SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10’ x 10’ booth will be set with 8’ high blue back drape, 3’ high blue side dividers, and a 7” x 44” identification sign.

Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

EXHIBIT HALL CARPET
The exhibit area will NOT be carpeted; however, the aisles will be carpeted in tuxedo. Please see the enclosed carpet order form if you wish to order carpet for your booth space. Per the Exhibitor Contract, all exhibitors are required to have carpet/floorcovering in their booths.

DISCOUNT PRICE DEADLINE DATE
Order early to take advantage of advance order discount rates, place your order by September 27, 2017.

SHOW SCHEDULE

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

<table>
<thead>
<tr>
<th>Monday</th>
<th>October 16, 2017</th>
<th>8:00 AM - 5:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>October 17, 2017</td>
<td>8:00 AM - 5:00 PM</td>
</tr>
</tbody>
</table>

EXHIBIT HOURS

<table>
<thead>
<tr>
<th>Wednesday</th>
<th>October 18, 2017</th>
<th>11:30 AM - 4:30 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>October 19, 2017</td>
<td>10:30 AM - 3:00 PM</td>
</tr>
</tbody>
</table>

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

| Thursday     | October 19, 2017 | 3:00 PM - 10:00 PM |

We will begin returning empty containers once aisle carpet is removed.

DISMANTLE AND MOVE-OUT INFORMATION
All exhibitor materials must be removed from the exhibit facility by Thursday, October 19, 2017 at 10:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Thursday, October 19, 2017 at 8:00 PM.

POST SHOW PAPERWORK AND LABELS
Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.
SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
9258 Park South View, Ste 100
Houston, TX 77051
(713) 770-6750 fax (469) 621-5613
FreemanHoustonES@freeman.com

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

FREEMAN ONLINE®
Take advantage of discount pricing by ordering online at www.freeman.com by September 27, 2017. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - before, during and after your show. Additionally, you can now access Freeman Online from any device - desktop, laptop, tablet or via our new FreemanOnline Mobile App.

To place online orders you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the "Create an Account" link. To access Freeman Online without using the email link, visit www.freeman.com. You can also download and use the FreemanOnline Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version is available to extend mobile use for those users that do not have an Apple or Android devices or who do not want to download the app.

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

SHIPPING INFORMATION
Warehouse Shipping Address:
Exhibiting Company Name / Booth # _________
IFMA’s WORLD WORKPLACE - 445161
C/O FREEMAN
9258 PARK SOUTH VIEW, STE 100
HOUSTON, TX 77051

Freeman will accept crated, boxed or skidded materials beginning Wednesday, September 20, 2017, at the above address. Material arriving after October 11, 2017 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. If required, provide your carrier with this phone number: (713) 770-6750

Show Site Shipping Address:
Exhibiting Company Name / Booth # _________
IFMA’s WORLD WORKPLACE - 445161
C/O FREEMAN
GEORGE R BROWN CONVENTION CENTER
1001 AVENIDA DE LAS AMERICAS
HOUSTON, TX 77010
Freeman will receive shipments at the exhibit facility beginning Monday, October 16, 2017. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. If required, provide your carrier with this phone number: (713) 770-6750

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

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.

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 Service Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

ASSISTANCE
We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (713) 770-6750.

WE APPRECIATE YOUR BUSINESS!
FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (713) 770-6750 or Freeman’s Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY
Order early to take advantage of advance order discount rates, place your order by September 27, 2017.

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

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

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

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

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

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

No one under the age of 18 is allowed in the exhibit hall during installation and dismantle. No exceptions.

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

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

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

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

Call Freeman's Exhibitor Services department at (713) 770-6750 with any questions or needs you may have.
Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.

Green Tips for Exhibitors
Interested in going Green and saving money with your exhibit booth? Follow these tips to assist you in making your sustainable booth strategies at least cost-neutral, and possibly cost-saving!

Supplies and Ordering
• Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
• Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
• Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
• Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways are smart and trendy, like a USB storage drive with your content already loaded.

Printing, Recycling and Waste Management
• Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling requests via email and website referrals.
• If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content.
• Ask Freeman about new paper-based signage materials that are comparably priced to plastic. There are good alternatives to foam core and PVC which are not as easily recyclable.
• Participate in the exhibit donation program by providing materials that are eligible for donation to local charities, such as pens, bags and notepads.

Shipping and Transportation
• If you must ship materials, planning out your booth in a timely way to meet shipping deadlines can also help maximize consolidation and cost-savings.
• Choose a SmartWay™-certified hauler at no additional cost to ensure your transportation company is practicing sustainable shipping.
• Set a goal to leave no trace behind by shipping out all booth properties and packing materials and donating extra giveaways thereby minimizing any waste for the show.
• If you are attending another trade show that many of your fellow exhibitors are also participating in, ask your General Service Contractor or Show Management to set up a caravan service to save on fuel emissions—and cost of transportation.

Personnel and Best Practices
• Take advantage of local or regional representatives to staff your booth, rather than bringing staff from far away offices, reducing travel cost.
• Bring Green as part of your company message providing recycling bins in your booth and information on what you have done to exhibit in a sustainable way.

These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact goinggreen@freemanco.com.
NAME OF SHOW: IFMA's WORLD WORKPLACE - 445161 / OCTOBER 18-19, 2017

COMPANY NAME: www.freeman.com
ADDRESS: 9258 Park South View, Ste 100
CITY/STATE/ZIP: Houston, TX 77051
PHONE: (713) 770-6750
EXT.: FAX #: (469) 621-5613
SIGNATURE: PRINT NAME:

METHOD OF PAYMENT

BY SUBMITTING THIS FORM VIA FAX OR POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

☐ COMPANY CHECK

Please make check payable to: Freeman
Checks must be in U.S. funds drawn on a U.S. or Canadian bank. (“U.S. FUNDS” MUST BE PRE-PRINTED on Canadian checks.)

Please reference (445161) on your remittance.

☐ CREDIT/DEBIT CARD

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ AMERICAN EXPRESS  ☐ MASTER CARD  ☐ VISA

ACCOUNT NO.: EXP. DATE:

CARDHOLDER NAME (PRINT): SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

ENTER TOTALS HERE

<table>
<thead>
<tr>
<th>FURNISHINGS &amp; ACCESSORIES</th>
<th>CARPET</th>
<th>CLEANING/SHAMPOOING</th>
<th>PORTER SERVICE</th>
<th>RENTAL EXHIBITS &amp; ACCESSORIES</th>
<th>SIGNS</th>
<th>INSTALLATION LABOR</th>
<th>DISMANTLE LABOR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MATERIAL HANDLING</th>
<th>RIGGING INSTALLATION</th>
<th>RIGGING DISMANTLE</th>
<th>EXHIBIT TRANSPORTATION</th>
<th>HANGING SIGNS</th>
<th>UTILITIES</th>
<th>GRAND TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freeman.com.

• Orders received after the deadline or without payment will be charged the Standard price.

• Copies of invoices may be picked up from the Service Desk prior to show closing.

• If you have questions or need assistance with any items not listed, please call and ask for Exhibitor Sales.
In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

**EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING**

“We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party.”

**BY SUBMITTING THIS FORM VIA FAX OR POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.**

**EXHIBITOR NAME:** (PLEASE PRINT)

**EXHIBITOR SIGNATURE:** ______________ DATE: ______________

**EXHIBITING COMPANY INFORMATION**

**EXHIBITING COMPANY NAME:**

**EXHIBITING COMPANY ADDRESS:**

**CITY/STATE/ZIP:**

**PHONE:** ______________ EXT. ______________ FAX: ______________

**CONTACT’S E-MAIL:**

Indicate which services are to be invoiced to the Third Party:

| ☐ ALL FREEMAN SERVICES | ☐ FREEMAN EXHIBIT TRANSPORTATION |
| ☐ I&D LABOR/SUPERVISION | ☐ RENTAL FURNITURE/CARPET/SIGNS |
| ☐ MATERIAL HANDLING/IN & OUT | ☐ BOOTH CLEANING |
| ☐ UTILITIES | ☐ OTHER ________________________ |

**THIRD PARTY COMPANY INFORMATION**

**THIRD PARTY COMPANY NAME:**

**CONTACT NAME:**

**THIRD PARTY BILLING ADDRESS:**

**CITY/STATE/ZIP:**

**PHONE:** ______________ EXT. ______________ FAX: ______________

**CONTACT’S E-MAIL:**

E-MAIL FOR INVOICE:

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact’s e-mail.

**THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION**

| ☐ AMERICAN EXPRESS | ☐ MASTERCARD | ☐ VISA | We do not accept credit card information via email. |
| ☐ | ☐ | ☐ | |

**ACCOUNT NO:** ______________ **EXP. DATE:** ______________

**CARDHOLDER NAME** (PLEASE PRINT): ______________ **CARD TYPE:** ______________

**AUTHORIZED SIGNATURE:** ______________

**CARDHOLDER BILLING ADDRESS:**

**CITY/STATE/ZIP:**

01/17 (445161)
PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED; OR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN; OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Freeman Exhibit, Freeman Transportation, Hoffend Xposition, Stage Rigging, Inc., Kerry Technical Services, TFC, Inc., Freeman Electrical Services, and their respective employees, directors, officers, agents, affiliates, companies, and related entities including, but not limited to, any subcontractors FREEMAN may appoint. The term “EXHIBITOR” means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR'S booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour “per person, per hour” charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR’S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR’S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 36 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY and CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the estimate of charges and the actual charges incurred for material handling, labor time & materials, utility services or equipment usage, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR’S account. In the event that a THIRD PARTY orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

ELECTRICAL

Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor’s actions or omissions under this Agreement.

LABOR UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN’S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labor provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR’S indemnification of FREEMAN includes any and all violations of Federal, State, County or Local ordinances, “Show Regulations and/or Rules” as published and/or set forth by Facility or Show Management, and/or directing labor provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO FREEMAN’S ‘MATERIAL HANDLING TERMS & CONDITIONS’ AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE ‘SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT’ AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.
YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed as a waiver of any and all of the following conditions are met: This Material Handling Agreement is executed for an offsite and temporary storage or display of Exhibitor’s materials. The material handling agreement entered into by Freeman and Exhibitor is a binding contract, the terms of which cannot be changed except in writing signed by both parties. Any and all unauthorized changes shall be considered a separate transaction and shall be resolved on its own merits.

1. DEFINITIONS. For purposes of this Contract, Freeman means Freeman Expositions, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. In no event shall Freeman be deemed to be the Ultimate Consignee for shipping and custom purposes. The term “Exhibitor” means the Exhibitor, its employees, agents, and representatives.

2. PACKAGING/CRATES AND STORAGE. Freeman shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by fork lift and similar means. Freeman does not accept any packing or packaging not existing when materials are delivered to Freeman. Goods requiring cold storage and those in accessible storage are stored at Exhibitor’s own risk. FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.

3. EMPTY CONTAINERS. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representatives. All empty labels must be removed or obliterated. Freeman assumes no responsibility for: error in the above procedures, removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND OBTAINED OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND/OUTBOUND SHIPMENTS. There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR’S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. Freeman recommends the securing of security services from Facility or Show Management. All MHA’s submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth. Freeman will not accept or consider any package or package not matching any manifest, inventory, or other charges including business center charges arising from delivery or pickup of Exhibitor’s materials.

5. DELIVERY TO THE CARRIER FOR RELOADING. Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor’s materials after same have been delivered to Exhibitor’s appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier.

FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR’S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELLED MATERIALS.

6. DESIGNATED CARRIERS. Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor’s shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. IN NO EVENT SHALL FREEMAN BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.

7. FORCE MAJEURE. Freeman’s performance hereunder is subject to, and Freeman assumes no responsibility for, government or state action, acts of God, terrorism or war, or for any other cause beyond Freeman’s reasonable control, nor for any ordinary wear and tear in the handling of Exhibitor’s materials.

8. CLAIM(S) FOR LOSS. Freeman assumes no responsibility or liability for any loss, damage, or claim, Exhibitor against Freeman to the carrier for transportation from show site or from Freeman’s warehouse. All claims must be submitted to Freeman immediately at the show site and in any case not later than thirty (30) business days after the date when Exhibitor’s materials are delivered to the carrier for transportation from show site or from Freeman’s warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman more than one (1) year after the date of loss or damage occurred.

a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment due Freeman for its services as an offset against any and all claims. Any such claim or dispute shall be considered a separate transaction and shall be resolved on its own merits.

b. MAXIMUM RECOVERY. If found liable for any loss, Freeman’s sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibit’s sole and exclusive remedy is limited to $50.00 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment whichever is a less. For unmarked, unlabelled and improperly packaged television monitors, the maximum liability is the lesser of $3.00 (USD) per pound or the actual invoice price. All shipment weights are subject to correction and final charges determined by the actual or re-weighted weight of the shipment.

c. LIMITATION OF LIABILITY. IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE TO PERFORM, OR THE NEGLIGENCE, WILLFUL MISCONDUCT, OR DELIBERATE ACT OF EXHIBITOR, ITS EMPLOYEES, AGENTS, REPRESENTATIVES, CUSTOMERS, INVITEES AND/OR ANY EXHIBITOR APPOINTED CONTRACTORS (EAC) AT THE SHOW OR EVENT TO WHICH THIS CONTRACT RELATES, INCLUDING BUT NOT LIMITED TO EXHIBITOR’S VIOLATION OF FEDERAL, STATE, COUNTY OR LOCAL ORDINANCE AND/OR EXHIBITOR’S VIOLATION OF SHOW REGULATIONS AND/OR RULES AS PUBLISHED AND SET FORTH BY FACILITY AND/OR SHOW MANAGEMENT.

10. JURISDICTION / VENUE. THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

11. INDEMNIFICATION. Exhibitor agrees to indemnify and forever hold harmless Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) arising out or contributed to by Exhibitor’s negligent supervision of any labor secured through Freeman; Exhibitor’s negligence, willful misconduct, or deliberate act of Freeman’s employees, agents, representatives, customes, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor’s violation of Federal, State, County Local ordinance and/or Exhibitor’s violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

12. LIEN. Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor’s materials that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the “Collateral”), to secure the prompt and full payment and performance of all Exhibitor’s indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor (“Obligations”). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time (“UCC”), and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

13. WAIVER & RELEASE. Exhibitor, as a material part of the consideration to Freeman for material handling services, waives and releases all claims against Freeman with respect to all matters for which Freeman has disclaimed liability pursuant to the provisions of this Contract.

14. DRIVER LIABILITY WAIVER. IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY RELEASE AGENT, EMPLOYER AND THE TRUCKOWNER FROM ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.
In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper’s behalf, it shall be deemed, conclusively, to have been prepared by the Shipper. The agreements that are subject to this TERMS stated herein All TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

DEFINITIONS: In this Contract, “Freeman” means Freeman Decorating Service, Inc. and its respective employees, officers, directors, agents, employees, agents, assignees, and relative entities including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom the property is shipped, and includes their respective employees, directors, agents, assignees, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman.” Property” is all objects of any type received from the Shipper for transport by Freeman as described herein. “Consignment” means a delivery of property by the Shipper to the Consignee or to Freeman for delivery to the Consignee or the Consignee’s agent.

