

Sponsor Move-In

Monday	December 6	12:00 pm to 5:00 pm	All Sponsors
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Sponsor Move-Out

Wednesday	December 8	10:15 am to 11:30 am	All Sponsors
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Installation of Booths

- ♦ All booths must be completely set by 5:00 pm Monday, December 6
- ♦ All booths must remain completely set until 10:15 am on Wednesday, December 8

Dismantle of Booths

- ♦ Outbound carriers must arrive at check-in with Freeman by 11:00 am on Wednesday, December 8
- ♦ Bills of Lading must be turned into Freeman by 11:00 am on Wednesday, December 8
- ♦ Freight will be rerouted or returned to the warehouse beginning at 11:30 am on Wednesday, December 8
- ♦ All booths must be completely removed by 11:30 am on Wednesday, December 8

Knowledge Exchange Hours

Monday	December 6	5:15 pm to 6:45 pm
Tuesday	December 7	7:45 am to 8:15 am 11:00 am to 11:30 am 3:45 pm to 4:15 pm
Wednesday	December 8	7:45 am to 8:30 am 9:45 am to 10:15 am

Sponsor Registration Hours

Monday	December 6	12:00 pm to 6:30 pm
Tuesday	December 7	7:00 am to 5:30 pm
Wednesday	December 8	7:00 am to 2:00 pm

[Click here](#) to Register for your Construction SuperConference sponsor staff badges

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Use this checklist as your guideline for important deadline dates for the conference. Be sure to meet the DISCOUNT DEADLINE to save money versus ordering on conference site.

<i>DISCOUNT DEADLINE</i>	<i>FORM NAME</i>	<i>SERVICE PROVIDER</i>	<input checked="" type="checkbox"/>
SHIPPING & FREIGHT			
Oct 25 – Nov 24	Advanced Shipments to Freeman Warehouse	Freeman	
Prior to Conference	General Shipping Information	Show Management	
Prior to Conference	Logistics – Exhibit Transportation	Freeman	
Prior to Conference	Material & Special Handling Services	Freeman	
Prior to Conference	Direct Machinery Rate Schedule Order Form	Freeman	
Prior to Conference	Shipping Labels	Freeman	
December 6	Direct Shipments to the JW Marriott Resort & Spa	Freeman	
SHOW MANAGEMENT ORDER FORMS			
November 15	Required Certificate of Insurance	Show Management	
November 15	Sponsor Appointed Contractor Notification	Show Management	
November 15	Hanging Sign Request	Show Management	
FREEMAN INFORMATION & ORDER FORMS			
November 15	Labor Jurisdiction/Method of Payment/3 rd Party Authorization	Freeman	
November 15	Furnishings Essentials/Accessories Order Form	Freeman	
November 15	Digital File Submission/Graphics & Signage Order Form	Freeman	
November 15	Installation & Dismantling Order Form	Freeman	
November 15	Forklift/Rigging Labor Order Form	Freeman	
OFFICIAL SERVICE PROVIDER ORDER FORMS			
Prior to Conference	Insurance for Purchase	Marsh/Total Event Insurance	
Prior to Conference	Catering Order Form	JW Marriott	
Prior to Conference	Audio Visual/Computer Rental Order Form	Encore Global	
Prior to Conference	Internet and Telephone Order Forms	Encore Global	
Prior to Conference	Banners/Hanging Signs	Encore Global	

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Attendee Requirements

The Exposition & Conference is for the trade only. Qualified **buyers** may either [register online](#) or onsite. NO INFANTS OR CHILDREN UNDER 16 YEARS OF AGE ARE PERMITTED.

Balloons

Helium balloons are NOT allowed in the Knowledge Exchange at any time and should not be used in the design of the exhibit space or be distributed.

Business Services

The JW Marriott facility offers copy, fax and overnight delivery and pickup services.

Booth Catering Service

All food and beverage distributed from your booth must be ordered from the JW Marriott property. [Click here](#) to access their extensive catering menu.

Booth Cleaning

Freeman is the exclusive booth cleaning contractor for this conference. Please note: your booth will NOT automatically be vacuumed the night before the Knowledge Exchange opens unless you order this service. To order booth cleaning, please refer to the *Freeman Information & Order Forms* section in this manual.

Booth Construction

Construction SuperConference is a "LINE OF SIGHT" CONFERENCE. Booths must be constructed as detailed in the "Booth Construction & Display Guidelines" located within this manual. Violations could result in a fine and/or loss of priority points.

Booth Location

Though your Exhibit Space Agreement does list your booth number, the quickest and easiest way to confirm both your booth number and location in the Knowledge Exchange is to go to the Construction SuperConference [website](#). You may also contact Sydney Jacoby by email at sydney.jacoby@emeraldx.com for more information.

Booth Package

Each 8x10 booth will be set with one 6' black draped table, two side chairs, one wastebasket and a 7"x44" one-line identification sign. Booths will have existing hotel carpet, though rental carpet is available through Freeman.

Coat & Baggage Check

Coat & Baggage Check Service will not be provided on site.

Clean Floor Policy

All crates and skids must be tagged and removed from the exhibit floor no later than 3:00 pm on Monday, December 6, 2021. This will allow Freeman and the cleaning provider sufficient time to complete the laying of the aisle carpet and the overall cleaning of the exhibit hall as well as provide sponsors the space to complete their booth set up by keeping aisles clear. There will be no exceptions to this policy.

Conference Directory

Please log-on to the Construction [SuperConference sponsor portal](#) and complete your Company Profile and Product Category Listing for the Official Conference Directory. The deadline for submitting your information is **November 5, 2021**.

Exhibitor Appointed Contractor (EAC)

If sponsors wish to use an Exhibitor Appointed Contractor (EAC), the [EAC Notification Form](#) must be completed and submitted by the sponsor or EAC with the EAC's certificate of insurance attached. Completion of this form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC. Please inform your EAC that they must obtain and upload a [General Liability Insurance Certificate](#) by November 15, 2021. The insurance certificate must name Construction SuperConference, the JW Marriott Orlando Bonnet Creek Resort & Spa and Freeman as additional insured. For more information on the regulations pertaining to EAC's, please refer to the *Show Rules & Regulations* section of this manual.

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Facility

JW Marriott Orlando Bonnet Creek Resort & Spa
14900 Chelonia Pkwy.
Orlando, FL 32821
800-627-7468

First Aid

Limited First Aid is available at the front desk, the safety and security office of JW Marriott.

Freight Free Aisles

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

General Service Contractor

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

Hanging Signs

Only sponsors in island, split island, and peninsula booths that are 160 square feet or larger may have a hanging sign over their booth. Exhibits with hanging signs are required to submit a [hanging sign request form](#) for management approval.

- Handwritten signs are not permitted. Signs or banners may not be taped, stapled, nailed or otherwise affixed to any resort doors, walls, columns, or other parts of the building or furnishings. All signage, banners, etc. that will be hung from the ceiling in the convention area must be hung from existing structures. Load is not to exceed 75 lbs. per running foot.
- All signs, banners, etc. that need to be hung in the convention area must be done by Freeman. Depending on size, a per banner charge will be applied to the group master account. Larger signs that require additional rigging hardware, scissor lifts and personnel to hang signage and/or scenic components will be charged per man hour and for the use of hardware materials.

Hotel Arrangements

onPeak is Construction SuperConference's official hotel agency and the best way to book. Hotel arrangements can be made by booking through the Construction SuperConference [website](#).

Insurance

Show management requires each exhibiting company and sponsor appointed non-official contractor to carry general liability insurance, automotive liability insurance and workmen's compensation coverage. Please refer to the "Insurance Requirements Policy" within this manual for specifics on insurance requirements. Submit your Certificate of Insurance by [uploading it here](#).

Knowledge Exchange Hours

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Tuesday	December 7	7:45 am to 8:15 am 11:00 am to 11:30 am 3:45 pm to 4:15 pm
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Occupancy

- Sponsor's displays must not be dismantled or packed in preparation for removal prior to 10:15 am on Wednesday, December 8.
- The dismantling of displays is from 10:15 am to 11:30 pm on Wednesday, December 8.
- By 11:30 pm on Wednesday, December 8, all sponsor displays, or materials left in the sponsor's space without instructions will be packed, shipped or discarded at the discretion of show management at the sponsor's expense.

Paging/Announcements

Show management will generally restrict announcements to general conference information. However, we can make announcements regarding sponsor prize drawings if arranged in advance. Announcements will not be made for sponsor lost persons, personal items or articles, etc.

Parking/Driving Directions

Daily and overnight parking is available at the JW Marriott for a fee. [Click here](#) for driving directions to the JW Marriott Orlando Bonnet Creek Resort & Spa.

Photography & Filming

- Photography and video recording are NOT permitted in the exhibit hall except by members of the press who received pre-approval.
- Photography or video recording of any area outside a sponsor's booth (including but not limited to Registration Areas, General Sessions, and Meeting Rooms) is prohibited.
- Members of the press must first receive permission from the sponsor to photograph the sponsor's booth.

Registration

Registering your staff on the Construction SuperConference [website](#). As a Construction SuperConference sponsoring company, you are entitled to 1 Full Conference and 1 Expo entry per Knowledge Exchange space. The overallotment fee is \$499 per person for the Expo only. Full Conference fees, for additional staff, are as follows:

Sponsor Full Conference

Smart Saver:	Through August 7	\$1449
Early:	August 8-September 21	\$1649
Advance:	September 22-November 21	\$1849
Standard:	November 22-December 8	\$1949

If you have any questions regarding your registration or need to retrieve your password, please contact Maritz Global Events, our registration partner, at 864-641-6839.

Security

Show Management provides adequate perimeter security on-site. However, it is the sponsor's responsibility to ensure the security of their exhibit and products. Additional security is required for any before or after hours' hospitality function within your booth.

Shipping

Booth materials may be shipped in advance to the Freeman Advance Warehouse. The specific shipping information, instructions, receiving dates and printable shipping labels are located within this manual. Shipments to the hotel are the sponsors responsibility and sponsor pays all related fees.

Show Office

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

Sponsor Service Desk

The Service Desk will be located in the Knowledge Exchange hallway on Monday, December 6 from 8am-2pm and Wednesday, December 7 from 11am-1:30pm.

Sponsor Unloading

The General Service Contractor will handle and control the unloading and loading of all vehicles at the loading dock. For additional information, please refer to the "Freeman Show Site Work Rules" located in the *Show Policies & Procedures* section.

Union Rules

Please refer to the *Show Site Work Rules* which are located within the *Show Rules & Regulations* section of this manual.

Utilities

Electrical, internet and AV services may be obtained through Encore Global. They may be reached at exhibits.bonnet.creek@encoreglobal.com.

Wheelchair & Scooter Rental

Wheelchairs and Scooters are available for rent from Cloud of Goods. [Click here](#) for information.

Additional Questions?

Please refer to the Official Contractor Contact list that is within this manual. For assistance contact Sydney Jacoby, Conference Manager, sydney.jacoby@emeraldx.com or 770-291-5402.

Group Conference Director

Kevin Gaffney

770-291-5446

kevin.gaffney@emeraldx.com

Account Executive

Emily Clay

770-291-5439

emily.clay@emeraldx.com

Conference Manager

Sydney Jacoby

770-291-5402

sydney.jacoby@emeraldx.com

Marketing Specialist

Jackson Schultz

770-291-5414

jackson.schultz@emeraldx.com

Registration Customer Service

Representative

864-641-6839

Construction SuperConference:

1145 Sanctuary Parkway

Suite 355

Alpharetta, GA 30009 USA

Phone: 800-241-9034

Fax: 770-291-5105



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Official Service Providers are those appointed by show management or building management as the provider of specified services, either exclusively or preferred. Emerald Expositions is only partnered with the suppliers listed in this manual and therefore can assist and intervene on the sponsor's behalf **ONLY** when the sponsor utilizes the vendors listed in this manual.

A/V & Computer Rentals

Encore Global

Exhibits.bonnet.creek@encoreglobal.com

Booth Cleaning

Freeman

Phone: 888-508-5054

Fax: 469-621-5605

ExhibitorSupport@freeman.com

Catering / Food & Beverage

Melissa Perazzo

Melissa.Perazzo@marriott.com

Facility

JW Marriott Orlando Bonnet Creek Resort & Spa

14900 Chelonia Pkwy.

Orlando, FL 32821

Phone: 800-627-7468

General Services Contractor

Freeman

Phone: 888-508-5054

Fax: 469-621-5605

ExhibitorSupport@freeman.com

Hanging Signs & Rigging

Freeman

Phone: 888-508-5054

Fax: 469-621-5605

ExhibitorSupport@freeman.com

Housing

onPeak

Phone: 855-992-3353

Cshousing@onpeak.com

Insurance for Purchase

Marsh/Total Event Insurance

[https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=kB_u2sp1e9c\\$](https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=kB_u2sp1e9c$)

Material Handling

Freeman

Phone: 888-508-5054

Fax: 469-621-5605

ExhibitorSupport@freeman.com

Registration

Maritz Global Events

Phone: 864-641-6839

Telecommunications

Encore Global

Exhibits.bonnet.creek@encoreglobal.com

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

1. Admission Policy

- Exhibit hall admittance is restricted only to sponsor personnel and registered attendees displaying an official show management badge. All personnel representing the sponsor, or its authorized agents must be properly identified with an official show management badge.
- No infants or children under the age of 16 are permitted on the exhibition floor at any time. Show management reserves the right to request proof of age for any person and restrict minors from the exhibition floor at any time on any day for safety and liability reasons. No baby strollers are allowed on the exhibition floor.
- Sponsors are permitted access to the Knowledge Exchange one (1) hour before and one (1) hour after posted official Knowledge Exchange hours. Additional access may be arranged solely at the discretion of show management.
- Only individuals registered and badged may attend conference events. Sponsor staff or guests must register to attend conference sessions and to enter the exhibit hall.
- Once the Knowledge Exchange has opened, all persons must enter and exit only through designated entrances where security is posted.
- Sponsors are responsible for providing all assigned workers with proper badge. Temporary Floor Passes/Wrist Bands are available from Show Security and are valid on move-in and move-out days only.

2. Advertising

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

3. Aisles

- Aisles must not be obstructed at any time. No portion of a sponsor's display, product or demonstration may extend into any aisle.
- All features, signs and/or walls that are facing the aisle need to be covered or finished.

4. Americans with Disabilities Act (ADA)

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

5. Animals

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

6. Appearance of Exhibit Space and Care of Premises

- All open or unfinished sides of the exhibit which may appear unsightly must be covered or show management will have them covered at sponsor's expense.
- Any portion of the exhibit bordering another sponsor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering or graphics that would detract from the adjoining exhibit.
- Peninsula, split island and island exhibits must have a finished back wall and be finished on all sides.
- Plain drape or unfinished hard-walls are not permitted.
- Floor covering is required in all booths and can either be brought in or ordered from the General Service Contractor. Sponsors that do not properly cover their exhibit area will be required to have carpet supplied by the General Service Contractor at the sponsor's expense.
- No bolts, screws, hooks or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas.
- No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers.
- Decals or other adhesive materials shall not be applied or affixed to the walls, columns or floor of the exhibit/facility areas.
- No sign of any description may be installed, except within the confines of the exhibit space assigned.
- Fog, smoke and steam machines are not permitted.
- Sponsors are prohibited from possessing, displaying or depicting any products or components in their booth which could be interpreted as being a promotion of another company.
- No exhibit will be permitted which interferes with the use of other exhibits or impedes access to them or impedes the free use of the aisles.
- Items located in the exhibit space must be in good taste or will be removed at the discretion of show management.
- Sponsors with large equipment such as walk-in coolers must reserve sufficient space to ensure that equipment which exceeds 4 feet (1.22 meters) in height and which, by virtue of its size, cannot be confined to the rear half of the exhibit space, is no nearer than 10 linear feet from any adjoining exhibit space.

7. Behavior/Good Neighbor Policy

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

8. Booth and/or Material Abandonment

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

9. Booth Construction Standards

- The Booth Construction & Display Guidelines are within this Sponsor Manual for your reference and should be strictly adhered to.
- PLEASE NOTE THAT CONSTRUCTION SUPERCONFERENCE IS A "LINE OF SIGHT" CONFERENCE AND FOLLOWS THIS RULE FOR ALL BOOTHS.

10. Building Regulations and Care of the Facility

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

11. Demonstrations

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

12. Environmental Laws/OSHA Regulations

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

13. Excessive Trash

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

14. Forklifts

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

15. Exhibit Design

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

16. Exhibitor Appointed Contractor (EAC)

- If sponsors wish to use an Exhibitor Appointed Contractor (EAC), the following rules and regulations must be adhered to by the sponsor and the EAC. THESE RULES WILL BE STRICTLY ENFORCED. The sponsor must complete the online sponsor appointed contractor form. Completion of this form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC.

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- The EAC shall refrain from placing an undue burden on the official service contractors by interfering, in any way, with the official contractor's work.
- The EAC will not solicit business at the event.
- The EAC is responsible for adhering to all rules and regulations requiring badging. EAC must wear badge at all times.
- If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors, or impairs the smooth installation and dismantling of the event, the EAC will immediately cease such disruption or be removed from the event site. Show management will have the final decision in such instances.
- The EAC who provides installation and dismantling services will be sent the proper information from show management upon receipt of request by the authorizing sponsor.
- Show management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of:
 - Certificate of insurance for workers' compensation and employers' liability, comprehensive general liability and automobile liability insurance.
 - The workers' compensation and employers' liability insurance must provide a minimum limit of (recommended \$500,000 USD) and meet the requirements established by the state in which the event is being held.
 - Comprehensive general liability coverage must provide at least (recommended \$1 million USD per occurrence /\$2 million USD general aggregate) in coverage and shall name show management, the sponsoring associations, the event owners, the official contractor and the facility as additional insured.
 - Automobile liability should include all owned, non-owned and hired vehicles with limits of (recommended \$500,000 USD) bodily injury and (recommended \$500,000 USD) property damage liability.
 - Show management must receive the certificate of insurance no later than 30 days prior to the commencement of installation.
- In performing work for their clients, the EAC shall cooperate fully with the official contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by show management in any contracts with the official contractors.
- Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the event site.
- Services ordered on behalf of sponsors by EAC's or other third parties must be so authorized in writing by the sponsor. Payment for all services will be the responsibility of the sponsor.

17. Sponsor Registration & Badge

- Official conference badge must be worn at all times by sponsor personnel while in the exhibit hall during move in, move out and official Knowledge Exchange hours.
- Sponsor badge to NOT receive access to conference sessions. If sponsoring staff desire to attend conference sessions, this can be added to their registration for a fee at On-Site Registration.

