

HEALTH AND SAFETY

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

BOOTH EQUIPMENT

Each 8' x 10' booth will be set with 8' high gray and white back drape, 3' high gray side dividers, (1) 6' x 30" gray draped table, (2) limerick side chairs, (1) wastebasket. Booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive a 7" x 44" one-line identification sign upon request.

EXHIBIT HALL CARPET

The exhibit area is carpeted.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by **Monday, June 21, 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	July 19, 2021	8:00 am - 11:30 am
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EXHIBIT HOURS

Monday	July 19, 2021	12:00 pm - 5:00 pm
Tuesday	July 20, 2021	7:30 am - 12:00 pm

EXHIBITOR MOVE-OUT

Tuesday	July 20, 2021	12:00 pm - 3:00 pm
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EXHIBITOR SERVICE HOURS

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

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by **Tuesday, July 20, 2021 at 3:00 pm**.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by **Tuesday, July 20, 2021 at 1:30 pm**.

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.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

(888) 508-5054 Fax (469) 621-5618

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by Monday, June 21, 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

****Due to complexities of off loading at this facility all shipping needs to go to the advance warehouse****

Warehouse Shipping Address:

Exhibiting Company Name / Booth #

INTL ASSN OF GOVT OFFICIALS ANNUAL CONF

C/O Freeman

140 Central Ave

Kearny, NJ 07032

Freeman will accept crated, boxed or skidded material beginning Monday, June 21, 2021 at the above address. Material arriving after Monday, July 12, 2021 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

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.

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, June 21, 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 your booth. This can cause serious injury or damage to materials.

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

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

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

EXHIBITOR 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](#).

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/504195>

2. Submit your order

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

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

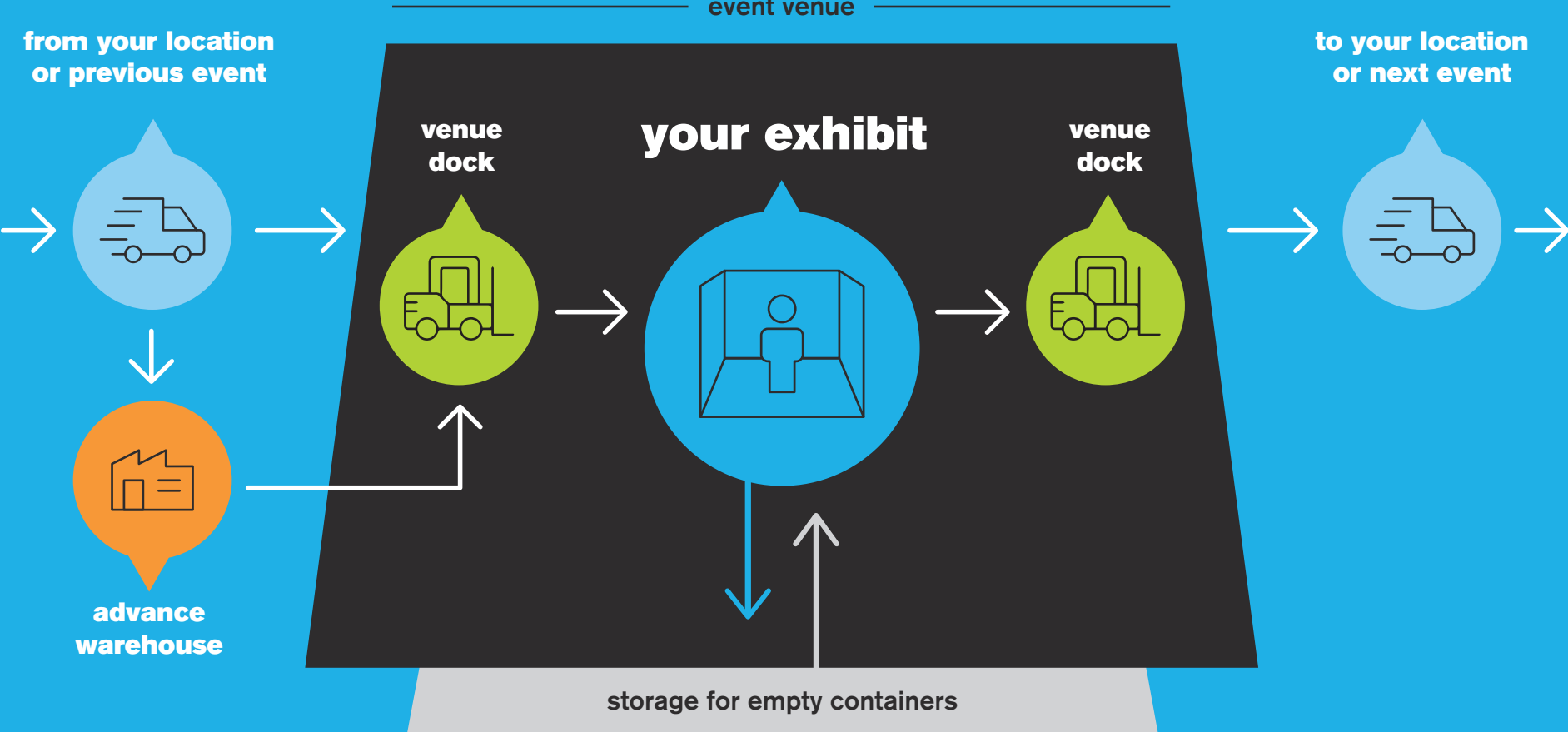
before event

during the event

after event

**from your location
or previous event**

**to your location
or next event**



advance warehouse

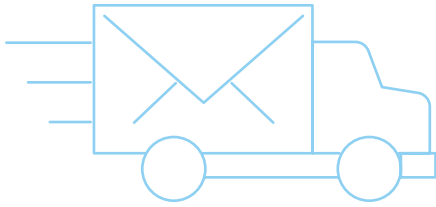
where exhibit materials are
stored before an event

shipping

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

material handling

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



TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

The Freeman Exhibit Transportation promise:

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

Benefits:

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

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



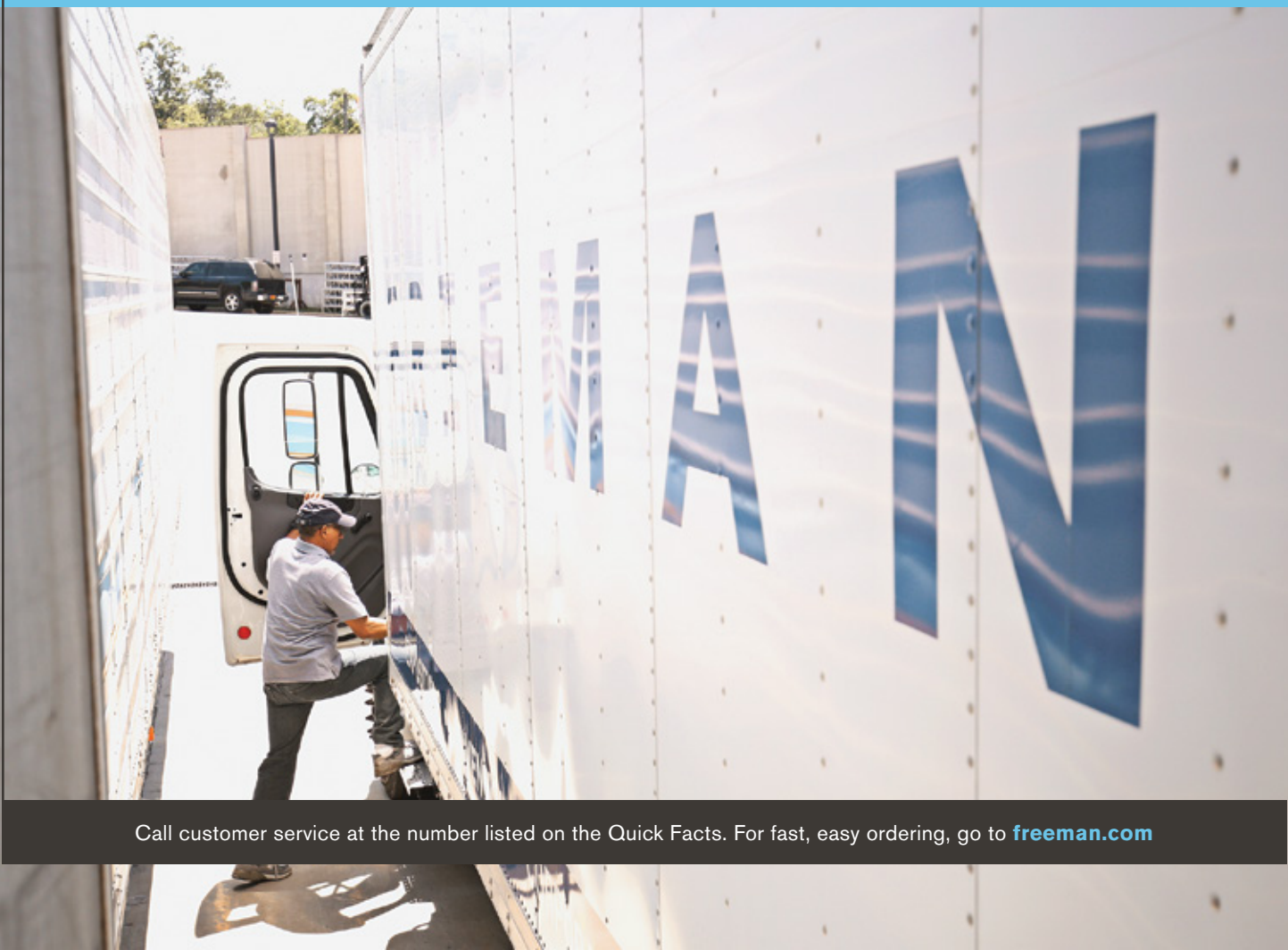
To take advantage, call **1-800-995-3579** or email **exhibit.transportation@freeman.com** for a quote.

RESULTS, DELIVERED

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

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



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

EXHIBIT TRANSPORTATION SERVICES

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

Freeman Exhibit Transportation promise:

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

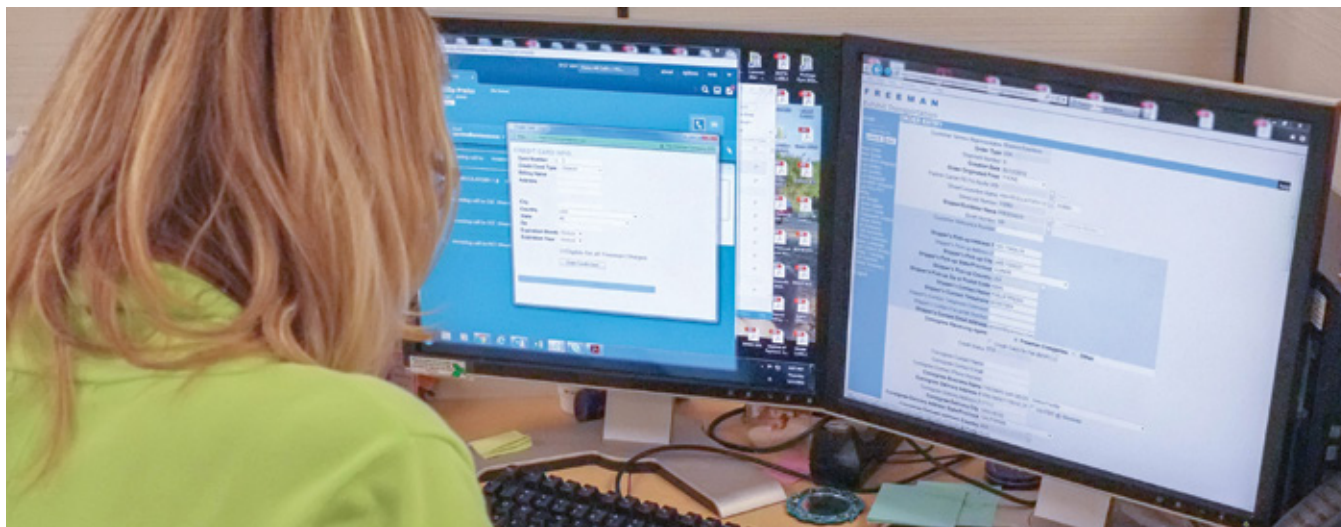
Questions?

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

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

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

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



FREEMAN

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

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

exhibit transportation

NAME OF SHOW: **INTL ASSN OF GOVT OFFICIALS ANNUAL CONF / JULY 19-20, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip Code)

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #

INTL ASSN OF GOVT OFFICIALS ANNUAL CONF

C/O: FREEMAN
140 CENTRAL AVENUE
KEARNY, NJ 07032

MUST BE DELIVERED BY JULY 12, 2021

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:

exhibit.transportation@freeman.com

or

Fax: (469) 621-5810

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

SHOW # (504195) _____

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.

