



IEEE MTT-S International Microwave Symposium

IMS2022 Exhibitor Planning Guide



IEEE



MTT-S™
IEEE MICROWAVE THEORY &
TECHNIQUES SOCIETY

Welcome

Dear IMS exhibitor,

Welcome to the 2022 IEEE MTT-S International Microwave Symposium! We are excited for your company to be participating in the world's leading RF and Microwave conference and exhibition.

This guide is intended to help answer your show production questions and to help you get the most out of your investment. Our goal is to provide you with an at-a-glance reference document for all planning and logistical aspects of IMS2022 to make your participation as easy and as cost effective as possible.

This Exhibitor Planning Guide serves as a roadmap to a successful show for your company. This is intended to be a comprehensive resource, but you may need to reach out to individual service providers for specific instructions on orders and pricing. In addition, the [IMS website](#), the [IMS Sponsorship Guide](#), and the [Freeman Online](#) console are important resources to use in your show planning.

Please know that all of us at Horizon House are here to assist you with your IMS participation and are available to answer any questions that you may have.

We look forward to working with you on IMS2022.

Carl Sheffres
Group Director Media & Events



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Decorator Information, Shipping Labels and Order Forms follow page 8.

General Information

IMS2022 Exhibit Team Contacts:

Questions? Contact any member of the Exhibition Management team:

Kristen Anderson	Exhibition Coordinator	kanderson@horizonhouse.com
Mike Hallman	Sales Manager	mhallman@horizonhouse.com
Janine Love	Exhibition Director	jlove@horizonhouse.com
Carl Sheffres	Group Director Media & Events	csheffres@horizonhouse.com

IMS Overview:

Location:

Colorado Convention Center
700 14th St, Denver, CO 80202
Phone: (303) 228-8000

Exhibition Hours:

Tuesday, 21 June	09:30 to 17:00
Wednesday, 22 June	09:30 to 18:00, <i>Industry-Hosted Cocktail Reception 17:00 to 18:00</i>
Thursday, 23 June	09:30 to 15:00

Conference:

Sunday, 19 June – Friday, 24 June

On-Site Registration:

On-site registration for all IMS events is located in Lobby A of the Colorado Convention Center.

Saturday, 18 June	08:00 - 17:00
Sunday, 19 June	07:00 - 18:00
Monday, 20 June	07:00 - 18:00
Tuesday, 21 June	07:00 - 18:00
Wednesday, 22 June	07:00 - 18:00
Thursday, 23 June	07:00 - 16:00

Exhibitor Move-In/Move-Out:

Move-In Dates

Saturday, 18 June	09:00 to 17:00 - Islands 400 sq. ft. and up
Sunday, 19 June	09:00 to 17:00 - All booths
Monday, 20 June	09:00 to 17:00 - All booths

All exhibits must be fully installed by 17:00 on Monday, 20 June

Move-Out Dates

Thursday, 23 June	15:00 to 17:00 - All booths
Friday, 24 June	08:00 to 13:00 - All booths

These dates and times are accurate as of printing. To confirm, please refer to the [current schedule](#) on the show website. For information and helpful hints on procedures, move-in and move-out, please go to <https://www.freemanco.com/store/faqs>

Exhibitor Timeline:

[View important deadlines.](#)

General Information

Denver Area & Housing

Hotel Information:

A variety of accommodations have been reserved for IMS attendees and exhibitors. Take advantage of discounted rates by booking through the IMS Housing Bureau. [Book your hotel room by 16 May 2022.](#)

Convention Center Parking:

The Colorado Convention Center provides access to a 665 space onsite covered parking garage. They offer contactless payment through text or QR code. Once you have parked, walk up to any pay machine and scan the QR code or use the text prompt to purchase parking. [Click here for more parking information.](#) The Colorado Convention Center is within walking distance to all the hotels in the block. Shuttle service from hotels to the Colorado Convention Center is not provided.

Booth Set-up and Production:

Labor Information:

Denver has specific labor guidelines that exhibitors are encouraged to become familiar with. Understanding what work exhibitors are allowed to perform can yield significant savings. See the [Union Jurisdictions Colorado form](#) in the Freeman section of this manual.

Rules & Regulations:

Have any questions about what is allowed as part of your booth? Please refer to the [Rules and Regulations governing the exhibition and exhibitor.](#)

Shipping Information:

Advance Warehouse Shipment

We strongly recommend that you ship to the warehouse to ensure that your shipment is at your booth when you arrive at the CCC. Shipments must arrive at the advance warehouse between 20 May and 14 June 2022.

Direct Show Site Shipment

Shipments will not be accepted at the Colorado Convention Center prior to 16 June 2022 [Advance](#) & [Direct Shipping Labels](#)

Exhibitor Services:

Information you'll need to plan for a successful event is available on the IMS website. The service providers listed below are identified as "Official," "Exclusive" and "Recommended."

- "Official" – service providers that have been named by IMS as the main supplier of a specific service. In some cases are also exclusive, i.e. electrical and material handling.
- "Exclusive" – service providers that the IMS participants are required to use because of agreements within the convention center.
- "Recommended" – service providers that show management recommends. Please note: IMS has relationships with these providers to ensure competitive pricing.

You may have received calls, faxes and/or emails from contractors not listed below. Note: they are NOT recommended by IMS2022. The official and recommended service contractors were selected for their ability to deliver quality services at competitive rates. You may order exhibitor services online, by fax or by mail using the links below. [Click here for Exhibitor Services.](#)

Save money by taking advantage of the discount deadline dates.

Freeman Discount Date: **23 May 2022**

Lead Retrieval Discount Date: **5 May 2022**

Electrical Services Discount Date: **1 June 2022**

Internet Services Discount Date: **1 June 2022**

Exhibitor Appointed Contractor (EAC) Information:

An Exhibitor Appointed Contractor (EAC) is any company other than one of the designated official contractors which an exhibitor wants to employ inside the exhibit hall before, during (by special pass and/or wristband), or after the show (Union Rules and Regulations apply).

[IMS exhibitors wishing to use an Exhibitor Appointed Contractor \(EAC\) must fill out and submit an EAC form.](#)

Exhibit Promotion and Attendees

Exhibitor Console:

The primary contact within your company has been sent information/instructions regarding your Exhibitor Console which is a key tool to your success and is included as part of your booth package. It is very important that you fill in your company's information in the console so attendees can learn about your company prior to arriving in Denver. Through the console, exhibitors will also access the registration system for booth staff badges. Should you have any questions regarding your console, please contact exhibits@horizonhouse.com.

For primary contacts only, [click here to access your company's Exhibitor Console](#).

Branding Opportunities:

Become a Sponsor:

Still trying to find the right IMS sponsorship opportunity for your company at the right price? There are many ways to enhance your company's presence at IMS2022 including delegate bag inserts, banners, light boxes, and the Welcome Reception. To view the full list and get all of the details please refer to the [Sponsorship Guide](#).



Additional Information

Secondary Company Listing:

The IMS secondary listing program is designed to accommodate exhibitors with multiple divisions represented in their booths. A secondary listing allows access to an Exhibitor Console for each represented division/company. The deadline date to request a Secondary Listing is 16 April 22 at \$500 per listing with a limit of two per 10x10 booth space rented.

[Click here for the Secondary Company Listing order form](#)

First Time Exhibitor Information:

IMS has an incentive program for companies who are participating for the first time. This is to ensure that your first year as an IMS exhibitor is the best experience possible. Note: This offer is available to first time exhibitors only.

[Click here for more information](#)

Exhibitor Lounge:

Need a place to get away and catch your breath? The exhibitor lounge, located in the Exhibit Hall, is for the exclusive use of all IMS2022 exhibitors. Stop by to take a break and enjoy a quiet moment to relax.

Exhibitor Lounge Dates:

Sunday, 19 June – Thursday, 23 June, 09:00 – 17:00 (09:00-15:00 on Thursday)

Press Lounge:

IMS offers a press lounge for all registered press and analysts. Exhibitors are invited to provide notices about press conferences, event invitations, and new product announcements. The press lounge also offers two private meeting rooms for one-on-one press meetings. The press lounge is located in the CCC. The room number will be posted on signage and communicated to registered members of the press via email.

Hours of operation for the press lounge are as follows:

Monday, 20 June	08:00 - 17:00
Tuesday, 21 June	08:00 - 17:00
Wednesday, 22 June	08:00 - 17:00
Thursday, 23 June	08:00 - 15:00

Meeting Rooms/Event Request Form:

Exhibitors may request function/meeting space at the Colorado Convention Center and the Hyatt Regency Denver Hotel. Requests must be authorized by IMS2022 prior to meeting room confirmation. Submit your event request form online for approval. Meeting rooms will be allocated on a first- come, first-served basis. Get your forms in early; assignments will be confirmed beginning in February 2022.

[Click here for the Event Request Form](#)

Food and Beverages

Centerplate Catering has exclusive catering, concession and liquor privileges at the CCC. It is not permissible for exhibitors to bring food and beverages into the CCC. Centerplate can be reached at 303-228-8050 for in booth catering.

Registration

Booth Personnel:

Booth staff badges are free of charge and exhibitors are allowed 5 per 100 square feet rented. Booth staff badges are required for access to the exhibit floor during set-up, before, during and after exhibit hours and during teardown. Each person working your booth must be registered; badges are required inside the convention center at all times. The exhibitor booth staff badge allows you to attend the RFIC/IMS plenary session at the conference and the Welcome Reception on Monday, 20 June. The main exhibitor contact registers all booth staff through the exhibitor console.

Registration Promotional Codes:

IMS provides a number of discounted registration options for exhibitors to distribute internally to staff or to provide to customers and/or clients. Free Exhibition passes for customers are unlimited, conference discounts are company specific and are allocated based on the amount of square feet purchased.

Exhibitor Staff Conference Discounts

Each exhibitor has access to conference pass discounts for their employees in the Exhibitor Console. These badges will read “Exhibitor Conference” and reflect the name of the company who is renting the booth. To redeem the discount, first register the employee as booth staff, then click on the left hand side menu option “Discounted Conference Pass” to assign conference passes to employees and pay. Note that discounted conference passes do not count towards your booth staff quota (of 5 employees per 10x10).

- •\$125 IMS Sessions Pass (1 per 10x10) access to all IMS sessions and proceedings
- •\$515 IMS Session Pass (2 per 10x10) access to all IMS sessions and proceedings

Exhibitor Customer Expo Discounts

Invite an unlimited number of customers, prospects, colleagues, and employees to attend the exhibition for free using these coupon codes. Attendees will register themselves through the registration portal and enter your company's unique coupon code for a free EXPO pass (\$25 value). Access your custom code in the “Invite Customers” part of Exhibitor Registration (accessed through your Exhibitor Console). You can also send custom invitations containing the free code to customers directly from the exhibitor registration pages.

Visa Letter:

Visa support letters are provided for exhibitors upon request. [Click here](#) to submit a request, and contact exhibits@horizonhouse.com with any questions.



Connecting Minds. Exchanging Ideas.

HEALTH AND SAFETY

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

BOOTH EQUIPMENT

Each 10'x 10' booth will be set with 8' high white and grey back drape and 3' high white side drape. Booths 300 sqft or less will receive a 7" x 44" identification sign. Booths larger than 300 sqft may receive a 7" x 44" identification sign upon request.

EXHIBIT HALL CARPET

Show Management requires all exhibitors provide flooring for their booth. Rental carpet is available through Freeman.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by May 23, 2022.

EXHIBITOR FREQUENTLY ASKED QUESTIONS

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

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Saturday	June 18, 2022	9:00 AM - 5:00 PM
Sunday	June 19, 2022	9:00 AM - 5:00 PM
Monday	June 20, 2022	9:00 AM - 5:00 PM

EXHIBIT HOURS

Tuesday	June 21, 2022	9:30 AM - 5:00 PM
Wednesday	June 22, 2022	9:30 AM - 5:00 PM
Thursday	June 23, 2022	9:30 AM - 3:00 PM

EXHIBITOR MOVE-OUT

Thursday	June 23, 2022	3:00 PM - 5:00 PM
Friday	June 24, 2022	8:00 AM - 1:00 PM

EXHIBITOR SERVICE HOURS

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

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Friday, June 24, 2022 at 1:00 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 Friday, June 24, 2022 at 11:00 AM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

POST SHOW PAPERWORK AND LABELS

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

EXCESSIVE TRASH AND BOOTH ABANDONMENT

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

SERVICE CONTRACTOR CONTACTS / INFORMATION:**FREEMAN**

[Contact Us](#)

FREEMAN EXHIBIT TRANSPORTATION

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by May 23, 2022.

Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - **before, during and after** your show.

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

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

SHIPPING INFORMATION

Warehouse Shipping Address:

_____/____ (Exhibiting Company Name/Booth #)

IMS 2022

C/O Freeman
4493 Florence St
Denver, CO 80238

Freeman will accept crated, boxed or skidded materials beginning Friday, May 20, 2022, at the above address. Material arriving after June 14, 2022 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Show Site Shipping Address:

_____/____ (Exhibiting Company Name/Booth #)

IMS 2022

C/O Freeman

Colorado Convention Center

700 14th St

Denver, CO 80202

Freeman will receive shipments at the exhibit facility beginning Thursday, June 16, 2022. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

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

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

PURCHASE TERMS

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

LABOR INFORMATION

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

ASSISTANCE

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

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES

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

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by May 23, 2022.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

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

Interested in going green and saving money?

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



1 BEFORE THE SHOW booth structure

Option 1 Multiple Use

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

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

Option 2 One-time Use

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

2 carpet

Option 1 Rent

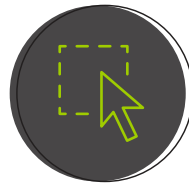
Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

Option 2 Color

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



3 shipping



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



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



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

4 graphics

Option 1 Multiple Use

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

Option 2 One-time Use

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

5 printing



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



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



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

6

ON SITE

save energy



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



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



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



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.



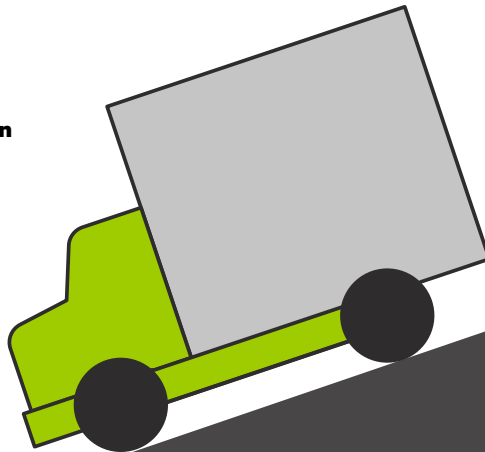
leftover materials

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

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Guidelines for Display Rules and Regulations

2019 North American Update



Made possible by a generous grant from
FREEMAN®

The following **Guidelines for Display Rules and Regulations** have been established by the International Association of Exhibitions and Events® (IAEE) to assist in promoting continuity and consistency among North American exhibitions and events. This revised 2019 edition is offered as a resource for exhibition and event organizers to use in creating consistent and fair exhibiting standards for their events.

Recognizing that every show is unique, IAEE presents the information contained within as recommendations or suggestions for exhibiting standards each Organizer should consider. Organizers are encouraged to review the **Guidelines** and then develop their own show-customized set of exhibiting rules and regulations based on the individual features of their specific exhibition or event.

Once an Organizer has finalized their show's official set of display rules, it is good practice to provide access to a digital copy within the show's exhibitor prospectus, an exhibitor services kit, and the official rules and regulations pertaining to exhibitor participation. By providing exhibitors with the professional standards expected of their displays and participation, they will be prepared to properly design, build and plan their booth's layout and content allowing for an environment where all exhibitors will have the opportunity for successful interaction with their audiences.

Important Note: Although compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements have been addressed, Organizers should always check with exhibition service contractors and the facility for specific details on local regulations and requirements.

*IAEE is a global association that serves as the foremost authority on exhibitions and events management and operations, and these **Guidelines** are the model for most North American exhibitions and events but in all instances, organizations should consult their legal counsel. In no event shall IAEE be held liable for damages of any kind in connection with the material, methods, information, techniques, opinions or procedures expressed, presented, or illustrated in these **Guidelines** or related materials.*



International
Association of
Exhibitions and Events®

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IAEE has identified two distinctly different styles of show display regulations. One style is “Line-of-Sight” while the second is “Cubic Content.” Organizers should decide which style is best suited to their event or designated section of the event.

LINE-OF-SIGHT STYLE

Line-of-Sight display rules provide restrictions on certain areas of booths to allow attendees to view neighboring booths in their line of sight as they walk the floor. There are a variety of booth types, and each one is addressed below with specific insight on how to implement Line-of-Sight regulations.

LINEAR BOOTH

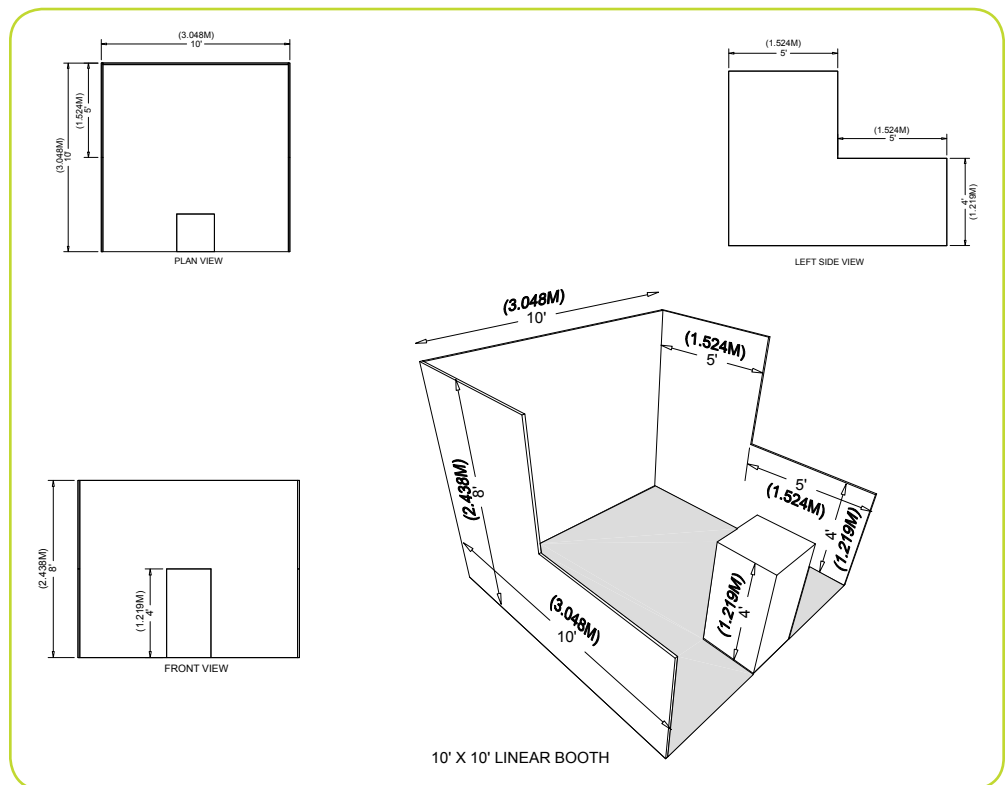
The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified to prevent display materials from imposing on neighboring exhibits behind the back wall.

Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc., display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.

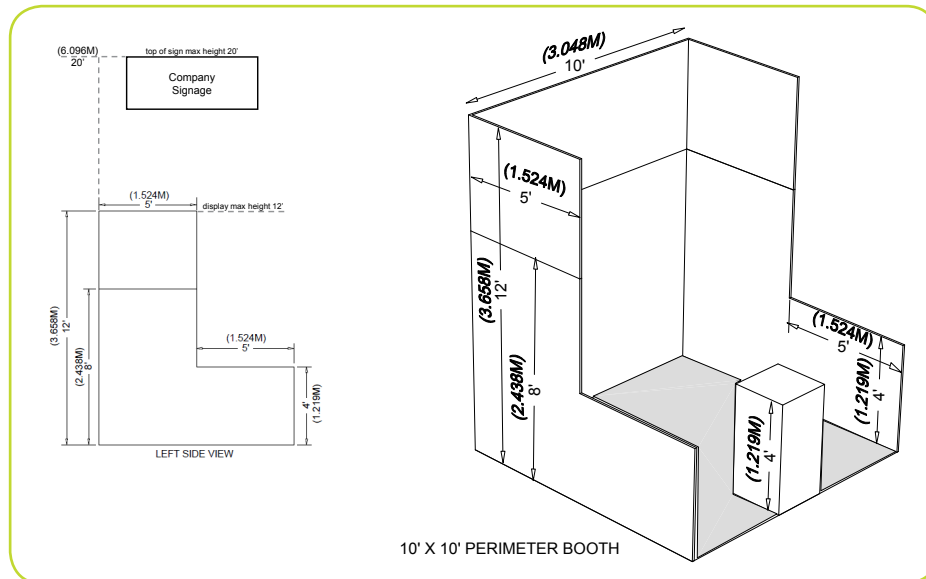


CORNER BOOTH

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All guidelines for Linear Booths apply.

PERIMETER BOOTH

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

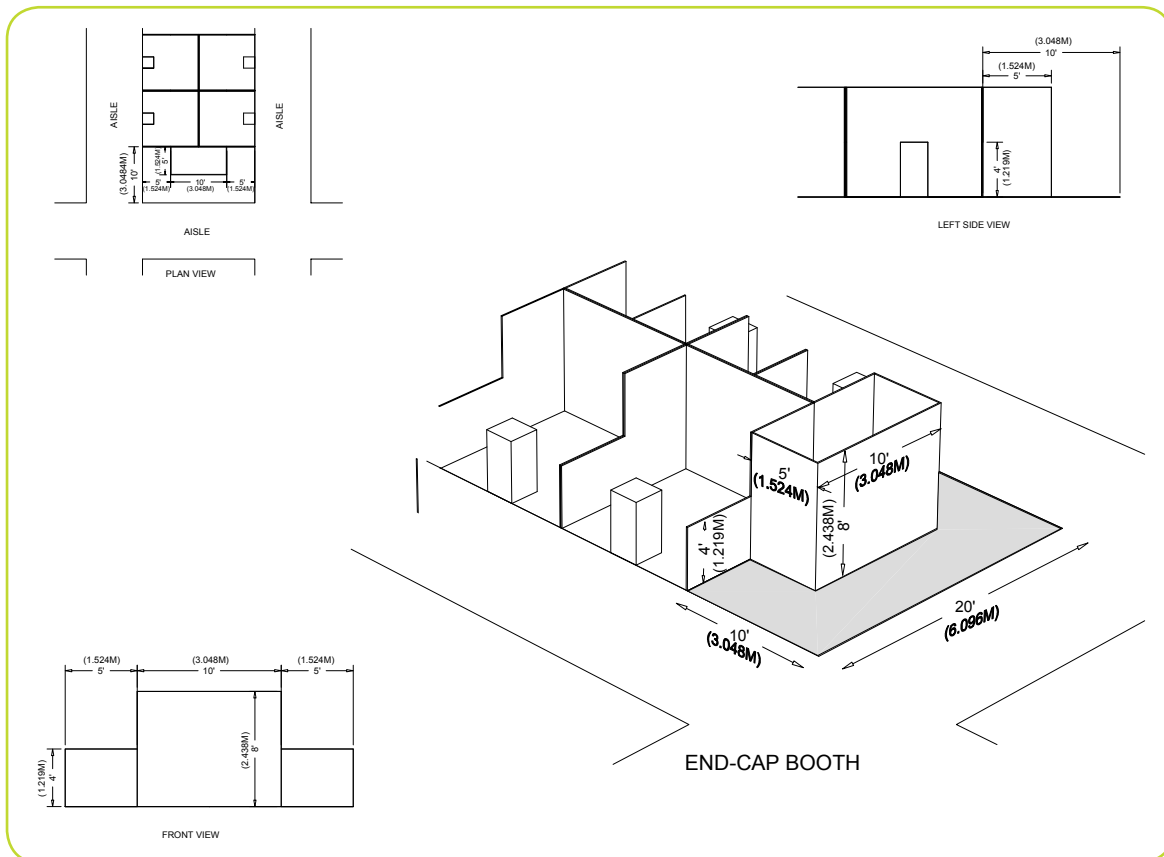


Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height for Perimeter Booths is 12ft (3.66m).

END-CAP BOOTH

An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For shows that have Line-of-Sight rules and not Cubic Content, this configuration must follow the dimensions below. Organizers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits. (In most cases, this booth style is not recommended due to the Line-of-Sight issues, and Organizers should be aware of these challenges when using them.)

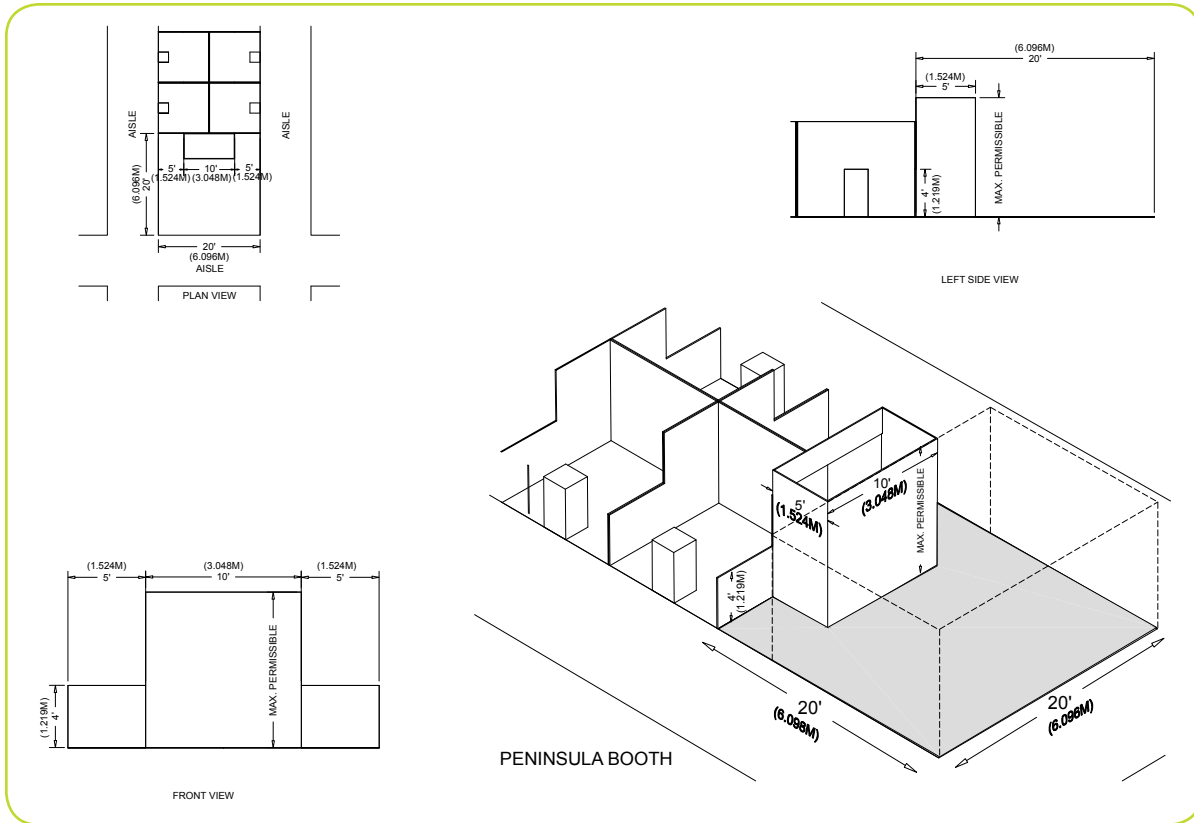


Dimensions and Use of Space

End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum backwall width allowed is 10ft (3.05m) at the center of the backwall with a maximum 5ft (1.52m) height on the two side aisles. Within 5ft of the two side aisles, the maximum height for any display materials is 4ft.

PENINSULA BOOTH

A Peninsula Booth is exposed to aisles on three sides. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth which is referred to as a “Split Island Booth.”

