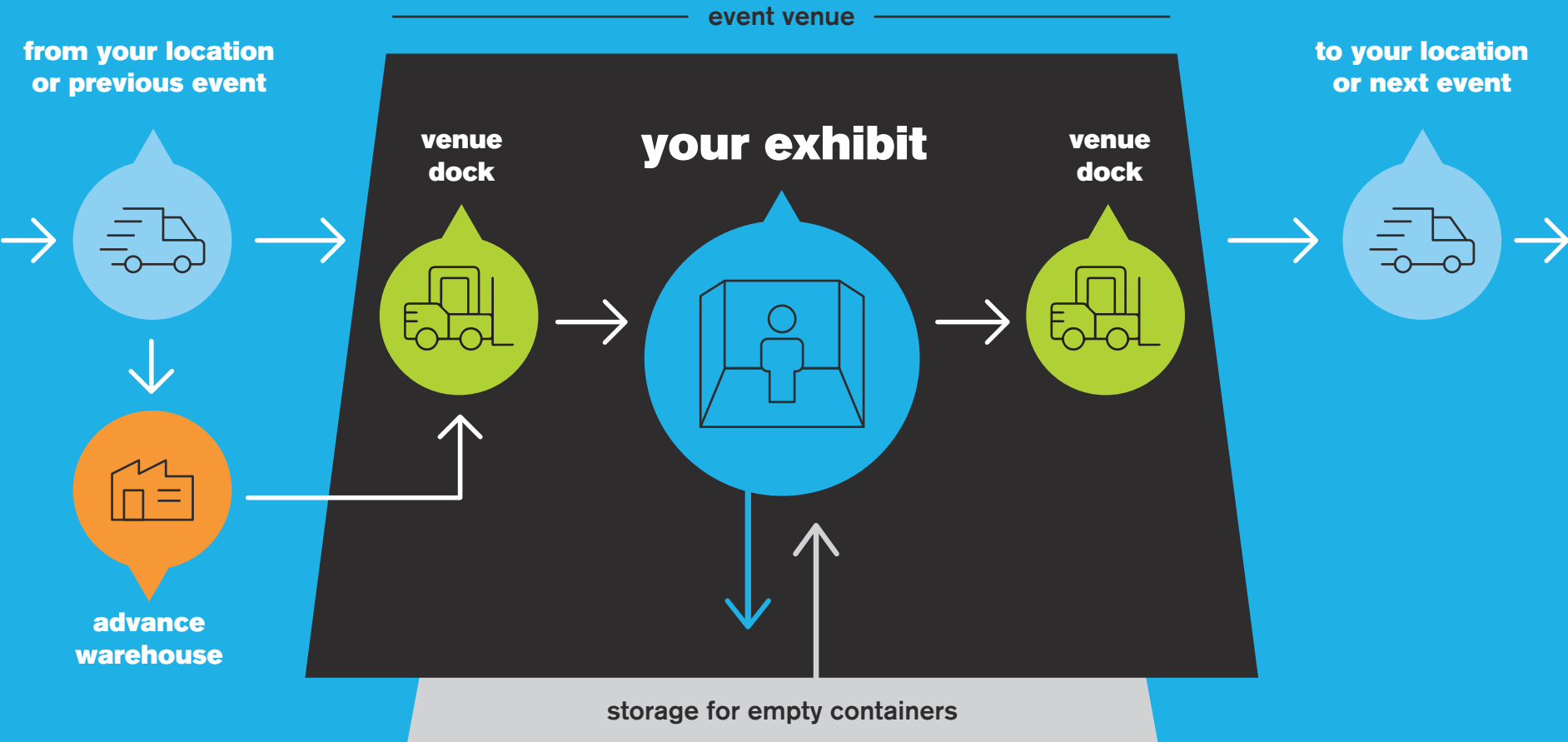
*before event*

*during the event*

*after event*

from your location  
or previous event

to your location  
or next event



*advance warehouse*

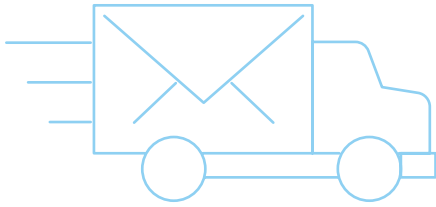
where exhibit materials are  
stored before an event

*shipping*

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

*material handling*

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



# TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

## The Freeman Exhibit Transportation promise:

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

## Benefits:

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

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



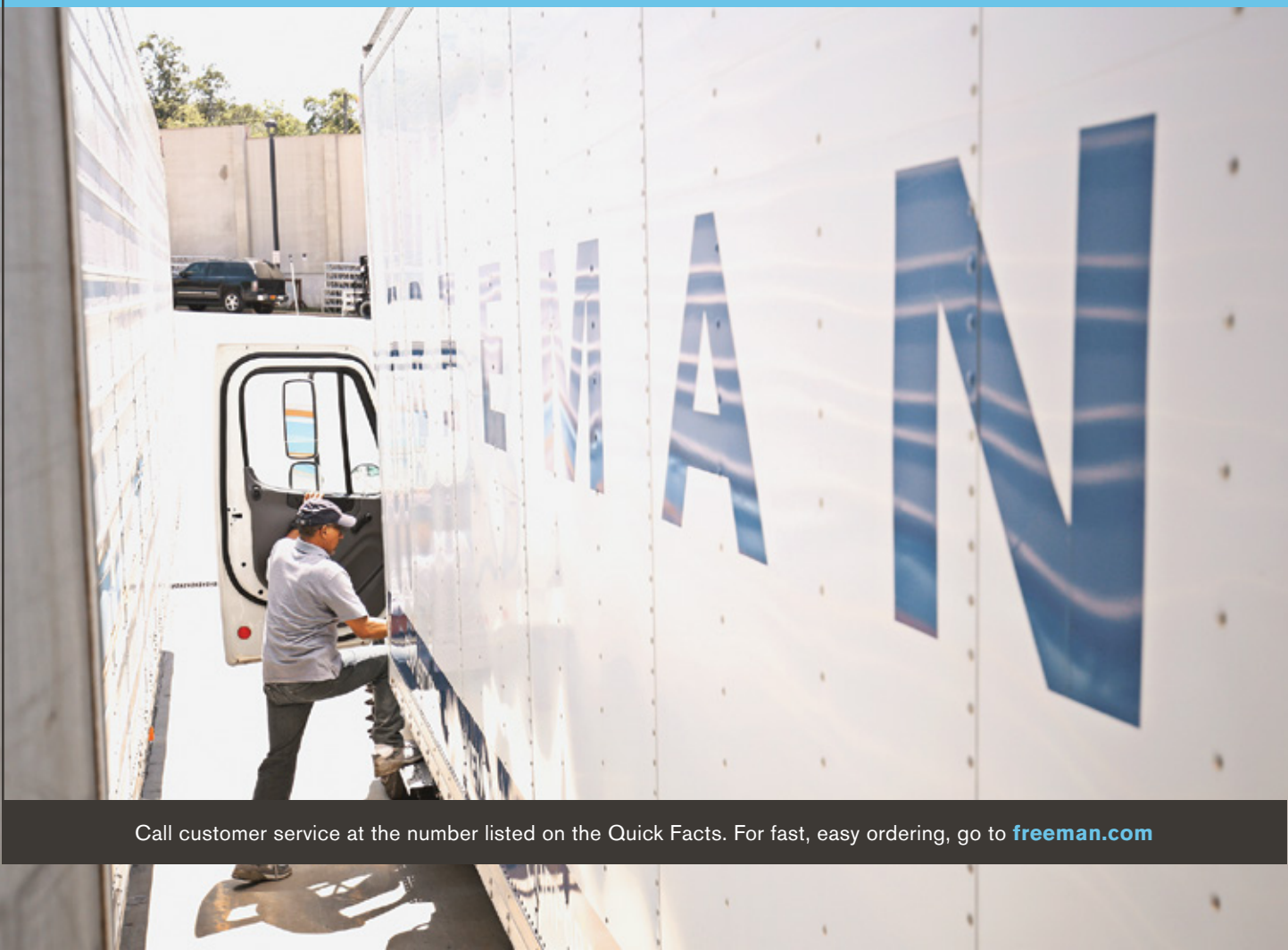
To take advantage, call **1-800-995-3579** or email **[exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)** for a quote.

# 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.



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

## EXHIBIT TRANSPORTATION SERVICES

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

### Freeman Exhibit Transportation promise:

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

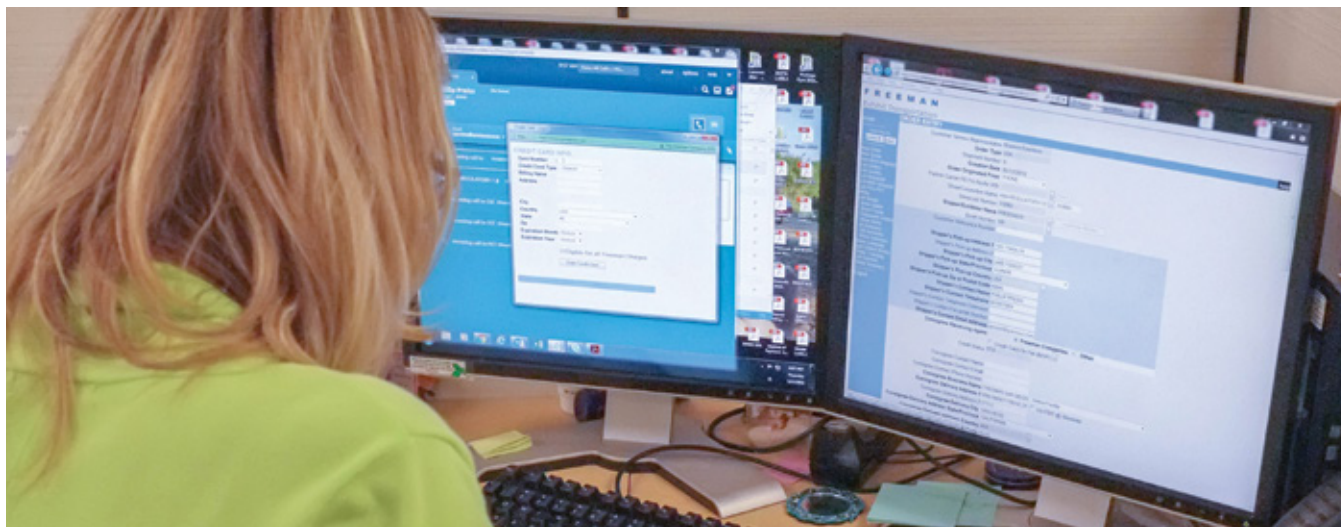
### Questions?

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

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

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

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





# FREEMAN

**EDspaces**  
The Future of Educational Facilities

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

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

exhibit transportation

NAME OF SHOW: **EDspaces 2021 / November 3-5, 2021**

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

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

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

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

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

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

### COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

#### PICK UP INFORMATION

Requested Pick Up Date: \_\_\_\_\_

SHIPPER NAME \_\_\_\_\_

SHIPPER ADDRESS \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

#### DESTINATION

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

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

**EDspaces 2021**

C/O: FREEMAN  
APA TRUCKING LLC / FREEMAN  
204A SCHREIBER INDUSTRIAL PARK  
NEW KENSINGTON, PA 15068

**MUST BE DELIVERED BY OCTOBER 22, 2021**

- ☐ I will be shipping to **SHOW SITE**
- FREEMAN / Exhibiting Company Name / Booth #**
- EDspaces 2021**
- C/O: FREEMAN  
DAVID L LAWRENCE CONVENTION CENTER  
1000 FORT DUQUESNE BLVD  
PITTSBURGH, PA 15222

**CANNOT BE DELIVERED BEFORE NOVEMBER 1, 2021**

#### TYPE OF SERVICE

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

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

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

01/21

### SHIPPING INFORMATION

#### Items to be shipped

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

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

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

#### OUTBOUND SHIPPING

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

Ship to address:

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

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

#### FAX THIS COMPLETED FORM VIA:

**E-mail:**

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

**or**

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

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

**SHOW #** (504096) \_\_\_\_\_

# EDspaces

Designing the Future of Education

Pittsburgh, PA | November 3-5, 2021



**PHOENIX**  
INTERNATIONAL  
BUSINESS LOGISTICS

## **US Customs & International Shipping Instructions**

---

**Official Customs Broker and Freight Forwarder**

PIBL - Phoenix International Business Logistics, Inc.

1201 Corbin Street

Elizabeth, NJ 07201

<https://www.phoenixlogistics.com/>

Attn: Veronica Gomez

Tel: 908.355.8900

Fax: 908.355.8883

E-Mail: [vgomez@phoenixlogistics.com](mailto:vgomez@phoenixlogistics.com)

Freight originating from cities outside the United States requires special consideration not covered in the handling and shipping section of this manual. The U.S. Customhouse Broker is available to advise the best methods of transportation and proper documentation. Please address all inquiries to the above individual.

## **CUSTOMS CLEARANCE OPTIONS**

PIBL can arrange to clear your merchandise through customs on a temporary or permanent duty paid entry. If you are intending to ship high value merchandise, we suggest you apply for an ATA Carnet in the country of origin. Carnets should only be utilized for high valued merchandise which is intended for re-export from the U.S. in the same condition in which they were imported. Merchandise entered into the U.S. under a Carnet and not exported is subject to U.S. Customs duty, penalties and or fines.

## **TRANSPORTATION SERVICES**

For information regarding export services from your location to Pittsburg, please feel free to contact us in NJ at [Bhobson@phoenixlogistics.com](mailto:Bhobson@phoenixlogistics.com) for the name and phone number of an agent nearest you.

## **MARKING**

To ensure timely delivery to your stand, all cases should be marked as follows: Name of Exhibitor  
Name of Show and Exhibition Center  
Booth number  
Piece #1 /up

## **DOCUMENTS REQUIRED** (Forward to Phoenix NJ)

Original Bills of Lading / Commercial Invoice / U.S. Customs Power of Attorney/Import Freight Information Sheet

## **OCEAN FREIGHT AND AIRFREIGHT SHIPMENTS**

It is imperative that all documents be issued in English only. Documents issued in other languages will be translated at the expense of the exhibitor.

The Commercial invoice must contain the following details:

- Complete name and address of the exhibitor
- Quantity of each description
- Detailed description of merchandise
- Country of origin
- Individual and total price of each description
- Total value of shipment

All commercial invoices should mention that the shipment consists of exhibition goods to be exhibited at the show and whether the goods are for temporary or permanent importation. Temporary and permanent shipments cannot be consolidated and shipped under the same bill of lading. Separate bills of ladings and invoices must be issued. All goods intended for sale in the United States are subject to normal customs duty and taxes.

## **INTERNATIONAL SMALL PACKAGE SHIPMENTS**

Successful customs clearance and delivery of international courier shipments can be a challenge. To reduce delays, additional expenses and possible non delivery of your shipment, we suggest exhibitors utilize PIBL's customs clearance, receiving and delivery services by consigning their shipments as below. With correct consignee instructions provided to the courier, PIBL is able to customs clear, receive, consolidate, and deliver your shipment to the show. Our employees are available to monitor and confirm your shipment was delivered to your booth. Please contact us to discuss the best method for handling your package/courier shipments.

## **CONSIGNEE & NOTIFY PARTIES**

Consign & Notify both Air & Ocean Shipments as follows:

Consignee:           Name of Exhibitor- Booth#  
                          Name of Show  
                          C/O David L. Lawrence Convention Center  
                          1000 Fort Duquesne Blvd, Pittsburgh, PA 15222

Notify Party:       PIBL – Phoenix Intl Business Logistics, Inc.  
                          ATTN: Veronica Gomez - 908-355-8900

*All documents such as invoices and packing lists should accompany air shipments and must arrive with the freight.*

## **RETURN TRANSPORTATION OF EXHIBITION GOODS**

After the close of the exhibition, Please make arrangements with PIBL for the return transportation of your exhibition goods to the country of origin or any other destination of your choice. Quotations may be obtained in advance from PIBL by emailing your requirements to the Phoenix agent listed above.

## **PAYMENT CONDITIONS**

Invoices for services rendered on inbound movements are payable prior to delivery of freight to the exhibition center through our designated agents or directly to PIBL. Phoenix accepts cash, American Express or traveler's checks.

## **TERMS OF FREIGHT ACCEPTANCE**

All freight shipments must be shipped to the U.S. on a prepaid basis.

## **TERMS AND CONDITIONS OF SERVICE**

All business undertaken by PIBL is subject to the terms and conditions of service as recommended by the Freight Forwarders and Brokers Association, Inc. Text available upon request.

## **TERMS OF DELIVERY/DEADLINES FOR ARRIVAL IN US**

In order to assure timely delivery to show site, freight and documents must arrive in the U.S. between 8-10 days prior to your move in date. A late surcharge will be applied to all shipments arriving within 5 working days of the show set-up.

## **US/CANADIAN BORDER CROSSINGS**

Canadian exhibitors seeking to export exhibit materials to the U.S. should be advised that U.S. Customs will require an IRS identification number for the entry of these shipments to the U.S. If your organization does not have an IRS number, your U.S. Customs broker has the capability to file and receive a temporary IRS number on your behalf. Failure to provide this number to the U.S. Broker at the border crossing will result in delays. Show Management cannot provide their tax identification number to exhibitors as the importer of record must be the name of the exhibitor or a distributor representing the exhibitor.

Exhibitor's expecting problems with border clearances should contact PIBL at 908-355-8900. Please contact them in advance to discuss document requirements.

## **RESTRICTIONS ON WOOD PACKING MATERIAL**

The United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) has revised its import regulation for wood packaging materials (WPM), 7 CFR § 319. The final rule was effective September 16, 2006 with full enforcement began July 5, 2006.

The regulation restricts the importation of many types of untreated wood articles, including wooden packaging materials such as pallets, crates, boxes, and pieces of wood used to support or brace cargo. The regulations currently refer to these types of wood packaging materials as solid wood packing materials, defined as "wood packing material other than loose wood packing material, used or for use with cargo to prevent damage, including, but not limited to, dunnage, crating, pallets, packing blocks, drums, cases, and skids." Any WPM not meeting the treatment specifications of this rule will be immediately re-exported.

The rule states that regulated wood packaging materials must be marked in a visible location on each article, preferably on at least two opposite sides of the article, with a legible and permanent mark that indicates that the article meets the new requirements. Paper treatment certificates will continue to be accepted until July 5, 2006. Should you have any questions regarding the wood packing material used for your exhibit, please consult your local Phoenix agent, in house freight forwarder, or packing and crating company. Additional information on this subject can be found on the USDA Website: <http://www.aphis.usda.gov/lpa/issues/wpm/wpm.html>

# WHAT ARE FREIGHT SERVICES?

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

## HOW DO I SHIP TO THE WAREHOUSE?

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

## HOW DO I SHIP TO SHOW SITE?

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

## WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

## HOW SHOULD I LABEL MY FREIGHT?

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

## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

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

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



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

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

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

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

## WHERE DO I GET A FORKLIFT?

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

## DO I NEED INSURANCE?

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

## OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

FREEMAN®

# material handling simplified

**Our new straight forward pricing makes pre-show budgeting easier. Pay for your actual weight per-pound with no invoice surprises.**

- × No minimums
- × No crated
- × No special handling
- × No carpet & pad only
- × No uncrated
- × No hundred-weight billing
- × No reweigh fees
- × No overtime
- × No marshalling yard fees
- × No rounding - pay only for actual weight

## It's just easier!



## MATERIAL HANDLING

Freeman is the exclusive provider of material handling services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. You have two options for shipping your advance freight - either to the warehouse or directly to show site. Material handling charges will automatically be applied to your account upon receipt of each shipment. It is not necessary to return this form to receive material handling services.

