HEALTH AND SAFETY
Stay informed on Product, 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 blue and black drape, 3’ high blue side dividers. Booths 300 sqft or less will receive a 7” x 44” two-line identification sign. Booths larger than 300 sqft may receive a 7” x 44” two-line identification sign upon request.

EXHIBIT HALL CARPET
The exhibit area will NOT be carpeted; however, aisles will be carpeted in midnight blue. Show Management requires all booths have floor covering. Exhibitors may provide their own or rent from Freeman. Please see enclosed carpet brochure and order form.

DISCOUNT PRICE DEADLINE DATE
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by Friday, June 25, 2021.

EXHIBITOR FREQUENTLY ASKED QUESTIONS
For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit FreemanOnline FAQ page Pre-Show FAQ

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>July 23, 2021</td>
<td>2:00 p.m. - 6:00 p.m.</td>
<td>Booths 400 sqft or larger</td>
</tr>
<tr>
<td>Saturday</td>
<td>July 24, 2021</td>
<td>8:00 a.m. - 8:00 p.m.</td>
<td>All Booths</td>
</tr>
<tr>
<td>Sunday</td>
<td>July 25, 2021</td>
<td>8:00 a.m. - 8:00 p.m.</td>
<td>All Booths</td>
</tr>
</tbody>
</table>

**All aisles must be cleared (freight and empties) by 2:00 pm on Sunday, July 25, 2021.**

EXHIBITOR HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>July 26, 2021</td>
<td>10:00 a.m. - 6:00 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>July 27, 2021</td>
<td>9:00 a.m. - 6:00 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>July 28, 2021</td>
<td>9:00 a.m. - 1:00 p.m.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>July 28, 2021</td>
<td>1:00 p.m. - 8:00 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>July 29, 2021</td>
<td>8:00 a.m. - 12:00 p.m.</td>
</tr>
</tbody>
</table>

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

DISMANTLE AND MOVE-OUT INFORMATION
- All exhibitor materials must be removed from the exhibit facility by Thursday, July 29, 2021 at 12:00 p.m.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Thursday, July 29, 2021 at 10:00 a.m.
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 exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Support Department at (888) 508-5054 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
(888) 508-5054 fax (469) 621-5605
ExhibitorSupport@freeman.com

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

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at FreemanOnline by Friday, June 25, 2021. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — before, during and after your show.

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

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

SHIPPING INFORMATION
Warehouse Shipping Address:
Exhibiting Company Name / Booth #
URTeC 2021
C/O Freeman
C/O JETCO, 3010 Aldine Bender Rd
Houston, TX 77032

Freeman will accept crated, boxed or skidded material beginning Friday, June 25, 2021 at the above address. Material arriving after Thursday, July 15, 2021 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 4:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.
Freeman will receive shipments at the exhibit facility beginning **Friday, July 23, 2021**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

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

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

**PURCHASE TERMS**
The Purchase Terms, as may be revised by Freeman without notice, apply to all orders submitted to Freeman for any goods or services. 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 Labor Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

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

**WE APPRECIATE YOUR BUSINESS!**
FREEMAN GENERAL INFORMATION

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

HELPFUL HINTS

SAVE MONEY
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by Friday, June 25, 2021.

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

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

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

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

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

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

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

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

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

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

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

Call Freeman’s Exhibitor Support Department 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.

**BEFORE THE SHOW**

**1.** booth structure

Option 1 Multiple Use
Use Forest Sustainable Certified (FSC) wood to build your booth and crates.

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

Option 2 One-time Use
Rent locally from nearby Freeman offices to reduce both shipping costs and carbon emissions.

**2.** carpet

Option 1 Rent
Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

Option 2 Color
Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.

**3.** shipping

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

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

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

**4.** graphics

Option 1 Multiple Use
Print on a durable substrate without dates, event names, or locations.

Option 2 One-time Use
Print on 100 percent recyclable materials like Freeman Honeycomb and Smartbuild Eco, which are just as cost-effective as PVC.

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.
**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.

**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* 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 (acrylic) clear, smoked, or tinted; Visqueen used to protect flooring
Metal: Aluminum cans/steel banding
Paper: Fliers, brochures, programs, tickets, office paper, newspaper, magazines, paperboard
Wood: Non-laminate wood

**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

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*Typically denotes common materials found in exhibits.*
FIRE REGULATIONS – CITY OF HOUSTON

REF. CODE: 17.26029@
FOLLOWING IS THE WHOLE CODE
Sec. 17-26.29. Comply with the following requirements to install, operate or maintain any display, concession, exhibit, show or ride in any building or area for purposes of public entertainment, information and/or merchandising purposes:

1. All tents, awnings, curtains, drapes, and decorations, either interior or exterior, must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flame proofing effect.)

2. All exits, hallways and aisles leading from buildings and/or tents are to be kept clear and unobstructed at all times.

3. No exit door shall be locked, bolted or otherwise fastened or obstructed when the building is occupied.

4. All sawdust and shavings shall be kept damp at all times.

5. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building, shall have no more than two (2) gallons of fuel in the tank; and all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of emergency.

6. The use of liquefied petroleum gases in buildings, tents, or areas used for exhibition purposes is strictly prohibited except that use of such gases for demonstration purposes shall be by special permit from the Fire Marshal in accordance with provisions of Article X of this code.

7. “No Smoking by Order of the Fire Marshal” signs shall be posted and maintained in areas designated by the Fire Marshal in accordance with Article XX. Sec. 20-7 of this code.

8. Trash and rubbish, grease, etc., shall be removed from buildings, tents and areas at least once each day.

9. All electrical wiring shall be installed in a manner approved by the City Electrical Inspector.

10. Approved fire extinguishing equipment shall be provided and maintained in all areas as designated by the Fire Marshal.

11. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.

12. The use of welding and cutting equipment for demonstration purposes shall be approved by the Fire Marshal.

(over)
PAYMENT INFORMATION

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

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

1. Submit your payment information
   Proceed to our electronic Freeman Pay site to securely submit your payment information
   https://www.freemanpay.com/503067

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

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

before event
from your location or previous event

during the event
venue
venue dock
storage for empty containers

after event
to your location or next event

venue dock

advance warehouse
where exhibit materials are stored before an event

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

material handling
move items from the dock, to the exhibit, back to the dock after the show
TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

The Freeman Exhibit Transportation promise:

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

Benefits:

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

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

To take advantage, call 1-800-995-3579 or email exhibit.transportation@freeman.com for a quote.
With more than 90 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

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

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

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

Freeman Exhibit Transportation promise:

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

Questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit [freeman.com](http://freeman.com).

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

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

DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM
FREEMAN
(800) 995-3579 Toll Free US & Canada
(817) 607-5183 Local & International

NAME OF SHOW: URTeC 2021 / JULY 26-28, 2021

COMPANY NAME:
CONTACT NAME:
E-MAIL ADDRESS:

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

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
FREE MAN / Exhibiting Company Name / Booth #
URTeC 2021
C/O: Freeman
C/O Jetco, 3010 Aldine Bender Rd
Houston, TX 77032
MUST BE DELIVERED BY JULY 15, 2021
☐ I will be shipping to SHOW SITE
FREE MAN / Exhibiting Company Name / Booth #
URTeC 2021
C/O: Freeman
GEORGE R BROWN CONVENTION CENTER
1001 Avenida de las Americas
Houston, TX 77010
CANNOT BE DELIVERED BEFORE JULY 23, 2021

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

Number of Labels :

FAX THIS COMPLETED FORM VIA:
E-mail: exhibit.transportation@freeman.com
Fax: (469) 621-5810

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

SHOW # (503067)

01/21
WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
- On the Material Handling Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the rate for the freight category that best describes your shipment. There are four categories of freight:
  - Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
  - Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

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

- 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

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

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

- All inbound and outbound shipments are subject to overtime charges if the shipments are received, loaded or unloaded during the overtime hours specified on the Material Handling Order Form. This includes both warehouse and show site shipments.
- Add any late delivery or off-target charges listed on the Material Handling Order Form if the freight will be received after the deadlines listed on the Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.

**What Happens to My Empty Containers During the Show?**

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

**How Do I Protect My Materials After They Are Delivered to the Show or Before They Are Picked Up After the Show?**

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

**How Do I Ship My Materials After the Close of the Show?**

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Freeman Service Center at show site for your shipping documents.
- Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handling Agreement and labels will be available for pick up at the Freeman Service Center.
MATERIAL HANDLING SERVICES

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

SPECIAL HANDLING: Material delivered in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS & DHL are included in this category due to their delivery procedures.