2. FINAL CONTRACT BETWEEN THE PARTIES: In exchange for Shipper’s payments and Freeman’s services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations as set forth herein. This Contract shall come into the physical possession of Freeman, and the responsibility of Freeman under this Contract shall end when such property has been placed in the possession or the Consignee or the Consignee’s designated agent. If any term of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. Freeman’s RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED. Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of delay, loss or damage beyond its reasonable control, including by way of illustration only, and not as a limitation on the breadth of this clause, strike, lockout, work slowdown or stoppage, fire, breakdown of plant, machinery or facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, or governmental act or order or act of the Consignee or other third party beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, FREEMAN DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

4. PACKAGING AND CRATES: Shipper’s property must be well-packaged for safe and secure handling and storage and shipped only in packaging that will meet the requirements of this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper’s account has been paid in full. Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper’s behalf, it shall be deemed, conclusively, to have been prepared by the Shipper. The agreements that are subject to this TERMS stated herein All TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

5. FREQUENT SHIPMENTS: Should the Consignee refuse a shipment tendered by Freeman or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignee, Freeman’s liability shall then become that of a warehouseman.

6. LIMITATION ON SHIPPER’S RECOVERABLE DAMAGES: FREEMAN’S LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, including but not limited to those damages arising from or related to misdescriptive, incomplete or otherwise inadequate delivery (including but not limited to failure to consolidate or properly deliver a PAYMENT INSTRUMENT), NON DELIVERY, MISSED PICKUP, AND LOSS OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE GREATER OF (a) THE SMALLER OF $50.00 OR $5.00 PER POUND ($1.10 PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES CHARGED UNDER THIS AGREEMENT, OR (b) THE SMALLER OF $50.00 OR $5.00 PER POUND ($1.10 PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES CHARGED UNDER THIS AGREEMENT. THE RESPONSIBILITY OF FREEMAN UNDER THIS CONTRACT, EXCEPT FOR FREEMAN’S FAILURE TO DELIVER IN ACCORDANCE WITH THE GUARANTEED SERVICE SECTION OF THE SERVICE GUIDE, WILL BE LIMITED TO THE GREATER OF $50.00 OR $5.00 PER POUND ($1.10 PER KILOGRAM) FOR AIR AND $5.00 PER POUND ($1.10 PER KILOGRAM) FOR LAND AND SEA TRANSPORTATION CHARGES AS PROVIDED IN THE SERVICE GUIDE. The following shall be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may be reduced if any item of the property is undelivered.

7. SHIPPER’S RESPONSIBILITIES AND INDEMNIFICATION: The Shipper is responsible for the proper and adequate packaging of the property. TheShipper may also be responsible for any damage or loss caused by the property being improperly packed or labeled. The Shipper must also ensure that all items shipped do not interfere with the operation of the property. The Shipper must also ensure that all items shipped do not interfere with the operation of the property. The Shipper must also ensure that all items shipped do not interfere with the operation of the property.
1. DEFINITIONS. In this Contract, “Freeman” means Freeman Expositions, Inc., and its respective employ-ees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term “Shipper” means the person or business for whom the property is being transported, and includes Shipper’s agents and representatives. “Freeman” also includes their respective successors and assigns. “Freeman” means any person or entity to whom a purchase or sale of property, either is not regularly located, Freeman’s liability for the shipment shall terminate after unloading or delivery. 

2. FINAL CONTRACT BETWEEN THE PARTIES. In exchange for Shipper’s payments and Freeman’s services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper’s property. This limitation on recovery is subject to the requirements above, that should Freeman have been notified of the breach of contract, damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the beneficiaries, assigns, and their respective heirs, successors, and other legal representatives of each party. If the damage is due to inherent vice, fraud, or other causes, damages (including but not limited to personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper’s negligence, willful misconduct, or deliberate act; Shipper’s violation of Federal, State, County or Local ordinances; Shipper’s violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper’s failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman. 

9. SHIPPER’S RESOURCES AND INDEMNIFICATION. (a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested; Freeman reserves the right to make prior payment. 

0. CLAIMS. Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay in delivery must be commenced within one (1) year of the delivery. Unless there is a written notice given by Freeman to the claimant that Freeman has disclaimed the claim or any part or parts of the claim specified in the notice. Freeman reserves the right to destroy or remove any Hazardous Substances (including but not limited to reasonable attorneys’ fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper’s negligence, willful misconduct, or deliberate act; Shipper’s violation of Federal, State, County or Local ordinances; Shipper’s violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper’s failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman. 

11. CHOICE OF FORUM / ARBITRATION. This Contract shall be construed under the laws of the state of Texas without giving effect to its conflict of laws rules. Exclusive venue for all disputes arising out of contract, tort, common law or relating to the enforcement or interpretation of this Contract shall reside in a court of competent jurisdiction in the county where Shipper’s property is located if such property is not located in the state of Texas, the parties shall be mutually determined and agreed to by the parties, and in the event the parties fail to agree, the arbitration shall be conducted by the American Arbitration Association in accordance with its Commercial Arbitration Rules and jurisdiction on the award rendered by the arbitrators. 

12. MISCELLANEOUS. (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. (b) Freeman reserves the right to destroy or remove any Hazardous Substances (including but not limited to reasonable attorneys’ fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper’s negligence, willful misconduct, or deliberate act; Shipper’s violation of Federal, State, County or Local ordinances; Shipper’s violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper’s failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman. 

13. SMALL PACKAGE PROGRAM. If items shipped via Freeman’s Small Packages program are lost, damaged or destroyed while in Freeman’s possession, Freeman’s maximum liability shall be $100 per item and shall never exceed the declared, insured or actual value of the property. In the case of items not declared or insured, FREEMAN’S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE.

THE FAIR MARKET VALUE EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM’S LENGTH SALE, OR $5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED. FREEMAN PROVIDES NO INSURANCE FOR SHIPPER OR ITS PROPERTY. SHIPPER IS RESPONSIBLE FOR OBTAINING INSURANCE FOR ITS PROPERTY. FREEMAN’S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE.

THE “FAIR MARKET VALUE” EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM’S LENGTH SALE, OR $5.00 (USD) PER POUND OF CARGO LOST OR DAMAGED. FREEMAN PROVIDES NO INSURANCE FOR SHIPPER OR ITS PROPERTY. SHIPPER IS RESPONSIBLE FOR OBTAINING INSURANCE FOR ITS PROPERTY. FREEMAN’S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF FAIR MARKET VALUE.
Double the convenience... zero surprises.

Package includes:
• Round trip standard ground transportation AND material handling services
• No additional fees, no surprises
• Pick-up and transportation from point of origin to either advance warehouse or show site – your choice.
• Pre-printed shipping labels & 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
• All charges on your Freeman invoice
• LTL (less than truck load) shipping

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

*Services apply to destinations anywhere in the Continental U.S.
With more than 85 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.
EXHIBIT TRANSPORTATION SERVICES
Freeman works directly with you and show site decision makers to transport your exhibit to any location with ease.

The 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 www.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 TO ORDER YOUR INBOUND AND OUTBOUND SHIPPING.
**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 U.S. must be cleared through customs. Please call for additional information:
  - (800) 995-3579 Toll Free US & Canada
  - (817) 607-5100 Local & International

**COMPLETE THE FOLLOWING ITEMS ON THIS FORM:**

**PICK UP INFORMATION**

Requested Pick Up Date:

<table>
<thead>
<tr>
<th>ITEM TO BE SHIPPED</th>
<th>NUMBER OF PIECES</th>
<th>EST. WEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates (wooden)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cartons (cardboard)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cases/Trunks (fiber)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skids/Pallets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet (color)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
Fax: (469) 621-5810

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

**SHOW #** (445161)
WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

• Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
• On the Material Handling Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
• Next, select the rate for the freight category that best describes your shipment. There are four categories of freight:

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

  **Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.
**Freight Services**

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

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

- All inbound and outbound shipments are subject to overtime charges if the shipments are received, loaded or unloaded during the overtime hours specified on the Material Handling Order Form. This includes both warehouse and show site shipments.

- Add any late delivery or off-target charges listed on the Material Handling Order Form if the freight will be received after the deadlines listed on the Quick Facts.

- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.

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

- Pick up “Empty Labels” at the Freeman Service Center. Once the container is completely empty, place a label on each container individually. Labeled empty containers will be picked up periodically and stored in non-accessible storage during the event.

- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

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

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

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

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.

- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Freeman Service Center at show site for your shipping documents.

- Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handling Agreement and labels will be available for pick up at the Freeman Service Center.

- 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**

- 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

---

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

<table>
<thead>
<tr>
<th>CRATED:</th>
<th>Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPECIAL HANDLING: (See definitions on back)</td>
<td>Material delivered in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS &amp; DHL are included in this category due to their delivery procedures.</td>
</tr>
<tr>
<td>UNCRATED:</td>
<td>Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.</td>
</tr>
<tr>
<td>CARPET AND/OR PAD ONLY:</td>
<td>Shipment that consist of loose carpet and/or padding only require additional labor and equipment to unload.</td>
</tr>
</tbody>
</table>

**RATE CLASSIFICATIONS:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price Per CWT</th>
<th>200 lb. Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$78.50</td>
<td>157.00</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$102.00</td>
<td>204.00</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$117.75</td>
<td>235.50</td>
</tr>
<tr>
<td>Show Site Shipment (200 lb. minimum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crated or Skidded Shipment</td>
<td>$76.25</td>
<td>152.50</td>
</tr>
<tr>
<td>Special Handling Shipment</td>
<td>$99.00</td>
<td>198.00</td>
</tr>
<tr>
<td>Uncrated or Pad Wrapped Shipment</td>
<td>$114.25</td>
<td>228.50</td>
</tr>
<tr>
<td>Carpet and/or Pad Only Shipment</td>
<td>$114.25</td>
<td>228.50</td>
</tr>
<tr>
<td>Small Package - Maximum weight is 30 lbs per shipment*</td>
<td>Per Shipment</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

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

**ADDITIONAL SURCHARGES:**

| Shipment Delivered after Deadline Date (in addition to above rates) | Warehouse Shipment after 10/11/2017 | $19.50 | 39.00 |
| | Show Site Shipment after 10/18/2017 | $19.00 | 38.00 |
| Overtime Charge - Inbound (in addition to above rates) | | |
| Crated or Skidded Shipment | $19.00 | 38.00 |
| Special Handling Shipment | $24.75 | 49.50 |
| Uncrated or Pad Wrapped Shipment | $28.50 | 57.00 |
| Carpet and/or Pad Only Shipment | $28.50 | 57.00 |
| Overtime Charge - Outbound (in addition to above rates) | | |
| Crated or Skidded Shipment | $19.00 | 38.00 |
| Special Handling Shipment | $24.75 | 49.50 |
| Uncrated or Pad Wrapped Shipment | $28.50 | 57.00 |

** estimation total cost (200 lb. Min.)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weight</th>
<th>CWT</th>
<th>Price per CWT</th>
<th>Estimated Total Cost (200 lb. Min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Divide by 100 =</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Divise by 100 =</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surcharges</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax</td>
<td>n/a</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SPECIAL HANDLING DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

for frequently asked questions and material handling estimator tools, go to www.freemanco.com/store
TO: ____________________________  
EXHIBITOR NAME

C/O: FREEMAN
9258 PARK SOUTH VIEW
STE 100
HOUSTON, TX 77051

WAREHOUSE

EVENT: _IFMA's WORLD WORKPLACE - 445161_

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.
TO: __________________________________________
C/O: FREEMAN
GEORGE R BROWN CONVENTION CENTER
1001 AVENIDA DE LAS AMERICAS
HOUSTON, TX 77010

EXHIBITOR NAME

C/O: FREEMAN
GEORGE R BROWN CONVENTION CENTER
1001 AVENIDA DE LAS AMERICAS
HOUSTON, TX 77010

SHOW SITE

EVENT: IFMA's WORLD WORKPLACE - 445161

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.
<table>
<thead>
<tr>
<th>HANGING SIGN</th>
<th>DO NOT DELAY</th>
<th>MUST DELIVER BY OCTOBER 11, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>TO:</td>
<td>EXHIBITOR NAME</td>
<td></td>
</tr>
<tr>
<td>C/O: FREEMAN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9258 PARK SOUTH VIEW</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUITE 100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOUSTON, TX 77051</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IFMA’s WORLD WORKPLACE - 445161**

EVENT: ________________________________

BOOTH NO. ______ NO. ______ OF ______ PCS.

---

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.
**NAME OF SHOW:** IFMA’s WORLD WORKPLACE - 445161 / OCTOBER 18-19, 2017

**COMPANY NAME:**

**CONTACT NAME:**

**PHONE #:**

**E-MAIL ADDRESS:**

For Assistance, please call 713-770-6750 to speak with one of our experts.

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

### INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization. For signs that require CHAIN HOIST, TRUSS RENTAL OR STRUCTURAL RIGGING at the GRB, please contact David Egan at Freeman (713) 770-6800, 21 days prior to exhibitor move-in.

### SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.
- Type: Cloth Banner Metal or Wood Other
- Shape: Square Triangle Rectangle Other
- Size: Height Length Width
- Weight of Sign:
- Does Your Sign Require Electricity? Assembly Yes No
- Is Your Sign Designed to Rotate? Yes No

### PLACEMENT DIAGRAM

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

<table>
<thead>
<tr>
<th>Feet in from the back Aisle #</th>
<th>Feet in from the left Aisle #</th>
<th>Feet in from the front Aisle #</th>
</tr>
</thead>
</table>

Number of feet from floor to top of sign:

---

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

**Straight Time**
- 8:00 A.M. to 4:30 P.M., Monday through Friday
- 6:00 A.M. to 8:00 A.M. & 4:30 P.M. to 12:00 A.M. Monday through Friday
- 6:00 A.M. to 12:00 A.M. Saturday & Sunday

**Overtime**
- Double Time
- Crew Size - MINIMUM of two people
- Materials
- Cable, clamps, etc. additional and charged accordingly

**Equipment With Crew**

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

### EQUIPMENT AND LABOR RATES

<table>
<thead>
<tr>
<th>Condor/Boom</th>
<th>Condor with crew (up to 200 lbs lift capacity)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Price</td>
<td>$495.00</td>
</tr>
<tr>
<td>Show Site Price</td>
<td>$693.00</td>
</tr>
<tr>
<td>Additional Crew</td>
<td>$91.00</td>
</tr>
<tr>
<td>Show Site Price</td>
<td>$127.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONDOR/BOOM</th>
<th>CONDOR WITH CREW (UP TO 200 LBS LIFT CAPACITY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Price</td>
<td>$495.00</td>
</tr>
<tr>
<td>Show Site Price</td>
<td>$693.00</td>
</tr>
<tr>
<td>Additional Crew</td>
<td>$91.00</td>
</tr>
<tr>
<td>Show Site Price</td>
<td>$127.50</td>
</tr>
</tbody>
</table>

### Installation Estimate

<table>
<thead>
<tr>
<th>Approx Hours</th>
<th>Hourly Rate</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>@</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Dismantle Estimate

<table>
<thead>
<tr>
<th>Approx Hours</th>
<th>Hourly Rate</th>
<th>Total Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>@</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

- Freeman
- Exhibitor Personnel
- Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.
STRUCTURAL INTEGRITY STATEMENT
THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_______________________________________________, the contracted exhibitor at the IFMA's WORLD WORKPLACE - 445161 / OCTOBER 18-19, 2017 and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

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

Exhibiting Company: _________________________________ Booth #:________
Authorized Signature: __________________________________________
Printed Name: _________________________________ Date:________
E-Mail: ____________________________________________________

Display House/Builder (if applicable): _________________________________
Authorized Signature: __________________________________________
Printed Name: _________________________________ Date:________
E-Mail: ____________________________________________________

Complete and return form to address listed at the top of this form.
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.