### RATES

**Material Handling**..... \$ **1.91 per pound**

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

**Material Handling - After Deadline** ..... \$ **2.39 per pound**

Rate applies to shipments arriving at the warehouse after **Friday, October 22, 2021**.

**Material Handling - 10 lbs and under** ..... **Free of Charge**

This rate is per shipment. A qualifying shipment totals any number of pieces delivered to the same booth, by the same carrier, from the same shipper, on the same day, weighing 10 pounds or less.

### IMPORTANT SHIPPING INFORMATION

Freeman Exhibit Transportation offers fast and easy service! Please call (800) 995-3579 to have one of our representatives help arrange all your shipment needs.

#### Warehouse:

- Avoid wait times at show site; ship to our warehouse!
- Warehouse receiving begins on **Monday, October 4, 2021**.
- Warehouse address: Exhibiting Company Name / Booth #  
**EDspaces 2021**  
C/O APA Trucking LLC / Freeman  
204A Schreiber Industrial Park  
New Kensington, PA 15068
- Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigeration or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.

#### Show Site:

- Show site receiving begins on **Monday, November 1, 2021**.
- Show Site address: Exhibiting Company Name / Booth #  
**EDspaces 2021**  
David L Lawrence Convention Center  
C/O Freeman  
1000 Fort Duquesne Blvd  
Pittsburgh, PA 15222

#### Outbound:

- Submit your outbound shipping information in advance and we will deliver your paperwork to your booth during the show.

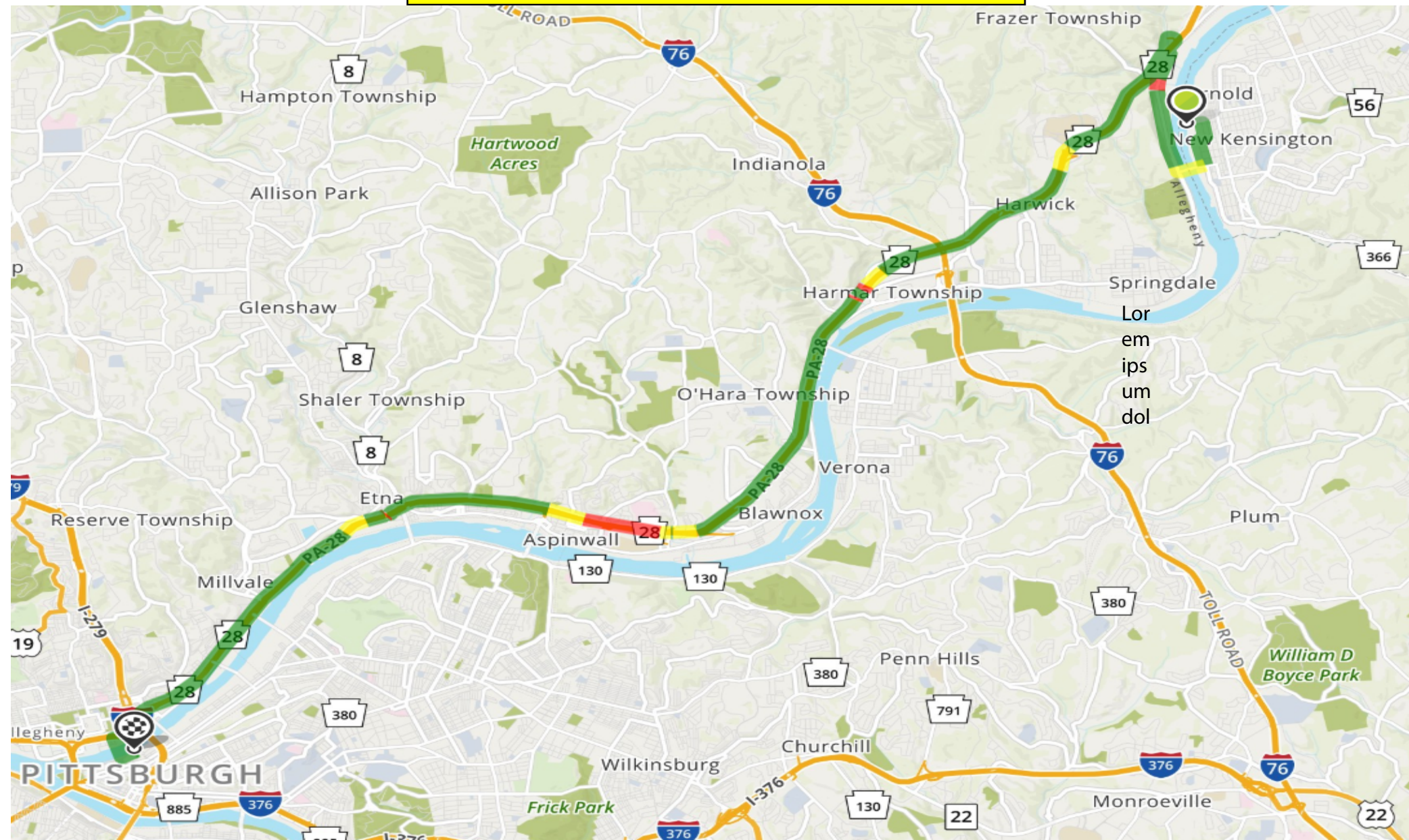


DAVID L. LAWRENCE C.C.  
1000 FORT DUQUENSE BLVD.  
PITTSBURGH, PA 15222

### TO DAVID L. LAWRENCE C.C. FROM MARSHALLING YARD

1. PA-56 /CL SCHMITT BRIDGE / NEW KENSINGTON BRIDGE
2. TURN RIGHT ONTO FREEPORT LANE
3. TURN LEFT ONTO BAILEYS RUN ROAD
4. TAKE RAMP RIGHT FOR PA-28 SOUTH TOWARDS PITTSBURGH
5. TAKE RAMP LEFT TOWARD NORTH SHORE
6. TURN LEFT ONTO ANDERSON STREET
7. KEEP LEFT ON 9TH STREET BRIDGE
8. TURN LEFT ONTO DUQUESNE BLVD
9. ARRIVE AT DAVID L. LAWRENCE C.C. 1000 FORT DUQUESNE BLVD

MARSHALLING YARD  
204A SCHREIBER INDUSTRIAL PARK  
NEW KENSINGTON, PA 15068



# FREEMAN

(888) 508-5054 Fax: (469) 621-5609  
ExhibitorSupport@freeman.com

NAME OF SHOW: **EDspaces 2021 / November 3-5, 2021**

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

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

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

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

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

## SHIPPING INFORMATION

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

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

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

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

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

**BILL TO:** ☐ Same as Ship to:

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

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

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

## METHOD OF SHIPMENT

**Select a Carrier:**

☐ **Freeman Exhibit Transportation**

☐ **Other Carrier**

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

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

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

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

**Select a Level of Service:**

☐ 1 Day: Delivery next business day

☐ Standard Ground

☐ 2 Day: Delivery by 5:00 PM second business day

☐ Specialized: Pad wrapped, uncrated, or truckload

☐ Deferred: Delivery within 3-5 business days

**Select Shipment Options (if applicable)**

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

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

Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: OCTOBER 4, 2021**

**DEADLINE DATE IS: OCTOBER 22, 2021**

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

*EXHIBITOR NAME*

**C/O: FREEMAN**

**APA TRUCKING LLC / FREEMAN  
204A SCHREIBER INDUSTRIAL PARK  
NEW KENSINGTON, PA 15068**

**WAREHOUSE**

(504096)

**EVENT:** *EDspaces 2021*

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

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: OCTOBER 4, 2021**

**DEADLINE DATE IS: OCTOBER 22, 2021**

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

*EXHIBITOR NAME*

**C/O: FREEMAN**

**APA TRUCKING LLC / FREEMAN  
204A SCHREIBER INDUSTRIAL PARK  
NEW KENSINGTON, PA 15068**

**WAREHOUSE**

(504096)

**EVENT:** *EDspaces 2021*

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

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



**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***CANNOT DELIVER BEFORE NOVEMBER 1, 2021***

**TO:**

*EXHIBITOR NAME*

**C/O: FREEMAN**

**DAVID L LAWRENCE CONVENTION CENTER  
1000 FORT DUQUESNE BLVD**

**PITTSBURGH, PA 15222**

**SHOW SITE**

(504096)

**EVENT:** *EDspaces 2021*

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

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

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**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: OCTOBER 04, 2021**

**DEADLINE DATE IS: OCTOBER 22, 2021**

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

**EXHIBITOR NAME**

**C/O: FREEMAN**

**APA TRUCKING LLC / FREEMAN  
204A SCHREIBER INDUSTRIAL PARK  
NEW KENSINGTON, PA 15068**

**HANGING SIGN**

(504096)

**EVENT:** **EDspaces 2021**

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

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: OCTOBER 04, 2021**

**DEADLINE DATE IS: OCTOBER 22, 2021**

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

**EXHIBITOR NAME**

**C/O: FREEMAN**

**APA TRUCKING LLC / FREEMAN  
204A SCHREIBER INDUSTRIAL PARK  
NEW KENSINGTON, PA 15068**

**HANGING SIGN**

(504096)

**EVENT:** **EDspaces 2021**

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

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IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.



# Exhibitor support

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

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

# Furnishings Brochure





# Comfortable and Safe Networking

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

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

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

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



**Bowery Swivel Chairs & Sedona C-Tables**

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

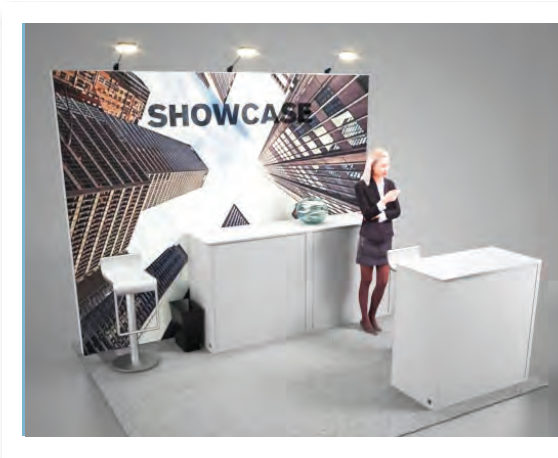
# Top Design Tips

for Tradeshow Booths.



## Complete The Look Of Your Exhibit Space

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



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

Shown here with Zoey Barstools

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

Shown here with Banana Barstools



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

Shown here with Baja Chairs and Sydney Power Cocktail Table



# Power Up In Style.

Denotes Powered Products



## Powered Seating

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



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

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



POWERED  
DETAIL

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



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



## Powered Tables

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



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



POWERED  
DETAIL



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




POWERED  
DETAIL

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




# Take Charge.

Denotes Powered Products 

## Powered Tables

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


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



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

## Powered Pedestals



Denotes AC and USB charging outlets 

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

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

## Powered Tech Desk



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

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

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

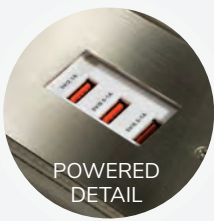
# Take Charge.

Denotes Powered Products



## Powered Tech Tablet Chair

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



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



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

## Powered Poducts

Denotes AC and USB charging outlets



## Wireless Charging Table



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



## Village Charging Hub



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



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



# Soft Seating

## Create Engaging Booth Environments

### VALENCIA

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

### HEDGE

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

### MARCHE

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



Valencia Sofa & Chair 10'x10' Booth

A.



B.

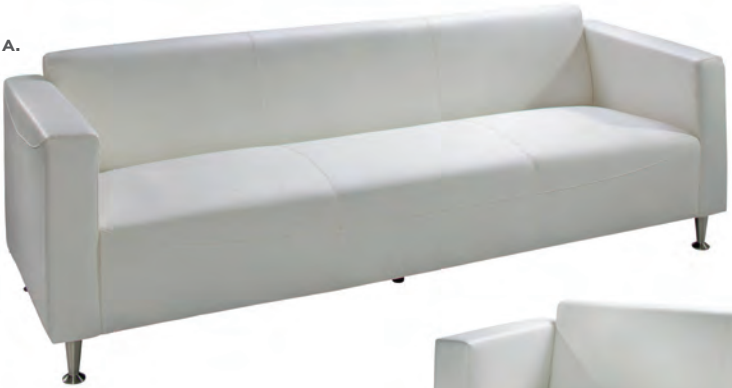


### VALENCIA

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

## Soft Seating Collections

A.



B.



C.



### BAJA

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

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

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

A.



B.



### STERLING

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

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

A.



B.



C.



### KEY LARGO


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

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

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



# Soft Seating

Denotes Powered Products 

## Create Engaging Booth Environments



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

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


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

Palm Beach Sofa & Swanson Chairs 10'x10' Booth



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

## Soft Seating Collections

Available in Power 



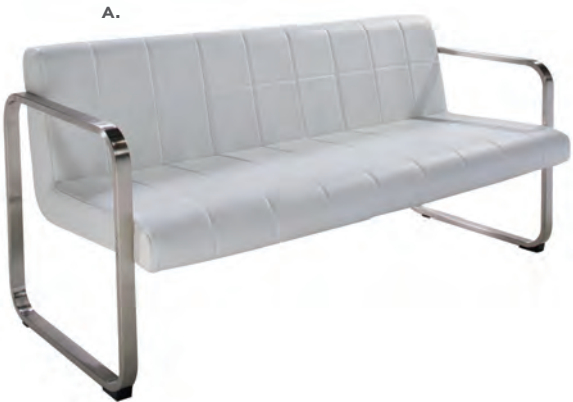
A.



B.

### ALLEGRO

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



A.



B.

### FAIRFAX

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



B.



A.



C.

### NAPLES

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

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

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



# Accent Chairs

## Create Space

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



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



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



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



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

## Meeting & Stage Chairs



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



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



# Accent Chairs



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



A.



B.



C.



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



Accent Tables | pg 26



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



D.



E.



F.

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



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

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

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

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

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

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



# Group Seating

## Lounges

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

ZENITH

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

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



LAGUNA

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

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



MALBA

20"L 20"D 32"H

A) 810131 Chair (gray)

B) 810130 Chair (green)



MARINA

17.5"L 19.5"D 35"H

A) 810164 (white vinyl)

B) 810160 (black vinyl)

C) 810161 (brown fabric)


D) 810162 (ocean blue fabric)


E) 810163 (red fabric)








## Styles & Shapes




















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

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

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

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

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

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

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

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

## Mix & Match

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

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

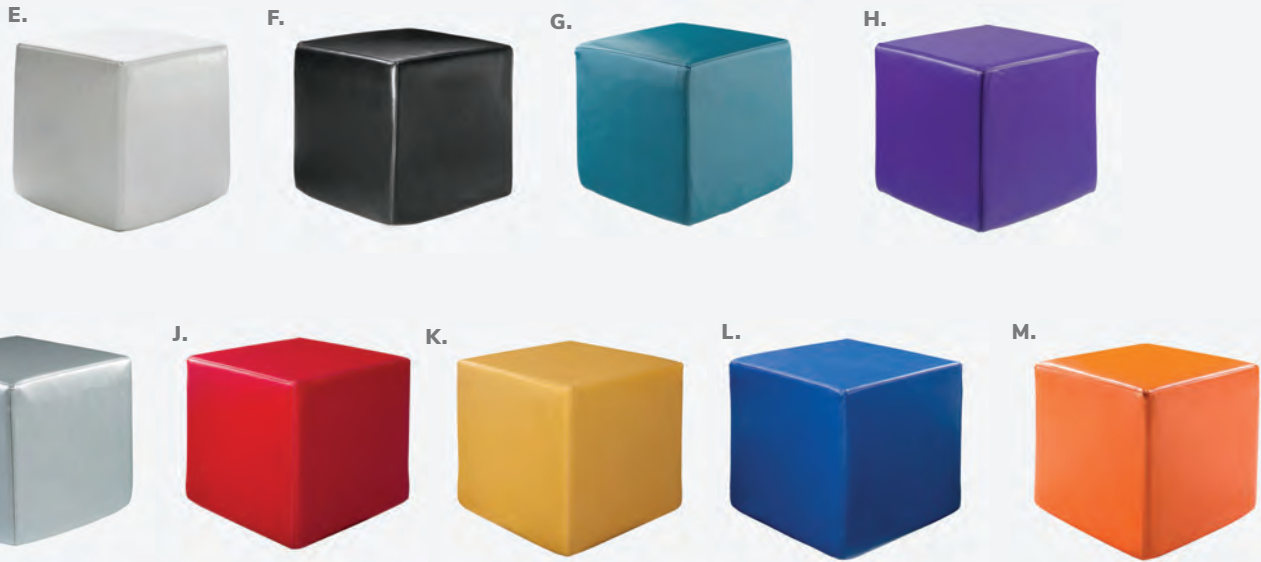


# Ottomans

## Vibe Cube

18"L 18"D 18"H

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



## Beverly Bench Ottomans



## Styles & Shapes



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

**ENDLESS Square**  
34"L 34"D 15"H  
A) 815123 (black)  
B) 815122 (white)  
**ENDLESS Curved**  
60.5"L 37.5"D 15"H  
C) 815952 (black)  
D) 815953 (white)

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



# Ottomans

## Beverly Small Bench Ottomans

30"L 20"D 18"H

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



## Marche Swivel Ottomans



### Marche Swivel Ottomans

17" RND 18"H

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



# Accent Tables

## Tables and Meeting Rooms

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



MESA

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

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

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

## Styles & Shapes



### ALONDRA

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

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

### GEO

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

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

# Accent Tables

## Tables and Meeting Rooms

### TAOS SIDE TABLES

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




### SEDONA SIDE TABLE

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



## Styles & Shapes



Available in Power 

### SYDNEY

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

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

### REGIS

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

### SILVERADO

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

### WIRELESS

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

### AURA

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



# Café Tables



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



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

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



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







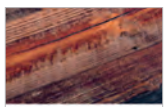







**A) 8201233 Hydraulic Cafe Table**  
(orange top, chrome) 30" RND 29"H  
**B) 810861 Laguna Chair**  
(maple, chrome) 18"L 19"D 34"H

# Customize and Create

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



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

## Café Tables

**Standard Black Base**  
30" RND 29"H

- A) 8201220** (white)  
also available
  - 820265** (Madison/gray acajou)
  - 820941** (blue)
  - 820943** (wood)
  - 8201236** (black)
  - 8201235** (brushed gunmetal)
  - 8201239** (brushed yellow)
  - 8201237** (green)
  - 8201238** (orange)
- 36" RND 29"H  
**8201243** (black)

## Café Tables

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

- B) 820923** (graphite nebula)  
also available
  - 8201208** (maple)
  - 820921** (red)
  - 820940** (blue)
  - 820942** (wood)
  - 8201223** (white)
  - 8201231** (black)
  - 8201230** (brushed gunmetal)
  - 8201234** (brushed yellow)
  - 8201232** (green)
  - 8201233** (orange)
- 36" RND 29"H  
**820126** (white)  
**8201209** (graphite nebula)  
**8201206** (maple)  
**8201242** (black)

# Mix & Match

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



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

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

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

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





# Bar Tables

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



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



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



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



## Customize and Create

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



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

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

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

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

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

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

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

## Style & Design

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



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

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



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

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

# Barstools

## LIFT Barstools

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



## Marina Barstools



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

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

All frames brushed metal.



# Barstools

## Mix & Match

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

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

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

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

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

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

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

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



## Barstools Styles & Shapes



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

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

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

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

# Conference Tables

## 42" Round Coference Table

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



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

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



## Geo Tables



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

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

## Work Space



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



# Conference Tables

## Madison

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

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

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

A.