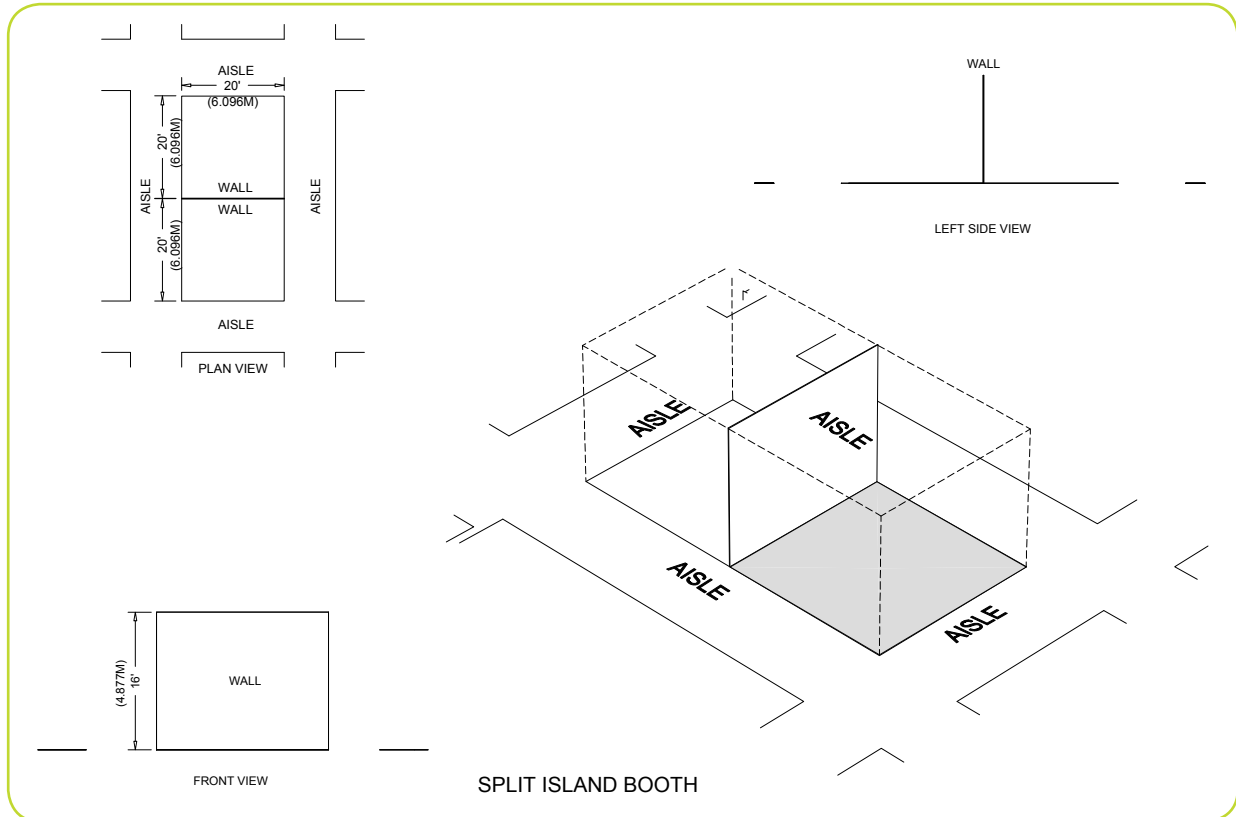


Dimensions and Use of Space

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

SPLIT ISLAND BOOTH

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth.

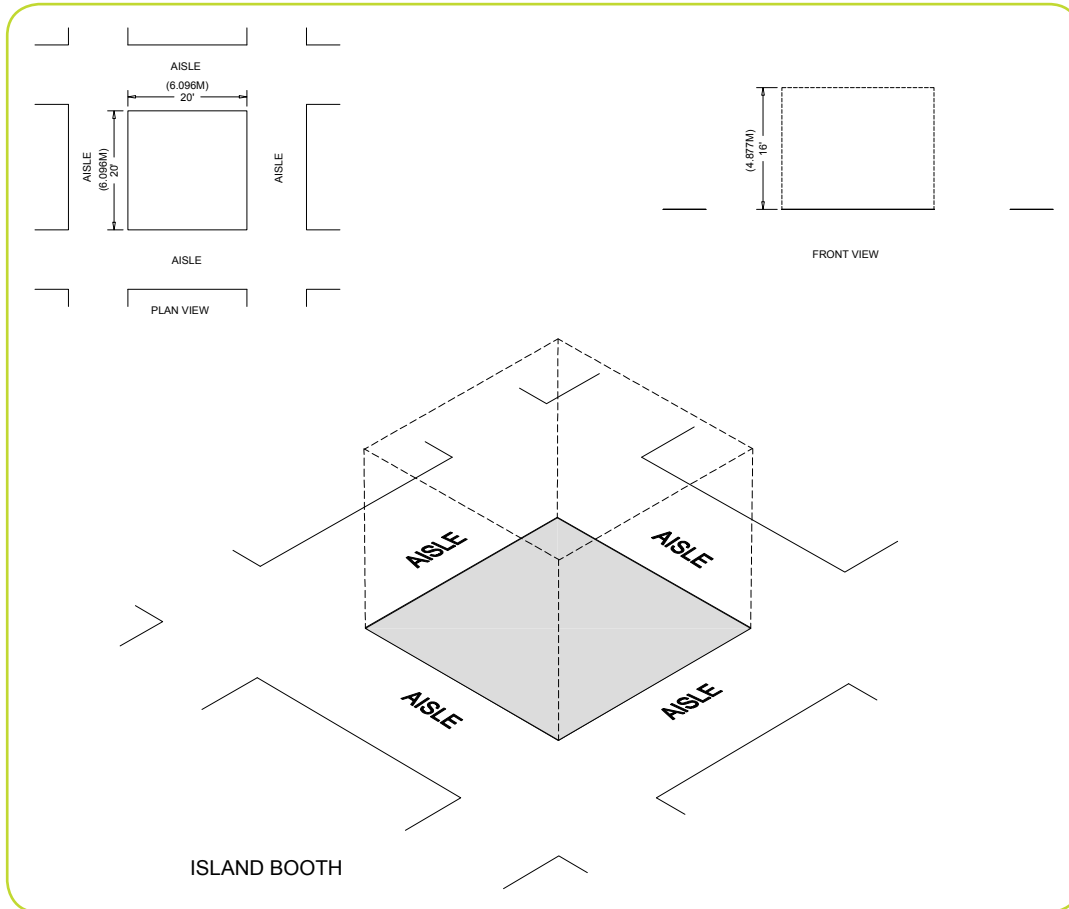


Dimensions and Use of Space

The entire Cubic Content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire Cubic Content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides.

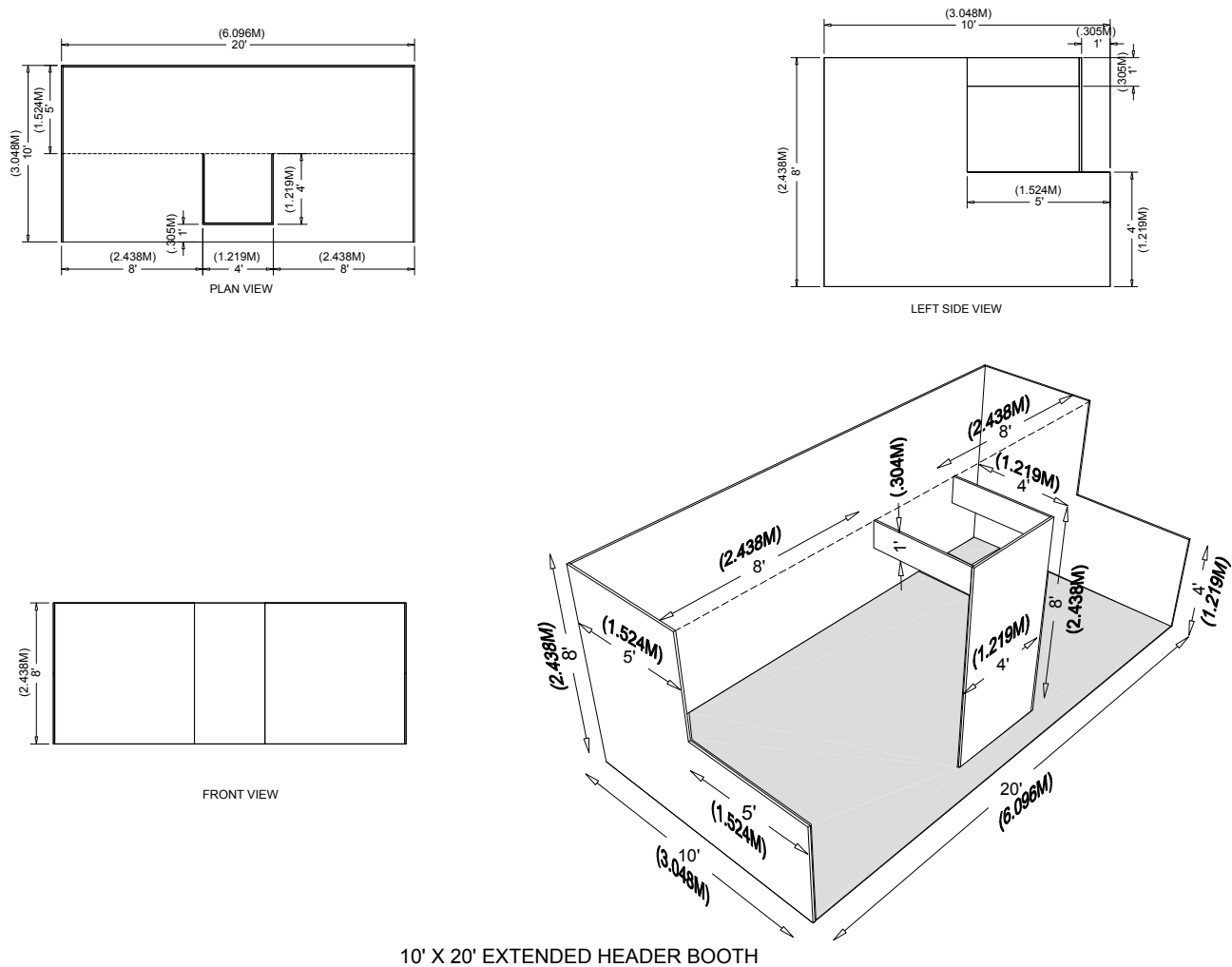


Dimensions and Use of Space

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently. The entire Cubic Content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.

EXTENDED HEADER BOOTH 20FT (6.10M) OR LONGER

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.



Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.

CUBIC CONTENT STYLE

Cubic Content style allows exhibits to fully occupy the width, depth and height of the booth footprint. For example, a 10ft by 10ft (3.05m x 3.05m) booth would be allowed to utilize the full volume of the cube of a 10ft wide (3.05m) x 10ft deep (3.05m) x 8ft (2.44m) high area.

It is the choice of the Organizer to allow use of full Cubic Content in linear exhibit space or to observe the Line-of-Sight set-back rule. It is common at certain types of exhibitions or events to eliminate the Line-of-Sight requirement for Linear, End-cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full Cubic Content of the booth.

Organizers that utilize Cubic Content in Linear Booths do so for one or all of these reasons:

- Cubic Content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- Generally, exhibitions outside North America utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce Line-of-Sight setback rules.

Use of Cubic Content may create situations where the Organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these unfinished walls.

It is prudent for the Organizer considering Cubic Content to examine the concerns, advantages and disadvantages prior to putting Cubic Content guidelines into practice. It is often wise to consult with the exhibition's Exhibits Advisory Board or perhaps conduct a focus group of the exhibition's or event's exhibitors to determine their interest and gain their feedback and support for the concept. Organizers must be proactive in communicating with exhibitors and understand the effect it will have on the exhibition or event.

To learn more about Cubic Content, read the [IAEE White Paper: Evaluating and Implementing Cubic Content into Linear Exhibit Space](#).

OTHER IMPORTANT CONSIDERATIONS

REMOTE-CONTROLLED DEVICES

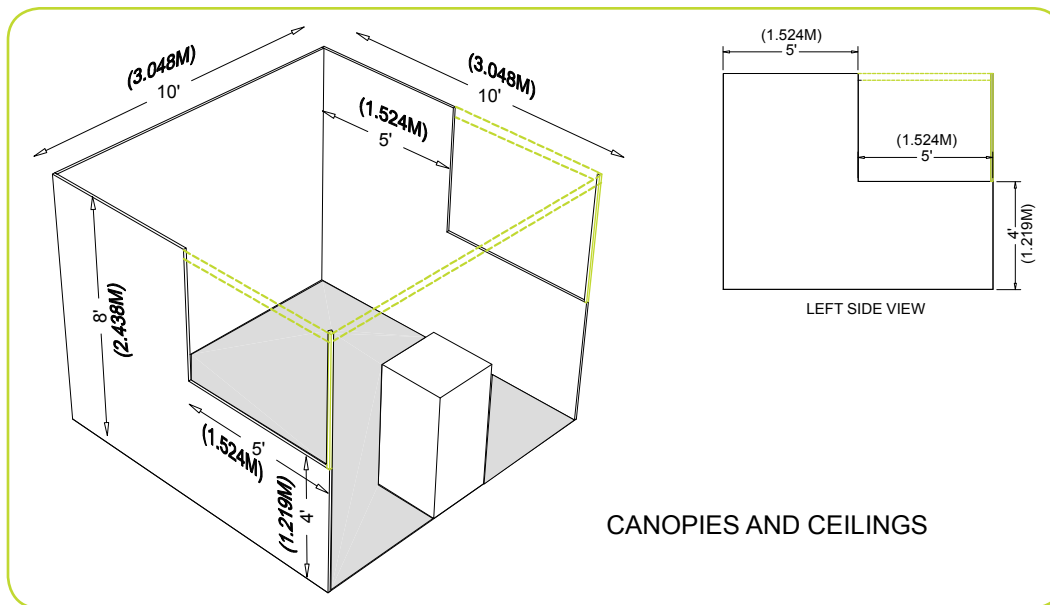
Products such as remote-controlled cars, drones, planes, helicopters, robots, etc. are to be demonstrated in a safely controlled area of the exhibit floor (i.e. Demonstration Area). When a remote-controlled device is to be used for the purpose of demonstrating a product that requires use of an area outside of the exhibitor-assigned booth space, the Organizer will provide a Demonstration Area for this purpose. The Demonstration Area should include safe netting or other barrier appropriate to accommodate product(s) being demonstrated and be included on the master floor plan submitted for Fire Marshal approval. Each individual facility reserves the right to determine what constitutes a safe and controlled Demonstration Area prior to final plan approval.

NOTE for Drone Operation: Local facility and city ordinances are in effect in most areas and prohibit drone activity near the public or in public spaces. The accepted drone default regulation is the [FAA Small UAS Rule Part 107](#) which requires drone operators to obtain a Remote Pilot Certificate. Commercial regulations often require permits and insurance.

CANOPIES AND CEILINGS

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.



HANGING SIGNS & GRAPHICS

Most exhibition and event rules allow for Hanging Signs and Graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign, or as determined by the Organizer. End-cap Booths do not qualify for Hanging Signs and Graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type. (An exception to this rule is made for Perimeter Booths, which can have a 12ft [3.66m] backwall but max sign height can be 20ft. [6.10m]. See page 2 Perimeter Booth for diagram.)

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the Organizer at least 60 days prior to installation. Variances may be issued at the Organizer's discretion. Drawings should be available for inspection.

TOWERS AND MULTI-STORY EXHIBITS

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as the Organizer because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Organizers should be prepared to assist exhibitors in this application process.

It is recommended that Organizers require exhibitors to provide engineering stamped documents for all Multi-story Exhibits and towers over 8ft (2.44m) in height. If engineering stamps are not required, exhibitors using these types of structures should, at a minimum, provide drawings for inspection.

ISSUES COMMON TO ALL BOOTH TYPES

U.S. AMERICANS WITH DISABILITIES ACT (ADA)

In the U.S., all exhibiting companies are required to be in compliance with the U.S. Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at www.ada.gov.

Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length). Ramps should have a minimum width of 36 inches.
- Ramp the entry or use hydraulic lifts to trailer exhibits.
- Avoid double-padded plush carpet to ease mobility device navigation.
- Provide the same attendee experience on both levels of a two-story exhibit.
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available.
- Run an audio presentation for people with sight problems.
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair.

To avoid potential fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

STRUCTURAL INTEGRITY

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all exhibits 20ft by 20ft (6.10m by 6.10m) and larger require a drawing, plans or renderings, preferably digital, to be submitted to the Organizer, and to the show's Official Services Contractor.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

FLAMMABLE AND TOXIC MATERIALS

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of, and must adhere to, all local regulations regarding fire/safety and environment.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the U.S. Environmental Protection Agency, or the appropriate government entity in the country the exhibition will be held, and the facility.

HAZARDOUS WASTE

Hazardous waste requires special arrangements to be prepared in advance of event dismantle with either the facility or a local independent disposal company. Exhibitors are responsible for all costs associated with such specialized removal.

STORAGE

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

ELECTRICAL

Every exhibit facility has different electrical requirements; however, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.” It is particularly important for exhibitors to use flat electrical cord in under-carpet installations.
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.
- Local code commonly requires access to electrical cords and connections along the back wall of exhibit booths; typically, the back 9 inches of the space should remain accessible for this purpose. (This would apply to all booth types with a back wall.)

To better understand electrical at exhibitions, see the CEIR article [Demystifying Electrical Services for the Exhibitor](#).

LIGHTING

It is important to remember that lighting issues need to be identified as early as possible during the move-in process so they can be addressed and corrected while the necessary equipment is still available on the show floor and booths can be accessed.

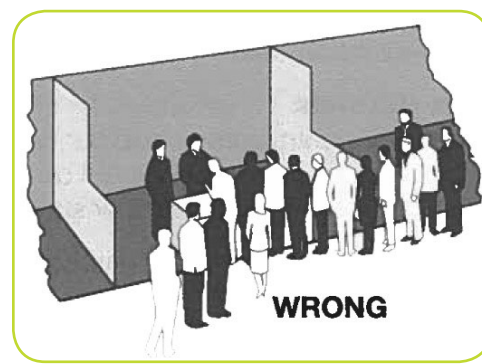
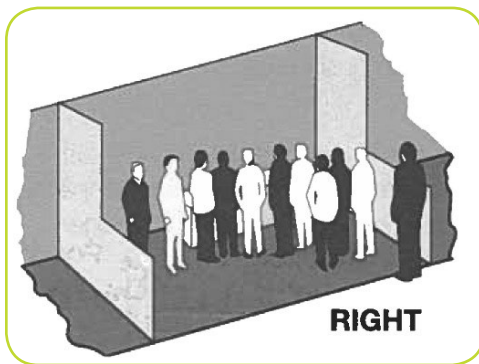
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to the Organizer for approval.
- Lighting should not project onto other exhibits or exhibition aisles. Lighting, including gobos, should be directed to the inner confines of the booth space.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by the Organizer.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards.
- Reduced lighting for theater areas should be approved by the Organizer, the utility provider, and the facility.

DEMONSTRATIONS

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations, product demonstrations, press conferences and other media events in a manner which assures all exhibitor personnel and attendees of such in-booth events are within the contracted exhibit space and not encroaching on the aisles or neighboring exhibits. Any queue lines formed for exhibitor customer interaction must also be contained within the booth footprint. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance with all other previously listed rules and regulations. Exhibitors should be aware of, and adhere to, local regulations regarding fire/safety and environment.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified exhibitor personnel.



SOUND/MUSIC

In general, the use of sound equipment in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths). Generally, sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. If an exhibitor or attendee is standing within ten feet of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud. (Refer to the U.S. Occupational Safety and Health Act [OSHA] at www.osha.gov for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. Authorized licensing organizations, including but not limited to [ASCAP](http://www.ascap.com), [BMI](http://www.bmi.com) and [SESAC](http://www.sesac.com), collect copyright fees on behalf of composers and publishers of music. It is the exhibitors' responsibility to be informed of copyright laws and submit fees to the appropriate organizations.

VEHICLES

Rules for display vehicles vary widely depending on the facility and local fire and safety regulations. Compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other city, county, federal, and provincial government requirements is the responsibility of the Organizer.

Important Note: Always check with local exhibition service contractors and/or the facility for all requirements regarding display vehicles.

Below are a few common examples of display vehicle regulations:

- Display vehicles must have battery cables disconnected and taped, and alarm systems deactivated.
- Fuel tank openings shall be locked or sealed in a manner to prevent escape of vapors through filler caps.
- Vehicles shall be limited in the amount of fuel that can remain in the tanks; specific amounts vary but one example is no more than one-quarter the tank capacity or a maximum of five gallons of fuel, whichever is less.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Once placed, display vehicles may not be started or moved without the approval and direction of show management.
- Auxiliary batteries not connected to engine starting system may remain connected. External power is recommended for demonstration purposes. No battery charging is permitted inside buildings.
- Combustible/flammable materials must not be stored beneath display vehicle. There may be no leaks underneath vehicles.
- It is not recommended that Organizers hold or take possession of display vehicle keys during the event. However, it is recommended that an official policy be established for the handling of vehicle keys which might include identifying booth contacts with mobile numbers should vehicles need to be moved in an emergency or some other unforeseen situation.

ADVISORY NOTES TO EXHIBITION ORGANIZERS

FIRE EQUIPMENT

Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

HANGING SIGNS

Although these Guidelines indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range to the top of the sign, some exhibitions permit other heights, or have no height limit. However, most Organizers do impose height limits. Caution should be exercised so exhibitors will not compete over air space for hanging signs. (See page 2 for details and a diagram for hanging signs in Perimeter Booths.)

Exhibitors should be advised to install “hanging points” at the time of manufacture of the sign or display. It is also advisable to have Hanging Signs labeled and cased separately so that they can be easily identified on-site as they usually must be installed before other exhibit construction can begin.

HARDWALL BOOTHS

Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

PERIMETER OPENINGS

Local fire and/or facility regulations may require larger exhibit booths to have a certain number of openings within the perimeter walls for safe egress. Regulations vary with each location, but one example would be to provide, at a minimum, one 6ft (1.83m) wide opening every 30ft (9.14m).

PIPE AND DRAPE

These are commonly used at exhibitions and events in the United States to define exhibit space. Organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

PRODUCT HEIGHT

Some exhibitors have products that exceed display height restrictions. Organizers should establish guidelines for displaying such products. For example, some exhibitions or events require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold. NOTE: Any special height variances allowed should apply only to those products represented, produced or manufactured by the exhibitor and would not apply to ancillary display or marketing items (such as promotional flags, signs, etc.).

HEIGHT VARIANCES

Height Variances may be issued for all types of booths. However, in a Linear Booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics and/or logos. Tall flags or markers on the front aisle of Linear Booths are prohibited. Pop up tents or canopies may be allowed but must follow all local fire and facility regulations.

ENVIRONMENTAL RESPONSIBILITY

Exhibitions and events, by their very nature, create waste. Properly managed, exhibitions and events can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible. Exhibitors planning to dispose of, or leave behind, any property from their booth must make arrangements with the Official Services Contractor for disposal and all appropriate and applicable fees will apply.

**IAEE EXTENDS A SPECIAL THANK YOU TO THE
GUIDELINES FOR DISPLAY RULES AND REGULATIONS 2019 TASK FORCE**

Thomas Corcoran (Task Force Chairperson) – Corcoran Expositions, Inc.

Larry Arnaudet – ESCA

Tom Cindric, Jr., CEM – Informa Exhibitions

Jonathan “Skip” Cox – Freeman

Christine Fletcher, CEM – Encore! Event Management

Heather MacRae – Landscape Ontario Horticultural Trades Association

Kelly Miller, CMP, CEM – International Sign Association

Pamela Kay Pietrok – GES

Jamie Reesby, CEM – Access Intelligence LLC

Linda Lizardi Rubin, CEM – Shepard

Chuck Schwartz, CEM – ConvExx

Dennis Smith – Messe Frankfurt North America

Rachel Thomas, CEM – National Business Aviation Association

Terry VanConant – M3S Management, LLC

Russell Wingard, CEM – Freeman

John D. Zinn, CEM – Industry Consultant

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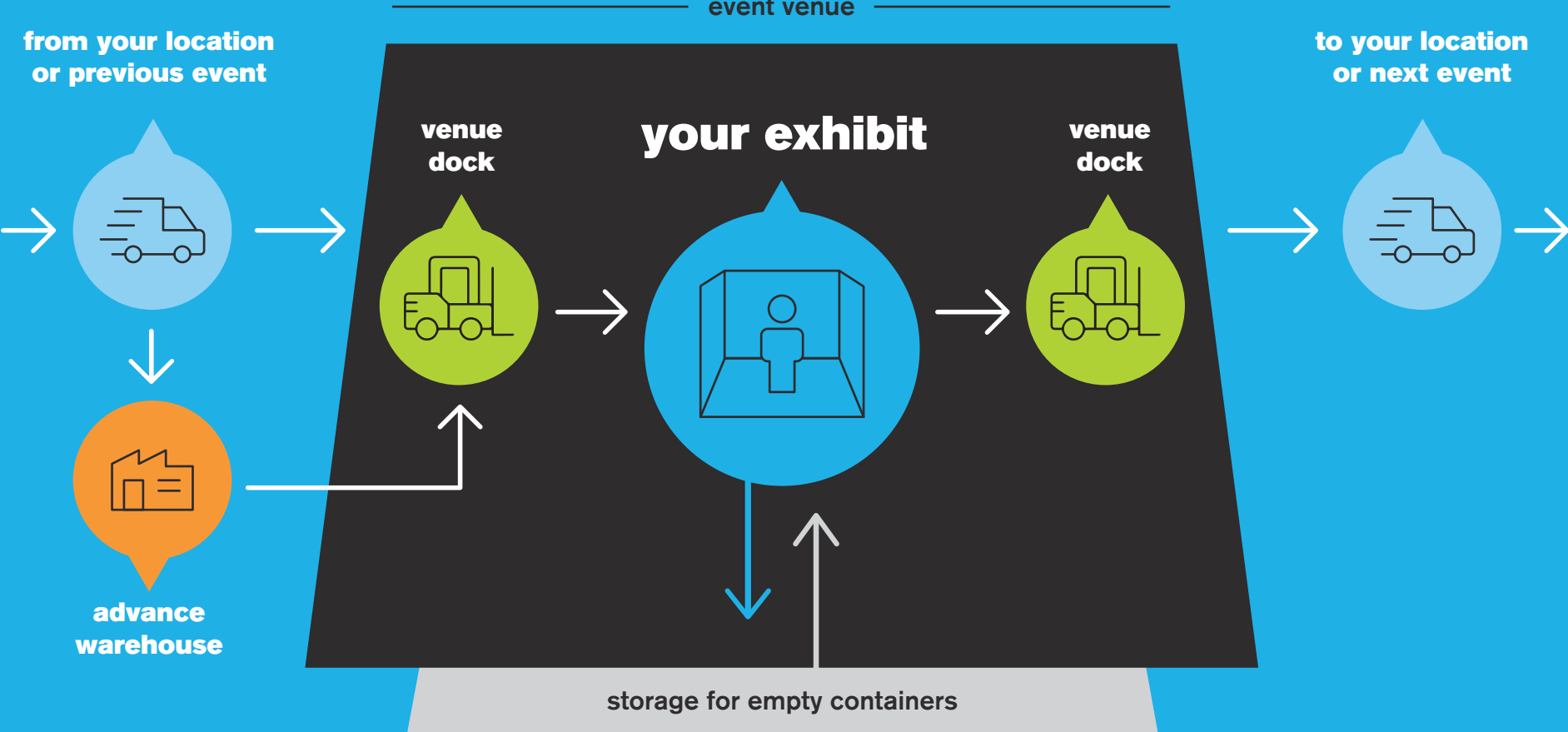
before event

during the event

after event

from your location
or previous event

to your location
or next event



advance warehouse

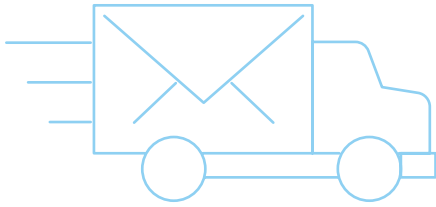
where exhibit materials are
stored before an event

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



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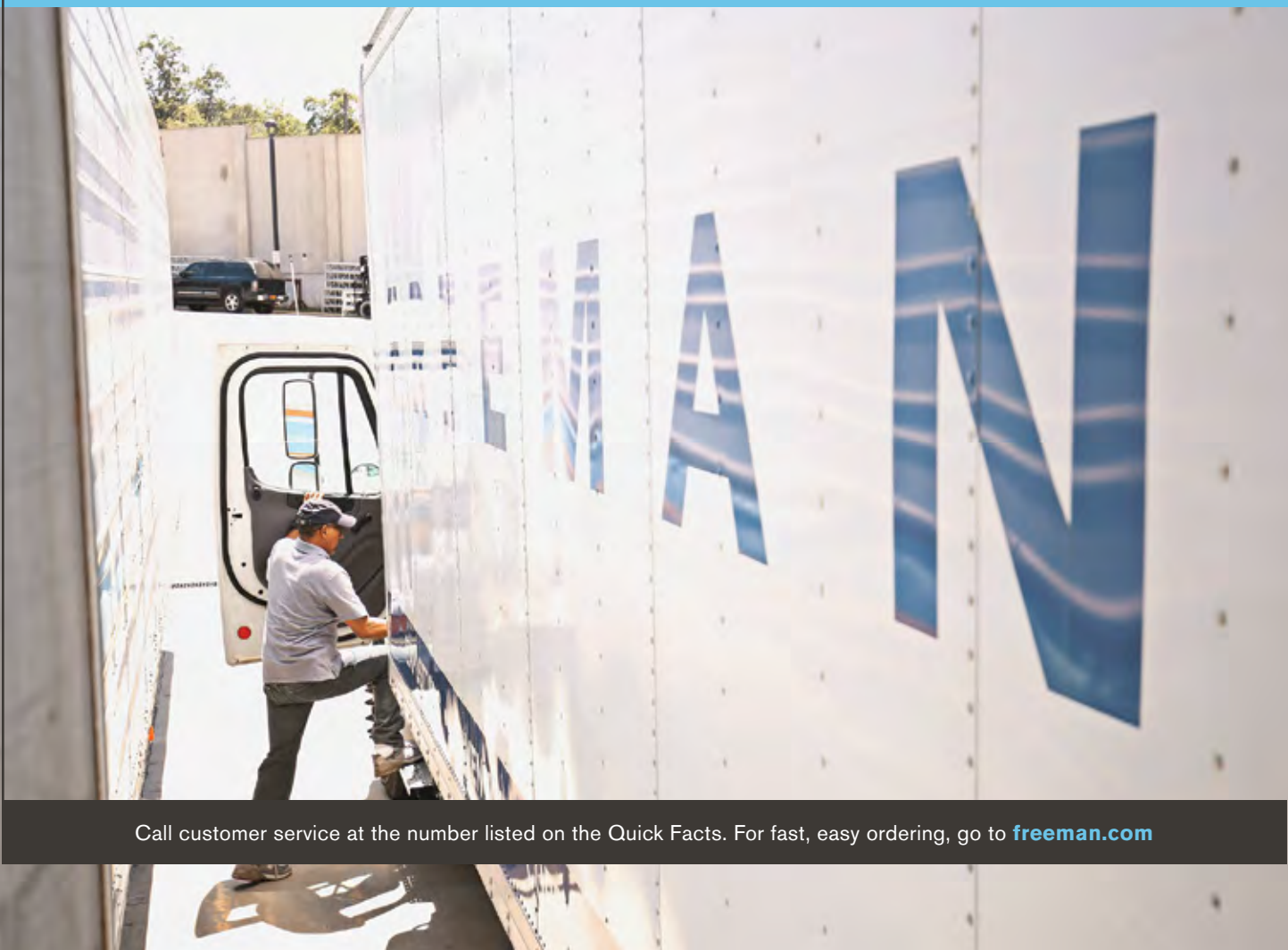
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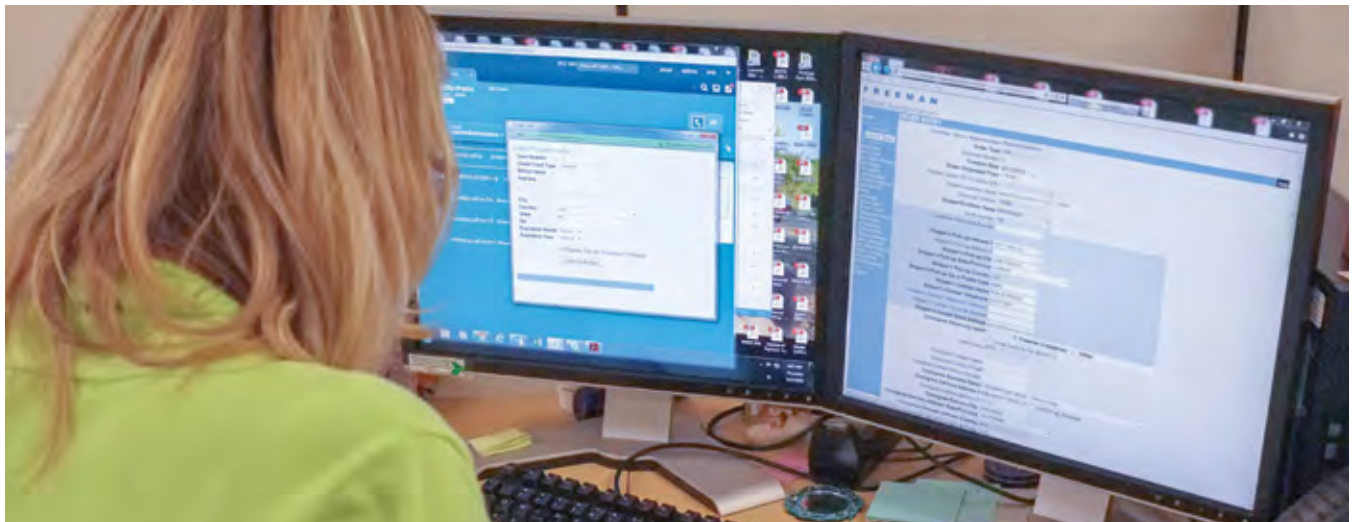
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(817) 607-5183 Local & International

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

exhibit transportation

NAME OF SHOW: **IMS 2022 / June 21 - 23, 2022**

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 #

IMS 2022

C/O: Freeman

4493 Florence St

Denver, CO 80238

MUST BE DELIVERED BY JUNE 14, 2022

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

FREEMAN / Exhibiting Company Name / Booth #

IMS 2022

C/O: Freeman

COLORADO CONVENTION CENTER

700 14th St

Denver, CO 80202

CANNOT BE DELIVERED BEFORE JUNE 16, 2022

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

Number of Pieces Est. Weight

____ Crates (wooden) _____

____ Cartons (cardboard) _____

____ Cases/Trunks (fiber) (color _____) _____

____ Skids/Pallets _____

____ Carpet (color _____) _____

____ Other (_____) _____

____ Total _____

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:

exhibit.transportation@freeman.com

or

Fax: (469) 621-5810

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

SHOW # (507562)

WHAT ARE FREIGHT SERVICES?