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

CARPET AND/OR PAD ONLY: Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

STRAIGHT TIME: 8:00 AM to 4:30 PM Monday through Friday

OVERTIME: 4:30 PM to 8:00 AM Monday through Friday, all day Saturday, Sunday, and Holidays (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

MATERIAL HANDLING RATES

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$91.75</td>
<td>183.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$119.50</td>
<td>239.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$137.75</td>
<td>275.50</td>
</tr>
<tr>
<td>Show Site Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$85.00</td>
<td>170.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$110.50</td>
<td>221.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$127.50</td>
<td>255.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$127.50</td>
<td>255.00</td>
</tr>
<tr>
<td>Small Package - Maximum weight is 30 lbs per shipment*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per Shipment</td>
<td>$40.00</td>
<td></td>
</tr>
</tbody>
</table>

* A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per 200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment after July 15, 2021</td>
<td>$23.00</td>
</tr>
<tr>
<td>Show Site Shipment after Show Open</td>
<td>$21.25</td>
</tr>
</tbody>
</table>

Overtime Charge - Inbound (in addition to above rates)

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per 200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$21.25</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$27.75</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$32.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$32.00</td>
</tr>
</tbody>
</table>

Overtime Charge - Outbound (in addition to above rates)

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per 200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$21.25</td>
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<td>Special Handling Shipment</td>
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<td>Carpet and/or Pad Only Shipment</td>
<td>$32.00</td>
</tr>
</tbody>
</table>

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

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

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

What is Constricted Space Loading/Unloading?
Trailer loaded “high and tight” shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

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

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

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

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

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

What does it mean if I have “No Documentation”?
Shipments arrive from a small package carrier (including, among others, Federal Express, UPS, & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

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

What about carpet only shipments?
Shipments that consist of loose carpet and/or carpet padding only require additional labor and equipment to unload.
MOBILE UNIT & VEHICLE SPOTTING

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

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

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

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

SPOTTING FEES

Mobile Units * $292.55 per unit (round trip)

Vehicles $292.55 per unit (round trip)

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

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

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

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

RATES:
This service is available at a round trip rate of $127.50 per trip (from the dock to the booth and the booth to the dock).

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

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

<table>
<thead>
<tr>
<th>Move-In</th>
<th>Move-Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day</td>
<td>Date</td>
</tr>
<tr>
<td>Day</td>
<td>Date</td>
</tr>
</tbody>
</table>

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

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

VEHICLES THAT QUALIFY:

- Sedan
- SUV
- Pickup
- Van

VEHICLES THAT DO NOT QUALIFY:

- Trailer
- Commercial Van
- Rentals
- Bobtail
- Stakebed
NAME OF SHOW: URTeC 2021 / JULY 26-28, 2021
COMPANY NAME: 
BOOTH #: 
CONTACT NAME: 
PHONE #: 
E-MAIL ADDRESS: 

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

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

### SHIPPING INFORMATION

<table>
<thead>
<tr>
<th>SHIP TO: COMPANY NAME:</th>
<th>DELIVERY ADDRESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>CITY:</td>
<td>STATE/</td>
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<tr>
<td></td>
<td>PROVINCE:-------</td>
</tr>
<tr>
<td>ZIP/POSTAL CODE:</td>
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<tr>
<td>PHONE#:</td>
<td>ATTN:</td>
</tr>
<tr>
<td>SPECIAL INSTRUCTIONS:</td>
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</table>

<table>
<thead>
<tr>
<th>BILL TO:</th>
<th>Same as Ship to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY NAME:</td>
<td>DELIVERY ADDRESS:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>CITY:</td>
<td>STATE/</td>
</tr>
<tr>
<td></td>
<td>PROVINCE:-------</td>
</tr>
<tr>
<td>ZIP/POSTAL CODE:</td>
<td></td>
</tr>
</tbody>
</table>

### 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.

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
- [ ] 2 Day: Delivery by 5:00 PM second business day
- [ ] Deferred: Delivery within 3-5 business days

**Select Shipment Options (if applicable):**
- [ ] Have loading dock
- [ ] Inside delivery
- [ ] Pad wrap required
- [ ] Do not stack

**Select Desired Number of Labels:**

Select Desired Number of Labels: 

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

01/21 (503067)
FREEMAN RUSH
DO NOT DELAY
RECEIVING DATE BEGINS: JUNE 25, 2021
DEADLINE DATE IS: JULY 15, 2021
TO: ____________________________
   EXHIBITOR NAME
C/O: Freeman
    C/O Jetco
    3010 Aldine Bender Rd
    Houston, TX 77032
WAREHOUSE
(503067)
EVENT: ____________ URTeC 2021
BOOTH NO: ________ NO. _____ OF _____ PCS
THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.
FREEMAN

RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE JULY 23, 2021

TO: _______________________________

EXHIBITOR NAME

C/O: Freeman

GEORGE R BROWN CONVENTION CENTER

1001 Avenida de las Americas

Houston, TX 77010

SHOW SITE

EVENT: ____________________________

URTeC 2021

BOOTH NO: _______ NO. _____ OF _____ PCS

FREEMAN

RUSH

DO NOT DELAY

CANNOT DELIVER BEFORE JULY 23, 2021

TO: _______________________________

EXHIBITOR NAME

C/O: Freeman

GEORGE R BROWN CONVENTION CENTER

1001 Avenida de las Americas

Houston, TX 77010

SHOW SITE

EVENT: ____________________________

URTeC 2021

BOOTH NO: _______ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
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RECEIVING DATE BEGINS: JUNE 25, 2021

DEADLINE DATE IS: JULY 15, 2021

TO: EXHIBITOR NAME

C/O: Freeman
    C/O Jetco
    3010 Aldine Bender Rd
    Houston, TX 77032

C/O: Freeman
    C/O Jetco
    3010 Aldine Bender Rd
    Houston, TX 77032

HANGING SIGN

EVENT: URTeC 2021

BOOTH NO: NO. ___ OF ___ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.
Nationwide Service
Visit us at freeman.com or call 1.888.508.5054 for customer service, 7am-7pm CT Monday through Friday and 8am-5pm CT Saturday.

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.
EMPOWERING YOUR BUSINESS FROM THE GROUND UP

Meaningful engagement doesn’t have to be complicated. You just need the right elements.
Whether you’re a global brand testing a new product, a startup seeking exposure, or an organization needing flexibility, the furnishings to create a dynamic brand experience start here.
To learn more about our exhibit solutions, go to freeman.com/exhibit-design

It’s not about building a booth. It’s about designing a
Top 10 Booth Design Tips
Attract, Engage and Inspire.

1. Spin Around.
Swivel chairs in small spaces maximize functionality and allow you to engage with those all around!

2. Get Connected.
Communal tables help facilitate networking opportunities and build connections.

3. Creature Comforts.
Design a comfortable “living room” space with soft lounge seating to relax clients and encourage conversation.

4. Keep it Green.
Don’t forget the greenery to warm up your booth environment by bringing nature indoors.

5. Demo Down.
Square or circular ottomans are a great way to design small theaters for quick demonstrations.

6. Level the field!
Low and casual seating makes clients more comfortable and open to learning.

7. Stay Social.
Stylish furnishings to create shareable moments worthy of Instagram.

8. Gather Round!
Ottomans styled around a side table create an informal campfire setting for small group discussions.

9. Charge It!
Powered tables and seating encourages clients to linger in the booth and recharge.

10. Provide a Pop!
Colorful furnishings attract attention and help reinforce brand themes.

Create a comfortable “living room” space with soft lounge seating to relax clients and facilitate conversation.

Design multifunctional booths with areas for demonstrations and a place for conferencing.

Keep clients charged with powered seating and add a wireless charging table for attendees without charging cords.
Power Up In Style.