B.



C.



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

## Black Rectangular Conference Table

A.



B.



C.



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

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

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

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

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

# Executive Seating

## Pro Executive High Back Chair

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



## Cupertino Mid Back Chair

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

## Pro Executive Mid Back Chair

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



## Pro Executive Guest Chair

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



## Task Stool

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



# Communal and Powered Tables

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

## Table Top Options



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

## Bar Tables



## Café Tables



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

Denotes AC and USB charging outlets



POWERED  
DETAIL



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

**Ventura Communal Bar Tables**  
(silver frame)  
72.25"L 26.25"D 42"H  
Maple Top  
B) 820954 (solid)  
820951 (grommets)  
White Top  
C) 820953 (grommets)  
820956 (solid)  
Black Top  
820952 (solid)



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

**Ventura Communal Café Tables**  
(silver frame)  
72.25"L 26.25"D 30"H  
Maple Top  
C) 820963 (solid)  
820960 (grommets)  
White Top  
D) 820961 (grommets)  
820966 (solid)  
Black Top  
E) 820962 (solid)



# Office Essentials



## MADISON

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

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

## Tech Powered Desk



**B.**



**C.**

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

Denotes AC and USB charging outlets



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

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

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

## Lighting & Shelving




## ACCENT LAMPS

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

## SHELVING


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

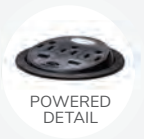
# Show Essentials

Denotes AC and USB charging outlets 

## Midtown Powered Counter

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

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



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



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

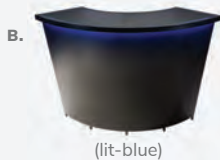


## Midtown Bar

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

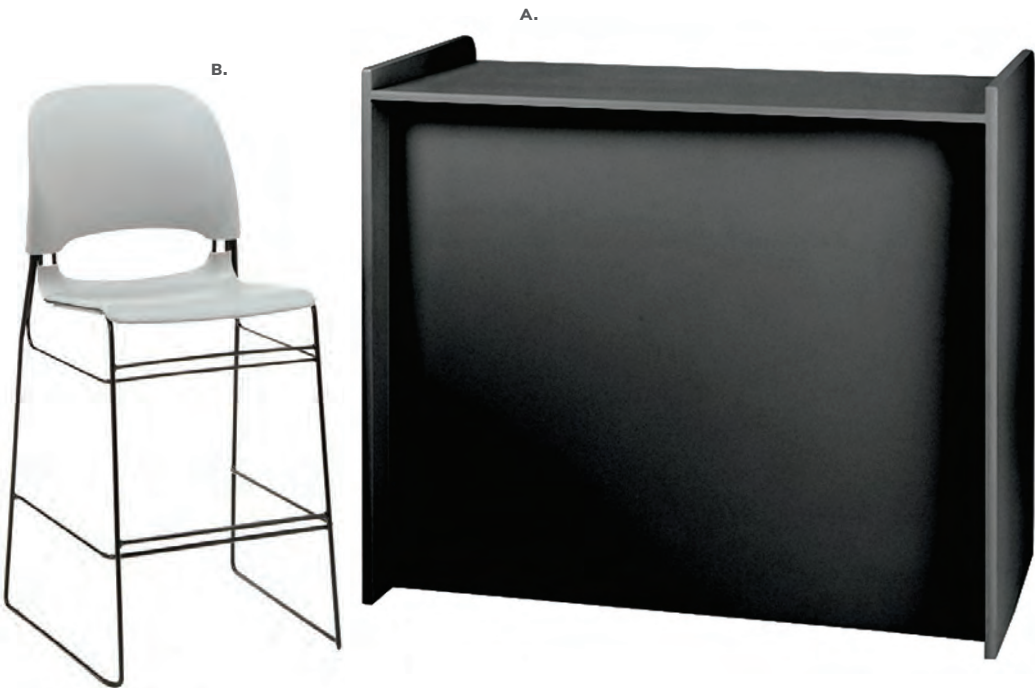
**Midtown Bar**  
60"L 18"D 42"H (pewter)  
**A) 850101** (unlighted)  
**B) 850100** (lighted with plug-in)

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



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

## Product Display Counter



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

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

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



# Show Essentials

## Greenery and Dividers

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

### HEDGE

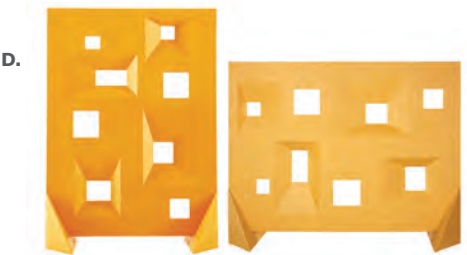
A) 85030  
7' Boxwood Hedge  
36.5"L 12"D 84"H  
B) 85035  
4' Boxwood Hedge  
46"L 9"D 47"H



## Miramar Dividers



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



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

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

# Show Essentials

## Product Kiosk & Display

- A) 75032

Display Cube–Large

(black)

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

Display Cube–Medium

(black)

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

Display Cube–Small

(black)

12"W X 12"L X 42"H



## Stanchions & Signage

- A) 220121

Chrome Stanchion

w/ 8' Retractable Belt

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

Chrome Sign Holder

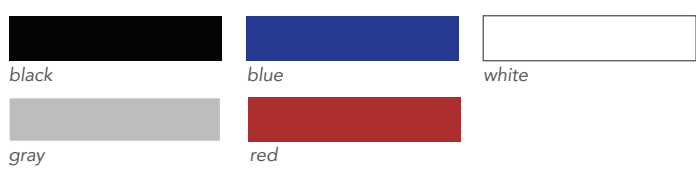
(sign holds)

22"W X 28"H



# Draped or Undraped Tables & Counters

## Table Drape Colors



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



## Sizing Chart\*

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



# Show Essentials

## Storage



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



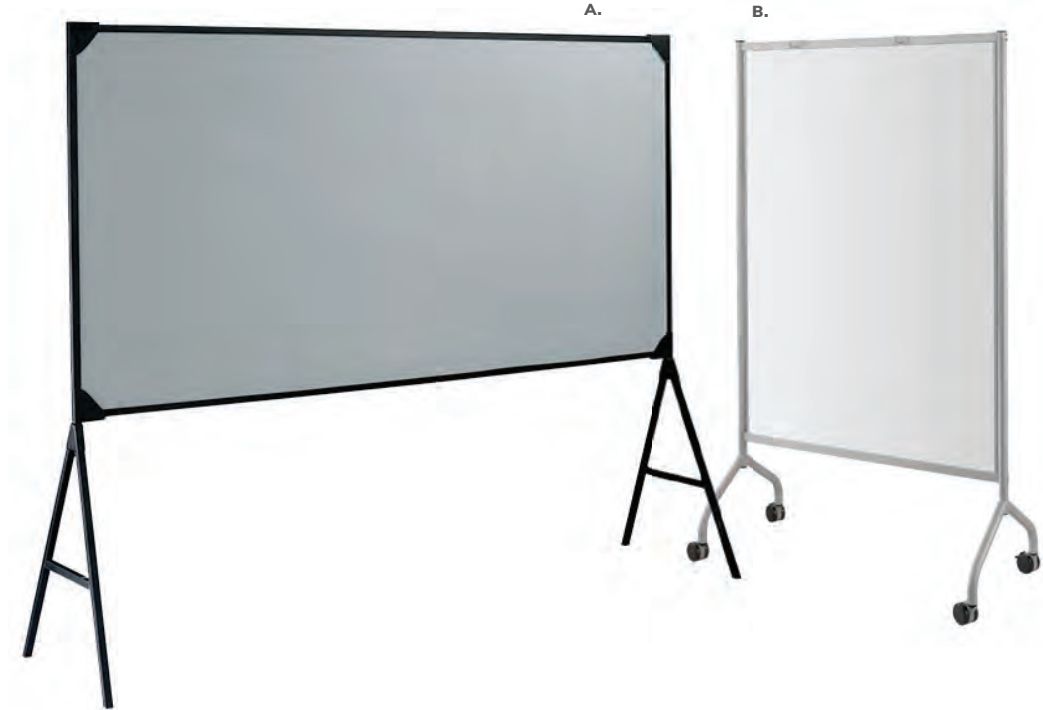
**750135**  
**Round Literature Rack**  
(black)  
17"W X 17"L X 57"H



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



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



A.

B.

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

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



C.



D.



E.



F.

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

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

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

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



# Strategic planning with health & safety in mind

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

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

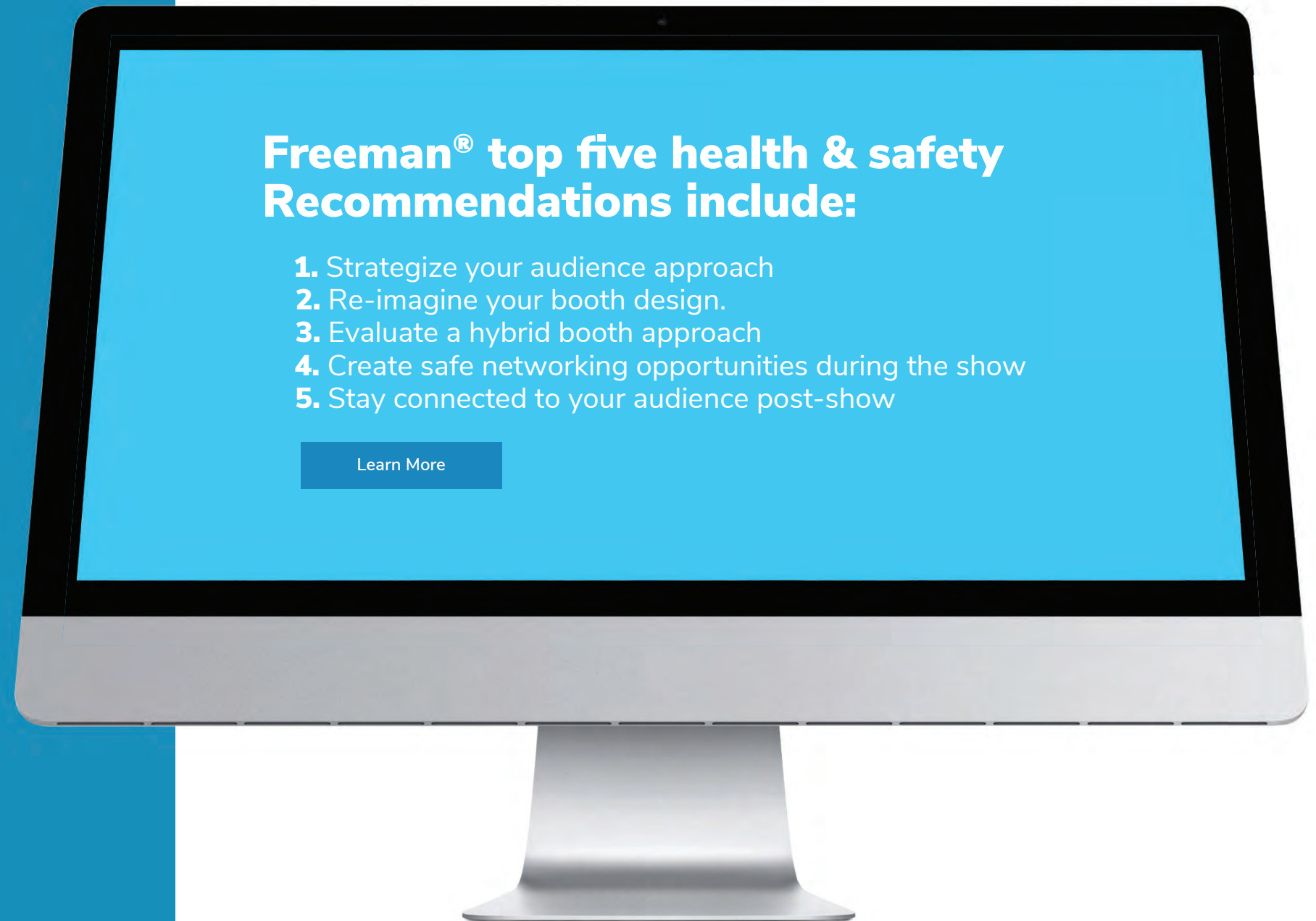
In all cases, we've put considerable thought into them.

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

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

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

[Learn More](#)



# Health & Safety

## Safety Dividers

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

Personalize here



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

Also available in opaque and personalization available.

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



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

Also available in opaque and personalization available.

### Please Note:

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



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

Also available in opaque and personalization available.

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



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

Also available in opaque and personalization available.

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

Also available in opaque and personalization available.



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

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



# Health & Safety

## Greenery and Dividers

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

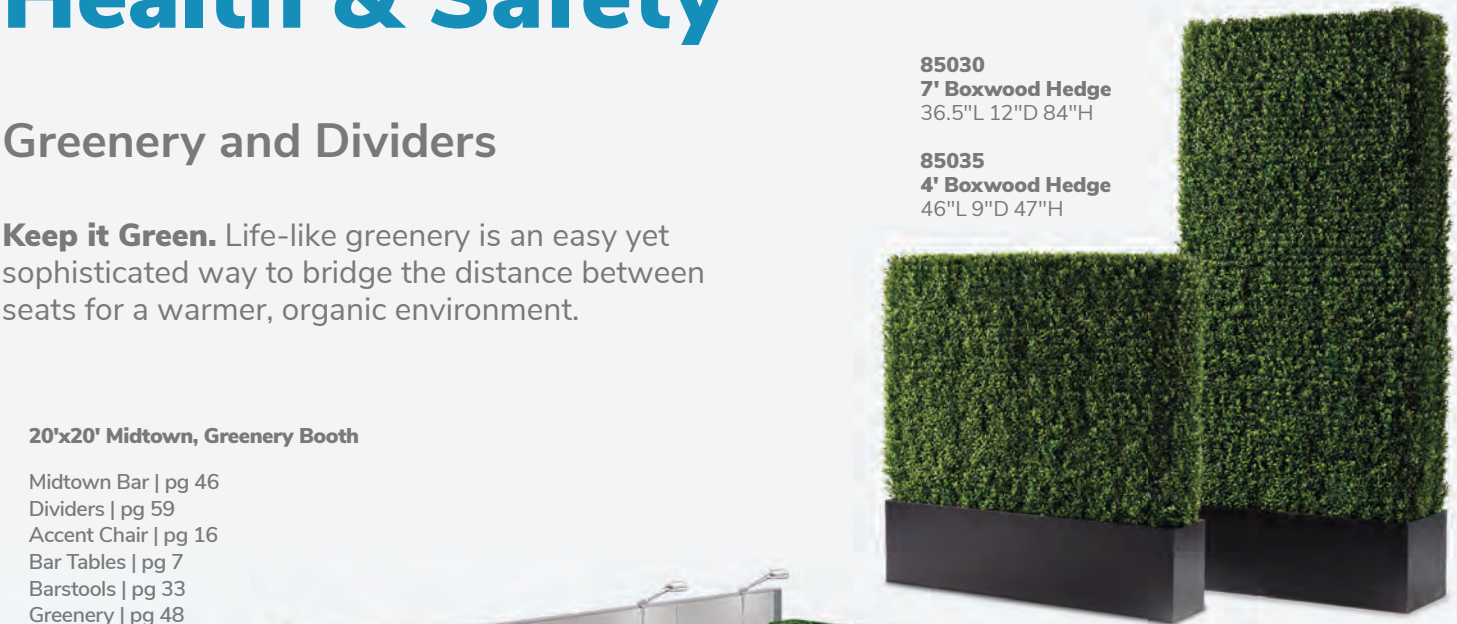
### 20'x20' Midtown, Greenery Booth

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



### Please Note:

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



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

Also available in opaque and personalization available.

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



Personalize here



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

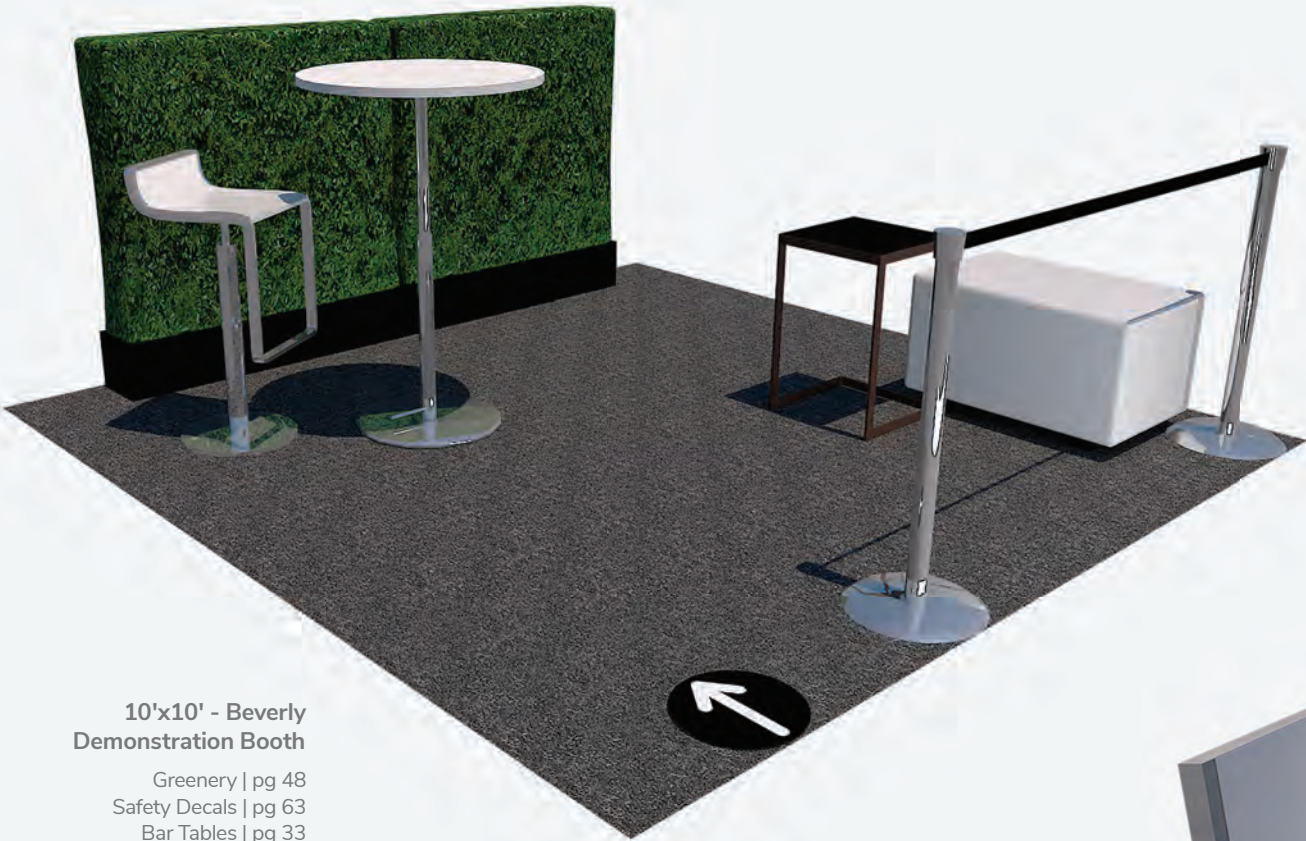
**B) 8201233 Hydraulic Cafe Table**  
(orange top, chrome)  
30" RND 29"H