18. Fire Protection/Fire Marshal Requirements

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

• Fire and Safety

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

- **Flammable and Toxic Materials**

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

19. Floor Covering/Carpet Requirements

The Knowledge Exchange hall is carpeted. However, sponsors can use alternative flooring if desired at their own expense.

20. Food & Beverage Sampling

- The facility's exclusive food and beverage vendor has a responsibility to strictly regulate any food and beverage activity. All food must be prepared and served from within the regulations of the city and county.
- Any sponsor sampling products may need to submit a sampling form to the facility's exclusive vendor for review and to show management for acceptance or rejection.
- Distribution of food and beverages: All business activities of the sponsor at the event must be within the sponsor's allotted space.
- Pre-packaged, single unit samples may be allowed to be distributed from a sponsor's booth.
- Alcoholic sampling is not allowed by some facilities depending on local laws and type of event. Please check with the facility's exclusive food and beverage vendor to confirm.
- Popcorn, peanuts in the shell and cotton candy are NOT permitted in the Knowledge Exchange at any time and may not be distributed from any exhibit booth.

21. Freight Holds

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

22. Hanging Signs & Graphics

- Hanging signs and graphics are permitted in all standard peninsulas, split island and island booths to a maximum height of 25 feet (7.62 meters) from the top of the sign to the floor. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, signs should comply with all ordinary use-of-space requirements.
- Signs may be hung at any height however the sign itself cannot hang higher than eight feet (2.44 meters) and must be finished on all sides.
- Hanging signs and graphics should be set back 10 feet (3.05 meters) from adjacent booths and be directly over contracted space only.
- Show management must approve all hanging signs. The sponsor must complete the online hanging sign form and submit drawings for approval.
- Signs, banners or any other exhibit material may not be suspended, taped, nailed, screwed or in any way attached to the ceilings, walls, columns, drapes, floor or on any other facility surface.
- The general service contractor will hang all hanging signs unless otherwise noted.
- Linear and end-cap booths do not qualify for hanging signs and graphics.

23. Hospitality & Networking Events by Sponsors

- No sponsor, or any affiliate thereof, shall conduct any off-site activity during official event hours that would encourage attendees to leave the officially scheduled event activities. Hospitality suites shall not be open during event hours.

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

24. Install/Dismantle

• Installation and Dismantlement

- Materials for an exhibit display may not be delivered to the exhibition facility before the official move-in period.
- Under no circumstances will the delivery or removal of any exhibit or portion thereof be permitted during the exhibition without permission first being secured from show management.
- No displays may be dismantled prior to the official closing of the exhibition. Such activity will be considered a violation of these rules and regulations. Fines will be assessed at the amount of \$500.00 per 100sqf.
- All materials must be removed from the facility by the end of the official move-out period. (Official move-in, move-out, and exhibition dates and times may be subject to change. Show management will notify sponsor of official dates, times and any changes.)
- Show management reserves the right to assign specific days to sponsor for delivery of equipment and/or display items. Failure by sponsor to abide by such delivery schedule shall obligate that sponsor to pay all charges incurred for labor as a result of the disruption of the delivery schedule.

• Labor

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

25. Insurance

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

26. Lighting

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Sponsors intending to use hanging light systems should submit drawings to show management for approval.
- Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved by show management.
- Lighting that spins, rotates or pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring sponsor s or otherwise detract from the general atmosphere of the exhibition.
- Currently, some facilities do not allow quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with show management for rules specific to the event facility.

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- Reduced lighting for theater areas should be approved by the event facility.
- Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.
- Use of halogen rules vary by facility and should be verified prior to booth construction. To ensure safety, halogen lamps are limited to 75-watts and must be of the sealed variety which prevents direct handling of the bulb. The use of any stem mounted halogen or other fixtures employing either a linear quartz bulb or a non-shielded halogen bulb is strictly prohibited.

27. Literature Distribution/Giveaways

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

28. Material Handling & Storage

- The official material handling contractor will handle and provide storage space for crates, boxes, skids, etc., during the exhibition and return properly marked materials at the completion of the meeting. Materials not in accordance with these regulations will be discarded.
- Fire regulations prohibit storing product, literature, empty packing containers or packing materials behind back drapes or under draped tables. However, sponsors may store a daily supply of literature or product appropriately within the exhibit space area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly. Any excess samples beyond a daily supply can be stored during the conference through the general service contractor.
- Empty crates, cartons and boxes must be removed from the sponsor's booth. Empty containers will be picked up by the general service contractor and returned at the conclusion of the conference.
- Sponsors may obtain labels marked "EMPTY STORAGE" at the Sponsor Service Desk and should affix them to each empty crate, carton and box. Please be certain to mark your exhibit booth number on each label.
- Sponsors are cautioned not to leave any merchandise in boxes being stored with "EMPTY STORAGE" labels.

29. Paging & Announcements

Show management will generally restrict announcements to general conference information. However, we can make announcements regarding sponsor prize drawings if arranged in advance. Announcements will not be made for sponsor lost persons, personal items or articles, etc.

30. Photography/Video Recording

- Photography and video recording are NOT permitted in the exhibit hall except by members of the press who received pre-approval.
- Photography or video recording of any area outside a sponsor's booth (including but not limited to Registration Areas, General Sessions, and Meeting Rooms) is prohibited.
- Members of the press must first receive permission from the sponsor to photograph the sponsor's booth.
- Only official photographers and audio/video producers appointed by show management are permitted to photograph or record audio/video of the entire event.
- Conference sessions may not be photographed, or video/audio recorded.

31. Raffles, Drawings and Contests

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

32. Sales from Sponsors' Booths

Retail sales are NOT permitted on the exhibition floor at any time. Sponsors who are found to be in violation will be subject to the loss of priority points and could be excluded from future events.

33. Security

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

34. Conference Directory

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

35. Sound/Music/Noise

- In general, sponsors may use sound equipment in their booths so long as the noise level does not, in the exclusive judgment of show management, disrupt the activities of neighboring sponsors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle.
- Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth.
- Sponsors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Show management does not have a license with any licensing agencies; therefore, sponsor is responsible for obtaining licensing directly. Adherence to these federally mandated copyright licensing laws is of critical importance.

36. Staffing of Booth

- The sponsor will not dismantle their display prior to the stated closing of the conference. No exhibit or any part thereof may be removed during the period of such exhibition without the approval of show management. Sponsors should make travel and staffing arrangements accordingly.
- Exhibition space must be fully operational and staffed during published exhibition hours.
- Unless arrangements are made prior to the event, any space not claimed and occupied by 5:00pm on Monday, December 6 may be resold or reassigned by show management, without obligation on the part of conference management for any refund to the sponsor whatsoever.
- Any sponsor that fails to occupy its assigned exhibit space by the end of published set-up hours, leaves its exhibit space unattended during event hours, or begins dismantling of exhibit space prior to the close of the event, may forfeit its right to the exhibit space and its eligibility to exhibit at future events.
- Exhibit personnel shall wear professional attire consistent with the event decorum.

- Attendants, models and other employees must confine their activities to the contracted exhibit space. Sponsor's personnel and representatives may not enter the exhibit space of another sponsor without permission from that sponsor, and at no time may anyone enter an exhibit space that is not staffed. Neither the exhibit area nor other areas of the facility shall be used for any improper, immoral, illegal or objectionable purpose. All personnel of sponsor, including personnel retained by sponsor to be in or around its booth, must wear appropriate apparel at all times. Show management reserves the right to make determinations on appropriate apparel and entertainment activities conducted by sponsors. Violators may be escorted from the event and sponsor may be subject to a loss of priority points.

37. Strolling Entertainment

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

38. Suitcasing

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

39. Vehicles on Display

- All vehicles on display will require spotting service from the general service contractor, at the sponsor's expense.
- Display vehicles must have battery cables disconnected and taped, alarm systems deactivated, fuel tanks no more than 1/4-tank full or five gallons (include metric), whichever is less, and fuel tank filler caps locked and/or sealed.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Display vehicles are permitted to occupy no more than 80 percent of the contracted exhibit space and must conform to line-of-sight rules.
- Tractor/Trailer/Rigs/RVs/Trailers and oversize vehicles are not permitted as exhibits in the exhibit hall unless on the perimeter of the exhibit hall exhibition floor and must be approved by show management.
- Booth vehicles must be set back 10 inches (.26 meters) from the aisle to prevent damage from aisle carpet installation.
- Once placed, display vehicles cannot be started or moved without the approval of show management and the direction of the general service contractor.
- Auxiliary batteries not connected to engine starting system may remain connected.
- External chargers or batteries are allowed for demonstration purposes.
- No battery charging is permitted inside the building.

Guidelines adopted from the International Association of Exhibitions & Events Display Rules and Regulations

The Conference has developed the necessary information to properly design and build your exhibit as well as your booth's layout and content. These professional standards ensure an environment conducive to successful interaction with your audience and your fellow sponsors.

Linear, Corner and Perimeter Booths

- Linear booths, also called "in-line" booths, are generally arranged in a straight line and have neighboring sponsors on their immediate right and left, leaving only one side exposed to the aisle.
- Corner booths must adhere to the same guidelines as linear booths with the exception that two sides will be exposed to the aisle.
- Perimeter booths are linear booths that back up against a wall of the facility, not to another line of exhibits.
- End-Cap booths are exposed to aisles on three sides to aisles and comprised of two booths.
- The maximum back wall height limitation is ten feet (10') for Linear, Corner and End-Cap booths and twelve feet (12') for Perimeter booths.

Use of Space – Line of Site Rule

- Keep a consistent line of site regulation. No solid or opaque structures over 3ft high are permitted within 4ft of the front line to avoid obstructing the view of sponsors in adjoining spaces. Please note this applies to all single and multiple booths set up in a straight line.
- If any part of your booth, includes signs, exceeds 12ft in height, you will be asked to reduce to 12ft max.
- All exhibit components must be completely finished, painted, and with no exposed wires or framing visible. Show management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the sponsor's expense.
- Structures with double-sided signs, including signs that are backlit, are **NOT** permitted in an inline configuration under the Cubic Content Guidelines. If a sponsor has such a booth, the sponsor is responsible for covering the back of the exhibit components. Backlit signage must be covered with a black-out material.

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Guidelines adopted from the International Association of Exhibitions & Events Display Rules and Regulations

The Conference has developed the necessary information to properly design and build your exhibit as well as your booth's layout and content. These professional standards ensure an environment conducive to successful interaction with your audience and your fellow sponsors.

Split Island & Island Booths

Split Island booths are Peninsula booths which share a common backwall with another Peninsula booth. Island booths are any size booth exposed to aisles on all four sides.

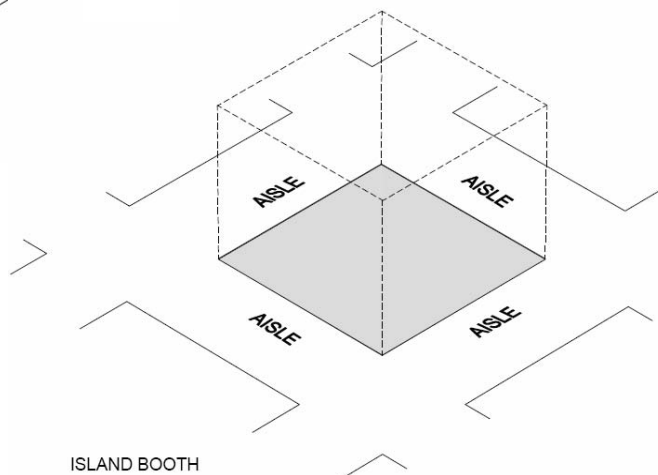
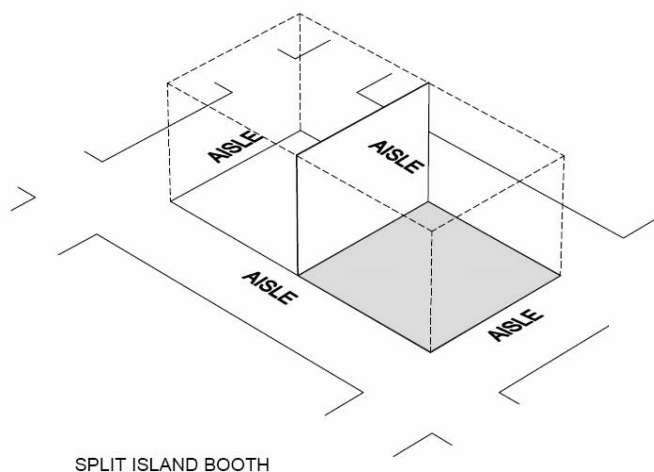
Dimensions:

An Island booth is typically twenty feet (20') by twenty feet (20') or larger, although it may be configured differently.

Use of Space - Line of Sight Rule:

The entire cubic content of Split Island booths may be used up to the maximum allowable height of 16'. Double-sided signs, logos and graphics shall be set back 10' from adjacent booths.

The entire cubic content of Island booths may be used up to the maximum allowable height of 16', including signage.



Common Considerations and Requirements

Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for linear or perimeter booths should comply with line-of-sight requirements. The bottom of the canopy should not be lower than 7 feet (2.13 meters) from the floor within 5 feet (1.52 meters) of any aisle. Canopy supports should be no wider than three inches (.08 meters). This applies to any booth configuration that has a sight line restriction, such as a linear booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings, and other similar coverings. Please contact Construction SuperConference Show Management if your exhibit is composed of any ceiling treatment.

Banners/Signs & Easels

The JW Marriot Bonnet Creek must assist in hanging banners or signs in any public meeting rooms within the facility. The rules regarding signage and easels are as follows:

- Group signage and easels are not permitted in the resort lobbies, elevator banks, or in any hallways in the resort.
- Only the resorts' easels are permitted in the public meeting areas. Groups are not permitted to bring in their own easels.
- Easels will be limited to one (1) outside of each meeting room. Additional easels are available for a nominal fee.
- Easels for sponsors in trade shows must be obtained from the exhibit service company. These easels can only be used inside the exhibit hall.
- The JW Marriot Bonnet Creek does not provide signage for groups. All signage must be professionally made and meet the requirements of Resort Management. The JW Marriot Bonnet Creek is not responsible for signage or promotional materials left inside or outside of meeting rooms after functions have concluded.
- Handwritten signs are not permitted.
- Signs or banners may not be taped, stapled, nailed, tacked, or otherwise affixed to any resort doors, walls, columns, or other parts of the building or furnishings. Nothing is to be placed against or leaned against any wall in the convention area.
- All signage, banners, etc. that will be hung from the ceiling in the convention area must be hung from existing structures. Load is not to exceed 75 lbs. per running foot. Signage or banners may not be attached to the air walls in the ballrooms at any time.
- All hanging signs must be approved by the JW Marriott Orlando Bonnet Creek Resort & Spa. The Resort reserves the right to refuse signage that does not meet the minimum requirements as set forth in these policies. All signage must be described in detail, in writing and submitted to your Convention Services Manager at least one (1) week prior to arrival.
- Any and all signs, banners, etc. that need to be hung in the convention area must be done by the JW Marriot Bonnet Creek. Depending on size, a per banner charge will be applied to the group master account. Larger signs that require additional rigging hardware, scissor lifts and personnel to hang signage and/or scenic components will be charged per man hour and for the use of hardware materials.
- Signage on easels should be 22" X 28".
- The JW Marriott Resort provides adequate directional signage to the meeting facilities. Additional directional signage must be approved by the Convention Services Manager.

Hanging Signs and Graphics

Hanging signs and graphics are permitted in all Island, Split Island and Peninsula booths, to a maximum height of twenty-five feet (25') from the floor to the top of signage and/or graphics. End-cap and linear booths do not qualify for hanging signs and graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Hanging signs and graphics should be set back ten feet (10') from adjacent booths and be directly over contracted space only. Approval for the use of hanging signs and graphics must be received from Show Management. Variances may be issued at show management's discretion. Drawings should be submitted with the approval request and available on-site for inspection.

Americans with Disabilities Act (ADA)

Exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive and as accommodating as possible. For additional information, go to:

www.usdoj.gov/crt/ada/infoline.htm.

Fire and Safety Regulations

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

Electrical

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

Common considerations include:

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

Additional Information:

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

Advance Permission Requests are for the Following:

Bridging Aisles
Catwalks or Raised Walkways
Hanging Signs
Heavy or Unusual Structures
Motor Vehicle Displays
Open Flame and/or Propane
Special Lighting (such as Lasers or Ultraviolet)

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You must submit your insurance documents online. [Click here](#) to attach your proof of insurance. Be sure the name of the attachment reflects the name of the insured exhibiting company.

Construction SuperConference does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies. Sponsors must maintain insurance that meets the requirements below and provide proof to Construction SuperConference prior to the conference. To protect your property and staff we suggest taking the following steps:

Property Insurance

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

Insurance Requirements

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

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

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

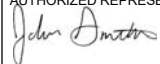
The following information **MUST** be contained on the certificate:

- **"Producer"** - Name, address and phone number of insurance carrier
- **"Insured"** - Company Name, Address, Phone number and Booth Number of Company Insured
- **"Coverage"** - Coverage must be provided for Comprehensive General Liability, Automotive Liability, and Workmen's Compensation, complete with policy numbers, effective dates of coverage and limits of coverage.
 1. **Comprehensive General Liability Insurance** - Confirm that you have adequate coverage to protect your interests from potential claims arising from the injury to a person other than an employee at your booth.
 2. **Automobile Liability Insurance** - Confirm that an automobile liability policy is in place for any company owned vehicles used in connection with the conference. Confirm that insurance is provided for any non-owned and/or hired vehicles used in connection with the conference, including utility vehicles for loading and unloading.
 3. **Workers Compensation Insurance** - Sponsoring companies must have a Workers Compensation policy as required by law to insure your employees in the event of a work-related injury.

Description of Special Items - Construction SuperConference, Freeman and the JW Marriott Orlando Bonnet Creek Resort & Spa must be listed as additional insured for the dates December 6-8, 2021.