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

MATERIAL HANDLING

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..... \$ **5.07 per pound**
Rate applies to shipments sent to the warehouse

Material Handling - After Deadline \$ **6.33 per pound**
Rate applies to shipments arriving at the warehouse after **JULY 12, 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 **JUNE 21, 2021**.
- Warehouse address: **Exhibiting Company Name / Booth #**
INTL ASSN OF GOVT OFFICIALS ANNUAL CONF
C/O Freeman
140 Central Ave
Kearny, NJ 07032

- 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.

Outbound:

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

FREEMAN

(888) 508-5054 Fax: (469) 621-5618
ExhibitorSupport@freeman.com

NAME OF SHOW: **INTL ASSN OF GOVT OFFICIALS ANNUAL CONF / JULY 19-20, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: ☐ Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

METHOD OF SHIPMENT

Select a Carrier:

☐ Freeman Exhibit Transportation

☐ Other Carrier

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

Carrier Name: _____

Carrier Phone: _____

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

Select a Level of Service:

☐ 1 Day: Delivery next business day

☐ Standard Ground

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

☐ Specialized: Pad wrapped, uncrated, or truckload

☐ Deferred: Delivery within 3-5 business days

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

Select Desired Number of Labels: _____

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

outbound shipping

F R E E M A N

R U S H

D O N O T D E L A Y

RECEIVING DATE BEGINS: JUNE 21, 2021

DEADLINE DATE IS: JULY 12, 2021

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

140 CENTRAL AVENUE

KEARNY, NJ 07032

WAREHOUSE

(504195)

INTL ASSN OF GOVT OFFICIALS

EVENT: *ANNUAL CONF* _____

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

D O N O T D E L A Y

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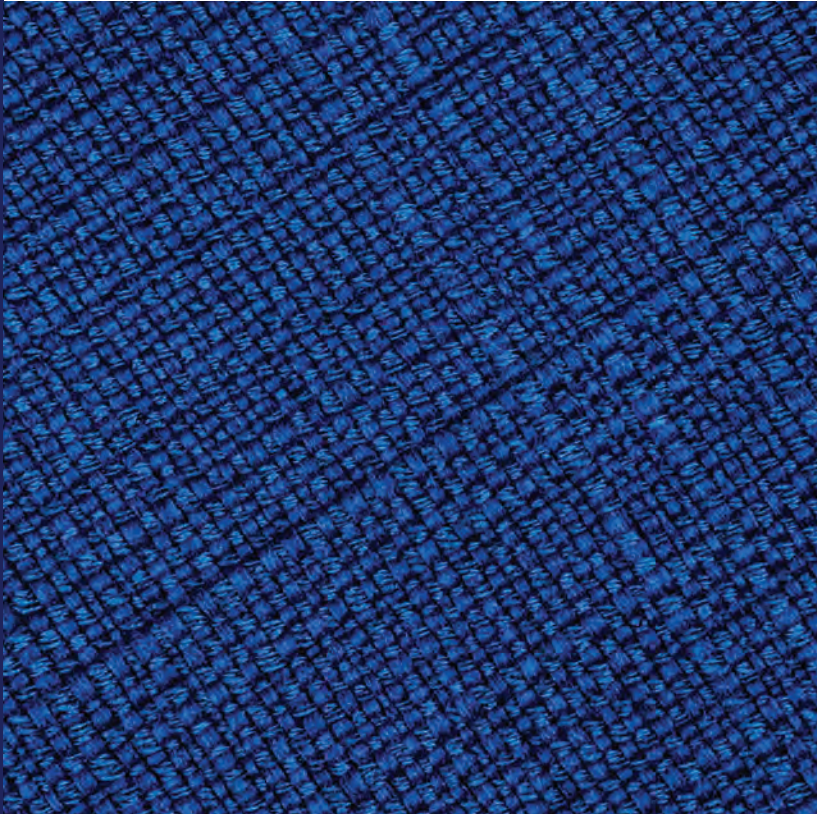
THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.



Exhibitor support

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

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



Furnishings Brochure



Comfortable and Safe Networking

Meaningful engagement doesn't have to be complicated.

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

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

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



Bowery Swivel Chairs & Sedona C-Tables

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

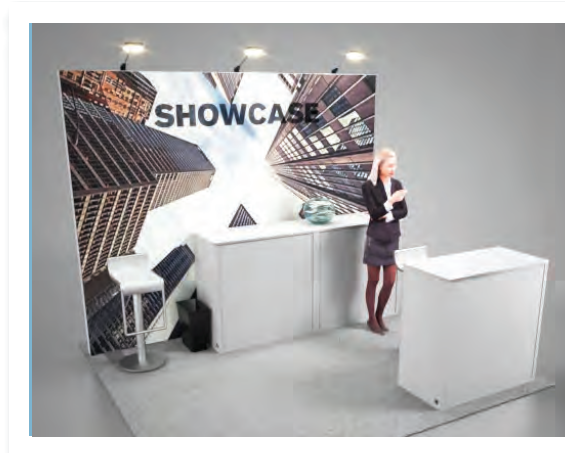
Top Design Tips

for Tradeshow Booths.



Complete The Look Of Your Exhibit Space

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



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

Shown here with Zoey Barstools

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

Shown here with Banana Barstools



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

Shown here with Baja Chairs and Sydney Power Cocktail Table

Power Up In Style.

Denotes Powered Products



Powered Seating

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



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

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



POWERED
DETAIL

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



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



Powered Tables

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



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



POWERED
DETAIL




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



POWERED
DETAIL


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

Take Charge.

Denotes Powered Products 

Powered Tables

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


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



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

Powered Pedestals



Denotes AC and USB charging outlets 

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

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

Powered Tech Desk



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

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

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

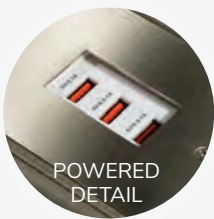
Take Charge.

Denotes Powered Products



Powered Tech Tablet Chair

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



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



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

Powered Poducts

Denotes AC and USB charging outlets



Wireless Charging Table



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



Village Charging Hub



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



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

Soft Seating

Create Engaging Booth Environments

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

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

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



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



Accent Tables | pg 26



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



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



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



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



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



D.



E.



F.

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

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

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

Group Seating

Lounges

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

ZENITH

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

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



LAGUNA

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

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



MALBA

20"L 20"D 32"H

A) 810131 Chair (gray)

B) 810130 Chair (green)



A.

MARINA

17.5"L 19.5"D 35"H

A) 810164 (white vinyl)

B) 810160 (black vinyl)

C) 810161 (brown fabric)

D) 810162 (ocean blue fabric)

E) 810163 (red fabric)



B.

C.

D.

E.



Styles & Shapes

A.

B.

C.


D.

E.

F.

G.

H.



- 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)



C.



D.



E.



F.



G.



H.



I.



J.



K.

Marche Swivel Ottomans



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



O.



P.

Marche Swivel Ottomans

17" RND 18"H

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

Accent Tables

Tables and Meeting Rooms

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



MESA

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

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

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

Styles & Shapes



ALONDRA

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

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

GEO

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

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

Accent Tables

Tables and Meeting Rooms

TAOS SIDE TABLES

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



SEDONA SIDE TABLE

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



Styles & Shapes



Available in Power

SYDNEY

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

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

REGIS

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

SILVERADO

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

WIRELESS

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

AURA

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

Café Tables



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



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

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



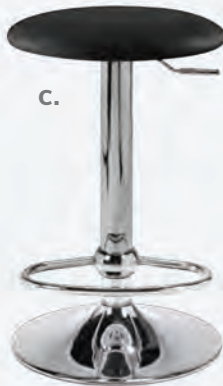
E) 72070 Soho Black-Top Bistro Table
(black) 24" RND 42"H
also available
72068 36" RND 42"H

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.

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

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



M.

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

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

Conference Tables

Madison

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

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

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



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

Black Rectangular Conference Table



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

Black Rectangular Conference Table
(black top, silver)

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

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

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

Executive Seating

Pro Executive High Back Chair

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



Cupertino Mid Back Chair

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

Gas Lift Chair

26" X 20"L X 38"H
A) 71045 (gray, adjustable)
71046 w/ arms

Gas Lift Stool

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



Pro Executive Mid Back Chair

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



Pro Executive Guest Chair

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



Task Stool

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



Communal and Powered Tables

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

Table Top Options



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

Bar Tables



Café Tables



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

Denotes AC and USB charging outlets



POWERED
DETAIL

Ventura Powered Bar Tables

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

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

Ventura Communal Bar Tables

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

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

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

Black Top
820952 (solid)

Ventura Powered Café Tables

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

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

Ventura Communal Café Tables

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

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

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

Black Top
E) 820962 (solid)

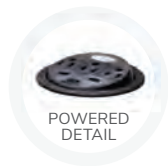
Office Essentials




MADISON

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

Tech Powered Desk



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

Denotes AC and USB charging outlets 

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

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

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

Lighting & Shelving




ACCENT LAMPS

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

SHELVING


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

Show Essentials

Denotes AC and USB charging outlets 

Midtown Powered Counter

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

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



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



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

Midtown Bar

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

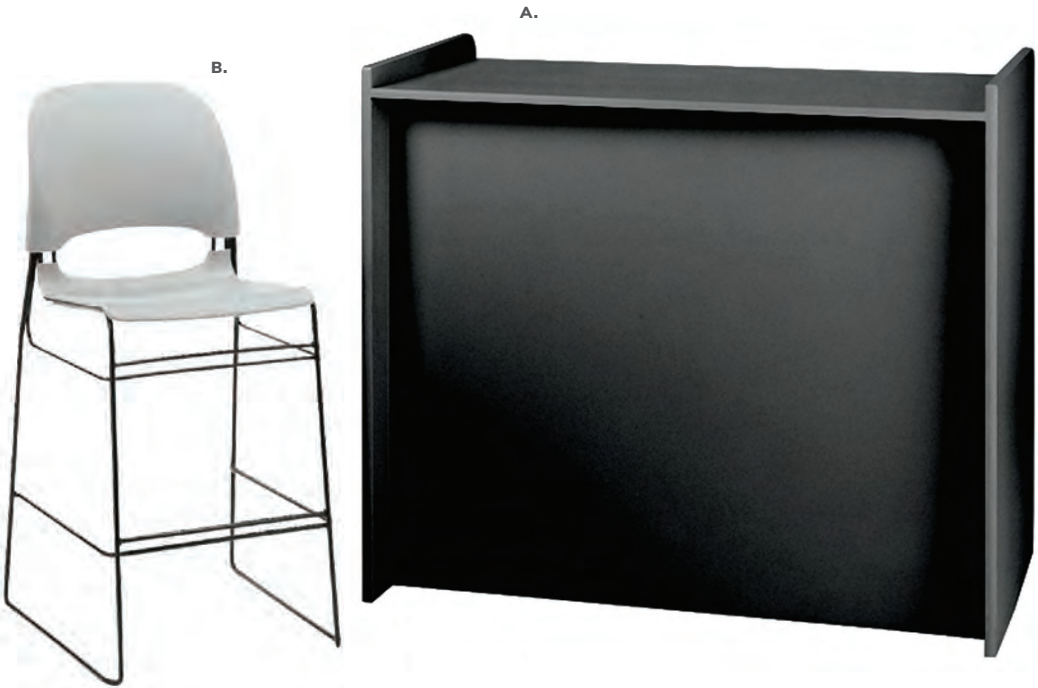
Midtown Bar
60"L 18"D 42"H (pewter)
A) 850101 (unlighted)
B) 850100 (lighted with plug-in)

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



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

Product Display Counter



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

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

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

Show Essentials

Greenery and Dividers

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

HEDGE

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



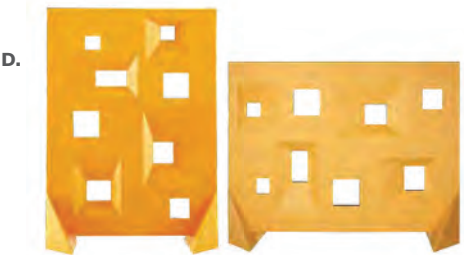
Miramar Dividers



A.



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



D.



E.

F.