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



# Health & Safety

## Stanchions & Booth Design



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

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

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

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



## Stanchions & Booth Design

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



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

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



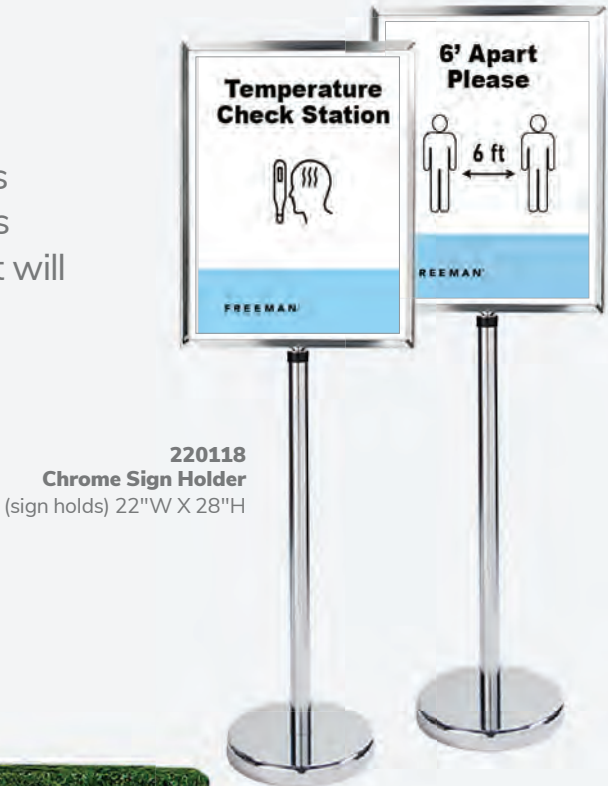
**220121  
Chrome Stanchion  
w/ 8' Retractable Belt  
(black, belt) 42\"/>**



# Health & Safety

## Safety & Directional Signage

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



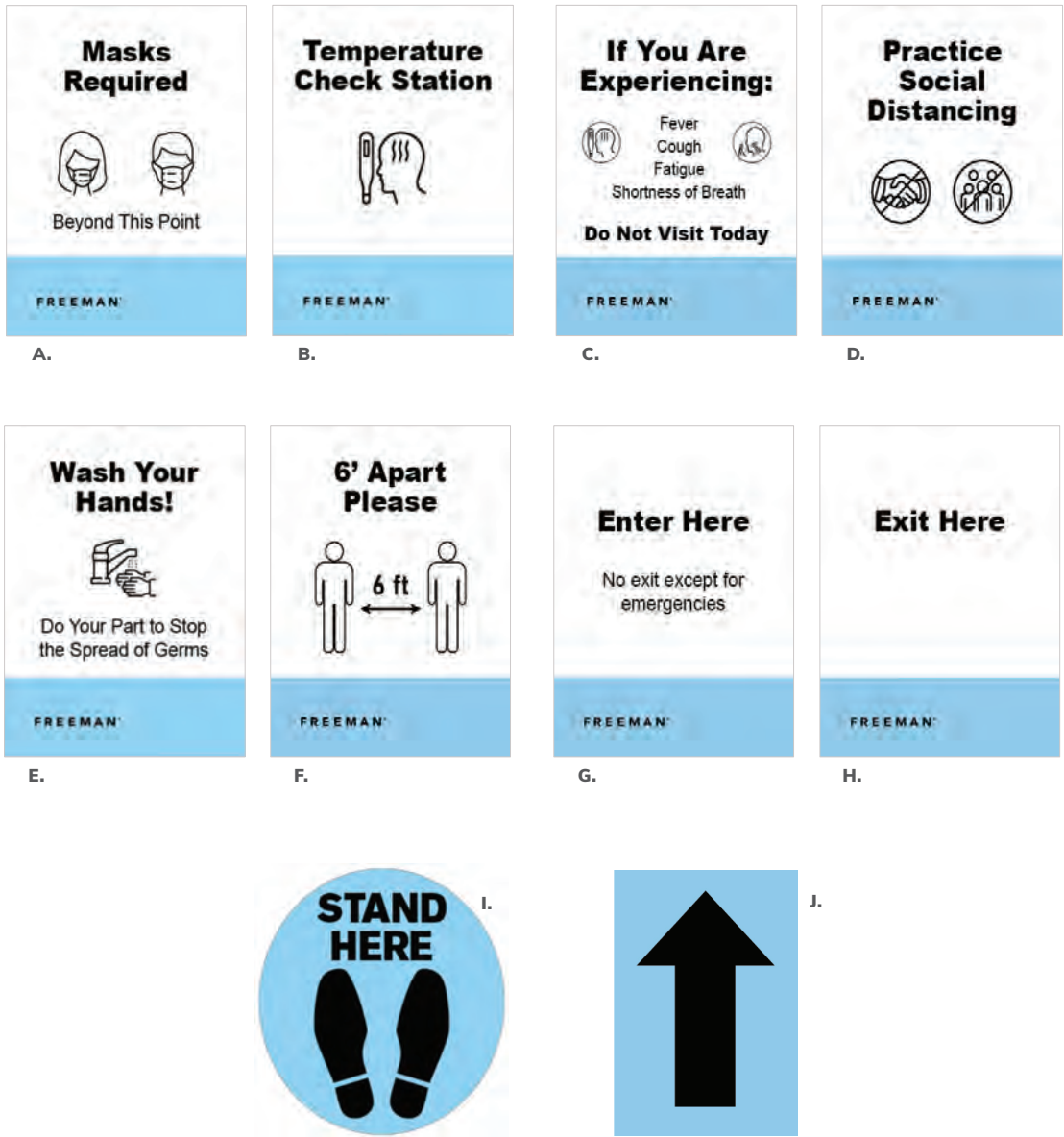
220118  
Chrome Sign Holder  
(sign holds) 22"W X 28"H



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

## Safety & Directional Signage

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



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

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

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

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

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

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

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

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

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

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

# Health & Safety

## Sanitization Product & Services

### Hand Sanitizing Stations

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



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

*Also available in opaque and personalization available.*

**1510100 Clear Barrier with graphic**

[Personalize here](#)



**Please Note:**

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



# FREEMAN

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 ExhibitorSupport@freeman.com

**ONLINE PRICE**  
**DISCOUNT PRICE**  
**DEADLINE DATE**  
**OCTOBER 11, 2021**

NAME OF SHOW: **EDspaces 2021 / November 3-5, 2021**

COMPANY NAME:	BOOTH #:
CONTACT NAME :	PHONE #:
E-MAIL ADDRESS :	

Take advantage of the Online price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by the deadline date.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>SOFT SEATING</b>						
<b>Naples Group - Black Vinyl</b>						
	810119	Chair.....	541.75	595.95	758.45	
	830120	Loveseat.....	728.75	801.65	1,020.25	
	830119	Sofa.....	808.50	889.35	1,131.90	
<b>Munich Group - Gray Fabric</b>						
	810151	Armless Chair.....	577.50	635.25	808.50	
<b>Baja Group - White Vinyl</b>						
	81050	Chair.....	660.00	726.00	924.00	
	83020	Loveseat.....	701.25	771.40	981.75	
	83019	Sofa.....	921.25	1,013.40	1,289.75	
<b>Valencia - Velvet</b>						
	810180	Chair - Spice Orange.....	354.75	390.25	496.65	
	83045	Sofa - Coffee Brown.....	533.50	586.85	746.90	
<b>Key Largo Group - Black Fabric</b>						
	830950	Loveseat.....	563.75	620.15	789.25	
	830951	Sofa.....	627.00	689.70	877.80	
	810950	Chair.....	445.50	490.05	623.70	
<b>Allegro Group - Blue Fabric</b>						
	81019	Chair.....	550.00	605.00	770.00	
	83015	Sofa.....	874.50	961.95	1,224.30	
<b>Fairfax Group - White Vinyl</b>						
	810949	Chair.....	376.75	414.45	527.45	
	830949	Sofa.....	599.50	659.45	839.30	
<b>Palm Beach - White Vinyl</b>						
	83040	Sofa.....	706.75	777.45	989.45	
<b>Sterling Group - Gray Fabric</b>						
	81037	Chair.....	979.00	1,076.90	1,370.60	
	8309	Sofa.....	1,460.25	1,606.30	2,044.35	

<b>CASUAL SEATING</b>						
<b>Ottomans</b>						
	815122	Endless Square - White Vinyl.....	346.50	381.15	485.10	
	815123	Endless Square - Black Vinyl.....	346.50	381.15	485.10	
	815953	Endless Curve - White Vinyl.....	464.75	511.25	650.65	
	815952	Endless Curve - Black Vinyl.....	464.75	511.25	650.65	
	81518	Vibe Cube - Blue Vinyl.....	156.75	172.45	219.45	
	81519	Vibe Cube - Red Vinyl.....	156.75	172.45	219.45	
	81525	Vibe Cube - Orange Vinyl.....	156.75	172.45	219.45	
	81517	Vibe Cube - Yellow Vinyl.....	156.75	172.45	219.45	
	81530	Vibe Cube - Black Vinyl.....	137.50	151.25	192.50	
	81531	Vibe Cube - White Vinyl.....	137.50	151.25	192.50	
	81532	Vibe Cube - Steel Blue Vinyl.....	156.75	172.45	219.45	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Ottomans (continued)</b>						
	81533	Vibe Cube - Silver Vinyl.....	156.75	172.45	219.45	
	81534	Vibe Cube - Purple Vinyl.....	156.75	172.45	219.45	
	81535	Vibe Cube -Citrus Green Vinyl.....	156.75	172.45	219.45	
	81536	Vibe Cube - Taupe Vinyl.....	156.75	172.45	219.45	
	81537	Vibe Cube - Spice Orange Vinyl.....	156.75	172.45	219.45	
	81538	Vibe Cube - Desert Rose Vinyl.....	156.75	172.45	219.45	
	815151	Marche Swivel - Gray Fabric.....	244.75	269.25	342.65	
	815154	Marche Swivel - Red Fabric.....	244.75	269.25	342.65	
	815159	Marche Swivel - Blue Fabric.....	244.75	269.25	342.65	
	815152	Marche Swivel - Linen Fabric.....	244.75	269.25	342.65	
	815157	Marche Swivel - Meadow Green Fabric.....	244.75	269.25	342.65	
	815158	Marche Swivel - Pear Yellow Fabric.....	244.75	269.25	342.65	
	815156	Marche Swivel - Plum Fabric.....	244.75	269.25	342.65	
	815153	Marche Swivel - Raspberry Fabric.....	244.75	269.25	342.65	
	815155	Marche Swivel - Rose Quartz Fabric.....	244.75	269.25	342.65	
	815150	Marche Swivel - White Vinyl.....	244.75	269.25	342.65	
	815160	Marche Swivel - Orange Fabric.....	244.75	269.25	342.65	
	81540	Marche Swivel - Forest Green Vinyl.....	244.75	269.25	342.65	
	81541	Marche Swivel - Teal Velvet.....	244.75	269.25	342.65	
	81542	Marche Swivel - Distressed Brown Vinyl.....	244.75	269.25	342.65	
	81543	Marche Swivel - Black Vinyl.....	244.75	269.25	342.65	
	81539	Marche Swivel - Ivory Faux Sheep Fur.....	244.75	269.25	342.65	
<b>Beverly Bench Ottomans</b>						
	81550	Black Vinyl.....	492.25	541.50	689.15	
	81551	Brown Fabric.....	492.25	541.50	689.15	
	81552	Gray Fabric.....	492.25	541.50	689.15	
	81553	Linen Fabric.....	492.25	541.50	689.15	
	81554	Ocean Blue Fabric.....	492.25	541.50	689.15	
	81555	Red Fabric.....	492.25	541.50	689.15	
	81556	White Vinyl.....	492.25	541.50	689.15	
<b>Beverly Small Bench Ottomans</b>						
	81560	Black Vinyl.....	294.25	323.70	411.95	
	81561	Blue Fabric.....	294.25	323.70	411.95	
	81562	Brown Fabric.....	294.25	323.70	411.95	
	81563	Green Fabric.....	294.25	323.70	411.95	
	81565	Linen Fabric.....	294.25	323.70	411.95	
	81568	Red Fabric.....	294.25	323.70	411.95	
	81569	White Vinyl.....	294.25	323.70	411.95	
	81566	Lavender Fabric.....	294.25	323.70	411.95	
	81567	Orange Fabric.....	294.25	323.70	411.95	
	81564	Gray Fabric.....	294.25	323.70	411.95	
	81570	Yellow Fabric.....	294.25	323.70	411.95	
<b>Accent Chairs</b>						
	71089	Black Diamond Side Chair.....	141.40	155.55	197.95	
	71090	Black Diamond Arm Chair.....	191.40	210.55	267.95	
	810861	Laguna Chair - Maple/Chrome.....	151.25	166.40	211.75	
	210108	Limerick® Chair by Herman Miller.....	120.40	132.45	168.55	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Accent Chairs (continued)</b>						
	810816	Madrid Chair - White Vinyl/Chrome.....	827.75	910.55	1,158.85	
	810948	Meeting Chair - White Vinyl.....	261.25	287.40	365.75	
	810164	Marina Chair - White Vinyl.....	162.25	178.50	227.15	
	810160	Marina Chair - Black Vinyl.....	162.25	178.50	227.15	
	810161	Marina Chair - Brown Fabric.....	162.25	178.50	227.15	
	810162	Marina Chair - Ocean Blue Fabric.....	162.25	178.50	227.15	
	810163	Marina Chair - Red Fabric.....	162.25	178.50	227.15	
	810131	Malba Chair - Gray Molded Plastic.....	110.00	121.00	154.00	
	810130	Malba Chair - Green Molded Plastic.....	107.25	118.00	150.15	
	810846	Christopher Chair - White Vinyl/Chrome.....	134.75	148.25	188.65	
	810851	Zenith Chair - White/Chrome.....	170.50	187.55	238.70	
	810841	Rustique Chair - Gunmetal.....	107.25	118.00	150.15	
	810837	Razor Armless Chair - White High Density Plastic.....	63.25	69.60	88.55	
	810875	Swanson Swivel Chair - White Vinyl.....	379.50	417.45	531.30	
	81083	Blade Chair - Sky Blue.....	88.00	96.80	123.20	
	81082	Blade Chair - Red.....	88.00	96.80	123.20	
	81093	Lucent Chair - Frosted Acrylic.....	228.25	251.10	319.55	
	810145	Wentworth Chair - Brown Vinyl.....	371.25	408.40	519.75	
	81024	Atherton Chair - Brown Leather.....	569.25	626.20	796.95	
	81034	Bowery Chair - Yellow Fabric.....	533.50	586.85	746.90	
	81035	Century Chair - Gray Velvet.....	599.50	659.45	839.30	
	81036	Lena Chair - Green Leather.....	481.25	529.40	673.75	
	81031	Montreal Chair - Blue Fabric.....	684.75	753.25	958.65	
	81032	Pasadena Chair - White Plastic.....	385.00	423.50	539.00	
	81038	Tech Chair - Gray Vinyl.....	462.00	508.20	646.80	
	81039	Tech Tablet Chair - Gray Vinyl.....	475.75	523.35	666.05	
<b>Executive Seating</b>						
	71045	Gray Gaslift Chair Without Arms.....	284.05	312.45	397.65	
	810874	La Brea Swivel Chair - Charcoal Gray Fabric.....	346.50	381.15	485.10	
	810175	Genesis Chair - Black.....	1,839.75	2,023.75	2,575.65	
	810844	Pro Executive High Back Chair - White Vinyl.....	302.50	332.75	423.50	
	810946	Pro Executive High Back Chair - Black Vinyl.....	302.50	332.75	423.50	
	810945	Pro Executive Mid Back Chair - White Vinyl.....	385.00	423.50	539.00	
	810944	Pro Executive Mid Back Chair - Black Vinyl.....	385.00	423.50	539.00	
	810947	Pro Executive Guest Chair - Black Vinyl.....	398.75	438.65	558.25	
	810170	Cupertino Mid Back Chair - Black Vinyl.....	283.25	311.60	396.55	
<b>Barstools</b>						
	71088	Black Diamond Stool.....	229.50	252.45	321.30	
	71047	Gray Gaslift Stool without Arms.....	360.35	396.40	504.50	
	810860	Laguna Barstool - Maple/Chrome.....	189.75	208.75	265.65	
	210109	Limerick® Stool by Herman Miller.....	175.75	193.35	246.05	
	810872	Lift Barstool - Gray Vinyl/Chrome.....	178.75	196.65	250.25	
	810873	Lift Barstool - Red Vinyl/Chrome.....	178.75	196.65	250.25	
	810871	Lift Barstool - Black Vinyl/Chrome.....	178.75	196.65	250.25	
	810870	Lift Barstool - White Vinyl/Chrome.....	178.75	196.65	250.25	
	810103	Banana Barstool - White Vinyl/Chrome.....	211.75	232.95	296.45	



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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Barstools (continued)</b>						
	810104	Banana Barstool - Black Vinyl/Chrome.....	211.75	232.95	296.45	
	810850	Zenith Barstool - White/Chrome.....	170.50	187.55	238.70	
	810840	Zoey Barstool - White Vinyl/Chrome.....	330.00	363.00	462.00	
	810848	Christopher Barstool - White Vinyl/Chrome.....	231.00	254.10	323.40	
	810202	Shark Swivel Barstool - White Plastic/Chrome.....	365.75	402.35	512.05	
	810839	Rustique Barstool - Gunmetal.....	118.25	130.10	165.55	
	81080	Blade Barstool - Red.....	178.75	196.65	250.25	
	81081	Blade Barstool - Sky Blue.....	178.75	196.65	250.25	
	81092	Lucent Barstool - Frosted Acrylic.....	242.00	266.20	338.80	
	810135	Task Stool - Black Fabric.....	195.25	214.80	273.35	
	81026	Marina Barstool - Ocean Blue.....	321.75	353.95	450.45	
	81027	Marina Barstool - Black Vinyl.....	321.75	353.95	450.45	
	81028	Marina Barstool - Brown Fabric.....	321.75	353.95	450.45	
	81029	Marina Barstool - Red Fabric.....	321.75	353.95	450.45	
	81030	Marina Barstool - White Vinyl.....	321.75	353.95	450.45	

**Draped Tables & Counters**

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

	124430	Draped Table 4'L x 30"H.....	188.25	207.10	263.55	
	124630	Draped Table 6'L x 30"H.....	221.45	243.60	310.05	
	124830	Draped Table 8'L x 30"H.....	245.95	270.55	344.35	
	12404630	4th Side Drape 6'L x 30"H.....	54.10	59.50	75.75	
	12404830	4th Side Drape 8'L x 30"H.....	54.10	59.50	75.75	
	124442	Draped Counter 4'L x 42"H.....	217.10	238.80	303.95	
	124642	Draped Counter 6'L x 42"H.....	245.95	270.55	344.35	
	124842	Draped Counter 8'L x 42"H.....	272.70	299.95	381.80	
	12404642	4th Side Drape 6'L x 42"H.....	81.15	89.25	113.60	
	12404842	4th Side Drape 8'L x 42"H.....	81.15	89.25	113.60	

**Undraped Tables & Counters**

	125430	Undraped Table 4'L x 30"H.....	129.80	142.80	181.70	
	125630	Undraped Table 6'L x 30"H.....	157.60	173.35	220.65	
	125830	Undraped Table 8'L x 30"H.....	185.40	203.95	259.55	
	125442	Undraped Counter 4'L x 42"H.....	157.60	173.35	220.65	
	125642	Undraped Counter 6'L x 42"H.....	185.40	203.95	259.55	
	125842	Undraped Counter 8'L x 42"H.....	213.25	234.60	298.55	