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

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

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

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

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

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

8506 Center Cone w/ Electrical Charging Outlet (white vinyl) 38” RND 51” H
8507 Quarter Curve Ottoman (white vinyl) 53” L 22” D 18” H
Ottoman Ring (4 curved cushion seats) (white vinyl) 18” RND 18” H
815119 Half Bench Ottoman (white vinyl) 39” L 22” D 18” H

(A) 85061 24”L 24”D 36”H
(B) 85063 24”L 24”D 42”H
(C) 85060 24”L 24”D 36”H
(D) 85062 24”L 24”D 42”H

Denotes Powered Products

Powered Pedestals

A. B. C. D. E.

A) 85061 24”L 24”D 36”H
B) 85063 24”L 24”D 42”H
C) 85060 24”L 24”D 36”H
D) 85062 24”L 24”D 42”H

Wireless Charging Table, Powered
E) 820710 (white, AC plug-In) 20”L 20”D 18”H

Denotes AC and USB charging outlets

A. B. C. D. E.

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

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 Tech Desk

A. B. C.

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

Denotes AC and USB charging outlets

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 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

Detail of Electrical Charging Outlet

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

(Mobile devices must be compatible with Qi wireless charging pad.)

Visit freemanco.com/store
Soft Seating
Create Engaging Booth Environments

VALENCIA
81040 Swivel Ottoman
Forest Green Vinyl
17"RND 18"H

Soft Seating Collections

VALENCIA
A) 81080 Chair
Beige orange velvet
24.5"W 30.5"D 31"H
B) 83040 Sofa
Coffee brown velvet
63"L 30.5"D 31"H

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

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

VALENCIA
A. Valencia Sofa & Chair
10’x10’ Booth
B. Valencia Sofa & Chair
10’x10’ Booth
C. Valencia Sofa & Chair
10’x10’ Booth

HEDGE
81035
4’ Boxwood Hedge
46"L 9"D 47"H

HEDGE
81035
4’ Boxwood Hedge
46"L 9"D 47"H

PALM BEACH
83040 Sofa
White vinyl, brushed metal
69"L 29"D 33"H

HEDGE
81035
4’ Boxwood Hedge
46"L 9"D 47"H

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

PALM BEACH
A) 81035 Swivel Chair
White vinyl
28.5"L 30.5"D 31"H

VALENCIA
A) 81080 Chair
Beige orange velvet
24.5"W 30.5"D 31"H
B) 83040 Sofa
Coffee brown velvet
63"L 30.5"D 31"H

Palm Beach Sofa & Swanson Chairs
10’x10’ Booth

Swanson
810875 Swivel Chair
White vinyl
28.5"L 30.5"D 31"H

Palm Beach
83040 Sofa
White vinyl, brushed metal
69"L 29"D 33"H

B. Palm Beach
10’x10’ Booth
C. Palm Beach
10’x10’ Booth

B. Palm Beach
10’x10’ Booth
C. Palm Beach
10’x10’ Booth

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visit freemanco.com/store
Munich Collection
Modular Seating to Design Custom Exhibits

HEDGE
83035 4' Bosworth Hedge
45" L 27" D 28.5" H

MUNICH
830201 Sectional 3pc.
(gray fabric)
93.5" L 37" D 30" H

WIRELESS CHARGING TABLE, POWERED
820710 (white, AC plug-in)
20" L 20" D 18" H

ALLEGRO
A) 81019 Chair (blue fabric)
36" L 34" D 30" H
B) 83015 Sofa (blue fabric)
73" L 34" D 30" H

KEY LARGO
A) 810950 Chair (black fabric)
35" L 35" D 30" H
B) 830950 Loveseat (black fabric)
57" L 35" D 30" H
C) 830951 Sofa (black fabric)
79" L 35" 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)

Soft Seating Collections

DENOTES POWERED PRODUCTS
Accent Chairs

A) 810874 La Brea Chair (charcoal gray, fabric) 35"L 27"D 40"H
B) 810145 Wentworth Chair (brown vinyl) 32.1"L 26"D 31.5"H
C) 8103 Key West Chair (black) 31"L 31"D 31"H
D) 810875 Swanson Swivel Chair (white vinyl) 28"L 25"D 30"H

Accent Chair Styles

A) 81016 Madrid Chair (leather, vinyl) 30"L 30"D 31.5"H
B) 81049 Fairfax Chair (leather, vinyl, brushed metal) 27"L 26"D 30"H
C) 81051 Munich Armless Chair (gray fabric) 22.5"L 27"D 38.5"H
D) 81047 Pro Executive Guest Chair (black vinyl) 24"L 22"D 36"H

Meeting & Stage Chairs

A) 810816 Madrid Chair (white vinyl) 30"L 30"D 31"H
B) 810949 Fairfax Chair (white vinyl, brushed metal) 27"L 26"D 30"H
C) 810151 Munich Armless Chair (gray fabric) 22.5"L 27"D 38.5"H
D) 810947 Pro Executive Guest Chair (black vinyl) 24"L 22"D 36"H

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

Meeting Chair
25.5"L 21.5"D 34"H
D) 810325 (graphite, metal)
E) 810326 (brown fabric)
F) 81048 (white vinyl)
Group Seating

ZENITH
A) 810851 Chair (white, chrome) 18.25"L 22"D 32"H
B) 810861 Chair (maple, chrome) 18"L 19"D 34"H
C) 820241 Madison Hydraulic Café Table (chrome base, gray acajou top) 30"RND 29"H

LAGUNA
A) 810131 Chair (gray) 20"L 20"D 32"H
B) 810130 Chair (green) 20"L 20"D 32"H
C) 810164 Chair (white vinyl) 17.5"L 19.5"D 35"H
D) 810160 Chair (black vinyl) 17.5"L 19.5"D 35"H
E) 810161 Chair (brown fabric) 17.5"L 19.5"D 35"H
F) 810162 Chair (ocean blue fabric) 17.5"L 19.5"D 35"H
G) 810163 Chair (red fabric) 17.5"L 19.5"D 35"H

MALBA
A) 810851 Chair (white, chrome) 18.25"L 22"D 32"H
B) 810861 Chair (maple, chrome) 18"L 19"D 34"H
C) 820241 Madison Hydraulic Café Table (chrome base, gray acajou top) 30"RND 29"H

MARINA
A) 810141 Chair (red) 17"L 19"D 31"H
B) 810140 Chair (black) 17"L 19"D 31"H
C) 810139 Chair (brown) 17"L 19"D 31"H
D) 810138 Chair (gray) 17"L 19"D 31"H
E) 810137 Chair (white) 17"L 19"D 31"H

Mix & Match

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

J) 210108 LIMERICK® Chair by HERMAN MILLER®
   (gray) 18"W X 17.75"D X 33"H

Visit freemanco.com/store
Ottomans

Vibe Cube
18" L 18" D 18" H
A) 81535 (citrus green vinyl)
B) 81537 (apricot orange vinyl)
C) 81538 (desert rose vinyl)
D) 81536 (taupe vinyl)
E) 81531 (white vinyl)
F) 81530 (black vinyl)
G) 81534 (metallic vinyl)
H) 81533 (silver vinyl)
I) 81519 (red vinyl)
J) 81517 (yellow vinyl)
K) 81518 (blue vinyl)
M) 81525 (orange vinyl)

Styles & Shapes

Marche Swivel
17" RND 18" H
A) 815100 (white vinyl)
B) 815104 (red fabric)
C) 815105 (gray fabric)
D) 815106 (black fabric)
E) 815107 (blue fabric)
F) 815108 (gray fabric)
G) 815109 (rose quartz fabric)
H) 815110 (azurite fabric)
I) 815112 (lava fabric)
J) 815113 (honeycomb fabric)
K) 815114 (metallic fabric)
L) 815115 (distressed fabric)
M) 815116 (distressed fabric)
N) 815117 (distressed fabric)
O) 815118 (distressed fabric)

Marche Swivel Ottomans
17" RND 18" H
A) 815100 (white vinyl)
B) 815104 (red fabric)
C) 815105 (gray fabric)
D) 815106 (black fabric)
E) 815107 (blue fabric)
F) 815108 (gray fabric)
G) 815109 (rose quartz fabric)
H) 815110 (azurite fabric)
I) 815112 (lava fabric)
J) 815113 (honeycomb fabric)
K) 815114 (metallic fabric)
L) 815115 (distressed fabric)
M) 815116 (distressed fabric)
N) 815117 (distressed fabric)
O) 815118 (distressed fabric)

Marche Swivel Ottomans
17" RND 18" H
A) 815100 (white vinyl)
B) 815104 (red fabric)
C) 815105 (gray fabric)
D) 815106 (black fabric)
E) 815107 (blue fabric)
F) 815108 (gray fabric)
G) 815109 (rose quartz fabric)
H) 815110 (azurite fabric)
I) 815112 (lava fabric)
J) 815113 (honeycomb fabric)
K) 815114 (metallic fabric)
L) 815115 (distressed fabric)
M) 815116 (distressed fabric)
N) 815117 (distressed fabric)
O) 815118 (distressed fabric)
**Accent Tables**