- **"Certificate Holder"** - Information should be listed as:
Construction SuperConference, 1145 Sanctuary Parkway, Suite 355, Alpharetta, GA 30009-4772

For more information email sydney.jacoby@emeraldtx.com

ACORD 1.		CERTIFICATE OF LIABILITY INSURANCE			DATE	
PRODUCER Insurance Company Name Fax: (212) 555-6100 Insurance Company Address 1 Insurance Company Address 2 Attn: Agent Name (212) 555-6102 ext. 1234		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. <div style="text-align: center; border: 1px solid black; padding: 5px; margin: 5px 0;">INSUREERS AFFORDING COVERAGE</div>				
INSURED 2. Exhibiting Company Name Exhibiting Company Address 1 Exhibiting Company Address 2 Attn: Exhibiting Company Contact Name Phone: (212) 555-5349 Fax: (212) 555-9819		INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:				
COVERAGES						
3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/21	01/01/22	EACH OCCURRENCE	\$1,000,000
					FIRE DAMAGE (Any one fire)	\$ 50,000
					MED EXP (Any one person)	\$ 5,000
					PERSONAL & ADV INJURY	\$1,000,000
					GENERAL AGGREGATE	\$2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/21	01/01/22	COMBINED SINGLE LIMIT	\$1,000,000
					(Ea accident)	
					BODILY INJURY	\$
					(Per person)	
					BODILY INJURY	\$
C	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____	XL1234567	01/01/21	01/01/22	PROPERTY DAMAGE	\$
					(Per accident)	
					AUTO ONLY-EA ACCIDENT	
					OTHER THAN	\$
					AUTO ONLY:	\$
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	A4145-SS-PJ37	01/01/21	01/01/22	EACH OCCURRENCE	\$1,000,000
					AGGREGATE	\$1,000,000
						\$
						\$
						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/21	01/01/22	X	WC STATU- ORY LIMITS
					OTHER	
					E.L. EACH ACCIDENT	\$1,000,000
					E.L. DISEASE-EA EMPLOYEE	\$1,000,000
D	OTHER				E.L. DISEASE -POLICY LIMIT	\$1,000,000
					Each Occurrence & Aggregate	
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS						
5. Emerald (Show Management), Freeman (Official Service Provider), The JW Marriott Orlando Bonnet Creek Resort & Spa (Facility), and Construction Super Conference (Show) are hereby named as additional insured, except for Workers' Compensation. Emerald and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Emerald, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Emerald shall be excess and non-contributory. Show coverage date(s) are: December 6-8, 2021.						
CERTIFICATE HOLDER		X	ADDITIONAL INSURED; INSURER LETTER: <u>X</u>		CANCELLATION	
6. Construction Super Conference 1145 Sanctuary Parkway, Ste. 355 Alpharetta, GA 30009-4772 Attn: Sydney Jacoby			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS			
			AUTHORIZED REPRESENTATIVE  10.			

1. PRODUCER: Name, address and phone number of insurance carrier.
2. INSURED: Company name, address, phone number and booth number of company insured.
3. COVERAGES: Coverage must be provided for Comprehensive General Liability, Automotive Liability (if applicable), and Workmen's Compensation, complete with policy numbers, effective dates of Coverage and limits of coverage.
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME OF ADDITIONAL INSUREDS: Emerald (Show Management), Freeman (Official Service Provider), Construction Super Conference (Show) and JW Marriott Orlando Bonnet Creek Resort & Spa (Facility) as additional insureds on a primary and non-contributory basis. Show dates are

- December 6-8, 2021.
6. CERTIFICATE HOLDER: Con, 1145 Sanctuary Parkway #355, Alpharetta, GA, 30009, Attn: Sydney Jacoby
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Insurance Requirements.
10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.



Exhibitor Insurance Program

EXHIBITOR GENERAL LIABILITY INSURANCE (REQUIRED)

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

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

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

Apply for insurance coverage online

[Click here](#) to purchase General Liability insurance for Construction Super Conference

Visa, Mastercard, AMEX are accepted

Coverage must be purchased prior to the event/show

QUESTIONS?

Total Event Insurance

emeraldexhibitor@totaleventinsurance.com

Sponsors using an installation and dismantling contractor (I&D), and/or a sponsor appointed contractor (EAC) other than Freeman to set-up or teardown their exhibit must complete and return this form by November 16. It is the sponsor's responsibility to make sure that all independent contractors are properly badged prior to arrival. Sponsors must also turn in original certificates of insurance to Construction SuperConference and Freeman prior to the conference. The insurance certificate must carry a minimum of \$1,000,000.00 in coverage for each occurrence and \$2,000,000.00 aggregate and name Construction SuperConference, the JW Marriott Orlando Bonnet Creek Resort & Spa and Freeman as additional insured.

The EAC/contractor must be licensed, insured and authorized to work within the JW Marriott Orlando Bonnet Creek Resort & Spa. Contractors must adhere to all rules and regulations of Construction SuperConference, the JW Marriott Orlando Bonnet Creek Resort & Spa and the local unions. This includes keeping "no freight aisles" clear, clearing empty crates off the Knowledge Exchange, and being properly badged. The clean floor policy will be strictly enforced, and fees may apply.

All contracted personnel must check in at Sponsor Registration prior to admission to the exhibit floor.

Personnel must have proof of company affiliation and a photo I.D.

PLEASE NOTE: YOUR EAC MUST COMPLETE THE [ONLINE EAC FORM](#) AND ELECTRONICALLY SUBMIT AN ORIGINAL [CERTIFICATE OF INSURANCE](#) TO CONSTRUCTION SUPERCONFERENCE BY NOVEMBER 15, 2021.

For more information email sydney.jacoby@emeraldtx.com

For consideration and approval for your hanging sign, please proceed as follows:

- [Click here](#) and electronically submit your form.
- Include rendering of your sign.
- Submit this form by November 15, 2021.

PLEASE NOTE: Hanging signs and graphics are permitted in all standard peninsulas, split island and island booths to a maximum height of 25 feet (7.62 meters) from the top of the sign to the floor. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, signs should comply with all ordinary use-of-space requirements.

For more information email sydney.jacoby@emeraldx.com

HEALTH AND SAFETY

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

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high burgundy and black back drape, 3' high burgundy and black side dividers, one 6'L x 30"H black draped table, two Limerick® chairs by Herman Miller, and one wastebasket. Booths 300 sqft or less will receive an identification sign. Booths larger than 300 sqft may receive an identification sign upon request.

EXHIBIT HALL CARPET

The booths and exhibit areas are carpeted with the existing hotel carpet.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by Monday, November 15, 2021.

EXHIBITOR FREQUENTLY ASKED QUESTIONS

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

SHOW SCHEDULE**EXHIBITOR MOVE-IN**

Monday	December 6, 2021	12:00 p.m. - 5:00 p.m.
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EXHIBIT HOURS

Monday	December 6, 2021	5:15 p.m. - 6:45 p.m.
Tuesday	December 7, 2021	7:45 a.m. - 8:30 a.m. 11:00 a.m. - 11:30 a.m. 3:45 p.m. - 4:15 p.m.
Wednesday	December 8, 2021	7:45 a.m. - 8:30 a.m. 9:45 a.m. - 10:15 a.m.

EXHIBITOR MOVE-OUT

Wednesday	December 8, 2021	10:15 a.m. - 11:30 a.m.
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Freeman will begin returning empty containers at the close of the show.

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by Wednesday, December 8, 2021 at 11:30 a.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 Wednesday, December 8, 2021 at 11:00 a.m.

EXHIBITOR SERVICE HOURS

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

POST SHOW PAPERWORK AND LABELS

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

EXCESSIVE TRASH AND BOOTH ABANDONMENT

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

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by Monday, November 15, 2021. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during and after** your show.

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

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

SHIPPING INFORMATION

Please note: The warehouse will be closed November 25-26, 2021 for the Thanksgiving holiday.

Warehouse Shipping Address:

Exhibiting Company Name / Booth #
Construction SuperConference 2021
 C/O Freeman
 10088 General Dr
 Orlando, FL 32824

Freeman will accept crated, boxed or skidded material beginning **Monday, October 25, 2021** at the above address. Material arriving after **Wednesday, November 24, 2021** will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
Construction SuperConference 2021
 JW Marriott Orlando Bonnet Creek Resort & Spa
 C/O Freeman
 14900 Chelonia Pkwy
 Orlando, FL 32821

Freeman will receive shipments at the exhibit facility beginning **Monday, December 6, 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.

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
Exhibit.Transportation@freeman.com

PURCHASE TERMS

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

LABOR INFORMATION

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

ASSISTANCE

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

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

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

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by Monday, November 15, 2021.

AVOID DELAY

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

SAFETY TIPS

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

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

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

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

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

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

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

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

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

Interested in going green and saving money?

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



1 BEFORE THE SHOW booth structure

Option 1 Multiple Use

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

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

Option 2 One-time Use

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

2 carpet

Option 1 Rent

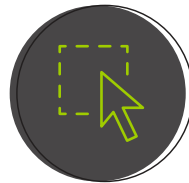
Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

Option 2 Color

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



3 shipping



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



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



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

4 graphics

Option 1 Multiple Use

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

Option 2 One-time Use

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

5 printing



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



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



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

6

ON SITE

save energy



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



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



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



MOVE OUT

train your team

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



8

shipping out

Pack in, pack out.

Leave no traces on show site.

Join a caravan.

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



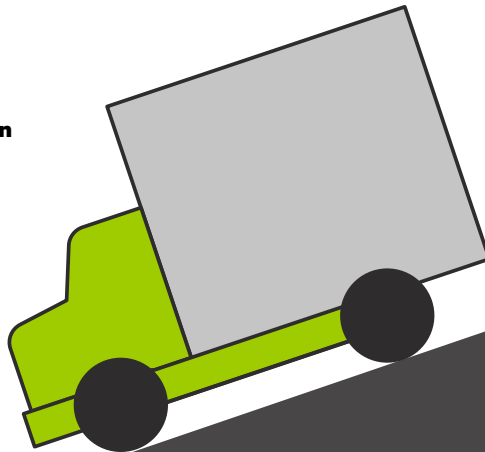
leftover materials

Remember to label.

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

Donate the rest.

Ask the Freeman Exhibitors Services desk about local donation programs.



TYPICALLY* DONATE-ABLE

Furniture: Purchased items
Home furnishing: Décor
staging materials

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

Flooring: 100 square feet of
flooring. Excludes carpet.

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

TYPICALLY* RECYCLABLE

Cardboard: Used for signs or
shipping boxes

Glass: Green, brown, clear

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

Metal: Aluminum cans/
steel banding

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

Wood: Non-laminate wood

FREEMAN

FREEMAN.COM

PAYMENT INFORMATION

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

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

1. Submit your payment information

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

<https://www.freemanpay.com/503720>

2. Submit your order

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

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

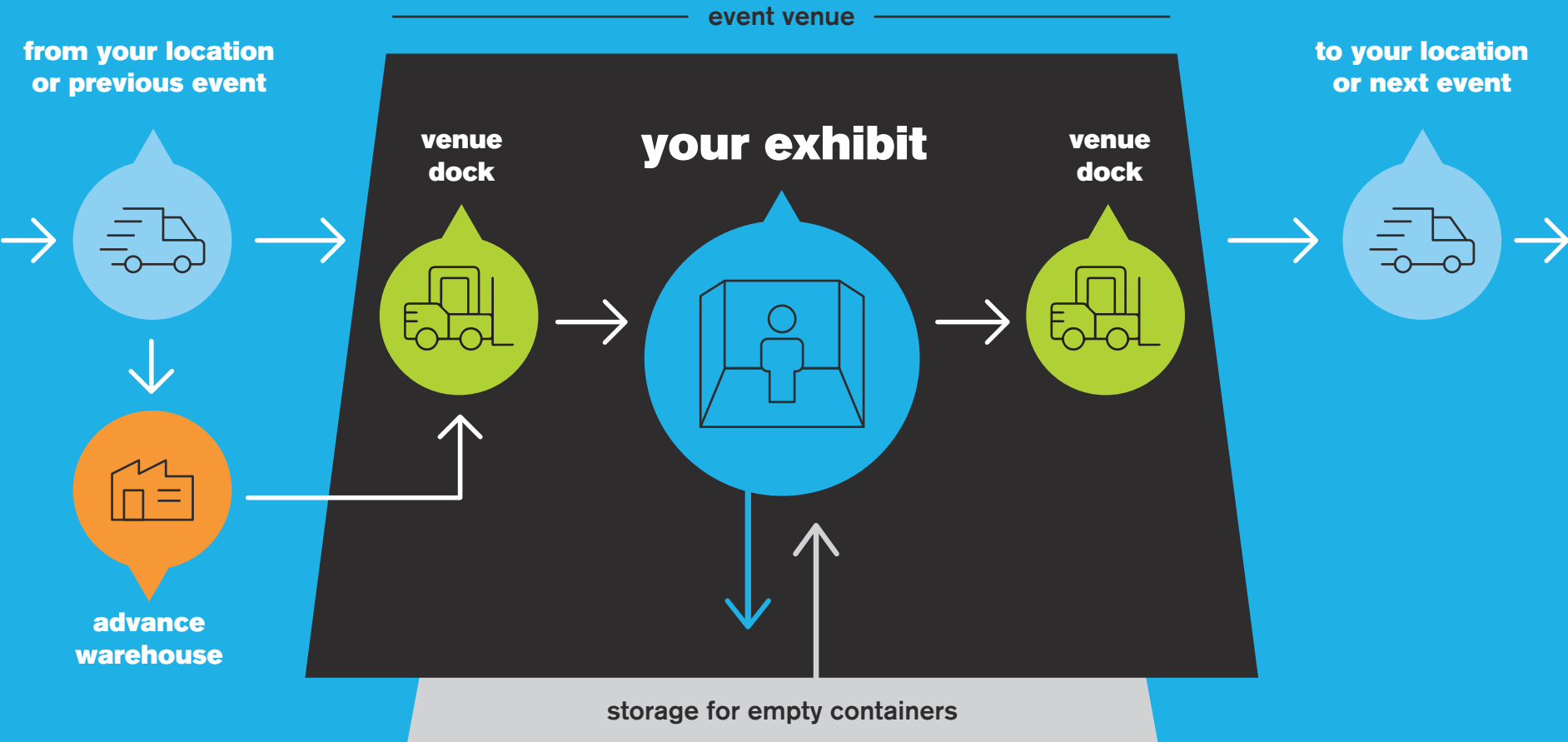
before event

during the event

after event

from your location
or previous event

to your location
or next event



advance warehouse

where exhibit materials are
stored before an event

shipping

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

material handling

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

ADVANCE SHIPMENTS TO THE FREEMAN WAREHOUSE

- Monday – October 25, 2021 - First Day Advance Shipments May Arrive
- Wednesday – November 24, 2021 - Final Day for Advance Shipments to Arrive (without surcharge)*

Crated or packaged materials will be received at the Freeman warehouse beginning Monday, October 25, 2021. Your shipment will be delivered to the booth and the empties will be removed, stored and returned at the close of the conference. Upon completion of crating or packaging, materials will be moved from the booth to the dock and reloaded on designated vehicles for the next destination. **Surcharges will be applied to Shipments received at the warehouse after 4:00 pm on Wednesday ~ November 24, 2021.** All rates are outlined on the Material Handling Order Form, located in the Shipping Section of this Manual.

ADVANCE WAREHOUSE shipments to Freeman should be addressed as follows:

Your Company Name
Booth Number
Construction SuperConference
C/O Freeman
10088 General Dr.
Orlando, FL 32824

*Sponsors may ship directly to the conference site. However, it is the responsibility of the sponsor to pick-up, drop-off and pay all related fees for shipments sent to the hotel. For facility rates, please contact Sydney Jacoby, Sydney.jacoby@emeraldx.com.

General Shipping Information

Plan to use two labels on each piece you will be shipping and mark your booth number plainly with crayon, ink, brush or stencil. All shipments must be properly boxed or crated. Articles packed in excelsior (wood shavings) must be entirely enclosed due to fire hazard.

Preparing Your Booth & Equipment for Shipping

A significant portion of your on-site labor charges can be eliminated or greatly reduced by following some simple suggestions:

- ◆ Prior to leaving your plant or office, make sure as much of the electrical interconnection and complex wiring to your equipment, as possible, is done.
- ◆ Wherever possible, use standard "twist-lock" receptacles and other such devices, which will eliminate on-site electrical wiring charges.
- ◆ Ship as much of your materials and cartons as possible. This will reduce your on-site handling charges and minimize damage to your equipment.
- ◆ The person in charge of installing your exhibit should know HOW and WHEN shipments were made in case they become lost. Memoranda of shipping details in their possession will save valuable time.

Bills of Lading – Inbound Freight

- **A copy of this bill should be forwarded to Freeman.**

A Bill of Lading is your instructions to the shipping carrier who will deliver your materials to either the warehouse or exhibit hall. The bill of lading should indicate the number of pieces in your shipment and a description of the pieces (carton, crate, skid, etc.). Before shipping, make a copy for your reference. Upon arrival of your goods at the destination, your carrier will verify the number and type of pieces in your shipment and provide you with a copy of the bill of lading.

To aid in tracing your shipment, a copy of this bill should be forwarded to Freeman.

Freight shipments should be made on straight bills of lading, which should be carefully prepared to show number of pieces, weight, classification, etc. A delivery ticket showing the number of pieces, classification, weight, etc. should accompany shipments made with anything other than straight bills of lading. **WHERE SPONSORS FAIL TO PROVIDE ACCURATE WEIGHTS, FREEMAN SHALL DETERMINE WEIGHT AND CHARGE ACCORDINGLY.**

If a sponsor sells any equipment and/or supplies from his exhibit, the sponsor **MUST** complete a Property Pass for the buyer. This Property Pass is required in order for the buyer to remove the product and will be collected by conference security at the point of exit. Property passes may be picked up from the show office, security guard personnel or at the Freeman Service Desk.

If a sponsor sells any equipment and/or supplies which the customer will pick-up or remove from the hall at the close of the conference via the loading dock, the sponsor must complete a bill of lading naming the customer as purchaser. Both the sponsor and the customer must have a copy of this bill of lading in order to gain admittance to the exhibit hall dock to remove items from the hall. The customer will be required to check-in with their vehicle at the designated Freeman check-in area in order to be dispatched to available dock space (please see "Sponsor Unloading" and "Privately-Owned Vehicles" for more information). Please note that the sponsor is responsible for any move-out charges.

Shipping Your Hanging Signs

Please ship all hanging signs in containers with the special sign labels. A "Hanging Sign" Shipping Label is included in the *Shipping Information* section of this manual. Take all necessary measures to identify your Hanging Signs. Mark Bill of Lading "HANGING SIGN".

Shipping Labels

Shipping labels are provided for you in the SHIPPING SECTION of this Manual.

Shipments Back to Warehouse

There is an additional charge for delivery of shipments back to the Freeman warehouse for loading onto outbound carriers.