.....

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Freeman Service Center at show site for your shipping documents.
- Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handling Agreement and labels will be available for pick up at the Freeman Service Center.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will 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

FREEMAN®

material handling simplified

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

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

It's just easier!



MATERIAL HANDLING

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

RATES

Material Handling..... \$ **1.52 per pound**
Rate applies to shipments sent to either the warehouse or directly to show site.

Material Handling - After Deadline \$ **1.90 per pound**
Rate applies to shipments arriving at the warehouse after **June 14, 2022**.

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 **May 20, 2022**.
- Warehouse address: **Exhibiting Company Name / Booth #**
IMS 2022
C/O Freeman
4493 Florence St
Denver, CO 80238
- Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigeration or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.

Show Site:

- Show site receiving begins on **June 16, 2022**.
- Show Site address: **Exhibiting Company Name / Booth #**
IMS 2022
Colorado Convention Center
C/O Freeman
700 14th St
Denver, CO 80202

Outbound:

- Submit your outbound shipping information in advance and we will deliver your paperwork to your booth during the show. If no outbound information is submitted, Freeman reserves the right to return the freight back to the company address on file at the exhibitor's expense.



(888) 508-5054

Fax: (469) 621-5614

Place your order online at
www.freeman.com/store

Submit order forms [here](#)

NAME OF SHOW: **IMS 2022 / June 21 - 23, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: ☐ Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

METHOD OF SHIPMENT

Select a Carrier:

☐ Freeman Exhibit Transportation

☐ Other Carrier

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

Carrier Name: _____

Carrier Phone: _____

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

Select a Level of Service:

☐ 1 Day: Delivery next business day

☐ Standard Ground

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

☐ Specialized: Pad wrapped, uncrated, or truckload

☐ Deferred: Delivery within 3-5 business days

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

Select Desired Number of Labels: _____

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

Freeman¹

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: MAY 20, 2022

DEADLINE DATE IS: JUNE 14, 2022

TO: _____

EXHIBITOR NAME

C/O: Freeman

4493 Florence St

Denver, CO 80238

WAREHOUSE

(507562)

EVENT: ***IMS 2022***

BOOTH NO: _____ NO. _____ OF _____ PCS

Freeman¹

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: MAY 20, 2022

DEADLINE DATE IS: JUNE 14, 2022

TO: _____

EXHIBITOR NAME

C/O: Freeman

4493 Florence St

Denver, CO 80238

WAREHOUSE

(507562)

EVENT: ***IMS 2022***

BOOTH NO: _____ NO. _____ OF _____ PCS

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

Freeman⁷

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE JUNE 16, 2022

TO:

EXHIBITOR NAME

C/O: Freeman

COLORADO CONVENTION CENTER
700 14th St

Denver, CO 80202

SHOW SITE

(507562)

EVENT: IMS 2022

BOOTH NO: NO. OF PCS

Freeman⁷

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE JUNE 16, 2022

TO:

EXHIBITOR NAME

C/O: Freeman

COLORADO CONVENTION CENTER
700 14th St

Denver, CO 80202

SHOW SITE

(507562)

EVENT: IMS 2022

BOOTH NO: NO. OF PCS

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

Freeman⁷

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: MAY 20, 2022

DEADLINE DATE IS: JUNE 14, 2022

TO: _____

EXHIBITOR NAME

C/O: Freeman

4493 Florence St

Denver, CO 80238

HANGING SIGN

(507562)

EVENT: _____ **IMS 2022**

BOOTH NO: _____ NO. _____ OF _____ PCS

Freeman⁷

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: MAY 20, 2022

DEADLINE DATE IS: JUNE 14, 2022

TO: _____

EXHIBITOR NAME

C/O: Freeman

4493 Florence St

Denver, CO 80238

HANGING SIGN

(507562)

EVENT: _____ **IMS 2022**

BOOTH NO: _____ NO. _____ OF _____ PCS

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

NAME OF SHOW: **IMS 2022 / June 21 - 23, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

Booth Packages

PLEASE NOTE:

- Payment must accompany order
- Packages do NOT include Material Handling services
- No substitutions will be accepted
- **Orders placed at the show will be charged at published Standard Price**
- **Limit 1 Package per Exhibiting Company**

10' x 10' Package Includes:

8'H White and Gray Back Drape
3'H White Side Drape
(1) 10' x 10' Classic Carpet
(1) 6' x 30" Draped Table
(2) Limerick® Chairs by Herman Miller
(1) Flat Literature Rack
(1) Corrugated Wastebasket
(1) 7" x 44" Identification Sign
First Night Booth Cleaning

10' x 20' Package Includes:

8'H White and Gray Back Drape
3'H White Side Drape
(1) 10' x 20' Classic Carpet
(1) 6' x 30" Draped Table
(1) Black Top Cafe Table 30"H x 24"W
(6) Limerick® Chairs by Herman Miller
(2) Corrugated Wastebaskets
(1) Flat Literature Rack
(1) 7" x 44" Identification Sign
First Night Booth Cleaning

CHOOSE YOUR CARPET COLOR:

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

CHOOSE YOUR TABLE DRAPE COLOR:

☐ Black ☐ Blue ☐ Gray ☐ Red ☐ White

Qty	Description	Price if ordered by MAY 23, 2022	Price if ordered after MAY 23, 2022	Total
_____	10' X 10' Package	\$910.55	\$1,274.75	\$ _____
_____	10' X 20' Package	\$1,816.35	\$2,542.90	\$ _____

TOTAL COST

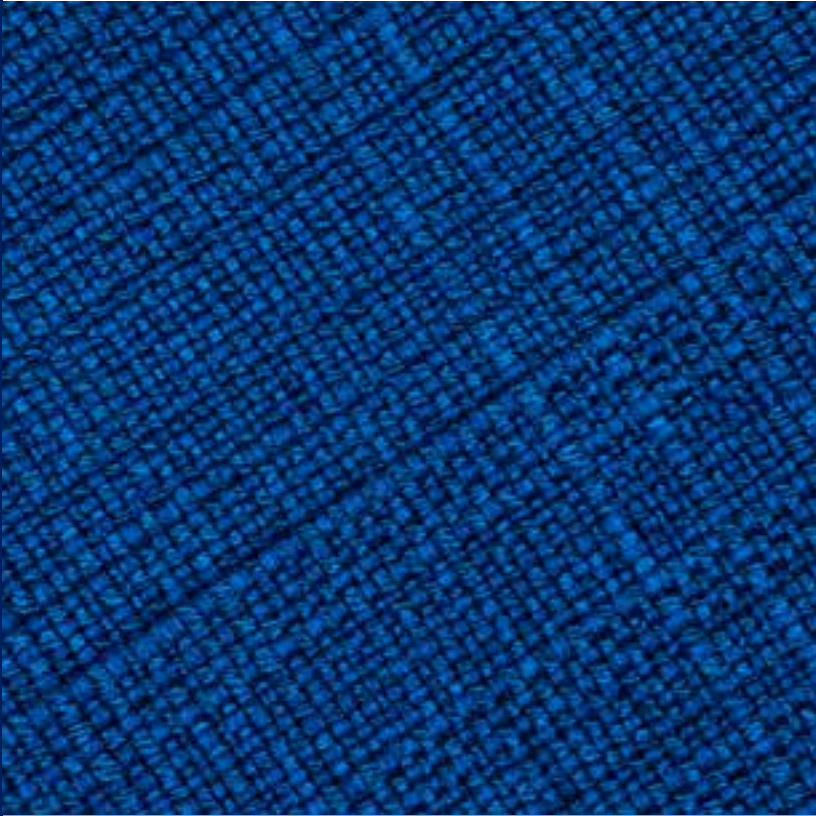
Total Cost = \$ _____

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

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 Café Tables
in your design to
facilitate conversations
while social
distancing.



A.



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



POWERED
DETAIL



B.



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



POWERED
DETAIL




C.

D.


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

Take Charge.

Denotes Powered Products 

Powered Tables


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

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



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

Powered Pedestals

Denotes AC and USB charging outlets 



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

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

Powered Tech Desk




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

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

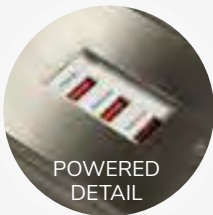
C) 84080 3 Drawer File Cabinet on Castors
(black metal, laminate)
16"L 20"D 28"H

Take Charge.

Denotes Powered Products 

Powered Tech Tablet Chair

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




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



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

Powered Poducts

Denotes AC and USB charging outlets 

Wireless Charging Table



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



Village Charging Hub



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



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

Soft Seating

Create Engaging Booth Environments

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

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

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



Valencia Sofa & Chair 10'x10' Booth

A.



B.



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

Soft Seating Collections

A.



B.



C.



BAJA
A) 83019 Sofa
(white vinyl)
86"L 28"D 30"H
B) 81050 Chair
(white vinyl)
36"L 30.5"D 28"H
C) 83020 Loveseat
(white vinyl)
61"L 30.5"D 28"H

A.



B.



STERLING
A) 8309 Sofa
(gray fabric)
82"L 33.5"D 32"H
B) 81037 Chair
(gray fabric)
33"L 33.5"D 32"H

A.



B.




C.



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

Soft Seating

Denotes Powered Products 

Create Engaging Booth Environments



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

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


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

Palm Beach Sofa & Swanson Chairs 10'x10' Booth



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

Soft Seating Collections

Available in Power 



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



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



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

Accent Chairs

Create Space

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



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



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



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



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

Meeting & Stage Chairs



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



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

Accent Chairs

Accent Chair Styles



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



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



Accent Tables | pg 26



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



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



C.



A.



B.



D.



E.



F.

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

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

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

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

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

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

Group Seating

Lounges

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

ZENITH

- A) 810851 Chair (white, chrome) 18.25"L 22"D 32"H
- B) 820241 Madison Hydraulic Café Table (chrome base, gray acajou top) 30"RND 29"H



LAGUNA

- C) 810861 Chair (maple, chrome) 18"L 19"D 34"H
- D) 8201223 Round Café Table (white laminate top, chrome hydraulic base) 30" RND 29"H



MALBA

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



A.

MARINA

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



B.



C.



D.



E.



Styles & Shapes

A.



B.



C.



D.



E.



F.



G.



H.



I.



- A) 810846 Christopher Chair (white vinyl, chrome) 17"L 19"D 35"H
- B) 810841 Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H
- C) 81093 Lucent Chair (frosted, acrylic) 19.5"L 19.75"D 32.5"H
- D) 71089 Diamond Side Chair (black) 21"W X 23"L X 32"H
- E) 71090 Diamond Arm Chair (black) 20"W X 21"L X 33"H
- F) 810837 Razor Armless Chair (white) 15.38"L 15.5"D 30.5"H
- G) 81083 Blade Chair (sky blue) 20.5"L 19"D 30.5"H
- H) 81082 Blade Chair (red) 20.5"L 19"D 30.5"H

Mix & Match

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

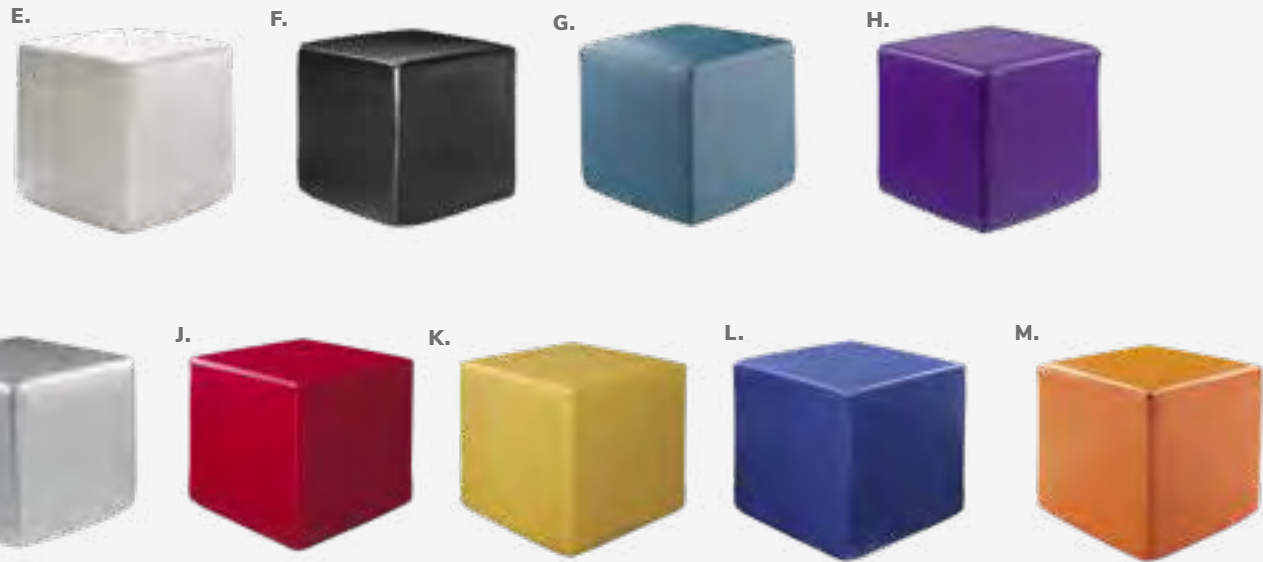
- I) 210108 LIMERICK® Chair BY HERMAN MILLER™ (gray) 18"W X 17.75"L X 33"H

Ottomans

Vibe Cube

18"L 18"D 18"H

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



Beverly Bench Ottomans



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

Styles & Shapes



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



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

Ottomans

Beverly Small Bench Ottomans

30"L 20"D 18"H

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



Marche Swivel Ottomans



Marche Swivel Ottomans

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

Accent Tables

Tables and Meeting Rooms

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



MESA

- A) 820135 End Table**
20.5"RND 21.25"H (wood top, bronze)

B) 820132 Cocktail Table
32.25"RND 17.25"H (wood top, bronze)
- C) 820134 End Table**
24"RND 21.25"H (glass top, bronze)

D) 820131 Cocktail Table
36"RND 17.25"H (glass top, bronze)
- E) 820133 End Table**
20.5"RND 21.25"H (black top, bronze)

F) 820130 Cocktail Table
32.25"RND 17.25"H (black top, bronze)

Styles & Shapes



ALONDRA

- Cocktail Table**
47"L 24"D 16"H
- A) 820250** (glass, chrome)
- B) 820251** (wood, chrome)
- End Table**
20"L 20"D 20"H
- C) 820252** (glass, chrome)
- D) 820253** (wood, chrome)

GEO

- Cocktail Table**
50"L 22"D 16"H
- A) 82034** (glass, chrome)
- B) 82027** (wood, black)
- End Table**
26"L 26"D 20"H
- C) 82035** (glass, chrome)
- D) 82028** (wood, black)

Accent Tables

Tables and Meeting Rooms

TAOS SIDE TABLES

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



SEDONA SIDE TABLE

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



Styles & Shapes



Available in Power

SYDNEY

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

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

REGIS

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

SILVERADO

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

WIRELESS

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

AURA

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

Café Tables



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



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



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

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



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

Customize and Create

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



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

Café Tables

Standard Black Base
30" RND 29"H

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

36" RND 29"H
8201243 (black)

Café Tables

Hydraulic Chrome Base
30" RND 29"H

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

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

Mix & Match

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



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

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

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

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



Bar Tables

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



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



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



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



Customize and Create

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



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

Bar Tables Standard Black Base 30" RND 42"H

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

36" RND 42"H
8201241 (black)

Bar Tables Hydraulic Chrome Base 30" RND 45"H

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

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

Style & Design

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



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

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

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

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



Barstools

LIFT Barstools

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



Marina Barstools



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

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

All frames brushed metal.

Barstools

Mix & Match

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

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

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

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

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

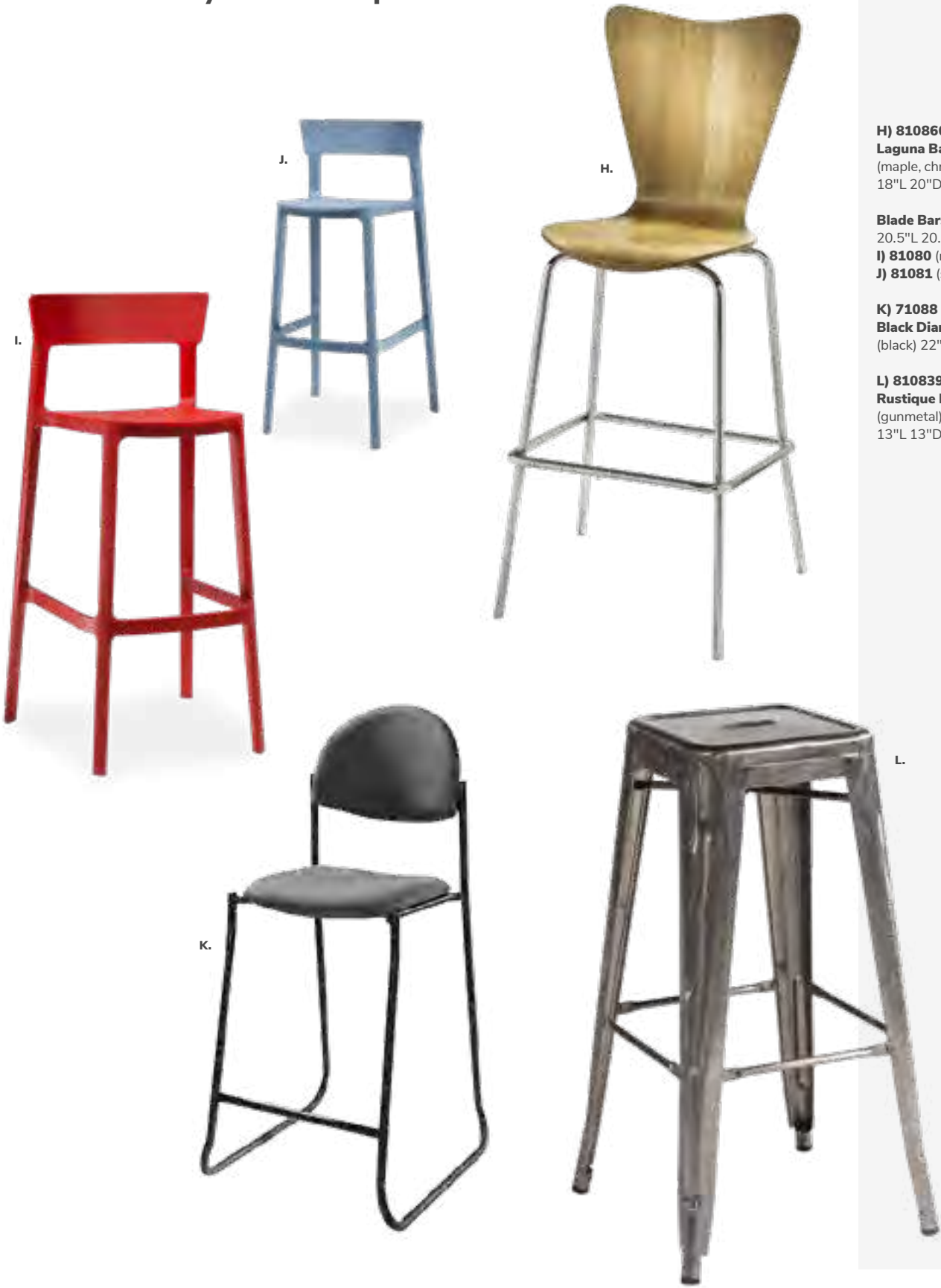
G) 81092
Lucent Barstool
(frosted, acrylic)
22"L 22.5"D 45.5"H

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

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



Barstools Styles & Shapes



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

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

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

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

Conference Tables

42" Round Conference Table

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



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

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



Geo Tables



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

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

Work Space



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

Conference Tables

Madison

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

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

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

A.



B.



C.



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

Black Rectangular Conference Table

A.



B.



C.



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

Black Rectangular Conference Table
(black top, silver)

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

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

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

Executive Seating

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



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

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



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



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



Communal and Powered Tables

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

Table Top Options

BLACK

WHITE

MAPLE

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

Denotes AC and USB charging outlets

POWERED DETAIL

Bar Tables



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

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

Café Tables



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

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

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

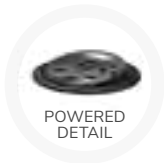
Office Essentials



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

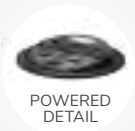
Denotes AC and USB charging outlets



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



(lit-blue)



(lit-red)



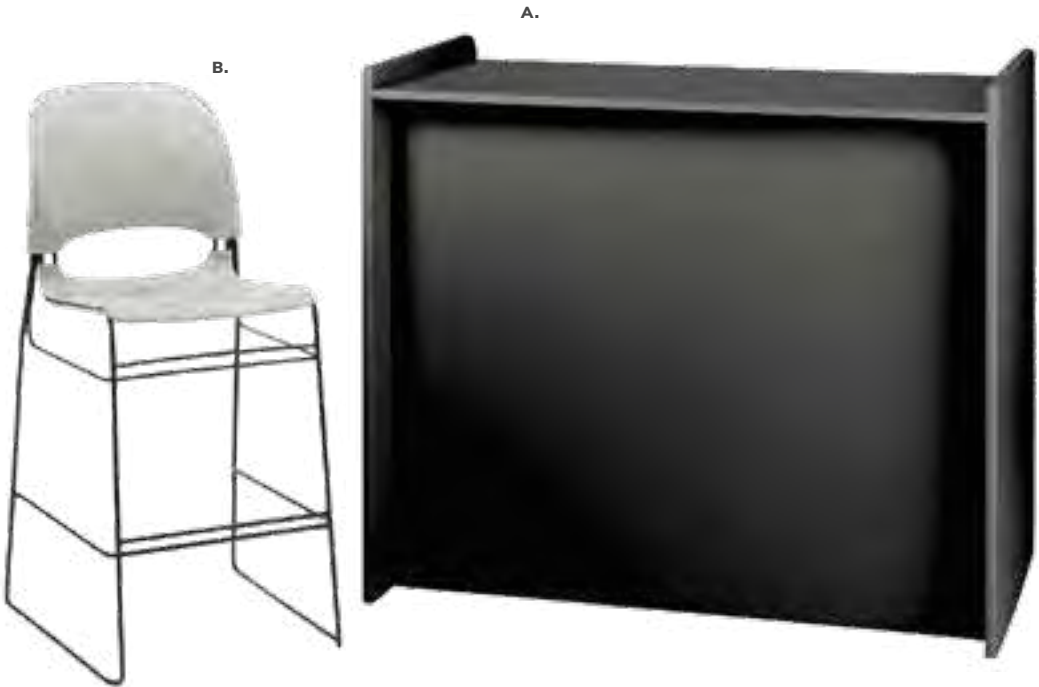
(lit-green)



(lit-white)

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



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

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

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

Show Essentials

Product Kiosk & Display

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

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

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



Stanchions & Signage

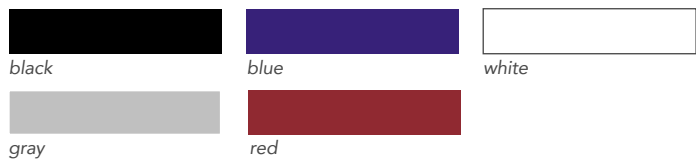
A) 220121
Chrome Stanchion
w/ 8' Retractable Belt
(black, belt) 42"H

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



Draped or Undraped Tables & Counters

Table Drape Colors



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



Sizing Chart*

24"D X 30"H Tables Draped			24"D X 42"H Counter Draped		
124330	Tables Draped	3'L 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



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



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

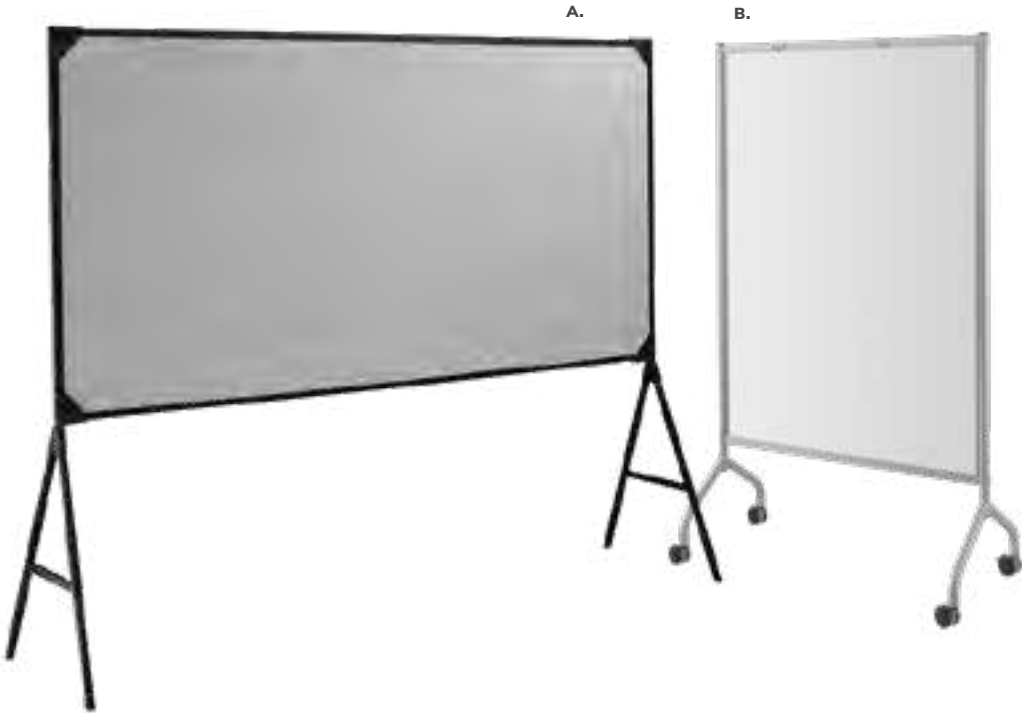


8503001
Large Refrigerator
(white) 14.0 cubic feet
28"W X 28"L X 64"H



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

Office Accessories



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

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



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

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

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

F) 220106
Corrugated
Wastebasket
(black)

Strategic planning with health & safety in mind

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

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

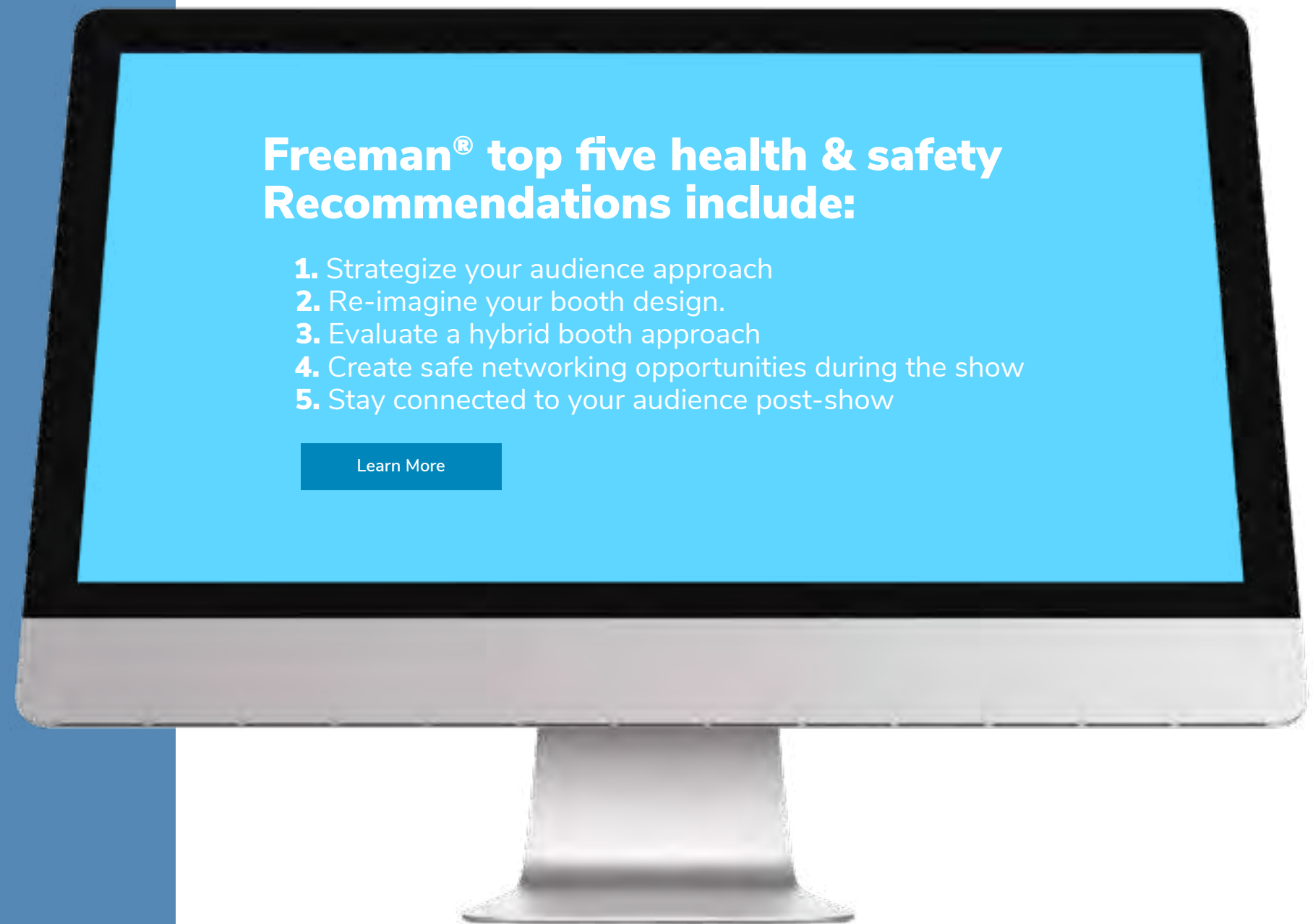
In all cases, we've put considerable thought into them.