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

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Table Top Risers - Risers are 8" wide (continued)</b>						
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	46.10	50.70	64.55	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	46.10	50.70	64.55	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	56.40	62.05	78.95	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	56.40	62.05	78.95	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	66.70	73.35	93.40	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	66.70	73.35	93.40	_____
<b>Pedestal Tables - Soho Series</b>						
_____	72069	Black Top Cafe Table - 30"H x 24"W.....	257.00	282.70	359.80	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	292.05	321.25	408.85	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	233.65	257.00	327.10	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	268.65	295.50	376.10	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	303.70	334.05	425.20	_____
<b>Pedestal Tables - Chelsea Series</b>						
_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	268.65	295.50	376.10	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	292.05	321.25	408.85	_____
_____	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	280.35	308.40	392.50	_____
_____	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	292.05	321.25	408.85	_____
<b>Pedestal Tables</b>						
_____	8201208	Hydraulic Base Cafe Table - Maple.....	382.25	420.50	535.15	_____
_____	8201207	Hydraulic Base Bar Table - Maple.....	398.75	438.65	558.25	_____
_____	8201209	Hydraulic Base Cafe Table - Graphite.....	426.25	468.90	596.75	_____
_____	8201211	Hydraulic Base Bar Table - Graphite.....	437.25	481.00	612.15	_____
_____	8201206	Hydraulic Base Cafe Table - Maple.....	434.50	477.95	608.30	_____
_____	8201205	Hydraulic Base Bar Table - Maple.....	429.00	471.90	600.60	_____
_____	820126	Hydraulic Base Cafe Table - White Laminate.....	434.50	477.95	608.30	_____
_____	820125	Hydraulic Base Bar Table - White Laminate.....	453.75	499.15	635.25	_____
_____	820241	Madison Hydraulic Base Cafe Table - Gray Acajou.....	341.00	375.10	477.40	_____
_____	820240	Madison Hydraulic Base Bar Table - Gray Acajou.....	341.00	375.10	477.40	_____
_____	820265	Madison Cafe Table - Gray Acajou.....	269.50	296.45	377.30	_____
_____	820264	Madison Bar Table - Gray Acajou.....	294.25	323.70	411.95	_____
_____	8201220	30" Cafe Table Black Base - White Laminate.....	286.00	314.60	400.40	_____
_____	8201221	30" Bar Table Black Base - White Laminate.....	308.00	338.80	431.20	_____
_____	8201222	30" Bar Table Chrome Base - White Laminate.....	440.00	484.00	616.00	_____
_____	8201223	30" Cafe Table Chrome Base - White Laminate.....	440.00	484.00	616.00	_____
_____	820920	30" Bar Table Chrome Hydraulic Base - Red.....	341.00	375.10	477.40	_____
_____	820921	30" Cafe Table Chrome Hydraulic Base - Red.....	341.00	375.10	477.40	_____
_____	820922	30" Bar Table Chrome Hydraulic Base - Graphite.....	341.00	375.10	477.40	_____
_____	820923	30" Cafe Table Chrome Hydraulic Base - Graphite.....	341.00	375.10	477.40	_____
_____	820930	30" Bar Table w/ Hydraulic Base - Blue.....	332.75	366.05	465.85	_____
_____	820931	30" Bar Table w/ Black Base - Blue.....	264.00	290.40	369.60	_____
_____	820932	30" Bar Table w/ Hydraulic Base - Wood.....	407.00	447.70	569.80	_____
_____	820933	30" Bar Table w/ Black Base - Wood.....	272.25	299.50	381.15	_____
_____	820940	30" Cafe Table w/ Hydraulic Base - Blue.....	332.75	366.05	465.85	_____
_____	820941	30" Cafe Table w/ Black Base - Blue.....	203.50	223.85	284.90	_____
_____	820942	30" Cafe Table w/ Hydraulic Base - Wood.....	407.00	447.70	569.80	_____

NAME OF SHOW: **EDspaces 2021 / November 3-5, 2021**

COMPANY NAME:

BOOTH #:

CONTACT NAME :

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Pedestal Tables (continued)</b>						
	820943	30" Cafe Table w/ Black Base - Wood.....	258.50	284.35	361.90	
	820910	30" Bar Table w/ Hydraulic Base - Gunmetal.....	440.00	484.00	616.00	
	820911	30" Bar Table w/ Hydraulic Base - Black.....	440.00	484.00	616.00	
	820912	30" Bar Table w/ Hydraulic Base - Green.....	440.00	484.00	616.00	
	820913	30" Bar Table w/ Hydraulic Base - Orange.....	440.00	484.00	616.00	
	820914	30" Bar Table w/ Hydraulic Base - Yellow.....	440.00	484.00	616.00	
	820915	30" Bar Table w/ Black Base - Gunmetal.....	308.00	338.80	431.20	
	820916	30" Bar Table w/ Black Base - Black.....	308.00	338.80	431.20	
	820917	30" Bar Table w/ Black Base - Green.....	308.00	338.80	431.20	
	820918	30" Bar Table w/ Black Base - Orange.....	308.00	338.80	431.20	
	820919	30" Bar Table w/ Black Base - Yellow.....	308.00	338.80	431.20	
	8201230	30" Cafe Table w/ Hydraulic Base - Gunmetal.....	440.00	484.00	616.00	
	8201231	30" Cafe Table w/ Hydraulic Base - Black.....	440.00	484.00	616.00	
	8201232	30" Cafe Table w/ Hydraulic Base - Green.....	440.00	484.00	616.00	
	8201233	30" Cafe Table w/ Hydraulic Base - Orange.....	440.00	484.00	616.00	
	8201234	30" Cafe Table w/ Hydraulic Base - Yellow.....	440.00	484.00	616.00	
	8201235	30" Cafe Table w/ Black Base - Gunmetal.....	286.00	314.60	400.40	
	8201236	30" Cafe Table w/ Black Base - Black.....	286.00	314.60	400.40	
	8201237	30" Cafe Table w/ Black Base - Green.....	286.00	314.60	400.40	
	8201238	30" Cafe Table w/ Black Base - Orange.....	286.00	314.60	400.40	
	8201239	30" Cafe Table w/ Black Base - Yellow.....	286.00	314.60	400.40	
	8201240	36" Bar Table w/ Hydraulic Base - Black.....	453.75	499.15	635.25	
	8201241	36" Bar Table w/ Black Base - Black.....	310.75	341.85	435.05	
	8201242	36" Cafe Table w/ Hydraulic Base - Black.....	434.50	477.95	608.30	
	8201243	36" Cafe Table w/ Black Base - Black.....	335.50	369.05	469.70	
<b>Accent Tables</b>						
	82015	Silverado End Table - Tempered Glass/Painted Steel.....	283.25	311.60	396.55	
	82014	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	302.50	332.75	423.50	
	820252	Alondra End Table - Glass/Chrome.....	247.50	272.25	346.50	
	820250	Alondra Cocktail Table - Glass/Chrome.....	346.50	381.15	485.10	
	820253	Alondra End Table - Wood/Chrome.....	247.50	272.25	346.50	
	820251	Alondra Cocktail Table - Wood/Chrome.....	346.50	381.15	485.10	
	8201224	Atomic 36" Round Table - Glass/Chrome.....	385.00	423.50	539.00	
	8201225	Atomic 42" Round Table - Glass/Chrome.....	385.00	423.50	539.00	
	82028	Geo End Table - Wood/Black Steel.....	294.25	323.70	411.95	
	82027	Geo Cocktail Table - Wood/Black Steel.....	299.75	329.75	419.65	
	82035	Geo End Table - Glass/Chrome.....	217.25	239.00	304.15	
	82034	Geo Cocktail Table - Glass/Chrome.....	203.50	223.85	284.90	
	82054	Sydney End Table - Black Laminate/Brushed Steel..	264.00	290.40	369.60	
	82055	Sydney End Table - White Laminate/Brushed Steel..	264.00	290.40	369.60	
	82052	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	319.00	350.90	446.60	
	82053	Sydney Cocktail Table - White Laminate/Brushed Steel.....	319.00	350.90	446.60	
	82079	Sydney End Table - Blue Laminate/Brushed Steel....	258.50	284.35	361.90	
	82080	Sydney End Table - Wood Laminate/Brushed Steel..	258.50	284.35	361.90	
	82077	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	313.50	344.85	438.90	



NAME OF SHOW: **EDspaces 2021 / November 3-5, 2021**

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Accent Tables (continued)</b>						
	82078	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	313.50	344.85	438.90	
	82075	Regis End Table - Brushed Metal.....	261.25	287.40	365.75	
	82074	Regis Bench Table - Brushed Metal.....	368.50	405.35	515.90	
	820844	Aura Round Table - White Metal.....	143.00	157.30	200.20	
	82043	Geo Square-Round Table - Glass/Black Steel.....	349.25	384.20	488.95	
	82044	Geo Square-Round Table - Glass/Chrome.....	349.25	384.20	488.95	
	8201226	Rustique Square Metal Bar Table - Gray.....	338.25	372.10	473.55	
	820130	Mesa Cocktail Table - Black/Bronze.....	319.00	350.90	446.60	
	820131	Mesa Cocktail Table - Glass/Bronze.....	319.00	350.90	446.60	
	820132	Mesa Cocktail Table - Wood/Bronze.....	319.00	350.90	446.60	
	820133	Mesa End Table - Black/Bronze.....	280.50	308.55	392.70	
	820134	Mesa End Table - Glass/Bronze.....	280.50	308.55	392.70	
	820135	Mesa End Table - Wood/Bronze.....	280.50	308.55	392.70	
	820310	Sedona Side Table - Black/Bronze.....	869.00	955.90	1,216.60	
	820311	Sedona Side Table - Wood/Bronze.....	151.25	166.40	211.75	
	820312	Sedona Side Table - White/Bronze.....	151.25	166.40	211.75	
	820320	Taos Side Table - Black/Bronze.....	151.25	166.40	211.75	
	820321	Taos Side Table Wood/Bronze.....	151.25	166.40	211.75	
	820322	Taos Side Table - White/Bronze.....	151.25	166.40	211.75	
<b>Conference Tables</b>						
	82041	Geo Conference Table - Glass/Black Steel.....	434.50	477.95	608.30	
	82051	Geo Conference Table - Glass/Chrome.....	429.00	471.90	600.60	
	820260	Madison Conference Table - Gray Acajou.....	459.25	505.20	642.95	
	820708	42" Round Conference Table - White Laminate.....	453.75	499.15	635.25	
	820261	Madison 5' Conference Table - Gray Acajou.....	558.25	614.10	781.55	
	820262	Madison 8' Conference Table - Gray Acajou.....	1,111.00	1,222.10	1,555.40	
	820263	Madison 10' Conference Table - Gray Acajou.....	1,111.00	1,222.10	1,555.40	
	820951	Ventura Bar Table - Maple w/ Grommets.....	833.25	916.60	1,166.55	
	820952	Ventura Communal Bar Table - Black.....	816.75	898.45	1,143.45	
	820953	Ventura Bar Table - White w/ Grommets.....	833.25	916.60	1,166.55	
	820954	Ventura Communal Bar Table - Maple.....	833.25	916.60	1,166.55	
	820956	Ventura Communal Bar Table - White.....	833.25	916.60	1,166.55	
	820963	Ventura Communal Cafe Table - Maple.....	544.50	598.95	762.30	
	820960	Ventura Cafe Table - Maple w/ Grommets.....	816.75	898.45	1,143.45	
	820961	Ventura Cafe Table - White w/ Grommets.....	816.75	898.45	1,143.45	
	820966	Ventura Communal Cafe Table - White.....	544.50	598.95	762.30	
	820962	Ventura Communal Cafe Table - Black.....	544.50	598.95	762.30	
	8201244	42" Round Conference Table - Black Laminate.....	453.75	499.15	635.25	
	8201	10' Table - Black Laminate.....	984.50	1,082.95	1,378.30	
	8203	5' Table - Black Laminate.....	506.00	556.60	708.40	
	8205	8' Table - Black Laminate.....	742.50	816.75	1,039.50	
<b>Office</b>						
	84075	Madison Desk - Gray Acajou.....	654.50	719.95	916.30	
	84078	Madison Bookcase - Gray Acajou.....	467.50	514.25	654.50	

NAME OF SHOW: **EDspaces 2021 / November 3-5, 2021**

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

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Computer Desks/Tables</b>						
	820706	Work Desk - White Laminate.....	390.50	429.55	546.70	
<b>POWERED</b>						
<b>Powered Seating</b>						
	810120	Naples Chair, Powered - Black Vinyl.....	770.00	847.00	1,078.00	
	830122	Naples Loveseat, Powered - Black Vinyl.....	1,036.75	1,140.45	1,451.45	
	830121	Naples Sofa, Powered - Black Vinyl.....	1,190.75	1,309.85	1,667.05	
<b>Powered Tables</b>						
	820950	Ventura Communal Bar Table, Powered - Black.....	1,009.25	1,110.20	1,412.95	
	820955	Ventura Communal Bar Table, Powered - White.....	918.50	1,010.35	1,285.90	
	820964	Ventura Communal Cafe Table, Powered - Black.....	690.25	759.30	966.35	
	820965	Ventura Communal Cafe Table, Powered - White.....	690.25	759.30	966.35	
	84083	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	798.80	878.70	1,118.30	
	84084	Tech Desk, Powered - Black Metal.....	594.00	653.40	831.60	
	82076	Sydney Cocktail Table, Powered - Black.....	459.25	505.20	642.95	
	82073	Sydney Cocktail Table, Powered - White.....	459.25	505.20	642.95	
	8202	10' Table, Powered - Black Laminate.....	1,232.00	1,355.20	1,724.80	
	8204	5' Table, Powered - Black Laminate.....	638.00	701.80	893.20	
	8206	8' Table, Powered - Black Laminate.....	1,232.00	1,355.20	1,724.80	
<b>Powered Pedestals</b>						
	85060	Powered Locking Pedestal 36" H, Black.....	561.00	617.10	785.40	
	85061	Powered Locking Pedestal 36" H, White.....	561.00	617.10	785.40	
	85062	Powered Locking Pedestal 42" H, Black.....	671.00	738.10	939.40	
	85063	Powered Locking Pedestal 42" H, White.....	671.00	738.10	939.40	
	820710	Wireless Charging Table, Powered.....	547.25	602.00	766.15	
<b>Midtown Counters &amp; Bars</b>						
	850103	Midtown Powered Counter Unlighted - Pewter.....	1,647.25	1,812.00	2,306.15	
	850102	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	1,922.25	2,114.50	2,691.15	
	850101	Midtown Bar Unlighted - Pewter.....	1,482.25	1,630.50	2,075.15	
	850100	Midtown Bar Lighted w/ Plug-In - Pewter.....	1,757.25	1,933.00	2,460.15	
<b>DISPLAY &amp; ACCESSORIES</b>						
<b>Product Storage</b>						
	84080	3 Door File Cabinet on Castors - Black .....	206.25	226.90	288.75	
	85020	Posh Shelving w/ Chrome Frame - White.....	613.25	674.60	858.55	
<b>Refrigerator</b>						
	8503001	Refrigerator - White.....	1,787.50	1,966.25	2,502.50	
<b>Lighting</b>						
	850707	Mason Table Lamp - White/Brushed Silver.....	170.50	187.55	238.70	
	850708	Mason Floor Lamp - White/Brushed Silver.....	255.75	281.35	358.05	
<b>Display</b>						
	75030	Display Cube - Black - 12" Small.....	315.85	347.45	442.20	
	75031	Display Cube - Black - 18" Medium.....	352.45	387.70	493.45	
	75032	Display Cube - Black - 24" Large.....	385.35	423.90	539.50	
	72056	Display Counter - Black.....	571.65	628.80	800.30	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Boxwood Hedges</b>						
	85030	7' Boxwood Hedge.....	781.00	859.10	1,093.40	
	85035	4' Boxwood Hedge.....	418.00	459.80	585.20	
<b>Accessories</b>						
	220121	Chrome Stanchion w/ 8' Retractable Belt.....	186.55	205.20	261.15	
	220118	Chrome Sign Holder.....	127.00	139.70	177.80	
	750135	Round Literature Rack.....	247.30	272.05	346.20	
	750136	Flat Literature Rack.....	181.30	199.45	253.80	
	220109	Chrome Coat Tree.....	72.30	79.55	101.20	
	220134	Aluminum Easel.....	60.10	66.10	84.15	
	220110	Chrome Bag Rack.....	115.40	126.95	161.55	
	10201484	Floor Standing Bulletin Board.....	240.05	264.05	336.05	
	220106	Corrugated Wastebasket.....	28.95	31.85	40.55	
	8502	Village Charging Hub.....	266.75	293.45	373.45	

**Special Drape**

☐ Black ☐ Blue ☐ White ☐ Gray ☐ Red

	12103	Special Drape 3'H (per ft.).....	20.50	22.55	28.70	
	12108	Special Drape 8'H (per ft.).....	26.65	29.30	37.30	

TOTAL COST		
	+	=
Sub-Total	7% Tax	Total Cost

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



# FROM THE GROUND UP

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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.

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#### Sustainability Tip:



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

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



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



## PRESTIGE CARPET

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

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

### Custom Options

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



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



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

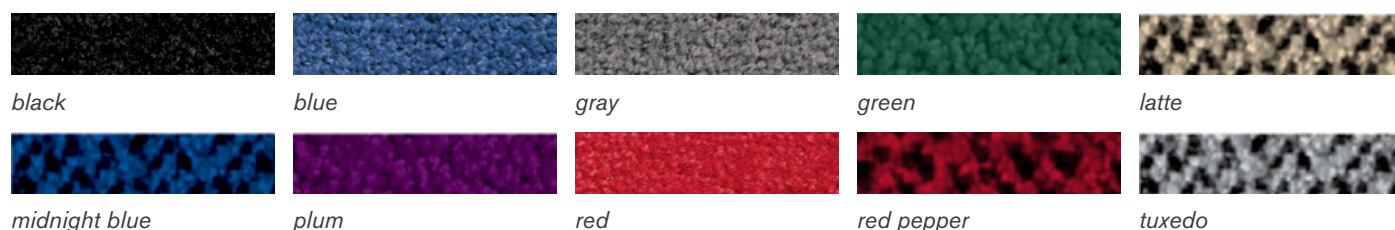
## CLASSIC CARPET

### Custom Cut

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

### Standard Cut

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



**Actual colors may vary slightly**

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

# FREEMAN

(888) 508-5054 Fax: (469) 621-5609  
ExhibitorSupport@freeman.com

**ONLINE PRICE  
DISCOUNT PRICE  
DEADLINE DATE  
OCTOBER 11, 2021**

NAME OF SHOW: **EDspaces 2021 / November 3-5, 2021**

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

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

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

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## STANDARD SIZE CARPET & PADDING

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

## 10' CLASSIC CARPET, PADDING & PLASTIC COVERING

### CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Gray ☐ Midnight Blue ☐ Red ☐ Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet .....	\$ 358.40	\$ 394.25	\$ 501.75	_____
_____	10' x 20' Classic Carpet .....	\$ 716.80	\$ 788.50	\$ 1,003.50	_____
_____	10' x 30' Classic Carpet .....	\$ 1,075.20	\$ 1,182.70	\$ 1,505.30	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 180.00	\$ 198.00	\$ 252.00	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 360.00	\$ 396.00	\$ 504.00	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 540.00	\$ 594.00	\$ 756.00	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 360.00	\$ 396.00	\$ 504.00	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 720.00	\$ 792.00	\$ 1,008.00	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 1,080.00	\$ 1,188.00	\$ 1,512.00	_____
_____	Plastic Covering (price per sqft).....	\$ .70	\$ .75	\$ 1.00	_____

## CUSTOM CUT CLASSIC CARPET

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

Sample: Booth Size: 10 x 25 = 250 sqft \$ **5.55**

### CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:

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

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

Per sqft	Booth Size: _____ x _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 5.55	\$ 6.10	\$ 7.75	_____

TOTAL COST				
Sub-Total	+	7% Tax	=	Total Cost



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## CUT TO SIZE CARPET & PADDING

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

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

### CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

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

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

					Online Price	Discount Price	Standard Price	Total
<b>1 - 700 sqft</b>	Booth Size:	_____	x	_____	=	\$ 6.50	\$ 7.15	\$ 9.10
<b>Over 700 sqft</b>	Booth Size:	_____	x	_____	=	\$ 5.85	\$ 6.45	\$ 8.20

### CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

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

						Online Price	Discount Price	Standard Price	Total
<b>1 - 700 sqft</b>	Booth Size:	_____	x	_____	=	\$ 7.50	\$ 8.25	\$ 10.50	
<b>Over 700 sqft</b>	Booth Size:	_____	x	_____	=	\$ 6.75	\$ 7.45	\$ 9.45	

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

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

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 1.80

Qty	Description	Price per sqft (90 sqft minimum)	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ 1.80	\$ 2.00	\$ 2.50	_____
_____	Carpet Padding-1/2" (Over 700 sq. ft.)		\$ 1.60	\$ 1.75	\$ 2.25	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ 3.60	\$ 3.95	\$ 5.05	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ 3.20	\$ 3.50	\$ 4.50	_____

### TOTAL COST

Sub-Total	+	7% Tax	=	Total Cost
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cut to size carpet

# SEEING IS BELIEVING

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

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



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



## CREATING VISUAL EXCITEMENT

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

## STATE-OF-THE-ART CAPABILITIES

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

## SUPERIOR QUALITY CONTROL

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

## DEPTH OF RESOURCES

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

## REPRODUCTION AND INSTALLATION

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





# FREEMAN

(888) 508-5054 Fax: (469) 621-5609  
ExhibitorSupport@freeman.com

**DISCOUNT PRICE  
DEADLINE DATE  
OCTOBER 11, 2021**

NAME OF SHOW: **EDspaces 2021 / November 3-5, 2021**

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

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

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

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

## GRAPHICS

To order your graphics, complete this order form and attach your sign copy or electronic file.