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

SHIPPING INFORMATION

METHOD OF SHIPMENT

Select a Carrier:

☐ Freeman Exhibit Transportation
☐ Other Carrier

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.

Select a Level of Service:

☐ 1 Day: Delivery next business day
☐ 2 Day: Delivery by 5:00 P.M. second business day
☐ Deferred: Delivery within 3-5 business days

☐ Standard Ground
☐ Specialized: Pad wrapped, uncrated, or truckload

☐ Lift gate required
☐ Air ride required
☐ Residential

Select Shipment Options (if applicable)

☐ Have loading dock
☐ Inside delivery
☐ Pad wrap required
☐ Do not stack

Select Desired Number of Labels: ____________

For Assistance, please call (713) 770-6750 to speak with one of our experts.

Fax: (469) 621-5613

Houston, TX 77051

Freeman Houston ES@freeman.com

(713) 770-6750

9258 Park South View, Ste 100
Houston, TX 77051
(713) 770-6750 Fax: (469) 621-5613
FreemanHoustonES@freeman.com

NAME OF SHOW: IFMA's WORLD WORKPLACE - 445161 / OCTOBER 18-19, 2017

COMPANY NAME: _______ BOOTH #: _______ BOOTH SIZE: _______ X

CONTACT NAME: _______ PHONE #: _______

E-MAIL ADDRESS: _______

For Assistance, please call (713) 770-6750 to speak with one of our experts.

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: ____________

Outbound shipping
Freeman sets the stage for success with temporary furnishings that make lasting impressions. With high-quality furniture in shapes and styles that suit your budget and design needs, Freeman always provides an ideal solution for your exhibit.

- Sleek and professional furniture products transform your exhibit into a destination
- Extensive selection of seating, surfaces, and display fixtures provides a completely custom and comprehensive approach to your brand experience
- No assembly required: Hassle-free shipment, setup, and tear down allow your exhibitors to focus on what matters: new business
- Prices are all-inclusive and cover delivery, installation and material handling with no hidden fees

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

Sit back and relax – your search for comfortable seating is over. Choose from a sleek selection of sofas, loveseats and chairs that are sure to take your exhibit design to the next level.

ITEMS PICTURED BELOW

- Swanson Chair | 810875 | Page 10
- Silverado Cocktail Table | 82014 | Page 17
- Powered Locking Pedestal, 42” | 85063 | Page 23
SEATING

Naples

CHAIR
black leather 810119
36"L 30"D 28"H
Powered options available

LOVESEAT
black leather 830120
62"L 30"D 28"H
Powered options available

SOFA
black leather 830119
87"L 30"D 28"H
Powered options available

Heathrow

ARMLESS CHAIR
black leather 810116
24"L 24"D 28"H

CORNER CHAIR
black leather 810117
24"L 24"D 28"H

SOFA
black leather 830116
48"L 24"D 28"H

possible configurations

See pages 22 and 23 for all Powered options.

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

South Beach

**SOFA** 
platinum suede 8301
- 69”L  39”D  33”H

**OTTOMAN** 
platinum suede 8151
- 26”L  31”D  18”H

**possible configurations**

Key Largo

**LOVESEAT** 
black fabric 830950
- 57”L  35”D  24”H

**SOFA** 
black fabric 830951
- 79”L  35”D  34”H

**CHAIR** 
black fabric 810950
- 35”L  35”D  34”H
SEATING

Allegro

CHAIR SELECT blue fabric 81019
36”L 34.5”D 30”H

SOFA SELECT blue fabric 83015
73”L 34.5”D 30”H

Fairfax

CHAIR SELECT white vinyl/brushed metal 810949
27”L 26”D 30”H

SOFA SELECT white vinyl/brushed metal 830949
62”L 26”D 30”H

Hopi

CHAIR SELECT gray linen 810140
21”L 25”D 34”H

LOVESEAT SELECT gray linen 830150
48”L 25”D 34”H

Tangiers

CHAIR SELECT beige fabric 810118
34”L 37”D 36”H

SOFA SELECT beige fabric 830118
78”L 37”D 36”H

Roma

CHAIR SELECT white vinyl 81020
37”L 31”D 33”H

Powered options available

SOFA SELECT white vinyl 83016
78”L 31”D 33”H

Powered options available

See pages 22 and 23 for all Powered options.
CASUAL SEATING

Look no further for a great variety of informal, modern seating options. Here you will find chairs, sofas, stools, ottomans – even sophisticated bar sets – that turn exhibits into destinations.

OTTOMANS

ENDLESS SQUARE
white leather 815122
black leather 815123
34"L 34"D 15"H

ENDLESS CURVED OTTOMAN
white leather 815953
black leather 815952
60.5"L 37.5"D 15"H

OTTOMAN BENCH
white leather 815120
black leather 815121
60"L 20"D 18"H

HALF BENCH OTTOMAN
white vinyl 815119
39"L 22.5"D 18"H

ITEMS PICTURED BELOW

Roma Sofa Powered | 83017 | Page 5, 22
Swanson Chair | 810875 | Page 10
Regis End Table | 82075 | Page 18
Regis Bench/Table | 82074 | Page 18
Work Desk | 820706 | Page 21
Ice Side Chair | 810814 | Page 9
OTTOMANS

VIBE CUBE SELECT
blue vinyl 81518
red vinyl 81519
orange vinyl 81525
pink vinyl 81520
yellow vinyl 81517
black vinyl 81530
white vinyl 81531

18"L 18"D 18"H

MARCHÉ SWIVEL OTTOMAN SELECT
gray fabric 815151
red fabric 815154
blue fabric 815159
linen fabric 815152
meadow green fabric 815157
pear yellow fabric 815158
plum fabric 815156
raspberry fabric 815153
rose quartz fabric 815155
white vinyl 815150

17"Round 18"H

EDGE LED CUBE OTTOMAN* SELECT
high density plastic 81526

20"L 20"D 20"H

BANQUETTES

CENTER CONE SELECT
8506

38"Round 51"H

Powered
Banquette Core has 3 AC and 2 USB plugs built into the center cone.

QUARTER CURVED OTTOMAN SELECT
8507

53"L 22"D 18"H

possible configurations

72"Round 18"H

72"Round 51"H

See pages 22 and 23 for all Powered options.

*Electrical power must be ordered separately

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

BLACK DIAMOND SIDE CHAIR  ESSENTIALS  
71089  
21"W  23"L  32"H

BLACK DIAMOND ARMCHAIR  ESSENTIALS  
71090  
20"W  21"L  33"H

DIVA CHAIR  ESSENTIALS  
71091  
18"W  16"L  31"H

LIMERICK® CHAIR BY HERMAN MILLER  ESSENTIALS  
grey 210108  
18"W  17.75"D  33"H

MADRID CHAIR  SELECT  
black leather/chrome 8102  
white leather/chrome 810816  
30"L  30"D  31"H

ITEMS PICTURED BELOW

- Powered Locking Pedestal, 36" | 85061 | Page 23
- White Vibe Cube | 81531 | Page 7
FURNISHINGS

OCCASIONAL CHAIRS

MEETING CHAIR  SELECT
white vinyl 810948
espresso bonded leather 810835
taupe microfiber 810836
25.5"L  23.5"D  34"H

TUB CHAIR  SELECT
black fabric 8103
31"L  31"D  31"H

MADDEN CHAIR  SELECT
light gray vinyl 810843
32"L  32"D  33"H

ICE SIDE CHAIR  SELECT
transparent 810814
17.25"L  20"D  32"H

MALBA CHAIR  SELECT
gray 810131
green 810130
20"L  20"D  32"H

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

CHRISTOPHER CHAIR
white vinyl/chrome 810846
17"L  19"D  35"H

ZENITH CHAIR
white/chrome 810851
18.5"L  22"D  32"H

RUSTIQUE CHAIR
WITH ARMS
gunmetal 810841
20"L  18"D  31"H

RAZOR ARMLESS CHAIR
white high density plastic 810837
15.38"L  15.5"D  30.5"H

SWANSON CHAIR
white vinyl 810875
20"L  25"D  30"H

BERLIN STACK CHAIR
white & red plastic/chrome 810811
white & black plastic/chrome 810810
18"L  22"D  32"H

WENDY CHAIR
clear acrylic 810847
15"L  20"D  36"H
CONFERENCE CHAIRS

GRAY GASLIFT CHAIR **ESSENTIALS**
with arms 71046
without arms 71045
- 26"W 20"L 38"H Adjustable

LABREA CHAIR **SELECT**
charcoal gray fabric 810874
- 35"L 27"D 40"H

ALTURA CONFERENCE/GUEST CHAIR **SELECT**
black fabric/black steel 81063
- 25"L 20"D 34"H

LUXOR EXECUTIVE CHAIR **SELECT**
black leather 810807
- 27"L 28"D 47"H Adjustable

PRO EXECUTIVE HIGH BACK CHAIR **SELECT**
white vinyl 810844
black vinyl 810946
- 25"L 24"D 48"H Adjustable

PRO EXECUTIVE MID BACK CHAIR **SELECT**
white vinyl 810945
black vinyl 810944
- 24"L 22"D 40"H Adjustable

PRO EXECUTIVE GUEST CHAIR **SELECT**
black vinyl 810947
- 24"L 22"D 36"H

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

MARTINI BAR  SELECT
gray metal rounded bar with frosted glass top and chrome legs 8501
67"L  22"D  45"H

BLACK DIAMOND STOOL  ESSENTIALS
71088
22"W  18"L  46"H

GRAY GASLIFT STOOL  ESSENTIALS
with arms 71048
without arms 71047
24"W  20"L  46"H  Adjustable

DIVA COUNTER STOOL  ESSENTIALS
71092
17"W  16"L  36"H
The Intermediate 25" seating height

LIMERICK® STOOL  ESSENTIALS
BY HERMAN MILLER
gray 210109
18"W  17.75"L  44"H

LIFT HYDRAULIC BARSTOOL  SELECT
gray vinyl/chrome 810872
red vinyl/chrome 810873
black vinyl/chrome 810871
white vinyl/chrome 810870
15" Round  23-33.5"H  Adjustable

APEX BARSTOOL  SELECT
black vinyl 33010
blue ultra suede 3309
red vinyl 33042
white vinyl 33043
21"L  21"D  33"H
BARS & BARSTOOLS

**BANANA BARSTOOL**
- white vinyl/chrome 810103
- black vinyl/chrome 810104
- 21"L  22"D  30"H

**ZENITH BARSTOOL**
- white/chrome 810850
- 19"L  20"D  44"H

**ZOey BARSTOOL**
- white vinyl/chrome 810840
- black vinyl/chrome 810834
- 15"L  16"D  26-30.5"H

**CHRISTOPHER BARSTOOL**
- white 810848
- 19"L  15"D  41"H

**ICE BARSTOOL**
- transparent/chrome legs 810815
- 16"L  14"D  33"H

**SHARK SWIVEL BARSTOOL**
- white plastic/chrome 810202
- 22"L  19"D  34-44"H / Adjustable

**RUSTIQUE BARSTOOL**
- gunmetal 810839
- 13"L  13"D  30"H

**GIN BARSTOOL**
- maple wood/chrome 810505
- 16"L  16"D  29"H

**OSLO BARSTOOL**
- blue plastic/chrome 810200
- white plastic/chrome 810201
- 17"L  20"D  30"H

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
TURN THE TABLES IN YOUR FAVOR

Bring professionalism to the table with our sleek variety of surfaces and tabletops. Choose from modern glass tops and more.

ITEMS PICTURED BELOW

- Endless Square Ottoman | 815122 | Page 6
- Geo End Table | 82035 | Page 17
- 30" Round Hydraulic Base Bar Table | 820230 | Page 16
- Ice Barstool | 810815 | Page 13
DRAPED OR UNDRAPED TABLES & COUNTERS

**ESSENTIALS**

**TABLES (30" HEIGHT)**

<table>
<thead>
<tr>
<th>Height</th>
<th>3'</th>
<th>4'</th>
<th>6'</th>
<th>8'</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draped</td>
<td>130330</td>
<td>130430</td>
<td>130630</td>
<td>130830</td>
</tr>
<tr>
<td>Draped on Fourth Side</td>
<td>12404630</td>
<td>12404830</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undraped</td>
<td>131330</td>
<td>131430</td>
<td>131630</td>
<td>131830</td>
</tr>
</tbody>
</table>

**COUNTERS (42" HEIGHT)**

<table>
<thead>
<tr>
<th>Height</th>
<th>3'</th>
<th>4'</th>
<th>6'</th>
<th>8'</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draped</td>
<td>130342</td>
<td>130442</td>
<td>130642</td>
<td>130842</td>
</tr>
<tr>
<td>Draped on Fourth Side</td>
<td>12404642</td>
<td>12404842</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undraped</td>
<td>131342</td>
<td>131442</td>
<td>131642</td>
<td>131842</td>
</tr>
</tbody>
</table>

Colors:
- **black**
- **blue**
- **brown**
- **green**
- **flax**
- **gold**
- **gray**
- **plum**
- **red**
- **white**

Table-top risers are also available in a variety of sizes. See order form for details.
PEDESTAL TABLES

**Soho Series**

- BLACK-TOP CAFE: 72069
  - 24" Round | 30"H
  - 72067
  - 36" Round | 30"H
  - BLACK-TOP MINI: 72066
  - 18" Round | 18"H

- BLACK-TOP BISTRO: 72070
  - 24" Round | 42"H
  - 72068
  - 36" Round | 42"H


**Chelsea Series**

- BUTCHER BLOCK-TOP CAFE: 72063
  - 30" Round | 30"H
  - 72064
  - 30" Round | 30"H

- BUTCHER BLOCK-TOP BISTRO: 720163
  - 30" Round | 42"H


**STANDARD BASE CAFE TABLE**

- liquid white 820232
- blue steel 8201203
  - 30" Round | 29"H

**STANDARD BASE BAR TABLE**

- liquid white 820231
- blue steel 8201204
  - 30" Round | 42"H

**HYDRAULIC BASE CAFE TABLE**

- liquid white 820224
  - 30" Round | 29"H

**HYDRAULIC BASE BAR TABLE**

- liquid white 820230
  - 30" Round | 45"H

**MADISON HYDRAULIC BASE CAFE TABLE**

- gray acajou 820241
  - 30" Round | 29"H

**MADISON HYDRAULIC BASE BAR TABLE**

- gray acajou 820240
  - 30" Round | 45"H

**MADISON CAFE TABLE**

- gray acajou 820265
  - 30" Round | 29"H

**MADISON BAR TABLE**

- gray acajou 820264
  - 30" Round | 42"H
OCCASIONAL, END & COCKTAIL TABLES

Studio Series

BLACK END TABLE **ESSENTIALS**
115104
17"W 17"L 18"H

BLACK COCKTAIL TABLE **ESSENTIALS**
115103
36"W 20"L 15"H

Silverado

END TABLE **SELECT**
tempered glass/painted steel 82015
24" Round 22"H

TABLE **SELECT**
tempered glass/painted steel 82014
20" Round 17"H

Alondra

END TABLE **SELECT**
glass/chrome 820252
20"L 20"D 20"H

COCKTAIL TABLE **SELECT**
glass/chrome 820250
47"L 24"D 16"H

END TABLE **SELECT**
wood/chrome 820253
20"L 20"D 21"H

COCKTAIL TABLE **SELECT**
wood/chrome 820251
47"L 24"D 17"H

Geo

END TABLE **SELECT**
wood/black steel 82028
20"L 20"D 21"H

COCKTAIL TABLE **SELECT**
wood/black steel 82027
47"L 24"D 17"H

END TABLE **SELECT**
glass/chrome 82035
26"L 26"D 20"H

TABLE **SELECT**
glass/chrome 82034
60"L 22"D 16"H

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

Sydney

END TABLE [SELECT]  
black laminate/brushed steel [82054]  
white laminate/brushed steel [82055]  
27"L  23"D  22"H