**ALONDRA**
- **Cocktail Table**
  - 47"L 24"D 16.75"H (glass, chrome)
  - 47"L 24"D 16.75"H (wood, chrome)
- **End Table**
  - 20"L 20"D 20"H (glass, chrome)
  - 20"L 20"D 20"H (wood, chrome)

**GEO**
- **Cocktail Table**
  - 50"L 22"D 16.75"H (glass, chrome)
  - 50"L 22"D 16.75"H (wood, black)
- **End Table**
  - 26"L 26"D 20"H (glass, chrome)
  - 26"L 26"D 20"H (wood, black)

**MESA**
- A) 820135 End Table
  - 50"L 22"D 16.75"H (wood, top, bronze)
- B) 820136 Cocktail Table
  - 32.25"RI H 17.25"H (wood top, bronze)

**Available in Power**

**Tars Side Tables**
- 15.75"L 15.75"D 24"H
  - A) 820032 (white top, bronze)
  - B) 820033 (black top, bronze)
  - C) 820031 (wood top, bronze)

**Sedona Side Tables**
- 15.75"L 15.75"D 24"H
  - D) 820012 (white top, bronze)
  - E) 820010 (black top, bronze)
  - F) 820011 (wood top, bronze)

**Sydney Cocktail Tables**
- (brushed steel)
  - 48"L 26"D 18.75"H
  - A) 820703 (white)
  - B) 820702 (black)
  - C) 820707 (blue)
  - D) 820706 (wood)

**Sydney End Tables**
- 25"L 25"D 22"H
  - A) 820503 (white)
  - B) 820504 (black)
  - C) 820709 (blue)
  - D) 820708 (wood)

**Regis Tables**
- (brushed metal)
  - I) 820024 Bench Table
    - 47.5"L 15.75"D 16.75"H
  - J) 820705 End Table
    - 16"L 15.75"D 16.75"H

**Silverado Tables**
- (glass, chrome)
  - K) 820103 End Table
    - 24"L 20.5"D 22."H
  - L) 820104 Cocktail Table
    - 36"L 20.5"D 17.25"H

**Edge LED Cube Table**
- M) 820107
  - (plexi top, white plastic)
    - 20"L 20.10"D 20.71"H
  - AC power only

**Wireless Charging Table, Powered**
- N) 820710
  - (white, AC plug-in)
    - 20"L 20.10"D 18.1"H

**Aura Round Table**
- O) 820044
  - (white metal)
    - 15" Round 22"H

Visit freemanco.com/store
Create your look. Choose from a wide variety of tables and seating options.

**Mix & Match**

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

**Customize and Create**

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

Café Tables

**Standard Black Base**

30” RND 29”H

A) 820120 (white) also available
B) 820126 (maple) also available
C) 820941 (blue)
D) 820942 (wood)
E) 820126 (black)
F) 820125 (brushed gunmetal)
G) 820123 (brushed yellow)
H) 820127 (green)
I) 820128 (orange)

36” RND 29”H

820143 (black)

Café Tables

**Hydraulic Chrome Base**

30” RND 29”H

A) 820923 (graphite nebula) also available
B) 8201208 (maple)
C) 820921 (red)
D) 820940 (blue)
E) 820942 (wood)
F) 8201223 (white)
G) 8201231 (black)
H) 8201230 (brushed gunmetal)
I) 820123 (brushed yellow)
J) 820122 (green)
K) 8201233 (orange)

36” RND 29”H

820126 (white)
8201209 (graphite nebula)
820108 (maple)
820142 (black)

**30” Round Café Table**

A) 8201220 Standard Black Base (blue top) 30” RND 29”H
B) 81093 Lucent Chair (frosted, acrylic) 19.5”L, 19.75”D 30.5”H

**36” Round Café Table**

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

---

**Visit**

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**Customize and Create**

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

- **BRUSHED GUNMETAL**
- **WOOD**
- **MADISON/GRAY ACAJOU**
- **GRAPHITE NEBULA**
- **MAPLE**
- **RED**
- **GREEN**
- **ORANGE BRUSHED YELLOW**
- **WHITE**

**Style & Design**

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

- **GRAPEFRUIT NEBULA**
- **SIMPLE**
- **RED**
- **BLUE**
- **BLACK**
- **GREEN**
- **ORANGE**
- **BRUSHED YELLOW**

**Bar Tables**

- **Standard Black Base**
  - 30" RND 42"H
  - A) 820921 (white)
  - B) 820922 (brushed yellow)
  - also available 820924 (Madison/gray acajou)
  - 820915 (brushed gunmetal)
  - 820916 (black)
  - 820917 (green)
  - 820918 (orange)
  - 820919 (blue)
  - 820920 (wood)
  - 36" RND 42"H
  - 820941 (black)

- **Hydraulic Chrome Base**
  - 30" RND 45"H
  - C) 820920 (red)
  - also available 820917 (maple)
  - 820916 (brushed gunmetal)
  - 820911 (black)
  - 820912 (green)
  - 820913 (orange)
  - 820914 (brushed yellow)
  - 820920 (blue)
  - 820922 (wood)
  - 820926 (black)
  - 36" RND 48"H
  - 820951 (white)
  - 820952 (graphite nebula)
  - 820953 (maple)
  - 820954 (black)

**Bar Tables**

- **30" Round Bar Table**
  - Standard Black Base:
    - A) 8201221 (white)
    - B) 820122 (brushed yellow)
    - also available 820120 (Madison/gray acajou)
    - 820125 (black)
    - 820124 (green)
    - 820123 (orange)
    - 820126 (brushed yellow)
    - 820128 (blue)
    - 820129 (wood)

- **Hydraulic Chrome Base**
  - 30" RND 45"H
  - C) 8201220 (red)
  - also available 8201207 (maple)
  - 820125 (brushed gunmetal)
  - 820111 (black)
  - 820112 (green)
  - 820113 (orange)
  - 820114 (brushed yellow)
  - 820120 (blue)
  - 820122 (wood)
  - 820126 (black)

**Visit freemanco.com/store**

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visit freemanco.com/store 25
### LIFT Barstools
10” RND 23–33.5”H
- A) 810870 (white vinyl)
- B) 810872 (red vinyl)
- C) 810871 (black vinyl)
- D) 810872 (gray vinyl)

### Apex Barstools
- A) 810951 (black vinyl)
- B) 810953 (red vinyl)
- C) 810954 (white vinyl)
- D) 810952 (blue ultra suede)

### Zovy Barstools
- 15” L x 16” D x 30–34.75”H
- A) 810880 (white, chrome)
- B) 810834 (black, chrome)

### Banana Barstools
- 21” L x 23” D x 45.75”H
- A) 810951 (black vinyl)
- B) 810953 (red vinyl)
- C) 810954 (white vinyl)
- D) 810952 (blue ultra suede)

### Zoey Barstools
- 15” L x 16” D x 30–34.75”H
- A) 810840 (white, chrome)
- B) 810834 (black, chrome)
- C) 810848 (Christopher Barstool)
- D) 810850 (Zewoth Barstool)

### Blade Barstool
- 20.5” L x 20.125” D x 40.5”H
- A) 81080 (red)
- B) 81081 (sky blue)
- C) 81088 (Black Diamond Stool)
- D) 71048 (gray, adjustable)

### Mix & Match
Visit freemanco.com/store for more options and available combinations.
Conference Tables

MADISON
(Madison/gray acajou)
- A) 820260
- B) 820261
- C) 820262

Styles & Shapes

Atomic Round Tables
(glass, chrome)
- C) 820125
- D) 820124

Geo Rectangular Tables
- 60" x 36" x 29.5" H
- E) 82041
- F) 82051

Geo Rounded Square
Tables
- 42" x 42" x 29" H
- G) 82044
- H) 82043

I) 820707 Merlin Multi-Use Table
(gray laminate, black)
- J) 820706 Work Table
(white laminate, white)

Pre Executive Mid Back Chair
- A) 810170 Cupertino Mid Back Chair
  (black vinyl, chrome) 27"L 30.5"D 40-43"H Adjustable.
- B) 810175 Genesis Chair
  (black fabric, black) 27.5"L 27.5"D 40-43.5"H Adjustable.
- C) 810945 Pro Executive Mid Back Chair
  (white vinyl) 24"L 22"D 40"H Adjustable height
- D) 810944 (black vinyl)

Visit freemanco.com/store
Executive Seating

Pro Executive High Back Chair
28" W x 27.5" D x 48.5" H
A) 810944 (white vinyl) 71044 (black)
B) 810945 (black vinyl)
Adjustable height

Cupertino Mid Back Chair
A) 810770 (black vinyl, chrome) 27" W x 27.5" D x 42.5" H Adjustable.
B) 810775 (black fabric, black) 27.5" W x 27.5" D x 42.5" H Adjustable.