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

Freeman® top five health & safety Recommendations include:

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

[Learn More](#)



Health & Safety

Safety Dividers

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

Personalize here

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

Also available in opaque and personalization available.

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



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.



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

Also available in opaque and personalization available.

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

Also available in opaque and personalization available.



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

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

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

Health & Safety

Greenery and Dividers

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

20'x20' Midtown, Greenery Booth

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



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\"/>



Personalize here



Miramar Dividers
(molded plastic)
A) 85043 (white)
Also available in the following colors.
See page 47.
85043 (harvest yellow)
85042 (burgundy)
85041 (gray)
Vertical: 63\"/>

B) 8201233 Hydraulic Cafe Table
(orange top, chrome)
30\"/>

C) 810861 Laguna Chair
(maple, chrome)
18\"/>

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

Stanchions & Booth Design

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



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



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



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

Health & Safety

Safety & Directional Signage

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



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



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

Safety & Directional Signage

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



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

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

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

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

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

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

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

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

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

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

Health & Safety

Sanitization Product & Services

Hand Sanitizing Stations

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



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

Also available in opaque and personalization available.

1510100 Clear Barrier with graphic

[Personalize here](#)

Please Note:

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



(888) 508-5054

Fax: (469) 621-5614

Place your order online at
www.freeman.com/store

Submit order forms [here](#).

NAME OF SHOW: **IMS 2022 / June 21 - 23, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

Take advantage of the Online price by ordering at www.freeman.com/store by MAY 23, 2022.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SOFT SEATING						
Naples Group - Black Vinyl						
_____	810119	Chair.....	625.00	687.50	875.00	_____
_____	830120	Loveseat.....	725.00	797.50	1,015.00	_____
_____	830119	Sofa.....	825.00	907.50	1,155.00	_____
Munich Group - Gray Fabric						
_____	810151	Armless Chair.....	400.00	440.00	560.00	_____
Baja Group - White Vinyl						
_____	81050	Chair.....	625.00	687.50	875.00	_____
_____	83020	Loveseat.....	725.00	797.50	1,015.00	_____
_____	83019	Sofa.....	825.00	907.50	1,155.00	_____
Valencia - Velvet						
_____	810180	Chair - Spice Orange.....	500.00	550.00	700.00	_____
_____	83045	Sofa - Coffee Brown.....	650.00	715.00	910.00	_____
Key Largo Group - Black Fabric						
_____	830950	Loveseat.....	600.00	660.00	840.00	_____
_____	830951	Sofa.....	700.00	770.00	980.00	_____
_____	810950	Chair.....	500.00	550.00	700.00	_____
Allegro Group - Blue Fabric						
_____	81019	Chair.....	500.00	550.00	700.00	_____
_____	83015	Sofa.....	700.00	770.00	980.00	_____
Fairfax Group - White Vinyl						
_____	810949	Chair.....	400.00	440.00	560.00	_____
_____	830949	Sofa.....	600.00	660.00	840.00	_____
Palm Beach - White Vinyl						
_____	83040	Sofa.....	725.00	797.50	1,015.00	_____
Sterling Group - Gray Fabric						
_____	81037	Chair.....	725.00	797.50	1,015.00	_____
_____	8309	Sofa.....	975.00	1,072.50	1,365.00	_____
Cordoba Group - Taupe/Black						
_____	81048	Chair.....	N/A	N/A	N/A	_____
_____	83013	Loveseat.....	N/A	N/A	N/A	_____

CASUAL SEATING

Ottomans						
_____	815122	Endless Square - White Vinyl.....	410.00	451.00	574.00	_____
_____	815123	Endless Square - Black Vinyl.....	410.00	451.00	574.00	_____
_____	815953	Endless Curve - White Vinyl.....	435.00	478.50	609.00	_____
_____	815952	Endless Curve - Black Vinyl.....	435.00	478.50	609.00	_____
_____	81518	Vibe Cube - Blue Vinyl.....	150.00	165.00	210.00	_____
_____	81519	Vibe Cube - Red Vinyl.....	150.00	165.00	210.00	_____
_____	81525	Vibe Cube - Orange Vinyl.....	150.00	165.00	210.00	_____
_____	81517	Vibe Cube - Yellow Vinyl.....	150.00	165.00	210.00	_____
_____	81530	Vibe Cube - Black Vinyl.....	150.00	165.00	210.00	_____
_____	81531	Vibe Cube - White Vinyl.....	150.00	165.00	210.00	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Ottomans (continued)						
	81532	Vibe Cube - Steel Blue Vinyl.....	150.00	165.00	210.00	
	81533	Vibe Cube - Silver Vinyl.....	150.00	165.00	210.00	
	81534	Vibe Cube - Purple Vinyl.....	150.00	165.00	210.00	
	81535	Vibe Cube -Citrus Green Vinyl.....	150.00	165.00	210.00	
	81536	Vibe Cube - Taupe Vinyl.....	150.00	165.00	210.00	
	81537	Vibe Cube - Spice Orange Vinyl.....	150.00	165.00	210.00	
	81538	Vibe Cube - Desert Rose Vinyl.....	150.00	165.00	210.00	
	815151	Marche Swivel - Gray Fabric.....	210.00	231.00	294.00	
	815154	Marche Swivel - Red Fabric.....	210.00	231.00	294.00	
	815159	Marche Swivel - Blue Fabric.....	210.00	231.00	294.00	
	815152	Marche Swivel - Linen Fabric.....	210.00	231.00	294.00	
	815157	Marche Swivel - Meadow Green Fabric.....	210.00	231.00	294.00	
	815158	Marche Swivel - Pear Yellow Fabric.....	210.00	231.00	294.00	
	815156	Marche Swivel - Plum Fabric.....	210.00	231.00	294.00	
	815153	Marche Swivel - Raspberry Fabric.....	210.00	231.00	294.00	
	815155	Marche Swivel - Rose Quartz Fabric.....	210.00	231.00	294.00	
	815150	Marche Swivel - White Vinyl.....	210.00	231.00	294.00	
	815160	Marche Swivel - Orange Fabric.....	210.00	231.00	294.00	
	81540	Marche Swivel - Forest Green Vinyl.....	210.00	231.00	294.00	
	81541	Marche Swivel - Teal Velvet.....	210.00	231.00	294.00	
	81542	Marche Swivel - Distressed Brown Vinyl.....	210.00	231.00	294.00	
	81543	Marche Swivel - Black Vinyl.....	210.00	231.00	294.00	
	81539	Marche Swivel - Ivory Faux Sheep Fur.....	210.00	231.00	294.00	
Beverly Bench Ottomans						
	81550	Black Vinyl.....	410.00	451.00	574.00	
	81551	Brown Fabric.....	410.00	451.00	574.00	
	81552	Gray Fabric.....	410.00	451.00	574.00	
	81553	Linen Fabric.....	410.00	451.00	574.00	
	81554	Ocean Blue Fabric.....	410.00	451.00	574.00	
	81555	Red Fabric.....	410.00	451.00	574.00	
	81556	White Vinyl.....	410.00	451.00	574.00	
Beverly Small Bench Ottomans						
	81560	Black Vinyl.....	310.00	341.00	434.00	
	81561	Blue Fabric.....	310.00	341.00	434.00	
	81562	Brown Fabric.....	310.00	341.00	434.00	
	81563	Green Fabric.....	310.00	341.00	434.00	
	81565	Linen Fabric.....	310.00	341.00	434.00	
	81568	Red Fabric.....	310.00	341.00	434.00	
	81569	White Vinyl.....	310.00	341.00	434.00	
	81566	Lavender Fabric.....	310.00	341.00	434.00	
	81567	Orange Fabric.....	310.00	341.00	434.00	
	81564	Gray Fabric.....	310.00	341.00	434.00	
	81570	Yellow Fabric.....	310.00	341.00	434.00	
Accent Chairs						
	71089	Black Diamond Side Chair.....	135.00	148.50	189.00	
	71090	Black Diamond Arm Chair.....	150.00	165.00	210.00	
	810861	Laguna Chair - Maple/Chrome.....	160.00	176.00	224.00	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Accent Chairs (continued)						
	210108	Limerick® Chair by Herman Miller.....	90.00	99.00	126.00	
	810816	Madrid Chair - White Vinyl/Chrome.....	625.00	687.50	875.00	
	810948	Meeting Chair - White Vinyl.....	325.00	357.50	455.00	
	810164	Marina Chair - White Vinyl.....	180.00	198.00	252.00	
	810160	Marina Chair - Black Vinyl.....	180.00	198.00	252.00	
	810161	Marina Chair - Brown Fabric.....	180.00	198.00	252.00	
	810162	Marina Chair - Ocean Blue Fabric.....	180.00	198.00	252.00	
	810163	Marina Chair - Red Fabric.....	180.00	198.00	252.00	
	810131	Malba Chair - Gray Molded Plastic.....	115.00	126.50	161.00	
	810130	Malba Chair - Green Molded Plastic.....	115.00	126.50	161.00	
	810846	Christopher Chair - White Vinyl/Chrome.....	150.00	165.00	210.00	
	810851	Zenith Chair - White/Chrome.....	160.00	176.00	224.00	
	810841	Rustique Chair - Gunmetal.....	150.00	165.00	210.00	
	810837	Razor Armless Chair - White High Density Plastic.....	110.00	121.00	154.00	
	810875	Swanson Swivel Chair - White Vinyl.....	325.00	357.50	455.00	
	81083	Blade Chair - Sky Blue.....	110.00	121.00	154.00	
	81082	Blade Chair - Red.....	110.00	121.00	154.00	
	81093	Lucent Chair - Frosted Acrylic.....	200.00	220.00	280.00	
	810145	Wentworth Chair - Brown Vinyl.....	325.00	357.50	455.00	
	81024	Atherton Chair - Brown Leather.....	725.00	797.50	1,015.00	
	81034	Bowery Chair - Yellow Fabric.....	500.00	550.00	700.00	
	81035	Century Chair - Gray Velvet.....	500.00	550.00	700.00	
	81036	Lena Chair - Green Leather.....	500.00	550.00	700.00	
	81031	Montreal Chair - Blue Fabric.....	625.00	687.50	875.00	
	81032	Pasadena Chair - White Plastic.....	315.00	346.50	441.00	
	81038	Tech Chair - Gray Vinyl.....	625.00	687.50	875.00	
	81039	Tech Tablet Chair - Gray Vinyl.....	625.00	687.50	875.00	
	81046	Brooklyn Swivel Meeting Chair - White/Oak.....	N/A	N/A	N/A	
	81047	Brooklyn Swivel Meeting Chair - White/Black.....	N/A	N/A	N/A	
Executive Seating						
	71045	Gray Gaslift Chair Without Arms.....	240.00	264.00	336.00	
	810874	La Brea Swivel Chair - Charcoal Gray Fabric.....	400.00	440.00	560.00	
	810175	Genesis Chair - Black.....	250.00	275.00	350.00	
	810844	Pro Executive High Back Chair - White Vinyl.....	350.00	385.00	490.00	
	810946	Pro Executive High Back Chair - Black Vinyl.....	350.00	385.00	490.00	
	810945	Pro Executive Mid Back Chair - White Vinyl.....	350.00	385.00	490.00	
	810944	Pro Executive Mid Back Chair - Black Vinyl.....	350.00	385.00	490.00	
	810947	Pro Executive Guest Chair - Black Vinyl.....	350.00	385.00	490.00	
	810170	Cupertino Mid Back Chair - Black Vinyl.....	450.00	495.00	630.00	
Barstools						
	71088	Black Diamond Stool.....	195.00	214.50	273.00	
	71047	Gray Gaslift Stool without Arms.....	295.00	324.50	413.00	
	810860	Laguna Barstool - Maple/Chrome.....	210.00	231.00	294.00	
	210109	Limerick® Stool by Herman Miller.....	140.00	154.00	196.00	
	810872	Lift Barstool - Gray Vinyl/Chrome.....	195.00	214.50	273.00	
	810873	Lift Barstool - Red Vinyl/Chrome.....	195.00	214.50	273.00	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Barstools (continued)						
	810871	Lift Barstool - Black Vinyl/Chrome.....	195.00	214.50	273.00	
	810870	Lift Barstool - White Vinyl/Chrome.....	195.00	214.50	273.00	
	810103	Banana Barstool - White Vinyl/Chrome.....	220.00	242.00	308.00	
	810104	Banana Barstool - Black Vinyl/Chrome.....	220.00	242.00	308.00	
	810850	Zenith Barstool - White/Chrome.....	210.00	231.00	294.00	
	810840	Zoey Barstool - White Vinyl/Chrome.....	340.00	374.00	476.00	
	810848	Christopher Barstool - White Vinyl/Chrome.....	210.00	231.00	294.00	
	810202	Shark Swivel Barstool - White Plastic/Chrome.....	350.00	385.00	490.00	
	810839	Rustique Barstool - Gunmetal.....	150.00	165.00	210.00	
	81080	Blade Barstool - Red.....	160.00	176.00	224.00	
	81081	Blade Barstool - Sky Blue.....	160.00	176.00	224.00	
	81092	Lucent Barstool - Frosted Acrylic.....	260.00	286.00	364.00	
	810135	Task Stool - Black Fabric.....	305.00	335.50	427.00	
	81026	Marina Barstool - Ocean Blue.....	240.00	264.00	336.00	
	81027	Marina Barstool - Black Vinyl.....	240.00	264.00	336.00	
	81028	Marina Barstool - Brown Fabric.....	240.00	264.00	336.00	
	81029	Marina Barstool - Red Fabric.....	240.00	264.00	336.00	
	81030	Marina Barstool - White Vinyl.....	240.00	264.00	336.00	

Draped Tables & Counters

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

	124330	Draped Table 3'L x 30"H.....	175.00	192.50	245.00	
	124430	Draped Table 4'L x 30"H.....	175.00	192.50	245.00	
	124630	Draped Table 6'L x 30"H.....	210.00	231.00	294.00	
	124830	Draped Table 8'L x 30"H.....	225.00	247.50	315.00	
	12404630	4th Side Drape 6'L x 30"H.....	50.00	55.00	70.00	
	12404830	4th Side Drape 8'L x 30"H.....	50.00	55.00	70.00	
	124342	Draped Counter 3'L x 42"H.....	210.00	231.00	294.00	
	124442	Draped Counter 4'L x 42"H.....	210.00	231.00	294.00	
	124642	Draped Counter 6'L x 42"H.....	230.00	253.00	322.00	
	124842	Draped Counter 8'L x 42"H.....	260.00	286.00	364.00	
	12404642	4th Side Drape 6'L x 42"H.....	60.00	66.00	84.00	
	12404842	4th Side Drape 8'L x 42"H.....	60.00	66.00	84.00	

Undraped Tables & Counters

	125330	Undraped Table 3'L x 30"H.....	125.00	137.50	175.00	
	125430	Undraped Table 4'L x 30"H.....	125.00	137.50	175.00	
	125630	Undraped Table 6'L x 30"H.....	160.00	176.00	224.00	
	125830	Undraped Table 8'L x 30"H.....	175.00	192.50	245.00	
	125342	Undraped Counter 3'L x 42"H.....	150.00	165.00	210.00	
	125442	Undraped Counter 4'L x 42"H.....	150.00	165.00	210.00	
	125642	Undraped Counter 6'L x 42"H.....	170.00	187.00	238.00	
	125842	Undraped Counter 8'L x 42"H.....	200.00	220.00	280.00	

Table Top Risers - Risers are 8" wide

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

NAME OF SHOW: **IMS 2022 / June 21 - 23, 2022**

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Table Top Risers - Risers are 8" wide (continued)						
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	40.70	44.75	57.00	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	40.70	44.75	57.00	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	46.10	50.70	64.55	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	46.10	50.70	64.55	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	56.40	62.05	78.95	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	56.40	62.05	78.95	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	66.70	73.35	93.40	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	66.70	73.35	93.40	_____
Pedestal Tables - Soho Series						
_____	72069	Black Top Cafe Table - 30"H x 24"W.....	250.00	275.00	350.00	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	265.00	291.50	371.00	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	174.25	191.70	243.95	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	250.00	275.00	350.00	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	265.00	291.50	371.00	_____
Pedestal Tables - Chelsea Series						
_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	250.00	275.00	350.00	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	265.00	291.50	371.00	_____
_____	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	250.00	275.00	350.00	_____
_____	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	265.00	291.50	371.00	_____
Pedestal Tables						
_____	8201208	Hydraulic Base Cafe Table - Maple.....	395.00	434.50	553.00	_____
_____	8201207	Hydraulic Base Bar Table - Maple.....	395.00	434.50	553.00	_____
_____	8201209	Hydraulic Base Cafe Table - Graphite.....	410.00	451.00	574.00	_____
_____	8201211	Hydraulic Base Bar Table - Graphite.....	410.00	451.00	574.00	_____
_____	8201206	Hydraulic Base Cafe Table - Maple.....	410.00	451.00	574.00	_____
_____	8201205	Hydraulic Base Bar Table - Maple.....	410.00	451.00	574.00	_____
_____	820126	Hydraulic Base Cafe Table - White Laminate.....	410.00	451.00	574.00	_____
_____	820125	Hydraulic Base Bar Table - White Laminate.....	410.00	451.00	574.00	_____
_____	820241	Madison Hydraulic Base Cafe Table - Gray Acajou.....	395.00	434.50	553.00	_____
_____	820240	Madison Hydraulic Base Bar Table - Gray Acajou.....	395.00	434.50	553.00	_____
_____	820265	Madison Cafe Table - Gray Acajou.....	295.00	324.50	413.00	_____
_____	820264	Madison Bar Table - Gray Acajou.....	295.00	324.50	413.00	_____
_____	8201220	30" Cafe Table Black Base - White Laminate.....	295.00	324.50	413.00	_____
_____	8201221	30" Bar Table Black Base - White Laminate.....	295.00	324.50	413.00	_____
_____	8201222	30" Bar Table Chrome Base - White Laminate.....	395.00	434.50	553.00	_____
_____	8201223	30" Cafe Table Chrome Base - White Laminate.....	395.00	434.50	553.00	_____
_____	820920	30" Bar Table Chrome Hydraulic Base - Red.....	395.00	434.50	553.00	_____
_____	820921	30" Cafe Table Chrome Hydraulic Base - Red.....	395.00	434.50	553.00	_____
_____	820922	30" Bar Table Chrome Hydraulic Base - Graphite.....	395.00	434.50	553.00	_____
_____	820923	30" Cafe Table Chrome Hydraulic Base - Graphite.....	395.00	434.50	553.00	_____
_____	820930	30" Bar Table w/ Hydraulic Base - Blue.....	395.00	434.50	553.00	_____
_____	820931	30" Bar Table w/ Black Base - Blue.....	295.00	324.50	413.00	_____
_____	820932	30" Bar Table w/ Hydraulic Base - Wood.....	395.00	434.50	553.00	_____
_____	820933	30" Bar Table w/ Black Base - Wood.....	295.00	324.50	413.00	_____
_____	820940	30" Cafe Table w/ Hydraulic Base - Blue.....	395.00	434.50	553.00	_____
_____	820941	30" Cafe Table w/ Black Base - Blue.....	295.00	324.50	413.00	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Pedestal Tables (continued)						
	820942	30" Cafe Table w/ Hydraulic Base - Wood.....	395.00	434.50	553.00	
	820943	30" Cafe Table w/ Black Base - Wood.....	295.00	324.50	413.00	
	820910	30" Bar Table w/ Hydraulic Base - Gunmetal.....	395.00	434.50	553.00	
	820911	30" Bar Table w/ Hydraulic Base - Black.....	395.00	434.50	553.00	
	820912	30" Bar Table w/ Hydraulic Base - Green.....	395.00	434.50	553.00	
	820913	30" Bar Table w/ Hydraulic Base - Orange.....	395.00	434.50	553.00	
	820268	30" Bar Table w/ Hydraulic Base - Whiteboard.....	N/A	N/A	N/A	
	820914	30" Bar Table w/ Hydraulic Base - Yellow.....	395.00	434.50	553.00	
	820915	30" Bar Table w/ Black Base - Gunmetal.....	295.00	324.50	413.00	
	820916	30" Bar Table w/ Black Base - Black.....	295.00	324.50	413.00	
	820917	30" Bar Table w/ Black Base - Green.....	295.00	324.50	413.00	
	820918	30" Bar Table w/ Black Base - Orange.....	295.00	324.50	413.00	
	820919	30" Bar Table w/ Black Base - Yellow.....	295.00	324.50	413.00	
	820269	30" Bar Table w/ Black Base - Whiteboard.....	N/A	N/A	N/A	
	8201230	30" Cafe Table w/ Hydraulic Base - Gunmetal.....	395.00	434.50	553.00	
	8201231	30" Cafe Table w/ Hydraulic Base - Black.....	395.00	434.50	553.00	
	8201232	30" Cafe Table w/ Hydraulic Base - Green.....	395.00	434.50	553.00	
	8201233	30" Cafe Table w/ Hydraulic Base - Orange.....	395.00	434.50	553.00	
	8201234	30" Cafe Table w/ Hydraulic Base - Yellow.....	395.00	434.50	553.00	
	820270	30" Cafe Table w/ Hydraulic Base - Whiteboard.....	N/A	N/A	N/A	
	8201235	30" Cafe Table w/ Black Base - Gunmetal.....	295.00	324.50	413.00	
	8201236	30" Cafe Table w/ Black Base - Black.....	295.00	324.50	413.00	
	8201237	30" Cafe Table w/ Back Base - Green.....	295.00	324.50	413.00	
	8201238	30" Cafe Table w/ Black Base - Orange.....	295.00	324.50	413.00	
	8201239	30" Cafe Table w/ Black Base - Yellow.....	295.00	324.50	413.00	
	820271	30" Cafe Table w/ Black Base - Whiteboard.....	N/A	N/A	N/A	
	8201240	36" Bar Table w/ Hydraulic Base - Black.....	410.00	451.00	574.00	
	8201241	36" Bar Table w// Black Base - Black.....	325.00	357.50	455.00	
	8201242	36" Cafe Table w/ Hydraulic Base - Black.....	410.00	451.00	574.00	
	8201243	36" Cafe Table w/ Black Base - Black.....	325.00	357.50	455.00	
	820273	36" Bar Table w/ Black Base - Whiteboard.....	N/A	N/A	N/A	
	820272	36" Bar Table w/ Hydraulic Base - Whiteboard.....	N/A	N/A	N/A	
	820267	36" Cafe Table w/ Black Base - Whiteboard.....	N/A	N/A	N/A	
	820274	36" Cafe Table w/ Hydraulic Base - Whiteboard.....	N/A	N/A	N/A	

Accent Tables

	82015	Silverado End Table - Tempered Glass/Painted Steel.....	295.00	324.50	413.00	
	82014	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	375.00	412.50	525.00	
	820252	Alondra End Table - Glass/Chrome.....	295.00	324.50	413.00	
	820250	Alondra Cocktail Table - Glass/Chrome.....	375.00	412.50	525.00	
	820253	Alondra End Table - Wood/Chrome.....	295.00	324.50	413.00	
	820251	Alondra Cocktail Table - Wood/Chrome.....	375.00	412.50	525.00	
	8201224	Atomic 36" Round Table - Glass/Chrome.....	380.00	418.00	532.00	
	8201225	Atomic 42" Round Table - Glass/Chrome.....	395.00	434.50	553.00	
	82028	Geo End Table - Wood/Black Steel.....	250.00	275.00	350.00	
	82027	Geo Cocktail Table - Wood/Black Steel.....	325.00	357.50	455.00	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
	82035	Geo End Table - Glass/Chrome.....	250.00	275.00	350.00	
	82034	Geo Cocktail Table - Glass/Chrome.....	325.00	357.50	455.00	
	82054	Sydney End Table - Black Laminate/Brushed Steel..	250.00	275.00	350.00	
	82055	Sydney End Table - White Laminate/Brushed Steel..	250.00	275.00	350.00	
	82052	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	325.00	357.50	455.00	
	82053	Sydney Cocktail Table - White Laminate/Brushed Steel.....	325.00	357.50	455.00	
	82079	Sydney End Table - Blue Laminate/Brushed Steel....	250.00	275.00	350.00	
	82080	Sydney End Table - Wood Laminate/Brushed Steel..	250.00	275.00	350.00	
	82077	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	325.00	357.50	455.00	
	82078	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	325.00	357.50	455.00	
	82075	Regis End Table - Brushed Metal.....	295.00	324.50	413.00	
	82074	Regis Bench Table - Brushed Metal.....	375.00	412.50	525.00	
	820844	Aura Round Table - White Metal.....	175.00	192.50	245.00	
	82043	Geo Square-Round Table - Glass/Black Steel.....	395.00	434.50	553.00	
	82044	Geo Square-Round Table - Glass/Chrome.....	395.00	434.50	553.00	
	8201226	Rustique Square Metal Bar Table - Gray.....	350.00	385.00	490.00	
	820130	Mesa Cocktail Table - Black/Bronze.....	325.00	357.50	455.00	
	820131	Mesa Cocktail Table - Glass/Bronze.....	325.00	357.50	455.00	
	820132	Mesa Cocktail Table - Wood/Bronze.....	325.00	357.50	455.00	
	820133	Mesa End Table - Black/Bronze.....	250.00	275.00	350.00	
	820134	Mesa End Table - Glass/Bronze.....	250.00	275.00	350.00	
	820135	Mesa End Table - Wood/Bronze.....	250.00	275.00	350.00	
	820310	Sedona Side Table - Black/Bronze.....	175.00	192.50	245.00	
	820311	Sedona Side Table - Wood/Bronze.....	175.00	192.50	245.00	
	820312	Sedona Side Table - White/Bronze.....	175.00	192.50	245.00	
	820320	Taos Side Table - Black/Bronze.....	175.00	192.50	245.00	
	820321	Taos Side Table Wood/Bronze.....	175.00	192.50	245.00	
	820322	Taos Side Table - White/Bronze.....	175.00	192.50	245.00	
Conference Tables						
	82041	Geo Conference Table - Glass/Black Steel.....	495.00	544.50	693.00	
	82051	Geo Conference Table - Glass/Chrome.....	495.00	544.50	693.00	
	820260	Madison Conference Table - Gray Acajou.....	450.00	495.00	630.00	
	820708	42" Round Conference Table - White Laminate.....	450.00	495.00	630.00	
	820261	Madison 5' Conference Table - Gray Acajou.....	595.00	654.50	833.00	
	820262	Madison 8' Conference Table - Gray Acajou.....	1,050.00	1,155.00	1,470.00	
	820263	Madison 10' Conference Table - Gray Acajou.....	1,050.00	1,155.00	1,470.00	
	820951	Ventura Bar Table - Maple w/ Grommets.....	700.00	770.00	980.00	
	820952	Ventura Communal Bar Table - Black.....	700.00	770.00	980.00	
	820953	Ventura Bar Table - White w/ Grommets.....	700.00	770.00	980.00	
	820954	Ventura Communal Bar Table - Maple.....	700.00	770.00	980.00	
	820956	Ventura Communal Bar Table - White.....	700.00	770.00	980.00	
	820963	Ventura Communal Cafe Table - Maple.....	600.00	660.00	840.00	
	820960	Ventura Cafe Table - Maple w/ Grommets.....	600.00	660.00	840.00	
	820961	Ventura Cafe Table - White w/ Grommets.....	600.00	660.00	840.00	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
	820966	Ventura Communal Cafe Table - White.....	600.00	660.00	840.00	
	820962	Ventura Communal Cafe Table - Black.....	600.00	660.00	840.00	
	8201244	42" Round Conference Table - Black Laminate.....	450.00	495.00	630.00	
	8201	10' Table - Black Laminate.....	1,050.00	1,155.00	1,470.00	
	8203	5' Table - Black Laminate.....	595.00	654.50	833.00	
	8205	8' Table - Black Laminate.....	1,050.00	1,155.00	1,470.00	
Office						
	84075	Madison Desk - Gray Acajou.....	682.30	750.55	955.20	
	84078	Madison Bookcase - Gray Acajou.....	485.85	534.45	680.20	
Computer Desks/Tables						
	820706	Work Desk - White Laminate.....	395.00	434.50	553.00	