Miramar Dividers
(molded plastic)
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) 75079
Orion Computer Kiosk
(black)
28"L X 28"D X 40.5"H
(computer not included)

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

C) 75032
Display Cube–Large
(black)
24"W X 24"L X 42"H

D) 75031
Display Cube–Medium
(black)
18"W X 18"L X 36"H

E) 75030
Display Cube–Small
(black)
12"W X 12"L X 42"H



Stanchions & Signage

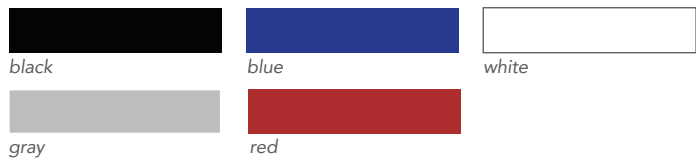
A) 220121
Chrome Stanchion
w/ 8' Retractable Belt
(black, belt) 42"H

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



Draped or Undraped Tables & Counters

Table Drape Colors



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



Sizing Chart*

24"D X 30"H Tables Draped			24"D X 42"H Counter Draped		
124330	Tables Draped	3'L x 24"D x 30"H	124342	Counter Draped	3'L x 24"D x 42"H
124430	Tables Draped	4'L x 24"D x 30"H	124442	Counter Draped	4'L x 24"D x 42"H
124630	Tables Draped	6'L x 24"D x 30"H	124642	Counter Draped	6'L x 24"D x 42"H
124830	Tables Draped	8'L x 24"D x 30"H	124842	Counter Draped	8'L x 24"D x 42"H
24"D X 30"H Tables Undraped			24"D X 42"H Counter Undraped		
125330	Tables Undraped	3'L x 24"D x 30"H	125342	Counter Undraped	3'L x 24"D x 42"H
125430	Tables Undraped	4'L x 24"D x 30"H	125442	Counter Undraped	4'L x 24"D x 42"H
125630	Tables Undraped	6'L x 24"D x 30"H	125642	Counter Undraped	6'L x 24"D x 42"H
125830	Tables Undraped	8'L x 24"D x 30"H	125842	Counter Undraped	8'L x 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) 71048
Gas Lift Stool w/ arms
(gray, adjustable)
24"W X 20"L X 46"H
also available
71047 w/o arms



C.



D.



E.



F.

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

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

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

F) 220106
Corrugated
Wastebasket
(black)

Strategic planning with health & safety in mind

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

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

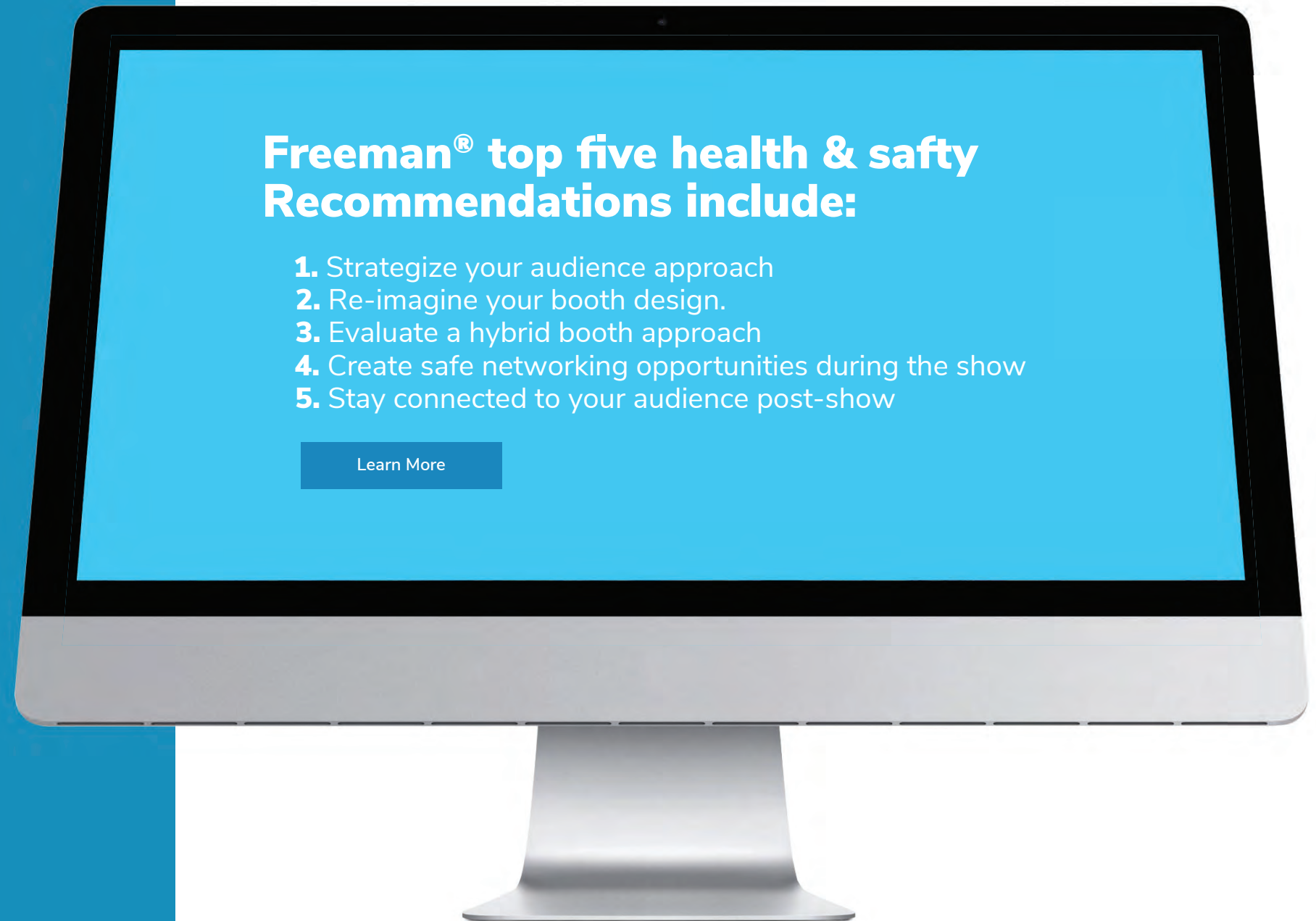
In all cases, we've put considerable thought into them.

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

Freeman® top five health & safety Recommendations include:

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

[Learn More](#)



Health & Safety

Safety Dividers

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

Personalize here



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

Also available in opaque and personalization available.

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



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

Also available in opaque and personalization available.

Please Note:

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



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

Also available in opaque and personalization available.

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



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

Also available in opaque and personalization available.

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

Also available in opaque and personalization available.



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

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

Health & Safety

Greenery and Dividers

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

20'x20' Midtown, Greenery Booth

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



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

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



Please Note:

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

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

Also available in opaque and personalization available.

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



Personalize here



A.

B.

C.



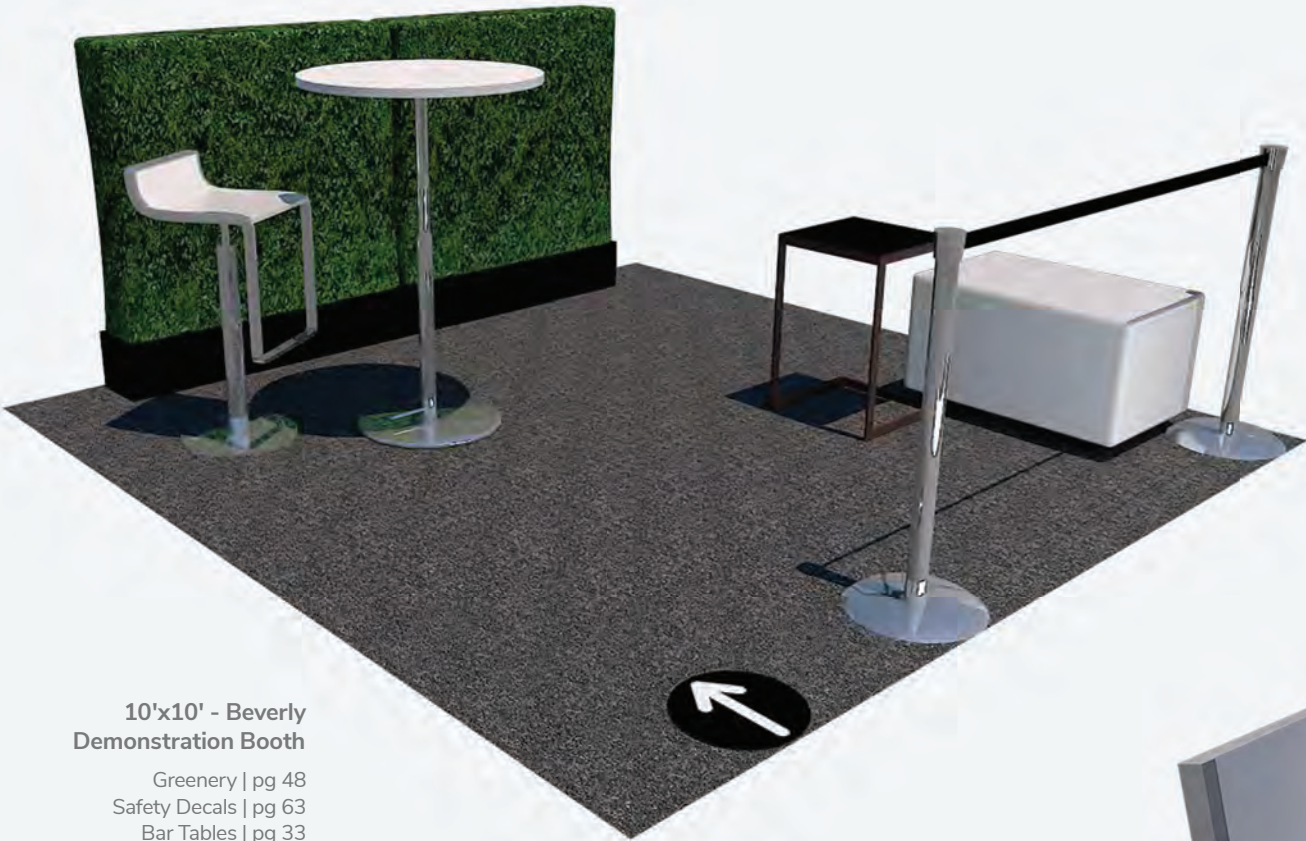
Miramar Dividers
(molded plastic)
A) 85043 (white)
Also available in the following colors.
See page 47.
85043 (harvest yellow)
85042 (burgundy)
85041 (gray)
Vertical: 63"L 23"D 83"H
Horizontal: 83"L 23"D 63"H

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

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

Health & Safety

Stanchions & Booth Design



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

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

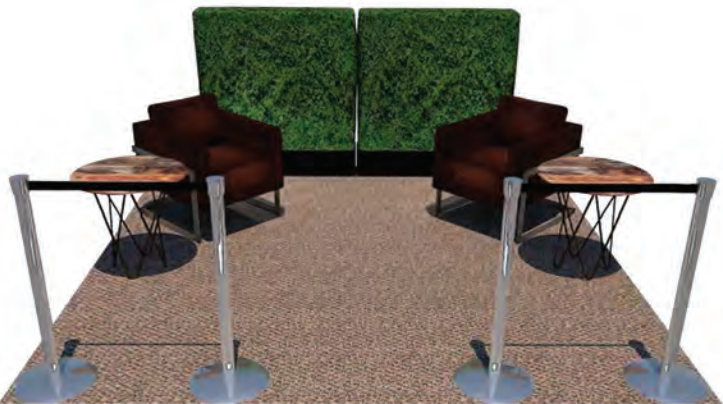
**10'x20' - Wireless Charging
Engaement Booth**

- 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 Layout will include YOUR logo and basic background color.