TABLE [SELECT]  
black laminate/brushed steel [82052]  
white laminate/brushed steel [82053]  
48"L  26"D  18"H  
Powered options available

Oliver

END TABLE [SELECT]  
walnut finish [82088]  
22" Round  22"H

TABLE [SELECT]  
walnut finish [82087]  
47"L  27"D  19"H

Regis

END TABLE [SELECT]  
brushed metal [82075]  
16"L  15.5"D  16.5"H  
BENCH/TABLE [SELECT]  
brushed metal [82074]  
47"L  15.5"D  19"H

AURA ROUND TABLE [SELECT]  
white metal [820844]  
15"Round  22"H

EDGE LED CUBE TABLE* [SELECT]  
white plastic/clear acrylic top [82057]  
20"L  20"D  20"H

*Electrical power must be ordered separately

See pages 22 and 23 for all Powered options.
OCCASIONAL, END & COCKTAIL TABLES

GEO SQUARE-ROUND TABLE
- glass/black steel 82043
- glass/chrome 82044

42”L 42”D 29”H

CONFERENCE TABLES

GEO CONFERENCE TABLE
- glass/black steel 82041
- glass/chrome 82051

60”L 36”D 29”H

MADISON CONFERENCE TABLE
- gray acajou 820260

42”Round 29”H

ITEMS PICTURED BELOW

Endless Curved Ottoman | 815953 | Page 6
Silverado Table | 82014 | Page 17
Zoey Barstools | 810840 | Page 13
30” Round Hydraulic Base Bar Table | 820230 | Page 16
## Conference Tables

### Madison 5' Table
- **Grain**: Acajou
- **Model**: 820261
- **Dimensions**: 60"L x 48"D x 29"H

### Madison 8' Table
- **Grain**: Acajou
- **Model**: 820262
- **Dimensions**: 96"L x 60"D x 29"H

### Madison 10' Table
- **Grain**: Acajou
- **Model**: 820263
- **Dimensions**: 120"L x 48"D x 29"H

### Communal Table (Maple with Grommets)
- **Model**: 82067
- **Dimensions**: 72"L x 26"D x 30"H

### Communal Table (White)
- **Model**: 82066
- **Dimensions**: 72"L x 26"D x 42"H

### 42" Round White Conference Table
- **Model**: 820708
- **Dimensions**: 40" Round x 29"H

### 6' Oval Conference Table
- **Grain**: Granite Nebula
- **Model**: 820203
- **Dimensions**: 72"L x 42"D x 29"H

### 8' Rectangular Conference Table
- **Grain**: Granite
- **Model**: 820115
- **Dimensions**: 96"L x 44"D x 29"H
OFFICE

MADISON DESK  SELECT
gray acajou 84075
60"L  30"D  29"H

MADISON CREDENZA  SELECT
gray acajou 84077
60"L  20"D  29"H

MADISON BOOKCASE  SELECT
gray acajou 84078
36"L  12"D  72"H

COMPUTER DESK / TABLE

WORK DESK  SELECT
white laminate 820706
48"L  24"D  30"H

MERLIN TABLE  SELECT
gray laminate 820707
46"L  29"D  30"H

ITEMS PICTURED BELOW
Key Largo Sofa | 830951 | Page 4
Key Largo Chair | 810950 | Page 4
Sydney Powered Table | 82052 | Page 18, 23
Black Diamond Stool | 71088 | Page 12
Soho Black Top Bistro | 36" Round - 72068 | Page 16
Aura Round Table | 820844 | Page 19

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

All Powered options will have an adapter included with rental. Additional adapters can be ordered separately.

POWERED SEATING

NAPLES CHAIR, POWERED* SELECT
black vinyl 810120
36"L 30"D 28"H

NAPLES LOVESEAT, POWERED* SELECT
black vinyl 830122
62"L 30"D 28"H

NAPLES SOFA, POWERED* SELECT
black vinyl 830121
87"L 30"D 28"H

ROMA CHAIR, POWERED* SELECT
white vinyl 81021
37"L 31"D 33"H

ROMA SOFA, POWERED* SELECT
white vinyl 83017
78"L 31"D 33"H

*Electrical power must be ordered separately
POWERED TABLES

G30 COCKTAIL TABLE, POWERED* select
white top 82070
72”L 26”D 18”H

G30 CAFÉ TABLE, POWERED* select
white top 82071
72”L 26”D 20”H

G30 BAR TABLE, POWERED* select
white top 82072
72”L 26”D 42”H

G30 COCKTAIL TABLE, POWERED* select
white top 82076
48”L 26”D 18”H

G30 CAFÉ TABLE, POWERED* select
white top 82073
48”L 26”D 30”H

G30 BAR TABLE, POWERED* select
white top 82074
48”L 26”D 42”H

TECH DESK WITH 3 DRAWER FILE CABINET, POWERED* select
black metal 84083
desk only 84084
60”L 30”D 30”H

TECH DESK WITH 3 DRAWER FILE CABINET, POWERED* select
white 84084

POWERED PRODUCT PEDESTALS

POWERED' LOCKING PEDESTAL, 36” select
black 85060
white 85061
24”L 24”D 36”H

POWERED' LOCKING PEDESTAL, 42” select
black 85062
white 85063
24”L 24”D 42”H

ADAPTERS

4-WAY CHARGING ADAPTER* select
black 850800
white 850801
36”L

All Powered options will have one adapter included per power panel. Additional adapters can be ordered with the rental.

BANQUETTE

CENTER CONE select
8506
36” Round 51”H
Powered
Banquette Cone has 3 AC and 2 USB plugs built into the center cone.

*Electrical power must be ordered separately
STORAGE

3 DRAWER FILE CABINET ON CASTORS
84080
16”L 20”D 28”H

FILE CABINET WITH LOCK
standard size

TWO-DRAWER
74082
15”W 20”L 28”H

FOUR-DRAWER
74081
15”W 29”L 50”H

REFRIGERATOR

SMALL REFRIGERATOR* ESSENTIALS
75057
19”W 19”L 34”H

REFRIGERATOR* SELECT
white • 14.0 cubic feet 850301
28”L 28”D 64”H

MASON TABLE LAMP* SELECT
white/brushed silver 850707
16” Round 26”H

MASON FLOOR LAMP* SELECT
white/brushed silver 850708
18” Round 55”H

*Electrical power must be ordered separately

LIGHTING
DISPLAY

Some of the most essential elements of your exhibit are the surfaces on which you display your show materials. That’s why we have an appealing variety of displays, from standing cylinders to sleek computer desks to draped tables and counters, to ensure your show space will be both attractive and interactive.

DISPLAY CYLINDERS
black

- low 75020
  - 30"W 15"H
- medium 75021
  - 18"W 20"H
- high 75022
  - 24"W 36"H

Available in rectangular sizes.

DISPLAY CUBES
black

- 12" small 75030
  - 12"W 12"L 42"H
- 18" medium 75031
  - 18"W 18"L 36"H
- 24" large 75032
  - 24"W 24"L 42"H

ORION COMPUTER KIOSK
black 75079

- 28"L 28"D 40.5"H

(Computer not included.)

DISPLAY COUNTER
black 72056

- 24"W 49"L 42"H

ITEMS PICTURED BELOW

- Ottoman Bench | 815120 | Page 6
- Powered Locking Pedestal, 36" | 85061 | Page 23

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

We know that every exhibit is different and requires certain pieces that may be hard to find. That’s why we offer an assortment of accessories that will meet your needs, from literature racks to bulletin boards to refrigerators and file cabinets. No matter the requirement, your exhibit will always stand out with these striking and functional pieces.

TABLET STAND

MOBILE TABLET STAND  SELECT
white 850714  
black 850715
14"L  13"D  44.5"H

The Mobile Tablet Stand will adjust to fit any tablet with dimensions of at least 6.75"x 9.375" but not larger than 8.5"x 2.5", including Apple iPad, Samsung Galaxy Tab and Lenovo IdeaPad.

TABLET STAND ACCESSORIES

BROCHURE HOLDER*  SELECT  
black 850711
8.625"L  1.1"D  11.325"H

WIRELESS PRINTER HOLDER*  SELECT  
black 850712
3.3"L  1.9"D  5.28"H

CHARGING SHELF*  SELECT  
black 850713
14.85"L  7.17"D  1"H

*To be ordered with the tablet stand
ACCESSORIES

CHROME STANCHION WITH 8’ RETRACTABLE BELT  ESSENTIALS
220121
42”H

CHROME SIGN HOLDER  ESSENTIALS
220118
Holds 22” x 28” sign

ROUND LITERATURE RACK  ESSENTIALS
750135
17”W  17”L  57”H
Revolving black display holds printed materials for easy access from 20 pockets.

FLAT LITERATURE RACK  ESSENTIALS
750136
10”W  55”H
Forward-facing black display presents printed materials in six pockets.

CHROME COAT TREE  ESSENTIALS
220109

ALUMINIUM EASEL  ESSENTIALS
220134

CHROME BAG RACK  ESSENTIALS
220110

SPECIAL DRAPING (not pictured)
Special drape is available in a variety of colors. Refer to the order form for details.

FLOOR-STANDING BULLETIN BOARD  ESSENTIALS
10201484
48”W  96”L  78”H

CORRUGATED WASTEBASKET  ESSENTIALS
22016

WASTEBASKET  ESSENTIALS
wastebasket color may vary.
220107

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
NAME OF SHOW: IFMA's WORLD WORKPLACE - 445161 / OCTOBER 18-19, 2017

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>SEATING</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Naples Group - Black Leather</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>810119*</td>
<td>Chair</td>
<td>403.65</td>
<td>444.00</td>
<td>565.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>830120*</td>
<td>Loveseat</td>
<td>542.35</td>
<td>596.60</td>
<td>759.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>830119*</td>
<td>Sofa</td>
<td>601.35</td>
<td>661.50</td>
<td>841.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Heathrow Group - Black Leather</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>810116*</td>
<td>Armless Chair</td>
<td>305.85</td>
<td>336.45</td>
<td>428.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810117*</td>
<td>Corner Chair</td>
<td>357.10</td>
<td>392.80</td>
<td>499.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>830116*</td>
<td>Sofa</td>
<td>518.80</td>
<td>570.70</td>
<td>726.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>South Beach Group - Platinum Suede</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8301*</td>
<td>Sofa</td>
<td>601.35</td>
<td>661.50</td>
<td>841.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8151*</td>
<td>Ottoman</td>
<td>262.90</td>
<td>289.20</td>
<td>368.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Key Largo Group - Black Fabric</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>830950*</td>
<td>Loveseat</td>
<td>446.10</td>
<td>490.70</td>
<td>624.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>830961*</td>
<td>Sofa</td>
<td>496.80</td>
<td>546.50</td>
<td>695.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810960*</td>
<td>Chair</td>
<td>351.90</td>
<td>387.10</td>
<td>492.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Allegro Group - Blue Fabric</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>81019*</td>
<td>Chair</td>
<td>379.85</td>
<td>417.85</td>
<td>531.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>83015*</td>
<td>Sofa</td>
<td>612.45</td>
<td>673.70</td>
<td>857.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fairfax Group - White Vinyl</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>810949*</td>
<td>Chair</td>
<td>297.05</td>
<td>326.75</td>
<td>415.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>830949*</td>
<td>Sofa</td>
<td>476.10</td>
<td>523.70</td>
<td>666.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hopi Group - Gray Linen</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>810140*</td>
<td>Chair</td>
<td>207.00</td>
<td>227.70</td>
<td>289.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>830150*</td>
<td>Sofa</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tangiers Group - Beige Fabric</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>810118*</td>
<td>Chair</td>
<td>358.10</td>
<td>393.90</td>
<td>501.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>830118*</td>
<td>Sofa</td>
<td>500.95</td>
<td>551.05</td>
<td>701.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Roma Group - White Vinyl</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>81020*</td>
<td>Chair</td>
<td>430.55</td>
<td>473.60</td>
<td>602.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>83016*</td>
<td>Sofa</td>
<td>663.95</td>
<td>730.35</td>
<td>929.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CASUAL SEATING</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ottomans</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>815122*</td>
<td>Endless Square - White Leather</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>815123*</td>
<td>Endless Square - Black Leather</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>815953*</td>
<td>Endless Curved - White Leather</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>815952*</td>
<td>Endless Curved - Black Leather</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>815120*</td>
<td>Bench - White Leather</td>
<td>312.55</td>
<td>343.80</td>
<td>437.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>815121*</td>
<td>Bench - Black Leather</td>
<td>312.55</td>
<td>343.80</td>
<td>437.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>815119*</td>
<td>Half-Bench - White Vinyl</td>
<td>329.15</td>
<td>362.05</td>
<td>460.80</td>
<td></td>
</tr>
</tbody>
</table>

For Assistance, please call (713) 770-6750 to speak with one of our experts.