Please see artwork guidelines for electronic files on page 2 of this form.

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

### DIGITAL GRAPHICS

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

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sqft  
\$ 24.75 per sqft discount price  
sqft x or = \$ \_\_\_\_\_  
\$ 37.15 per sqft standard price

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

### LARGE DIGITAL GRAPHICS

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

File Information:

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

Application \_\_\_\_\_

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

### Backing Material:

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

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

Vertical Horizontal Use Your Judgment For Sign Layout

☐ ☐ ☐

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

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	55.65	83.50	=
7" x 22"	55.65	83.50	=
7" x 44"	55.65	83.50	=
9" x 44"	68.00	102.00	=
11" x 14"	55.65	83.50	=
14" x 22"	55.65	83.50	=
14" x 44"	105.60	158.40	=
22" x 28"	105.60	158.40	=
28" x 44"	211.45	317.20	=
20" x 60"	205.50	308.25	=

(white only)

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

### INDICATE YOUR SIGN COPY HERE:

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

Vertical

Horizontal

Use Your Judgment For Sign Layout

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

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

### TOTAL COST

Sub-Total	+	7 % Tax	=	Total Cost
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## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

**VECTOR ART:**

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

**FONTS and LINKS**

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

**COLOR**

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

**ARTWORK IN THE STRUCTURE**

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

### ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

### ACCEPTABLE FILE TYPES and SUPPORT FILES

**NATIVE FILES:**

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

**PRINT FILES:**

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

**RASTER OR BITMAP ART:**

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

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

### WAYS TO SEND ARTWORK

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



**DAVID L. LAWRENCE**  
CONVENTION CENTER  
PITTSBURGH



# **Work Rules with Union Jurisdictions and Material Handling Policies and Procedures**

**An ASM Global managed facility**



The staff of the DLCC is proud of the working relationship that it has with the various local unions serving Pittsburgh. The unions are proud to provide to user and exhibitors of the Convention center, skilled workers who are competent and courteous.

Although the DLCC is a union facility, exhibitors may do some work without hiring labor.

Exhibitors may:

- A credentialed full time employee of the booth may erect, crate and uncrate a display no larger than 400 square feet with the use of battery operated power tools. this shall include the installation of floor covering as needed. Exhibitors may not borrow tools, ladders or other equipment from the Exhibit facility and or contractors.
- Install custom fit, logo skirting on booth tables
- Plug/unplug and turn on /off small (120v) equipment and products
- Wipe down, clean products and equipment
- Hand carry booth material in one trip without sue of material handling equipment. This does not include briefcases or luggage
- Unload and reload their own vehicle at the loading dock, in the area as specific by the service contractor
- Unload and reload their own materials using their own non-mechanized cart. Carts will not be provided
- Unload and reload their materials provided the vehicle is no larger than a cargo van in the designated POV lane.
- U-hauls and box trucks must be unloaded by the Service Contractor

## Main entrance procedures for material handling

- Exhibitors and speakers are able to hand-carry materials into the building, without the use of material handling equipment.
- If the exhibitor requires the use of a dolly or cart, the exhibitor must unload in the loading dock at the designated POV area
- The Westin Hotel Bell staff are permitted to assist speakers and/or exhibitor in bringing materials to the convention center. The bell staff may take *speaker* materials from the ballroom elevators to a meeting room. The bells staff may assist *exhibitors* in bringing materials to the convention center and may bring the materials to the entrance of the exhibit floor. Bell carts may *not* be brought on the exhibit floor.
- 10th Street drop off lanes are designated as a "no loading" zone and as such are not for POV use.



**DAVID L. LAWRENCE**  
CONVENTION CENTER  
PITTSBURGH

Union labor is intended to maintain consistent levels of quality service for meeting planners, show managers and exhibitors. Below are the different local unions that work in the building and the service they provide.

Teamsters (Freightmen): DLCC exclusive service

The freightmen unload and transport equipment, crates, and other materials from the loading dock in the DLCC. Once the crates are empty, the freightmen will remove the crates/empties and place in the storage area. They will transport equipment throughout the DLCC.

Carpenters/Floor Covers/Banner Riggers

The carpenters provide labor for installation of booths. They also provide labor for installation and dismantle of floor coverings including booths, aisles, sport courts, springboard flooring and marley flooring. Other services are: floor marking, pipe and drape mantling/dismantling, booth sets.

Audio Visual Labor: DLCC exclusive service

Provide all audio visual labor for events including set up, operations, and dismantle of all audio visual and theatrical sets, theatrical rigging, spotlight and camera operation (for IMAG and purpose of live production routing/streaming only) stage sets, screens, LED walls, and microphones.

Telecommunication: DLCC exclusive service with showNets

Provides all labor for installation fiber connectivity, internet, and telephone lines.



# LET US DO THE HEAVY LIFTING

.....

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



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

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

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

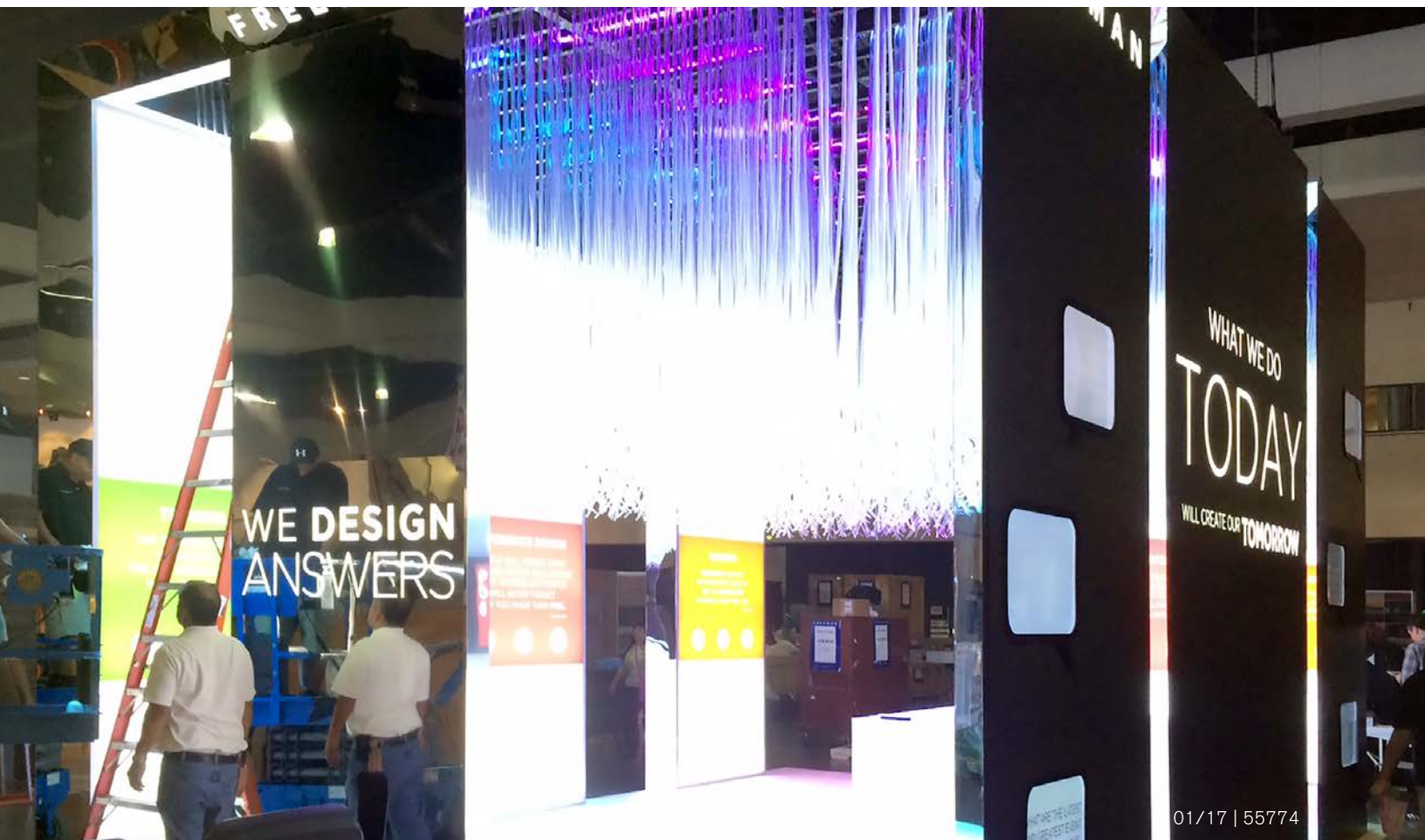
## ON-SITE SUPERVISION

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

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### If You Use Freeman Staff

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





NAME OF SHOW: **EDspaces 2021 / November 3-5, 2021**

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

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

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

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

## INSTALLATION & DISMANTLE LABOR

Description	Advance Price	Show Site Price
<b>Straight Time:</b> 8:00 AM to 4:30 PM Monday through Friday.....	\$131.00	\$183.50
<b>Overtime:</b> 4:30 PM to 8:00 AM Monday through Friday; all day Saturday.....	\$196.50	\$275.25
<b>Double Time:</b> Sunday and Holidays .....	\$262.00	\$367.00

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

- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

### INSTALLATION LABOR

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

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

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

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

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

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____	= _____	x _____	= \$ _____
_____	_____	_____	x _____	= _____	x _____	= \$ _____
Freeman Supervision (30%/\$45.00) = \$ _____						
7% Tax = \$ <b>(N/A)</b>						
Total Installation = \$ _____						

### DISMANTLE LABOR

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

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

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

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

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

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____	= _____	x _____	= \$ _____
_____	_____	_____	x _____	= _____	x _____	= \$ _____
Freeman Supervision (30%/\$45.00) = \$ _____						
7% Tax = \$ <b>(N/A)</b>						
Total Dismantle = \$ _____						



NAME OF SHOW: **EDspaces 2021 / November 3-5, 2021**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

### FREEMAN SUPERVISED LABOR

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

### INBOUND SHIPPING & SET-UP INFORMATION

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

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

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

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

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

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

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

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

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

### OUTBOUND SHIPPING INFORMATION

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

#### Select a Carrier:

☐ **Freeman Exhibit Transportation:**

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

☐ **Other Carrier:**

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

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

Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

#### Select Level of Service:

☐ 1 Day: Delivery next business day

☐ 2 Day: Delivery by 5:00 PM second business day

☐ Deferred: Delivery within 3-5 business days

☐ Standard Ground

☐ Specialized: Pad wrapped, uncrated or truckload

#### Freight Charges:

☐ Same as ship to

Bill To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Select Shipment Options (if applicable)

☐ Have loading dock

☐ Inside delivery

☐ Pad wrap required

☐ Do not stack

☐ Lift gate required

☐ Air ride required

☐ Residential

**In the event your selected carrier fails to show on final move-out day, please select one of the following options:**

☐ Re-route via Freeman's choice

☐ Deliver back to the warehouse at exhibitor's expense

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

NAME OF SHOW: **EDspaces 2021 / November 3-5, 2021**

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

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

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

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

## FORKLIFT & RIGGING LABOR

**Straight Time:** 8:00 AM to 4:30 PM Monday through Friday  
**Overtime:** 4:30 PM to 8:00 AM Monday through Friday; All day Saturday  
**Double Time:** Sunday and Holidays

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

Part #	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$336.25	\$470.75
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$389.00	\$544.75
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$442.00	\$619.00
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$436.50	\$611.25
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$489.25	\$685.00
3040102	Forklift w/operator - up to 10,000 lbs - DT.....	\$542.50	\$759.50
304040	Forklift w/operator - 4-Stage - ST.....	\$350.50	\$490.75
304041	Forklift w/operator - 4-Stage - OT.....	\$403.25	\$564.75
304042	Forklift w/operator - 4-Stage - DT.....	\$456.50	\$639.25
<b>RIGGING LABOR</b>			
3020100	Rigger - ST.....	\$126.75	\$177.50
3020101	Rigger - OT.....	\$190.25	\$266.50
3020101	Rigger - DT.....	\$253.50	\$355.00
<b>EQUIPMENT</b>			
3090600	Forklift Cage.....	\$51.50	\$72.25
3090700	Forklift Boom.....	\$51.50	\$72.25
3090800	Pallet Jack.....	\$51.50	\$72.25

### INSTALLATION

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

Describe work to be done: \_\_\_\_\_

Sub-Total \$ \_\_\_\_\_

7% Tax \$ **(N/A)**

**Total Installation** \$ \_\_\_\_\_

### DISMANTLE

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

Describe work to be done: \_\_\_\_\_

Sub-Total \$ \_\_\_\_\_

7% Tax \$ **(N/A)**

**Total Dismantle** \$ \_\_\_\_\_

NAME OF SHOW: **EDspaces 2021 / November 3-5, 2021**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

## HANGING SIGN LABOR

### INSTRUCTIONS

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

### SIGN DESCRIPTION, SIZE & WEIGHT

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

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

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

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

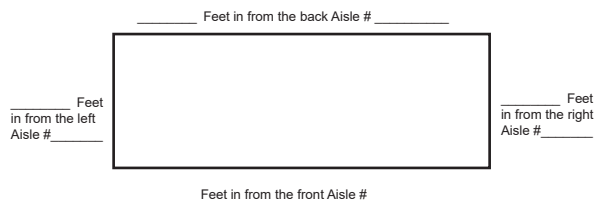
Weight of Sign: \_\_\_\_\_

Does Your Sign Require: Electricity \_\_\_\_\_ Assembly \_\_\_\_\_

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

### PLACEMENT DIAGRAM

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



Number of feet from floor to top of sign: \_\_\_\_\_

**STRUCTURAL INTEGRITY STATEMENT  
MUST ACCOMPANY ORDER**

(504096)

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Straight Time

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

#### Overtime

4:30 PM to 8:00 AM, Monday through Friday; all day Saturday

#### Double Time

Sunday and Holidays

**Crew Size:** MINIMUM of two people

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

#### Equipment With Crew

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

	Straight Time	Overtime	Double Time
<b>Condor/Boom</b> Condor with crew (up to 200 lbs lift capacity)			
Advance Price	\$630.50	\$834.00	\$1,095.50
Show Site Price	\$882.75	\$1,167.75	\$1,533.75

#### Additional Crew/Assembly Labor (Per person / Per hour)

Advance Price	\$126.75	\$190.25	\$253.50
Show Site Price	\$177.50	\$266.50	\$355.00

#### Installation Estimate

Approx Hours \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Total Estimated Cost \_\_\_\_\_  
\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

#### Dismantle Estimate

Approx Hours \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Total Estimated Cost \_\_\_\_\_  
\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

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

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

- \_\_\_\_\_ Freeman  
\_\_\_\_\_ Exhibitor Personnel  
\_\_\_\_\_ Display House

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



**F R E E M A N**

(888) 508-5054 Fax: (469) 621-5609

ExhibitorSupport@freeman.com

**EDspaces**  
The Future of Educational Facilities

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

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

---

\_\_\_\_\_, the contracted exhibitor at the **EDspaces 2021 / November 3-5, 2021** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

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

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

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

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

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

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

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

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

**FREEMAN structural integrity statement**



In order to make your service ordering experience quick and efficient, we invite you to order all services provided by the DLCC, through our website.

The following are services provided by the DLCC:

Electric  
Custom Cleaning and Porter Service  
Plumbing and Compressed Air  
Security  
Steel Plate for Heavy Equipment Displays  
Internet Services  
Booth Catering

Please click on the link to place your order now:

<http://www.pittsburghcc.com/exhibitors/exhibitor-services/>

If you require assistance, please call our Exhibitor Services Department.