OUTBOUND SHIPPING

- | | | |
|--------------------------|---------|--|
| • Wednesday – December 8 | 11:00am | Outbound carriers must arrive <i>and</i> check-in with Freeman |
| • Wednesday – December 8 | 11:00am | Bills of Lading must be turned into Freeman |
| • Wednesday – December 8 | 11:30am | Freight will be rerouted or returned to the warehouse |

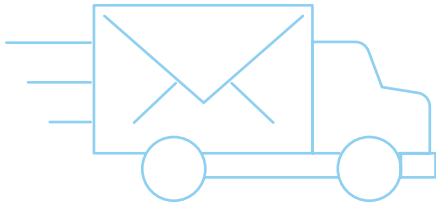
Each sponsor will be expected to label his exhibit materials and furnish shipping information. Labels and Bills of Lading will be available at the Sponsor Service Desk. **Previous shipping labels should be removed or obliterated.** Freeman accepts no responsibility for misdirected shipments as a result of old shipping labels that remain on containers. Freeman will route all shipments unless advance arrangements are made. Exhibits and materials, which have not been removed from the exhibit area on the removal day, will be transported to the Freeman appointed warehouse, at an additional charge, to await disposition. Freeman reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment within a reasonable time period after the close of the conference.

Shipping

Freeman Transportation will handle all your shipping needs including ground and airfreight. Contact Freeman Transportation at:

PH: 800-995-3579 or for International: 817-607-5183

Email: exhibit.transportation@freeman.com



TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

The Freeman Exhibit Transportation promise:

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

Benefits:

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

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



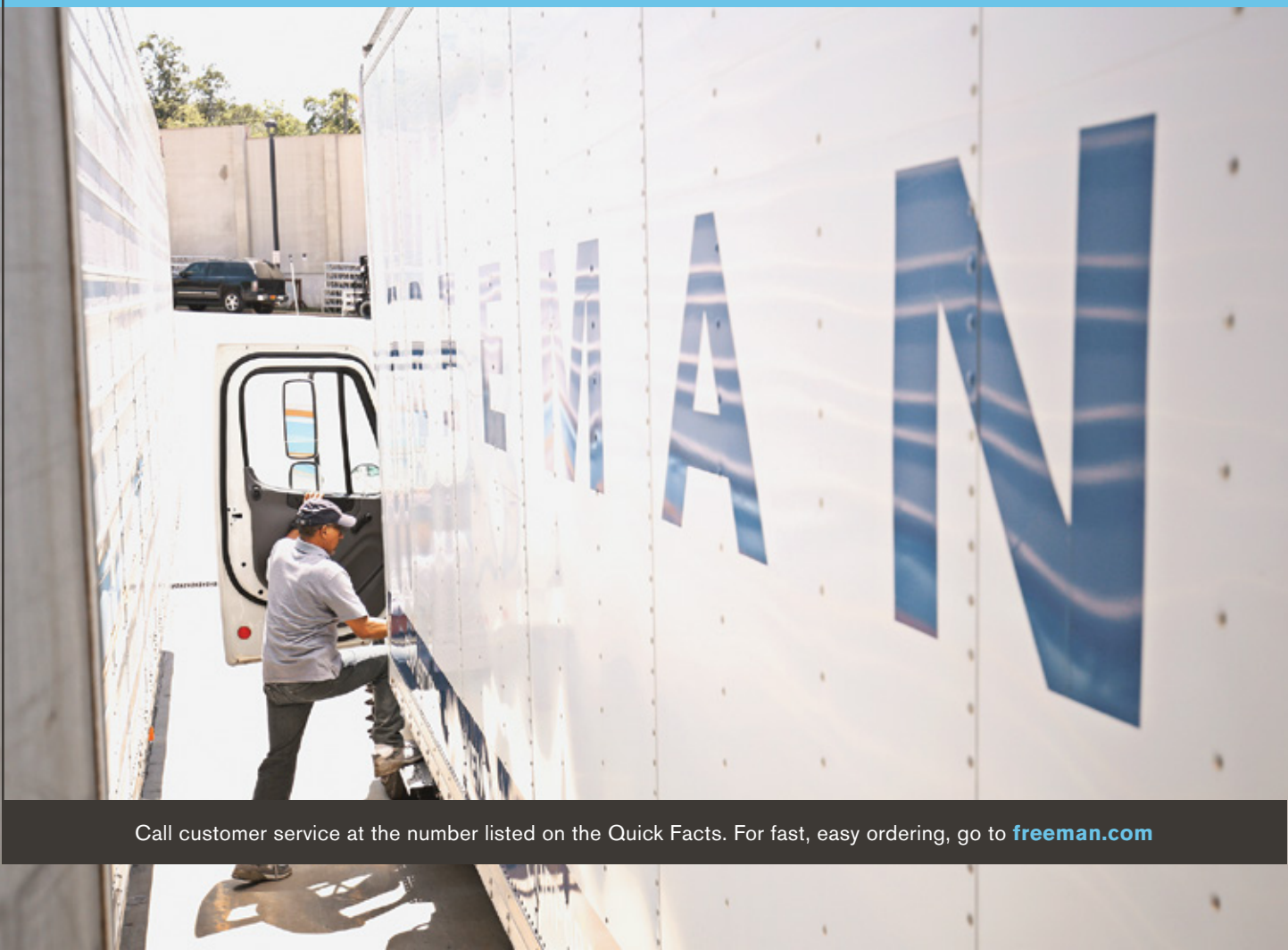
To take advantage, call **1-800-995-3579** or email **exhibit.transportation@freeman.com** for a quote.

RESULTS, DELIVERED

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

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



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

EXHIBIT TRANSPORTATION SERVICES

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

Freeman Exhibit Transportation promise:

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

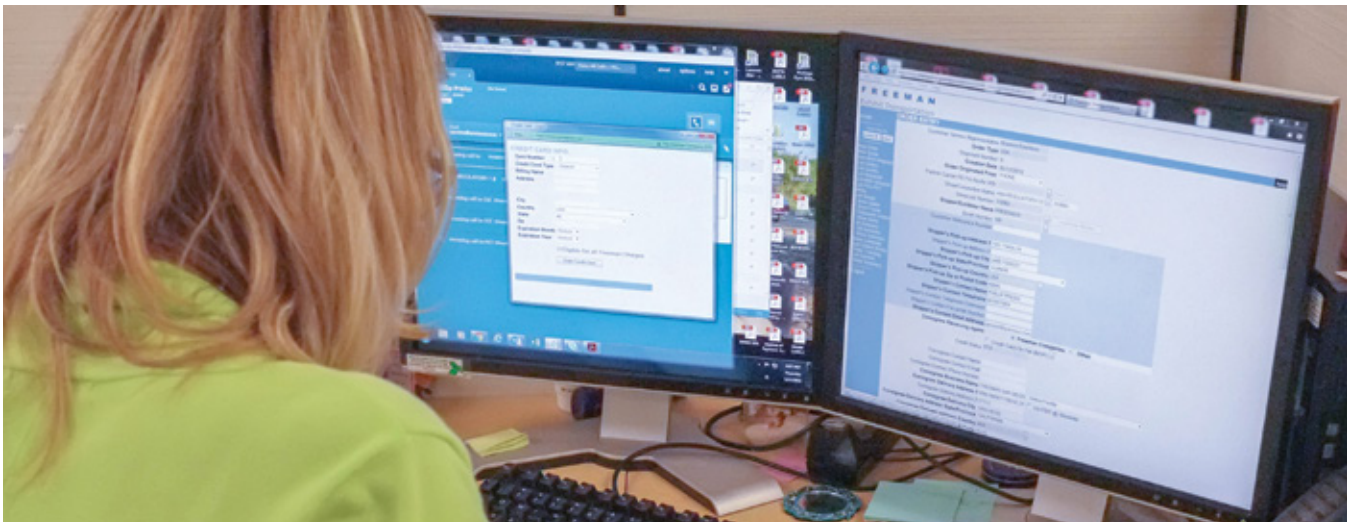
Questions?

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

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

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

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



NAME OF SHOW: **Construction SuperConference 2021 / December 6-8, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) _____ (State) _____ (Zip Code) _____

DESTINATION

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

FREEMAN / Exhibiting Company Name / Booth #

Construction SuperConference 2021

C/O: FREEMAN
10088 GENERAL DR
ORLANDO, FL 32824

MUST BE DELIVERED BY NOVEMBER 24, 2021

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

FREEMAN / Exhibiting Company Name / Booth #

Construction SuperConference 2021

C/O: FREEMAN
JW MARRIOTT ORLANDO BONNET CREEK RESORT & SPA
14900 CHELONIA PARKWAY
ORLANDO, FL 32821

CANNOT BE DELIVERED BEFORE DECEMBER 6, 2021

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:

exhibit.transportation@freeman.com

or

Fax: (469) 621-5810

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

SHOW # (503720) _____

WHAT ARE FREIGHT SERVICES?

.....

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

FREEMAN®

material handling simplified

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

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

It's just easier!



MATERIAL HANDLING

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

RATES

Material Handling..... \$ **1.64 per pound**

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

Material Handling - After Deadline \$ **2.05 per pound**

Rate applies to shipments arriving at the warehouse after **Wednesday, November 24, 2021**.

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

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

IMPORTANT SHIPPING INFORMATION

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

Warehouse:

- Avoid wait times at show site; ship to our warehouse!
- Warehouse receiving begins on **Monday, October 25, 2021**.
- Warehouse address: Exhibiting Company Name / Booth #
Construction SuperConference 2021
C/O Freeman
10088 General Dr
Orlando, FL 32824
- Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigeration or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.

Show Site:

- Show site receiving begins on **Monday, December 6, 2021**.
- Show Site address: Exhibiting Company Name / Booth #
Construction SuperConference 2021
JW Marriott Orlando Bonnet Creek Resort & Spa
C/O Freeman
14900 Chelonia Pkwy
Orlando, FL 32821

Outbound:

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



FREEMAN

(888) 508-5054 Fax: (469) 621-5605
ExhibitorSupport@freeman.com

NAME OF SHOW: **Construction SuperConference 2021 / December 6-8, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: ☐ Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

METHOD OF SHIPMENT

Select a Carrier:

☐ Freeman Exhibit Transportation

☐ Other Carrier

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

Carrier Name: _____

Carrier Phone: _____

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

Select a Level of Service:

☐ 1 Day: Delivery next business day

☐ Standard Ground

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

☐ Specialized: Pad wrapped, uncrated, or truckload

☐ Deferred: Delivery within 3-5 business days

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

Select Desired Number of Labels: _____

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

F R E E M A N

R U S H

D O N O T D E L A Y

RECEIVING DATE BEGINS: OCTOBER 25, 2021

DEADLINE DATE IS: NOVEMBER 24, 2021

TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
10088 GENERAL DR**

ORLANDO, FL 32824

WAREHOUSE

(503720)

EVENT: *Construction SuperConference 2021*

BOOTH NO: _____ NO. _____ OF _____ PCS

F R E E M A N

R U S H

D O N O T D E L A Y

RECEIVING DATE BEGINS: OCTOBER 25, 2021

DEADLINE DATE IS: NOVEMBER 24, 2021

TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
10088 GENERAL DR**

ORLANDO, FL 32824

WAREHOUSE

(503720)

EVENT: *Construction SuperConference 2021*

BOOTH NO: _____ NO. _____ OF _____ PCS

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

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE DECEMBER 6, 2021

TO:

EXHIBITOR NAME

C/O: FREEMAN

**JW MARRIOTT ORLANDO BONNET CREEK
RESORT & SPA**

**14900 CHELONIA PARKWAY
ORLANDO, FL 32821**

SHOW SITE

(503720)

EVENT: ***Construction SuperConference 2021***

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE DECEMBER 6, 2021

TO:

EXHIBITOR NAME

C/O: FREEMAN

**JW MARRIOTT ORLANDO BONNET CREEK
RESORT & SPA**

**14900 CHELONIA PARKWAY
ORLANDO, FL 32821**

SHOW SITE

(503720)

EVENT: ***Construction SuperConference 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.

Freeman.

Cort Event Catalog
Volume 1

Exhibitor support

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

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

Furnishings Brochure



Comfortable and Safe Networking

Meaningful engagement doesn't have to be complicated.

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

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

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



Bowery Swivel Chairs & Sedona C-Tables

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

Top Design Tips

for Tradeshow Booths.

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



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



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



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



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



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



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



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



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

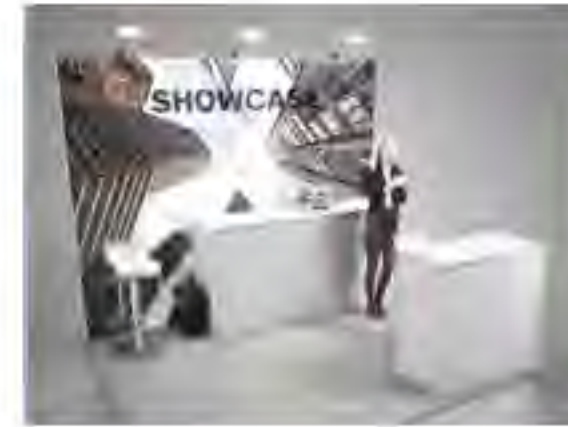


5. Demo Down.
Square or circular ottomans are a great way to design small theaters for quick demonstrations.



Complete The Look Of Your Exhibit Space

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



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

Shown here with Zoey Barstools

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


Shown here with Banana Barstools



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

Shown here with Baja Chairs and Sydney Power Cocktail Table

Power Up In Style.

Denotes Powered Products 

Powered Seating

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



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

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



POWERED
DETAIL

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



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



Powered Tables

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



A.



B.



C.

D.



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



POWERED
DETAIL




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



POWERED
DETAIL


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

Take Charge.

Denotes Powered Products 

Powered Tables


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

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



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

Powered Pedestals

Denotes AC and USB charging outlets 



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

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

Powered Tech Desk



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

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

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

Take Charge.

Denotes Powered Products



Powered Tech Tablet Chair

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



POWERED
DETAIL

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



B.



A.

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

Powered Poducts

Denotes AC and USB
charging outlets



Wireless Charging Table



POWERED
DETAIL

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



Village Charging Hub



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



POWERED
DETAIL

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

Soft Seating

Create Engaging Booth Environments



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

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

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

Valencia Sofa & Chair 10'x10' Booth



A.



B.

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

Soft Seating Collections



A.

B.

C.

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



A.

B.

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



A.


B.

C.

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

Soft Seating

Create Engaging Booth Environments

Denotes Powered Products 

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

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

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

Palm Beach Sofa & Swanson Chairs 10'x10' Booth



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

Soft Seating Collections

Available in Power 



A.



B.

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



A.



B.

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



B.



A.



C.

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

Accent Chairs

Create Space

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

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



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



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



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



Meeting & Stage Chairs



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



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

Accent Chairs

Accent Chair Styles



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



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



Accent Tables | pg 26



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



A.



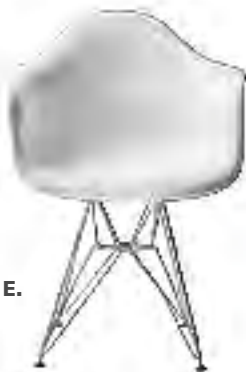
B.



C.



D.



E.



F.



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

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

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

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

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

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

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

Group Seating

Lounges

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

ZENITH

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

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



LAGUNA

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

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



MALBA

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

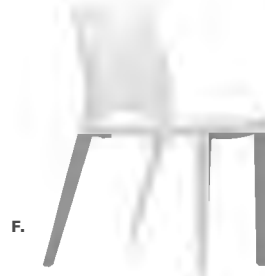


MARINA

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



Styles & Shapes



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

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

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

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

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

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

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

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

Mix & Match

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

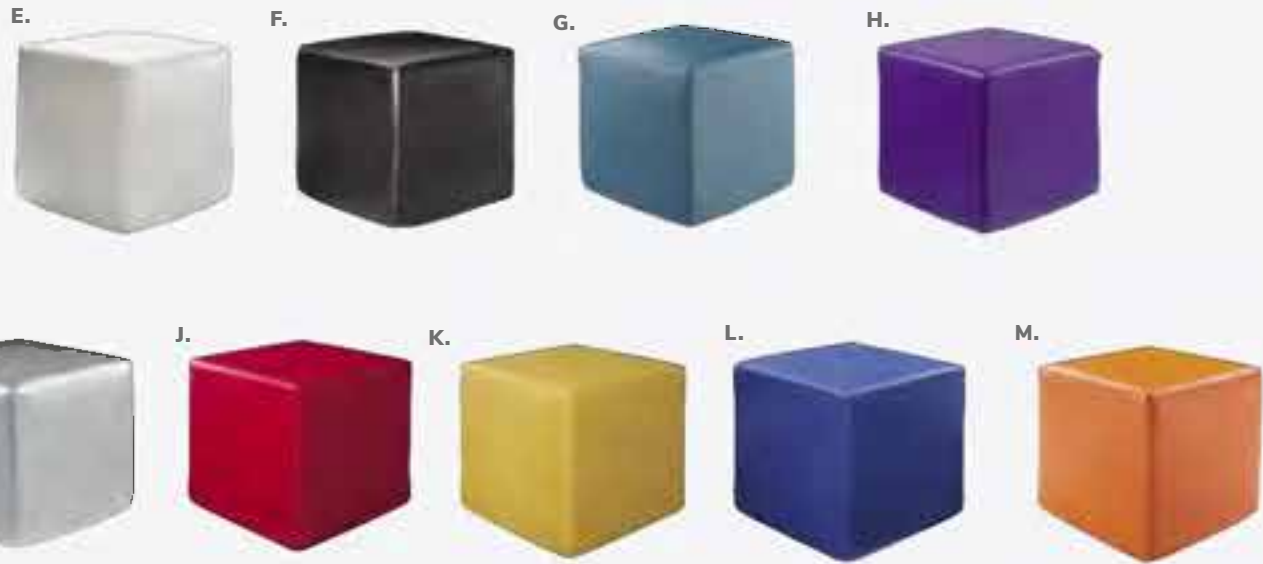
I) 210108 LIMERICK® Chair BY HERMAN MILLER™
(gray) 18"W X 17.75"L X 33"H