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

Take advantage of the Online price by ordering at www.freeman.com before SEPTEMBER 27, 2017
## Casual Seating

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>81518</td>
<td>Vibe - Blue Vinyl</td>
<td>95.20</td>
<td>104.70</td>
<td>133.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>81519</td>
<td>Vibe - Red Vinyl</td>
<td>95.20</td>
<td>104.70</td>
<td>133.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>81525</td>
<td>Vibe - Orange Vinyl</td>
<td>95.20</td>
<td>104.70</td>
<td>133.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>81520</td>
<td>Vibe - Pink Vinyl</td>
<td>95.20</td>
<td>104.70</td>
<td>133.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>81517</td>
<td>Vibe - Yellow Vinyl</td>
<td>95.20</td>
<td>104.70</td>
<td>133.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>81530</td>
<td>Vibe - Black Vinyl</td>
<td>115.90</td>
<td>127.50</td>
<td>162.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>81531</td>
<td>Vibe - White Vinyl</td>
<td>115.90</td>
<td>127.50</td>
<td>162.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>815151</td>
<td>Marche Swivel Ottoman - Gray Fabric</td>
<td>204.95</td>
<td>224.45</td>
<td>286.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>815154</td>
<td>Marche Swivel Ottoman - Red Fabric</td>
<td>204.95</td>
<td>224.45</td>
<td>286.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>815159</td>
<td>Marche Swivel Ottoman - Blue Fabric</td>
<td>204.95</td>
<td>224.45</td>
<td>286.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>815152</td>
<td>Marche Swivel Ottoman - Linen Fabric</td>
<td>204.95</td>
<td>224.45</td>
<td>286.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>815157</td>
<td>Marche Swivel Ottoman - Meadow Green Fabric</td>
<td>204.95</td>
<td>224.45</td>
<td>286.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>815158</td>
<td>Marche Swivel Ottoman - Pearl Yellow Fabric</td>
<td>204.95</td>
<td>224.45</td>
<td>286.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>815156</td>
<td>Marche Swivel Ottoman - Plum Fabric</td>
<td>204.95</td>
<td>224.45</td>
<td>286.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>815153</td>
<td>Marche Swivel Ottoman - Raspberry Fabric</td>
<td>204.95</td>
<td>224.45</td>
<td>286.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>815155</td>
<td>Marche Swivel Ottoman - Rose Quartz Fabric</td>
<td>204.95</td>
<td>224.45</td>
<td>286.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>815150</td>
<td>Marche Swivel Ottoman - White Vinyl</td>
<td>204.95</td>
<td>224.45</td>
<td>286.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>81526</td>
<td>Edge LED Cube - High Density Plastic</td>
<td>138.45</td>
<td>152.30</td>
<td>193.85</td>
<td></td>
</tr>
</tbody>
</table>

### Banquettes

- 8506: Banquette, Center Cone w/Electrical Charging Outlet | 554.75 | 610.25 | 776.65 |
- 8507: Banquette, Quarter Curve Ottoman | 366.40 | 403.05 | 512.95 |

### Occasional Chairs

- 71089: Black Diamond Side Chair | 116.20 | 127.80 | 162.70 |
- 71090: Black Diamond Arm Chair | 143.60 | 157.95 | 201.05 |
- 71091: Diva Chair | 196.65 | 216.30 | 275.30 |
- 210108: Limerick® Chair by Herman Miller | 60.80 | 66.90 | 85.10 |
- 8102: Madrid Chair - Black Leather/Chrome | 752.45 | 827.70 | 1,053.45 |
- 81016: Madrid Chair - White Leather/Chrome | 779.35 | 857.30 | 1,091.10 |
- 81094: Meeting Chair - White Vinyl | 243.25 | 267.60 | 340.55 |
- 81035: Meeting Chair - Espresso Bonded Leather | 186.30 | 204.95 | 260.80 |
- 81036: Meeting Chair - Taupe Microfiber | 244.25 | 268.70 | 341.95 |
- 8103: Tub Chair - Black Fabric | 376.75 | 414.45 | 527.45 |
- 81084: Madden Chair - Light Gray Vinyl | 372.60 | 440.40 | 521.65 |
- 810814: iCE Side Chair - Transparent/Chrome | 196.20 | 218.00 | 283.25 |
- 810131: Malba Chair - Gray Molded Plastic | 91.10 | 100.20 | 127.50 |
- 810130: Malba Chair - Green Molded Plastic | 91.10 | 100.20 | 127.50 |
- 810846: Christopher Chair - White Vinyl/Chrome | 84.10 | 92.50 | 117.75 |
- 810851: Zenith Chair - White/Chrome | 142.85 | 157.15 | 200.00 |
- 810841: Rustique Chair with Arms | 99.35 | 109.30 | 139.10 |
- 810837: Razor Armless Chair - White High Density Plastic | 40.35 | 44.40 | 56.50 |
- 810875: Swanson Chair - White Vinyl | 219.70 | 241.65 | 307.60 |
- 810811: Berlin Stack Chair - White & Black Plastic/Chrome | 102.45 | 112.70 | 143.45 |
- 810810: Berlin Stack Chair - White & Black Plastic/Chrome | 102.45 | 112.70 | 143.45 |
- 810847: Wendy Chair - Clear Acrylic | 99.35 | 109.30 | 139.10 |
Bars & Bar Stools

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8501*</td>
<td>Martini Bar..........................</td>
<td>1,318.60</td>
<td>1,450.45</td>
<td>1,846.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>71068</td>
<td>Black Diamond Stool.................</td>
<td>149.55</td>
<td>164.50</td>
<td>209.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>71048</td>
<td>Gray Gaslift Stool with Arms........</td>
<td>259.55</td>
<td>285.50</td>
<td>363.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>71047</td>
<td>Gray Gaslift Stool without Arms.....</td>
<td>250.75</td>
<td>275.85</td>
<td>351.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>71069</td>
<td>Diva Counter Stool...................</td>
<td>212.20</td>
<td>233.40</td>
<td>297.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>210109</td>
<td>Limerick® Stool by Herman Miller.....</td>
<td>106.10</td>
<td>116.70</td>
<td>148.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810872*</td>
<td>Lift Hydraulic Barstool - Gray Vinyl/Chrome...</td>
<td>133.50</td>
<td>146.85</td>
<td>186.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810873*</td>
<td>Lift Hydraulic Barstool - Red Vinyl/Chrome....</td>
<td>133.50</td>
<td>146.85</td>
<td>186.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810871*</td>
<td>Lift Hydraulic Barstool - Black Vinyl/Chrome....</td>
<td>133.50</td>
<td>146.85</td>
<td>186.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810870*</td>
<td>Lift Hydraulic Barstool - White Vinyl/Chrome....</td>
<td>133.50</td>
<td>146.85</td>
<td>186.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>33010*</td>
<td>Apex Barstool - Black Vinyl............</td>
<td>177.00</td>
<td>194.70</td>
<td>247.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3306*</td>
<td>Apex Barstool - Blue Ultra Suede......</td>
<td>177.00</td>
<td>194.70</td>
<td>247.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>33042*</td>
<td>Apex Barstool - Red Vinyl.............</td>
<td>177.00</td>
<td>194.70</td>
<td>247.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>33043*</td>
<td>Apex Barstool - White Vinyl............</td>
<td>177.00</td>
<td>194.70</td>
<td>247.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810103*</td>
<td>Banana Barstool - White Vinyl/Chrome.....</td>
<td>179.05</td>
<td>196.95</td>
<td>250.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810104*</td>
<td>Banana Barstool - Black Vinyl/Chrome.....</td>
<td>179.05</td>
<td>196.95</td>
<td>250.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810850*</td>
<td>Zenith Barstool - White/Chrome..........</td>
<td>142.85</td>
<td>157.15</td>
<td>200.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810840*</td>
<td>Zoey Barstool - White Vinyl/Chrome.....</td>
<td>250.45</td>
<td>275.50</td>
<td>350.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810834*</td>
<td>Zoey Barstool - Black Vinyl/Chrome.....</td>
<td>209.05</td>
<td>229.95</td>
<td>292.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810848*</td>
<td>Christopher Barstool - White............</td>
<td>181.15</td>
<td>199.25</td>
<td>253.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810815*</td>
<td>ICE Barstool - Transparent/Chrome.....</td>
<td>212.20</td>
<td>233.40</td>
<td>297.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810202*</td>
<td>Shark Swivel Barstool - White Plastic/Chrome.....</td>
<td>253.60</td>
<td>278.95</td>
<td>355.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810639*</td>
<td>Rustique Barstool - Gunmetal............</td>
<td>99.35</td>
<td>109.30</td>
<td>139.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810505*</td>
<td>Gin Barstool - Maple Wood/Chrome.........</td>
<td>157.60</td>
<td>173.35</td>
<td>220.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810200*</td>
<td>Oslo Barstool - Blue Plastic/Chrome.....</td>
<td>225.65</td>
<td>248.20</td>
<td>315.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>810201*</td>
<td>Oslo Barstool - White Plastic/Chrome.....</td>
<td>225.65</td>
<td>248.20</td>
<td>315.90</td>
<td></td>
</tr>
</tbody>
</table>
### Draped Tables & Counters

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>130330</td>
<td>Draped Table 3'L x 30&quot;H</td>
<td>89.55</td>
<td>98.50</td>
<td>125.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>130430</td>
<td>Draped Table 4'L x 30&quot;H</td>
<td>104.00</td>
<td>114.40</td>
<td>145.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>130630</td>
<td>Draped Table 6'L x 30&quot;H</td>
<td>132.75</td>
<td>146.05</td>
<td>185.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>130830</td>
<td>Draped Table 8'L x 30&quot;H</td>
<td>149.05</td>
<td>163.95</td>
<td>208.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12404830</td>
<td>4th Side Drape 6'L x 30&quot;H</td>
<td>35.20</td>
<td>38.70</td>
<td>49.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12404840</td>
<td>4th Side Drape 8'L x 30&quot;H</td>
<td>35.20</td>
<td>38.70</td>
<td>49.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>130342</td>
<td>Draped Counter 3'L x 42&quot;H</td>
<td>137.90</td>
<td>151.70</td>
<td>193.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>130442</td>
<td>Draped Counter 4'L x 42&quot;H</td>
<td>156.80</td>
<td>172.50</td>
<td>219.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>130642</td>
<td>Draped Counter 6'L x 42&quot;H</td>
<td>164.55</td>
<td>181.00</td>
<td>230.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>130842</td>
<td>Draped Counter 8'L x 42&quot;H</td>
<td>189.90</td>
<td>208.90</td>
<td>265.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12404842</td>
<td>4th Side Drape 6'L x 42&quot;H</td>
<td>41.40</td>
<td>45.55</td>
<td>57.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12404842</td>
<td>4th Side Drape 8'L x 42&quot;H</td>
<td>41.40</td>
<td>45.55</td>
<td>57.95</td>
<td></td>
</tr>
</tbody>
</table>

### Undraped Tables & Counters

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>131330</td>
<td>Undraped Table 3'L x 30&quot;H</td>
<td>46.30</td>
<td>50.95</td>
<td>64.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>131430</td>
<td>Undraped Table 4'L x 30&quot;H</td>
<td>53.55</td>
<td>58.90</td>
<td>74.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>131630</td>
<td>Undraped Table 6'L x 30&quot;H</td>
<td>64.15</td>
<td>70.55</td>
<td>89.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>131830</td>
<td>Undraped Table 8'L x 30&quot;H</td>
<td>74.00</td>
<td>81.40</td>
<td>103.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>131342</td>
<td>Undraped Counter 3'L x 42&quot;H</td>
<td>66.50</td>
<td>73.15</td>
<td>93.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>131442</td>
<td>Undraped Counter 4'L x 42&quot;H</td>
<td>74.00</td>
<td>81.40</td>
<td>103.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>131642</td>
<td>Undraped Counter 6'L x 42&quot;H</td>
<td>87.45</td>
<td>96.20</td>
<td>122.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>131842</td>
<td>Undraped Counter 8'L x 42&quot;H</td>
<td>95.20</td>
<td>104.70</td>
<td>133.30</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1504100</td>
<td>Black 4'L x 7'H Corrugated Riser</td>
<td>31.30</td>
<td>34.45</td>
<td>43.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1504101</td>
<td>White 4'L x 7'H Corrugated Riser</td>
<td>31.30</td>
<td>34.45</td>
<td>43.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1506100</td>
<td>Black 6'L x 7'H Corrugated Riser</td>
<td>36.75</td>
<td>40.45</td>
<td>51.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1506101</td>
<td>White 6'L x 7'H Corrugated Riser</td>
<td>36.75</td>
<td>40.45</td>
<td>51.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1508100</td>
<td>Black 8'L x 7'H Corrugated Riser</td>
<td>42.45</td>
<td>46.70</td>
<td>59.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1508101</td>
<td>White 8'L x 7'H Corrugated Riser</td>
<td>42.45</td>
<td>46.70</td>
<td>59.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1504200</td>
<td>Black 4'L x 14'H Corrugated Riser</td>
<td>48.15</td>
<td>52.95</td>
<td>67.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1504201</td>
<td>White 4'L x 14'H Corrugated Riser</td>
<td>48.15</td>
<td>52.95</td>
<td>67.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1506200</td>
<td>Black 6'L x 14'H Corrugated Riser</td>
<td>58.75</td>
<td>64.65</td>
<td>82.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1506201</td>
<td>White 6'L x 14'H Corrugated Riser</td>
<td>58.75</td>
<td>64.65</td>
<td>82.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1508200</td>
<td>Black 8'L x 14'H Corrugated Riser</td>
<td>69.35</td>
<td>76.30</td>
<td>97.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1508201</td>
<td>White 8'L x 14'H Corrugated Riser</td>
<td>69.35</td>
<td>76.30</td>
<td>97.10</td>
<td></td>
</tr>
</tbody>
</table>

### Pedestal Tables - SoHo Series

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>72069</td>
<td>Black Top Cafe - 30&quot;H x 24&quot;W</td>
<td>178.00</td>
<td>195.80</td>
<td>249.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>72067</td>
<td>Black Top Cafe - 30&quot;H x 36&quot;W</td>
<td>182.15</td>
<td>200.35</td>
<td>255.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>72066</td>
<td>Black Top Mini - 18&quot;H x 18&quot;W</td>
<td>110.75</td>
<td>121.85</td>
<td>155.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>72070</td>
<td>Black Top Bistro - 42&quot;H x 24&quot;W</td>
<td>184.25</td>
<td>202.70</td>
<td>257.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>72068</td>
<td>Black Top Bistro - 42&quot;H x 36&quot;W</td>
<td>198.70</td>
<td>218.55</td>
<td>278.20</td>
<td></td>
</tr>
</tbody>
</table>
For Assistance, please call (713) 770-6750 to speak with one of our experts.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>820232*</td>
<td>Standard Base Cafe Table - Liquid White</td>
<td>256.70</td>
<td>282.35</td>
<td>359.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8201203*</td>
<td>Standard Base Cafe Table - Blue Steel</td>
<td>231.50</td>
<td>243.65</td>
<td>310.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>820231*</td>
<td>Standard Base Bar Table - Liquid White</td>
<td>236.00</td>
<td>259.60</td>
<td>330.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8201204*</td>
<td>STANDARD BASE BAR TABLE - BLUE STEEL</td>
<td>264.95</td>
<td>291.45</td>
<td>370.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>820224*</td>
<td>Hydraulic Base Cafe Table - Liquid White</td>
<td>356.05</td>
<td>391.65</td>
<td>498.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>820230*</td>
<td>Hydraulic Base Bar Table - Liquid White</td>
<td>356.05</td>
<td>391.65</td>
<td>498.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>820241*</td>
<td>Madison Hydraulic Base Cafe Table - Gray Acajou</td>
<td>283.60</td>
<td>311.95</td>
<td>397.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>820240*</td>
<td>Madison Hydraulic Base Bar Table - Gray Acajou</td>
<td>283.60</td>
<td>311.95</td>
<td>397.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>820285*</td>
<td>Madison Cafe Table - Gray Acajou</td>
<td>223.55</td>
<td>245.90</td>
<td>312.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>820284*</td>
<td>Madison Bar Table - Gray Acajou</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

**Pedestal Tables**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>72063</td>
<td>Butcher Block Top Cafe Table - 30&quot;H x 30&quot;W</td>
<td>178.00</td>
<td>195.80</td>
<td>249.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>72064</td>
<td>Butcher Block Top Cafe Table - 30&quot;H x 36&quot;W</td>
<td>178.00</td>
<td>195.80</td>
<td>249.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>720163</td>
<td>Butcher Block Top Bistro Table - 42&quot;H x 30&quot;W</td>
<td>183.70</td>
<td>202.05</td>
<td>257.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>720164</td>
<td>Butcher Block Top Bistro Table - 42&quot;H x 36&quot;W</td>
<td>183.70</td>
<td>202.05</td>
<td>257.20</td>
<td></td>
</tr>
</tbody>
</table>