POWERED**Powered Seating**

	810120	Naples Chair, Powered - Black Vinyl.....	725.00	797.50	1,015.00	
	830122	Naples Loveseat, Powered - Black Vinyl.....	825.00	907.50	1,155.00	
	830121	Naples Sofa, Powered - Black Vinyl.....	925.00	1,017.50	1,295.00	

Powered Tables

	820950	Ventura Communal Bar Table, Powered - Black.....	800.00	880.00	1,120.00	
	820955	Ventura Communal Bar Table, Powered - White.....	800.00	880.00	1,120.00	
	820964	Ventura Communal Cafe Table, Powered - Black.....	700.00	770.00	980.00	
	820965	Ventura Communal Cafe Table, Powered - White.....	700.00	770.00	980.00	
	84083	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	657.75	723.55	920.85	
	84084	Tech Desk, Powered - Black Metal.....	578.65	636.50	810.10	
	82076	Sydney Cocktail Table, Powered - Black.....	425.00	467.50	595.00	
	82073	Sydney Cocktail Table, Powered - White.....	425.00	467.50	595.00	
	8202	10' Table, Powered - Black Laminate.....	1,150.00	1,265.00	1,610.00	
	8204	5' Table, Powered - Black Laminate.....	695.00	764.50	973.00	
	8206	8' Table, Powered - Black Laminate.....	1,150.00	1,265.00	1,610.00	

Powered Pedestals

	85060	Powered Locking Pedestal 36" H, Black.....	538.90	592.80	754.45	
	85061	Powered Locking Pedestal 36" H, White.....	538.90	592.80	754.45	
	85062	Powered Locking Pedestal 42" H, Black.....	643.95	708.35	901.55	
	85063	Powered Locking Pedestal 42" H, White.....	643.95	708.35	901.55	
	820710	Wireless Charging Table, Powered.....	395.00	434.50	553.00	

Midtown Counters & Bars

	850103	Midtown Powered Counter Unlighted - Pewter.....	1,730.50	1,903.55	2,422.70	
	850102	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	2,014.10	2,215.50	2,819.75	
	850101	Midtown Bar Unlighted - Pewter.....	1,550.20	1,705.20	2,170.30	
	850100	Midtown Bar Lighted w/ Plug-In - Pewter.....	1,841.05	2,025.15	2,577.45	

DISPLAY & ACCESSORIES**Product Storage**

	84080	3 Door File Cabinet on Castors - Black	189.45	208.40	265.25	
	85020	Posh Shelving w/ Chrome Frame - White.....	552.60	607.85	773.65	

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Refrigerator						
	8503001	Refrigerator - White.....	938.00	1,031.80	1,313.20	
	8983000	Small Refrigerator.....	N/A	N/A	N/A	
Lighting						
	850707	Mason Table Lamp - White/Brushed Silver.....	191.05	210.15	267.45	
	850708	Mason Floor Lamp - White/Brushed Silver.....	280.65	308.70	392.90	
Display						
	75030	Display Cube - Black - 12" Small.....	299.70	329.65	419.60	
	75031	Display Cube - Black - 18" Medium.....	320.85	352.95	449.20	
	75032	Display Cube - Black - 24" Large.....	364.20	400.60	509.90	
	72056	Display Counter - Black.....	435.85	479.45	610.20	
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.....	124.55	137.00	174.35	
	220118	Chrome Sign Holder.....	110.90	122.00	155.25	
	750135	Round Literature Rack.....	278.60	306.45	390.05	
	750136	Flat Literature Rack.....	247.75	272.55	346.85	
	220109	Chrome Coat Tree.....	73.90	81.30	103.45	
	220134	Aluminum Easel.....	70.15	77.15	98.20	
	220110	Chrome Bag Rack.....	92.75	102.05	129.85	
	10201484	Floor Standing Bulletin Board.....	208.00	228.80	291.20	
	220106	Corrugated Wastebasket.....	25.00	27.50	35.00	
	8502	Village Charging Hub.....	194.00	213.40	271.60	
Special Drape						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Gray <input type="checkbox"/> Red						
	12103	Special Drape 3'H (per ft.).....	25.60	28.15	35.85	
	12108	Special Drape 8'H (per ft.).....	30.30	33.35	42.40	

TOTAL COST

Total Cost = \$ _____

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

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Flooring solutions

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Your exhibit's flooring should complement your brand

- The largest selection of exhibit flooring in the industry with a wide choice of colors and sizes
- New vinyl and turf solutions added to broaden your options and freshen your space
- Colorfast carpeting boasts a consistent shade every time
- All carpet and padding is manufactured with 100% recycled material
- Rental prices include delivery, installation, carpet removal and material handling fees

Most popular flooring options

Freeman offers the widest selection of flooring options, ensuring you can take your booth to the next level. Choose from varying carpet weights to fit your level of comfort and durability or stand out with vinyl and turf. Continue reading for more detail on each flooring option.

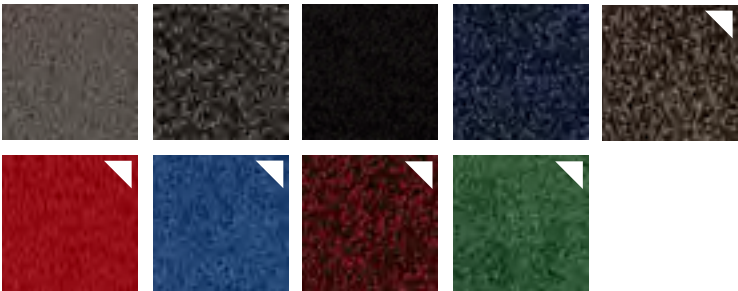
Be sure to order before the discount deadline!

Ordering early gives you access to a wider selection of products at discounted prices, saving you time and money so you can rest at ease.

▼ = Available only before the discount deadline

Classic Collection

16oz carpet



Designer Plus Collection

30oz carpet

NEW



Supreme Collection

45oz carpet

NEW



Expo Flex Collection

10ft vinyl

NEW



Event Flex Collection

12ft vinyl

NEW



Riviera + Parkside Collections

Turf

NEW



Classic Collection

16oz

- Best value and best seller
- Available in 10ft width and in the most common exhibit spaces including 10x10, 10x20, and 10x30
- 100% recyclable
- For extra comfort, add padding for an additional fee

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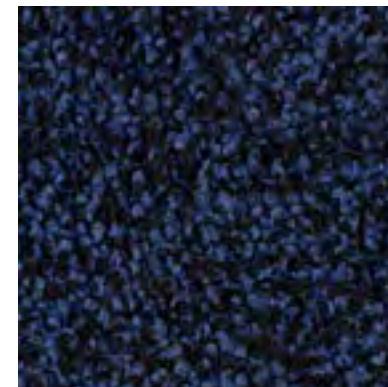
Gray



Tuxedo



Black



Midnight



Blue



Red

▽ = Available only before the discount deadline

Custom Cut Classic Collection

16oz

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

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Gray



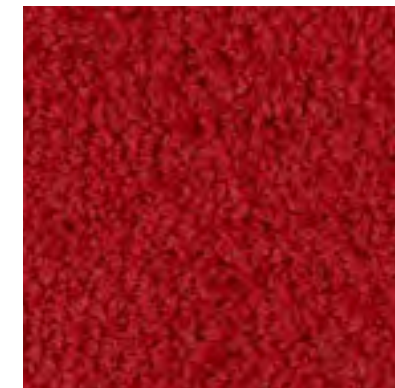
Tuxedo



Black



Midnight



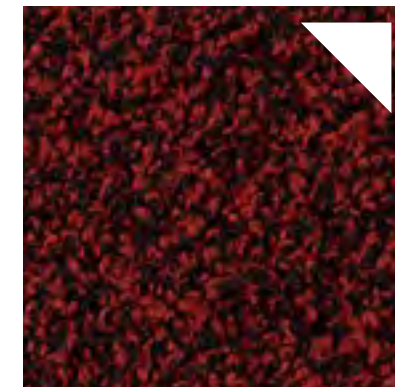
Red



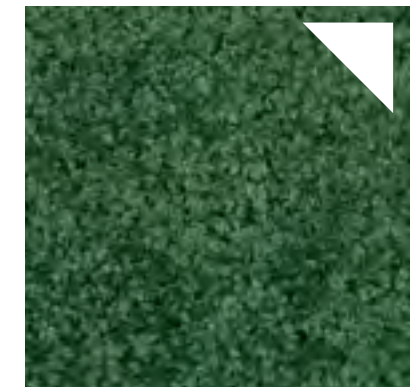
Blue



Latte



Red Pepper



Green

▼ = Available only before the discount deadline

NEW

Designer Plus Collection

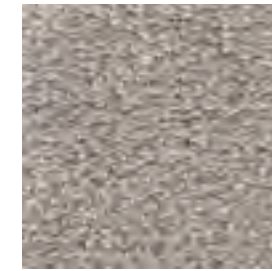
30oz

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

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Black



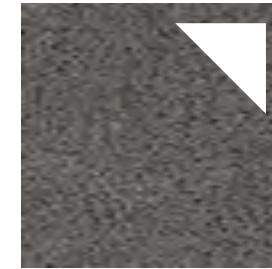
Grey Pearl



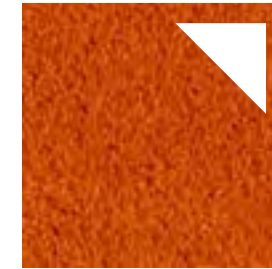
Red



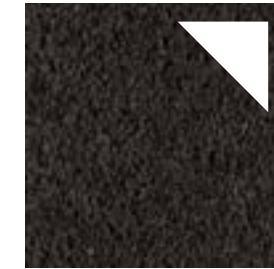
Navy



Lava Rock



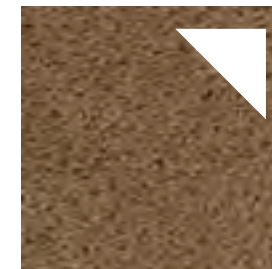
Paprika



Graphite



Royal Blue



Silky Beige



Ivory



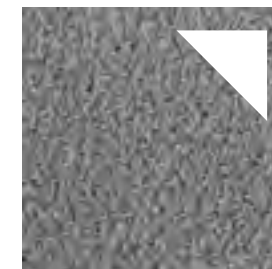
Smoke



Sword



White



Silver Cloud

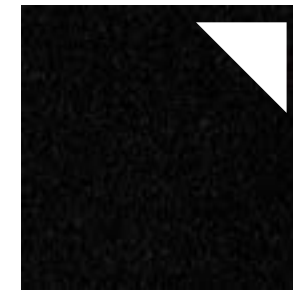
▼ = Available only before the discount deadline

NEW

Supreme Collection

45oz

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



Black



Red



Silver Cloud



Navy



Charcoal



Reflex Blue



Cream



Silver Mist



Smoke



White

▼ = Available only before the discount deadline

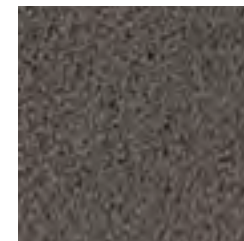
Ordering after the discount deadline? Don't fret.

You can select from these options.

For fast, easy ordering, visit us at freeman.com/find-show

Classic Collection

16oz



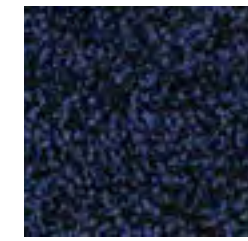
Gray



Tuxedo



Black



Midnight

Custom Cut Classic Collection

16oz



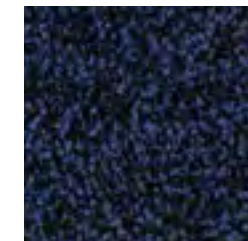
Gray



Tuxedo



Black



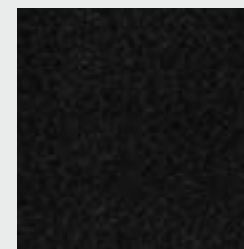
Midnight



Red

Designer Plus Collection

30oz



Black



Gray Pearl



Want to try something other than carpet? We have it!

Now offering vinyl and turf
flooring solutions.

NEW

Expo Vinyl Collection

- Get the upgraded appearance of wood or tile
- Standard 10ft width and can be custom cut to size
- Great for exhibit spaces in common sizes of 10x10, 10x20 and 10x30
- Priced per sq.ft., minimum of 100 sq.ft.
- 100% recyclable
- For extra comfort, add padding for an additional fee



Birch



Light Maple



Dark Maple



Ash



Smoke

▼ = Available only before the discount deadline

NEW

Event Flex Collection

- Get the look of classic wood, tile, or laminate – with easier installation
- 12ft width designed and cut to size
- Great for island exhibit spaces or aisle flooring designs
- Priced per sq.ft., minimum of 100 sq.ft.
- 100% recyclable
- For extra comfort, add padding for an additional fee

For fast, easy ordering, visit us at freeman.com/find-show



Whitewood



Silverwood



Dark Maple



Blackwood



Barnwood

▼ = Available only before the discount deadline

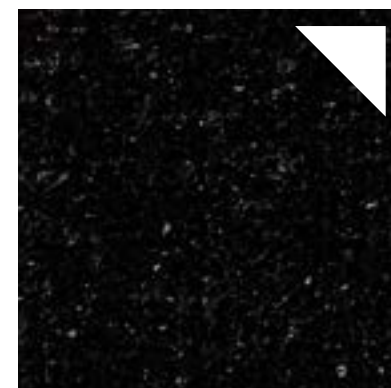
NEW

Turf

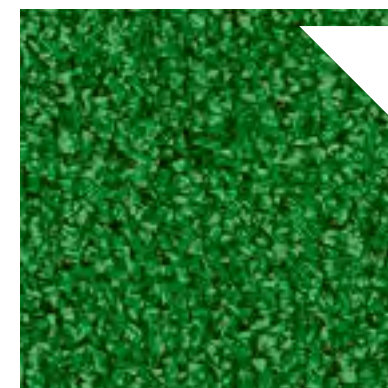
- Bring the outdoors to you with these synthetic grass flooring solutions
- Available in many shades of green and durable for both indoor and outdoor use
- Standard 12ft width and can be custom cut to size
- Priced per sq.ft., minimum of 100 sq.ft.

For fast, easy ordering, visit us at freeman.com/find-show

Riviera synthetic grass brings an outdoor feel to your event space. Optimized for durability and resistance that is ideal for indoor or outdoor use.

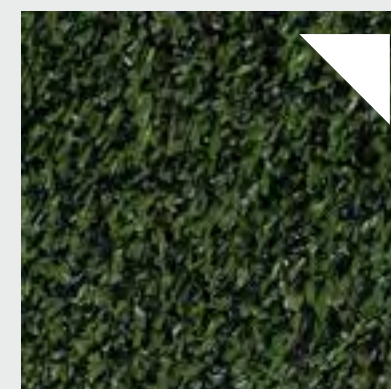


Riviera Black



Riviera Green

Parkside Parkside high-quality synthetic grass provides the real look and feel of your backyard. Colorfast and UV technology makes this the most durable turf solution for both indoor and outdoor use.



Parkside Green

▼ = Available only before the discount deadline

Want to take your flooring to the next level?

Custom flooring options can be ordered for borders, patterns, logos and specific sizes. Contact your Freeman Sales Team member for more information about specialty and custom flooring selections.

Contact solutions@freeman.com



Freeman⁷

Order before the discount deadline.

Ordering early gives you access to a wider selection of products at discounted prices, saving you time and money so you can rest at ease.

freeman.com/find-show

Visit us at freeman.com or contact us at freeman.com/contact



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NAME OF SHOW: **IMS 2022 / June 21 - 23, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

Take advantage of the Online Price by ordering at www.freeman.com/store by MAY 23, 2022.

FLOORING

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

10' Classic Carpet, Padding & Plastic Covering

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
	10' x 10' Classic Carpet	\$ 260.00	\$ 286.00	\$ 364.00	
	10' x 20' Classic Carpet	\$ 520.00	\$ 572.00	\$ 728.00	
	10' x 30' Classic Carpet	\$ 780.00	\$ 858.00	\$ 1,092.00	
	10' x 10' Carpet Padding - Single Layer.....	\$ 160.00	\$ 176.00	\$ 224.00	
	10' x 20' Carpet Padding - Single Layer.....	\$ 320.00	\$ 352.00	\$ 448.00	
	10' x 30' Carpet Padding - Single Layer.....	\$ 480.00	\$ 528.00	\$ 672.00	
	10' x 10' Carpet Padding - Double Layer.....	\$ 320.00	\$ 352.00	\$ 448.00	
	10' x 20' Carpet Padding - Double Layer.....	\$ 640.00	\$ 704.00	\$ 896.00	
	10' x 30' Carpet Padding - Double Layer.....	\$ 960.00	\$ 1,056.00	\$ 1,344.00	
	Plastic Covering (price per sqft).....	\$.90	\$ 1.00	\$ 1.25	

Custom Cut Classic Carpet

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

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue* ☐ Gray ☐ Green* ☐ Latte* ☐ Midnight ☐ Red* ☐ Red pepper* ☐ Tuxedo

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

Per sqft	Booth Size: _____ X _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 5.20	\$ 5.70	\$ 7.30	

Vinyl*

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

10 ft Expo Event Vinyl, choose your flooring color:

☐ Ash ☐ Birch ☐ Dark Maple ☐ Light Maple ☐ Smoke

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

Per sqft	Booth Size: _____ X _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 7.80	\$ 8.60	\$ 10.90	

12 ft Event Flex Vinyl, choose your flooring color:

☐ Barnwood ☐ Blackwood ☐ Dark Maple ☐ Silverwood ☐ Whitewood

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

Per sqft	Booth Size: _____ X _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 9.75	\$ 10.75	\$ 13.65	

NAME OF SHOW: **IMS 2022 / June 21 - 23, 2022**

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**Upgraded Carpet***

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

30 oz Designer Plus Carpet, choose your carpet color:

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

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

30 oz. Carpet Rental - Price per sq. ft. (100 sqft minimum)					Online Price	Discount Price	Standard Price	Total
1 - 700 sqft	Booth Size:	_____	x _____ = _____	sqft	\$ 6.20	\$ 6.80	\$ 8.70	_____
Over 700 sqft	Booth Size:	_____	x _____ = _____	sqft	\$ 5.60	\$ 6.15	\$ 7.85	_____

45 oz Supreme Carpet, choose your carpet color:

☐ Black* ☐ Charcoal* ☐ Cream* ☐ Navy* ☐ Red* ☐ Reflex Blue* ☐ Silver Cloud* ☐ Silver Mist* ☐ Smoke* ☐ White*

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

45 oz. <u>Carpet Rental</u> - Price per sq. ft. (100 sqft minimum)					Online Price	Discount Price	Standard Price	Total
1 - 700 sqft	Booth Size:	_____	x _____ = _____	sqft	\$ 7.10	\$ 7.80	\$ 9.95	_____
Over 700 sqft	Booth Size:	_____	x _____ = _____	sqft	\$ 6.40	\$ 7.05	\$ 8.95	_____

**Carpet Padding**

- Pricing includes delivery, material handling, installation and removal.
- Order padding by the sqft if your size is not listed on the standard size order form.

Carpet Padding- Price per sqft (100 sqft minimum)

<u>Carpet Padding-</u> Price per sqft (100 sqft minimum)					Online Price	Discount Price	Standard Price	Total
100 - 700 sqft	Booth Size:	_____	x _____ = _____	sqft	\$ 1.60	\$ 1.75	\$ 2.25	_____
Over 700 sqft	Booth Size:	_____	x _____ = _____	sqft	\$ 1.45	\$ 1.60	\$ 2.05	_____

Double Carpet Padding- Price per sqft. (100 sqft minimum)

Double Carpet Padding- Price per sqft. (100 sqft minimum)					Online Price	Discount Price	Standard Price	Total
100 - 700 sqft	Booth Size:	_____	x _____ = _____	sqft	\$ 3.20	\$ 3.50	\$ 4.50	_____
Over 700 sqft	Booth Size:	_____	x _____ = _____	sqft	\$ 2.90	\$ 3.20	\$ 4.05	_____

Vinyl Flooring Padding - Price per sqft (100 sqft minimum)

<u>Vinyl Flooring Padding</u> - Price per sqft (100 sqft minimum)					Online Price	Discount Price	Standard Price	Total
Per sqft	Booth Size:	x	=	sqft	\$ 4.70	\$ 5.15	\$ 6.60	

Turf*

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

Riviera Turf, choose your color:

☐ Black ☐ Ivy Green

Riviera Turf - Price per sqft (100 sqft minimum)

<u>Riviera Turf</u> - Price per sqft (100 sqft minimum)					Online Price	Discount Price	Standard Price	Total
Per sqft	Booth Size:	x	=	sqft	\$ 5.70	\$ 6.25	\$ 8.00	

Parkside Turf, choose your color:

☐ Green

Parkside Landscape Turf - Price per sqft (100 sqft minimum)

Parkside Landscape Turf - Price per sqft (100 sqft minimum)					Online Price	Discount Price	Standard Price	Total
Per sqft	Booth Size:	x	=	sqft	\$ 11.70	\$ 12.85	\$ 16.40	

TOTAL COST

Total Cost = \$ _____

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



(888) 508-5054

Fax: (469) 621-5614

Place your order online at
www.freeman.com/store

Submit order forms [here](#).

NAME OF SHOW: **IMS 2022 / June 21 - 23, 2022**

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Take advantage of the Discount Price by ordering at www.freeman.com/store by MAY 23, 2022

CLEANING SERVICES

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

VACUUMING (per sqft - 100 sqft minimum)

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
• Includes emptying of your booth's wastebasket(s) at the time of vacuuming.					
_____	610100	Booth Vacuuming - One Time68	.95	_____
_____	610200	Booth Vacuuming - 2 Days	1.36	1.90	_____
_____	610300	Booth Vacuuming - 3 Days	2.04	2.85	_____

SHAMPOOING (per sqft - 100 sqft minimum)

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time	1.10	1.55	_____
_____	630200	Shampoo Carpet - 2 Days	2.20	3.10	_____
_____	630300	Shampoo Carpet - 3 Days	3.30	4.60	_____

PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
• Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours					
_____	620500	Exhibit Area / Under 500 sqft.	104.85	146.80	_____
_____	6201500	Exhibit Area / 501 - 1,500 sqft.....	122.20	171.10	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sqft.....	139.75	195.65	_____
_____	6203504	Exhibit Area / Over 2,500 sqft.....	157.30	220.20	_____

TOTAL COST

Total Cost = \$ _____

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

cleaning

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



NAME OF SHOW: **IMS 2022 / June 21 - 23, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

Take advantage of the Discount Price by ordering at www.freeman.com/store by MAY 23, 2022.

GRAPHICS

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sqft
\$ 25.15 per sqft discount price
sqft _____ x or _____ = \$ _____
\$ 37.75 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 _____

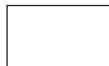
PMS Colors _____

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"	59.65	89.50 =	_____
7" x 22"	69.40	104.10 =	_____
7" x 44"	77.25	115.90 =	_____
9" x 44"	84.00	126.00 =	_____
11" x 14"	77.25	115.90 =	_____
14" x 22"	97.60	146.40 =	_____
14" x 44"	137.30	205.95 =	_____
22" x 28"	145.55	218.35 =	_____
28" x 44"	206.35	309.55 =	_____
20" x 60"	252.50	378.75 =	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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



Vertical

Horizontal

Use Your Judgment For Sign Layout



Background Color: _____

Lettering Color: _____

TOTAL COST

Total Cost = \$ _____

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

CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

VECTOR ART:

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

FONTS and LINKS

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

COLOR

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

ARTWORK IN THE STRUCTURE

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

ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

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

PRINT FILES:

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

RASTER OR BITMAP ART:

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

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

WAYS TO SEND ARTWORK

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

COLORADO LABOR CONDITIONS CONVENTION, DISPLAY, TRADE SHOW

All decorating, display and material handling labor related to conventions, trade shows, promotional displays and consumer shows is performed by the Official Service Contractor.

DISPLAY AND EXHIBIT WORK - INSTALLATION, DISMANTLING AND DECORATING:

Full-time employees of an exhibiting firm may install and dismantle their own respective company display, if such work can be completed in less than sixty minutes without the use of mechanized tools. Any outside or additional labor required for installation, dismantle or decorating of displays is to be performed by the Official Service Contractor or by any other party signatory to the IATSE, Local 7 under the guidelines established by the International Association of Expositions and Events.

MATERIALS DELIVERED TO OR PICKED UP FROM SHOW/JOB SITE:

All materials received, other than those in exhibitor owned vehicles as described below, will be handled by the Official Service Contractor. Please refer to the enclosed shipping instructions and material handling information.

EXHIBITOR OWNED VEHICLES:

Exhibitors, show organizers and other clients may handle their own materials which can be carried by hand by one person. Exhibitors may not bring or use carts, pallet jacks or other material handling equipment which would interfere with the operations of the Official Service Contractor. The above will be strictly followed.

All materials, other than exhibitor handled materials as described above, are chargeable as material handling will be handled through the Official Service Contractor. There are no storage facilities available for materials handled by exhibitors.

Space is limited at show site. To ensure the orderly move in and move out of the show, all docks and vehicle traffic are under the exclusive control of the Official Service Contractor. As conditions permit, space may be made available for exhibitor owned vehicles to load or unload. One person should remain with the vehicle at all times. Due to volume and time constraints, exhibitor owned vehicles must be capable of being loaded/unloaded within fifteen minutes.

Any questions should be addressed to the Official Service Contractor or show management.

To arrange for display labor or material handling, complete the enclosed order forms.

LET US DO THE HEAVY LIFTING

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



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

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

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

ON-SITE SUPERVISION

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

If You Use Freeman Staff

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



NAME OF SHOW: **IMS 2022 / June 21 - 23, 2022**

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.....	\$117.50	\$164.50
Overtime: 7:00 AM to 8:00 AM and 4:30 PM to 12:00 AM Midnight Monday through Friday	\$177.00	\$248.00
7:00 AM to 12:00 Midnight Saturday and Sunday		
Double Time: 12:00 AM Midnight to 7:00 AM and recognized holidays	\$235.00	\$329.00

- **Show Site prices will apply to all labor orders placed at show site.**
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

INSTALLATION LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

DISMANTLE LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

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

NAME OF SHOW: **IMS 2022 / June 21 - 23, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET-UP INFORMATION

Freight will be shipped to: Warehouse _____ Show Site _____ Date Shipped _____

Total No. of Pieces: Crates _____ Cartons _____ Fiber Cases _____

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

Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ Size _____

Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

Select a Carrier:

☐ **Freeman Exhibit Transportation:**

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

☐ **Other Carrier:**

Carrier Name: _____

Carrier Phone: _____

Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select Level of Service:

☐ 1 Day: Delivery next business day

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

☐ Deferred: Delivery within 3-5 business days

☐ Standard Ground

☐ Specialized: Pad wrapped, uncrated or truckload

Freight Charges:

☐ Same as ship to

Bill To: _____

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Inside delivery

☐ Pad wrap required

☐ Do not stack

☐ Lift gate required

☐ Air ride required

☐ Residential

In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

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



(888) 508-5054
Fax: (469) 621-5614

Place your order online at
www.freeman.com/store

Submit order forms [here](#).