Pro Executive Guest Chair
24" W x 23" D x 34" H
810947 (black vinyl) 71047 (gray)

Gas Lift Chair
24" W x 23" D x 48" H
A) 710448 (gray, adjustable) 71046 (black)
B) 710450 (gray, adjustable) 71047 (gray)

Pro Executive Mid Back Chair
24" W x 22" D x 40" H
A) 810943 (white vinyl) 810944 (black vinyl)
B) 810945 (white vinyl) 810946 (black vinyl)
Adjustable height

Task Stool
810925
(white vinyl) 71046 (gray)
Adjustable height

Bar Tables

Logos Barstool
(maple, chrome) 18" W x 20" D x 41" H
810860

A. B.

Communal and Powered Tables
Choose from a variety of powered, solid or grommet hole table tops.

Table Top Options
BLACK WHITE MAPLE

Ventura Powered Bar Tables
(silver frame)
72.25" L x 26.25" D x 42" H
A) 820950 (black top) 820952 (white top)
B) 820954 (grommets) 820955 (solid)

Ventura Communal Bar Tables
(silver frame)
72.25" L x 26.25" D x 42" H
A) 820960 (black top) 820962 (white top)
B) 820963 (grommets) 820964 (solid)

Ventura Powered Café Tables
(silver frame)
72.25" L x 26.25" D x 30" H
A) 820966 (black top) 820968 (white top)
B) 820969 (grommets) 820970 (solid)

Ventura Communal Café Tables
(silver frame)
72.25" L x 26.25" D x 30" H
A) 820972 (black top) 820974 (white top)
B) 820975 (grommets) 820976 (solid)

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

Ventura Powered Café Tables
(silver frame)
72.25" L x 26.25" D x 30" H
A) 820966 (black top) 820968 (white top)
B) 820969 (grommets) 820970 (solid)

Ventura Communal Café Tables
(silver frame)
72.25" L x 26.25" D x 30" H
A) 820972 (black top) 820974 (white top)
B) 820975 (grommets) 820976 (solid)

cvisit freemanco.com/store | 31
Office Essentials

MADISON
A) 84075 Madison Executive Desk (gray acajou) 60"L 30"D 29"H
B) 84077 Madison Credenza (gray acajou) 60"L 20"D 29"H
C) 810135 Task Stool (black fabric) 27.5"L 27.5"D 32.75"-40.25"H Adjustable
D) 810844 Pro Executive High Back Chair (white classic vinyl) 25"L 24"D 48"H Adjustable

Tech Powered Desk
A) 84083 Tech Desk, Powered, w/ 3 Drawer File Cabinet (black metal, laminate) 60"L 30"D 30"H
B) 84084 Tech Desk, Powered (black metal, laminate) 60"L 30"D 30"H
C) 84080 3 Drawer File Cabinet on Castors (black metal, laminate) 16"L 20"D 28"H

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

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

Denotes AC and USB charging outlets

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visit freemanco.com/store
Show Essentials

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

Display Counter
A) 72026
Display Counter (black)
24” W x 44” D x 42” H
B) 810109
LEATHER® Steel
BY HERMAN MILLER™
white
18” X 17.25” X 44” H

Lighted & Greenery Products
LED light available in white, red, green, blue and rolling color.

A. B. C. D.

A) 81526 Edge
LED Cube Ottoman
white plastic
20” L x 20” D x 20” H
A/C power only
B) 82057 Edge LED Cube Table
plexi top, white plastic
20” L x 20” D x 20” H
A/C power only
C) 85030
7’ Boxwood Hedge
36.5” L x 12” D x 84” H
D) 85035
4’ Boxwood Hedge
46” L x 9” D x 47” H

Visit freemanco.com/store
Draped or Undraped Tables & Counters

Table-Drape Colors

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

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

**Table-Drape Colors**

- 24" D X 30" H | Tables Draped
  - 124330 Tables Draped 3'L x 24" D x 30" H
  - 124430 Tables Draped 4'L x 24" D x 30" H
  - 124630 Tables Draped 6'L x 24" D x 30" H
  - 124830 Tables Draped 8'L x 24" D x 30" H

- 24" D X 30" H | Tables Undraped
  - 125330 Tables Undraped 3'L x 24" D x 30" H
  - 125430 Tables Undraped 4'L x 24" D x 30" H
  - 125630 Tables Undraped 6'L x 24" D x 30" H
  - 125830 Tables Undraped 8'L x 24" D x 30" H

- 30" D X 30" H | Tables Draped
  - 130330 Tables Draped 3'L x 30" D x 30" H
  - 130430 Tables Draped 4'L x 30" D x 30" H
  - 130630 Tables Draped 6'L x 30" D x 30" H
  - 130830 Tables Draped 8'L x 30" D x 30" H

- 30" D X 30" H | Tables Undraped
  - 135330 Tables Undraped 3'L x 30" D x 30" H
  - 135430 Tables Undraped 4'L x 30" D x 30" H
  - 135630 Tables Undraped 6'L x 30" D x 30" H
  - 135830 Tables Undraped 8'L x 30" D x 30" H

4th Side | Table Draped 30" |
- 12404630 Drape Table 4th Side 6' X 30" |
- 12404830 Drape Table 4th Side 8' X 30"

Product Display

*Sizing Chart*

*Table and counter widths are available in select cities*
Product Storage

RACKS
A) 750135 Round Literature Rack (black) 17"W X 17"L X 57"H
B) 750136 Flat Literature Rack (black) 10"W X 55"H

CABINETS
C) 84080 3 Drawer File Cabinet on Castors (black metal, laminate) 16"L 20"D 28"H
D) 74082 2 Drawer File Cabinet w/ Lock (tan metal) 15"W X 29"L X 28"H
E) 74081 4 Drawer File Cabinet w/ Lock (tan metal) 15"W X 29"L X 50"H

REFRIGERATORS
F) 850300 Large Refrigerator (white) 14.0 cubic feet 28"W X 28"L X 64"H
G) 75057 Small Refrigerator 4.0 cubic feet 20"W X 22"L X 33"H

Show & Office Accessories
A) 10201484 Floor Standing Bulletin Board (black) 48"W X 42"H
B) 71048 Gas Lift Stool w/ arms (gray, adjustable) 24"W X 20"L X 46"H
C) 220184 Chrome Stanchion w/ 8' Retractable Belt (black, belt) 42"H
D) 220110 Chrome Bag Rack (3" at center) 1"W X 41"H X 26"W
E) 71046 Chrome Coat Tree (21”w at the base) 8 1/4”W X 69 1/2”H
F) 220118 Chrome Sign Holder (sign holds) 22”W X 28”H
G) 220134 Brushed Aluminum Easel (open 5 1/4”W X 64 1/4”H) 26"W X 62"H
H) 220106 Corrugated Wastebasket (black)
NAME OF SHOW:   URTeC 2021 / JULY 26-28, 2021

COMPANY NAME:   

CONTACT NAME:   

PHONE #:   

E-MAIL ADDRESS:   

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

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### Draped Tables & Counters

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

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

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### DISPLAY & ACCESSORIES

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**Total Cost**

\[
\text{Sub-Total} + 8.25\% \text{ Tax} = \text{Total Cost}
\]

Taxes: Due to varying taxes across counties and cities for various categories, applicable taxes will be applied to your order accordingly based on the jurisdictions of the show city.
NAME OF SHOW: URTeC 2021 / JULY 26-28, 2021

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

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## ACCESSORIES & SHOWCASES

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| STYLE A | STYLE B | STYLE C |
| FULL VISION CASE | TOWER CASE | JEWELERS CASE |

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<p>| SHOWCASES - Please use grid to indicate placement |
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<td>502.70</td>
<td>639.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>101020</td>
<td>Tower Case - 1/2M</td>
<td>677.05</td>
<td>744.75</td>
<td>947.85</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please use diagram to indicate the placement of showcase(s) or grids.