Ottomans

Vibe Cube

18"L 18"D 18"H

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

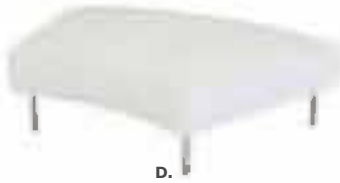


Beverly Bench Ottomans



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

Styles & Shapes



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



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

Ottomans

Beverly Small Bench Ottomans

30"L 20"D 18"H

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



Marche Swivel Ottomans



Marche Swivel Ottomans

17" RND 18"H

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

Accent Tables

Tables and Meeting Rooms

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



MESA

- A) 820135 End Table**
20.5"RND 21.25"H (wood top, bronze)
- B) 820132 Cocktail Table**
32.25"RND 17.25"H (wood top, bronze)
- C) 820134 End Table**
24"RND 21.25"H (glass top, bronze)
- D) 820131 Cocktail Table**
36"RND 17.25"H (glass top, bronze)
- E) 820133 End Table**
20.5"RND 21.25"H (black top, bronze)
- F) 820130 Cocktail Table**
32.25"RND 17.25"H (black top, bronze)

Styles & Shapes



ALONDRA

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

GEO

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

Accent Tables

Tables and Meeting Rooms

TAOS SIDE TABLES

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




SEDONA SIDE TABLE

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



Styles & Shapes



Available in Power 

SYDNEY

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

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

REGIS

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

SILVERADO

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

WIRELESS

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

AURA

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

Café Tables



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



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



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

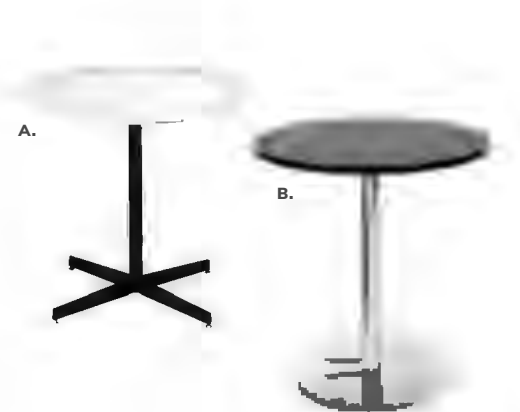
30" Round Café Table
A) 820941 Standard Black Base (blue top) 30" RND 29"H
B) 81093 Lucent Chair (frosted, acrylic) 19.5"L 19.75"D 32.5"H



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

Customize and Create

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



Café Tables

Standard Black Base
30" RND 29"H

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

36" RND 29"H
8201243 (black)

Café Tables

Hydraulic Chrome Base
30" RND 29"H

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

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

Mix & Match

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



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

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

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

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



Bar Tables

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



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



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

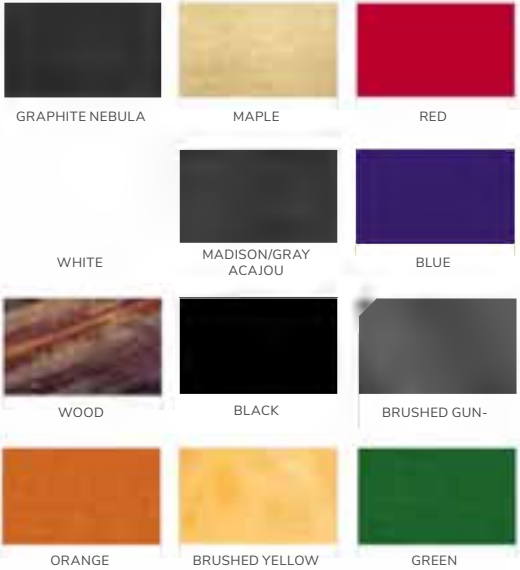


G) 820240 30" Round Bar Table w/ Hydraulic Chrome Base
(Madison/gray acajou) 30" RND 45"H
H) 810848 Christopher Barstool (white vinyl, chrome) 19"L 15"D 41"H



Customize and Create

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



Bar Tables Standard Black Base 30" RND 42"H

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

36" RND 42"H
8201241 (black)

Bar Tables Hydraulic Chrome Base 30" RND 45"H

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

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

Style & Design

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

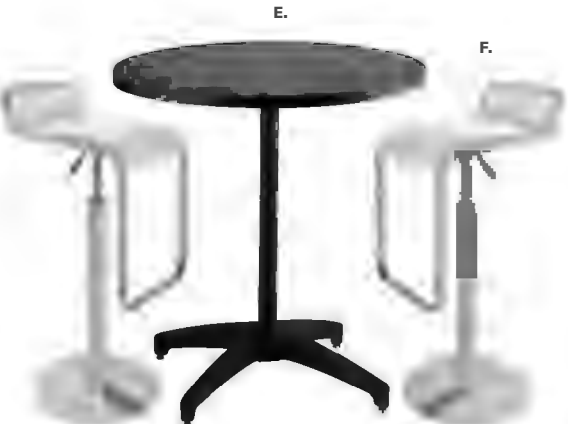


C) 720163 Chelsea Butcher Block-Top Bistro Table
(oak) 30" RND 42"H
also available
720164 36" RND 42"H

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

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

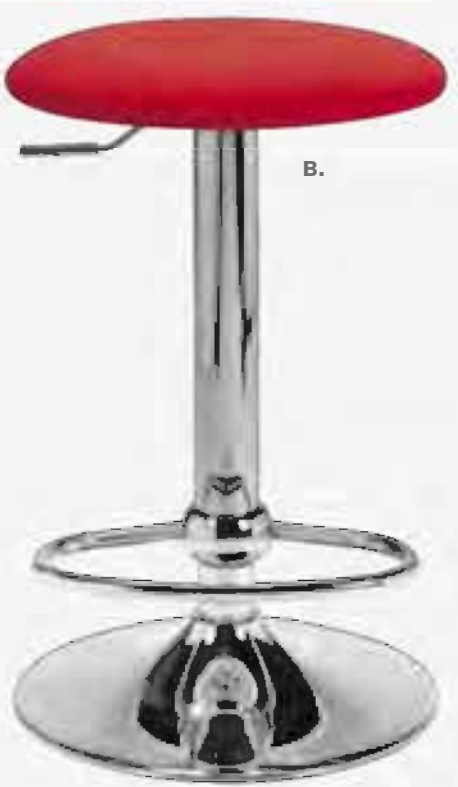
F) 810840 Zoey Barstools
(white, chrome)
15"L 16"D 30-34.75"H



Barstools

LIFT Barstools

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



Marina Barstools



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

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

All frames brushed metal.

Barstools

Mix & Match

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

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

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

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

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

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

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

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



Barstools Styles & Shapes



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

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

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

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

Conference Tables

42" Round Conference Table

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



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

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



Geo Tables



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

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

Work Space



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

Conference Tables

Madison

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

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

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

A.



B.



C.



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



Black Rectangular Conference Table

A.



B.



C.



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



Black Rectangular Conference Table
(black top, silver)

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

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

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

Executive Seating

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



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



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



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



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



Communal and Powered Tables

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

Table Top Options



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

Denotes AC and USB charging outlets



POWERED
DETAIL

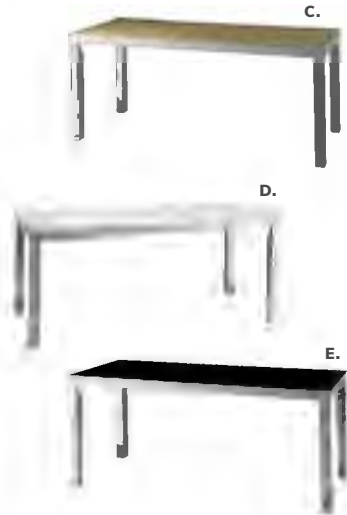
Bar Tables



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

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

Café Tables



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

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

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

Office Essentials



DESK FRONT

MADISON

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

Tech Powered Desk



A.




C.

B.



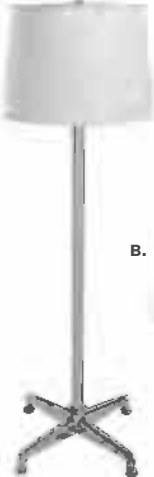
Please Note: Customer is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Denotes AC and USB charging outlets 

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

Lighting & Shelving

A.



B.



C.



D.




ACCENT LAMPS

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

SHELVING


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

Show Essentials

Denotes AC and USB charging outlets 

Midtown Powered Counter

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

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



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



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

Midtown Bar

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

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

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



(lit-blue)



(lit-red)



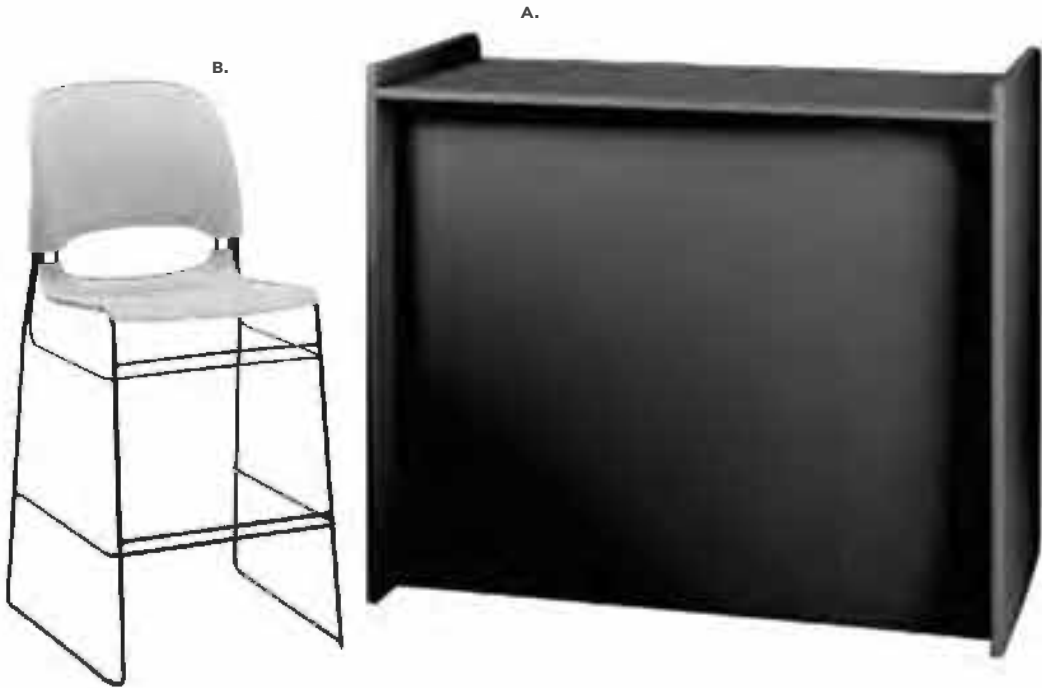
(lit-green)



(lit-white)

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

Product Display Counter



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

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

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

Show Essentials

Greenery and Dividers

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

HEDGE

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



Miramar Dividers



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

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

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

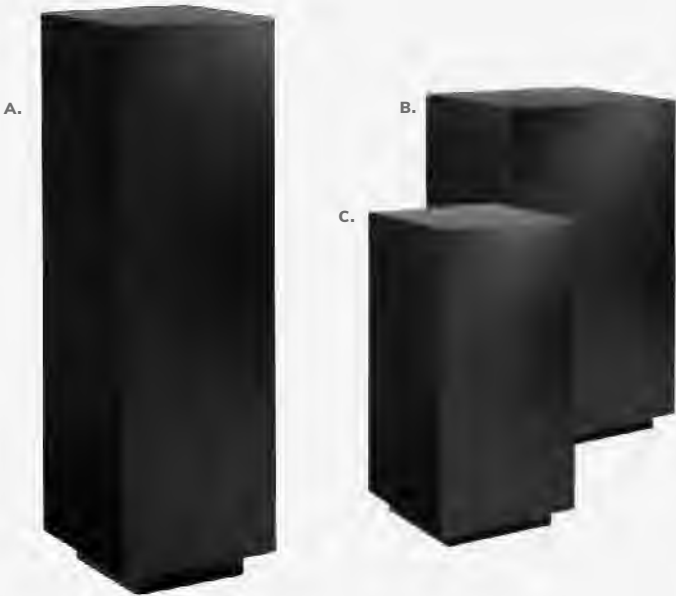
Show Essentials

Product Kiosk & Display

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

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

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



Stanchions & Signage

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

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



Draped or Undraped Tables & Counters

Table Drape Colors



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



Sizing Chart*

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

Show Essentials

Storage



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



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

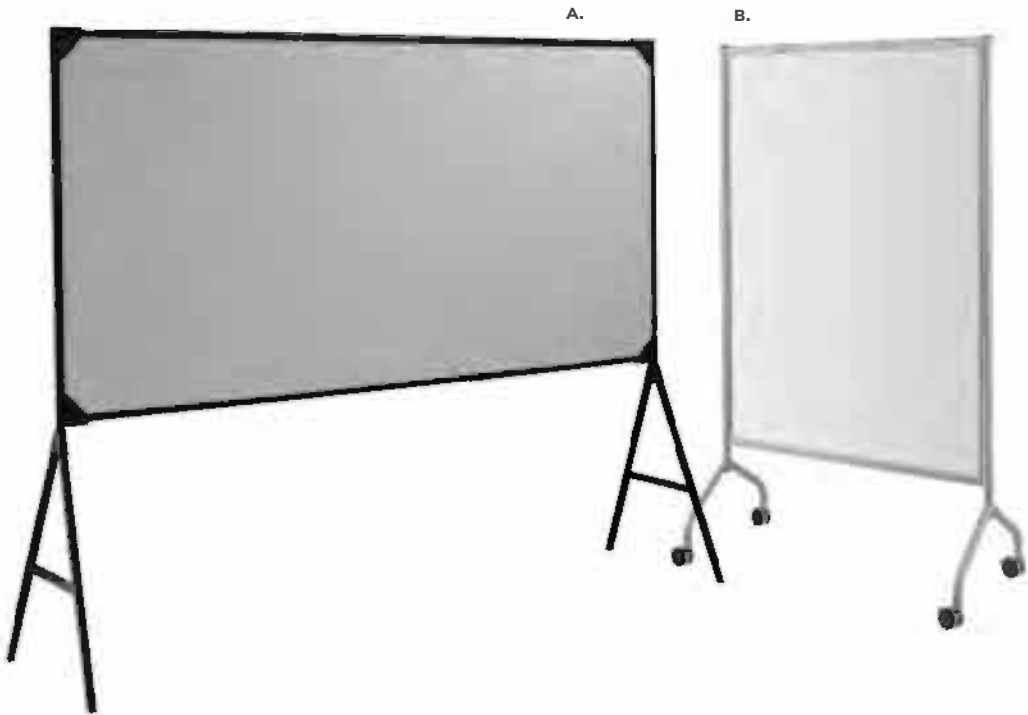


8503001
Large Refrigerator
(white) 14.0 cubic feet
28"W X 28"L X 64"H



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

Office Accessories



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

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



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

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

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

F) 220106
Corrugated
Wastebasket
(black)

Strategic planning with health & safety in mind

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

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

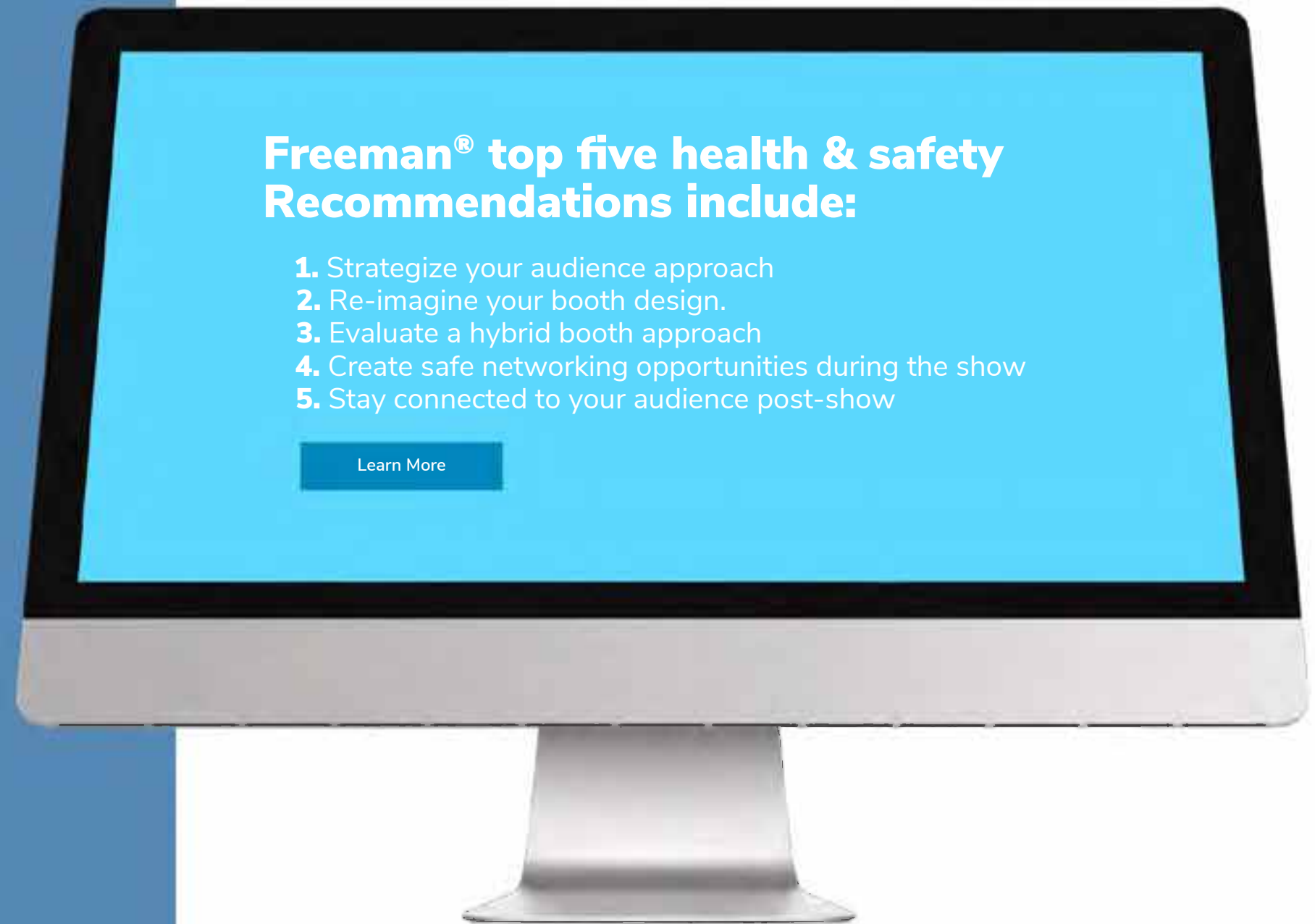
In all cases, we've put considerable thought into them.