NAME OF SHOW: **IMS 2022 / June 21 - 23, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

FORKLIFT & RIGGING LABOR

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

Overtime: 7:00 AM to 8:00 AM and 4:30 PM to 12:00 AM Midnight Monday through Friday, 7:00 AM to 12:00 Midnight Saturday and Sunday

Double Time: 12:00 Midnight to 7:00 AM and recognized holidays

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

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

Part #	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$219.00	\$306.75
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$277.75	\$389.00
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$336.25	\$470.75
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$298.00	\$417.25
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$356.75	\$499.50
3040102	Forklift w/operator - up to 10,000 lbs - DT.....	\$415.25	\$581.50
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$323.25	\$452.75
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$382.00	\$535.00
3040152	Forklift w/operator - up to 15,000 lbs - DT.....	\$440.50	\$616.75
304040	Forklift w/operator - 4-Stage - ST.....	\$239.25	\$335.00
304041	Forklift w/operator - 4-Stage - OT.....	\$298.00	\$417.25
304042	Forklift w/operator - 4-Stage - DT.....	\$356.50	\$499.25
RIGGING LABOR			
3020100	Rigger - ST.....	\$117.50	\$164.50
3020101	Rigger - OT.....	\$176.25	\$246.75
3020102	Rigger - DT.....	\$235.00	\$329.00
EQUIPMENT			
3090600	Forklift Cage.....	\$40.00	

INSTALLATION

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

Describe work to be done: _____

Total Installation \$ _____

DISMANTLE

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

Describe work to be done: _____

Total Dismantle \$ _____

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

(507562) FY23 CC

forklift & rigging labor



(888) 508-5054
Fax: (469) 621-5614

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
May 23, 2022**

NAME OF SHOW: **IMS 2022 / June 21 - 23, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

HANGING SIGN LABOR

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday
Overtime - 7:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday
7:00 A.M. to 12:00 Midnight Saturday and Sunday
Double Time - 12:00 Midnight to 7:00 A.M. and recognized holidays

EQUIPMENT WITH CREW

- Standard prices will apply to all hanging sign orders placed at show site.
- Crew Size - **MINIMUM** of three people.
- **Materials - Cable, clamps, etc... are additional and charged accordingly.**
- Rates are per lift and crew per hour.
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments.
- **Straight time cannot be guaranteed.**

SIGN HANGS ONLY

	Straight Time	Over Time	Double Time
Boom/Condor Lift with Crew per hour			
Advanced Price.....	\$ 626.75	\$ 795.50	\$ 963.50
Standard Price.....	\$ 877.50	\$ 1113.75	\$ 1349.00

ASSEMBLY CREW/ADDITIONAL LABOR

Assembly Crew or Ground Supervisor - Per Person, Per Hour

Advanced Price.....	\$ 112.25	\$ 168.50	\$ 224.50
Standard Price.....	\$ 157.25	\$ 236.00	\$ 314.50

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

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

- ☐ OK to proceed without Exhibitor Supervision
- ☐ Wait for Exhibitor Personnel
- ☐ Display House to supervise

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

INBOUND SHIPPING

Shipping to Advance Warehouse

☐ Deadline for Receipt: **June 14, 2022**

Shipping to Show Site* (Standard Prices Apply)

☐ Date of Arrival: _____

ASSEMBLY ESTIMATE

Approx. Hours Hourly Rate Estimated Cost

_____ @ _____ = _____

***REQUESTED INSTALL DATE: _____ TIME: _____**

Approx. Hours Hourly Rate Estimated Cost

_____ @ _____ = _____

***REQUESTED DISMANTLE DATE: _____ TIME: _____**

Approx. Hours Hourly Rate Estimated Cost

_____ @ _____ = _____

***REQUESTED DATES & TIMES ARE NOT GUARANTEED.**

***Standard prices will apply for all Hanging Signs shipped direct to show site.**

TOTAL COST

Sub-Total	+	Tax#1% Tax	= \$	Total Cost
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STRUCTURAL INTEGRITY STATEMENT
THIS FORM MUST BE RETURNED
FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at the **IMS 2022 / June 21 - 23, 2022** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, COLORADO CONVENTION CENTER, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

FREEMAN

(888) 508-5054 Fax: (469) 621-5614
ExhibitorSupport@freeman.com

DISCOUNT PRICE
DEADLINE DATE
May 23, 2022

NAME OF SHOW: **IMS 2022 / June 21 - 23, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

MOTOR & TRUSS

- For custom quotes on truss or lighting, please call Exhibitor Support at 888-508-5054 or send an email to: ExhibitorSupport@freeman.com.
- ELECTRICAL SERVICE requirements to power the motors must be ordered in advance on the ELECTRICAL SERVICES ORDER FORM.
- ELECTRICAL or HANGING SIGN LABOR requirements to assemble and hang the truss and motors must be ordered in advance on the appropriate order form.
- The cost of Material Handling is included in the rates listed below.
- Please select a color for items indicated with *. If no color selection is made, silver will be selected for you.
- Orders received after the deadline date will be charged the Standard Price.

Freeman requires an engineer print of truss and lighting rigging. Please provide a dwg file of the rigging plot with load required information 3 weeks prior to move in. Incomplete information may prohibit your truss rig from being hung.

For pre rigging please contact Freeman for availability.

Lighting Designer Information:

Name: _____

Phone: _____

Company Name: _____

Email: _____

Description	Advance Order Price	Total
EQUIPMENT		
_____ Quarter Ton Hoist	420.00	\$ _____
_____ Half Ton Hoist	577.50	\$ _____
_____ One Ton Hoist.....	682.50	\$ _____
_____ Rotating Motor	367.50	\$ _____
_____ 12" Box Truss (per foot)*	21.00	\$ _____
_____ 12" Corner Blocks*	105.00	\$ _____
_____ Par Can Lights.....	105.00	\$ _____
_____ Lekos Lights	105.00	\$ _____

**STRUCTURAL INTEGRITY STATEMENT
MUST ACCOMPANY ORDER**

Tax 8.31% : _____

TOTAL ESTIMATED COST: _____

* **Select Color for Truss and Corner Blocks:** ☐ Black ☐ Silver
(If a color choice is not indicated, silver will be selected for you.)

COLORADO CONVENTION CENTER

RIGGING REGULATIONS

Please carefully read these regulations. The Colorado Convention Center will strictly enforce these rules.

1. Any object over 150 lbs. or requiring chain motors must be submitted to Freeman for approval by the Colorado Convention Center.
2. All rigging plans must be submitted to the Rigging Manager at Freeman 30 days prior to the start of rigging installation for group submittal to the Colorado Convention Center. In the event the plan is submitted within 30 days of the first day of move-in, the Colorado Convention Center will apply an additional fee of \$500.00 over and above any fees that would normally apply.
3. All rigging plans must state the structure of rigging, weights, pick point location and an overlay of the rigging within your booth space. Freeman is required to reflect the plot plan for all booths on the over ceiling plan for each show.
4. The exhibitor will be charged \$250.00 to transfer the exhibitor plot plan to the overall ceiling grid that Freeman is required to submit to the Colorado Convention Center.
5. All submitted files should be in DWG format. VectorWorks and PDF format files are not acceptable.
6. The exhibitor will provide the certifications for all exhibitor provided chain hoists, rotating motors and sign bridles to Freeman upon request by the Colorado Convention Center.
7. All special and unusual weights, motors, and apparatus or items not normally hung must obtain written permission from the Director of Engineering at the Colorado Convention Center. Exceedingly large rigs that support abnormal loads, or non-uniform distribution of weight or hardware, may require (at the exhibitor's expense) plans that have been approved and stamped by a licensed engineer selected by the Colorado Convention Center.
8. Any weight load exceeding the pre-approved limits is subject to removal at the exhibitor's expense.
9. Freeman cannot hang any object prior to approval from the Director of Engineering or his/her representative.
10. There is limited rigging space in the front of Hall F and may require additional engineering and equipment. Notify Freeman for special authorization via Exhibitor Support at (888) 508-5054 or via email at ExhibitorSupport@freeman.com.
11. A safety inspection fee of one hour will be assessed when an exhibiting company assembles their own sign.



EXHIBITOR SERVICES ORDER FORM

For Electrical, Telephone, Cable TV, Air, Water and Drain.

RECEIVE 20% OFF BY PLACING YOUR ORDER ONLINE!!!

For Advanced Rate, orders must be placed no later than 15 days prior to first show move-in date at:

www.denverconvention.com/exhibit-at-an-event

WELCOME TO THE COLORADO CONVENTION CENTER



In this kit, you will find orders for:

Electrical services, Telephone services, Air/Water/Drain and Natural Gas services, Internet services, Audio Visual services, Business Center services and Catering services.

To help you with a successful show, we offer you these tips and checklist:

1. The Colorado Convention Center (CCC) is responsible for all utility services, including power, telephone, air, water and drain.
2. ALL exhibitor utility orders should be ordered on-line, faxed, emailed or mailed directly to the CCC. **All payments should be submitted directly to the CCC for utility orders — NOT TO SHOW MANAGEMENT OR THE GENERAL SERVICE CONTRACTOR.**
3. Orders for Internet, Audio Visual Services, Business Center Services and Catering should be sent to their respective companies.
4. For your security, we do not accept orders over the phone. All forms must be mailed, faxed, emailed or ordered on-line at: www.denverconvention.com.
5. Read all the Forms and Guidelines carefully. You may find something specific to your booth that will reduce on-site complications.
6. Save money by ordering prior to your arrival. The onsite surcharge of 30% will be applied to all orders placed onsite, during the first move-in date of the event.
7. The CCC reserves the right to update or amend these forms as needed. If you have questions, please call before ordering.

To save time and even more money, order on-line at www.denverconvention.com. These rates are available only on the web and will save you 20% off the listed rates in this kit.

Checklist Requirements/Reminders:

- ☐ Individual orders are required for each booth you will occupy.
- ☐ If you have any questions, call us direct at 303.228.8027 before you order.
- ☐ All 10X10 and in-line booth services will be installed in the center back of the space.

Please submit a properly oriented booth floor plan for booth exhibits in which services **are not to be** installed in the center back of the space. Please include adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location. Floor plans that include multiple service drop locations must identify exact placement for each individual drop which must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

Orders with multiple service drops submitted without a floor plan, will be installed on-site, on a first come first serve basis and labor charges will be assessed if the service drop must be relocated.

We look forward to seeing you in Denver!

PAYMENT POLICIES

1. **PAYMENT IN FULL** must be rendered on **all** orders when order is placed. **NO EXCEPTIONS!** No service order will be processed without full payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or services will not be provided.
 - All on-line orders must be received 15 days prior to the first contracted show move-in date to qualify for the discount price. All orders placed after this deadline will be charged at the standard rate.
 - All order forms and payments in U.S. Dollars or credit card, must be received 15 days prior to the first contracted show move-in date, in order to utilize the standard rate. The on-site rate will be applied to forms received after this deadline.
 - The date received by the **CCC** will determine the applicable rate.
 - All charges incurred during the show must be rendered in full at the time of service.
 - Any outstanding balance will be charged to the exhibitor credit card on file, after the event closing.
 - If for any reason because of default on the part of the exhibitor it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney fees expended or incurred by **ASM/CCC** in connection therewith.
 - Unpaid balances are subject to a late charge of 1.5% per month thereafter.
2. Only Cash, credit cards, company checks and money orders, made payable to **ASM/Colorado Convention Center**, will be accepted for advanced payments.
3. Colorado Convention Center requires an approved credit card to be on file for all orders, regardless of the method of payment you select. Please be sure to submit this information when placing your order to prevent any processing delays.
4. Your on-site representative must be aware of this payment policy and be prepared to make payment upon installation of services.
5. There is a \$25.00 service charge for all returned payments.
6. Rates quoted for all services include installing the requested services to the booth in the most convenient manner but do not include connecting equipment or special equipment. All island booths require a scaled diagram with proper orientation. Larger power orders may require additional labor and materials for precise placement of services.
7. Material and equipment furnished by the Center, for this service order, shall remain **CCC** property unless otherwise specified and shall be removed **ONLY** by the ASM/CCC employees at the close of the show.
8. Booth utilities are to be ordered by each exhibitor separately and are not to be shared with other exhibitors.
9. Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service.

CANCELLATION POLICIES

- There is a minimum \$100 or 10% Cancellation Fee (whichever is higher) plus any applicable taxes and surcharges that may apply. Cancellations must be in writing prior to the opening of the show. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs.
- Canceled services within an order will not incur cancellation charges if other services are ordered from the Convention Center provided the canceled services have not already incurred any costs.
- Credit will not be given for service(s) installed and not used.
- If a show or event gets canceled by show management, no refunds will be given after 2 weeks of cancellation notice. All cancellations must be in written form.

SUBMITTING YOUR PAYMENT/ORDER

ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK. MAKE CHECK PAYABLE TO : COLORADO CONVENTION CENTER/ASM

1. Online at www.denverconvention.com
2. US Mail/ First Class Mail/Couriers or Overnight Express:
Colorado Convention Center
Attn: Exhibitor Services
700 14th Street, Denver CO 80202-1370
3. Fax To: 303.228.8101
You may fax your complete order information. The Exhibitor Services Department will return a confirmation notice of receipt of your faxed order confirmation.
4. Wire Transfer:
1st Bank of Denver • Denver, CO 80202-1370 • ABA# 502-550-9955 • Routing# 107005047
Attn: Exhibitor Services
All wire transfers must include the following information:
•Your Company Name • Event/Show Name • Your Booth/Space Number
5. Federal Tax ID Number : 23-2511871

CONDITIONS AND REGULATIONS

GENERAL

1. Wall, column and permanent building utility outlets or sockets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment must comply with Federal, State, and local safety codes.
3. **Under no circumstances shall anyone other than CCC Employees enter floor ports to connect to any convention center utility including power, phone or internet lines. A fine of \$200 will be added to individual orders for each occurrence.**
4. **ASM/CCC** will not be responsible for any cutting or altering of any floor covering necessary to bring utilities to a booth.
5. Exhibit equipment requiring exhibitor engineers or technicians for assembly, servicing, and operation may be installed by qualified exhibit staff.
6. All ground/building connections to such equipment must be installed by ASM/CCC staff only.
7. All onsite changes will be charged a (1) one-hour minimum. The fee is \$75/hr.
8. **ASM/CCC** reserves the right to disconnect any service for failure to adhere to these published policies.

ELECTRICAL

1. **ASM/CCC** conducts an audit of power supplied to all exhibits. Exhibitors will be required to pay on-site rates for additional or unauthorized use of services. Services may be disconnected pending full payment.
2. **ASM/CCC** employs licensed electricians who are legally obligated to verify that exhibitor owned electrical material or equipment, including power distribution systems used during an event, comply with the **National Electrical Code** or are **U.L. approved**. Special attention is given to the grounding of equipment. **The electrical department will make the final determination in allowing the use of any electrical material or equipment.**
3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, wattage, horsepower, etc. If NO information is available, **ASM/CCC** electricians will compute a rating for the minimum electrical service required.
4. **ASM/CCC** reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the electrical department.
5. All exhibitors' 120-VOLT cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Electrical service for exhibitor needs shall be available one (1) hour prior to opening time and until one (1) hour after show close daily. **Equipment requiring continual power supply must order 24-hour power.**
7. The CCC is not responsible for voltage fluctuations or power failure. If your equipment has strict tolerances for voltage you must provide your own regulating device.
8. All electrical equipment exposed to water/liquids must have ground fault circuit interrupters.

**RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST
SHOW MOVE - IN DATE.**

denverconvention.com/exhibit-at-an-event

STANDARD 120V ELECTRICAL ORDER FORM



Email Orders to: eorders@denverconvention.com

Order Online, Fax, or Mail at:

Colorado Convention Center
Attn: Exhibitor Services
700 14th Street
Denver, CO 80202

303.228.8027 Ph
303.228.8101 Fx
www.denverconvention.com

Event Name: _____

Booth # _____ Booth Dimensions _____

Event Dates _____

Company Name _____

Address _____

City _____ St _____ Zip _____

Phone _____ Fax _____

E-mail _____

ELECTRICAL SERVICES	QTY	STANDARD RATE Duration of Show	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$120.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$140.00	
20 AMPS OR 2000 WATTS (Quad box)		\$155.00	
TOTAL PAYMENT			
See Special 120V order form for 24-hour power and overhead drop pricing and ordering.			
ADDITIONAL ITEMS (Electrical Service must be ordered first)	QTY	STANDARD RATE	TOTAL
SIX PLUG STRIP		\$30.00	
25' EXTENSION CORD		\$30.00	
TOTAL PAYMENT			

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED
A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY.**

CREDIT CARD NUMBER: <input type="checkbox"/> AMEX <input type="checkbox"/> MC <input type="checkbox"/> VISA		EXPIRATION DATE:
<input type="text"/>	<input type="text"/>	<input type="text"/>
PRINT CARDHOLDERS NAME:		CARDHOLDERS SIGNATURE:
		SIGNATURE ACKNOWLEDGES PAYMENT POLICIES, ALL CONDITIONS & REGULATIONS

- **Services are provided in the most convenient manner for CCC Electricians** UNLESS booth floor plan is submitted prior to first **show** move-in date. Services must be ordered and individually identified on a booth floor plan. Services are for the duration of the show.
- **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for spaces larger than 10x10.
- **LABOR**: Labor is included in the initial set of the service. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Labor will be charged in 1 hour increments.
- CCC Electricians will not split/branch service to achieve multiple locations. Services must be ordered for each individual location requested. Exhibitors may bring personal UL approved 3-wire cords and equipment to distribute if desired.
- **FOR 120V SERVICE LARGER THAN 20A or special needs PLEASE CALL 303.228.8027.**

SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) **must submit a properly oriented booth floor plan**, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.

Electrical Services:

E— Indicates each amp/watt (Will not be split or branched)

O— Indicates overhead drop (Include height information)

Telephone Services:

T— Indicates Telephone Lines

F— Indicates Data/Fax Lines

Compressed Air / Water / Drain:

Indicate each drop by writing **Air / Water / Drain**

****Please also indicate overhead or hanging utilities and all height information pertinent to each.****

Please indicate scale: 1 square = _____ Feet. Booth Size: _____

Note adjacent booth # to left side of your booth

		BACK		
		FRONT		

Note adjacent booth # to right side of your booth

Note adjacent booth # to front side of your booth

**RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST
SHOW MOVE - IN DATE.**

denverconvention.com/exhibit-at-an-event

STANDARD 120V ELECTRICAL ORDER FORM



Email Orders to: eorders@denverconvention.com

Order Online, Fax, or Mail at:

Colorado Convention Center

Attn: Exhibitor Services

700 14th Street

303.228.8027 Ph

303.228.8101 Fx

Event Name: _____

Booth # _____ Booth Dimensions _____

Event Dates _____

Company Name _____

Address _____

City _____ St _____ Zip _____

Phone _____ Fax _____

E-mail _____

ELECTRICAL SERVICES	QTY	24-HOUR POWER	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$180.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$200.00	
20 AMPS OR 2000 WATTS (Quad box)		\$230.00	
ELECTRICAL SERVICES	QTY	OVERHEAD POWER	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$240.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$275.00	
20 AMPS OR 2000 WATTS (Quad box)		\$310.00	
ELECTRICAL SERVICES	QTY	24-HOUR OVERHEAD	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$300.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$335.00	
20 AMPS OR 2000 WATTS (Quad box)		\$385.00	
TOTAL PAYMENT			

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED.
A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY.**

CREDIT CARD NUMBER: ☐ AMEX ☐ MC ☐ VISA

EXPIRATION DATE:

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PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- **Services are provided in the most convenient manner for CCC Electricians UNLESS** booth floor plan is submitted prior to first **show** move-in date. Services must be ordered and individually identified on a booth floor plan. Services are for the duration of the show.
- **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for spaces larger than 10x10.
- **LABOR:** Labor is included in the initial set of the service. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Labor will be charged in 1 hour increments.
- CCC Electricians **will not split/branch** service to achieve multiple locations. Services must be ordered for each individual location requested. Exhibitors may bring personal UL approved 3-wire cords and equipment to distribute if desired.
- **Overhead power** is not intended for theatrical lighting fixtures. All Lighting must be built to the floor by an approved lighting contractor.
- **FOR 120V SERVICE LARGER THAN 20A** or special needs PLEASE CALL 303.228.8027.

SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) **must submit a properly oriented booth floor plan**, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

NOTE: If a booth floor plan is not provided, services will be placed in the most convenient location.

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable TV, compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

Multiple service orders without a booth floor plan, will be serviced on a first come, first serve basis.

Electrical Services:

E— Indicates each amp/watt (Will not be split or branched)

O— Indicates overhead drop (Include height information)

Telephone Services:

T— Indicates Telephone Lines

F— Indicates Data/Fax Lines

Compressed Air / Water / Drain:

Indicate each drop by writing **Air / Water / Drain**

****Please also indicate overhead or hanging utilities and all height information pertinent to each.****

Please indicate scale: 1 square = _____ Feet. Booth Size: _____

Note adjacent booth # to left side of your booth

		BACK		
		FRONT		

Note adjacent booth # to right side of your booth

Note adjacent booth # to front side of your booth

RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST SHOW MOVE - IN DATE.

denverconvention.com/exhibit-at-an-event

INDUSTRIAL 208V ELECTRICAL ORDER FORM



Email Orders to: eorders@denverconvention.com

Order Online, Fax, or Mail at:

Colorado Convention Center
Attn: Exhibitor Services 303.228.8027 Ph
700 14th Street 303.228.8101 Fx
Denver, CO 80202 www.denverconvention.com

Event Name: _____

Booth # _____ Booth Dimensions _____

Event Dates _____

Company Name _____

Address _____

City _____ St _____ Zip _____

Phone _____ Fax _____

E-mail _____

SINGLE-PHASE SERVICES	QTY	STANDARD RATE	TOTAL
20 AMPS OR 3,300 WATTS		\$280.00	
30 AMPS OR 4,900 WATTS		\$325.00	
40 AMPS OR 6,500 WATTS		\$575.00	
50 AMPS OR 8,300 WATTS		\$755.00	
60 AMPS OR 10,000 WATTS		\$890.00	
100 AMPS OR 16,600 WATTS		\$1,370.00	
THREE-PHASE SERVICE	QTY	STANDARD RATE	TOTAL
20 AMPS OR 5,700 WATTS		\$375.00	
30 AMPS OR 8,600 WATTS		\$435.00	
40 AMPS OR 11,500 WATTS		\$710.00	
50 AMPS OR 14,400 WATTS		\$900.00	
60 AMPS OR 17,200 WATTS		\$1,100.00	
100 AMPS OR 28,800 WATTS		\$1,615.00	

****See Special 120V order form for 24-hour power and overhead drop pricing and ordering.****

TOTAL PAYMENT

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED.
A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY.**

CREDIT CARD NUMBER: ☐ AMEX ☐ MC ☐ VISA

EXPIRATION DATE:

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PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- For higher voltage call Exhibitor Services at 303.228.8027 for quoted power, labor and materials. Prices for 208V service up to 100amps include delivery to the booth and do not include hardwire connection or special equipment. Unless noted, services are provided in the most convenient manner.
- **LABOR:** Labor is included in the initial set of the service. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Labor will be charged in 1 hour increments.
- **Services are provided in the most convenient manner for center electricians** UNLESS booth floor plan is submitted prior to first **show** move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for spaces larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) **must submit a properly oriented booth floor plan**, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

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O— Indicates overhead drop (Include height information)

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T— Indicates Telephone Lines

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Compressed Air / Water / Drain:

Indicate each drop by writing **Air / Water / Drain**

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Please indicate scale: 1 square = _____ Feet. Booth Size: _____

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		BACK		
		FRONT		

Note adjacent booth # to right side of your booth

Note adjacent booth # to front side of your booth

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700 14th Street 303.228.8101 Fx
Denver, CO 80202 www.denverconvention.com

Event Name: _____

Booth # _____ Booth Dimensions _____

Event Dates _____

Company Name _____

Address _____

City _____ St _____ Zip _____

Phone _____ Fax _____

E-mail _____

SINGLE-PHASE SERVICES	QTY	24-Hour Power	Overhead Power	24-Hour Overhead	TOTAL
20 AMPS OR 3,300 WATTS		\$420.00	For overhead quotes please contact the Exhibitor Services Department at: 303.228.8027		
30 AMPS OR 4,900 WATTS		\$490.00			
40 AMPS OR 6,500 WATTS		\$865.00			
50 AMPS OR 8,300 WATTS		\$1,135.00			
60 AMPS OR 10,000 WATTS		\$1,335.00			
100 AMPS OR 16,600 WATTS		\$2,055.00			
THREE-PHASE SERVICES	QTY	24-Hour Power			TOTAL
20 AMPS OR 5,700 WATTS		\$560.00			
30 AMPS OR 8,600 WATTS		\$655.00			
40 AMPS OR 11,500 WATTS		\$1,065.00			
50 AMPS OR 14,400 WATTS		\$1,350.00			
60 AMPS OR 17,200 WATTS		\$1,650.00			
100 AMPS OR 28,800 WATTS		\$2,425.00			
TOTAL PAYMENT					

ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED. A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY.

CREDIT CARD NUMBER: ☐ AMEX ☐ MC ☐ VISA

EXPIRATION DATE:

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PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- Overhead power is not intended for theatrical lighting fixtures. All lighting must be built to the floor by an approved lighting contractor.
- Services are provided in the most convenient manner for CCC Electricians** UNLESS booth floor plan is submitted prior to first **show** move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for exhibit areas or space larger than 10x10.
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- For higher voltage call **Exhibitor Services at 303.228.8027 for quoted power**, labor and materials. Prices for 208V service up to 100amps include delivery to the booth and do not include hardwire connection or special equipment.

SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) **must submit a properly oriented booth floor plan**, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

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O— Indicates overhead drop (Include height information)

Telephone Services:

T— Indicates Telephone Lines

F— Indicates Data/Fax Lines

Compressed Air / Water / Drain:

Indicate each drop by writing **Air / Water / Drain**

****Please also indicate overhead or hanging utilities and all height information pertinent to each.****

Please indicate scale: 1 square = _____ Feet. Booth Size: _____

Note adjacent booth # to left side of your booth

		BACK		
		FRONT		

Note adjacent booth # to right side of your booth

Note adjacent booth # to front side of your booth

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TELEPHONE ORDER FORM



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Colorado Convention Center
Attn: Exhibitor Services
700 14th Street
Denver, CO 80202

303.228.8027 Ph
303.228.8101 Fx
www.denverconvention.com

Event Name: _____

Booth # _____ Booth Dimensions _____

Event Dates _____

Company Name _____

Address _____

City _____ St _____ Zip _____

Phone _____ Fax _____

E-mail _____

TELEPHONE SERVICE – VOIP SERVICES	QTY	STANDARD RATE	TOTAL
STANDARD PHONE SERVICE (with instrument, single line service)		\$250.00	
ADVANCED PHONE SERVICE (with instrument, multi-button service)		\$450.00	
POLYCOM SPEAKER PHONE		\$450.00	
ANALOG LINE - FAX, MODEM, CREDIT CARD LINE (no Instrument, VOIP to analog line)		\$250.00	
VOICEMAIL BOX		\$50.00	
PROGRAMING - CALL HUNT/ROLLOVER/CALL PICKUP—(If ordering multiple lines, maximum 2 times)		\$50.00	
LONG DISTANCE SERVICE* — Standard service does not include Long Distance Access. Long-distance calls require a credit card authorization form to be on file and calls will be charged to your card. INITIAL HERE TO ACCESS LONG DISTANCE SERVICE: _____			
SPECIAL SERVICES	QTY	STANDARD RATE	TOTAL
EXTEND POTS, ISDN, T1, other		\$250.00	
Ordered by the exhibitor and delivered to the Convention Center Demarc by Exhibitor's carrier of choice. To ensure delivery to the Convention Center, please order from your carrier a minimum of four weeks prior to the show. Order # _____ Circuit No. _____ Carrier Installation Date _____			
LABOR (Special placement, changes or repairs are charged in 1 hour increments.)		\$75.00	
TOTAL PAYMENT			

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED.
A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST SHOW MOVE-IN DAY.**

CREDIT CARD NUMBER: ☐ AMEX ☐ MC ☐ Visa

EXPIRATION DATE:

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PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

Phone Usage Charges: Usage charges are billed by CCC/ASM at the end of the show. Local and toll-free calls are free. Long distance calls are billed at AT&T retail rates.—Credit card must be on file before long-distance service is activated.

Services are provided in the most convenient manner for CCC Technicians UNLESS booth floor plan is submitted prior to first **show** move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for exhibit areas or space larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges. Handsets must be picked up by Exhibitor at the Service Desk upon arrival.

**RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST SHOW MOVE-
IN DATE.**

denverconvention.com/exhibit-at-an-event

CABLE TV & SATELLITE DISH INFORMATION FORM



Email Orders to: eorders@denverconvention.com

Order Online, Fax, or Mail at:

Colorado Convention Center
Attn: Exhibitor Services 303.228.8027 Ph
700 14th Street 303.228.8101 Fx
Denver, CO 80202 www.denverconvention.com

Event Name: _____

Booth # _____ Booth Dimensions _____

Event Dates _____

Company Name _____

Address _____

City _____ St _____ Zip _____

Phone _____ Fax _____

E-mail _____

A properly oriented booth floor plan must be submitted to ensure proper installation and also to prevent service postponement. The floor plan must include adjacent booth numbers surrounding the booth. For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the floor plan.