### TOTAL COST

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8.25% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
</table>

(503067) FY22 CC
FROM THE GROUND UP

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

Sustainability Tip:

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

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

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

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

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

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

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

CLASSIC CARPET

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

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

Actual colors may vary slightly

Sustainability Tip: Freeman Classic carpet is reused a minimum of four times before retired from inventory and recycled. Darker colored carpets such as black and gray, as well as the two-toned carpet are made of 20-25% recycled content.
NAME OF SHOW: URTeC 2021 / JULY 26-28, 2021

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

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

STANDARD SIZE CARPET & PADDING

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

10' CLASSIC CARPET, PADDING & PLASTIC COVERING

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10' x 10' Classic Carpet</td>
<td>$ 192.65</td>
<td>$ 211.90</td>
<td>$ 269.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 20' Classic Carpet</td>
<td>$ 385.30</td>
<td>$ 423.85</td>
<td>$ 539.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 30' Classic Carpet</td>
<td>$ 577.95</td>
<td>$ 635.75</td>
<td>$ 809.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 40' Classic Carpet</td>
<td>$ N/A</td>
<td>$ N/A</td>
<td>$ N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 10' Carpet Padding - Single Layer</td>
<td>$ 155.90</td>
<td>$ 171.50</td>
<td>$ 218.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 20' Carpet Padding - Single Layer</td>
<td>$ 311.80</td>
<td>$ 343.00</td>
<td>$ 436.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 30' Carpet Padding - Single Layer</td>
<td>$ 467.70</td>
<td>$ 514.45</td>
<td>$ 654.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 40' Carpet Padding - Single Layer</td>
<td>$ 623.60</td>
<td>$ 685.95</td>
<td>$ 873.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 10' Carpet Padding - Double Layer</td>
<td>$ 311.80</td>
<td>$ 343.00</td>
<td>$ 436.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 20' Carpet Padding - Double Layer</td>
<td>$ 623.60</td>
<td>$ 685.95</td>
<td>$ 873.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 30' Carpet Padding - Double Layer</td>
<td>$ 935.40</td>
<td>$ 1,028.95</td>
<td>$ 1,309.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 40' Carpet Padding - Double Layer</td>
<td>$ 1,247.20</td>
<td>$ 1,371.90</td>
<td>$ 1,746.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plastic Covering (price per sqft)</td>
<td>$ 1.20</td>
<td>$ 1.30</td>
<td>$ 1.70</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CUSTOM CUT CLASSIC CARPET

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

Sample:

| Booth Size: 10 x 25 = 250 sqft | $ 3.85 |

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

<table>
<thead>
<tr>
<th>Per sqft</th>
<th>Booth Size: __ x __ = _____ sqft</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 3.85</td>
<td></td>
<td>$ 4.25</td>
<td>$ 5.40</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL COST

Sub-Total + 8.25% Tax = Total Cost
NAME OF SHOW: URTeC 2021 / JULY 26-28, 2021

COMPANY NAME: 
CONTACT NAME: 
E-MAIL ADDRESS: 

BOOTH#: 
PHONE#: 

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

### CUT TO SIZE CARPET & PADDING

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

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

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

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

<table>
<thead>
<tr>
<th>28 oz. Carpet Rental - Price per sq. ft. (100 sqft minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 700 sqft</td>
<td>$4.35</td>
<td>$4.80</td>
<td>$6.10</td>
<td>______</td>
</tr>
<tr>
<td>Over 700 sqft</td>
<td>$3.85</td>
<td>$4.25</td>
<td>$5.40</td>
<td>______</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>40 oz. Carpet Rental - Price per sq. ft. (100 sqft minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 700 sqft</td>
<td>$5.50</td>
<td>$6.05</td>
<td>$7.70</td>
<td>______</td>
</tr>
<tr>
<td>Over 700 sqft</td>
<td>$4.95</td>
<td>$5.45</td>
<td>$6.95</td>
<td>______</td>
</tr>
</tbody>
</table>

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

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

#### Sample:

- Booth Size: 10 x 25 = 250 sq. ft. @ $1.65

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Price per sq ft. (90 sqft minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Carpet Padding -1/2&quot; (90 - 700 sq. ft.)</td>
<td>$1.65</td>
<td>$1.80</td>
<td>$2.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Carpet Padding-1/2&quot; (Over 700 sq. ft.)</td>
<td>$1.15</td>
<td>$1.25</td>
<td>$1.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Double Carpet Padding - 1/2&quot; (90 - 700 sq. ft.)</td>
<td>$3.30</td>
<td>$3.65</td>
<td>$4.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Double Carpet Padding -1/2&quot; (Over 700 sq. ft.)</td>
<td>$2.30</td>
<td>$2.55</td>
<td>$3.20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST**

Sub-Total + 8.25% Tax = Total Cost
FIT TO PRINT

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

* Client to provide print-ready artwork, or Freeman can design artwork for an additional fee.
SMARTFABRIC® RENTAL EXHIBITS

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

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

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

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

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

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

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

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

PRESTIGE CARPET

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

(28 oz.) — Available Upgrade Color Options

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

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

OPTIONAL ACCESSORIES

SMARTFABRIC® ZIPPERED CARRYING CASE

20"W  8"H  16"D

One SmartFabric zipper bag is included with purchase.

CLEAR ACRYLIC SHELF

36"W  .25"H  12"D

(holds up to 15 lbs each)

CUSTOM GRAPHICS

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

FREEMAN SUSTAINABILITY FOCUS

This solution is a clean footprint booth. This rental unit includes a 100 percent recyclable aluminum frame. All flooring, lighting, furniture, and booth structure will go back into inventory to be reused or recycled.
**NAME OF SHOW:** URTeC 2021 / JULY 26-28, 2021

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

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

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### SMARTFABRIC EXHIBIT

SmartFabric Exhibits provide a custom printed fabric graphic to keep and reuse on future events.

**SmartFabric Rental Exhibit Includes:**
- **116.5" X 92.5" Custom Fabric Graphic** (Purchased item to keep)
- **Carrying Case for Graphic** (To carry the purchased fabric graphic)
- **Classic Carpet 10' X 10' or 10' X 20'** (Select color below)
- **Installation & Dismantle of Exhibit**
- **Material Handling of Exhibit**
- **Nightly Vacuuming**
- **3-Arm Lights (per 10 ft.)**
- **Power for LIGHTS only**

**Classic Carpet:**
- □ Black
- □ Blue
- □ Gray
- □ Midnight Blue
- □ Red
- □ Tuxedo

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10' x 10' SmartFabric Exhibit..........................</td>
<td>$2,801.50</td>
<td>$3,922.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 20' SmartFabric Exhibit..........................</td>
<td>$5,401.50</td>
<td>$7,562.10</td>
<td></td>
</tr>
</tbody>
</table>

### CUSTOM GRAPHICS

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

### FRAME ONLY UNIT

The SmartFabric frame only unit is for exhibitors who have previously rented the SmartFabric exhibit (above) and have the fabric graphic ready for reuse. If you need a new graphic made, please select the SmartFabric Rental Exhibit (above). No fabric graphics will be printed without the rental unit.

**Frame Only Unit Includes:**
- **Classic Carpet 10' X 10' or 10' X 20'** (Select color below)
- **Installation & Dismantle of Exhibit**
- **Material Handling of Exhibit**
- **Nightly Vacuuming**
- **3-Arm Lights (per 10 ft.)**
- **Power for LIGHTS only**
- **Where is your fabric coming from?:**
  - Bringing to show site
  - In Freeman storage

**Classic Carpet:**
- □ Black
- □ Blue
- □ Gray
- □ Midnight Blue
- □ Red
- □ Tuxedo

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10' x 10' Frame Only Unit............................</td>
<td>$1,833.00</td>
<td>$2,566.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 20' Frame Only Unit............................</td>
<td>$3,055.00</td>
<td>$4,277.00</td>
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</tbody>
</table>

### ACCESSORIES

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SmartFabric Arm Light.................................</td>
<td>$65.00</td>
<td>$91.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SmartFabric Acrylic Shelf (supports up to 15 lbs)...</td>
<td>$150.00</td>
<td>$210.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SmartFabric Carrying Case (purchase)................</td>
<td>$20.00</td>
<td>$28.00</td>
<td></td>
</tr>
</tbody>
</table>

### QUICK TIPS

- Orders received after the deadline or without Payment will be charged the Standard Price and are subject to availability. All Graphics are subject to a 100% cancellation charge once production begins.