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

Freeman® top five health & safety Recommendations include:

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

[Learn More](#)



Health & Safety

Safety Dividers

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

Personalize here



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

Also available in opaque and personalization available.

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



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

Also available in opaque and personalization available.

Please Note:

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



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

Also available in opaque and personalization available.

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



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

Also available in opaque and personalization available.

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

Also available in opaque and personalization available.



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

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

Health & Safety

Greenery and Dividers

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

20'x20' Midtown, Greenery Booth

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



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



85050 Clear Divider Bar Counter
(silver, clear) 48-70\"/>



Personalize here



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

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

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

Health & Safety

Stanchions & Booth Design

Stanchions & Booth Design

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



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

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



10'x10' - Atherton Conversation Booth

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



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



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

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

Health & Safety

Safety & Directional Signage

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

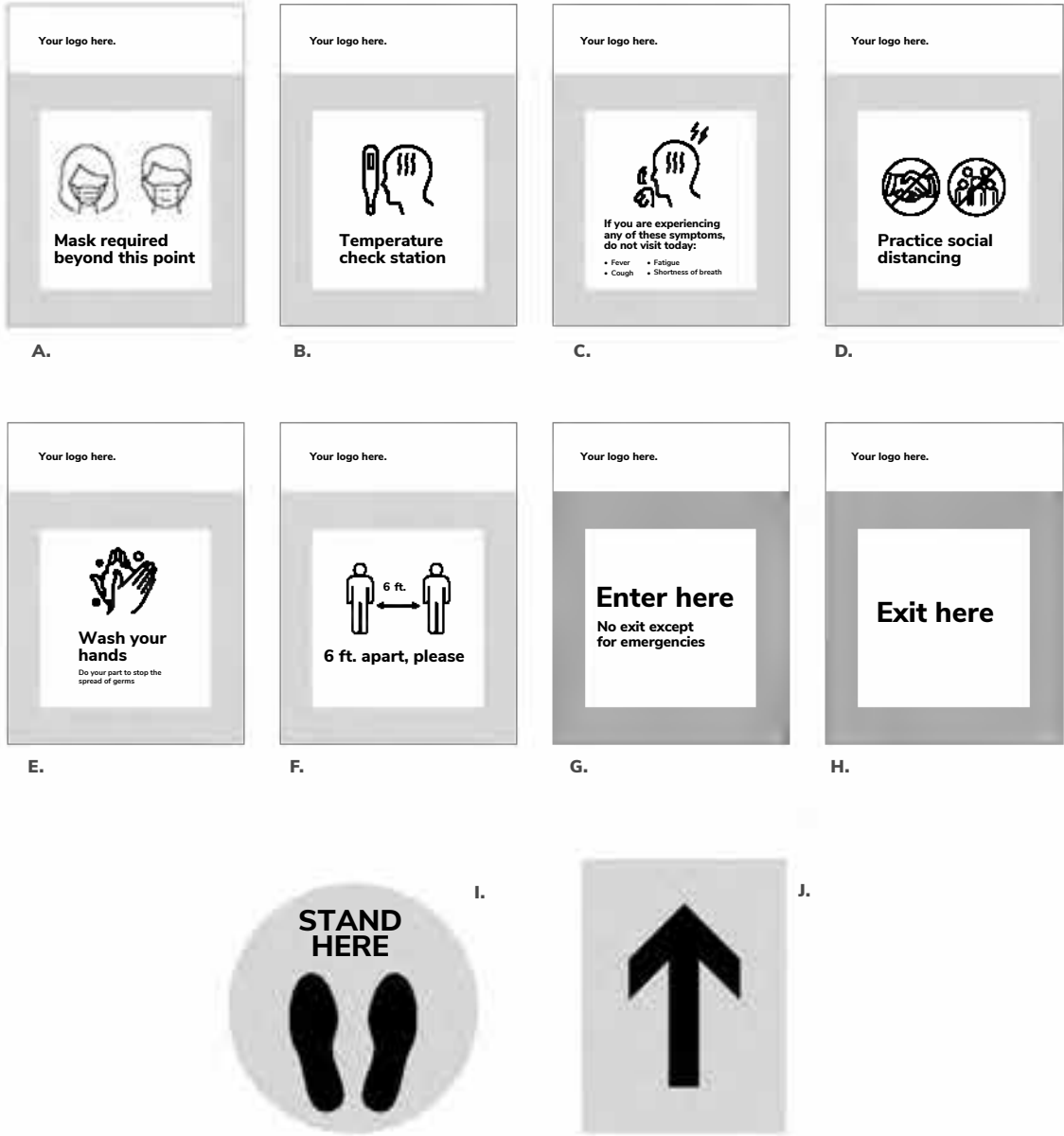
220118
Chrome Sign Holder
(sign holds) 22"W X 28"H

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



Safety & Directional Signage

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



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

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

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

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

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

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

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

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

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

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

Health & Safety

Sanitization Product & Services

Hand Sanitizing Stations

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

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

Also available in opaque and personalization available.

1510100 Clear Barrier with graphic

Personalize here



Please Note:

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



F R E E M A N

(888) 508-5054 Fax: (469) 621-5605
ExhibitorSupport@freeman.com

**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE**

NOVEMBER 15, 2021

NAME OF SHOW: **Construction SuperConference 2021 / December 6-8, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SOFT SEATING						
Naples Group - Black Vinyl						
_____	810119	Chair.....	569.80	626.80	797.70	_____
_____	830120	Loveseat.....	764.15	840.55	1,069.80	_____
_____	830119	Sofa.....	847.90	932.70	1,187.05	_____
Munich Group - Gray Fabric						
_____	810151	Armless Chair.....	540.00	594.00	756.00	_____
Baja Group - White Vinyl						
_____	81050	Chair.....	580.65	638.70	812.90	_____
_____	83020	Loveseat.....	638.75	702.65	894.25	_____
_____	83019	Sofa.....	870.15	957.15	1,218.20	_____
Valencia - Velvet						
_____	810180	Chair - Spice Orange.....	338.00	371.80	473.20	_____
_____	83045	Sofa - Coffee Brown.....	508.00	558.80	711.20	_____
Key Largo Group - Black Fabric						
_____	830950	Loveseat.....	592.30	651.55	829.20	_____
_____	830951	Sofa.....	655.00	720.50	917.00	_____
_____	810950	Chair.....	467.00	513.70	653.80	_____
Allegro Group - Blue Fabric						
_____	81019	Chair.....	507.85	558.65	711.00	_____
_____	83015	Sofa.....	810.65	891.70	1,134.90	_____
Fairfax Group - White Vinyl						
_____	810949	Chair.....	394.05	433.45	551.65	_____
_____	830949	Sofa.....	628.90	691.80	880.45	_____
Palm Beach - White Vinyl						
_____	83040	Sofa.....	580.00	638.00	812.00	_____
Sterling Group - Gray Fabric						
_____	81037	Chair.....	820.00	902.00	1,148.00	_____
_____	8309	Sofa.....	1,224.00	1,346.40	1,713.60	_____

CASUAL SEATING						
Ottomans						
_____	815122	Endless Square - White Vinyl.....	365.35	401.90	511.50	_____
_____	815123	Endless Square - Black Vinyl.....	365.35	401.90	511.50	_____
_____	815953	Endless Curve - White Vinyl.....	487.95	536.75	683.15	_____
_____	815952	Endless Curve - Black Vinyl.....	487.95	536.75	683.15	_____
_____	81518	Vibe Cube - Blue Vinyl.....	144.45	158.90	202.25	_____
_____	81519	Vibe Cube - Red Vinyl.....	144.45	158.90	202.25	_____
_____	81525	Vibe Cube - Orange Vinyl.....	144.45	158.90	202.25	_____
_____	81517	Vibe Cube - Yellow Vinyl.....	144.45	158.90	202.25	_____
_____	81530	Vibe Cube - Black Vinyl.....	144.45	158.90	202.25	_____
_____	81531	Vibe Cube - White Vinyl.....	144.45	158.90	202.25	_____
_____	81532	Vibe Cube - Steel Blue Vinyl.....	144.45	158.90	202.25	_____

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furnishings

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Ottomans (continued)						
	81533	Vibe Cube - Silver Vinyl.....	144.45	158.90	202.25	
	81534	Vibe Cube - Purple Vinyl.....	144.45	158.90	202.25	
	81535	Vibe Cube -Citrus Green Vinyl.....	144.45	158.90	202.25	
	81536	Vibe Cube - Taupe Vinyl.....	144.45	158.90	202.25	
	81537	Vibe Cube - Spice Orange Vinyl.....	144.45	158.90	202.25	
	81538	Vibe Cube - Desert Rose Vinyl.....	144.45	158.90	202.25	
	815151	Marche Swivel - Gray Fabric.....	248.90	273.80	348.45	
	815154	Marche Swivel - Red Fabric.....	248.90	273.80	348.45	
	815159	Marche Swivel - Blue Fabric.....	248.90	273.80	348.45	
	815152	Marche Swivel - Linen Fabric.....	248.90	273.80	348.45	
	815157	Marche Swivel - Meadow Green Fabric.....	248.90	273.80	348.45	
	815158	Marche Swivel - Pear Yellow Fabric.....	248.90	273.80	348.45	
	815156	Marche Swivel - Plum Fabric.....	248.90	273.80	348.45	
	815153	Marche Swivel - Raspberry Fabric.....	248.90	273.80	348.45	
	815155	Marche Swivel - Rose Quartz Fabric.....	248.90	273.80	348.45	
	815150	Marche Swivel - White Vinyl.....	248.90	273.80	348.45	
	815160	Marche Swivel - Orange Fabric.....	248.90	273.80	348.45	
	81540	Marche Swivel - Forest Green Vinyl.....	248.90	273.80	348.45	
	81541	Marche Swivel - Teal Velvet.....	248.90	273.80	348.45	
	81542	Marche Swivel - Distressed Brown Vinyl.....	248.90	273.80	248.45	
	81543	Marche Swivel - Black Vinyl.....	248.90	273.80	348.45	
	81539	Marche Swivel - Ivory Faux Sheep Fur.....	248.90	273.80	348.45	
Beverly Bench Ottomans						
	81550	Black Vinyl.....	459.40	505.35	643.15	
	81551	Brown Fabric.....	459.40	505.35	643.15	
	81552	Gray Fabric.....	459.40	505.35	643.15	
	81553	Linen Fabric.....	459.40	505.35	643.15	
	81554	Ocean Blue Fabric.....	459.40	505.35	643.15	
	81555	Red Fabric.....	459.40	505.35	643.15	
	81556	White Vinyl.....	459.40	505.35	643.15	
Beverly Small Bench Ottomans						
	81560	Black Vinyl.....	382.00	420.20	534.80	
	81561	Blue Fabric.....	382.00	420.20	534.80	
	81562	Brown Fabric.....	382.00	420.20	534.80	
	81563	Green Fabric.....	382.00	420.20	534.80	
	81565	Linen Fabric.....	382.00	420.20	534.80	
	81568	Red Fabric.....	382.00	420.20	534.80	
	81569	White Vinyl.....	382.00	420.20	534.80	
	81566	Lavender Fabric.....	382.00	420.20	534.80	
	81567	Orange Fabric.....	382.00	420.20	534.80	
	81564	Gray Fabric.....	382.00	420.20	534.80	
	81570	Yellow Fabric.....	382.00	420.20	534.80	
Accent Chairs						
	71089	Black Diamond Side Chair.....	63.25	69.60	88.55	
	71090	Black Diamond Arm Chair.....	79.95	87.95	111.95	
	810861	Laguna Chair - Maple/Chrome.....	141.70	155.85	198.40	
	210108	Limerick® Chair by Herman Miller.....	43.70	48.05	61.20	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Accent Chairs (continued)						
_____	810816	Madrid Chair - White Vinyl/Chrome.....	736.30	809.95	1,030.80	_____
_____	810948	Meeting Chair - White Vinyl.....	323.55	355.90	452.95	_____
_____	810164	Marina Chair - White Vinyl.....	151.85	167.05	212.60	_____
_____	810160	Marina Chair - Black Vinyl.....	151.85	167.05	212.60	_____
_____	810161	Marina Chair - Brown Fabric.....	151.85	167.05	212.60	_____
_____	810162	Marina Chair - Ocean Blue Fabric.....	151.85	167.05	212.60	_____
_____	810163	Marina Chair - Red Fabric.....	151.85	167.05	212.60	_____
_____	810131	Malba Chair - Gray Molded Plastic.....	107.65	118.40	150.70	_____
_____	810130	Malba Chair - Green Molded Plastic.....	107.65	118.40	150.70	_____
_____	810846	Christopher Chair - White Vinyl/Chrome.....	141.70	155.85	198.40	_____
_____	810851	Zenith Chair - White/Chrome.....	160.25	176.30	224.35	_____
_____	810841	Rustique Chair - Gunmetal.....	141.70	155.85	198.40	_____
_____	810837	Razor Armless Chair - White High Density Plastic.....	55.05	60.55	77.05	_____
_____	810875	Swanson Swivel Chair - White Vinyl.....	310.55	341.60	434.75	_____
_____	81083	Blade Chair - Sky Blue.....	83.85	92.25	117.40	_____
_____	81082	Blade Chair - Red.....	83.85	92.25	117.40	_____
_____	81093	Lucent Chair - Frosted Acrylic.....	210.75	231.85	295.05	_____
_____	810145	Wentworth Chair - Brown Vinyl.....	269.65	296.60	377.50	_____
_____	81024	Atherton Chair - Brown Leather.....	732.00	805.20	1,024.80	_____
_____	81034	Bowery Chair - Yellow Fabric.....	508.00	558.80	711.20	_____
_____	81035	Century Chair - Gray Velvet.....	492.00	541.20	688.80	_____
_____	81036	Lena Chair - Green Leather.....	620.00	682.00	868.00	_____
_____	81031	Montreal Chair - Blue Fabric.....	570.00	627.00	798.00	_____
_____	81032	Pasadena Chair - White Plastic.....	318.00	349.80	445.20	_____
_____	81038	Tech Chair - Gray Vinyl.....	378.00	415.80	529.20	_____
_____	81039	Tech Tablet Chair - Gray Vinyl.....	378.00	415.80	529.20	_____
Executive Seating						
_____	71045	Gray Gaslift Chair Without Arms.....	149.70	164.65	209.60	_____
_____	810874	La Brea Swivel Chair - Charcoal Gray Fabric.....	364.60	401.05	510.45	_____
_____	810175	Genesis Chair - Black.....	366.00	402.60	512.40	_____
_____	810844	Pro Executive High Back Chair - White Vinyl.....	322.80	355.10	451.90	_____
_____	810946	Pro Executive High Back Chair - Black Vinyl.....	322.80	355.10	451.90	_____
_____	810945	Pro Executive Mid Back Chair - White Vinyl.....	401.80	442.00	562.50	_____
_____	810944	Pro Executive Mid Back Chair - Black Vinyl.....	388.80	427.70	544.30	_____
_____	810947	Pro Executive Guest Chair - Black Vinyl.....	420.15	462.15	588.20	_____
_____	810170	Cupertino Mid Back Chair - Black Vinyl.....	424.00	466.40	593.60	_____
Barstools						
_____	71088	Black Diamond Stool.....	65.35	71.90	91.50	_____
_____	71047	Gray Gaslift Stool without Arms.....	204.95	225.45	286.95	_____
_____	810860	Laguna Barstool - Maple/Chrome.....	178.85	196.75	250.40	_____
_____	210109	Limerick® Stool by Herman Miller.....	88.65	97.50	124.10	_____
_____	810872	Lift Barstool - Gray Vinyl/Chrome.....	187.90	206.70	263.05	_____
_____	810873	Lift Barstool - Red Vinyl/Chrome.....	187.90	206.70	263.05	_____
_____	810871	Lift Barstool - Black Vinyl/Chrome.....	187.90	206.70	263.05	_____
_____	810870	Lift Barstool - White Vinyl/Chrome.....	187.90	206.70	263.05	_____
_____	810103	Banana Barstool - White Vinyl/Chrome.....	149.65	164.60	209.50	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Barstools (continued)						
_____	810104	Banana Barstool - Black Vinyl/Chrome.....	149.65	164.60	209.50	_____
_____	810850	Zenith Barstool - White/Chrome.....	174.10	191.50	243.75	_____
_____	810840	Zoey Barstool - White Vinyl/Chrome.....	292.40	321.65	409.35	_____
_____	810848	Christopher Barstool - White Vinyl/Chrome.....	240.15	264.15	336.20	_____
_____	810202	Shark Swivel Barstool - White Plastic/Chrome.....	340.15	374.15	476.20	_____
_____	810839	Rustique Barstool - Gunmetal.....	141.70	155.85	198.40	_____
_____	81080	Blade Barstool - Red.....	167.70	184.45	234.80	_____
_____	81081	Blade Barstool - Sky Blue.....	167.70	184.45	234.80	_____
_____	81092	Lucent Barstool - Frosted Acrylic.....	224.30	246.75	314.00	_____
_____	810135	Task Stool - Black Fabric.....	185.75	204.35	260.05	_____
_____	81026	Marina Barstool - Ocean Blue.....	264.00	290.40	369.60	_____
_____	81027	Marina Barstool - Black Vinyl.....	264.00	290.40	369.60	_____
_____	81028	Marina Barstool - Brown Fabric.....	264.00	290.40	369.60	_____
_____	81029	Marina Barstool - Red Fabric.....	264.00	290.40	369.60	_____
_____	81030	Marina Barstool - White Vinyl.....	264.00	290.40	369.60	_____

Draped Tables & Counters

Draped Tables - Tables are 24" wide <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Gray <input type="checkbox"/> Red
--

_____	124430	Draped Table 4'L x 30"H.....	102.60	112.85	143.65	_____
_____	124630	Draped Table 6'L x 30"H.....	129.30	142.25	181.00	_____
_____	124830	Draped Table 8'L x 30"H.....	151.20	166.30	211.70	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	41.30	45.45	57.80	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	41.30	45.45	57.80	_____
_____	124442	Draped Counter 4'L x 42"H.....	128.30	141.15	179.60	_____
_____	124642	Draped Counter 6'L x 42"H.....	153.70	169.05	215.20	_____
_____	124842	Draped Counter 8'L x 42"H.....	175.65	193.20	245.90	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	41.30	45.45	57.80	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	41.30	45.45	57.80	_____