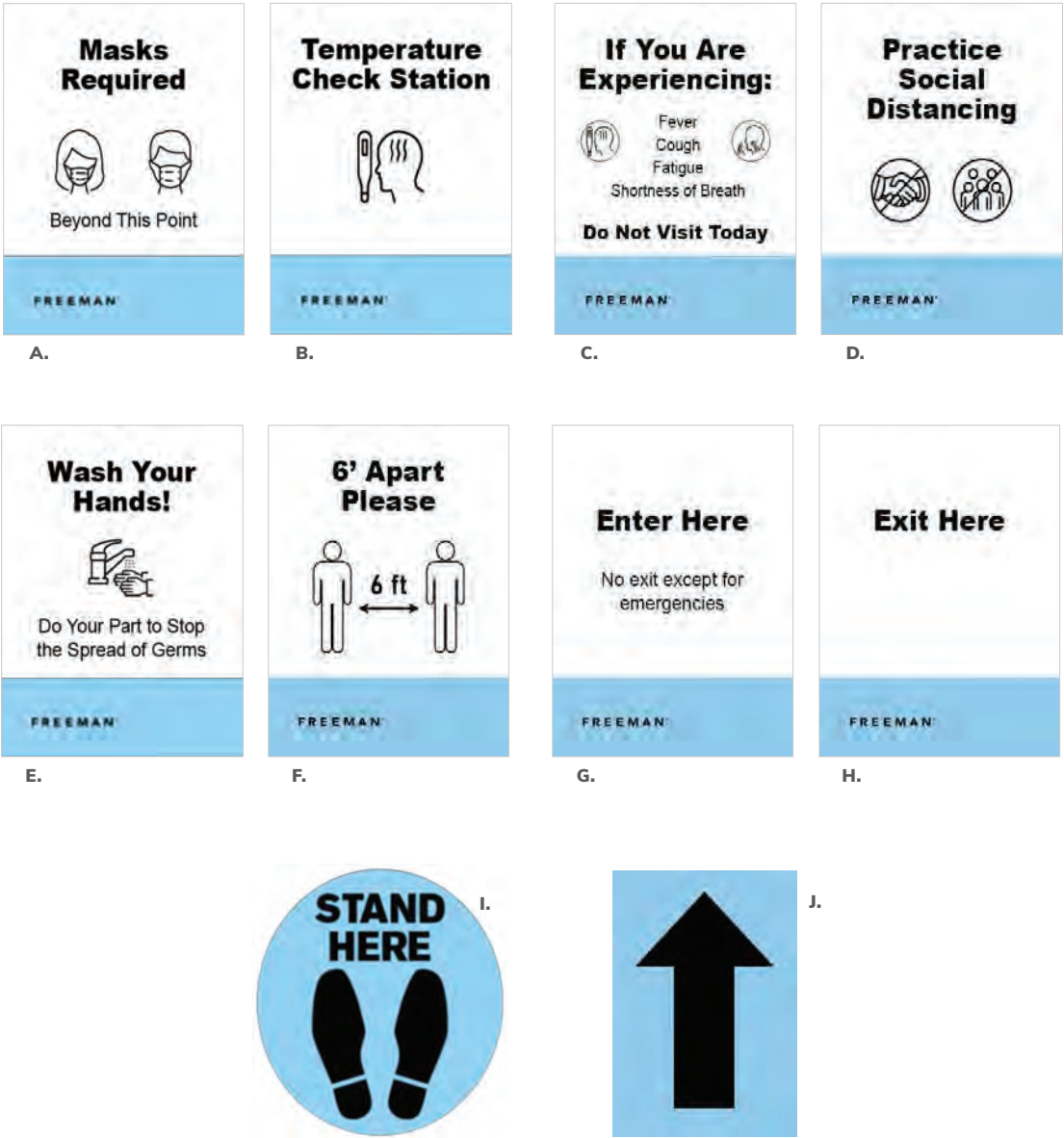
220118
Chrome Sign Holder
(sign holds) 22"W X 28"H



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 safty signage. Choose from select signage or customize with your brand to complete any size space.



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

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

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

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

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

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

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

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

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

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

Health & Safety

Sanitization Product & Services

Hand Sanitizing Stations

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



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

Also available in opaque and personalization available.

1510100 Clear Barrier with graphic

[Personalize here](#)

Please Note:

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

F R E E M A N

(888) 508-5054 Fax: (469) 621-5618

ExhibitorSupport@freeman.com

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE****JUNE 21, 2021**NAME OF SHOW: **INTL ASSN OF GOVT OFFICIALS ANNUAL CONF / JULY 19-20, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SOFT SEATING						
Naples Group - Black Vinyl						
	810119	Chair.....	609.00	669.90	852.60	_____
	830120	Loveseat.....	819.00	900.90	1,146.60	_____
	830119	Sofa.....	908.00	998.80	1,271.20	_____
Munich Group - Gray Fabric						
	810151	Armless Chair.....	649.00	713.90	908.60	_____
Baja Group - White Vinyl						
	81050	Chair.....	742.00	816.20	1,038.80	_____
	83020	Loveseat.....	788.00	866.80	1,103.20	_____
	83019	Sofa.....	1,035.00	1,138.50	1,449.00	_____
Valencia - Velvet						
	810180	Chair - Spice Orange.....	388.05	426.85	543.25	_____
	83045	Sofa - Coffee Brown.....	583.05	641.35	816.25	_____
Key Largo Group - Black Fabric						
	830950	Loveseat.....	633.00	696.30	886.20	_____
	830951	Sofa.....	705.00	775.50	987.00	_____
	810950	Chair.....	501.00	551.10	701.40	_____
Allegro Group - Blue Fabric						
	81019	Chair.....	618.00	679.80	865.20	_____
	83015	Sofa.....	983.00	1,081.30	1,376.20	_____
Fairfax Group - White Vinyl						
	810949	Chair.....	423.00	465.30	592.20	_____
	830949	Sofa.....	674.00	741.40	943.60	_____
Palm Beach - White Vinyl						
	83040	Sofa.....	771.00	848.10	1,079.40	_____
Sterling Group - Gray Fabric						
	81037	Chair.....	1,068.00	1,174.80	1,495.20	_____
	8309	Sofa.....	1,593.00	1,752.30	2,230.20	_____

CASUAL SEATING

Ottomans						
	815122	Endless Square - White Vinyl.....	389.00	427.90	544.60	_____
	815123	Endless Square - Black Vinyl.....	389.00	427.90	544.60	_____
	815953	Endless Curve - White Vinyl.....	522.00	574.20	730.80	_____
	815952	Endless Curve - Black Vinyl.....	522.00	574.20	730.80	_____
	81518	Vibe Cube - Blue Vinyl.....	176.00	193.60	246.40	_____
	81519	Vibe Cube - Red Vinyl.....	176.00	193.60	246.40	_____
	81525	Vibe Cube - Orange Vinyl.....	176.00	193.60	246.40	_____
	81517	Vibe Cube - Yellow Vinyl.....	176.00	193.60	246.40	_____
	81530	Vibe Cube - Black Vinyl.....	155.00	170.50	217.00	_____
	81531	Vibe Cube - White Vinyl.....	155.00	170.50	217.00	_____
	81532	Vibe Cube - Steel Blue Vinyl.....	176.00	193.60	246.40	_____

NAME OF SHOW: **INTL ASSN OF GOVT OFFICIALS ANNUAL CONF / JULY 19-20, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Ottomans (continued)						
_____	81533	Vibe Cube - Silver Vinyl.....	176.00	193.60	246.40	_____
_____	81534	Vibe Cube - Purple Vinyl.....	176.00	193.60	246.40	_____
_____	81535	Vibe Cube - Citrus Green Vinyl.....	176.00	193.60	246.40	_____
_____	81536	Vibe Cube - Taupe Vinyl.....	176.00	193.60	246.40	_____
_____	81537	Vibe Cube - Spice Orange Vinyl.....	176.00	193.60	246.40	_____
_____	81538	Vibe Cube - Desert Rose Vinyl.....	176.00	193.60	246.40	_____
_____	815151	Marche Swivel - Gray Fabric.....	275.00	302.50	385.00	_____
_____	815154	Marche Swivel - Red Fabric.....	275.00	302.50	385.00	_____
_____	815159	Marche Swivel - Blue Fabric.....	275.00	302.50	385.00	_____
_____	815152	Marche Swivel - Linen Fabric.....	275.00	302.50	385.00	_____
_____	815157	Marche Swivel - Meadow Green Fabric.....	275.00	302.50	385.00	_____
_____	815158	Marche Swivel - Pear Yellow Fabric.....	275.00	302.50	385.00	_____
_____	815156	Marche Swivel - Plum Fabric.....	275.00	302.50	385.00	_____
_____	815153	Marche Swivel - Raspberry Fabric.....	275.00	302.50	385.00	_____
_____	815155	Marche Swivel - Rose Quartz Fabric.....	275.00	302.50	385.00	_____
_____	815150	Marche Swivel - White Vinyl.....	275.00	302.50	385.00	_____
_____	815160	Marche Swivel - Orange Fabric.....	284.00	312.40	397.60	_____
_____	81540	Marche Swivel - Forest Green Vinyl.....	275.00	302.50	385.00	_____
_____	81541	Marche Swivel - Teal Velvet.....	275.00	302.50	385.00	_____
_____	81542	Marche Swivel - Distressed Brown Vinyl.....	275.00	302.50	385.00	_____
_____	81543	Marche Swivel - Black Vinyl.....	275.00	302.50	385.00	_____
_____	81539	Marche Swivel - Ivory Faux Sheep Fur.....	275.00	302.50	385.00	_____
Beverly Bench Ottomans						
_____	81550	Black Vinyl.....	553.00	608.30	774.20	_____
_____	81551	Brown Fabric.....	553.00	608.30	774.20	_____
_____	81552	Gray Fabric.....	553.00	608.30	774.20	_____
_____	81553	Linen Fabric.....	553.00	608.30	774.20	_____
_____	81554	Ocean Blue Fabric.....	553.00	608.30	774.20	_____
_____	81555	Red Fabric.....	553.00	608.30	774.20	_____
_____	81556	White Vinyl.....	553.00	608.30	774.20	_____
Beverly Small Bench Ottomans						
_____	81560	Black Vinyl.....	321.00	353.10	449.40	_____
_____	81561	Blue Fabric.....	321.00	353.10	449.40	_____
_____	81562	Brown Fabric.....	321.00	353.10	449.40	_____
_____	81563	Green Fabric.....	321.00	353.10	449.40	_____
_____	81565	Linen Fabric.....	321.00	353.10	449.40	_____
_____	81568	Red Fabric.....	321.00	353.10	449.40	_____
_____	81569	White Vinyl.....	321.00	353.10	449.40	_____
_____	81566	Lavender Fabric.....	321.00	353.10	449.40	_____
_____	81567	Orange Fabric.....	321.00	353.10	449.40	_____
_____	81564	Gray Fabric.....	321.00	353.10	449.40	_____
_____	81570	Yellow Fabric.....	321.00	353.10	449.40	_____
Accent Chairs						
_____	71089	Black Diamond Side Chair.....	218.85	240.75	306.40	_____
_____	71090	Black Diamond Arm Chair.....	254.55	280.00	356.35	_____
_____	810861	Laguna Chair - Maple/Chrome.....	170.00	187.00	238.00	_____
_____	210108	Limerick® Chair by Herman Miller.....	130.05	143.05	182.05	_____

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Accent Chairs (continued)						
	810816	Madrid Chair - White Vinyl/Chrome.....	930.00	1,023.00	1,302.00	
	810948	Meeting Chair - White Vinyl.....	294.00	323.40	411.60	
	810164	Marina Chair - White Vinyl.....	182.00	200.20	254.80	
	810160	Marina Chair - Black Vinyl.....	182.00	200.20	254.80	
	810161	Marina Chair - Brown Fabric.....	182.00	200.20	254.80	
	810162	Marina Chair - Ocean Blue Fabric.....	182.00	200.20	254.80	
	810163	Marina Chair - Red Fabric.....	182.00	200.20	254.80	
	810131	Malba Chair - Gray Molded Plastic.....	124.00	136.40	173.60	
	810130	Malba Chair - Green Molded Plastic.....	124.00	136.40	173.60	
	810846	Christopher Chair - White Vinyl/Chrome.....	151.00	166.10	211.40	
	810851	Zenith Chair - White/Chrome.....	192.00	211.20	268.80	
	810841	Rustique Chair - Gunmetal.....	121.00	133.10	169.40	
	810837	Razor Armless Chair - White High Density Plastic.....	71.00	78.10	99.40	
	810875	Swanson Swivel Chair - White Vinyl.....	426.00	468.60	596.40	
	81083	Blade Chair - Sky Blue.....	99.00	108.90	138.60	
	81082	Blade Chair - Red.....	99.00	108.90	138.60	
	81093	Lucent Chair - Frosted Acrylic.....	256.00	281.60	358.40	
	810145	Wentworth Chair - Brown Vinyl.....	417.00	458.70	583.80	
	81024	Atherton Chair - Brown Leather.....	621.00	683.10	869.40	
	81034	Bowery Chair - Yellow Fabric.....	582.00	640.20	814.80	
	81035	Century Chair - Gray Velvet.....	654.00	719.40	915.60	
	81036	Lena Chair - Green Leather.....	525.00	577.50	735.00	
	81031	Montreal Chair - Blue Fabric.....	747.00	821.70	1,045.80	
	81032	Pasadena Chair - White Plastic.....	420.00	462.00	588.00	
	81038	Tech Chair - Gray Vinyl.....	504.00	554.40	705.60	
	81039	Tech Tablet Chair - Gray Vinyl.....	519.00	570.90	726.60	
Executive Seating						
	71046	Gray Gaslift Chair With Arms.....	N/A	N/A	N/A	
	71045	Gray Gaslift Chair Without Arms.....	374.95	412.45	524.95	
	810874	La Brea Swivel Chair - Charcoal Gray Fabric.....	389.00	427.90	544.60	
	810175	Genesis Chair - Black.....	193.05	212.35	270.25	
	810844	Pro Executive High Back Chair - White Vinyl.....	340.00	374.00	476.00	
	810946	Pro Executive High Back Chair - Black Vinyl.....	340.00	374.00	476.00	
	810945	Pro Executive Mid Back Chair - White Vinyl.....	433.00	476.30	606.20	
	810944	Pro Executive Mid Back Chair - Black Vinyl.....	433.00	476.30	606.20	
	810947	Pro Executive Guest Chair - Black Vinyl.....	448.00	492.80	627.20	
	810170	Cupertino Mid Back Chair - Black Vinyl.....	310.05	341.05	434.05	
Barstools						
	71088	Black Diamond Stool.....	310.60	341.65	434.85	
	71048	Gray Gaslift Stool with Arms.....	N/A	N/A	N/A	
	71047	Gray Gaslift Stool without Arms.....	476.65	524.30	667.30	
	810860	Laguna Barstool - Maple/Chrome.....	213.00	234.30	298.20	
	210109	Limerick® Stool by Herman Miller.....	221.35	243.50	309.90	
	810872	Lift Barstool - Gray Vinyl/Chrome.....	201.00	221.10	281.40	
	810873	Lift Barstool - Red Vinyl/Chrome.....	201.00	221.10	281.40	
	810871	Lift Barstool - Black Vinyl/Chrome.....	201.00	221.10	281.40	
	810870	Lift Barstool - White Vinyl/Chrome.....	201.00	221.10	281.40	
	810103	Banana Barstool - White Vinyl/Chrome.....	238.00	261.80	333.20	