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

---

**TOTAL COST**

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Total</td>
<td>8.25 % Tax</td>
<td>Total Cost</td>
<td></td>
</tr>
</tbody>
</table>

01/21 (503067) 10197
FABRIC GRAPHICS

MATERIAL MATTERS

The materials you use for your exhibit speak volumes about your brand. Freeman digitally prints high-resolution, photo-quality images on an impressive variety of fabrics. From custom carpeting to hanging banners, no matter the size, shape or color, Freeman can print it beyond your expectations.

• Freeman’s exhibit specialists deliver one-stop solutions for design, fabrication and custom graphics that meet both long and short-term usage goals

• Stretch fabrics can be used to customize almost any three-dimensional object

• Further customize exhibits with aluminum framing to transform digital graphics into back walls and other free-standing structures

• Integrated lighting is available for enhanced effects

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
COMPREHENSIVE CAPABILITIES
Freeman can digitally print high-resolution, photo-quality images on nylon, stretch fabrics, carpeting and a variety of other materials. No matter what size, shape, or color, Freeman can print it. We can further customize exhibits with:
- Aluminum framing to transform large digital graphics into backwalls and other free-standing structures
- Integrated lighting for enhanced effects
- A wide variety of opaque and translucent materials

ONE-STOP SOLUTIONS
Freeman’s exhibit specialists can deliver a range of services to fit any budget and work with both long and short-term usage goals.
- Design
- Fabrication
- Custom Graphics
- Lighting Effects
- Installation and Dismantling
- Shipping and Storage

GEOMETRIC STRUCTURES
For detailed specifications on structures such as these, or for more information on our wide range of versatile fabric solutions, please contact our representatives at the number listed in your exhibitor information.

GREEN
For detailed specifications on structures such as these, or for more information on our wide range of versatile fabric solutions, please contact our representatives at the number listed in your exhibitor information.

SmartFabric® is an easy way to make an impact without the heavy shipping bill. This material is lightweight with a small shipping footprint to reduce your shipping cost and carbon emissions.
**Standard Purchase -- Standard Framing, Sizes, and Fabric**

- Single-sided graphics and frame hardware included.
- Complete the “Hanging Sign” order form. (Labor and hardware to hang sign are **NOT** included.)
- Orders received after the deadline date are subject to availability and will be charged standard prices.
- Exhibitor Support will contact you for details.

### Square Signs

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Length</th>
<th>Height</th>
<th>All Sides (Linear Ft.)</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10'</td>
<td>3'</td>
<td>40'</td>
<td>$3,307.65</td>
<td>$4,961.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10'</td>
<td>4'</td>
<td>40'</td>
<td>$4,332.60</td>
<td>$6,498.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15'</td>
<td>3'</td>
<td>60'</td>
<td>$4,897.20</td>
<td>$7,345.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15'</td>
<td>4'</td>
<td>60'</td>
<td>$6,442.20</td>
<td>$9,663.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20'</td>
<td>4'</td>
<td>80'</td>
<td>$8,985.00</td>
<td>$13,477.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Rectangle Signs

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Length x Height</th>
<th>All Sides (Linear Ft.)</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10' x 15'</td>
<td>3' x 50'</td>
<td>$4,370.00</td>
<td>$6,555.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10' x 15'</td>
<td>4' x 40'</td>
<td>$5,647.50</td>
<td>$8,471.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Circle Signs

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Length</th>
<th>Height</th>
<th>All Sides (Linear Ft.)</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10'</td>
<td>3'</td>
<td>31.42'</td>
<td>$2,608.95</td>
<td>$3,913.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10'</td>
<td>4'</td>
<td>31.42'</td>
<td>$3,414.80</td>
<td>$5,122.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15'</td>
<td>3'</td>
<td>47.12'</td>
<td>$3,861.10</td>
<td>$5,791.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15'</td>
<td>4'</td>
<td>47.12'</td>
<td>$5,066.50</td>
<td>$7,599.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20'</td>
<td>4'</td>
<td>62.80'</td>
<td>$6,860.85</td>
<td>$10,291.30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Triangle Signs

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Length</th>
<th>Height</th>
<th>All Sides (Linear Ft.)</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10'</td>
<td>3'</td>
<td>30'</td>
<td>$2,490.70</td>
<td>$3,736.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10'</td>
<td>4'</td>
<td>30'</td>
<td>$3,259.55</td>
<td>$4,889.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15'</td>
<td>3'</td>
<td>45'</td>
<td>$3,750.35</td>
<td>$5,625.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15'</td>
<td>4'</td>
<td>45'</td>
<td>$4,914.80</td>
<td>$7,372.20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Serpentine Signs

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Length</th>
<th>Height</th>
<th>All Sides (Linear Ft.)</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10'</td>
<td>3'</td>
<td>20'</td>
<td>$1,704.55</td>
<td>$2,556.85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10'</td>
<td>4'</td>
<td>20'</td>
<td>$2,212.85</td>
<td>$3,319.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15'</td>
<td>3'</td>
<td>30'</td>
<td>$2,513.60</td>
<td>$3,770.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15'</td>
<td>4'</td>
<td>30'</td>
<td>$3,276.35</td>
<td>$4,914.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20'</td>
<td>4'</td>
<td>40'</td>
<td>$4,473.70</td>
<td>$6,710.55</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST**

---

Sub-Total + 8.25% Tax = Total Cost
SEEING IS BELIEVING

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

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

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

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

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

DEPTH OF RESOURCES

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

REPRODUCTION AND INSTALLATION

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

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
**NAME OF SHOW:** URTeC 2021 / JULY 26-28, 2021  
**COMPANY NAME:** 
**CONTACT NAME:** 
**E-MAIL ADDRESS:** 

**BOOTH #:**  
**PHONE #:**

---

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

---

**GRAPHICS**

To order your graphics, complete this order form and attach your sign copy or electronic file.  
Please see artwork guidelines for electronic files on page 2 of this form.  
Note: All graphics are subject to a 100% Cancellation Charge.

**DIGITAL GRAPHICS**

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

<table>
<thead>
<tr>
<th>L x W</th>
<th>sqft</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>$24.10</td>
<td>$36.15</td>
<td>______</td>
</tr>
</tbody>
</table>

- 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: 

**Backering Material:**
- □ Freeman Foam (Foamcore)  
  - □ Freeman PVC (PVC)  
  - □ Freeman HD Foam (Gatorfoam)  
  - □ Freeman Polyfoam (Ultra Board)  
  - □ Freeman HD Foam (Gatorfoam) (Eco-Board)  

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

**Background Color:**

**Lettering Color:**

**INDICATE YOUR SIGN COPY HERE:**
- Vertical  
- Horizontal  
- Use Your Judgment For Sign Layout  

**TOTAL COST**

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>8.25% Tax</th>
<th>Total Cost</th>
</tr>
</thead>
</table>

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01/21 (503067)
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-X4 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-X4 (preferred)
- AI with PDF content (choose this option when saving file)
- EPS files with embedded links and outlined fonts

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

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

WAYS TO SEND ARTWORK

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

THE FOLLOWING GUIDELINES APPLY IN THE TEXAS REGION:

We are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction that the various unions have, we ask that you read the following:

ELECTRICAL LABOR & PLUMBING
Responsible for the installation and distribution of all electrical outlets, cables and distribution equipment. This includes extension cords installed under carpet or any other type of flooring. Freeman is responsible for any hardwiring of equipment to installed electrical cables or disconnecting devices. Exhibitors are permitted to install their own lights, monitors, and other A/V equipment.

Freeman is responsible for the installation and distribution of all water lines and the filling and draining of all water tanks. Exhibitors are permitted to connect their equipment to the lines installed by Freeman.

MATERIAL HANDLING LOCAL UNION LABOR
The Local Union has jurisdiction for the operation of all material-handling equipment, all unloading and reloading, and the handling of empty containers.

Exhibitors may unload their own personal vehicles provided they do not use any material handling equipment (fork-lifts, flatbeds, dollies, pallet jacks, etc.)

Freeman will control access to the loading docks in order to provide for a safe and orderly move-in/move-out.