**Pedestal Tables**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>115104</td>
<td>Studio Black End Table</td>
<td>84.60</td>
<td>93.05</td>
<td>118.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>82027*</td>
<td>Studio Black Cocktail Table</td>
<td>118.25</td>
<td>130.10</td>
<td>165.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8201203*</td>
<td>STANDARD BASE BAR TABLE - BLUE STEEL</td>
<td>221.50</td>
<td>243.65</td>
<td>310.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>820231*</td>
<td>Standard Base Bar Table - Liquid White</td>
<td>236.00</td>
<td>259.60</td>
<td>330.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8201204*</td>
<td>STANDARD BASE BAR TABLE - BLUE STEEL</td>
<td>264.95</td>
<td>291.45</td>
<td>370.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>820224*</td>
<td>Hydraulic Base Cafe Table - Liquid White</td>
<td>356.05</td>
<td>391.65</td>
<td>498.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>820230*</td>
<td>Hydraulic Base Bar Table - Liquid White</td>
<td>356.05</td>
<td>391.65</td>
<td>498.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>820241*</td>
<td>Madison Hydraulic Base Cafe Table - Gray Acajou</td>
<td>283.60</td>
<td>311.95</td>
<td>397.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>820240*</td>
<td>Madison Hydraulic Base Bar Table - Gray Acajou</td>
<td>283.60</td>
<td>311.95</td>
<td>397.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>820285*</td>
<td>Madison Cafe Table - Gray Acajou</td>
<td>223.55</td>
<td>245.90</td>
<td>312.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>820284*</td>
<td>Madison Bar Table - Gray Acajou</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

**Occasional End & Cocktail Tables**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>115104</td>
<td>Studio Black End Table</td>
<td>84.60</td>
<td>93.05</td>
<td>118.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>115103</td>
<td>Studio Black Cocktail Table</td>
<td>118.25</td>
<td>130.10</td>
<td>165.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8201203*</td>
<td>STANDARD BASE BAR TABLE - BLUE STEEL</td>
<td>221.50</td>
<td>243.65</td>
<td>310.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>820231*</td>
<td>Standard Base Bar Table - Liquid White</td>
<td>236.00</td>
<td>259.60</td>
<td>330.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8201204*</td>
<td>STANDARD BASE BAR TABLE - BLUE STEEL</td>
<td>264.95</td>
<td>291.45</td>
<td>370.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>820224*</td>
<td>Hydraulic Base Cafe Table - Liquid White</td>
<td>356.05</td>
<td>391.65</td>
<td>498.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>820230*</td>
<td>Hydraulic Base Bar Table - Liquid White</td>
<td>356.05</td>
<td>391.65</td>
<td>498.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>820241*</td>
<td>Madison Hydraulic Base Cafe Table - Gray Acajou</td>
<td>283.60</td>
<td>311.95</td>
<td>397.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>820240*</td>
<td>Madison Hydraulic Base Bar Table - Gray Acajou</td>
<td>283.60</td>
<td>311.95</td>
<td>397.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>820285*</td>
<td>Madison Cafe Table - Gray Acajou</td>
<td>223.55</td>
<td>245.90</td>
<td>312.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>820284*</td>
<td>Madison Bar Table - Gray Acajou</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

**Conference Tables**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>82041*</td>
<td>Geo Conference Table - Glass/Black Steel</td>
<td>405.70</td>
<td>446.25</td>
<td>568.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>82051*</td>
<td>Geo Conference Table - Glass/Chrome</td>
<td>405.70</td>
<td>446.25</td>
<td>568.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>820260*</td>
<td>Madison Conference Table - Gray Acajou</td>
<td>403.65</td>
<td>444.00</td>
<td>565.10</td>
<td></td>
</tr>
</tbody>
</table>
NAME OF SHOW: IFMA's WORLD WORKPLACE - 445161 / OCTOBER 18-19, 2017

CONTACT NAME: PHONE #:
E-MAIL ADDRESS:

For Assistance, please call (713) 770-6750 to speak with one of our experts.

---

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>82062*</td>
<td>Madison 8' Conference Table - Gray Acajou........</td>
<td>925.30</td>
<td>1,017.85</td>
<td>1,295.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>82063*</td>
<td>Madison 10' Conference Table - Gray Acajou</td>
<td>925.30</td>
<td>1,017.85</td>
<td>1,295.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>82058*</td>
<td>Communal Table 30'H (Maple with Grommets)........</td>
<td>475.05</td>
<td>522.55</td>
<td>665.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>82059*</td>
<td>Communal Table 42'H (Maple with Grommets)........</td>
<td>666.55</td>
<td>733.20</td>
<td>933.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>82067*</td>
<td>Communal Table 30'H Maple...........................</td>
<td>475.05</td>
<td>522.55</td>
<td>665.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>82068*</td>
<td>Communal Table 42'H Maple...........................</td>
<td>666.55</td>
<td>733.20</td>
<td>933.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>82063*</td>
<td>Communal Table 30'H White...........................</td>
<td>475.05</td>
<td>522.55</td>
<td>665.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>82066*</td>
<td>Communal Table 42'H White...........................</td>
<td>666.55</td>
<td>733.20</td>
<td>933.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>82070*</td>
<td>42' Round Conference Table - White Laminate......</td>
<td>336.65</td>
<td>370.30</td>
<td>471.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>820203*</td>
<td>6' Oval Conference Table - Graphite Nebula.......</td>
<td>584.80</td>
<td>643.30</td>
<td>818.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>820115*</td>
<td>8' Rectangular Conference Table - Granite.........</td>
<td>610.65</td>
<td>671.70</td>
<td>854.90</td>
<td></td>
</tr>
</tbody>
</table>

**Computer Desk/Tables**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>84075*</td>
<td>Madison Desk - Gray Acajou.........................</td>
<td>552.70</td>
<td>607.95</td>
<td>773.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>84077*</td>
<td>Madison Credenza - Gray Acajou....................</td>
<td>461.60</td>
<td>507.75</td>
<td>646.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>84078*</td>
<td>Madison Bookcase - Gray Acajou....................</td>
<td>393.30</td>
<td>432.65</td>
<td>550.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>820706*</td>
<td>Work Desk - White Vinyl................................</td>
<td>289.30</td>
<td>318.25</td>
<td>405.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>820707*</td>
<td>Merlin Table - Gray Laminate.......................</td>
<td>303.25</td>
<td>333.60</td>
<td>424.55</td>
<td></td>
</tr>
</tbody>
</table>

**POWERED**

**Powered Seating**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>810120*</td>
<td>Naples Chair, Powered - Black Vinyl................</td>
<td>622.05</td>
<td>684.25</td>
<td>870.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>830122*</td>
<td>Naples Loveseat, Powered - Black Vinyl.............</td>
<td>834.45</td>
<td>917.90</td>
<td>1,168.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>830121*</td>
<td>Naples Sofa, Powered - Black Vinyl................</td>
<td>961.00</td>
<td>1,057.10</td>
<td>1,345.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>61021*</td>
<td>Roma Chair, Powered - WhiteVinyl...................</td>
<td>622.05</td>
<td>684.25</td>
<td>870.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>83017*</td>
<td>Roma Sofa, Powered - White Vinyl...................</td>
<td>961.00</td>
<td>1,057.10</td>
<td>1,345.40</td>
<td></td>
</tr>
</tbody>
</table>

**Powered Tables**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>82070*</td>
<td>G30 Cocktail Table 18&quot; H, Powered - White Top....</td>
<td>409.35</td>
<td>450.30</td>
<td>573.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>82071*</td>
<td>G30 Cafe Table 30&quot; H, Powered - White Top.........</td>
<td>565.65</td>
<td>622.20</td>
<td>791.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>82072*</td>
<td>G30 Bar Table 42&quot; H, Powered - White Top.........</td>
<td>740.05</td>
<td>814.05</td>
<td>1,036.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>84083*</td>
<td>Tech Desk w/3 Drawer File Cabinet, Powered - Black Metal</td>
<td>535.10</td>
<td>588.60</td>
<td>749.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>84084*</td>
<td>Tech Desk, Powered - Black Metal..................</td>
<td>469.90</td>
<td>516.90</td>
<td>657.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>82076*</td>
<td>Sydney Cocktail Table, Powered Black..............</td>
<td>363.30</td>
<td>399.65</td>
<td>508.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>82073*</td>
<td>Sydney Cocktail Table, Powered White..............</td>
<td>363.30</td>
<td>399.65</td>
<td>508.60</td>
<td></td>
</tr>
</tbody>
</table>

**Powered Products/Pedestals**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>85060*</td>
<td>Powered Locking Pedestal 36&quot; H, Black..............</td>
<td>454.35</td>
<td>499.80</td>
<td>636.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>85061*</td>
<td>Powered Locking Pedestal 36&quot; H, White.............</td>
<td>454.35</td>
<td>499.80</td>
<td>636.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>85062*</td>
<td>Powered Locking Pedestal 42&quot; H, Black..............</td>
<td>541.30</td>
<td>595.45</td>
<td>757.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>85063*</td>
<td>Powered Locking Pedestal 42&quot; H, White.............</td>
<td>541.30</td>
<td>595.45</td>
<td>757.80</td>
<td></td>
</tr>
</tbody>
</table>

**Adapters**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>850800*</td>
<td>4-Way Charging Adapter - Black.....................</td>
<td>24.85</td>
<td>27.35</td>
<td>34.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>850801*</td>
<td>4-Way Charging Adapter - White.....................</td>
<td>24.85</td>
<td>27.35</td>
<td>34.80</td>
<td></td>
</tr>
</tbody>
</table>

**DISPLAY & ACCESSORIES**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>74082</td>
<td>File Cabinet w/Lock - Two Drawer - Standard Size.</td>
<td>131.45</td>
<td>144.60</td>
<td>184.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>74081</td>
<td>File Cabinet w/Lock - Four Drawer - Standard Size.</td>
<td>174.40</td>
<td>191.85</td>
<td>244.15</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>75057</td>
<td>Small Refrigerator</td>
<td>420.45</td>
<td>462.50</td>
<td>588.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8503001*</td>
<td>Refrigerator - White</td>
<td>745.20</td>
<td>819.70</td>
<td>1,043.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>850707*</td>
<td>Mason Table Lamp - White/Brushed Silver</td>
<td>144.90</td>
<td>159.40</td>
<td>202.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>850708*</td>
<td>Mason Floor Lamp - White/Brushed Silver</td>
<td>159.40</td>
<td>175.35</td>
<td>223.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>75020</td>
<td>Display Cylinder - Black - Low</td>
<td>202.85</td>
<td>223.15</td>
<td>284.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>75021</td>
<td>Display Cylinder - Black - Medium</td>
<td>234.95</td>
<td>258.45</td>
<td>328.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>75022</td>
<td>Display Cylinder - Black - High</td>
<td>277.40</td>
<td>305.15</td>
<td>388.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>75030</td>
<td>Display Cube - Black - 12&quot; Small</td>
<td>214.25</td>
<td>235.70</td>
<td>299.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>75031</td>
<td>Display Cube - Black - 16&quot; Medium</td>
<td>230.80</td>
<td>253.90</td>
<td>323.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>75032</td>
<td>Display Cube - Black - 24&quot; Large</td>
<td>270.15</td>
<td>297.15</td>
<td>378.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>75079</td>
<td>Orion Computer Kiosk</td>
<td>373.65</td>
<td>411.00</td>
<td>523.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>72056</td>
<td>Display Counter - Black</td>
<td>346.75</td>
<td>381.45</td>
<td>485.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>850714*</td>
<td>Mobile Tablet Stand - White</td>
<td>232.90</td>
<td>256.20</td>
<td>326.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>850715*</td>
<td>Mobile Tablet Stand - Black</td>
<td>232.90</td>
<td>256.20</td>
<td>326.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>850711*</td>
<td>Brochure Holder - Black</td>
<td>23.30</td>
<td>25.65</td>
<td>32.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>850712*</td>
<td>Wireless Printer Holder - Black</td>
<td>23.30</td>
<td>25.65</td>
<td>32.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>850713*</td>
<td>Charging Shelf - Black</td>
<td>23.30</td>
<td>25.65</td>
<td>32.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>220121</td>
<td>Chrome Stanchion w/Retractable Belt</td>
<td>110.75</td>
<td>121.85</td>
<td>155.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>220118</td>
<td>Chrome Sign Holder</td>
<td>89.55</td>
<td>98.50</td>
<td>125.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>750135</td>
<td>Round Literature Rack</td>
<td>199.75</td>
<td>219.75</td>
<td>279.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>750136</td>
<td>Flat Literature Rack</td>
<td>170.80</td>
<td>187.90</td>
<td>239.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>220109</td>
<td>Chrome Coat Tree</td>
<td>48.90</td>
<td>53.80</td>
<td>68.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>220134</td>
<td>Aluminum Easel</td>
<td>48.90</td>
<td>53.80</td>
<td>68.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>220110</td>
<td>Chrome Bag Rack</td>
<td>108.40</td>
<td>119.25</td>
<td>151.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10201844</td>
<td>Floor Standing Bulletin Board</td>
<td>199.25</td>
<td>219.20</td>
<td>278.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>220106</td>
<td>Corrugated Wastebasket</td>
<td>17.60</td>
<td>19.35</td>
<td>24.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>220107</td>
<td>Wastebasket</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12103</td>
<td>Special Drape 3'H (per ft.)</td>
<td>19.65</td>
<td>21.60</td>
<td>27.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12108</td>
<td>Special Drape 8'H (per ft.)</td>
<td>22.75</td>
<td>25.05</td>
<td>31.85</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST**

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

*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.

*Asterisk indicates item is a Freeman Select furnishing
FROM THE GROUND UP

Engage your audience from the moment they set foot in your exhibit with Freeman’s 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. Freeman’s custom options include borders, patterns and logo applications in both our classic and prestige carpeting lines.