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furnishings

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Barstools (continued)						
	810804	Banana Barstool - Black Vinyl/Chrome.....	238.00	261.80	333.20	
	810850	Zenith Barstool - White/Chrome.....	192.00	211.20	268.80	
	810840	Zoey Barstool - White Vinyl/Chrome.....	371.00	408.10	519.40	
	810848	Christopher Barstool - White Vinyl/Chrome.....	260.00	286.00	364.00	
	810202	Shark Swivel Barstool - White Plastic/Chrome.....	411.00	452.10	575.40	
	810839	Rustique Barstool - Gunmetal.....	133.00	146.30	186.20	
	81080	Blade Barstool - Red.....	201.00	221.10	281.40	
	81081	Blade Barstool - Sky Blue.....	201.00	221.10	281.40	
	81092	Lucent Barstool - Frosted Acrylic.....	272.00	299.20	380.80	
	810135	Task Stool - Black Fabric.....	219.00	240.90	306.60	
	81026	Marina Barstool - Ocean Blue.....	351.00	386.10	491.40	
	81027	Marina Barstool - Black Vinyl.....	351.00	386.10	491.40	
	81028	Marina Barstool - Brown Fabric.....	351.00	386.10	491.40	
	81029	Marina Barstool - Red Fabric.....	351.00	386.10	491.40	
	81030	Marina Barstool - White Vinyl.....	351.00	386.10	491.40	

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

	124330	Draped Table 3'L x 30"H.....	N/A	N/A	N/A	
	124430	Draped Table 4'L x 30"H.....	234.15	257.55	327.80	
	124630	Draped Table 6'L x 30"H.....	288.55	317.40	403.95	
	124830	Draped Table 8'L x 30"H.....	330.65	363.70	462.90	
	12404630	4th Side Drape 6'L x 30"H.....	71.05	78.15	99.45	
	12404830	4th Side Drape 8'L x 30"H.....	71.05	78.15	99.45	
	124342	Draped Counter 3'L x 42"H.....	N/A	N/A	N/A	
	124442	Draped Counter 4'L x 42"H.....	330.65	363.70	462.90	
	124642	Draped Counter 6'L x 42"H.....	353.45	388.80	494.85	
	124842	Draped Counter 8'L x 42"H.....	410.90	452.00	575.25	
	12404642	4th Side Drape 6'L x 42"H.....	83.30	91.65	116.60	
	12404842	4th Side Drape 8'L x 42"H.....	83.30	91.65	116.60	

Undraped Tables & Counters

	125330	Undraped Table 3'L x 30"H.....	N/A	N/A	N/A	
	125430	Undraped Table 4'L x 30"H.....	86.85	95.55	121.60	
	125630	Undraped Table 6'L x 30"H.....	106.25	116.90	148.75	
	125830	Undraped Table 8'L x 30"H.....	126.25	138.90	176.75	
	125342	Undraped Counter 3'L x 42"H.....	N/A	N/A	N/A	
	125442	Undraped Counter 4'L x 42"H.....	126.25	138.90	176.75	
	125642	Undraped Counter 6'L x 42"H.....	144.85	159.35	202.80	
	125842	Undraped Counter 8'L x 42"H.....	166.45	183.10	233.05	

Table Top Risers - Risers are 8" wide

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

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Table Top Risers - Risers are 8" wide (continued)						
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	46.10	50.70	64.55	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	46.10	50.70	64.55	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	56.40	62.05	78.95	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	56.40	62.05	78.95	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	66.70	73.35	93.40	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	66.70	73.35	93.40	_____
Pedestal Tables - Soho Series						
_____	72069	Black Top Cafe Table - 30"H x 24"W.....	263.75	290.15	369.25	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	263.75	290.15	369.25	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	263.75	290.15	369.25	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	263.75	290.15	369.25	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	263.75	290.15	369.25	_____
Pedestal Tables - Chelsea Series						
_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	263.75	290.15	369.25	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	263.75	290.15	369.25	_____
_____	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	263.75	290.15	369.25	_____
_____	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	263.75	290.15	369.25	_____
Pedestal Tables						
_____	8201208	Hydraulic Base Cafe Table - Maple.....	430.00	473.00	602.00	_____
_____	8201207	Hydraulic Base Bar Table - Maple.....	448.00	492.80	627.20	_____
_____	8201209	Hydraulic Base Cafe Table - Graphite.....	479.00	526.90	670.60	_____
_____	8201211	Hydraulic Base Bar Table - Graphite.....	491.00	540.10	687.40	_____
_____	8201206	Hydraulic Base Cafe Table - Maple.....	488.00	536.80	683.20	_____
_____	8201205	Hydraulic Base Bar Table - Maple.....	482.00	530.20	674.80	_____
_____	820126	Hydraulic Base Cafe Table - White Laminate.....	488.00	536.80	683.20	_____
_____	820125	Hydraulic Base Bar Table - White Laminate.....	510.00	561.00	714.00	_____
_____	820241	Madison Hydraulic Base Cafe Table - Gray Acajou.....	383.00	421.30	536.20	_____
_____	820240	Madison Hydraulic Base Bar Table - Gray Acajou.....	383.00	421.30	536.20	_____
_____	820265	Madison Cafe Table - Gray Acajou.....	303.00	333.30	424.20	_____
_____	820264	Madison Bar Table - Gray Acajou.....	331.00	364.10	463.40	_____
_____	8201220	30" Cafe Table Black Base - White Laminate.....	321.00	353.10	449.40	_____
_____	8201221	30" Bar Table Black Base - White Laminate.....	346.00	380.60	484.40	_____
_____	8201222	30" Bar Table Chrome Base - White Laminate.....	494.00	543.40	691.60	_____
_____	8201223	30" Cafe Table Chrome Base - White Laminate.....	494.00	543.40	691.60	_____
_____	820920	30" Bar Table Chrome Hydraulic Base - Red.....	383.00	421.30	536.20	_____
_____	820921	30" Cafe Table Chrome Hydraulic Base - Red.....	383.00	421.30	536.20	_____
_____	820922	30" Bar Table Chrome Hydraulic Base - Graphite.....	383.00	421.30	536.20	_____
_____	820923	30" Cafe Table Chrome Hydraulic Base - Graphite.....	383.00	421.30	536.20	_____
_____	820930	30" Bar Table w/ Hydraulic Base - Blue.....	374.00	411.40	523.60	_____
_____	820931	30" Bar Table w/ Black Base - Blue.....	297.00	326.70	415.80	_____
_____	820932	30" Bar Table w/ Hydraulic Base - Wood.....	457.00	502.70	639.80	_____
_____	820933	30" Bar Table w/ Black Base - Wood.....	306.00	336.60	428.40	_____
_____	820940	30" Cafe Table w/ Hydraulic Base - Blue.....	374.00	411.40	523.60	_____
_____	820941	30" Cafe Table w/ Black Base - Blue.....	229.00	251.90	320.60	_____
_____	820942	30" Cafe Table w/ Hydraulic Base - Wood.....	457.00	502.70	639.80	_____

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Pedestal Tables (continued)						
	820943	30" Cafe Table w/ Black Base - Wood.....	290.00	319.00	406.00	
	820910	30" Bar Table w/ Hydraulic Base - Gunmetal.....	480.00	528.00	672.00	
	820911	30" Bar Table w/ Hydraulic Base - Black.....	480.00	528.00	672.00	
	820912	30" Bar Table w/ Hydraulic Base - Green.....	480.00	528.00	672.00	
	820913	30" Bar Table w/ Hydraulic Base - Orange.....	480.00	528.00	672.00	
	820914	30" Bar Table w/ Hydraulic Base - Yellow.....	480.00	528.00	672.00	
	820915	30" Bar Table w/ Black Base - Gunmetal.....	336.00	369.60	470.40	
	820916	30" Bar Table w/ Black Base - Black.....	336.00	369.60	470.40	
	820917	30" Bar Table w/ Black Base - Green.....	336.00	369.60	470.40	
	820918	30" Bar Table w/ Black Base - Orange.....	336.00	369.60	470.40	
	820919	30" Bar Table w/ Black Base - Yellow.....	336.00	369.60	470.40	
	8201230	30" Cafe Table w/ Hydraulic Base - Gunmetal.....	480.00	528.00	672.00	
	8201231	30" Cafe Table w/ Hydraulic Base - Black.....	480.00	528.00	672.00	
	8201232	30" Cafe Table w/ Hydraulic Base - Green.....	480.00	528.00	672.00	
	8201233	30" Cafe Table w/ Hydraulic Base - Orange.....	480.00	528.00	672.00	
	8201234	30" Cafe Table w/ Hydraulic Base - Yellow.....	480.00	528.00	672.00	
	8201235	30" Cafe Table w/ Black Base - Gunmetal.....	312.00	343.20	436.80	
	8201236	30" Cafe Table w/ Black Base - Black.....	312.00	343.20	436.80	
	8201237	30" Cafe Table w/ Black Base - Green.....	312.00	343.20	436.80	
	8201238	30" Cafe Table w/ Black Base - Orange.....	312.00	343.20	436.80	
	8201239	30" Cafe Table w/ Black Base - Yellow.....	312.00	343.20	436.80	
	8201240	36" Bar Table w/ Hydraulic Base - Black.....	495.00	544.50	693.00	
	8201241	36" Bar Table w/ Black Base - Black.....	339.00	372.90	474.60	
	8201242	36" Cafe Table w/ Hydraulic Base - Black.....	474.00	521.40	663.60	
	8201243	36" Cafe Table w/ Black Base - Black.....	366.00	402.60	512.40	
Accent Tables						
	82015	Silverado End Table - Tempered Glass/Painted Steel.....	318.00	349.80	445.20	
	82014	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	340.00	374.00	476.00	
	820252	Alondra End Table - Glass/Chrome.....	278.00	305.80	389.20	
	820250	Alondra Cocktail Table - Glass/Chrome.....	389.00	427.90	544.60	
	820253	Alondra End Table - Wood/Chrome.....	278.00	305.80	389.20	
	820251	Alondra Cocktail Table - Wood/Chrome.....	389.00	427.90	544.60	
	8201224	Atomic 36" Round Table - Glass/Chrome.....	433.00	476.30	606.20	
	8201225	Atomic 42" Round Table - Glass/Chrome.....	433.00	476.30	606.20	
	82028	Geo End Table - Wood/Black Steel.....	331.00	364.10	463.40	
	82027	Geo Cocktail Table - Wood/Black Steel.....	337.00	370.70	471.80	
	82035	Geo End Table - Glass/Chrome.....	244.00	268.40	341.60	
	82034	Geo Cocktail Table - Glass/Chrome.....	229.00	251.90	320.60	
	82054	Sydney End Table - Black Laminate/Brushed Steel..	297.00	326.70	415.80	
	82055	Sydney End Table - White Laminate/Brushed Steel..	297.00	326.70	415.80	
	82052	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	358.00	393.80	501.20	
	82053	Sydney Cocktail Table - White Laminate/Brushed Steel.....	358.00	393.80	501.20	
	82079	Sydney End Table - Blue Laminate/Brushed Steel....	290.00	319.00	406.00	
	82080	Sydney End Table - Wood Laminate/Brushed Steel..	290.00	319.00	406.00	
	82077	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	352.00	387.20	492.80	