SERVICE TYPE	QTY	STANDARD RATE	Total
COMCAST CABLE TV			
DIGITAL (HDTV) (Outputs: HDMI, S Video, RCA, L/R audio, Coaxial, and Optical digital audio - By request for legacy devices)		240.00	

CABLE CARDS - The CCC does not provide Cable Cards. Arrangements for this service must be made with Comcast directly.

SATELLITE DISH

NOTE: Vendor must supply all Dish/Antenna hardware, stands, roof protection, stand ballast, cable, adaptors/connectors and any other materials required for installation. All equipment must be removed by the vendor immediately after event close.

DISH ANTENNA INSTALLED ON ROOF **Needs Quoted**

CABLES TO BE RUN TO BOOTH/AREA

DATE AND TIME INSTALLATION AND SERVICE REQUIRED BY: _____

ADDITIONAL SERVICE REQUIREMENTS:

CREDIT CARD NUMBER: ☐ AMEX ☐ MC ☐ Visa

EXPIRATION DATE:

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PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

INTERNAL USE ONLY

	ESTIMATE	ACTUAL
LIFT USE (HRS)		
M/HRS		
CABLE (FT)		
SPLITTERS (QTY)		

ADDITIONAL MATERIALS USED: _____

SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) **must submit a properly oriented booth floor plan**, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

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Electrical Services:

E— Indicates each amp/watt (Will not be split or branched)

O— Indicates overhead drop (Include height information)

Telephone Services:

T— Indicates Telephone Lines

F— Indicates Data/Fax Lines

Compressed Air / Water / Drain:

Indicate each drop by writing **Air / Water / Drain**

****Please also indicate overhead or hanging utilities and all height information pertinent to each.****

Please indicate scale: 1 square = _____ Feet. Booth Size: _____

Note adjacent booth # to left side of your booth

		BACK		
		FRONT		

Note adjacent booth # to right side of your booth

Note adjacent booth # to front side of your booth

CONDITIONS AND REGULATIONS

TELEPHONE

1. Telephone instruments must be picked up at the Service Desk.
2. *A credit card is required for long distance access to be turned on. All long distance charges incurred from the first contracted show move-in date through the last move-out date are the responsibility of the exhibitor. Usage will be billed at the close of show. There is a 100% surcharge on each long distance call. Copies of charge receipts and itemized billings will be mailed approximately one (1) week after the close of show.*
3. Delivery of **ALL** data transmission lines ordered from an outside vendor will only be allowed to the Demarcation Room at the Convention Center. **ASM/CCC** staff will complete all installations inside the facility.
4. **ASM/CCC** reserves the right to require deposit for Telecommunication equipment prior to installation.
5. All telephones are to be returned to avoid being charged a telephone replacement fee.
6. Once Installed, telephone services is active 24 hours a day for the entire length of the event.
7. 5 digit internal extension to extension dialing.

DESCRIPTION OF TELEPHONE SERVICES

1. **Standard Phone Service:** Single VOIP phone line that includes the installation of a touch-tone line and rental of a single line telephone instrument

Standard Phone Optional phone services:

- Call Hunt/Roll to another ordered extension if line is busy or no answer (can only hunt/roll twice)
- Hot-Line: place a call to predetermined destination by simply lifting the handset.
- Call Forward
- Call Pick-Up group: an incoming call to any extension in the pick-up group can be answered by any of the phones in the specified group by picking up their handset and entering a code on the phones keypad.

2. **Advanced Phone Service:** VOIP phone line that includes the installation of one digital multi-button telephone. This comes with fixed features such as hand's free call, hold, conference, redial, and transfer. Along with four programmable buttons that can be programmed based on what additional special programming has been ordered.

Advanced Phone Optional phone services:

- Call Appearance: Any ordered extension number can ring on labeled key on digital set.
- Call Forward
- Last Number Redial

3. **Analog Line - Fax, Modem, Credit Card Line:** Touch-tone analog phone line. No instrument provided.
4. **Voicemail Box:** Voicemail box added to Standard Phone Service or Advanced Phone Service.
5. **Polycom Speaker Phone:** Speaker phone hooked to an VOIP phone line used for small to medium conference room sets. Call to confirm availability if ordering more than six for a single show.
6. **POTS/ISDN/T1 Extension:** Any services delivered by an outside vendor to the Demarcation room at the CCC.

WATER/AIR/DRAIN

1. **Permanent building outlets, including restroom plumbing fixtures, are not to be used for booth operations or disposal purposes. A \$500.00 fine will be assessed and collected from any exhibitor involved in this activity.**
2. Utility connections to booth will be operable one (1) hour prior to show opening and disconnected two (2) hours after show closing. To make alternative arrangements, contact the Exhibitor Services Department 30 days prior to show opening.
3. The CCC is not responsible for moisture or water in air lines, or any pressure variations.
4. All equipment using water must have inlet and outlet properly tagged.

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MOVE- IN DATE.**

denverconvention.com/exhibit-at-an-event

COMPRESSED AIR, WATER, & DRAIN ORDER FORM



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Order Online, Fax, or Mail at:

Colorado Convention Center

Attn: Exhibitor Services

700 14th Street

Denver, CO 80202

303.228.8027 Ph

303.228.8101 Fx

www.denverconvention.com

Event Name: _____

Booth # _____ Booth Dimensions _____

Event Dates _____

Company Name _____

Address _____

City _____ St _____ Zip _____

Phone _____ Fax _____

E-mail _____

COMPRESSED AIR SERVICES — ½" NPT Fitting	QTY	STANDARD RATE	TOTAL
Single Outlet —1/2" male or female schedule 40 pipe thread adapter REQUIRED. No guarantees can be made of min./max. pressure. If pressure is critical, the exhibitor must arrange to have a pressure regulator valve or pump installed. If exhibitor needs an adapter, a \$35.00 charge will be accessed for parts.		\$300.00	
Branch to additional locations		\$200.00	
COLD WATER SERVICES — ½" NPT Fitting	QTY	STANDARD RATE	TOTAL
Single Outlet —1/2" male or female schedule 40 pipe thread adaptor REQUIRED. Building pressure is MIN 45 P.S.I. MAX 60 P.S.I.		\$300.00	
Branch to additional locations		\$200.00	
Fill—per 500 gal. (Pump out included if water contains no additives)		\$170.00	
DRAIN SERVICES — Gravity Flow—1 ½" Max outlet	QTY	STANDARD RATE	TOTAL
Standard Drain		\$300.00	
Additional Locations		\$200.00	
JACUZZI/HOT TUBS (Includes (1) 50A electrical service)	QTY	STANDARD RATE	TOTAL
200 to 400 Gallons		\$750.00	
401 gallons and Up		\$850.00	
**Other Fill and Drain Services call 303.228.8027 for quote and requirements. **			
LABOR (Connections, changes and repairs are charged in 1 hour increments.)		\$75.00	
ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED. A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST <u>SHOW</u> MOVE-IN DAY.			
TOTAL PAYMENT:			

CREDIT CARD NUMBER: ☐ AMEX ☐ MC ☐ Visa

EXPIRATION DATE:

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PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- **Services are provided in the most convenient manner for CCC Electricians** UNLESS booth floor plan is submitted prior to first show move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit booth floor plans with exact placements of each service drop, for exhibit areas or space larger than 10x10.
- **LABOR:** Special placement, testing and/or changes after the initial set will require additional labor and material charges. 1 Hour minimum of labor required for all water and air services. Labor will be charged in 1 hour increments.
- Natural Gas Service available in select areas of Exhibit Halls ABC only. PLEASE CALL 303.228.8027 with any questions.
- **ALL CONNECTIONS TO TAP WILL REQUIRE A LICENSED CONTRACTOR WITH A BUILDING PERMIT.**
- Water fill features that require more than one fill & drain will require the purchase of two separate services.

SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) **must submit a properly oriented booth floor plan**, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

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Compressed Air / Water / Drain:

Indicate each drop by writing **Air / Water / Drain**

****Please also indicate overhead or hanging utilities and all height information pertinent to each.****

Please indicate scale: 1 square = _____ Feet. Booth Size: _____

Note adjacent booth # to left side of your booth

		BACK		
		FRONT		

Note adjacent booth # to right side of your booth

Note adjacent booth # to front side of your booth

GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS

GENERAL BUILDING POLICIES

1. Decorations, signs, banners, and similar materials may not be taped, nailed, stapled or otherwise fastened to ceilings, doors, walls, glass, columns, painted surfaces, fabric or decorative walls.
2. Helium balloons may not be sold or distributed inside the facility. Helium balloons may be approved through your Event Manager for permanent attachment to authorized displays. A deposit may be required prior to installation.
 - A. If helium balloons from an authorized display are released within the facility, labor costs to remove balloons from ceilings or ventilation fans will be charged.
 - B. Helium (or like) balloons distributed outside the **CCC** should not be brought into the facility.
3. No pressure-adhesive stickers or decals or similar promotional items may be distributed in the building. Labor costs to remove adhesive stickers and decals will be charged.
4. The **CCC** escalators and public elevators are not to be used to transport freight or equipment. All equipment and freight should be transported, utilizing the freight elevator and brought in on the docks.
5. The **CCC** does not provide furniture or equipment for exhibitors' booths. All arrangement for furniture and equipment for exhibitors should be handled by a general service contractor.

SMOKING POLICY

1. The **CCC** is a non-smoking facility.
2. If the function is open to the **general public**, there will be no designated smoking area within the facility.
3. Smoking is not permitted on the exhibit hall floor during move-in or move-out.
4. The Denver Fire Department will issue citations for violations of this rule.

FOOD AND BEVERAGE

1. Centerplate Catering has exclusive catering, concession and liquor privileges at **CCC**. It is not permissible to bring food and beverages into the **CCC**. Centerplate can be reached 303.228.8050 for in booth catering.
2. Food and beverage distributed by exhibitors are limited to products manufactured, processed or distributed by the exhibiting firm and are limited to sample size. Buy-out fees will apply. Please contact your Centerplate Catering representative at 303.228.8050 for more detailed information.

SECURITY

1. The **CCC** maintains twenty-four (24) hour security for building perimeter and internal patrols.
2. Hall Security and Individual booth security are the responsibility of Show Management and the Exhibitor.

DELIVERY PROCEDURES

1. The **CCC** does not accept advance freight shipments for exhibitors or show management. Freight must be consigned to the general service contractor or show manager during the event period.
2. Mail received on site should be addressed to the appropriate show or event. Mail will be held in the **CCC** offices until the first day of move in, at which time it will be delivered to show management.

PARKING

1. The **CCC** operates a 1,000 space parking garage connected directly to the facility. **CCC** does not operate any of the parking lots that surround our facilities. Please call 303.228.8070 for information and to request a parking map if needed.
2. Cars and/or trucks parked in marked fire lanes or in posted "no parking" areas will be ticketed and towed.

GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS



RIGGING/SUSPENSION OF LOADS

The **CCC** management must approve all rigging/suspension of loads from any part of the facility structure.

1. All signs, banners, and displays suspended from exhibit hall ceilings must be approved in advance and hung by **CCC** or general service contractor personnel.
2. If you are using any part of the facility structure for rigging or the suspension of loads, you must submit to **CCC** two copies of your rigging plot to Exhibitor Services two months prior to move in for the **CCC** approval. Part of this requirement is due to possible shared or compounded loading between booths or different shows and even between levels of the convention center which can also be a concern. This is even more important on larger shows where several booths are rigging within proximity to each other.
3. All submittals will need to be overlaid in the correct location and orientation onto the Reflected Ceiling Plan (RCP) for the relevant area for proper review to take place (these drawings can be provided in .DWG or .PDF format if they are not on file already and/or upon request).
4. The rigging plot should conform to the following:
 - A. Name of show, show dates, building location; the name of the contractor responsible for rigging, including contact information; and if applicable, the names of the audio, lighting and scenery contractors. Contact information should be printed on the plans.
 - B. Rigging plots must be drawn in 1/16"=1' scale.
 - C. Rigging plots must indicate locations of points, loads for each point, and a legend that explains the use of each point; such as audio, lighting, and scenery.
 - D. Rigging plots must include facility column locations and roof steel locations.
5. The first point of contact for this should be your event manager. However, for more specific information, requirements, and limitations regarding rigging/suspension of loads at the **CCC** or for any inquiries that have not been assigned a specific point person please contact:

Jason Hiester
Technical Services Manager
303.228.8126
jhiester@denverconvention.com

Joe McCullough
Director of Operations
303.228.8026
JMccullough@denverconvention.com

6. If submittals do not meet/or exceed the outlined acceptable criteria the building provides, the rigging plan may need to be sent to the Structural Engineer of Record (SER) for approval at an additional cost. **Note: this SER review can add additional time to the review/approval process. If the rigging plan is not submitted 30 days prior to the first move in date a \$500.00 review fee will be charged in addition to any applicable SER fee's or cost.**
7. If not received in a timely fashion, rigging oversight charges may also apply and any rigging work may not be performed until a submittal is made and the plan has been approved by the building/Operations.
8. Without all the information being submitted with ample time to review it limits options.

BASIC FIRE CODE REGULATIONS

1. Exits in all areas of the facility should not be blocked or covered for any reason.
2. Exterior and loading dock doors and fire doors may not be propped open.
3. All aisles should be kept clear, clean and free of obstructions.
4. Firefighting and emergency equipment should not be blocked or obstructed under any circumstances.
5. Materials used in the construction of displays must be fire resistant, such as draping, table coverings, banners, props, scenery, evergreen trees, bark, angel hair and shrubs. All exhibits and displays are subject to inspection by the Fire Prevention Bureau and/or **ASM/CCC** management for compliance.
6. Vehicles with gasoline engines that are to be displayed should conform to the following:
 - A. Battery cables must be disconnected.
 - B. Fuel level in gas tank is less than ¼ tank, and is not to exceed five gallons.
 - C. Must have protective covering under motors, drive trains and tires on any carpeted area.
 - D. Vehicles displayed in any other area of the center other than the exhibit halls requires a Denver Fire Prevention permit.
7. Use or storage of liquid petroleum (LP) gas by exhibitors is restricted.

GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS



BASIC FIRE CODE REGULATIONS continued

8. Operation of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment, smoke emitting devices or materials in the **CCC** should have written authorization by the **CCC** management and the Fire Prevention Bureau. Permits may be required.
9. All empty crates and boxes should be stored in areas approved and assigned by the **CCC** management and the Fire Prevention Bureau.
10. All electrical equipment should be U.L. (Underwriters Laboratories) approved.
11. Show management, exhibitors and general service contractors should comply with all City fire codes that apply to places of public assembly.
12. All general service contractor equipment should be propane or battery powered. Propane storage and transport is subject to Denver Fire Department regulations.
13. Any covered exhibit space over 300 square feet requires approval from Denver Fire Prevention. A smoke detector and a 2A10BC fire extinguisher is required
 - A. Any exhibit that has a covered area greater than 300 sq. ft. will need to submit the following information to Denver Fire Prevention online permitting portal for approval 2 weeks prior to move in at: <https://www.denvergov.org/AccelaCitizenAccess>
 - Diagram of the booth layout with dimensions.
 - Detail of the covered area including materials used.
 - Flame retardant certificate is required if soft goods are used as the covering.
 - B. A copy of the permit must be onsite and presented to Fire detail working the event or Convention Center Operations when asked for.
14. Storage in meeting room and ballroom corridors is not permitted.
15. Multi-level exhibits and enclosed rooms have special requirements in order to obtain approval from the Fire Prevention Bureau.
 - A. Exhibits with a double deck structure and/or enclosed room must submit the following information to Denver Fire Prevention at <https://www.denvergov.org/AccelaCitizenAccess> for review and approval a minimum of 15 days prior to the first move in date.
 - Engineer stamped drawings of the double deck structure and/or enclosed.
 - Diagram of booth layout with dimensions.
 - Elevation drawing of the double deck structure and /or the enclosed room.
 - B. Contact CCC Operations Manager at 303.228.8013 for further clarification and specifics if necessary.
 - C. Once all the information has been received by the Operations Manager, it will be reviewed and submitted to the Denver Fire Prevention for approval.

**FOR A MORE COMPREHENSIVE LIST OF POLICIES AND PROCEDURES, PLEASE REFER TO THE CCC
EVENT PLANNER'S RESOURCE BROCHURE.**

Questions should be directed to:
Exhibitor Services Department
700 14th Street
Denver, Colorado 80202
Phone: 303.228.8027 - Fax: 303.228.8101
Email: eorders@denverconvention.com



INTERNET

COLORADO

CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO
A SUCCESSFUL EVENT



Where
TECHNOLOGY
Meets HOSPITALITY

EXPERTISE

WE HAVE DESIGNED & INSTALLED
MORE NETWORKS
FOR MAJOR TRADESHOWS
THAN ANY OTHER ORGANIZATION

FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need**. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Is the exclusive provider of the following services:

INTERNET

WIRED AND WIRELESS SERVICES

From straightforward high-speed wired Internet connectivity to complex high-density wireless networks, our wired and wireless services are able to exceed all of your speed, security and reliability demands. Smart City Networks' state-of-the-art fiber backbone allows for lightning fast speeds throughout our convention centers, while offering completely customizable tiers of Internet services to fit any event need. We partner with your team to facilitate the events requirements and enhance the users experience.

Need just a **BASIC** CONNECTION?

Our **BASIC INTERNET SERVICE**, ideal for **LIGHT INTERNET USAGE** such as web browsing and checking email via a wired connection.

SERVICE	INCENTIVE**	BASE	ON-SITE
Basic Internet	\$895	\$1,140	\$1,368
Additional Device	\$185	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE**	BASE	ON-SITE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$125	\$125

* **NOT FOR STREAMING**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

What if it's **MISSION CRITICAL?**

Our **DEDICATED WIRED SERVICES** are the
FASTEST AND MOST RELIABLE way
to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING			INCENTIVE*	BASE	ON-SITE
	SD	or HD	or UHD			
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- Wireless and Hardline routers are permitted
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

NEED WIRELESS CONNECTIVITY?

Our **STANDARD HOTSPOT** provides
SIMPLE & SECURE WIRELESS
connectivity ideal for checking emails, browsing the web,
processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 1.5 Mbps PER DEVICE*			
DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE
5 Device Limit	\$2,339	\$2,807	\$3,368
15 Device Limit	\$4,133	\$4,960	\$5,952
30 Device Limit	\$6,762	\$8,114	\$9,737
Additional Access Point Rental	\$750	\$750	\$750

* **NOT FOR STREAMING.**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911



Wi-Fi Splash Page services starting at \$250
<https://orders.smartcitynetworks.com/wifi-splash-page-design>

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines
HIGH BANDWIDTH WIRELESS
with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE							
BANDWIDTH ALLOCATION	STREAMING			INCENTIVE *	BASE	ON-SITE	
	SD	or	HD or UHD				
10 Mbps	3		N/A	N/A	\$8,800	\$10,560	\$12,672
20 Mbps	6		4	N/A	\$16,600	\$19,920	\$23,904
30 Mbps	10		6	1	\$24,200	\$29,040	\$34,848
40 Mbps	13		8	1	\$31,550	\$37,860	\$45,434
50 Mbps	16		10	2	\$39,050	\$46,860	\$56,232
Additional Access Point Rental	N/A		N/A	N/A	\$750	\$750	\$750

*** ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW 



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911



Wi-Fi Splash Page services starting at \$250
<https://orders.smartcitynetworks.com/wifi-splash-page-design>

FAQ

Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps



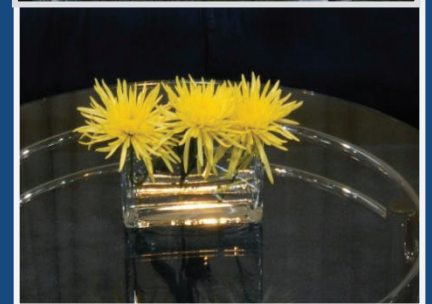
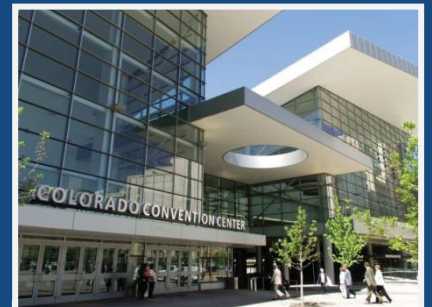
Our Promise ★★★★★

Smart City Networks is “Where Technology Meets Hospitality”. By anticipating and responding to our clients’ needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

“IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND.”



EXHIBITOR BOOTH SERVICES MENU





EXHIBITOR BOOTH SERVICES MENU 2022

Welcome to the Colorado Convention Center and Centerplate Catering.
On this menu you'll find just a sampling of some of our most popular items,
available at your booth or for your hospitality suite.

Contact Katelyn Schultz at Katelyn.Schultz@centerplate.com

BEVERAGES

Freshly Brewed Starbucks Coffee	\$71.00 per gallon
Freshly Brewed House Blend Coffee,	\$61.00 per gallon
Decaffeinated Coffee and Herbal Tea	
Gourmet Coffee Station	\$80.00 per gallon

Starbucks Coffee featuring these specialty items:

Three Varieties of Flavored Syrups, Sugar Cubes, Orange & Lemon Slices,
Whipped Cream, Cinnamon Sticks and Chocolate Shavings

Lemonade or Iced tea	\$42.00 per gallon
Orange, Cranberry, & Grapefruit Juice	\$47.00 per gallon
Individual Bottled Juices	\$4.75 each
Bottled Water	\$4.50 each
Assorted Soft Drinks	\$3.50 each
Water Cooler (Cold)	\$100.00 each
Water Replenishments	\$35.00 each
Hydration Station	\$31.00 per gallon

Choose From Assorted Flavors of Infused water to Include: Strawberry Mint,
Cucumber Lime, Watermelon Lemon, Blueberry Ginger & Raspberry Basil

ACAI BOWLS

All Bowls use a frozen acai fruit puree as the base and comes
standard with Gluten-Free Granola and Bananas.

Organic Acai Bowl	\$15.00 each
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Choice of the following:

(Minimum of 36 per order)

~Classic Bowl: Acai, Granola, Banana

~Super Bowl: Acai, Granola, Banana, Coconut, Cacao Nibs, Hemp Seeds

~Berry Bowl: Acai, Granola, Banana, Mulberry, Strawberry, Blueberry

Bowls are delivered in temporary cooler bag. Must be consumed
within 30 minutes of delivery

BOX LUNCH SELECTIONS

All Box Lunches Served with Individual Bag of Potato Chips and a
Gourmet Chocolate Chip Cookie. Beverages sold separately

Box Lunch Sandwich	\$23.00 each
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Choice of the following:

(Minimum of 6 per type)

~Smoked Turkey & Swiss

~Roast Beef & Cheddar

~Sliced Deli Ham & Cheddar

~Grilled Vegetables & Provolone

BAKE SHOP SPECIALTIES

Baked Bavarian Pretzel Rods	\$ 38.00 per dozen
<i>Served with Mustard and Hot Cheese Dip</i>	
Assorted Bagels with Cream Cheese	\$ 42.00 per dozen
Assorted Local Freshly Baked Danish	\$ 48.00 per dozen
Assorted Local Freshly Made Donuts	\$ 49.00 per dozen
Local Freshly Baked Muffins	\$ 49.00 per dozen
Homemade Brownies or Blondies	\$ 38.00 per dozen
Assorted Freshly Baked Cookies	\$ 45.00 per dozen
<i>Chocolate Chip, Oatmeal Raisin, and Sugar</i>	
Assorted Homemade Cupcakes	\$ 47.00 per dozen

SNACKS

Whole Fresh Fruit	\$ 4.00 each
Granola Bars	\$ 4.75 each
Assorted Candy Bars	\$ 3.75 each
Assorted Lays Potato Chips	\$ 3.25 each
Snack Mix	\$ 17.00 pound
Trail Mix	\$ 18.50 pound
Fancy Mixed Nuts	\$ 42.00 pound
Mixed Nuts with Peanuts	\$ 28.00 pound
Potato Chips & French Onion Dip	\$ 5.75 per person
Pretzel Twists	\$ 8.25 pound
Tortilla Chips & Salsa	\$ 4.25 per person
Freshly Made Guacamole	\$ 3.00 per person
Sliced Seasonal Fresh Fruit Platter	\$ 6.50 per person
Imported and Domestic Cheese Display	\$ 8.50 per person
Signature Homemade Granola Bar	\$ 42.00 per dozen

More Menu Items to Choose From!
Contact Catering Sales at 303.228.8050

Rev 1.28.22

TEMPTING TREATS THAT ATTRACT ATTENTION & DRAW ATTENDEES

TO YOUR BOOTH!

KEURIG MACHINE COFFEE KIT

\$ 157.00

- One time set up fee of \$157.00 includes 26 K-Cups (16 regular, 5 decaf and 5 green tea)
- Disposable coffee cups, creamers, assorted sugar packets, stir sticks and paper napkins
- Additional beverages used will be charged on consumption at \$3.00++ per K-Cup (*Please contact Catering Sales for additional flavors*)

➤ *Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at (303) 228-8027 and request the following:*

- (1) 115 volt, 20amps
- Approximate cost for power will be an additional \$ 155.00

ANTIQUE POPCORN CART

\$ 370.00

- Include (250) Individual Servings
- Additional Servings @ 225.00 a case (200-250 Additional Servings)
- Dimensions: 42" x 68"
- (1) Booth Attendants required at \$ 35.00++ per hour/(4) hour minimum per Attendant

➤ *Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at (303) 228-8027 and request the following*

- (1) 120 volt, 20amps
- Direct power source required (no extension cords or power strips allowed)
- Approximate cost for power will be an additional \$ 155.00

HOT PRETZEL WARMER

\$ 425.00

- Includes (100) Pretzels served with Nacho Cheese and Yellow Mustard
- Additional Servings @ \$ 50.00 per dozen
- Dimensions: 31 1/2" x 20" x 20"
- (1) Booth Attendants required @ \$ 35.00++ per hour/(4) hour minimum per Attendant

➤ *Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at (303) 228-8027 and request the following*

- (1) 120 volt, 20 amps
- Approximate cost for power will be an additional \$ 155.00

ICE CREAM NOVELTIES

\$ 525.00

- Includes (100) Ice Cream Bars and Freezer:
Varieties to include: Snickers, Ice Cream Sandwiches, Strawberry Fruit Bar & Drumsticks
- Additional Servings @ \$ 5.25++ each
- Dimensions: 31" x 45" cart
- (1) Booth Attendants required at \$ 35.00++ per hour/(4) hour minimum per attendant

➤ *Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at (303) 228-8027 and request the following:*

- (1) 120 volt, 10 amps
- Approximate cost for power will be an additional \$ 115.00

HOST ONE OF OUR SPECIALTY SUBCONTRACTORS AT YOUR BOOTH...