- 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

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

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
**9' CLASSIC CARPET, PADDING & PLASTIC COVERING**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9' x 10' Classic Carpet</td>
<td>$143.85</td>
<td>$158.25</td>
<td>$201.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 20' Classic Carpet</td>
<td>$287.75</td>
<td>$316.55</td>
<td>$402.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 30' Classic Carpet</td>
<td>$431.60</td>
<td>$474.75</td>
<td>$604.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 40' Classic Carpet</td>
<td>$575.45</td>
<td>$633.00</td>
<td>$805.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 10' Carpet Padding - Single Layer</td>
<td>$121.10</td>
<td>$133.20</td>
<td>$169.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 20' Carpet Padding - Single Layer</td>
<td>$242.20</td>
<td>$266.40</td>
<td>$339.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 30' Carpet Padding - Single Layer</td>
<td>$363.30</td>
<td>$399.65</td>
<td>$508.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 40' Carpet Padding - Single Layer</td>
<td>$484.40</td>
<td>$532.85</td>
<td>$678.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 10' Carpet Padding - Double Layer</td>
<td>$242.20</td>
<td>$266.40</td>
<td>$339.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 20' Carpet Padding - Double Layer</td>
<td>$484.40</td>
<td>$532.85</td>
<td>$678.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 30' Carpet Padding - Double Layer</td>
<td>$726.55</td>
<td>$799.20</td>
<td>$1,017.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9' x 40' Carpet Padding - Double Layer</td>
<td>$968.75</td>
<td>$1,065.65</td>
<td>$1,356.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plastic Covering (price per sq. ft.)</td>
<td>$ .80</td>
<td>$ .90</td>
<td>$1.10</td>
<td></td>
</tr>
</tbody>
</table>

** **9' carpet is laid toward the front edge, leaving 1' at the back of the booth for access to utility ports.**

**10' CLASSIC CARPET, PADDING & PLASTIC COVERING**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10' x 10' Classic Carpet</td>
<td>$269.80</td>
<td>$318.80</td>
<td>$405.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 20' Classic Carpet</td>
<td>$579.60</td>
<td>$637.55</td>
<td>$811.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 30' Classic Carpet</td>
<td>$869.40</td>
<td>$956.35</td>
<td>$1,217.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 40' Classic Carpet</td>
<td>$1,159.20</td>
<td>$1,275.10</td>
<td>$1,622.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 10' Carpet Padding - Single Layer</td>
<td>$134.55</td>
<td>$148.00</td>
<td>$198.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 20' Carpet Padding - Single Layer</td>
<td>$269.10</td>
<td>$296.00</td>
<td>$376.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 30' Carpet Padding - Single Layer</td>
<td>$403.65</td>
<td>$444.00</td>
<td>$565.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 40' Carpet Padding - Single Layer</td>
<td>$538.20</td>
<td>$592.00</td>
<td>$753.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 10' Carpet Padding - Double Layer</td>
<td>$269.10</td>
<td>$296.00</td>
<td>$376.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 20' Carpet Padding - Double Layer</td>
<td>$538.20</td>
<td>$592.00</td>
<td>$753.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 30' Carpet Padding - Double Layer</td>
<td>$807.30</td>
<td>$888.05</td>
<td>$1,130.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10' x 40' Carpet Padding - Double Layer</td>
<td>$1,076.40</td>
<td>$1,184.05</td>
<td>$1,506.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plastic Covering (price per sq. ft.)</td>
<td>$ .80</td>
<td>$ .90</td>
<td>$1.10</td>
<td></td>
</tr>
</tbody>
</table>

** Take advantage of the Online price by ordering at www.freeman.com before SEPTEMBER 27, 2017. **

**01/17 (445161) 8051 **
NAME OF SHOW: IFMA’s WORLD WORKPLACE - 445161 / OCTOBER 18-19, 2017

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

For Assistance, please call (713) 770-6750 to speak with one of our experts.

- Guaranteed new, high-quality carpet.
- Orders received after the deadline 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 carpets, padding and plastic covering contain recycled content and are recyclable.

### CUSTOM CUT CLASSIC CARPET - includes plastic covering, delivery, material handling, installation and removal

Order Custom Cut Classic Carpeting by the sq. ft. if your size is not listed on the standard size order form.

<table>
<thead>
<tr>
<th>Sample:</th>
<th>Booth Size:</th>
<th>Price per sq. ft</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10 x 25 = 250 sq. ft.</td>
<td>$3.10</td>
<td></td>
</tr>
</tbody>
</table>

#### 16 oz. Carpet Rental - Price per sq. ft (100 sq. ft. minimum)

<table>
<thead>
<tr>
<th>Per sq. ft</th>
<th>Booth Size:</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$3.10</td>
<td>$3.40</td>
<td>$4.35</td>
<td></td>
</tr>
</tbody>
</table>

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

Choose your carpet color - 28 oz. Carpet:

- Black
- Cardinal
- Charcoal
- Cream
- Gray Pearl
- Green
- Gray
- Navy
- Red
- Red Pepper
- Tuxedo

<table>
<thead>
<tr>
<th>28 oz. Carpet Rental</th>
<th>Price per sq. ft (100 sq. ft. minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 700 sq. ft.</td>
<td>Booth Size:</td>
<td>$3.55</td>
<td>$3.90</td>
<td>$4.95</td>
<td></td>
</tr>
<tr>
<td>Over 700 sq. ft.</td>
<td>Booth Size:</td>
<td>$3.25</td>
<td>$3.60</td>
<td>$4.55</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>40 oz. Carpet Rental</th>
<th>Price per sq. ft (100 sq. ft. minimum)</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 700 sq. ft.</td>
<td>Booth Size:</td>
<td>$4.05</td>
<td>$4.45</td>
<td>$5.65</td>
<td></td>
</tr>
<tr>
<td>Over 700 sq. ft.</td>
<td>Booth Size:</td>
<td>$3.60</td>
<td>$3.95</td>
<td>$5.05</td>
<td></td>
</tr>
</tbody>
</table>

### CARPET PADDING - includes delivery, material handling, installation and removal

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

<table>
<thead>
<tr>
<th>Sample:</th>
<th>Booth Size:</th>
<th>Price per sq. ft</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10 x 25 = 250 sq. ft.</td>
<td>$1.55</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Price per sq. ft. (90 sq. ft. minimum)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Carpet Padding - 1/2&quot; (90 - 700 sq. ft.)</td>
<td>$1.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Carpet Padding - 1/2&quot; (Over 700 sq. ft.)</td>
<td>$.95</td>
<td>$1.05</td>
</tr>
<tr>
<td></td>
<td>Double Carpet Padding - 1/2&quot; (90 - 700 sq. ft.)</td>
<td>$3.00</td>
<td>$3.30</td>
</tr>
<tr>
<td></td>
<td>Double Carpet Padding - 1/2&quot; (Over 700 sq. ft.)</td>
<td>$1.85</td>
<td>$2.05</td>
</tr>
</tbody>
</table>

### TOTAL COST

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

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

Cut to size carpet

ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
SEPTEMBER 27, 2017

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN
9258 Park South View, Ste 100
Houston, TX 77051
(713) 770-6750 Fax: (469) 621-5613
FreemanHoustonES@freeman.com

FIT TO PRINT

SmartFabric™ is a triple layered fabric made of 100% polyester that’s ideal for printed graphics. It’s an extremely versatile all-in-one fabric and has been treated to meet NFPA 701 small-scale flammability standards.

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

RENTAL EXHIBITS INCLUDE:

- Custom Fabric Graphic (item purchased to keep)
- Zippered Carrying Case for Fabric Graphic (item purchased to keep)
- Rental Frame
- 9’x10’ or 9’x20’ Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10’ Booth
- 4 Arm Lights per 20’ Booth
- 2 Clear Acrylic Shelves per 10’ Booth (36”x12”, up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20’ Booth (36”x12”, up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

FRAME ONLY UNIT

This option is available for customers who have previously rented the SmartFabric™ Rental Exhibit and are reusing their backwall graphic. Fabric from other sources will not be installed on this Freeman frame rental. If you need Freeman to create a new graphic, please select the SmartFabric™ Rental Exhibit. No fabric graphics will be provided separately from the rental unit.

RENTAL EXHIBITS INCLUDE:

- Rental Frame
- 9’x10’ or 9’x20’ Classic Carpet (color selections on page 3)
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2 Arm Lights per 10’ Booth
- 4 Arm Lights per 20’ Booth
- 2 Clear Acrylic Shelves per 10’ Booth (36”x12”, up to 15 lbs.)
- 4 Clear Acrylic Shelves per 20’ Booth (36”x12”, up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

Questions? To speak with an Exhibitor Sales Specialist, call the number listed on the Quick Facts Page in the Exhibitor Manual.
CLASSIC CARPET

9’x10’ or 9’x20’ (16 oz.) — Color Options Included with Rental Package Options Above

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

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

PRESTIGE CARPET

(28 oz.) — Available Upgrade Color Options

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

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

ACCESSORIES

SmartFabric Rental packages include these accessories. Refer to the “Rental Exhibits Include” sections of each package. These items are available to order as additional accessories if needed.

SMARTFABRIC ZIPPERED CARRYING CASE

20”W  8”H  16”D

CLEAR ACRYLIC SHELF

36”W  19”H  .25”D
(up to 15lbs each)

CUSTOM GRAPHICS

A Freeman Exhibitor Sales Specialist will contact you to review the process for providing graphic files and to review helpful tips that will ensure a successful graphic print. Freeman can custom design a graphic file for you using our graphic design services that guarantees a high resolution backwall graphic. Ask your Exhibitor Sales Specialist for more information.

“CLEAN FOOTPRINT” BOOTH PACKAGE

When you select the “Clean Footprint” package your booth will use only materials that can be reused or recycled. All flooring, lighting, furniture and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be on a reusable and recyclable substrate.


**QUICK TIPS**

**SMARTFABRIC EXHIBIT**

SmartFabric Exhibits provide a custom printed fabric graphic to keep and re-use on future events.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10’ x 10’ SmartFabric Exhibit</td>
<td>$1,895.00</td>
<td>$2,653.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10’ x 20’ SmartFabric Exhibit</td>
<td>$3,695.00</td>
<td>$5,173.00</td>
<td></td>
</tr>
</tbody>
</table>

**SMARTFABRIC RENTAL EXHIBIT**

SmartFabric Rental Exhibit includes:

- 116.5” X 92.5” Custom Fabric Graphic (Purchased item to keep)
- Carrying Case for Graphic (To carry the purchased fabric graphic)
- Classic Carpet 9’ x 10’ or 9’ x 20’ (Select color below)
- Installation & Dismantle of Exhibit
- Material Handling of Exhibit
- Nightly Vacuuming
- 2-Arm Lights (per 10 ft.)
- 2 Shelves (30” x 12”, supports up to 15 lbs.)
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

Classic Carpet:  Black  Blue  Gray  Green  Latte
Midnight Blue  Plum  Red  Red Pepper  Tuxedo

**CUSTOM GRAPHICS**

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

**FRAME ONLY UNIT**

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

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10’ x 10’ Frame Only Unit</td>
<td>$1,195.00</td>
<td>$1,673.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10’ x 20’ Frame Only Unit</td>
<td>$1,995.00</td>
<td>$2,793.00</td>
<td></td>
</tr>
</tbody>
</table>

**ACCESSORIES**

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

**QUICK TIPS**

- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. All graphics are subject to a 100% cancellation charge once production begins.
- The product offered has recyclable content or has eco-friendly attributes and is 100% recyclable according to manufacturer's specifications.
- **9’ carpet is laid toward the front edge, leaving 1’ at the back of the booth for access to utility ports.**

**TOTAL COST**

- Sub-Total
- 8.25% Tax
- Total Cost
RENTAL EXHIBITS THAT IMPRESS

When it comes to designing your exhibit, effective solutions don’t require expensive investments. Take the stress out of your upcoming show with a rental booth exhibit from Freeman. With quality rental options that meet your budget requirements, we’ll have you exhibit ready at a moment’s notice, without the hassle of ownership.

PACKAGE 1

10 X 20

10 X 10

PACKAGE 1 UPGRADE OPTIONS
With Graphics and Cabinet

10 X 10

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
PACKAGE 2

10 X 20

PACKAGE 3

10 X 20

10 X 10

PACKAGE 4

10 X 20

10 X 10
PACKAGE 2 UPGRADE OPTIONS
With Graphics and Cabinet

PACKAGE 3 UPGRADE OPTIONS
With Graphics and Cabinet

PACKAGE 4 UPGRADE OPTIONS
With Graphics and Cabinet
PACKAGE 5 UPGRADE OPTIONS
With Graphics and Cabinet

PACKAGE 6 UPGRADE OPTIONS
With Graphics and Cabinet
Other upgrade options available that allow you to change the panels to slatwall, add shelves, change the metal color and add cabinets as a storage option with the dual purpose of a reception counter.
Booth Panel Options – Color Options Included with Rental Package

<table>
<thead>
<tr>
<th>Color</th>
<th>Fabric Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>black</td>
<td></td>
</tr>
<tr>
<td>blue</td>
<td></td>
</tr>
<tr>
<td>gray</td>
<td></td>
</tr>
<tr>
<td>white</td>
<td></td>
</tr>
<tr>
<td>white perfboard</td>
<td></td>
</tr>
</tbody>
</table>

Classic Carpet (16 oz.) – Color Options Included with Rental Package Options Above

<table>
<thead>
<tr>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>black</td>
</tr>
<tr>
<td>blue</td>
</tr>
<tr>
<td>gray</td>
</tr>
<tr>
<td>green</td>
</tr>
<tr>
<td>latte</td>
</tr>
<tr>
<td>midnight blue</td>
</tr>
<tr>
<td>plum</td>
</tr>
<tr>
<td>red</td>
</tr>
<tr>
<td>red pepper</td>
</tr>
<tr>
<td>tuxedo</td>
</tr>
</tbody>
</table>

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

Prestige Carpet (28 oz.) – Available Upgrade Color Options

<table>
<thead>
<tr>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>black*</td>
</tr>
<tr>
<td>cardinal</td>
</tr>
<tr>
<td>charcoal*</td>
</tr>
<tr>
<td>cream</td>
</tr>
<tr>
<td>gray pearl*</td>
</tr>
<tr>
<td>navy*</td>
</tr>
<tr>
<td>toast</td>
</tr>
<tr>
<td>wedgewood</td>
</tr>
<tr>
<td>white*</td>
</tr>
</tbody>
</table>

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

Rental Exhibits Include:
- 9x10 or 9x20 Classic Carpet
- Exhibit Installation & Dismantle
- Exhibit Material Handling
- Nightly Vacuuming
- 2-arm lights per 10’ Booth
- Power (500 watts) for LIGHTS only (and Labor to hang lights)

questions?

All packages can be customized or modified to fit your specific needs. To speak with an Exhibitor Sales Specialist, call the number listed on the Quick Facts.

“CLEAN FOOTPRINT” BOOTH PACKAGE

When you select the “Clean Footprint” package your booth will use only materials that can be reused or recycled. All flooring, lighting, furniture and booth structure will go back into inventory to be reused again. Your personalized graphic panels used in the booth will be on a reusable and recyclable substrate.
### RENTAL EXHIBITS

<table>
<thead>
<tr>
<th>Package</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Options</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Package 1</td>
<td>2,518.00</td>
<td>3,525.20</td>
<td>10' x 20'</td>
<td>4,856.00</td>
<td>6,798.40</td>
</tr>
<tr>
<td>Package 2</td>
<td>1,649.00</td>
<td>2,308.60</td>
<td>10' x 20'</td>
<td>3,240.00</td>
<td>4,536.00</td>
</tr>
<tr>
<td>Package 3</td>
<td>2,123.00</td>
<td>2,972.20</td>
<td>10' x 20'</td>
<td>4,184.00</td>
<td>5,857.60</td>
</tr>
<tr>
<td>Package 4</td>
<td>2,130.00</td>
<td>2,982.00</td>
<td>10' x 20'</td>
<td>4,244.00</td>
<td>5,941.60</td>
</tr>
<tr>
<td>Package 5</td>
<td>2,162.00</td>
<td>3,026.80</td>
<td>10' x 20'</td>
<td>4,217.00</td>
<td>5,903.80</td>
</tr>
<tr>
<td>Package 6</td>
<td>2,208.00</td>
<td>3,091.20</td>
<td>10' x 20'</td>
<td>4,355.00</td>
<td>6,097.00</td>
</tr>
</tbody>
</table>

**CHOSE YOUR PANEL**

<table>
<thead>
<tr>
<th>Choice</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Black Fabric</td>
<td></td>
</tr>
<tr>
<td>☐ Blue Fabric</td>
<td></td>
</tr>
<tr>
<td>☐ Gray Fabric</td>
<td></td>
</tr>
<tr>
<td>☐ White Hardwall</td>
<td></td>
</tr>
<tr>
<td>☐ White Perfboard</td>
<td></td>
</tr>
</tbody>
</table>

**CARPET**

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colors are available:

- Black
- Midnight Blue
- Blue
- Plum
- Gray
- Red
- Green
- Red Pepper
- Latte
- Tuxedo

You may want to add padding or upgrade your carpet to one of our 15 designer colors in our PRESTIGE carpet line. Now available in 28 oz. and 40 oz. weight. Refer to our enclosed Carpet order form for color selections and pricing.