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Accent Tables (continued)						
	82078	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	352.00	387.20	492.80	
	82075	Regis End Table - Brushed Metal.....	294.00	323.40	411.60	
	82074	Regis Bench Table - Brushed Metal.....	414.00	455.40	579.60	
	820844	Aura Round Table - White Metal.....	161.00	177.10	225.40	
	82043	Geo Square-Round Table - Glass/Black Steel.....	392.00	431.20	548.80	
	82044	Geo Square-Round Table - Glass/Chrome.....	392.00	431.20	548.80	
	8201226	Rustique Square Metal Bar Table - Gray.....	380.00	418.00	532.00	
	820130	Mesa Cocktail Table - Black/Bronze.....	346.50	381.15	485.10	
	820131	Mesa Cocktail Table - Glass/Bronze.....	346.50	381.15	485.10	
	820132	Mesa Cocktail Table - Wood/Bronze.....	346.50	381.15	485.10	
	820133	Mesa End Table - Black/Bronze.....	306.90	337.60	429.65	
	820134	Mesa End Table - Glass/Bronze.....	306.90	337.60	429.65	
	820135	Mesa End Table - Wood/Bronze.....	306.90	337.60	429.65	
	820310	Sedona Side Table - Black/Bronze.....	165.75	182.35	232.05	
	820311	Sedona Side Table - Wood/Bronze.....	165.75	182.35	232.05	
	820312	Sedona Side Table - White/Bronze.....	165.75	182.35	232.05	
	820320	Taos Side Table - Black/Bronze.....	165.75	182.35	232.05	
	820321	Taos Side Table Wood/Bronze.....	165.75	182.35	232.05	
	820322	Taos Side Table - White/Bronze.....	165.75	182.35	232.05	
Conference Tables						
	82041	Geo Conference Table - Glass/Black Steel.....	488.00	536.80	683.20	
	82051	Geo Conference Table - Glass/Chrome.....	482.00	530.20	674.80	
	820260	Madison Conference Table - Gray Acajou.....	516.00	567.60	722.40	
	820708	42" Round Conference Table - White Laminate.....	510.00	561.00	714.00	
	820261	Madison 5' Conference Table - Gray Acajou.....	627.00	689.70	877.80	
	820262	Madison 8' Conference Table - Gray Acajou.....	1,040.00	1,144.00	1,456.00	
	820263	Madison 10' Conference Table - Gray Acajou.....	1,040.00	1,144.00	1,456.00	
	820951	Ventura Bar Table - Maple w/ Grommets.....	936.00	1,029.60	1,310.40	
	820952	Ventura Communal Bar Table - Black.....	918.00	1,009.80	1,285.20	
	820953	Ventura Bar Table - White w/ Grommets.....	936.00	1,029.60	1,310.40	
	820954	Ventura Communal Bar Table - Maple.....	936.00	1,029.60	1,310.40	
	820956	Ventura Communal Bar Table - White.....	936.00	1,029.60	1,310.40	
	820963	Ventura Communal Cafe Table - Maple.....	612.00	673.20	856.80	
	820960	Ventura Cafe Table - Maple w/ Grommets.....	918.00	1,009.80	1,285.20	
	820961	Ventura Cafe Table - White w/ Grommets.....	918.00	1,009.80	1,285.20	
	820966	Ventura Communal Cafe Table - White.....	612.00	673.20	856.80	
	820962	Ventura Communal Cafe Table - Black.....	612.00	673.20	856.80	
	8201244	42" Round Conference Table - Black Laminate.....	495.00	544.50	693.00	
	8201	10' Table - Black Laminate.....	1,074.00	1,181.40	1,503.60	
	8203	5' Table - Black Laminate.....	552.00	607.20	772.80	
	8205	8' Table - Black Laminate.....	810.00	891.00	1,134.00	
Office						
	84075	Madison Desk - Gray Acajou.....	735.00	808.50	1,029.00	
	84078	Madison Bookcase - Gray Acajou.....	525.00	577.50	735.00	

NAME OF SHOW: **INTL ASSN OF GOVT OFFICIALS ANNUAL CONF / JULY 19-20, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Computer Desks/Tables						
	820706	Work Desk - White Laminate.....	439.00	482.90	614.60	
POWERED						
Powered Seating						
	810120	Naples Chair, Powered - Black Vinyl.....	865.00	951.50	1,211.00	
	830122	Naples Loveseat, Powered - Black Vinyl.....	971.00	1,068.10	1,359.40	
	830121	Naples Sofa, Powered - Black Vinyl.....	1,115.00	1,226.50	1,561.00	
Powered Tables						
	820950	Ventura Communal Bar Table, Powered - Black.....	945.00	1,039.50	1,323.00	
	820955	Ventura Communal Bar Table, Powered - White.....	1,032.00	1,135.20	1,444.80	
	820964	Ventura Communal Cafe Table, Powered - Black.....	776.00	853.60	1,086.40	
	820965	Ventura Communal Cafe Table, Powered - White.....	776.00	853.60	1,086.40	
	84083	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	760.00	836.00	1,064.00	
	84084	Tech Desk, Powered - Black Metal.....	667.00	733.70	933.80	
	82076	Sydney Cocktail Table, Powered - Black.....	516.00	567.60	722.40	
	82073	Sydney Cocktail Table, Powered - White.....	516.00	567.60	722.40	
	8202	10' Table, Powered - Black Laminate.....	1,344.00	1,478.40	1,881.60	
	8204	5' Table, Powered - Black Laminate.....	696.00	765.60	974.40	
	8206	8' Table, Powered - Black Laminate.....	1,344.00	1,478.40	1,881.60	
Powered Pedestals						
	85060	Powered Locking Pedestal 36" H, Black.....	630.00	693.00	882.00	
	85061	Powered Locking Pedestal 36" H, White.....	630.00	693.00	882.00	
	85062	Powered Locking Pedestal 42" H, Black.....	754.00	829.40	1,055.60	
	85063	Powered Locking Pedestal 42" H, White.....	754.00	829.40	1,055.60	
	820710	Wireless Charging Table, Powered.....	615.00	676.50	861.00	
Midtown Counters & Bars						
	850103	Midtown Powered Counter Unlighted - Pewter.....	1,542.00	1,696.20	2,158.80	
	850102	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	1,800.00	1,980.00	2,520.00	
	850101	Midtown Bar Unlighted - Pewter.....	1,388.00	1,526.80	1,943.20	
	850100	Midtown Bar Lighted w/ Plug-In - Pewter.....	1,645.00	1,809.50	2,303.00	
DISPLAY & ACCESSORIES						
Product Storage						
	84080	3 Door File Cabinet on Castors - Black	232.00	255.20	324.80	
	85020	Posh Shelving w/ Chrome Frame - White.....	689.00	757.90	964.60	
Refrigerator						
	8503001	Refrigerator - White.....	1,412.05	1,553.25	1,976.85	
Lighting						
	850707	Mason Table Lamp - White/Brushed Silver.....	192.00	211.20	268.80	
	850708	Mason Floor Lamp - White/Brushed Silver.....	287.00	315.70	401.80	
Display						
	75030	Display Cube - Black - 12" Small.....	337.55	371.30	472.55	
	75031	Display Cube - Black - 18" Medium.....	361.30	397.45	505.80	
	75032	Display Cube - Black - 24" Large.....	409.70	450.65	573.60	
	72056	Display Counter - Black.....	338.00	371.80	473.20	
	75079	Orion Computer Kiosk - Black.....	N/A	N/A	N/A	

NAME OF SHOW: **INTL ASSN OF GOVT OFFICIALS ANNUAL CONF / JULY 19-20, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Boxwood Hedges						
_____	85030	7' Boxwood Hedge.....	568.00	624.80	795.20	_____
_____	85035	4' Boxwood Hedge.....	304.00	334.40	425.60	_____
Accessories						
_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	120.55	132.60	168.75	_____
_____	220118	Chrome Sign Holder.....	144.45	158.90	202.25	_____
_____	750135	Round Literature Rack.....	344.80	379.30	482.70	_____
_____	750136	Flat Literature Rack.....	296.10	325.70	414.55	_____
_____	220109	Chrome Coat Tree.....	88.15	96.95	123.40	_____
_____	220134	Aluminum Easel.....	60.25	66.30	84.35	_____
_____	220110	Chrome Bag Rack.....	203.55	223.90	284.95	_____
_____	10201484	Floor Standing Bulletin Board.....	234.25	257.70	327.95	_____
_____	220106	Corrugated Wastebasket.....	38.30	42.15	53.60	_____
_____	8502	Village Charging Hub.....	291.00	320.10	407.40	_____

Special Drape

☐ Black ☐ Blue ☐ White ☐ Gray ☐ Red

_____	12103	Special Drape 3'H (per ft.).....	27.25	30.00	38.15	_____
_____	12108	Special Drape 8'H (per ft.).....	36.00	39.60	50.40	_____

TOTAL COST		
_____	+	_____ = _____
Sub-Total	8.875% 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.

FREEMAN

(888) 508-5054 • Fax: (469) 621-5618
ExhibitorSupport@freeman.com

DISCOUNT PRICE
DEADLINE DATE
JUNE 21, 2021

NAME OF SHOW: **INTL ASSN OF GOVT OFFICIALS ANNUAL CONF / JULY 19-20, 2021**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

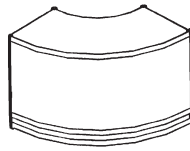
CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

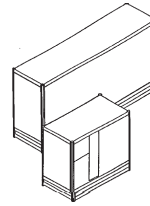
For fast, easy ordering, go to www.freeman.com/store.

CABINETS & LOCKS

RADIUS COUNTER (does not have doors)



CABINETS



Select Color

☐ Black Fabric

☐ Blue Fabric

☐ Gray Fabric

☐ White PVC

Qty	Description	Discount Price	Standard Price	Total
_____ 17305	1M x 1/2M x 36" High.....	\$782.40	\$1,095.35	_____
_____ 17306	1M x 1/2M x 42" High.....	\$782.40	\$1,095.35	_____
_____ 17308	2M x 1/2M x 36" High.....	\$944.40	\$1,322.15	_____
_____ 17309	2M x 1/2M x 42" High.....	\$944.40	\$1,322.15	_____
_____ 17310	1M Radius x 1/2MX36" H.....	\$1,327.70	\$1,858.80	_____
_____ 173011	1M Radius x 1/2MX42" H.....	\$1,327.70	\$1,858.80	_____
	(Radius Cabinets do not have doors)			
_____ 17301	Cabinet Lock.....	\$ 43.65	\$ 43.65	_____
	Inside Shelves Available . . . Quoted upon Request			

TOTAL COST

Sub-Total _____ + Tax (8.875%) _____ = TOTAL _____

***Remember to make a selection for items with checkboxes. Otherwise, a selection will be made for you.**

FROM THE GROUND UP

.....

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

Sustainability Tip:



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

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



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

PRESTIGE CARPET

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

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

Custom Options

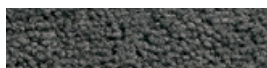
Prestige carpets can also be customized to fit your exhibit needs with unique logos, patterns and borders. Call the phone number on the Quick Facts for assistance.



*black**



cardinal



*charcoal**



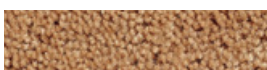
cream



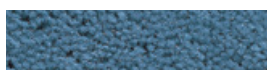
*gray pearl**



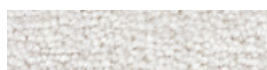
*navy**



toast



wedgewood



*white**

***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.



black



blue



gray



green



latte



midnight blue



plum



red



red pepper



tuxedo

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) 621-5618
ExhibitorSupport@freeman.com

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
JUNE 21, 2021**

NAME OF SHOW: **INTL ASSN OF GOVT OFFICIALS ANNUAL CONF / JULY 19-20, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

STANDARD SIZE CARPET & PADDING

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

10' CLASSIC CARPET, PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet	\$ 332.30	\$ 365.55	\$ 465.20	_____
_____	10' x 20' Classic Carpet	\$ 664.60	\$ 731.05	\$ 930.45	_____
_____	10' x 30' Classic Carpet	\$ 996.90	\$ 1,096.60	\$ 1,395.65	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 284.80	\$ 313.30	\$ 398.70	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 569.60	\$ 626.55	\$ 797.45	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 854.40	\$ 939.85	\$ 1,196.15	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 569.60	\$ 626.55	\$ 797.45	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 1,139.20	\$ 1,253.10	\$ 1,594.90	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 1,708.80	\$ 1,879.70	\$ 2,392.30	_____
_____	Plastic Covering (price per sqft).....	\$ 1.45	\$ 1.60	\$ 2.05	_____

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 \$ 6.75

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
		\$ 6.75	\$ 7.45	\$ 9.45	_____

TOTAL COST			
Sub-Total	+	8.875% Tax	= Total Cost

standard size carpet & padding

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ONLINE PRICE
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DEADLINE DATE
JUNE 21, 2021

NAME OF SHOW: **INTL ASSN OF GOVT OFFICIALS ANNUAL CONF / JULY 19-20, 2021**
COMPANY NAME: _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS: _____

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

CUT TO SIZE CARPET & PADDING

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

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

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

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

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

					Online Price	Discount Price	Standard Price	Total
1 - 700 sqft	Booth Size: _____ x _____ = _____ sqft				\$ 8.65	\$ 9.50	\$ 12.10	_____
Over 700 sqft	Booth Size: _____ x _____ = _____ sqft				\$ 7.95	\$ 8.75	\$ 11.15	_____

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
1 - 700 sqft	Booth Size: _____ x _____ = _____ sqft				\$ 11.75	\$ 12.95	\$ 16.45	_____
Over 700 sqft	Booth Size: _____ x _____ = _____ sqft				\$ 10.70	\$ 11.75	\$ 15.00	_____

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. @ \$ 3.00

Qty	Description	Price per sqft (90 sqft minimum)	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ 3.00	\$ 3.30	\$ 4.20	_____
_____	Carpet Padding-1/2" (Over 700 sq. ft.)		\$ 2.85	\$ 3.15	\$ 4.00	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ 6.00	\$ 6.60	\$ 8.40	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ 5.70	\$ 6.25	\$ 8.00	_____

TOTAL COST

Sub-Total	+	8.875% Tax	=	Total Cost
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SEEING IS BELIEVING

.....