412-325-6102

[Exhibitorservices@pittsburghcc.com](mailto:Exhibitorservices@pittsburghcc.com)



In-House Services Provider

# David L Lawrence Convention Center

## OFFICIAL : Audio-Video-Data Order Form

Video Equipment	Qty	Pre-Show Rate	On-Site Rate	Total	Required Customer Information	
DVD Player		\$55	\$65		PLEASE PRINT	
Blu Ray Player		\$85	\$95		Exhibitor Name:	
34" Cart with Skirt		\$45	\$55		Address:	
54" Cart with Skirt		\$60	\$70		City:	
Safelock Stand		\$55	\$65		State: Zip Code:	
USB Media Player - MP4 Video (no powerpoint)		\$50	\$60		Ordered By:	
HDMI Splitter 1in/4Out		\$125	\$150		Telephone:	
Windows Laptop		\$250	\$275		email:	
Other Equipment Please Call					Required Delivery Information	
Video / Data Display	Qty	Pre-Show Rate	On-Site Rate	Total	Show/Event Name:	
Video / Data LCD Projector (3000 Lumens)		\$550	\$605		Exhibit Booth #:	
22" Computer Monitor - Table Stand		\$225	\$305		Preferred Delivery Date:	
40 - 43" Flat Panel - Includes Stand		\$450	\$495		Delivery Time: <input type="checkbox"/> 8AM - 12PM <input type="checkbox"/> 12PM - 5PM	
50-52" Flat Panel - Includes Stand		\$550	\$605		On Site Contact:	
55-60" Flat Panel - Includes Stand		\$700	\$770		Cell #:	
75-80" Flat Panel - Includes Stand - Limited Stock		\$1,500	\$1,650		Signature:	
Shelf for Monitor Stand		\$50	\$60		Terms and Conditions	
Please Call or Email for monitor mounting to booth structure. We will not mount any flat screens without booth specs, drawings and structural weight loads.					1. Representative MUST BE on-site at for Delivery. 2. Exhibitor assumes responsibility for Loss or Damage to property of TREP after Delivery and acceptance at Booth.	
Projection Screens	Qty	Pre-Show Rate	On-Site Rate	Total	See Attached Form for Terms and Conditions	
6' Tripod Screen with Skirt		\$80	\$90			
8' Tripod Screen with Skirt		\$90	\$100			
Audio Equipment	Qty	Pre-Show Rate	On-Site Rate	Total		
Wired Handheld Microphone		\$70	\$80			
Wireless UHF Mic (Lavalier - Headset - Handheld) Circle 1		\$300	\$350			
Powered Speaker System (2 Speakers w/ Stands)		\$250	\$275			
***Additional Sound Systems Available - Please Call***						
4 Channel Mono Audio Mixer		\$70	\$80			
1/8" Mini - Headphone jack adapter (Laptops/Cell/Tablet)		\$50	\$55			
Miscellaneous Equipment	Qty	Pre-Show Rate	On-Site Rate	Total	Audio Visual Service	
LED Uplights - Battery Powered (8 Hours per charge)		\$75	\$85			
Other Equipment Offered - Truss, Motors, Rigging, Lighting, Automates Please Call for Pricing						
Totals	PAYMENT IS DUE WHEN ORDER IS PLACED				Three Rivers Entertainment & Production is the In - House Service Provider for David L. Lawrence Convention Center 1000 Fort Duquesne Blvd., Pittsburgh, PA 15222	
EQUIPMENT TOTAL:				1		
DELIVERY/SET-UP/PICKUP: (25% of line 1 or \$125.00 minimum)				2		
DRAYAGE: Union Required (20% of line 1)				3		
SUBTOTAL:				4		
STATE SALES TAX: (7% of Line 1)				5	Ordering Process	
TOTAL DUE:				6		
Method of Payment		PLEASE CHECK ONE			Email Form To: AV@3riversentertainment.com	
Card Number:	MasterCard	<input type="checkbox"/>	Fax Form To: 412-224-4408 (please unblock number)			
Fill out Authorization Form	Exp Date	Visa	<input type="checkbox"/>	Question about your Order call 412-429-4000		
Exhibitor/Cardholder's Name (as appears on card):	American Express	<input type="checkbox"/>	Payment Processing			
Exhibitor/Cardholders Signature:	Check ( US Only)	<input type="checkbox"/>	Please Mail Checks to:			
	Wire Transfer (US)	<input type="checkbox"/>	Three Rivers Entertainment and Production			
			1028 Saw Mill Run Boulevard, Pittsburgh, PA 15220			
			For billing inquiries please email			
			events@3riversentertainment.com			



### **Exhibitor Terms and Conditions**

This confirms the following Agreement between \_\_\_\_\_ (herein referred to as Lessee), and **Three Rivers Entertainment, Inc.** (Herein referred to jointly and severably as TREP). TREP agrees to rent LESSEE equipment described on the attached equipment list (Herein referred to as "Equipment") subject to the following Terms and Conditions:

1. **RENTAL** - Rental prices do not include labor, delivery, set up or electrical services.
2. **INDEMNIFICATION AND RISK OF LOSS OR DAMAGES** - It is understood and agreed that LESSEE is renting equipment for a specified period of time and is responsible for its safe return. All "Equipment" must be returned to TREP in the same condition as it was in at the time of delivery. LESSEE hereby agrees to be billed for any "Equipment" damaged in any way, or lost, prior to being safely returned to TREP. It is understood that LESSEE assumes liability for any and all personal injuries or damage to property that occur at Engagement including, but not limited to, those caused by any guests, employees, contractors or participants at Engagement. LESSEE shall indemnify, defend and hold TREP, its agents, employees and performers harmless from and against all claims, losses, liabilities, costs, expenses, obligations, and damages including, without limitation, litigation costs and reasonable attorneys' fees sustained, incurred or required to be paid by TREP that relate to or arise out of this Agreement. LESSEE further agrees to assume responsibility for any and all attorneys' fees and other legal expenses incurred by TREP to enforce this Agreement with respect to the conditions stated above. LESSEE authorizes TREP to charge LESSEE's credit card for any damaged or missing equipment and agrees to waive it's right to dispute such charges. LESSEE agrees to name TREP as additionally insured for loss and/or damage to "Equipment" as well as for death, injuries and all other liabilities for a minimum of \$1,000,000.00 (One Million US Dollars.) LESSEE agrees to email Certificate of Insurance naming TREP as additionally insured to [events@3riversentertainment.com](mailto:events@3riversentertainment.com) or fax to 412.224.4408 prior to delivery of equipment.
3. **LIMITATION OF LIABILITY** - In recognition of the relative risks and benefits of the Engagement to both the LESSEE and TREP, the risks have been allocated such that the LESSEE agrees, to the fullest extent permitted by law, to limit the liability of TREP to the LESSEE for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of TREP to the LESSEE shall not exceed TREP's total fee for services rendered. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.
4. **CANCELLATIONS/WAIVER OF DISPUTES** – All Equipment rental fees are non-refundable. LESSEE's Credit Card will be charged immediately upon receiving the signed order. All fees are 100% non-refundable. LESSEE waives it's right to any dispute process that is offered by LESSEE'S credit card company or financial institution.
5. **PAYMENT TERMS** - Full payment, including any applicable tax and a 10% credit card fee is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date will incur additional charges as indicated on the order form. It is LESSEE'S responsibility to immediately advise a TREP technician of any problem with any piece of Equipment. If you are exempt from payment of sales tax, TREP requires you to forward an exemption certificate for the State in which the services are to be used along with your rental. Failure to provide your tax exempt certificate will result in a non-refundable sales tax charge on your order. Additional service charges and/or labor charges may be assessed for installations that are unusual or labor intensive. Service may be interrupted if any payment is not received in full. There is a 50.00 charge, plus any other applicable expenses, to reprocess the method of payment submitted for a rental if your credit card is declined.

\_\_\_\_\_  
LESSEE

\_\_\_\_\_  
Date Signed

***\*\*Please write your entities' legal name on the line at the top of this sheet, indicating name of LESSEE\*\****



1028 Saw Mill Run Boulevard, Pittsburgh, PA 15220  
412-429-4000

### CREDIT CARD PAYMENT AUTHORIZATION FORM

Sign and complete this form to authorize **Three Rivers Entertainment & Production** to make a debit to the credit card listed below as per the terms and conditions in your contract.

Signing this completed form authorizes **Three Rivers Entertainment & Production** to debit your account for the amounts as stated in the contract plus any applicable tax and up to a 6% additional charge due to the loss of the cash/check payment discount for services and/or equipment.

---

#### Please complete the information below:

I \_\_\_\_\_ authorize **Three Rivers Entertainment, inc.**  
(full name)

to charge my credit card account as stated in the contract plus any applicable tax if not already included and up to a 6% increase due to my declination of the cash/check payment discount on as stated in the contract. This payment is for services provided by Three Rivers Entertainment & Production. Title of Event: \_\_\_\_\_

Billing Address \_\_\_\_\_ Phone# \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

Account Type: ☐ Visa ☐ MasterCard ☐ AMEX ☐ Discover

Company Name \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Account Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization corresponds with the contract as described above, for the total amount plus up to a 6% increase due to my declination of the cash/check payment discount. I certify that I am an authorized user of this credit card and that I agree to waive any and all rights to dispute any charges, with my credit Card company or provider, that are charged on my card from Three Rivers Entertainment & Producon. In the event that I dispute the fees, I personally accept liability for the full amount stated in the Contract that I signed, plus all legal fees and expenses required to collect any unpaid balances to Three Rivers Entertainment, inc. I waive all of my rights to any credit card disputes.



## CREDIT CARD PAYMENT AUTHORIZATION FORM

Sign and complete this form to authorize **Three Rivers Entertainment & Production** to make a debit to the credit card listed below per the terms and conditions in your contract. Signing this completed form authorizes **Three Rivers Entertainment & Production** to debit your account for the amounts as stated in the contract plus any applicable tax and up to a 6% additional charge due to the loss of the "cash/check" payment discount for services and/or equipment.

### Please complete the information below:

I \_\_\_\_\_ authorize **Three Rivers Entertainment, inc.**  
(full name)

to charge my credit card account as stated in the contract plus any applicable tax if not already included and up to a 6% increase due to my declination of the cash/check payment discount on as stated in the contract. This payment is for services provided by Three Rivers Entertainment & Production. Title of Event: \_\_\_\_\_

Billing Address \_\_\_\_\_ Phone# \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

Account Type: ☐ Visa ☐ MasterCard ☐ AMEX ☐ Discover

Company Name \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Account Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization corresponds with the contract as described above, for the total amount plus up to a 6% increase due to my declination of the cash/check payment discount. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company. In the event that I dispute the fees, I personally accept liability for the full amount stated in the Contract that I signed, plus all legal fees and expenses required to collect any unpaid balances to Three Rivers Entertainment, inc.



EDspaces  
November 3—5, 2021  
David L. Lawrence Convention Center  
Pittsburgh, PA



(770) 507-6777  
FAX (770) 474-4676  
order@tlc-florist.com  
www.tlc-florist.com

N•A•T•I•O•N•A•L  
convention • plant • services

Exhibitor Name: \_\_\_\_\_ Booth Representative: \_\_\_\_\_  
Firm, Billing Name: \_\_\_\_\_ Purchase Order or Reference Number: \_\_\_\_\_  
Booth Number: \_\_\_\_\_ Credit Card #: \_\_\_\_\_  
Billing Address: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ (CVV #) \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Name of Credit Card Holder as shown on card \_\_\_\_\_  
Show Decorator: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_  
Cell: \_\_\_\_\_ Email Address: \_\_\_\_\_

How to Order: MAIL TO: P.O. Box 538, Rex, GA 30273 or 121 Pine Dr, Stockbridge, GA 30281  
EMAIL TO order@tlc-florist.com (770) 507-6777 (770) 474-4676 FAX

**\* PRICES IN BOLD PRINT ARE DISCOUNT PRICES FOR ORDERS RECEIVED 2 WEEKS PRIOR TO MOVE IN**

**FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL!  
LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!**

If you would like to specify color, size, type flowers, please do so below—**prices start at \$80.00.**

Qty \_\_\_\_\_ tropical flowers—Price \$ \_\_\_\_\_ each

Qty \_\_\_\_\_ Spring flowers—Price \$ \_\_\_\_\_ each

Color \_\_\_\_\_

Width \_\_\_\_\_ Height \_\_\_\_\_

Additional Request: \_\_\_\_\_

*Don't know what you want? Just want a splash of color?  
Let TLC designers choose your fresh seasonal flowers!*

Qty \_\_\_\_\_ TLC pick my colors, size, type flowers \$70.00 ea

Visit [www.tlc-florist.com](http://www.tlc-florist.com) for additional sample pictures.  
For free design assistance, please call 770-507-6777 or email [plant@tlc-florist.com](mailto:plant@tlc-florist.com) with any questions.

**COLORFUL POTS OF VIBRANT FLOWERS!**



Mums—12"-18"H

**\$27.00/\$35.00 each**

Qty \_\_\_\_\_

White \_\_\_\_\_

Yellow \_\_\_\_\_

Lavender \_\_\_\_\_



Azaleas—12"H

**\$40.00/\$45.00 each**

Qty \_\_\_\_\_

White \_\_\_\_\_

Pink \_\_\_\_\_

Red \_\_\_\_\_



Bromeliads—12"-18"H

**\$40.00/\$45.00 each**

Qty \_\_\_\_\_

Purple \_\_\_\_\_ Red \_\_\_\_\_

Yellow \_\_\_\_\_ Orange \_\_\_\_\_

TLC Designers can provide the following:

- **Water Features**
- **Fountains**
- **Ponds**
- **Water falls**
- **Swamps**
- **Garden Areas**

**Tropical :**

(beach scenes;  
rain forests)

**Seasonal:**

(Spring, Fall, Holiday)

**Formal :**

(serenity garden,  
English garden)

- **Border Areas:**

**Hedges**

(control flow)

**Lawn or Golf**

(promotional)

**Trees**

(privacy)

**Special services are  
Available for hospitality  
Suites, award banquets,  
And VIP room deliveries.**

*See next  
page for  
green plants.*

FLORAL ORDER FORM

## Ferns



Ferns  
\$40.00/\$45.00 each

Qty \_\_\_\_

## Ivy



Ivy—10"H x 10"W  
\$40.00/\$45.00 each

Qty \_\_\_\_

## Pothos



Pothos—12"H x 12"W  
\$40.00/\$45.00 each

Qty \_\_\_\_

## 3' Green Plants



\$46.50/\$48.00 each Qty \_\_\_\_

## Standard 4' to 6' Green Plants



4' @ \$56.50/\$64 each Qty \_\_\_\_

5' @ \$65.50/\$80 each Qty \_\_\_\_

6' @ \$76.50/\$96 each Qty \_\_\_\_

7' H & Taller plants & Planters are available  
Call 770-507-6777 for price/availability



Planters are 2 1/2' long.

Top-dressed with azalea (pictured)  
Also available with mum  
Choose flower color for flower choice.

For Top-dressing with fern & azalea  
\_\_ white, \_\_ pink, \_\_ red

For Top-dressing with fern & mum  
\_\_ white, \_\_ yellow, \_\_ lavender

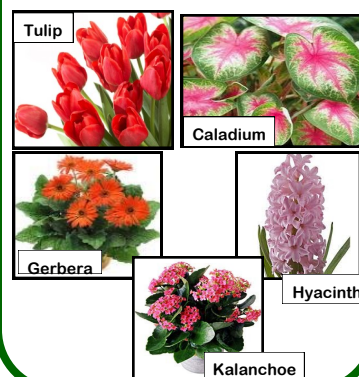


4' @ \$136/\$155 each, Qty \_\_\_\_

5' @ \$146/\$170 each, Qty \_\_\_\_

6' @ \$157/\$185 each, Qty \_\_\_\_

## Seasonal Flowering Plants Call for Price & Availability



## Order Cost Summary

Sub Total \_\_\_\_\_

Del Fee 10% \_\_\_\_\_

Total \_\_\_\_\_

Rental prices include black matte decorative containers for potted plants.

Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time \$10.00 charge for **daily** floral delivery. **ALL ORDERS MUST BE PAID - IN - FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc.

**There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.**

**Orders placed after the open of an event may be subject to a delivery fee.**

**Prices subject to change 2 weeks prior to move in.**

FLORAL ORDER FORM

# EDspaces

Designing the Future of Education

Pittsburgh, PA | November 3-5, 2021

## EXHIBITOR HAPPY HOUR MENU

DAVID L. LAWRENCE CONVENTION CENTER



# RECEPTION

booth required to provide area/table for set-up of items

## **ARTISANAL CHEESE AND FRUIT BOARD | 12 per person**

finest selection of local and international cheeses

served with dried fruit, wildflower honey, apricots, assorted crackers, and gourmet flatbread

## **SEASONAL FRUIT DISPLAY | 9 per person**

assortment of sliced fruits and berries

## **HUMMUS TRIO | 9 per person**

traditional lemon and garlic, white bean and basil, and edamame and mint hummus

served with fresh cut vegetables and pita chips

## **GARDEN FRESH CRUDITÉ | 8 per person**

fresh cut vegetables with sundried tomato mascarpone and buttermilk ranch dip

## **HORS D'OEUVRES**

minimum of 25 pieces per item

**garlic parmesan, classic buffalo, or honey BBQ wings served with blue cheese and ranch | 4 each**

**chicken and smoked gouda croquette with roasted garlic aioli | 4 each**

**coconut curry chicken skewers with mango chutney | 3 each**

**gourmet burger with truffle aioli | 5 each**

**beef wellington with horseradish cream | 5 each**

**crab cake with lemon aioli | 5 each**

**bloody mary shrimp shot | 5 each**

**vegetable samosa with raita | 3.50 each**

**tomato basil crostini | 3 each**

**whipped ricotta with olive tapenade crostini | 2.50 each**

Menu details and offerings subject to change based on availability/sourcing.

Please note that pricing listed for all food, beverage, and related items are subject to 22% administrative charge plus 7% sales tax.





# BAR SELECTIONS

*alcohol service must be approved by show management prior to ordering.*

beverages are billed on consumption unless otherwise noted

a bartender is required for all alcohol services; bartenders are 150.00 per (3) hours, each additional hour is 30.00

## HOSTED PLATINUM BAR PACKAGE

### PLATINUM COCKTAILS | 8 each

Tito's Handmade Vodka, Bombay Sapphire,  
Hornitos Tequila, Bacardi 8, Maker's Mark,  
Monkey Shoulder Scotch Whiskey, Jameson,  
Jack Daniels, Grand Marnier, Fireball

### PLATINUM WINES BY THE GLASS | 8 each

Sonoma-Cutrer Chardonnay  
Louis Martini Cabernet Sauvignon  
Meomi Pinot Noir  
Santa Margherita Pinot Grigio

### ROOF TOP HOPS | 7.50 each

### CRAFT BEER | 8 each

### IMPORTED BEER | 6.50 each

### DOMESTIC BEER | 6 each

### HARD SELTZER | 6.50 each

### BOTTLED WATER | 3.50 each

### SOFT DRINKS | 3.50 each

### JUICES | 3.75 each

## HOSTED GOLD BAR PACKAGE

### GOLD COCKTAILS | 7.50 each

Svedka Vodka, Bombay Dry, Jose Cuervo,  
Bacardi Superior, Jim Beam, Dewar's,  
Hennessy, Grand Marnier, Fireball

### GOLD WINES BY THE GLASS | 7.50 each

*House Wines by Proverb*

Chardonnay  
Cabernet Sauvignon  
Pinot Noir  
Pinot Grigio

### ROOF TOP HOPS | 7.50 each

### IMPORTED BEER | 6.50 each

### DOMESTIC BEER | 6 each

### HARD SELTZER 6.50 each

### BOTTLED WATER | 3.50 each

### SOFT DRINKS | 3.50 each

### JUICES | 3.75 each

## CASH BAR

500.00 dollar minimum per bar

cashiers are required for cash bars in addition to bartenders

cashiers are 150.00 per (4) hours, each additional hour is 30.00 each

Menu details and offerings subject to change based on availability/sourcing.

Please note that pricing listed for all food, beverage, and related items are subject to 22% administrative charge plus 7% sales tax.



# NON - ALCOHOLIC BEVERAGES

beverage stations include compostable cups and appropriate accompaniments

**12OZ BOTTLED WATER** | 3.50 each

**20OZ BOTTLED WATER** | 4.50 each

**SOFT DRINKS** | 3.50 each

**SPARKLING SPRING WATERS** | 3.75 each

**ASSORTED BUBLY FLAVORED WATERS** | 3.75 each

**COFFEE AND DECAFFEINATED COFFEE** | 70 per gallon

**ASSORTED HOT TEAS** | 70 per gallon



# DESSERTS

**ASSORTED COOKIES** | 35 per dozen

**BROWNIES AND BLONDIES** | 35 per dozen

**HOUSE-MADE BISCOTTI** | 28 per dozen

**CINNAMON SUGAR CHURROS** | 24 per dozen

**CUPCAKES** | 5 each

**BLACK AND GOLD WHOOPIE PIES** | 5 each

**ASSORTED AND SEASONAL MOUSSE SHOOTERS** | 4 each



Menu details and offerings subject to change based on availability/sourcing.  
Please note that pricing listed for all food, beverage, and related items are subject to 22% administrative charge plus 7% sales tax.