Undraped Tables & Counters

_____	125430	Undraped Table 4'L x 30"H.....	39.20	43.10	54.90	_____
_____	125630	Undraped Table 6'L x 30"H.....	51.15	56.25	71.60	_____
_____	125830	Undraped Table 8'L x 30"H.....	63.65	70.00	89.10	_____
_____	125442	Undraped Counter 4'L x 42"H.....	67.90	74.70	95.05	_____
_____	125642	Undraped Counter 6'L x 42"H.....	81.10	89.20	113.55	_____
_____	125842	Undraped Counter 8'L x 42"H.....	92.95	102.25	130.15	_____

Table Top Risers - Risers are 8" wide

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Table Top Risers - Risers are 8" wide (continued)						
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	46.10	50.70	64.55	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	46.10	50.70	64.55	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	56.40	62.05	78.95	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	56.40	62.05	78.95	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	66.70	73.35	93.40	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	66.70	73.35	93.40	_____
Pedestal Tables - Soho Series						
_____	72069	Black Top Cafe Table - 30"H x 24"W.....	170.60	187.65	238.85	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	170.60	187.65	238.85	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	134.35	147.80	188.10	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	215.65	237.20	301.90	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	224.20	246.60	313.90	_____
Pedestal Tables - Chelsea Series						
_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	155.50	171.05	217.70	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	155.50	171.05	217.70	_____
_____	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	198.20	218.00	277.50	_____
_____	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	198.20	218.00	277.50	_____
Pedestal Tables						
_____	8201208	Hydraulic Base Cafe Table - Maple.....	357.70	393.45	500.80	_____
_____	8201207	Hydraulic Base Bar Table - Maple.....	371.65	408.80	520.30	_____
_____	8201209	Hydraulic Base Cafe Table - Graphite.....	397.20	436.90	556.10	_____
_____	8201211	Hydraulic Base Bar Table - Graphite.....	408.80	449.70	572.30	_____
_____	8201206	Hydraulic Base Cafe Table - Maple.....	406.45	447.10	569.05	_____
_____	8201205	Hydraulic Base Bar Table - Maple.....	404.15	444.55	565.80	_____
_____	820126	Hydraulic Base Cafe Table - White Laminate.....	406.45	447.10	569.05	_____
_____	820125	Hydraulic Base Bar Table - White Laminate.....	425.05	467.55	595.05	_____
_____	820241	Madison Hydraulic Base Cafe Table - Gray Acajou.....	345.00	379.50	483.00	_____
_____	820240	Madison Hydraulic Base Bar Table - Gray Acajou.....	345.00	379.50	483.00	_____
_____	820265	Madison Cafe Table - Gray Acajou.....	272.30	299.55	381.20	_____
_____	820264	Madison Bar Table - Gray Acajou.....	298.25	328.10	417.55	_____
_____	8201220	30" Cafe Table Black Base - White Laminate.....	266.40	293.05	372.95	_____
_____	8201221	30" Bar Table Black Base - White Laminate.....	286.60	315.25	401.25	_____
_____	8201222	30" Bar Table Chrome Base - White Laminate.....	410.45	451.50	574.65	_____
_____	8201223	30" Cafe Table Chrome Base - White Laminate.....	410.45	451.50	574.65	_____
_____	820920	30" Bar Table Chrome Hydraulic Base - Red.....	317.45	349.20	444.45	_____
_____	820921	30" Cafe Table Chrome Hydraulic Base - Red.....	317.45	349.20	444.45	_____
_____	820922	30" Bar Table Chrome Hydraulic Base - Graphite.....	317.45	349.20	444.45	_____
_____	820923	30" Cafe Table Chrome Hydraulic Base - Graphite.....	317.45	349.20	444.45	_____
_____	820930	30" Bar Table w/ Hydraulic Base - Blue.....	310.45	341.50	434.65	_____
_____	820931	30" Bar Table w/ Black Base - Blue.....	246.95	271.65	345.75	_____
_____	820932	30" Bar Table w/ Hydraulic Base - Wood.....	378.45	416.30	529.85	_____
_____	820933	30" Bar Table w/ Black Base - Wood.....	262.85	289.15	368.00	_____
_____	820940	30" Cafe Table w/ Hydraulic Base - Blue.....	310.45	341.50	434.65	_____
_____	820941	30" Cafe Table w/ Black Base - Blue.....	222.10	244.30	310.95	_____
_____	820942	30" Cafe Table w/ Hydraulic Base - Wood.....	378.45	416.30	529.85	_____

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Pedestal Tables (continued)						
	820943	30" Cafe Table w/ Black Base - Wood.....	240.20	264.20	336.30	
	820910	30" Bar Table w/ Hydraulic Base - Gunmetal.....	360.00	396.00	504.00	
	820911	30" Bar Table w/ Hydraulic Base - Black.....	360.00	396.00	504.00	
	820912	30" Bar Table w/ Hydraulic Base - Green.....	360.00	396.00	504.00	
	820913	30" Bar Table w/ Hydraulic Base - Orange.....	360.00	396.00	504.00	
	820914	30" Bar Table w/ Hydraulic Base - Yellow.....	360.00	396.00	504.00	
	820915	30" Bar Table w/ Black Base - Gunmetal.....	252.00	277.20	352.80	
	820916	30" Bar Table w/ Black Base - Black.....	252.00	277.20	352.80	
	820917	30" Bar Table w/ Black Base - Green.....	252.00	277.20	352.80	
	820918	30" Bar Table w/ Black Base - Orange.....	252.00	277.20	352.80	
	820919	30" Bar Table w/ Black Base - Yellow.....	252.00	277.20	352.80	
	8201230	30" Cafe Table w/ Hydraulic Base - Gunmetal.....	360.00	396.00	504.00	
	8201231	30" Cafe Table w/ Hydraulic Base - Black.....	360.00	396.00	504.00	
	8201232	30" Cafe Table w/ Hydraulic Base - Green.....	360.00	396.00	504.00	
	8201233	30" Cafe Table w/ Hydraulic Base - Orange.....	360.00	396.00	504.00	
	8201234	30" Cafe Table w/ Hydraulic Base - Yellow.....	360.00	396.00	504.00	
	8201235	30" Cafe Table w/ Black Base - Gunmetal.....	234.00	257.40	327.60	
	8201236	30" Cafe Table w/ Black Base - Black.....	234.00	257.40	327.60	
	8201237	30" Cafe Table w/ Black Base - Green.....	234.00	257.40	327.60	
	8201238	30" Cafe Table w/ Black Base - Orange.....	234.00	257.40	327.60	
	8201239	30" Cafe Table w/ Black Base - Yellow.....	234.00	257.40	327.60	
	8201240	36" Bar Table w/ Hydraulic Base - Black.....	374.00	411.40	523.60	
	8201241	36" Bar Table w/ Black Base - Black.....	256.00	281.60	358.40	
	8201242	36" Cafe Table w/ Hydraulic Base - Black.....	356.00	391.60	498.40	
	8201243	36" Cafe Table w/ Black Base - Black.....	274.00	301.40	383.60	
Accent Tables						
	82015	Silverado End Table - Tempered Glass/Painted Steel.....	248.85	273.75	348.40	
	82014	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	264.80	291.30	370.70	
	820252	Alondra End Table - Glass/Chrome.....	252.35	277.60	353.30	
	820250	Alondra Cocktail Table - Glass/Chrome.....	350.25	385.30	490.35	
	820253	Alondra End Table - Wood/Chrome.....	252.35	277.60	353.30	
	820251	Alondra Cocktail Table - Wood/Chrome.....	350.25	385.30	490.35	
	8201224	Atomic 36" Round Table - Glass/Chrome.....	358.55	394.40	501.95	
	8201225	Atomic 42" Round Table - Glass/Chrome.....	358.55	394.40	501.95	
	82028	Geo End Table - Wood/Black Steel.....	298.90	328.80	418.45	
	82027	Geo Cocktail Table - Wood/Black Steel.....	305.20	335.70	427.30	
	82035	Geo End Table - Glass/Chrome.....	207.60	228.35	290.65	
	82034	Geo Cocktail Table - Glass/Chrome.....	229.60	252.55	321.45	
	82054	Sydney End Table - Black Laminate/Brushed Steel..	228.00	250.80	319.20	
	82055	Sydney End Table - White Laminate/Brushed Steel..	228.00	250.80	319.20	
	82052	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	275.70	303.25	386.00	
	82053	Sydney Cocktail Table - White Laminate/Brushed Steel.....	275.70	303.25	386.00	
	82079	Sydney End Table - Blue Laminate/Brushed Steel....	242.50	266.75	339.50	
	82080	Sydney End Table - Wood Laminate/Brushed Steel..	242.50	266.75	339.50	
	82077	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	292.30	321.55	409.20	

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Accent Tables (continued)						
	82078	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	292.30	321.55	409.20	
	82075	Regis End Table - Brushed Metal.....	273.95	301.35	383.55	
	82074	Regis Bench Table - Brushed Metal.....	386.25	424.90	540.75	
	820844	Aura Round Table - White Metal.....	150.95	166.05	211.35	
	82043	Geo Square-Round Table - Glass/Black Steel.....	353.40	388.75	494.75	
	82044	Geo Square-Round Table - Glass/Chrome.....	353.40	388.75	494.75	
	8201226	Rustique Square Metal Bar Table - Gray.....	315.40	346.95	441.55	
	820130	Mesa Cocktail Table - Black/Bronze.....	264.00	290.40	369.60	
	820131	Mesa Cocktail Table - Glass/Bronze.....	264.00	290.40	369.60	
	820132	Mesa Cocktail Table - Wood/Bronze.....	264.00	290.40	369.60	
	820133	Mesa End Table - Black/Bronze.....	235.00	258.50	329.00	
	820134	Mesa End Table - Glass/Bronze.....	235.00	258.50	329.00	
	820135	Mesa End Table - Wood/Bronze.....	235.00	258.50	329.00	
	820310	Sedona Side Table - Black/Bronze.....	196.00	215.60	274.40	
	820311	Sedona Side Table - Wood/Bronze.....	196.00	215.60	274.40	
	820312	Sedona Side Table - White/Bronze.....	196.00	215.60	274.40	
	820320	Taos Side Table - Black/Bronze.....	196.00	215.60	274.40	
	820321	Taos Side Table Wood/Bronze.....	196.00	215.60	274.40	
	820322	Taos Side Table - White/Bronze.....	196.00	215.60	274.40	
Conference Tables						
	82041	Geo Conference Table - Glass/Black Steel.....	253.35	278.70	354.70	
	82051	Geo Conference Table - Glass/Chrome.....	268.15	294.95	375.40	
	820260	Madison Conference Table - Gray Acajou.....	466.40	513.05	652.95	
	820708	42" Round Conference Table - White Laminate.....	474.40	521.85	664.15	
	820261	Madison 5' Conference Table - Gray Acajou.....	565.00	621.50	791.00	
	820262	Madison 8' Conference Table - Gray Acajou.....	1,128.45	1,241.30	1,579.85	
	820263	Madison 10' Conference Table - Gray Acajou.....	1,128.45	1,241.30	1,579.85	
	820951	Ventura Bar Table - Maple w/ Grommets.....	738.20	812.00	1,033.50	
	820952	Ventura Communal Bar Table - Black.....	761.85	838.05	1,066.60	
	820953	Ventura Bar Table - White w/ Grommets.....	738.20	812.00	1,033.50	
	820954	Ventura Communal Bar Table - Maple.....	738.20	812.00	1,033.50	
	820956	Ventura Communal Bar Table - White.....	738.20	812.00	1,033.50	
	820963	Ventura Communal Cafe Table - Maple.....	514.35	565.80	720.10	
	820960	Ventura Cafe Table - Maple w/ Grommets.....	720.65	792.70	1,008.90	
	820961	Ventura Cafe Table - White w/ Grommets.....	720.65	792.70	1,008.90	
	820966	Ventura Communal Cafe Table - White.....	514.35	565.80	720.10	
	820962	Ventura Communal Cafe Table - Black.....	514.35	565.80	720.10	
	8201244	42" Round Conference Table - Black Laminate.....	372.00	409.20	520.80	
	8201	10' Table - Black Laminate.....	808.00	888.80	1,131.20	
	8203	5' Table - Black Laminate.....	416.00	457.60	582.40	
	8205	8' Table - Black Laminate.....	608.00	668.80	851.20	
Office						
	84075	Madison Desk - Gray Acajou.....	674.00	741.40	943.60	
	84078	Madison Bookcase - Gray Acajou.....	479.65	527.60	671.50	

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Computer Desks/Tables						
	820706	Work Desk - White Laminate.....	408.75	449.65	572.25	
POWERED						
Powered Seating						
	810120	Naples Chair, Powered - Black Vinyl.....	795.85	875.45	1,114.20	
	830122	Naples Loveseat, Powered - Black Vinyl.....	1,069.90	1,176.90	1,497.85	
	830121	Naples Sofa, Powered - Black Vinyl.....	1,231.60	1,354.75	1,724.25	
Powered Tables						
	820950	Ventura Communal Bar Table, Powered - Black.....	943.00	1,037.30	1,320.20	
	820955	Ventura Communal Bar Table, Powered - White.....	856.90	942.60	1,199.65	
	820964	Ventura Communal Cafe Table, Powered - Black.....	639.00	702.90	894.60	
	820965	Ventura Communal Cafe Table, Powered - White.....	639.00	702.90	894.60	
	84083	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	709.75	780.75	993.65	
	84084	Tech Desk, Powered - Black Metal.....	623.60	685.95	873.05	
	82076	Sydney Cocktail Table, Powered - Black.....	482.80	531.10	675.90	
	82073	Sydney Cocktail Table, Powered - White.....	482.80	531.10	675.90	
	8202	10' Table, Powered - Black Laminate.....	1,010.00	1,111.00	1,414.00	
	8204	5' Table, Powered - Black Laminate.....	522.00	574.20	730.80	
	8206	8' Table, Powered - Black Laminate.....	1,010.00	1,111.00	1,414.00	
Powered Pedestals						
	85060	Powered Locking Pedestal 36" H, Black.....	581.85	640.05	814.60	
	85061	Powered Locking Pedestal 36" H, White.....	581.85	640.05	814.60	
	85062	Powered Locking Pedestal 42" H, Black.....	694.15	763.55	971.80	
	85063	Powered Locking Pedestal 42" H, White.....	694.15	763.55	971.80	
	820710	Wireless Charging Table, Powered.....	509.90	560.90	713.85	
Midtown Counters & Bars						
	850103	Midtown Powered Counter Unlighted - Pewter.....	1,631.50	1,794.65	2,284.10	
	850102	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	1,898.90	2,088.80	2,658.45	
	850101	Midtown Bar Unlighted - Pewter.....	1,461.60	1,607.75	2,046.25	
	850100	Midtown Bar Lighted w/ Plug-In - Pewter.....	1,735.75	1,909.35	2,430.05	
DISPLAY & ACCESSORIES						
Product Storage						
	84080	3 Door File Cabinet on Castors - Black	216.65	238.30	303.30	
	85020	Posh Shelving w/ Chrome Frame - White.....	573.70	631.05	803.20	
Refrigerator						
	8503001	Refrigerator - White.....	764.10	840.50	1,069.75	
Lighting						
	850707	Mason Table Lamp - White/Brushed Silver.....	158.45	174.30	221.85	
	850708	Mason Floor Lamp - White/Brushed Silver.....	235.30	258.85	329.40	
Display						
	75030	Display Cube - Black - 12" Small.....	174.00	191.40	243.60	
	75031	Display Cube - Black - 18" Medium.....	189.10	208.00	264.75	
	75032	Display Cube - Black - 24" Large.....	224.75	247.25	314.65	
	72056	Display Counter - Black.....	366.30	402.95	512.80	

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Boxwood Hedges						
_____	85030	7' Boxwood Hedge.....	640.00	704.00	896.00	_____
_____	85035	4' Boxwood Hedge.....	350.00	385.00	490.00	_____
Accessories						
_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	76.80	84.50	107.50	_____
_____	220118	Chrome Sign Holder.....	75.15	82.65	105.20	_____
_____	750135	Round Literature Rack.....	159.25	175.20	222.95	_____
_____	750136	Flat Literature Rack.....	245.45	270.00	343.65	_____
_____	220109	Chrome Coat Tree.....	28.05	30.85	39.25	_____
_____	220134	Aluminum Easel.....	38.30	42.15	53.60	_____
_____	220110	Chrome Bag Rack.....	77.50	85.25	108.50	_____
_____	10201484	Floor Standing Bulletin Board.....	254.15	279.55	355.80	_____
_____	220106	Corrugated Wastebasket.....	14.05	15.45	19.65	_____
_____	8502	Village Charging Hub.....	254.00	279.40	355.60	_____

Special Drape

☐ Black ☐ Blue ☐ White ☐ Gray ☐ Red

_____	12103	Special Drape 3'H (per ft.).....	13.30	14.65	18.60	_____
_____	12108	Special Drape 8'H (per ft.).....	15.95	17.55	22.35	_____

TOTAL COST		
_____	+	_____ = _____
Sub-Total	6.5% Tax	Total Cost

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

FROM THE GROUND UP

.....