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

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



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

CREATING VISUAL EXCITEMENT

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

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

DEPTH OF RESOURCES

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

REPRODUCTION AND INSTALLATION

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



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**DISCOUNT PRICE
DEADLINE DATE
JUNE 21, 2021**

graphics

NAME OF SHOW: **INTL ASSN OF GOVT OFFICIALS ANNUAL CONF / JULY 19-20, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

GRAPHICS

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

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

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sqft
\$ 28.70 per sqft discount price
sqft x or = \$ _____
\$ 43.05 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 _____

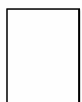
PMS Colors _____

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"	67.65	101.50 =	_____
7" x 22"	70.95	106.45 =	_____
7" x 44"	87.05	130.60 =	_____
9" x 44"	111.95	167.95 =	_____
11" x 14"	67.65	101.50 =	_____
14" x 22"	88.20	132.30 =	_____
14" x 44"	175.35	263.05 =	_____
22" x 28"	175.35	263.05 =	_____
28" x 44"	258.10	387.15 =	_____
20" x 60"	N/A	N/A =	_____

(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	+	8.875 % 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

• Files below 10 MB can be delivered via email. Larger files may be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (888) 508-5054 for assistance.

UNION JURISDICTIONS FOR NEW YORK

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

TEAMSTER UNION:

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

CARPENTERS UNION:

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

EXPOSITION WORKERS:

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

ELECTRICAL UNION:

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

WHAT CAN EXHIBITORS DO WITHOUT UNION PERSONNEL?

Contrary to popular belief, exhibitors are allowed to do some work within the privacy of their own booths. Exhibitors may install and dismantle their own exhibit and lay their own carpet in their own exhibit area as long as the booth size is 100 sqft (10'x10') or less and the following conditions are met: 1) The set-up can be reasonably accomplished in 1/2 hour or less; 2) No tools are used in the assembly or dismantle; 3) Individuals performing the work must be full time employees of the exhibiting company and carry identification to verify this fact. Exhibitors are allowed to unpack and repack their own products (if in cartons, not crates) and are allowed to do technical work on their machines, such as balancing, programming, cleaning of machines, etc. Exhibitors may "hand carry" for use nothing larger than a two wheel baggage cart (rubber or plastic wheels only) to move their items. Exhibitors may move a "pop-up" display (equal or less than 10' in length) capable of being carried by hand by one person. The individuals moving the items must be full time employees of the exhibiting company and must carry identification to verify this fact. We hope the above will help you. If you are in doubt, do not wait until you get to the show to ask questions. Call the Show Manager or Freeman before hand.

GENERAL INFORMATION:

FLAMEPROOFING:

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

INSURANCE:

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

LET US DO THE HEAVY LIFTING

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



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

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

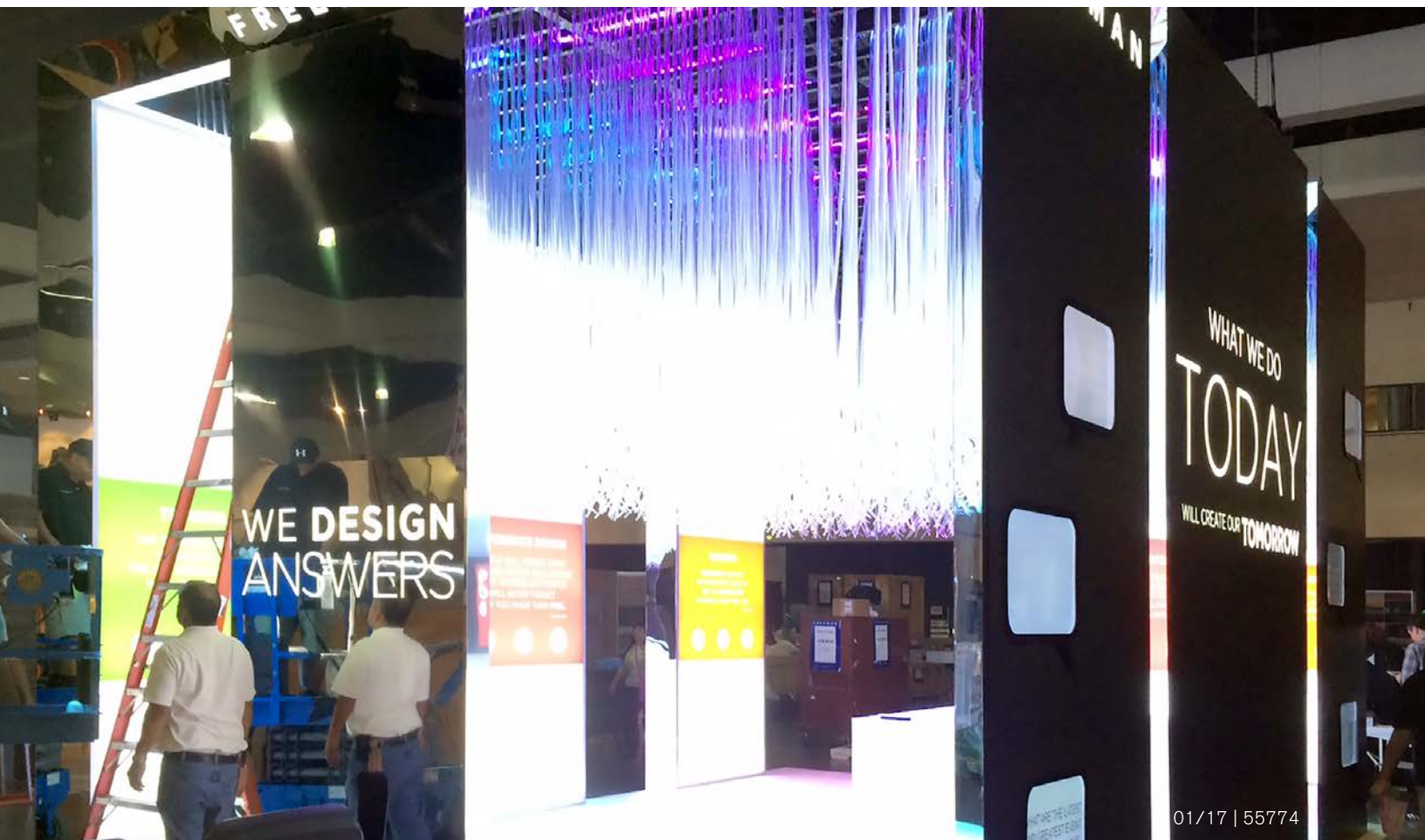
- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations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

ON-SITE SUPERVISION

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

If You Use Freeman Staff

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



FREEMAN

(888) 508-5054 Fax: (469) 621-5618

ExhibitorSupport@freeman.com

NAME OF SHOW: **INTL ASSN OF GOVT OFFICIALS ANNUAL CONF / JULY 19-20, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

INSTALLATION & DISMANTLE LABOR

Description	Advance Price	Show Site Price
Straight Time: 8:00 AM to 4:30 PM Monday through Friday.....	\$221.25	\$309.75
Overtime: 4:30 PM to 8:00 AM Monday through Friday , All day Saturday.....	\$278.25	\$389.75
Double Time: Sunday and Holidays	\$338.25	\$473.75

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

- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
- 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) = \$ _____						
8.875% Tax = \$ _____						
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) = \$ _____						
8.875% Tax = \$ (N/A)						
Total Dismantle = \$ _____						

NAME OF SHOW: **INTL ASSN OF GOVT OFFICIALS ANNUAL CONF / JULY 19-20, 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:

- | | |
|---|--|
| <input type="checkbox"/> 1 Day: Delivery next business day | <input type="checkbox"/> Standard Ground |
| <input type="checkbox"/> 2 Day: Delivery by 5:00 PM second business day | <input type="checkbox"/> Specialized: Pad wrapped, uncrated or truckload |
| <input type="checkbox"/> Deferred: Delivery within 3-5 business days | |

Freight Charges:

☐ Same as ship to

Bill To: _____

Select Shipment Options (if applicable)

- | | |
|--|---|
| <input type="checkbox"/> Have loading dock | <input type="checkbox"/> Lift gate required |
| <input type="checkbox"/> Inside delivery | <input type="checkbox"/> Air ride required |
| <input type="checkbox"/> Pad wrap required | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Do not stack | |

In the event your selected carrier fails to show on final move-out day, please select one of the following options:

- ☐ Re-route via Freeman's choice
- ☐ Deliver back to the warehouse at exhibitor's expense

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



EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



Sheraton®

NEW YORK
TIMES SQUARE
HOTEL

NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS		ORDERED BY		

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered by the days rented. Please include applicable Sales Tax on equipment rental.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax.

Shipping Instructions – Mark any materials sent to the venue as follows:

1. Address Packages to: Sheraton New York Times Square, 811 Seventh Avenue, New York, NY 10019
2. Hold for Arrival - Attn: Guest's Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

Form Submission – Email completed forms to: sheratonexhibits@psav.com.

MONITORS

	PRICE	QTY	DAYS	TOTAL
■ 22"- 24" Desktop monitor	\$ _____	_____	_____	\$ _____
■ 32" LCD monitor	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand	<input type="checkbox"/> Speakers			
■ 46" LCD monitor	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand	<input type="checkbox"/> Speakers			
■ 55" LCD monitor	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand	<input type="checkbox"/> Speakers			
■ 70" LCD monitor	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand	<input type="checkbox"/> Speakers			

ACCESSORIES

	PRICE	QTY	DAYS	TOTAL
■ Laptop	\$ _____	_____	_____	\$ _____

RIGGING

All rigging requests should be placed using the [Rigging Request Form](#).

CUSTOM ITEMS

	PRICE	QTY	DAYS	TOTAL
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____

SPECIAL REQUESTS

Please add any items not listed above that you require.

\$324 Labor minimum applies on all orders.

All orders are subject to 25% Administrative Fee.

Sheraton New York Exhibits
Sheraton New York Times Square
811 Seventh Avenue, New York, NY 10019

■ office: 212.841.6451 ■ email: John.fahnestock@ecoreglobal.com

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EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



Sheraton®

NEW YORK
TIMES SQUARE
HOTEL

BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Internet

Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. _____

Adjacent
Booth
No. _____

Adjacent
Booth
No. _____

Adjacent Booth No. _____

Sheraton New York Exhibits
Sheraton New York Times Square
811 Seventh Avenue, New York, NY 10019

■ office: 212.841.6451 ■ email: John.fahnestock@ecoreglobal.com

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2021 Sheraton NY Audio Visual/Production Rules

Clients and Outside AV companies may operate in the ballrooms and meeting spaces when all the Hotel rules are followed. Additionally, a \$2,250.00 fee will be assessed each day for a dedicated liaison to supervise all production activity (full description on page 2). A summary of the labor rules are as follows:

- Sheraton techs have seniority at this property and therefore cannot be displaced by any outside tech. “Outside tech” herein is defined as any person doing dedicated AV work for all, or part, of a shift, regardless of their source. This includes, but is not limited to, techs with no seniority at this location, staff from another facility, and unpaid volunteer labor.
- One Sheraton tech must be employed for every two outside techs in the categories of Audio, Video, Standard (Non-Intelligent) Lighting & General AV. This is commonly referred to as the “2 to 1 rule.” This calculates as 1:1, 2:1, 3:2, 4:2, 5:3, 6:3, 7:4, 8:4 and so on where the first number is an outside tech and the second number is a Sheraton Tech. Excluded positions include (but are not limited to) TD, Intelligent Lighting Set/Programming/Op, and Staging/Scenery Set or Strike.
- For the purposes of this document, Pipe & Drape under 13' in height is not included in Scenery.
- Shifts are to run concurrently with outside techs. You must have Sheraton Techs employed from the moment you push gear off the elevator until the time you push out. This includes set, strike, show and rehearsal hours.
- Sheraton Techs work 8 hour shifts inclusive of a paid 1 hour break. The client will be billed at the published PSAV rates for straight, overtime and doubletime. Failure to provide 1 hour meal break, or outside techs working while HTC Techs are on their meal break will result said time being added to the final invoice at prevailing rates.
- Shifts are offered on a seniority basis; therefore Encore cannot guarantee the same technician(s) from one day to the next. If you indicate that you require a specific skillset, we will make every effort to accommodate that request, based on the seniority of available technicians.