INSTALLATION & DISMANTLE LABOR - LOCAL UNION LABOR
The Local Union has jurisdiction for the installation and dismantling of all exhibits including carpet, furniture, and hanging signs. All hired labor must belong to Local Union. Labor can be ordered in advance by returning the enclosed form, or on showsite, at the Freeman Service Desk.

Three options for installation and dismantle labor exist in Texas. Labor may be:
• performed by full-time employees of the exhibiting company; or
• hired through Freeman, the official general service contractor; or
• hired through an exhibitor-appointed contractor.

PLEASE NOTE:
• Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Freeman and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.
• If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Freeman. Please refrain from voicing
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.
**INSTALLATION & DISMANTLE LABOR**

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time: 8:00 AM to 4:30 PM Monday through Friday</td>
<td>$110.25</td>
<td>$154.50</td>
</tr>
<tr>
<td>Overtime: 6:00 AM to 8:00 AM and 4:30 PM to 12:00 Midnight Monday through Friday</td>
<td>$165.50</td>
<td>$231.75</td>
</tr>
<tr>
<td>6:00 AM to 12:00 Midnight Saturday and Sunday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double Time: 12:00 Midnight to 6:00 AM and recognized holidays</td>
<td>$220.50</td>
<td>$308.75</td>
</tr>
</tbody>
</table>

- **Show Site prices will apply to all labor orders placed at show site.**
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per 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: ____________________________

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

Freeman Supervision (30%/$45.00) = $__________

8.25% Tax = $__________  (N/A)

Total Installation = $__________

**DISMANTLE LABOR**

- **Freeman Supervised Labor - Please complete the reverse side of this form.**
  - Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
  - The charge for this service is 30% of the total dismantle labor bill, with a minimum of $45.00.

  Emergency contact: ____________________________  Phone Number: ____________________________

- **Exhibitor Supervised Labor** (Supervisor must check in at the Freeman Service Center to pick up labor)
  Supervisor will be: ____________________________  Phone Number: ____________________________

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

Freeman Supervision (30%/$45.00) = $__________

8.25% Tax = $__________  (N/A)

Total Dismantle = $__________
INBOUND SHIPPING & SET-UP INFORMATION

Freight will be shipped to: Warehouse _______________ Show Site _______________ Date Shipped ____________________
Total No. of Pieces: Crates ____________________ Cartons ____________________ Fiber Cases____________________
Setup Plan/Photo: Attached __________ To Be Sent With Exhibit __________ In Crate No. ____________________
Carpet: With Exhibit __________ Rented From Freeman __________ Color ____________________ Size ________________
Electrical Placement: Drawing Attached __________ Drawing With Exhibit __________ Electrical Under Carpet __________
Comments: ____________________________________________________________________________________________

Graphics: With Exhibit __________ Shipped Separately __________
Comments: ____________________________________________________________________________________________

Special Tools/Hardware Required: ________________________________________________________________________

OUTBOUND SHIPPING INFORMATION

SHIP TO: ______________________________________________________________________________________________

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

☐ Other Carrier:
   Carrier Name:_________________
   Carrier Phone:_________________
   Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select Level of Service:
☐ 1 Day: Delivery next business day
☐ 2 Day: Delivery by 5:00 PM second business day
☐ Deferred: Delivery within 3-5 business days
☐ Standard Ground
☐ Specialized: Pad wrapped, uncrated or truckload

Freight Charges:
☐ Same as ship to
☐ Bill To: ____________________________________________________________________________________________

Select Shipment Options (if applicable)
☐ Have loading dock
☐ Inside delivery
☐ Pad wrap required
☐ Do not stack
☐ Lift gate required
☐ Air ride required
☐ Residential

In the event your selected carrier fails to show on final move-out day, please select one of the following options:
☐ Re-route via Freeman’s choice
☐ Deliver back to the warehouse at exhibitor’s expense

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

Straight Time: 8:00 AM to 4:30 PM Monday through Friday
Overtime: 6:00 AM to 8:00 AM and 4:30 PM to 12:00 Midnight Monday through Friday, 6:00 AM to 12:00 Midnight Saturday and Sunday
Double Time: 12:00 Midnight to 6:00 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

FORKLIFT LABOR

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>304050</td>
<td>Forklift w/operator - up to 5,000 lbs - ST</td>
<td>$172.00</td>
<td>$241.00</td>
</tr>
<tr>
<td>304051</td>
<td>Forklift w/operator - up to 5,000 lbs - OT</td>
<td>$227.25</td>
<td>$318.25</td>
</tr>
<tr>
<td>3040100</td>
<td>Forklift w/operator - up to 10,000 lbs - ST</td>
<td>$185.50</td>
<td>$259.75</td>
</tr>
<tr>
<td>3040101</td>
<td>Forklift w/operator - up to 10,000 lbs - OT</td>
<td>$240.75</td>
<td>$337.25</td>
</tr>
<tr>
<td>3040150</td>
<td>Forklift w/operator - up to 15,000 lbs - ST</td>
<td>$192.75</td>
<td>$270.00</td>
</tr>
<tr>
<td>3040151</td>
<td>Forklift w/operator - up to 15,000 lbs - OT</td>
<td>$248.00</td>
<td>$347.25</td>
</tr>
<tr>
<td>304040</td>
<td>Forklift w/operator - 4-Stage - ST</td>
<td>$175.25</td>
<td>$245.50</td>
</tr>
<tr>
<td>304041</td>
<td>Forklift w/operator - 4-Stage - OT</td>
<td>$230.50</td>
<td>$322.75</td>
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</table>

RIGGING LABOR

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3020100</td>
<td>Rigger - ST</td>
<td>$110.25</td>
<td>$154.50</td>
</tr>
<tr>
<td>3020101</td>
<td>Rigger - OT</td>
<td>$165.50</td>
<td>$231.75</td>
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</tbody>
</table>

EQUIPMENT

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3090600</td>
<td>Forklift Cage</td>
<td>$56.75</td>
<td>$79.50</td>
</tr>
<tr>
<td>3090700</td>
<td>Forklift Boom</td>
<td>$56.75</td>
<td>$79.50</td>
</tr>
<tr>
<td>3090800</td>
<td>Pallet Jack</td>
<td>$56.75</td>
<td>$79.50</td>
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INSTALLATION

<table>
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<tr>
<th>Part #</th>
<th>Description</th>
<th>Start Date</th>
<th>Start Time</th>
<th>No. Equip/ People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
</table>

DISMANTLE

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<tr>
<th>Part #</th>
<th>Description</th>
<th>Start Date</th>
<th>Start Time</th>
<th>No. Equip/ People</th>
<th>Approx. Hrs. per Person</th>
<th>Total Hours</th>
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</tr>
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<tr>
<th>Part #</th>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
</table>

Describe work to be done: ______________________________________

Sub-Total $____

8.25% Tax $____ (N/A)

Total Installation $____

Total Dismantle $____

Describe work to be done: ______________________________________

Sub-Total $____

8.25% Tax $____ (N/A)

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

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

Type: Cloth Banner _____ Metal or Wood _____ Other _____
Shape: Square ____ Triangle ____ Rectangle ____ Other ____
Size: Height __________ Length __________ Width __________
Weight of Sign: __________
Does Your Sign Require: Electricity _____ Assembly _____
Is Your Sign Designed to Rotate? __________ Yes _________ No _________
(Initial in the applicable box above)

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

Number of feet from floor to top of sign: __________

EQUIPMENT AND LABOR RATES TO HANG SIGNS
Straight Time
8:00 AM to 4:30 PM, Monday through Friday
Overtime
6:00 AM to 8:00 AM & 4:30 PM to 12:00 AM Monday through Friday,
6:00 AM to 12:00 AM Saturday & Sunday
Double Time
12:00 AM to 6:00 AM and recognized holidays

Crew Size: MINIMUM of two people

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

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

Installation Estimate
Approx Hours Hourly Rate Total Estimated Cost

Straight Time @ __________ = __________
Overtime @ __________ = __________

Dismantle Estimate
Approx Hours Hourly Rate Total Estimated Cost

Straight Time @ __________ = __________
Overtime @ __________ = __________

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

Please indicate method of supervision you require for assembly/disassembly:
____ Freeman
____ Exhibitor Personnel
____ Display House

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

THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

______________________________, the contracted exhibitor at the URTeC 2021 / JULY 26-28, 2021 and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the ASSOCIATION, GEORGE R BROWN 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: _________________________________________________________