# ORDERING INFORMATION

\*As we are following all state and local guidance, some menu items may not be available to serve from your booth.\*

## CONTACT INFORMATION

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

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

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## FOOD & BEVERAGE ORDER

PERSON ORDERING: \_\_\_\_\_

ONSITE CONTACT: \_\_\_\_\_

ONSITE CONTACT PHONE NUMBER: \_\_\_\_\_

ADDITIONAL AUTHORIZED SIGNATURES: \_\_\_\_\_

DAY OF WEEK: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

BOOTH NUMBER: \_\_\_\_\_

NUMBER OF GUESTS: \_\_\_\_\_

DELIVERY TIME: \_\_\_\_\_

CLEAN-UP TIME: \_\_\_\_\_

# ORDERING INFORMATION

\*As we are following all state and local guidance, some menu items may not be available to serve from your booth.\*

QUANTITY	ITEM DESCRIPTION	UNIT COST	TOTAL

**SUBTOTAL:** \_\_\_\_\_

Delivery & Set Up.....22% administrative charge  
plus 7% tax

**TOTAL:** \_\_\_\_\_

## PAYMENT

☐ CREDIT CARD OVER THE PHONE

phone number : \_\_\_\_\_

☐ CREDIT CARD VIA SECURE ONLINE LINK

email address: \_\_\_\_\_



## OUTSIDE FOOD AND BEVERAGE

No food or beverage of any kind may be brought into or removed from the location by either client or client's guests without prior written approval.

## EVENT TIMELINE

Prices are based on two-hour breakfast service or lunch service or three-hour dinner service. Additional service time may be subject to additional labor fees. Event start or end times that deviate more than thirty minutes from contracted times may be charged additional labor fees. In order to provide the freshest food, we must limit buffet service to two hours.

## OVERSET POLICY

Levy Convention Centers will provide a 5% oversight up to 1,000 guests (maximum over-set of 30 guests). There will be an additional \$150.00 charge for each over-set of 20 guests. This oversight does not include food preparation but simply the additional staff to set and service additional place settings.

## SERVICE STAFF

Guest to server ratio is 1 server per 20 guests for plated meal functions and 1 server per 50 guests at buffet functions. This is for service at rounds of ten or twelve. Rounds of less than ten guests or a request for additional staffing is subject to labor fees. Each additional staff is charged at a four-hour minimum of \$150.00 per four-hour shift. Additional labor charges may apply for holiday events.

## PRICING

Please note that all food, beverage and related items are subject to an 22% administrative charge plus 7% sales tax unless otherwise noted. This service charge is not a tip or gratuity and is not distributed to service employees. Additional payment for tips or gratuity for service, if any, is voluntary and at your discretion. Prices are subject to change without notice. Guaranteed prices will be confirmed 60 days prior to the event. Orders placed or counts increased within 72 hours (3 business days) of service will be charged 10% higher pricing than published menu prices. Events over 2,000 guests may require specialized menus and our culinary staff is happy to customize the perfect menu for your event.

## CANCELLATIONS

Any event cancelled within 30 days prior to the event will incur 100% of the estimated charges. Please note, for specialty menus or items, a longer window of cancellation may be necessary.

## CONTRACTS AND CATERING AGREEMENT

A signed copy of the contract outlining all catering services will be provided along with a Catering Agreement. The signed contracts state terms, addendum, and specific function sheets constitute the entire agreement between the client and Levy Convention Centers. Secondary agents, acting on behalf of the primary client receiving services, may sign the contract on their behalf only with full payment in advance and an approval line of credit for additional orders. Any changes, revisions, additions or deletions to the banquet contract and banquet event orders shall be in writing and signed by both parties.

## PAYMENT

We will not commence service without the receipt a NONREFUNDABLE DEPOSIT in the amount of seventy-five percent (75%) of the estimated event price at least sixty (60) full calendar days prior to the event, and the remaining twenty-five percent (25%) of the estimated event price at least fourteen (14) full calendar days prior to the event (collectively, the "Deposit"). Outstanding event price balances shall be paid within thirty (30) full calendar days of the event provided billing privileges have been previously approved in writing through the General Manager's office. Client understands that we will suffer substantial harm if Client cancels the event. Accordingly, the deposit will be in all cases NON-REFUNDABLE and deemed to be liquidated damages to compensate us for the loss due to Client's cancellation.

## GUARANTEES

A guaranteed number of attendees/quantities of food is required 7 business days, prior to the event date for functions of 1,000 guests or less (a business day is defined as Monday through Friday and Holidays and Weekends are excluded from receiving guarantees). This guarantee must be submitted by noon. If the guarantee is not received, Levy Convention

Centers reserves the right to charge for the number of persons/quantities specified on the contracted event order. Cancellations and reductions of guarantee are subject to full charges. Attendance higher than the guarantee will be charged the actual event attendance. Should attendance exceed the number specified in the final guarantee, Levy Convention Centers will neither be responsible nor liable for serving these additional numbers but will do so on a first come, first serve basis as able. Guarantees increased less than 72 business hours prior to an event will be subject to a 10% increase on the price for each additional guest or increase. All groups over 1,000 guests require an initial guarantee 30 days prior to the event and final guarantees must be received 7 business days prior to the event. Client agrees that there will be no reduction in the Event Price if fewer than the guaranteed attend the event. Minimum Guarantee - A 100.00 service fee will be charged per function for any guarantees under 25 guests.

## MENU

Menu selections and other details pertinent to your functions must be submitted to the Catering and Sales Department at least (30) days prior to the function date. Your Catering Manager will assist you in selecting the menu items and making arrangements to ensure a successful event.

## BEVERAGE SERVICES

We offer a complete selection of beverages to compliment your function. Please note that alcoholic beverage services are regulated by the Pennsylvania Liquor Control Board. Levy Convention Centers, as licensee, is responsible for the administration of these regulations: No alcoholic beverages may be brought onto the premise from outside sources; we reserve the right to refuse alcohol service to intoxicated or underage persons. No alcoholic beverage can be removed from the premises.

## DAVID L. LAWRENCE CONVENTION CENTER

1000 Ft. Duquesne Boulevard  
Pittsburgh, Pennsylvania 15222  
(412) 325 – 6120

## BETSY JOHNSON-RUSNIC | Senior Catering Sales Manager

(412) 325 -6194 | [bjohnson@pittsburghcc.com](mailto:bjohnson@pittsburghcc.com)

## CAROLINE MAYS | Catering Sales Manager

(412) 325 -6162 | [cmays@pittsburghcc.com](mailto:cmays@pittsburghcc.com)


**Ed Spaces** November 3 - 5, 2021

David L. Lawrence Convention Center | Pittsburgh, PA



Choose the solution that will *instantly* capture contact & demographic data

NEW Features!

Order Lead Retrieval	on or before 10/22/21	after 10/22/21	number of units	TOTAL
<b>SWAP® Mobile App</b> (1 - 3 users)	Complimentary SWAP Mobile App (1-3 users) per company		Check here	Free
<b>Add SWAP Mobile App Users to any above products</b> (after purchase of initial lead option)	\$ 149 each			\$
<b>Handheld Badge Scanner</b> (RT2000) For “Touchless” scanner with stand, please contact exhibitorservices@maritz.com.	\$ 549	\$ 599		\$
<b>Tablet (Android Device)</b> For “Touchless” tablet with stand, please contact exhibitorservices@maritz.com.	\$ 479	\$ 549		\$
<b>Bluetooth Printer</b> Order 1:1 for all SWAP Mobile Users, Handheld Scanners and Tablets purchased	\$ 100	\$ 150		\$
<b>Developer’s Kit</b> (Real Time Data Services) Click <a href="#">here</a> for more information	\$ 800			\$
<b>Delivery of Reader to Booth</b> (Post show pickup not available)	\$ 200			\$
<div><div><div><b>Your Safety is our Top Priority!</b> <a href="#">Learn more</a> about Exhibiting Safely</div></div><div><div><b>Sub-Total</b></div><div><b>Processing Fee*</b></div><div>Total with <b>7% Sales Tax**</b></div><div><b>TOTAL</b></div></div></div>				\$ \$ \$ \$
<b>See page 2 for our enhanced product descriptions.</b>				9.99



**Your Safety is our Top Priority!**  
[Learn more about Exhibiting Safely](#)

See page 2 for our enhanced product descriptions.



**Your Lead Retrieval Order Confirmation will be emailed to you.**

**Note:** All equipment must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.

**TERMS AND CONDITIONS:**  
Purchase Orders are not accepted.

All orders cancelled prior to 30 days of the show will incur a \$100 cancellation fee. Orders cancelled within 30 days of the show will not be refunded.

Click [here](#) for additional Terms and Conditions

\* Processing fee waived when order is placed using company's online lead portal.

\*\* Taxable items and rates vary among states and are subject to change. Please call for exact quote.

**Order Online Now:** <https://exhibitor.experientswap.com>

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

Check if information is for: ☐ Exhibiting Company ☐ Third Party

3rd Party Company (if applicable): \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Do not email credit card information**

Upon registration for this event, all guests (foreign and domestic) agreed to Terms of Use which include voluntarily sharing their personal information with exhibiting companies via lead retrieval. Maritz Global Events recommends all customers seek their own expert advice for GDPR Compliance concerns.

**Order Online Now:** <https://exhibitor.experientswap.com>

For Assistance Contact:  
[ExhibitorServices@maritz.com](mailto:ExhibitorServices@maritz.com)

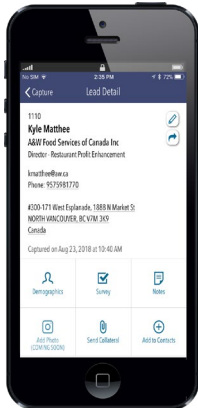
*It is against Maritz Global Events' security policy to accept credit card information via email.*

**Maritz Global Events®**  
(formerly Experient)

EME215

LEAD MANAGEMENT ORDER FORM

## Which Solution is Right for Your Booth?



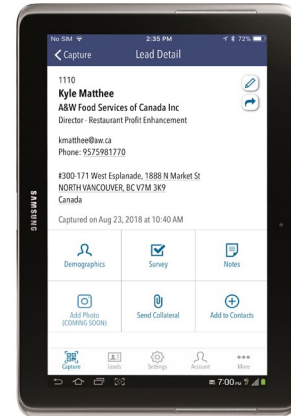
### SWAP

- Native app for Android or iOS
- Economical way to get scanning solution into the hands of each salesperson
- Tracks leads by individual
- Supports sending marketing collateral through email
- Printers pair 1:1 with each SWAP mobile device



### Handheld Scanner (RT2000)

- High speed
- Ergonomic—left and right hand enabled
- Good for busy booths that require shared devices
- Printers pair 1:1 with each device



### Tablet (Android Device)

- Full connectivity with integrated scanning
- Good for booths that require a shared scanning device
- Larger screen is perfect for long surveys or detailed notes
- Printers pair 1:1 with each device

All our badge scanners run on the easy-to-use SWAP platform. Choose the option that's right for your booth or mix and match to create a custom solution.

#### Every lead choice allows you to:

- Gather data from attendee badges
- Rank leads
- Provide custom surveys
- Add notes to leads
- Access and download data from your secure portal
- Mix and match scanning solutions
- Scan leads with or without data connection
- View and edit data in real time

#### What's NEW with our badge scanning devices:

- Automated emails to scanned leads
- Printers pair 1:1 with all lead solutions
- Copy over surveys from previous events
- Business card scanning
- Enhanced surveys: new branching functionality to allow for better lead qualification
- Lead matchmaking

Order Online Now: <https://exhibitor.experientswap.com>

ORDER ONLINE: [www.shownets.net](http://www.shownets.net)  
Phone: 800-310-4454 | Email: [orders@shownets.net](mailto:orders@shownets.net)

Company Name:	Booth/ Room #:		
Billing Address:	City:	State:	Zip:
Event Name:	Event Run Dates:		
On-Site Contact:	Phone:		
Email Address:	Fax:		

**Exhibit Area Network / Voice Services** (Advanced pricing is greater than 14 days prior to event start with full payment)

A. SHARED BANDWIDTH WIRED INTERNET SERVICES - bandwidth shared with any client ordering this product

Shared Services - <b>Does NOT Support Routers or Switches</b>	Qty	Advanced	Standard	Total
Tier 1 - Single Drop/Device up to 3 Mbps (email, browsing)		\$695	\$1074	
Tier 2 - Single Drop/Device up to 5 Mbps (online presentations)		\$895	\$1374	
Tier 3 - Single Drop/Device up to 12 Mbps (streaming video, gaming)		\$1095	\$1674	

B. PRIVATE BANDWIDTH WIRED INTERNET SERVICES - private bandwidth specific to your location

Private Services	Qty	Advanced	Standard	Total
Tier 1 - Single Drop up to 3 Mbps - approximately 8 connections		\$3495	\$5244	
Tier 2 - Single Drop up to 6 Mbps - approximately 15 connections		\$5900	\$8850	
Tier 3 - Single Drop up to 15 Mbps - approximately 30 connections		\$7850	\$11772	
For Public Routed Addresses please contact us at the number below				

C. ADDITIONAL PRODUCTS AND SERVICES - for more options please contact us at the number below

Products or Services	Qty	Advanced	Standard	Total
Additional Wired Connections (section A)		\$100	\$125	
Switch Rental - managed or unmanaged up to 23 host ports		\$185	\$225	
Patch Cable Rental		\$50	\$62	
Distance Fee of \$500 Internet / \$100 Telephone for each line extended outside the venue				
For extension of 3rd party data circuits please contact us at the number below				

D. VOICE / PBX SERVICES - US long distance included, International long distance charged by individual usage

Products or Services	Qty	Advanced	Standard	Total
Single Line		\$275	\$345	
Multi-line option (1 main with 1 roll over line) - includes device rental		\$415	\$620	
Speaker Phone line - includes device rental		\$465	\$575	
To disable "DIAL 9" access as default circle "Yes"		Yes		
To enable International Long Distance, circle "Yes"		Yes		

All Orders placed on-site or after the published event start date are subject to the expedite Fee	\$500
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GRAND TOTAL

To avoid additional charges, your order is not complete until you include a diagram of your booth indicating your drop location(s).

➡ Custom solutions tailored to your requirements as well as additional bandwidth and hardware options are available by calling the number below ➡



**DO NOT EMAIL OR FAX YOUR CREDIT CARD INFORMATION TO SHOWNETS.**  
**The preferred method of payment is to order via [www.shownets.net](http://www.shownets.net) or call 800-310-4454.**

**Information and Conditions**

showNets (Supplier) is the exclusive provider for wired and wireless network services at the David L. Lawrence Convention Center. This includes all exhibit halls, meeting rooms, exterior areas and temporary structures. Only the company (its officers, employees and agents) that orders service is authorized to use the Internet connection. This service cannot be re-sold or distributed to any other company or individual. Our rates are based on a per device charge. Each device attached to the showNets network must pay for networking service.

DISCLAIMER; LIMITATION OF LIABILITY; CUSTOMER'S RESPONSIBILITIES SUPPLIER'S OBLIGATIONS UNDER THIS AGREEMENT ARE IN LIEU OF ALL WARRANTIES, EXPRESS OR IMPLIED. SUPPLIER WILL NOT BE LIABLE FOR INCIDENTAL, SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES, THIRD PARTY CLAIMS, LOSS OF PROFITS OR INCOME, OR LOSS OF USE OR OTHER BENEFITS, ARISING OUT OF OR IN CONNECTION WITH CUSTOMER'S USE OR INABILITY TO USE THE SERVICE HEREIN REQUESTED, OR FOR COMMERCIAL LOSS OF ANY KIND (INCLUDING LOSS OF BUSINESS OR PROFITS) WHETHER OR NOT SUPPLIER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE OR LOSS. THE SERVICE IS PROVIDED ON AN "AS IS" BASIS. THIS IS IN LIEU OF ALL OTHER WARRANTIES, INCLUDING WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR ANY PARTICULAR PURPOSE. YOUR EXCLUSIVE REMEDY AND SHOWNETS MAXIMUM LIABILITY SHALL BE THE ACTUAL AMOUNT PAID TO SHOWNETS WITH RESPECT TO THE DEFICIENT SERVICES. Customers/exhibitors accept responsibility to ensure that all of their files are adequately duplicated and documented. Supplier is not responsible for Customer's failure to do so, or for the cost of reconstructing data stored on disc files, tapes, memories, etc., lost during the performance of service under this Agreement. Supplier will not be liable for loss of funds contained in, dispensed by, or associated with any Services under this Agreement. Supplier will not be responsible for failure to provide service due to strikes or causes beyond Supplier's reasonable control. Services Order Request and Payment THIS SERVICES ORDER MUST BE RECEIVED WITH FULL PAYMENT AND/OR CREDIT CARD AUTHORIZATION TWO WEEKS PRIOR THE START OF SHOW TO QUALIFY FOR THE ADVANCED RATE. Orders received inside of the two week period will be charged the standard rate. Both wireless access and on-site orders will go through our automated system and will require a credit card for payment. For a wired connection, booth location and location of the Network Connection must be identified to process your order. All monies are collected by showNets. All requests for credit or refund should be directed to showNets. Credit can not be given for service installed and not used. Refunds will not be granted for service installed and deemed inoperative due to faulty exhibitor equipment or off-site service problems. A \$50.00 service fee will be charged for all returned checks. Services Installation And Equipment Use For a wireless connection, the process is automated. Open a browser and enter the information requested, choose a service level and enter your credit card information. There is a \$10.00 Service fee for all Manual Wire transactions. For a private wired connection, you will receive access to the Internet via a user id and password for one device. If you order prior to the event, connect your machine to the Cat5 cable that is installed at your location. Open a browser and enter your user id and password to access the Internet. If you order on-site, connect your machine to the Cat5 cable installed in your location. Open a browser and enter the information requested, choose a service level and enter your credit card information. For a public IP wired connection, a printed copy of the full TCP/IP address information will be provided to you prior to the event to facilitate your configuration of the demonstration machine. To connect additional devices to the network you will need to order additional network connections. Please see the Order Form. Enter your IP information into your machine and then connect your machine to the Cat5 cable that is installed at your location. Keep in mind; the Internet is a public domain. We do not guarantee the performance of any connection outside of the facility. showNets has no control over nor is it responsible for the external network performance once the network traffic leaves the David L. Lawrence Convention Center network and is received by the ISP's POP router and beyond.. REMEMBER, ONE (1) PUBLIC OR PRIVATE TCP/IP ADDRESS MUST BE ORDERED FOR EACH MACHINE TO BE CONNECTED TO THE INTERNET. NO ROUTERS, DHCP SERVERS, NAT SERVERS, PROXY SERVERS, STREAMING APPLICATIONS OR VOIP ARE ALLOWED WITH ANY OF OUR SERVICES. IF YOU REQUIRE ANY OF THESE SERVICES, WE WILL ACCOMMODATE YOUR REQUEST WITH A WRITTEN QUOTATION. NO WIRELESS DEVICES ARE ALLOWED ON THE NETWORK WITHOUT SHOWNETS PRIOR WRITTEN CONSENT. IF YOU REQUIRE YOUR OWN WIRELESS NETWORK WITHIN YOUR LOCATION, WE WILL REVIEW YOUR REQUEST AND FOLLOW UP WITH A WRITTEN QUOTATION IF APPROPRIATE. Cancellation Policy showNets must be notified in writing two (2) weeks prior to show date to cancel an Internet Access Order. The cancellation fee is \$200.00. Orders placed inside 2 weeks of the show cannot be canceled and are non-refundable.

**Customer Acceptance of Information and Conditions (see above).**

Customer - Print Authorized Name	Customer - Authorized Signature	Date