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

Sustainability Tip:



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

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



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

PRESTIGE CARPET

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

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

Custom Options

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



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



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

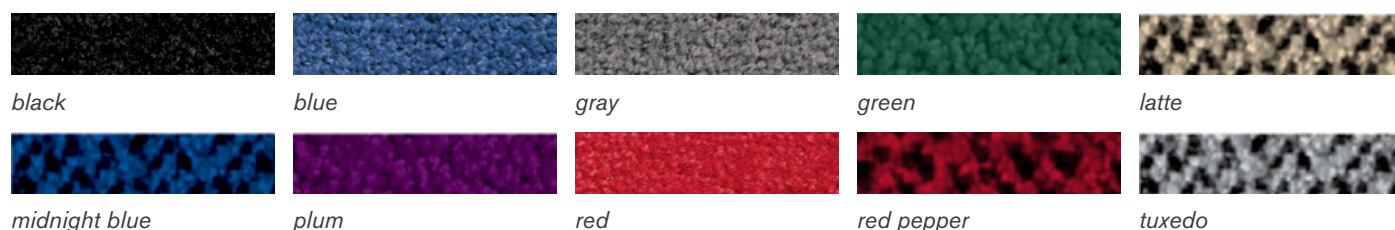
CLASSIC CARPET

Custom Cut

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

Standard Cut

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



Actual colors may vary slightly

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

FREEMAN

(888) 508-5054 Fax: (469) 621-5605
ExhibitorSupport@freeman.com



**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
NOVEMBER 15, 2021**

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STANDARD SIZE CARPET & PADDING

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

10' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet	\$ 219.85	\$ 241.85	\$ 307.80	_____
_____	10' x 20' Classic Carpet	\$ 439.70	\$ 483.65	\$ 615.60	_____
_____	10' x 30' Classic Carpet	\$ 659.55	\$ 725.50	\$ 923.35	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 135.00	\$ 148.50	\$ 189.00	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 270.00	\$ 297.00	\$ 378.00	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 405.00	\$ 445.50	\$ 567.00	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 270.00	\$ 297.00	\$ 378.00	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 540.00	\$ 594.00	\$ 756.00	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 810.00	\$ 891.00	\$ 1,134.00	_____
_____	Plastic Covering (price per sqft).....	\$.65	\$.70	\$.90	_____

CUSTOM CUT CLASSIC CARPET

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

Sample: Booth Size: 10 x 25 = 250 sqft \$ 3.60

CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:

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

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

Per sqft	Booth Size: _____ x _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 3.60	\$ 3.95	\$ 5.05	_____

TOTAL COST

Sub-Total	+	6.5% Tax	=	Total Cost
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standard size carpet & padding

FREEMAN

(888) 508-5054 Fax: (469) 621-5605
ExhibitorSupport@freeman.com



**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
NOVEMBER 15, 2021**

NAME OF SHOW: **Construction SuperConference 2021 / December 6-8, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

CUT TO SIZE CARPET & PADDING

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

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

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

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

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

					Online Price	Discount Price	Standard Price	Total
1 - 700 sqft	Booth Size: _____ x _____ = _____ sqft				\$ 4.50	\$ 4.95	\$ 6.30	_____
Over 700 sqft	Booth Size: _____ x _____ = _____ sqft				\$ 4.05	\$ 4.45	\$ 5.65	_____

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

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

					Online Price	Discount Price	Standard Price	Total
1 - 700 sqft	Booth Size: _____ x _____ = _____ sqft				\$ 5.15	\$ 5.65	\$ 7.20	_____
Over 700 sqft	Booth Size: _____ x _____ = _____ sqft				\$ 4.65	\$ 5.10	\$ 6.50	_____

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. @ \$ 1.35

Qty	Description	Price per sqft (90 sqft minimum)	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ 1.35	\$ 1.50	\$ 1.90	_____
_____	Carpet Padding-1/2" (Over 700 sq. ft.)		\$ 1.20	\$ 1.30	\$ 1.70	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ 2.70	\$ 2.95	\$ 3.80	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ 2.40	\$ 2.65	\$ 3.35	_____

TOTAL COST

Sub-Total	+	6.5% Tax	=	Total Cost
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FREEMAN

(888) 508-5054 Fax: (469) 621-5605
ExhibitorSupport@freeman.com



cleaning

NAME OF SHOW: **Construction SuperConference 2021 / December 6-8, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

CLEANING SERVICES

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

VACUUMING (per sqft - 100 sqft minimum)

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	610100	Booth Vacuuming - One Time50	.70	_____
_____	610200	Booth Vacuuming - 2 Days	1.00	1.40	_____
_____	610300	Booth Vacuuming - 3 Days	1.50	2.10	_____

• Includes emptying of your booth's wastebasket(s) at the time of vacuuming.

SHAMPOOING (per sqft - 100 sqft minimum)

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time60	.85	_____

PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
_____	620500	Exhibit Area / Under 500 sqft.	113.70	159.20	_____
_____	6201500	Exhibit Area / 501 - 1,500 sqft.....	151.40	211.95	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sqft.....	188.95	264.55	_____
_____	6203500	Exhibit Area / Over 2,500 sqft.....	Call for Quote		

TOTAL COST

_____	+	_____	=	_____
Sub-Total		6.5 %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
- Accent graphic photo panels
- Large format signage and banners
- Logo reproduction
- Backlit displays and murals
- Four-color carpet image printing



FREEMAN

(888) 508-5054 Fax: (469) 621-5605
ExhibitorSupport@freeman.com



**DISCOUNT PRICE
DEADLINE DATE
NOVEMBER 15, 2021**

graphics

NAME OF SHOW: **Construction SuperConference 2021 / December 6-8, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

GRAPHICS

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

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

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sqft
\$ 21.85 per sqft discount price
sqft x or = \$ _____
\$ 32.80 per sqft standard price

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

LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sqft.

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

- | | |
|---|--|
| <input type="checkbox"/> Freeman Foam (Foamcore) | <input type="checkbox"/> Masonite |
| <input type="checkbox"/> Freeman PVC (PVC) | <input type="checkbox"/> Plexi |
| <input type="checkbox"/> Freeman HD Foam (Gatorfoam) | <input type="checkbox"/> Freeman Honeycomb (Eco-Board) |
| <input type="checkbox"/> Freeman Polyfoam (Ultra Board) | <input type="checkbox"/> Other |

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

Vertical Horizontal Use Your Judgment For Sign Layout



Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

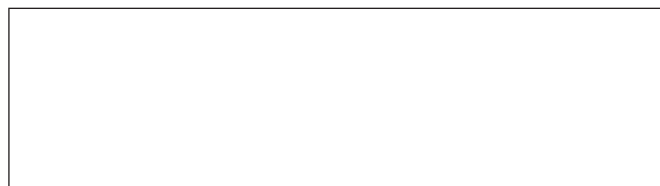
QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	54.45	81.70 =	_____
7" x 22"	64.50	96.75 =	_____
7" x 44"	65.95	98.95 =	_____
9" x 44"	77.45	116.20 =	_____
11" x 14"	82.40	123.60 =	_____
14" x 22"	90.50	135.75 =	_____
14" x 44"	117.65	176.50 =	_____
22" x 28"	139.70	209.55 =	_____
28" x 44"	199.15	298.75 =	_____
20" x 60"	260.05	390.10 =	_____

(white only)

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

INDICATE YOUR SIGN COPY HERE:

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



Vertical

Horizontal

Use Your Judgment For Sign Layout



Background Color: _____

Lettering Color: _____

TOTAL COST

Sub-Total	+	6.5 % Tax	=	Total Cost
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CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

VECTOR ART:

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

FONTS and LINKS

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

COLOR

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

ARTWORK IN THE STRUCTURE

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

ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

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

PRINT FILES:

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

RASTER OR BITMAP ART:

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

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

WAYS TO SEND ARTWORK

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

Union Jurisdictions for Orlando, Florida

To assist you in planning for your participation in this upcoming exposition, 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 the various unions have, we ask that you read the following:

EXHIBIT INSTALLATION AND DISMANTLING

Currently we have an agreement with the Local IATSE Union to provide labor for display erection and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide, may be rendered by the Union. Labor can be ordered in advance by returning the Display Labor form, or at showsite, at the service desk.

MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by FREEMAN.

TIPPING

FREEMAN requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Freeman representative at the service desk or correspondence may be directed to the attention of the General Manager at the local office address.

SAFETY

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. FREEMAN cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.

LET US DO THE HEAVY LIFTING

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



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

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

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

ON-SITE SUPERVISION

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

If You Use Freeman Staff

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



NAME OF SHOW: **Construction SuperConference 2021 / December 6-8, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

INSTALLATION & DISMANTLE LABOR

Description	Advance Price	Show Site Price
Straight Time: 8:00 AM to 4:30 PM Monday through Friday.....	\$68.25	\$95.75
Overtime: 6:00 AM to 8:00 AM and 4:30 PM to 12:00 Midnight Monday through Friday	\$139.25	\$195.00
6:00 AM to 12:00 Midnight Saturday and Sunday		

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

INSTALLATION LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____	= _____	x _____	= \$ _____
_____	_____	_____	x _____	= _____	x _____	= \$ _____
Freeman Supervision (30%/\$45.00) = \$ _____						
6.5% Tax = \$ _____						
Total Installation = \$ _____						

DISMANTLE LABOR

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

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

Emergency contact: _____ Phone Number: _____

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

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____	= _____	x _____	= \$ _____
_____	_____	_____	x _____	= _____	x _____	= \$ _____
Freeman Supervision (30%/\$45.00) = \$ _____						
6.5% Tax = \$ _____						
Total Dismantle = \$ _____						

NAME OF SHOW: **Construction SuperConference 2021 / December 6-8, 2021**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

FREEMAN SUPERVISED LABOR

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

INBOUND SHIPPING & SET-UP INFORMATION

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

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

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

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

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

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

Select a Carrier:

☐ Freeman Exhibit Transportation:

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

☐ Other Carrier:

Carrier Name: _____

Carrier Phone: _____

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

Select Level of Service:

☐ 1 Day: Delivery next business day

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

☐ Deferred: Delivery within 3-5 business days

☐ Standard Ground

☐ Specialized: Pad wrapped, uncrated or truckload

Freight Charges:

☐ Same as ship to

Bill To: _____

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Inside delivery

☐ Pad wrap required

☐ Do not stack

☐ Lift gate required

☐ Air ride required

☐ Residential

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

☐ Re-route via Freeman's choice

☐ Deliver back to the warehouse at exhibitor's expense

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

NAME OF SHOW: **Construction SuperConference 2021 / December 6-8, 2021**

COMPANY NAME: BOOTH #:

CONTACT NAME: PHONE #:

E-MAIL ADDRESS:

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

FORKLIFT & RIGGING LABOR

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

Overtime: 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

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

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

Part #	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$160.00	\$224.00
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$231.50	\$324.25
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$249.25	\$349.00
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$294.75	\$412.75
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$276.75	\$387.50
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$321.50	\$450.25
304040	Forklift w/operator - 4-Stage - ST.....	\$194.50	\$272.50
304041	Forklift w/operator - 4-Stage - OT.....	\$239.50	\$335.50
RIGGING LABOR			
3020100	Rigger - ST.....	\$69.25	\$97.00
3020101	Rigger - OT.....	\$140.50	\$196.75
EQUIPMENT			
3090600	Forklift Cage.....	\$55.50	\$77.75
3090700	Forklift Boom.....	\$55.50	\$77.75
3090800	Pallet Jack.....	\$55.50	\$77.75

INSTALLATION

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

Describe work to be done: _____

Sub-Total \$ _____

6.5% Tax \$ _____

Total Installation \$ _____

DISMANTLE

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

Describe work to be done: _____

Sub-Total \$ _____

6.5% Tax \$ _____

Total Dismantle \$ _____

NAME OF CONFERENCE				# OF EVENT DAYS	
COMPANY NAME		ON-SITE CONTACT NAME & NUMBER			
BILLING ADDRESS			CITY & STATE		ZIP CODE
START DATE & TIME	END DATE & TIME		Room Name		Booth Number
ORDER BY		EMAIL		PHONE	

Email completed form to the Encore Representative listed above.
Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.
Labor charges, sales tax, loss damage waiver, and service charges (25% event technology support fee) may apply.

VIDEO	QUANTITY	DAILY RATE (CHARGED PER SHOW DAY)
24" MONITOR TABLE TOP		\$225
55" MONITOR w/ FLOOR STAND		\$765
25' Cable (HDMI/VGA/DISPLAY)		\$32
AUDIO	QUANTITY	DAILY RATE (CHARGED PER SHOW DAY)
POWERED SPEAKER w/ STAND & MIXER		\$242
COMPUTER AUDIO CONNECTION		\$160
MISCELLANEOUS	QUANTITY	DAILY RATE (CHARGED PER SHOW DAY)
LAPTOP		\$255
FLIPCHART PACKAGE		\$102
INTERNET	QUANTITY	SHOW RATE (ONE-TIME FEE)
SUPERIOR WIFI (per connection)		\$170
HARD LINE (per PC)		\$610
POWER	QUANTITY	SHOW RATE (ONE-TIME FEE)
120V SINGLE PHASE - 5 AMP		\$170
120V SINGLE PHASE - 10 AMP		\$260
120V SINGLE PHASE - 20 AMP		\$345
AC EXTENSION CORD		\$32
POWER STRIP		\$32

PLEASE CONTACT exhibits.bonnet.creek@encoreglobal.com FOR DETAILED/ CUSTOM CONFIGURATIONS THAT ARE NOT LISTED IN THE ABOVE

Totals listed do not include set up and tear down labor. This will be added by an Encore representative upon receipt of your order if needed. Labor is charged as follows:

- AV Set/ Strike Technician: \$115/hr
- Electrician: \$130/hr
- Network Technician: \$165/hr

Labor is included for Power Drops placed behind standard inline/ peninsula booths. Additional labor will be required for drops that need to be ran to specific locations in a booth (1hr minimum) or to an island booth (2hrs minimum). A booth diagram sheet is available upon request.

If You Are Experiencing Technical Difficulties On Site
Please Contact Encore



Coffee Break Items

illy® Coffee, Decaffeinated Coffee or Selection Of Fine Teas 110/gallon
Fresh Squeezed Florida Juices (Choose One: Orange, Grapefruit, Watermelon or Tropical Blend) 110/gallon
Nitro Cold Brew Coffee 9/each
Still or Sparkling Mineral Water 7/each
Pepsi® Soft Drinks 7/each
PHocus Sparkling Water 8/each
La Croix Flavored Sparkling Water 7/each
Powerade 8/each
Florida Citrus Iced Tea 110/gallon
Kombucha 9/each
Fruit Infused Still or Sparkling Water (Choose One: Berry, Citrus, Spa or Tropical Blend) 100/gallon
Cold-Pressed Bottled Fruit Juice 9/each

Priced at \$7 each:

SAVORY

Krave Jerky - Chili Lime Beef
Krave Jerky - Grilled Teriyaki Fork
Krave Jerky - Lemon Garlic Turkey
Tortilla Chips, Tomato Salsa, Guacamole
Soft Pretzels, Beer Mustard
BBQ Potato Chips
Terra Chips
Pretzels
Sun Chips
Pita, Roasted Red Pepper Hummus
Truffle Sea Salt Popcorn
Vegetable Crudités, Buttermilk Dressing GF
Tomato Mozzarella Skewers, Pesto Dip
Prosciutto Wrapped Melon GF

SWEET

Lemon Fruit Bars
Coconut Macarons
Gourmet Strawberry Fruit Bars
Donuts
Key Lime Fruit Tarts Bars
Jumbo Chocolate Chip Cookies N
Peanut Butter Cookies N
Double Chocolate Chunk Cookies N
Assorted Biscotti N
Assorted Candy Bars N
Assorted Ice Cream Bars N
Brownies & Blondies

HEALTHY

Sliced Market Fruit GF, V
Whole Fruit Bowl GF, V
Assorted Mixed Nuts GF
Trail Mix N
Kind Bars GF, N
Granola Bars
Energy Bars
Fruit Kabobs, Honey Lime Dip
House Made Maple Spiced Nuts GF

Reception Items/Bars

BAR

HOSTED BAR

Premium Cocktail 14
 Deluxe Cocktail 12
 Import & Microbrew Beer 11
 Domestic Beer 10
 House Wine 55/bottle
 Soft Drink 7
 Still or Sparkling Water 7
 Fruit Juice 7
 Cordial 15

HOSTED BAR BY THE HOUR

Premium
 First Hour 35, Additional Hours 14
Deluxe
 First Hour 35, Additional Hours 12
Beer and Wine
 First Hour 26, Additional Hours 12
Non-Alcoholic
 First Hour 14, Additional Hours 8

*Bar Packages Must Be Ordered For All
 Guests of Legal Drinking Age, The
 Non-Alcoholic Bar Will Be Added For Any
 Guest Within The Group Under 21*

CASH BAR

Premium Cocktail 18
 Select Cocktail 16
 Import & Microbrew Beer 16
 Domestic Beer 15
 House Wine 10/glass
 Soft Drink 10
 Still or Sparkling Water 10
 Fruit Juice 10
 Cordial 19

*Cash Bar Pricing Inclusive of Tax and
 Service Charge*

PREMIUM BAR INCLUSIONS

Vodka - Grey Goose
Rum - Bacardi Superior
Rum - Captain Morgan Original Spiced
Gin - Bombay Sapphire
Tequila - Patron Silver
Scotch - Johnnie Walker Black Label
Bourbon - Knob Creek
Whiskey - Crown Royal
Cognac - Hennessy Priviledge VSOP

DELUXE BAR INCLUSIONS

Vodka - Absolut
Rum - Bacardi Superior
Rum - Captain Morgan Original Spiced
Gin - Tanqueray
Tequila - Don Julio Blanco
Scotch - Dewar's White Label
Bourbon - Maker's Mark
Whiskey - Canadian Club, Jack Daniels
Cognac - Hennessy

BEER & WINE BAR INCLUSIONS

House Chardonnay
 House Cabernet Sauvignon
 Corona Light
 Florida Sunshine Lager, Crooked Can
 Stella Artois
 Sam Adams Boston Lager
 Michelop Ultra
 Truly Hard Seltzer
 O'Douls (available upon request)

HORS D'OEUVRES 10/piece

Minimum 25 Pieces Each

COLD

Lobster Salad Cone, Tarragon, Creamy Mustard, Caviar
 Beef Tartare, Pickled Mushroom, Smoked Tomato, Crostini D
 Curry Chicken Salad Cone, Lime Cream
 House Smoked Salmon, Green Goddess, Rice Crackers D, GF
 Citrus Marinated Shrimp, Cilantro Aioli D, GF

VEGETARIAN COLD

Campari Compressed Melon, Feta, Crispy Quinoa GF
 Baby Tomato & Mozzarella Skewer, Basil, Balsamic GF
 Brie, Orange Jam, Whole Grain Crostini
 Confit Tomato & Mozzarella Tart, Port Sauce, Basil
 Roasted Tomato Gazpacho Shooter, Avocado Mousse GF
 Mini Blue Cheese Tart, Dried Fruit Compote

HOT

Mini Crab Cake, Lemon Aioli
 Seafood & Saffron Arancini, Romesco
 Tandoori Chicken Satay, Mint Yogurt Sauce
 Mini Beef Wellington, Mushroom Duxelle
 Braised Short Rib Empanada, Chimichurri
 Bacon Wrapped Scallop, Habanero Jam GF
 Coconut Shrimp, Horseradish, Orange Dip
 Indonesian Beef Satay, Peanut Sauce GF, N
 Lobster Hushpuppies, Cajun Remoulade

VEGETARIAN HOT

Spinach & Cheese Spanakopita, Cilantro Cream
 Corn & Truffle Croquette
 Miniature Leek & Winter Park Cheddar Quiche
 Pea Falafel, Cumin Tomato Jam D, V
 Manchego Fritter, Apricot Chutney
 Vegetable Spring Roll, Sweet Chili Sauce D, V