Other Important Information

- PSAV owns, and has exclusive rights to, all rigging points in the ballrooms. All rigging is to be performed by PSAV. Riggers work in pairs (with 1 rigger per shift always being a “Lead Rigger” at + \$5/hr base rate) with an 8 hour minimum at the published Encore rates for straight, OT and DT. Rigging Labor is under the jurisdiction of a different union. Therefore riggers do not count toward the 2:1 labor schedule
- Sheraton Techs can help push in and out once gear is off the freight elevator and inside the venue but cannot be on the truck, the dock or the street.
- It is the responsibility of the outside AV provider to supply all necessary tools, supplies, and PPE. PSAV does not guarantee availability of any of these items. Based on availability, we can provide these for commensurate fees.
- The all quoted rates do not include 25% administrative fee or applicable state and local taxes and are subject to change, including but not limited to contractually determined annual pay raises.
- The Sheraton AV techs will take assignments from the designated manager/TD brought in for the event. It is the responsibility of that individual to assign techs for sound, video, lights and similar. They should set breaks, meals and similar for the HTC techs.
- For shifts longer than 7 hours, the next rate scale applies after the 7th hour, regardless of time of day. (7a-4p on a Monday = 7 ST and 2 OT. The same shift on a Saturday would bill out at 7 OT and 2 DT)

DAY	HOURS	SET / STRIKE	OPERATING	RIGGING
M-F	7am - 7pm	\$175.00 / Hour	\$180.00 / Hour	\$210.00 / Hour
M-F	7pm - 12pm	\$262.50 / Hour	\$270.00 / Hour	\$315.00 / Hour
M-F	12am - 7am	\$350.00 / Hour	\$360.00 / Hour	\$420.00 / Hour
SAT & SUN	7am - 7pm	\$262.50 / Hour	\$270.00 / Hour	\$315.00 / Hour
SAT & SUN	7pm - 7am	\$350.00 / Hour	\$370.00 / Hour	\$420.00 / Hour
HOLIDAY	All Day	\$350.00 / Hour	\$370.00 / Hour	\$420.00 / Hour

2021 Encore Required Project Manager



Eliminate Worry with an Encore Project Manager

An Encore Project Manager serves as the ultimate liaison, coordinating the efforts of Encore, the venue, your team and any other contributing entities. The PM will go beyond planning event technology to ensure every aspect of the gathering is handled with care.

Who Are Encore Project Managers?

Our Project Managers are hand-picked, highly trained specialists with expertise in all facets of audiovisual technology and a proven track record of managing successful events.

How Will Your PM Save You Money?

By working with all entities of the event, your Encore PM gains a holistic perspective, enabling the PM to maximize efficiency and save money. Not only can the PM optimize technology to cut costs, but the PM can also plan equipment needs early to avoid expensive last-minute requests. The PM can also recommend agenda and script revisions in advance to avoid unforeseen overtime.

Gain Confidence and Peace of Mind

- By participating in all stages of event planning, from preliminary program discussions through execution, your PM ensures all event aspects are planned and prepared for in advance and are successfully executed.
- The PM's involvement every step of the way ensures your vision is fully understood and effectively brought to life.
- As an event technology specialist, your PM can introduce new technical trends, propose enhancements, affirm that what is discussed in the planning stages is possible in the event space, and can recommend technology solutions where they may not have been considered.
- An Encore PM serves as the on-site single point of contact, coordinating between all interested parties, so you don't have to.

Let your Encore Project Manager supervise planning and handle the stress, so you can focus on enjoying the event.





Electrical Services Order Form

Sheraton New York Times Square Hotel
Convention Service Department
811 Seventh Avenue
New York, NY 10019

Original order form and payment in U.S. Dollars must be postmarked **15 Days** prior to installation date noted below.
If you would like to pay via credit card, an email will be sent to you for payment by your CS manager.

Show/Meeting Name:		Show /Meeting Date(s):	
Install Date & Time:		Removal Date & Time:	
Company Name:		Booth No. and /or Meeting Room:	
Address:		City	State
Telephone/Fax:		Email:	On Site Contact:

Standard rates are inclusive of labor.

A late charge will apply to all orders received within 10 days prior to installation date.

QUAD BOX AND POWER STRIP PRICING, IS BASED UPON THE AMOUNT OF AMPS NEEDED. SEE PRICES BELOW FOR 115 VOLTS / SINGLE PHASE.

Outlets Item	Number Needed	Standard Rate	Late Charge	On-Site Charge	Cost
115 Volts Single Phase					
20 Amps		\$140.00	\$175.00	\$200.00	
25 Amps		\$160.00	\$190.00	\$225.00	
30 Amps		\$180.00	\$200.00	\$250.00	
40 Amps		\$200.00	\$225.00	\$275.00	
50 Amps		\$250.00	\$250.00	\$295.00	
208 Volts Single Phase	Number Needed	Standard Rate	Late Charge	On-Site Charge	Cost
20 Amps		\$275.00	\$325.00	\$350.00	
25 Amps		\$300.00	\$345.00	\$375.00	
30 Amps		\$325.00	\$365.00	\$395.00	
40 Amps		\$340.00	\$375.00	\$425.00	
50 Amps		\$350.00	\$395.00	\$450.00	
208 Volts Three Phase	Number Needed	Standard Rate	Late Charge	On-Site Charge	Cost
20 Amps		\$270.00	\$300.00	\$350.00	
25 Amps		\$310.00	\$350.00	\$375.00	
30 Amps		\$330.00	\$365.00	\$400.00	
40 Amps		\$350.00	\$385.00	\$425.00	
50 Amps		\$370.00	\$410.00	\$450.00	
Special Items	Number Needed	Standard Rate	Late Charge	On-Site Charge	Cost
Heavy Voltage / Three Phase					
100 Amps		\$510.00	\$545.00	\$585.00	
200 Amps		\$910.00	\$945.00	\$985.00	
400 Amps		\$1710.00	\$1745.00	\$1785.00	
Track Lights/Spot Lighting/ Light Extensions	Number Needed	Standard Rate	Late Charge	Late Charge	Cost
115 V / 750 W / 20 A		\$85.00	\$120.00	\$160.00	
115 V / 1000 W / 20 A		\$100.00	\$135.00	\$175.00	
115 V / 1500 W / 20 A		\$110.00	\$145.00	\$185.00	

SPECIAL NOTICE!!

New York City Code requires that no electrical equipment or apparatus be connected unless it conforms to its electrical code. Hotel will supply electrician to correct any minor infractions at stated labor cost.

WIRING REGULATIONS BASED ON THE ELECTRICAL CODE OF THE CITY OF NEW YORK

- * All electrical apparatus and splices must be installed in a metal enclosure to prevent emission of sparks
- * All metal raceways, Metal lighting fixtures, metal housings of electrically powered equipment shall be grounded.
- * All extension cables shall be 3-wire SJ cord or other approved type and not more than 20 ft. long. One of the wires with green colored insulation is to be used as a ground. Cable must be large enough for the load and have grounded male plug.
- * Flexible cords and cables less than No. 14 gauge wire shall not be permitted.

PLEASE INCLUDE TAX ON ALL ORDERS

Saturdays, Sundays & Holidays (Premium Rate) there will be an additional \$150.00 charge for on-site orders.

Sub Total (Electrical Chgs)	
Premium Rate	
Sub Total	
25% Service Charge (taxable)	
8.875% Sales Tax	
Grand Total	

--

SHERATON NEW YORK HOTEL
Electrical and Cable Services Request Form

Service Order Information

1. **Payment and credit card information for service must accompany service request or order will not be processed.**
2. Date payment is received shall determine actual payment due.
3. Incomplete information regarding hook-up or power requirement will delay processing, as all pre-orders will be completed first.
4. Room or booth number (s) must be identified in the appropriate field on the front of this form.
5. Third party billing is not allowed.
6. Credit will not be given for electrical service installed and not used. Services cancelled prior to installation will be subject to cancellation fee of 25% of the total amount ordered.
7. Claims will not be considered unless filed prior to close of meeting and/or exposition at SNY Event Services Office. Non -receipt of service must be reported to SNY Event Services prior to close of the day for verification and consideration.
8. Unpaid balances are subject to past due penalties.

Important Rules and Regulations

1. No one other than SNY electricians can make any electrical connections or install/remove cable or fixtures.
2. Unless otherwise noted, all material and equipment furnished by the SNY for services shall remain the property of the SNY and shall be removed only by the SNY at the closing.
3. Permanent building utility outlets are the property of SNY and plugging into these outlets is strictly prohibited.
4. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in any part of the SNY is prohibited.
5. All cords must be of three-wired type. All exposed noncurrent-carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
6. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
7. Electrical power for lights and displays will be turned on one hour prior to show opening and turned off at show closing.
8. Unless otherwise directed, SNY installers are authorized to cut floor coverings to permit installation of services.
9. For voltage fluctuations or power failure the SNY is not responsible for temporary conditions.
10. All electrical service connections (110 V) include 4 female outlets.

Voltage Requirements

Alternating current only. (Current available, single phase 60 cycle approximately 115 Volts, single phase 60 cycle approximately 208 Volts, 3 phase 60 cycle approximately 220 Volts.) Please indicate amperes per phase leg; voltage, and number of phase required. All prices for equipment and labor quoted are subject to change.

Liability and Insurance

The SHERATON NEW YORK HOTEL will not be responsible for any injury, loss or damage that may occur to the guest/exhibitor, the guest/exhibitor's employees or property on both or to any other person, prior during, or subsequent to the period covered by the exhibit/meeting contract, provided said injury, loss or damage is not caused by the hotel. Each exhibitor expressly releases the hotel from such liabilities and agrees to indemnify the hotel against any and all claims for such injury, loss or damage. Exhibitors who wish to carry insurance on their exhibits must place it at their own expense. All terms, conditions, rules, regulations and pricing are non-negotiable.

I have read, understood and I agree to all of the above,

Name: _____
(Please Print)

Signature: _____

Date: _____



Sheraton®

NEW YORK
TIMES SQUARE
HOTEL

2019 Telephone & Internet Services

ORDER INFORMATION

- Order form must be received by hotel a minimum of 14 business days prior to event
- Installation date and time cannot be guaranteed on all orders placed within 48 hours of installation date.
- Attached form must be completed with all information to be accepted
- Once form is completed and submitted, a credit card link will be sent for completion 7 days prior to the group arrival to the hotel.

BILLING

- Orders cancelled with less than 48 hours notice will incur a 50% cancellation fee.
- No refunds on installed lines

LABOR

- Premium Labor Rates at \$150 per hour apply for installations occurring on weekends, holidays and weekdays before 7AM and after 5PM.
- Re-location of line request will be charged at the labor rate of \$150 per hour, minimum one (1) hour in addition to line charge. That is to say, once your lines are installed, and you wish to change their location, this labor rate applies to re-locate your lines

ADDITIONAL INFORMATION

- 3rd Party lines are ordered through a 3rd Party Vendor, i.e. Verizon (212) 877-1271.
- Digital Speaker Telephones are required for multi conference call, speed dialing and other special program features.
- In the event of loss or damage to equipment, a replacement cost of \$125 for single line set, \$275.00 for standard speaker set.
- Local and Long Distance Charges will apply

**Sheraton®**NEW YORK
TIMES SQUARE
HOTEL**2019 Telephone & Internet Services Order Form**

Show/Meeting Name:		Show/Meeting Date(s):		
Installation Date & Time:		Removal Date & Time:		
Company Name:		Booth No./ Meeting Room:		
Address:		City	State	Zip
Telephone:	Email:	On Site Contact:		
Type of Service	Amounted Requested	Regular Price	On-Site Ordered	Total
DID Telephone Line		\$190.00	\$220.00	\$
Telephone (Instrument)		\$40.00	\$90.00	\$
Speaker Telephone (Instrument)		\$115.00	\$165.00	\$
Digital Multiline (Instrument)		\$300.00	\$325.00	\$
Broadband Internet Access; Hardwire Line		\$750.00	\$1000.00	\$
Additional Broadband Internet Lines (after first); Hardwire Line		\$175.00	\$250.00	\$
High Speed Wireless Internet; Up to 5 Users		\$250.00	\$300.00	\$
High Speed Wireless Internet; Up to 50 Users		\$750.00	\$800.00	\$
High Speed Wireless Internet; Up to 100 Users		\$1200.00	\$1250.00	\$
High Speed Wireless Internet; Above 100 Users		CALL FOR QUOTE	CALL FOR QUOTE	
Polycom Conference phones are available through PSAV. Please call (212) 841-6451 to order.				
Additional Labor rate of \$150 per hour for installations during weekdays before 7am and after 5pm and holidays. Additional Labor rate of \$150 per hour for relocation requests once installation has been completed.		Subtotal		\$
		25% Service Charge (taxable)		\$
		8.875% NY Tax		\$
		Total		\$

EMAIL THIS COMPLETED FORM TO YOUR EVENT MANAGER