EXPRESS KAFEH COFFEE BAR ESSENTIAL PACKAGE

\$1195.00

- Full Service Espresso Bar providing the following drinks: Espresso, Espresso Macchiato, Americano, Cappuccino, Café Latte, Café Mocha
 - Includes 4 hours of service with 1 trained/professional barista
 - Includes (300) 8oz beverages
 - Includes Regular and Decaf Espresso
 - Includes Whole, Skim, Almond & Soy Milk
 - Additional Beverages @ \$4.95++ea
 - Dimensions: 6'x4' (table not included)
- Please note that you will need to order a table from your Decorator.
- Please note that you will need to order the following power from Exhibitor Services. Please contact Josh Meyer at (303) 228-8172 and request the following Power Needs: 110v-20 AMP

EXPRESS KAFEH COFFEE BAR DELUXE PACKAGE

\$2195.00

- Full Service Espresso Bar providing the following drinks: Espresso, Espresso Macchiato, Caramel Macchiato, Americano, Cappuccino, Café Latte, Café Mocha, Chai Latte, Cortado, Hot Chocolate, Tea
 - Includes unlimited 8oz beverages for 8 hours with 1 trained/professional barista
 - Includes Regular and Decaf Espresso
 - Includes Whole, Skim, Almond & Soy Milk
 - Includes 4 flavored syrups (Vanilla, Caramel, Hazelnut & Sugar Free)
 - Includes custom logo/branded coffee sleeves (logo is required 14 days prior to service; rush orders are subject to a \$75 fee)
 - Dimensions: 6'x4' (table not included)
- Please note that you will need to order a table from your Decorator.
- Please note that you will need to order the following power from Exhibitor Services. Please contact Josh Meyer at (303) 228-8172 and request the following Power Needs: 110v-20 AMP

EXPRESS KAFEH COFFEE BAR ADD-ONS

- | | |
|---|-------------------|
| • Cold Brew* (in combo with espresso bar) | \$495.00 |
| • Cold Brew* Stand Alone | \$1,095.00 |
| • Nitro Bar* (250 cups) | \$1,795.00 |
| *includes barista attendant for 4 hours | |
| • Tricycle | \$175.00 |
| • Branded Cup Sleeves | \$175.00 |
| • Branded Bar | \$300.00 |
| • Branded Beverage Toppers | \$175.00 |

"MAD BERRY'S" SMOOTHIES TIKI BAR

\$500.00

- "Tiki" Style Smoothie Bar with Choice of (2) Flavors – Strawberry, Mango, Black Raspberry, Pina Colada or Peach
 - Includes (100) 12oz Tropical Fruit Smoothies
 - Additional 12oz Smoothies @ \$5.00++ each
 - Dimensions: 2'x2' cart or 4'x8' full size smoothie cart
 - (2) Booth Attendants required at \$35.00++per hour/(4) hour minimum per Attendant
- Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at (303) 228-8027 and request the following
- (2) 110 volt, 10amps
 - Approximate cost for power will be an additional \$155.00

SIMPLY NUTS

\$500.00

- Gourmet Flavored Nut Machine creating on site the following treats:
Cinnamon Roasted Walnuts, Almonds, and Cashews, Chocolate Almonds, Salted Mixed Nuts and Assorted Trail Mix.
 - Includes (100) Individual Servings
 - Additional Servings @ \$5.00++ each
 - (2) Booth Attendants required at \$35.00++per hour/(4) hour minimum per Attendant
- Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at (303) 228-8027 and request the following
- (1) 120 volt, 20amps
 - Approximate cost for power will be an additional \$155.00

More Menu Items to Choose From!
Contact Catering Sales at 303.228.8050

Rev 1.28.22

ARTISAN GELATO BY AMORE GELATO

\$625.00

- A full service Artisan Gelato Cart providing freshly made Italian style Ice Cream Customer's choice of 4 flavors
 - Includes (120) 5oz Servings
 - A second refrigerated cart with 120 additional 5oz. servings can be provided for \$425.00.
 - Dimensions: 10'x10'
 - (2) Booth Attendants required at \$35.00++per hour/(4) hour minimum per Attendant
- Please note that you will need to order the following power from Exhibitor Services. Please contact Exhibitor Services at **(303) 228-8027** and request the following
- (1) 120 volt, 30amps L5-30
 - Approximate cost for power will be an additional \$185.00

ACAI SUPER BOWLS

\$975.00

- Full Service Acai Bowls: Treat your guests to healthy indulgence enjoying Organic, NON GMO, Vegan and Gluten-Free Options.
 - Choice between 10 different add-ons:
Blueberries, Goji Berries, Mulberries, Coconut, Hemp Seed, Cacao Nibs, Chia Seeds, Granola, Maca, Banana, Peanut Butter and Almond Butter
 - Includes (100) 12oz servings
 - Additional 12oz serving @ \$10.00++ea
 - Dimensions: 5'x5' (with 2 foot clearance for attendant behind cart) or 5'x8'
 - (2) Booth Attendants recommended at \$35.00++per hour/(4) hour minimum per Attendant
- Please note that no power is needed

HOSTED BAR SERVICES

DELUXE LIQUORS:

\$9.00 PER DRINK

Old Forester Whiskey, New Amsterdam Vodka, Cruzan Rum,
New Amsterdam Gin, Familia Camarena Blanco Tequila

PREMIUM LIQUORS:

\$10.00 PER DRINK

Tin Cup Whiskey, Absolute Vodka, Captain Morgan Rum,
Bombay Sapphire Gin, Altos Blanco Tequila

ULTRA-PREMIUM LIQUORS:

\$11.00 PER DRINK

Stranahan's Whiskey, Grey Goose Vodka, Ron Zacapa Rum,
Hendrick's Gin, Glenfiddich 12, Altos Reposado Tequila

DELUXE WINE:

\$9.00 PER GLASS

14 Hands: Chardonnay, Cabernet Sauvignon, Merlot and Pinot Grigio

PREMIUM WINE:

\$10.00 PER GLASS

14 Hands Sauvignon Blanc, Trivento Malbec,
Santa Cristina Toscana Rosso (Sangiovese Blend)

ULTRA-PREMIUM WINE:

\$11.00 PER GLASS

Chateau St. Michelle: Chardonnay and Cabernet Sauvignon
Erath Resplendent Pinot Noir
Lunetta Prosecco
Mumm Napa Brut

DOMESTIC BEER (16 oz)

\$8.00 PER BOTTLE

Coors Banquet, Coors Light, Coors N/A

IMPORTED/CRAFT BEER (12 oz)

\$8.00 PER BOTTLE

New Belgium Fat Tire Ale, Voodoo Ranger IPA, Blue Moon and Heineken

HOUSE COCKTAILS:

House Mimosa

\$ 9.50 CASH

\$ 9.00 HOSTED

House Bloody Mary

Celery Stick, Lime and Olive

\$ 9.50 CASH

\$ 9.00 HOSTED

House Margarita

\$ 9.50 CASH

\$ 9.00 HOSTED

Moscow Mule

(minimum order of 50)

\$ 11.50 CASH

\$ 11.00 HOSTED

DRAFT BEER – KEG

**DOMESTIC
LOCAL CRAFT
IMPORT**

**STARTING AT \$500.00 PER KEG
STARTING AT \$650.00 PER KEG
STARTING AT \$900.00 PER KEG**

Customization of all liquor, beer and wine available upon request.

A bartender is provided free of charge for each individual bar that posts sales of \$500 or more per 4-hour period. A \$140.00 Bartender Labor Fee will be applied to each bar failing to meet the \$500 minimum sales figure for the four (4) hour period. After the four (4) hour period, \$35 per bartender, per hour, applies regardless of the sales achieved. **Centerplate Catering recommends one bartender per 100 guests.**

We remind you that Colorado State law prohibits the serving of alcoholic beverages to patrons under the age of 21 and that no alcoholic beverages may be brought into the Colorado Convention Center and the Denver Performing Arts Complex for consumption.

**More Menu Items to Choose From!
Contact Catering Sales at 303.228.8050**

Rev 1.28.22



Ordering is Simple...
Choose one of 2 options:

Call Catering Sales at 303.228.8131

or

Fill Out the Order Form Below and Email to Katelyn.Schultz@centerplate.com

Event Name: _____

Booth Number: _____

Organization (Bill To): _____

Booth Name: _____

Contact Name: _____

Contact Phone Number: _____

On-site Contact Name: _____

On-site Contact Cell Number: _____

Street Address: _____

Fax Number: _____

City, State, Zip: _____

Email Address: _____

Order: *Minimum labor charges associated with booth delivery or catering services apply.*

++ All items subject to a 24% service charge and 8% tax.

<i>Date of Service</i>	<i>Start Time</i>	<i>End Time</i>	<i>Quantity</i>	<i>Item</i>

Full payment is required in advance of any service rendered. In order to ensure that products are ordered and staff is scheduled, help us to complete this contract, with payment, a minimum of one week in advance.

Please note: Customary labor for catered functions is provided free of labor charges if sales for a specific function/service exceed \$300 per four (4) hour period. Otherwise, a fee will be applied for the period or event of which the minimum is not met. Additional labor for functions/service exceeding four (4) hours or as requested over and above what is normally provided will be charged at standard hourly labor rates per staff person employed for the activity.

Thank you for selecting Centerplate Catering. It is our pleasure to serve you!

Colorado Convention Center • 700 14th St. Denver, CO. 80202 • 303-228-8050 (phone)

More Menu Items to Choose From!
Contact Catering Sales at 303.228.8050

Rev 1.28.22



Colorado Convention Center Exhibitor Rental Form



Preferred AV Provider at the Colorado Convention Center

Online ordering: https://imageav.formstack.com/forms/order_form

Don't see what you need listed below? Please call (303) 288-8047 or email CCCEvents@imageav.com for custom orders

Please note the following:

Labor is \$175 for delivery and strike during normal business hours Monday-Friday

Additional charges will be incurred for delivery and strike during outside normal business hours and for sets that require more than 1 hour of labor

Show & Company Information

Company Name: _____

Booth Name: _____ Booth Number: _____

Mailing Address: _____

City, State, Zip: _____

Order Date: _____

Onsite Contact: _____

Delivery Date: _____ Delivery Time: _____

Phone Number: _____

Email: _____

Pick-up Date: _____ Pick-up Time: _____

VIDEO MONITORS

Please call (303) 288-8047 for sizes not listed

Labor for wall mount monitors to be arranged through General Services Contractor

*Note: 4K Monitors, Touchscreen Monitors, Projectors, Screens, and LED Walls
available upon request*

Qty	Item		# of Days	Total
_____	27" HD Video Monitor + Table Stand	\$150	x _____	\$0
_____	32" HD Video Monitor + Table Stand	\$200	x _____	\$0
_____	40" HD Video Monitor + Floor Stand	\$300	x _____	\$0
_____	55" HD Video Monitor + Floor Stand	\$450	x _____	\$0
_____	75" HD Video Monitor + Floor Stand	\$600	x _____	\$0
_____	80" HD Video Monitor + Floor Stand	\$700	x _____	\$0
_____	Wall Mount for Monitor	\$75	x _____	\$0
_____	8" Tripod Projection Screen	\$175	x _____	\$0
_____	8" Tripod Screen + 5K Lumen Projector	\$500	x _____	\$0
_____	Digital Media Player (req. to play USB media)	\$50	x _____	\$0
_____	15" Laptop Computer	\$175	_____	\$0

AUDIO EQUIPMENT

Please call for any orders that require more than (2) Microphones and/or (2) Speakers as additional labor/support may be required

Qty	Item		# of Days	Total
_____	PA system - 1 Speaker & Aux Input Cable	\$175	x _____	\$0
_____	PA system - 2 Speakers, Wireless Mic & Aux Input Cable	\$375	x _____	\$0
_____	Wireless Handheld or Lapel Mic	\$125	x _____	\$0
_____	Wireless Headset Mic	\$175	x _____	\$0

DÉCOR & LIGHTING

Overhead Booth Lighting and Specialty Lighting available

Qty	Item		# of Days	Total
_____	LED Uplight Pckg (4 Color Changing LED Lights)	\$300	x _____	\$0

REVIEW YOUR ORDER

Total Equipment Costs _____

Labor _____

Administration Fee (3%) _____

Sales Tax (8.81%) _____

Total Charges _____

Please note any comments about your order:

Please email completed order forms to CCCEvents@imageav.com

A confirmation email and CC Authorization form will be sent following

CLIENT SERVICES AGREEMENT

Prices & Availability: All prices and availability are for this event only and are subject to change without notice until this proposal is signed and the required deposit is received. All equipment reservations and the scheduling of required technical personnel will be done on a tentative basis only until this proposal has been signed and required payment received.

Payment: All rentals require payment at the time of order to hold the equipment and price, and must be secured with a valid credit card. All orders will require the balance of the order to be paid prior to loading in / setting up equipment. Payment that is outstanding for any reason will be billed to the credit card of record. If payment is made by check, the Customer/Lessee agrees to pay a service charge of \$25.00 or 5% of order total, whichever is greater, if the check is returned by bank. In addition, the Customer/Lessee agrees to pay any and all court costs, attorney fees, and any other collection costs.

Equipment: All equipment rental rates are subject to availability upon confirmation. Any damage to equipment due to the negligence of the Customer, Customer's staff or guests will be the responsibility of the undersigned (the Customer), who will be required to reimburse Image Audiovisuals, Inc. (ImageAV) for reasonable costs for repair or replacement, including shipping. ImageAV guarantees all equipment will be in good working order upon delivery / customer pick up. ImageAV has 24 hour support if a problem should occur with equipment. ImageAV is not responsible for any problems reported after the equipment rental period. Customer will pay the replacement cost of any equipment which is lost or stolen while in the Customer's care.

Labor: A four (4) hour minimum will be required for all orders requiring a technician on site.

Security: ImageAV does not provide overnight security for equipment. Security is the responsibility of the Customer.

Venue Charges: The following charges are beyond ImageAV's control and will be applied by the venue: Electrical/Power, In-house rigging, Union Staff, Shadow Security, Security, Fire Marshall and Fogger/Haze Use Charges. ImageAV is not responsible for the above charges or any other venue imposed charges, unless stated in the proposal.

On – Site Additions: All equipment and corresponding labor and venue charges added on to an event while on site are the responsibility of the Customer.

Cancellations: Customer must inform ImageAV of cancellations in writing 48 hours prior to scheduled load in or be billed at full contracted cost. All cancelled orders will incur a 10% cancellation fee. Any nonrefundable deposits paid to suppliers or expenses incurred on behalf of the customer will be billed to the customer in full regardless of cancellations. **Because of the unique nature of our business, we are unable to make exceptions to this policy, including, but not limited to, the cancellation of your event for any reason whatsoever.**

ImageAV Liability: ImageAV will use due care in processing and scheduling the work of the Customer, but it will be responsible only to the extent of correcting any errors which are due to the equipment operators and/or equipment of ImageAV. The liability of ImageAV with respect to this Agreement shall in any event be limited to the total compensation for the services provided under this Agreement and shall not include any contingent liability. The Customer further agrees that ImageAV will not be liable for any lost profits, or for any claim of demand against the Customer by any other party.

Customer Liability: Customer shall pay ImageAV all costs and expenses, including attorney's fees, incurred by ImageAV in exercising any of its rights or remedies hereunder or enforcing any of the terms, conditions, or provisions hereof.

I agree to the above client services agreement and have the authority on behalf of the customer to sign this document:

Signature

Company Name

Print Name

Date

Shipping Solutions at The UPS Store at the Colorado Convention Center

The UPS Store 



Before you Arrive

Not all materials can be brought with you to every location. But don't worry UPS has you covered! Banners, Posters, and Signs can be made onsite and be picked up when you arrive.

Do you already have presentation materials made? Excellent! To avoid the wasted time and possible damage of checking your materials on a plane we can also receive packages containing your presentation materials. As the United States most trusted package handler you can be assured it will arrive on time and undamaged.

During the Event

Paper booklets, hand outs, brochures and many more. whatever presentation materials you may need, we can make anything you need to wow your audience.

With quick turn around we can provide you any of the last minuet presentation materials you need to make any presentation or booth a hit.

After the Event

Once everything is done and its time to go home UPS can make leaving easy. Packing and shipping materials, creating custom Thank you cards and discreetly shredding documents are just some of the services we offer. The USP Store at the convention center can help with all of your post presentation needs.

Parcel Management Fee Schedule (Inbound, Storage, & Outbound)	
Small Packages	
Letters/Packs	\$5.00
1 - 10 lbs.	\$10.00
11 - 20 lbs.	\$20.00
Medium Packages	
21 - 30 lbs.	\$30.00
31 - 45 lbs.	\$40.00
46 - 60 lbs.	\$50.00
Large Packages	
61 - 100 lbs.	\$90.00
101+ lbs.	\$120.00
Freight	
Pallets	\$275.00
*Includes receiving, securing and storage for up to 2 business days prior to arrival. \$10.00 per day storage fee for days 3+	
*A \$5.00 fee to be charged for pre-labeled UPS packages drop-offs for Outbound Packages Only	

Packages sent to the UPS Store must be addressed as follows:

The UPS Store
Attn: (Client Name & Event)
700 14th St.
Denver, CO 80202

Additoinally, it may also be beneficial to affix an identifiable label to the package(s) with client's name, event name, and booth number.

Located in: The Colorado Convention Center

Address: The Colorado Convention Center

700 14th St, Denver, CO 80202

Phone: (720) 904-2300

Hours:

Friday 8AM-6PM

Saturday 9AM-3PM

Sunday Closed

Monday 8AM-6PM

Tuesday 8AM-6PM

Wednesday 8AM-6PM

Thursday 8AM-6PM

**Extended Hours during Larger Conventions

**For those with special needs, reserve your mobile scooter at the UPS Store by calling to reserve prior to your arrival. Limited Availability.



15550 W 72nd Ave.
Arvada, CO 80007
Phone: 303.422.4145
Fax: 303.423.4145
www.littleeden.com

Terry Rennolds President
Email, Littleeden@mac.com



**2022 IEEE MTT-S
INTERNATIONAL MICROWAVE SYMPOSIUM**

Conference 19-24 June 2022 • Exhibition 21-23 June 2022
Colorado Convention Center | 700 14th St., Denver, CO 80202 | USA



IF YOU REQUIRE FLORAL OR PLANT RENTAL SERVICE IN YOUR EXHIBIT, THIS ADVANCE ORDER FORM WILL EXPEDITE YOUR SERVICE.
PLEASE FILL OUT THE FOLLOWING INFORMATION AND FORWARD A COPY TO LITTLE EDEN PLANTSCAPING.

FLORAL ARRANGEMENTS

_____ Round or Oblong @ \$65, \$75, \$85 and up _____ one sided @ \$65, \$75, \$85, and up.

Specifications:

Tropical and Blooming Plants:

_____ 2 Feet High @ \$35

_____ 3 Feet High @ \$40

_____ 4 Feet High @ \$50

_____ 5 Feet High @ \$60

_____ 6 Feet High @ \$70

_____ 7 Feet High @ \$80

_____ 8 Feet High @ \$90

_____ Potted Bushy & Fern like plants SMALL @ \$30 LARGE @ \$35

_____ Potted Blooming Mums @ \$30 COLORS:

_____ White _____ Yellow _____ Lavender _____ Bronze (seasonal)

_____ Potted Blooming RED Anthurium @ \$30

LARGER PLANTS AVAILABLE, PLEASE CALL 303.422.3336, IF INTERESTED

-Plant Container: _____ White _____ Black → Rental Price includes: Product, decorative pot cover, maintenance, and removal. Delivery is added for an extra fee.

TAX(8.32%) _____

Sub-Total _____

TOTAL _____

Payment Policy: ALL ORDER ARE TO BE PAID IN FULL PRIOR TO THE OPENING OF THE SHOW/EVENT. ALL QUESTIONS REGARDING BILLING MUST BE SETTLED BY SHOW/EVENT COMPLETION. ALL ORDER CANCELLATIONS MUST BE RECEIVED 7 DAYS PRIOR TO SHOW OPENING TO RECEIVE A REFUND. ANY CANCELLATIONS NOT RECEIVED AT THIS TIME ARE SUBJECT TO 100% CANCELLATIONS FEE **TERMS:** CASH, COMPANY CHECK, VISA, MASTERCARDS, AND AMEX.

Account# _____ **EX. Date** _____ **CID** _____ **CVC** _____ []

I HAVE READ AND UNDERSTAND THE PAYMENT AND TERMS LISTED ABOVE (Signature of cardholder/authorized company personnel _____)

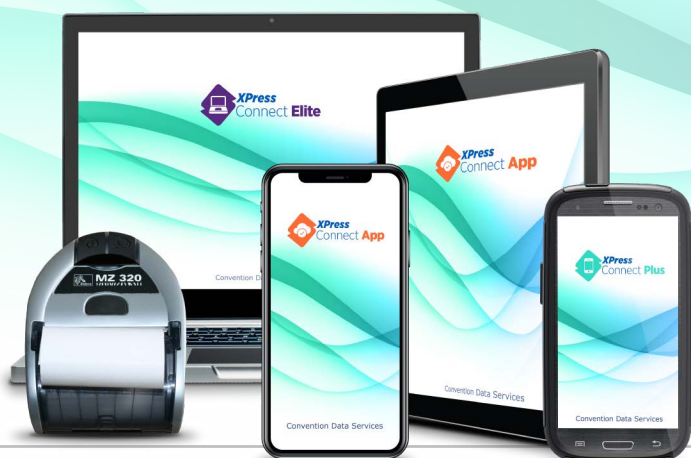
Company name _____

Address _____ **City/State** _____ **Zip Code** _____

Phone# _____ **FAX** _____ **Email** _____

Booth # _____ **On-site Representative Phone #** _____


PLEASE RETURN COPY ABOVE TO ABOVE ADDRESS, EMAIL, OR FAX.





XPress Connect Family


Exhibiting success is much more than just purchasing a booth and showing up at the event. Meeting qualified prospects and turning them into loyal customers is the true measure of exhibiting success. CDS' XPress Connect lead retrieval equipment and programs are the keys to a highly productive onsite experience.


Top Features


 **Literature Fulfillment**
Email links quickly with all the information customers and prospects request


 **Custom Qualifiers**
Customize your qualifying questions and responses to build full prospect profiles

 **Instant Email Follow-up**
Follow-up with hot prospects who visit your booth

 **Rate Leads**
Identify top prospects and customers by assigning a rating

 **Schedule Appointments**
Set up follow-up meetings with leads and close more deals

 **VIP Alerts**
Receive a text alert when anyone you identify as a VIP enters your booth

 **Exhibitor Portal**
Leads, analytics, instructions, and best practices online all the time

Risk-Free Refund Policy

If the show is postponed/canceled, you can request a refund by emailing xpressleadpro@cdsreg.com.

We will honor a full refund, less any processing fees incurred with your original order. Requests must be received within 90 days of the original show start date.

Order Today and don't miss a single lead:

www.xpressleadpro.com Showcode: **imsx0622**



Our full-featured lead retrieval system running on **YOUR** Apple or Android mobile device.



Full-featured lead retrieval system running on **OUR** large screen Android phone.



Plug and play lead retrieval system with our scanner running on your PC.

Connect Comparison

	App	Plus	Elite
Scan anywhere, any time	✓	✓	
Custom qualifiers**	✓	✓	✓
Literature fulfillment**	✓	✓	✓
Real-time leads	✓	✓	✓
Reporting portal	✓	✓	✓
Instant email follow-up	✓		✓
Rate leads	✓	✓	✓
VIP alerts	✓	✓	✓
Schedule appointments	✓		✓
Add images to leads	✓		✓
Audio notes	✓	✓	✓
Optional Bluetooth printer*	✓	✓	✓
Online and offline modes	✓	✓	✓

*XPress Connect Elite uses a USB cable (included) to connect the printer.

**additional fees may apply



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XPress Leads™
Driving Event Connections



ORDER ONLINE:

www.xpressleadpro.com SHOWCODE: **imsx0622**

Qty

Early
THRU
03/31/22

Advance
THRU
05/12/22

Standard
AFTER
5/12/22

Total



For Android 5.1.x or higher,
iOS 10.0.x and higher &
3 mega-pixel or greater
camera. No mobile hard-
ware included.

XPress Connect App - The App on YOUR phone or tablet

XPress Connect 5 App Package - Includes FIVE
App license activations & custom sales qualifiers

**BEST
VALUE!**

Additional XPress Connect App Licenses - For additional users

\$130 per additional user activation

Bluetooth Printer - One bluetooth connection per lead retrieval

\$110

\$130

\$155



Includes mobile phone & charger

XPress Connect Plus Handheld - OUR handheld wireless device

XPress Connect Plus Handheld Package - includes
mobile device, and custom sales qualifiers

**BEST
VALUE!**

Additional XPress Connect App Licenses - For additional users

\$130 per additional user activation

Bluetooth Printer - One bluetooth connection per lead retrieval PC

\$110

\$130

\$155



XPress Connect Elite - The Connect software on YOUR computer

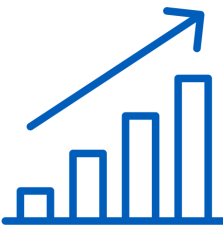
\$445

\$510

\$565

Includes USB scanner and software. Requires Windows 7 or greater, 1 USB 1.1 connection and .NET Framework Computer not included.

XPRESS EXTRAS



Custom Sales Qualifiers / Custom Surveys

\$115

\$135

\$155

Literature Fulfillment - Send links to your brochures and products

\$150

\$175

\$200

DITP Service - Delivery, Installation, Training, Pickup

\$150

\$175

\$200

Developer Tools - The service below is only for exhibitor-owned lead retrieval devices. You do not need to order this Developer Tool if you are ordering an XPress Connect lead retrieval product.

Event API - Scan real-time data using your own system

\$800

\$1000

\$1200

Please note: Convention Data Services will no longer accept emailed order forms with credit card information as a form of payment. Orders can be placed online www.xpressleadpro.com (show code: **imsx0622**) by secure fax to 1-508-759-4238, or by calling the sales team 1-800-746-9734

LOSS/DAMAGE WAIVER	REPLACEMENT COST		SUBTOTAL	=
Connect Plus Device	\$1,000			
Connect Plus Power Cord	\$ 75		SALES TAX 8.81%	
Bluetooth Printer	\$1,000		OPTIONAL LOSS/DAMAGE WAIVER (Qty _____ x \$85 per device)	+
Bluetooth Adapter	\$ 250		NO, I do not want to purchase the Loss/Damage Waiver - initial here	
Barcode USB Scanner	\$1,000		PROCESSING FEE (SAVE \$10 WHEN YOU ORDER ONLINE)	+
			TOTAL (USD)	=

Loss/Damage Waiver Terms: The Loss/Damage Waiver coverage protects the customer from liability of accidental damage or theft to the CONTRACTOR's device.



XPress Leads is a complete solution that goes beyond your lead retrieval equipment to make sure you get the most from your exhibiting efforts. Included FREE with every purchase:

- Pre and Post show support
- Onsite support
- 20 Standard Qualifiers
- Real-time leads download
- NO cost to download leads
- Leads online for 90 days post event



800-746-9734 | xpressleadpro@cdsreg.com | 7 Technology Park Drive Bourne, MA 02532 | Driving Event Connections



ORDER ONLINE: www.xpressleadpro.com

SHOW CODE: **imsx0622**

QUESTIONS?

1-800-746-9734

FAX

1-508-759-4238

EMAIL

xpressleadpro@cdsreg.com

CONTACT INFORMATION

COMPANY
CONTACT
NAME
BILLING
ADDRESS
CITY
STATE/ZIP
BOOTH #
PHONE/EXT #
FAX
EMAIL
COMPANY WEBSITE
<http://www>

PAYMENT INFORMATION

CARD NUMBER
- BY FAX ONLY

NAME ON CARD

EXP DATE

SIGNATURE

AUTHORIZATION

Your signature below denotes acceptance of the Terms & Conditions of this Order Form and is REQUIRED for processing.

SIGNATURE

PRINT NAME

TODAY'S DATE

EMAIL RECEIPT
TO

All orders will be confirmed by email. "Convention Data Services" will appear on your credit card statement.

Thank you for your order.

Terms & Conditions

- 1) Convention Data Services, Inc. hereinafter called "CONTRACTOR" agrees to the delivery of services as specified and is to be rendered in a timely and professional manner according to standard industry practices. All equipment and software remains the sole property of CONTRACTOR. In the event of strikes, electrical power failures, accidents and/or occurrences beyond the control of CONTRACTOR or customer, all deposits and fees shall be returned.
- 2) The method of payment shall be in United States dollars and submitted with the order for service. CONTRACTOR will only accept checks drawn on banks located in the United States of America or certified funds. Wired payments are not accepted. **Checks will not be accepted as payment at the show site.**
- 3) Early & Advance orders must be received on or before deadlines and paid in full. Orders received without payment or after the discount deadlines will be charged at the appropriate published price based on order deadline dates. Services will not be rendered until payment in full is received.
- 4) **ALL ORDER CANCELLATIONS RECEIVED MORE THAN 30 DAYS PRIOR TO SHOW OPENING WILL BE SUBJECT TO A \$100.00 CANCELLATION FEE. NO REFUNDS WILL BE MADE FOR ORDERS CANCELED WITHIN 30 DAYS OF THE SHOW OPENING DATES. No refunds will be issued for unused equipment or licenses unless the request is received 30 days prior to show opening.**
- 5) No partial refunds will be allowed onsite should exhibitor fail to meet the system requirements stated on the front of the order form for XPress Connect Elite orders. If your computer does not meet these requirements, our onsite representatives will do their best to update your computer. Otherwise an alternate lead retrieval device will be provided subject to availability. **No refunds will be granted in these circumstances.**
- 6) Onsite orders are based on unit availability.
- 7) Customer agrees to return all equipment to CONTRACTOR'S service desk within two hours of the show closing. **EQUIPMENT LEFT IN THE EXHIBIT AREA IS THE RESPONSIBILITY OF THE CUSTOMER.**
- 8) The customer agrees to return any equipment to CONTRACTOR in the same condition. Customer is responsible to pay CONTRACTOR the replacement cost shown below should the equipment be lost, stolen or damaged while in the customers care (only applicable if customer does NOT purchase the Loss/Damage Waiver coverage or coverage rules not expressly followed as detailed in 8b). Customer acknowledges and understands that the applicable replacement cost is as follows:
- 8a) The customer authorizes CONTRACTOR to charge the credit card provided \$500.00 for failure to return the equipment within two hours after the official hall closing. The customer also authorizes CONTRACTOR to charge the credit card the replacement cost indicated above for either the failure to return the equipment or for any damaged equipment.

- 8b) Loss/Damage Waiver Terms: The Loss/Damage Waiver coverage protects the customer from liability of accidental damage or theft to the CONTRACTOR's device. Customer must report loss or damage to CONTRACTOR's Lead Retrieval Desk immediately. To honor Loss/

Equipment	Cost
Connect Plus Device	\$1,000
Connect Plus Power Cord	\$ 75
Bluetooth Printer	\$1,000
Bluetooth Adapter	\$ 250
Barcode Scanner	\$1,000

Damage Waiver coverage for equipment believed to be stolen, customer must file a police/security report and provide a copy of such report to the CONTRACTOR within seven (7) days of reporting the equipment missing. If copy of report is not received within seven (7) business days of the event end date, Loss/Damage Waiver is considered null and void and the customer will be charged for the full replacement value of the equipment as listed above.

- 9) CONTRACTOR'S liability for damage of any cause whatsoever will be limited to the total price for the goods and services provided by CONTRACTOR.
- 10) CONTRACTOR disclaims any responsibility for misuse, loss of power, power surges, and customer adjustments that are not covered in the instructions, acts of God, or any other act beyond the control of the CONTRACTOR.
- 11) Customer is responsible to pay all applicable Federal, State or Local taxes. If the applicable tax rate is different from the published rate at the time of placing the order, then Contractor may adjust the tax due by the customer accordingly. If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exempt Certificate for that state. Please submit this certificate with order, otherwise tax will be charged to your order.
- 12) It is agreed that the governing law pertaining to this contract will be the laws of the State of Massachusetts, with venue exclusively in Barnstable County.
- 13) If you have ordered our Delivery/Pick-up service, there must be a company representative available to receive the equipment. Deliveries are completed the day before the show opens unless otherwise noted. If no one is present in your booth when we deliver your system, you will be responsible for picking up your equipment. Pick-ups are done one (1) hour following the close of the show.
- 14) Equipment images for marketing purposes represent the current equipment, however due to continuous new product development and technology upgrades, equipment fulfillment onsite may not always match equipment images found on forms and other ordering methods.