**LIGHTING**

Each Rental Exhibit includes 2 Arm Lights (per 10’ unit).

Note: Power and labor to hang the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 Watts.

Additional power must be ordered separately.

**HEADER IDENTIFICATION SIGN**

Indicate which color lettering you would like. We have a wide variety of standard colors available:

- Black
- Blue
- Brown
- Burgundy
- PMS Color
- Red
- Teal
- White
- Green
- Font Type

Indicate exactly how you want your company name to appear:

**ENHANCE YOUR EXHIBIT**

Enhance your exhibit and have an Exhibitor Sales Specialist contact you for pricing by checking any of the following boxes:

- Slatwall & Shelves
- Cabinets & Counters
- Colored Panels
- Creating a Custom Exhibit
- Specialty Colored Metal
- Recyclable Graphics
- Graphics & Custom Logo
- White Eco-Board

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

**TOTAL COST**

- Sub-Total
- 8.25% Tax
- Total Cost
TotalFlex® provides the ability to configure exhibits to fit your space, budget and vision from show to show. Available for rent or for purchase, this pop-up display is versatile, lightweight and durable, and setup can be completed without tools in only a few minutes.

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
The TotalFlex® solution is the most versatile exhibit option available:

- Floor unit cases easily convert into a podium.
- Velcro-compatible fabric panels available in a wide selection of colors.
- Compatible with shelves, lights and other innovative trade show accessories.
- Available in a variety of sizes for rent or purchase, including a tabletop version (shown on front).
- Freeman offers full graphic and logo design solutions.*
- All TotalFlex® rental units include installation & dismantling of display system, material handling, 9’x10’ or 9’x20’ Classic Carpet with nightly vacuuming, 200-watt halogen lights (1 light for the table-top unit, 2 lights per 8x10 unit) as well as power and labor to hang them.

*Graphic design elements are priced separately and not included with TotalFlex® order.
For assistance, please call (713) 770-6750 to speak with one of our experts.

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

**IFMA’s WORLD WORKPLACE - 445161 / OCTOBER 18-19, 2017**

**NAME OF SHOW:**  
IFMA’s WORLD WORKPLACE - 445161 / OCTOBER 18-19, 2017

**DISCOUNT PRICE DEADLINE DATE**  
SEPTEMBER 27, 2017

**INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER**

**For Assistance, please call (713) 770-6750 to speak with one of our experts.**

**TABLETOP UNIT**

**RENTAL**

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>40” H x 6’W</td>
<td>1,221.00</td>
<td>1,709.40</td>
</tr>
<tr>
<td>40” H x 8’W</td>
<td>1,371.00</td>
<td>1,919.40</td>
</tr>
</tbody>
</table>

**PURCHASE**

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>40” H x 6’W</td>
<td>1,457.00</td>
<td>2,039.80</td>
</tr>
<tr>
<td>40” H x 8’W</td>
<td>1,608.00</td>
<td>2,251.20</td>
</tr>
</tbody>
</table>

*Shipping Not Included

**FLOOR UNIT**

**RENTAL**

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>8’ H x 8’W</td>
<td>1,817.00</td>
<td>2,543.80</td>
</tr>
<tr>
<td>8’ H x 10’W</td>
<td>2,026.00</td>
<td>2,836.40</td>
</tr>
</tbody>
</table>

**PURCHASE**

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>8’ H x 8’W</td>
<td>2,869.00</td>
<td>4,016.60</td>
</tr>
<tr>
<td>8’ H x 10’W</td>
<td>3,337.00</td>
<td>4,671.80</td>
</tr>
</tbody>
</table>

*Shipping Not Included

**CUSTOM GRAPHIC / PHOTO PANELS**

- Our custom graphic panels can dramatically enhance your exhibit’s appearance.
- Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

**OPTIONAL ACCESSORIES**

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Qty</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
<th>Qty</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1715800</td>
<td>2-200 Watt Halogen Light Kit</td>
<td></td>
<td>170.00</td>
<td>238.00</td>
<td>170.00</td>
<td></td>
<td>266.00</td>
<td>372.40</td>
<td>266.00</td>
</tr>
<tr>
<td>1715801</td>
<td>1-200 Watt Halogen Light Kit</td>
<td></td>
<td>89.50</td>
<td>125.30</td>
<td>89.50</td>
<td></td>
<td>196.00</td>
<td>274.40</td>
<td>196.00</td>
</tr>
<tr>
<td>1715802</td>
<td>Straight Shelf</td>
<td></td>
<td>70.00</td>
<td>98.00</td>
<td>70.00</td>
<td></td>
<td>125.00</td>
<td>175.00</td>
<td>125.00</td>
</tr>
<tr>
<td>1715803</td>
<td>Angled Shelf</td>
<td></td>
<td>70.00</td>
<td>98.00</td>
<td>70.00</td>
<td></td>
<td>125.00</td>
<td>175.00</td>
<td>125.00</td>
</tr>
</tbody>
</table>

**QUICK TIPS**

- If shipping literature or products, material handling rates will apply.
- *Order in advance to save time, money and ensure availability. Orders received after the deadline date or without payment will be charged the Standard Price.*

**PURCHASE UNITS TOTAL COST**

Sub-Total + 8.25% Tax = Total Cost

**RENTAL UNITS TOTAL COST**

Sub-Total + 8.25% Tax = Total Cost

Totalflex
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
- Freeman’s 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 www.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 10’ 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.
- Large format Eco-Solvent printers produce high quality graphics for wall, carpet and window applications.
- 3M high speed digital cutters allow for precise cutting of multiple panel applications and also custom router graphic panels.
- Computer-aided graphic design & layout available for your assistance.

REPRODUCTION AND INSTALLATION

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

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

\[
\text{L} \times \text{W} = \text{sq. ft.} \times \text{\$21.00 per sq. ft. discount price}
\]

\[
\text{sq. ft.} \times \text{or} \quad \text{sq. ft.} \times \text{\$31.50 per sq. ft. standard price}
\]

- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. 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 sq. ft.

File Information:
- Electronic File Name
- Application
- PMS Colors

**Backing Material:**
- [ ] Freeman Foam (Foamcore)
- [ ] Freeman PVC (PVC)
- [ ] Freeman HD Foam (Gatorfoam)
- [ ] Freeman Polyfoam (Ultra Board)

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

**STANDARD SIZES**

**CHOOSE YOUR SIZE:**

<table>
<thead>
<tr>
<th>QTY.</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7&quot; x 11&quot;</td>
<td>@ 50.00</td>
<td>75.00</td>
<td>=</td>
</tr>
<tr>
<td>7&quot; x 22&quot;</td>
<td>@ 55.00</td>
<td>82.50</td>
<td>=</td>
</tr>
<tr>
<td>7&quot; x 44&quot;</td>
<td>@ 57.00</td>
<td>85.50</td>
<td>=</td>
</tr>
<tr>
<td>9&quot; x 44&quot;</td>
<td>@ 61.00</td>
<td>91.50</td>
<td>=</td>
</tr>
<tr>
<td>11&quot; x 14&quot;</td>
<td>@ 63.00</td>
<td>94.50</td>
<td>=</td>
</tr>
<tr>
<td>14&quot; x 22&quot;</td>
<td>@ 72.00</td>
<td>108.00</td>
<td>=</td>
</tr>
<tr>
<td>14&quot; x 44&quot;</td>
<td>@ 75.00</td>
<td>112.50</td>
<td>=</td>
</tr>
<tr>
<td>22&quot; x 28&quot;</td>
<td>@ 112.00</td>
<td>168.00</td>
<td>=</td>
</tr>
<tr>
<td>28&quot; x 44&quot;</td>
<td>@ 160.00</td>
<td>240.00</td>
<td>=</td>
</tr>
<tr>
<td>20&quot; x 60&quot;</td>
<td>@ 188.00</td>
<td>282.00</td>
<td>=</td>
</tr>
</tbody>
</table>

(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.

**BACKING MATERIAL:**

- [ ] Masonite
- [ ] Plexi
- [ ] Freeman Honeycomb (Eco-Board)
- [ ] Other

**LETTERING COLOR:**

**TOTAL COST**

Sub-Total + 8.25% Tax = Total Cost

01/17 (445161)
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. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

RASTER ART (photos, logos containing any continuous tone images):
• Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
• Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
• Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

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

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

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

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

ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop
Always provide the following:
• Native files with fonts and links (zipped)
• High-res PDF-X/4 exports of the files

ACCEPTABLE FILE TYPES and SUPPORT FILES

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

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

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

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

WAYS TO SEND ARTWORK
• Files below 10 MB can be delivered via email. Larger files may be posted to Freeman’s FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD may be required to be sent via overnight delivery in addition to posting the electronic files. Please call (713) 770-6750 for assistance.

01/17
NAME OF SHOW: IFMA’s WORLD WORKPLACE - 445161 / OCTOBER 18-19, 2017

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

17305 1M x ½M x 36” High .............. 486.00 680.40
17306 1M x ½M x 42” High .............. 497.00 695.80
17308 2M x ½M x 36” High .............. 590.00 826.00
17309 2M x ½M x 42” High .............. 596.00 834.40
173010 1M Radius x ½M x 36” High .... 596.00 834.40
173011 1M Radius x ½M x 42” High .... 609.00 852.60
173012 Cabinet Lock ...................... 9.00 12.60
(Radius Cabinets do not have doors)

(Cabinets & Locks do not have doors)

174541 Single Sided 1M x 4’ High... 412.00 576.80
174542 Double Sided 1M x 4’ High .. 549.00 768.60
174581 Single Sided 1M x 8’ High... 411.00 575.40
174582 Double Sided 1M x 8’ High .. 559.00 782.60
174015 For 8½ x 11 Literature ...... 29.50 41.30

172512 Arm Light ............. 71.00 99.40
172514 4’ Tracklight (3 lights) 263.00 368.20
172522 Halogen Light ........... 75.00 105.00

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

---

**Remember to make a selection for items with checkboxes. Otherwise, a selection will be made for you.**
F R E E M A N
9258 Park South View, Suite 100
Houston, Texas  77051
Ph: 713-770-6750 • Fax: 469-621-5613
FreemanHoustonES@freeman.com

NAME OF SHOW: IFMA’s WORLD WORKPLACE - 445161 / OCTOBER 18-19, 2017
COMPANY NAME ________________________________
CONTACT NAME: ________________________________________
PHONE #: __________________
E-MAIL ADDRESS __________________________________________

For Assistance, please call 713-770-6750 to speak with one of our experts.

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

ACCESSORIES

<table>
<thead>
<tr>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Hook - 10201</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>“J” Hook - 10206</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Hook - 10203</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double Hook - 10204</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10405 - Garment Rack</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15905 - Fish Bowl</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10201484 - Bulletin Board</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All boards are gray velcro and double sided.

MISCELLANEOUS

<table>
<thead>
<tr>
<th>Description</th>
<th>Online Price</th>
<th>Discount Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>10405 - Garment Rack</td>
<td>112.80</td>
<td>124.10</td>
<td>157.90</td>
</tr>
<tr>
<td>15905 - Fish Bowl</td>
<td>20.85</td>
<td>27.35</td>
<td>34.80</td>
</tr>
<tr>
<td>10201 - 2” Straight Hook (each)</td>
<td>.30</td>
<td>.35</td>
<td>.40</td>
</tr>
<tr>
<td>10206 - “J” Loop Hook (each)</td>
<td>.30</td>
<td>.35</td>
<td>.40</td>
</tr>
<tr>
<td>10203 - 6” Single Hook (each)</td>
<td>.30</td>
<td>.35</td>
<td>.40</td>
</tr>
<tr>
<td>10204 - 6” Double Hook (each)</td>
<td>1.75</td>
<td>1.95</td>
<td>2.45</td>
</tr>
<tr>
<td>10201484 Bulletin Board</td>
<td>199.25</td>
<td>219.20</td>
<td>278.95</td>
</tr>
</tbody>
</table>

Sub-Total + Tax (8.25%) = TOTAL

(445161) FY18
**SHOWCASES**

<table>
<thead>
<tr>
<th>SHOWCASE TYPE</th>
<th>MODEL</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4' JEWELERS SHOWCASE</td>
<td>10-10-41</td>
<td>$336.00</td>
</tr>
<tr>
<td>4' FULL VIEW SHOWCASE</td>
<td>10-10-43</td>
<td>$409.00</td>
</tr>
<tr>
<td>1/2M TOWER SHOWCASE</td>
<td>10-10-200</td>
<td>$575.00</td>
</tr>
<tr>
<td>6' JEWELERS SHOWCASE</td>
<td>10-10-64</td>
<td>$389.00</td>
</tr>
<tr>
<td>6' FULL VISION SHOWCASE</td>
<td>10-10-61</td>
<td>$492.00</td>
</tr>
</tbody>
</table>

**1M SHOWCASES**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10-10-41</td>
<td>4' Jeweler Showcase</td>
<td>$336.00</td>
<td>$470.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10-10-43</td>
<td>4' Full View Showcase</td>
<td>$409.00</td>
<td>$572.60</td>
<td></td>
</tr>
</tbody>
</table>

**1/2M TOWER SHOWCASE**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Part #</th>
<th>Description</th>
<th>Discount Price</th>
<th>Standard Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10-10-200</td>
<td>1/2M Tower Showcase</td>
<td>$575.00</td>
<td>$805.00</td>
<td></td>
</tr>
</tbody>
</table>

---

Electrical and extension cords are **NOT INCLUDED**. For electrical services, please refer to the electrical services order forms located in this manual.

Remember to order in advance to save time, money and ensure availability. Rental prices are for the duration of the show and include delivery to and removal from your booth space.

Don't see what you need? Please call us at 713-770-6750.
UNION JURISDICTIONS IN HOUSTON

UNION REGULATIONS
To assist you in planning your participation in your Houston show, 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:

CARPENTERS LOCAL 551
Currently we have an agreement with the Carpenters Local 551 to provide labor for display installation and dismantling. Full time employees of the exhibiting companies however, may set their own exhibits without assistance from this local. Any local services that may be required beyond what your regular full time employees can provide, must be rendered by Local 551. Labor can be ordered in advance by filling out the Installation & Dismantle Labor section in the Freeman order form, or on show site, at the Freeman Service Desk.

MATERIAL HANDLING
Exhibitors may hand-carry their own materials into the exhibit facility. The use of mechanical equipment, such as pallet jacks, however, is not permitted. Freeman will control access to the loading docks in order to provide for a safe and orderly move-in/move-out.

TIPPING
Freeman requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional stature, and we feel that tipping is not necessary. This applies to all Freeman employees. Any request for such should be brought to the attention of a Freeman representative at the Freeman 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 equipment is prohibited. This equipment is not engineered to support your weight. Freeman cannot be responsible for injuries or falls caused by the improper use of this equipment. If assistance is required in assembling your booth, please order labor in the Installation & Dismantle Labor section in the Freeman order form and the necessary ladders and/or tools will be provided.

NOTE:
• If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of the Show Manager at Freeman. Please refrain from voicing complaints directly to craft personnel.
• The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.
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.

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com
NAME OF SHOW: IFMA's WORLD WORKPLACE - 445161 / OCTOBER 18-19, 2017

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

For Assistance, please call 713-770-6750 to speak with one of our experts.

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

DISPLAY LABOR (One Hour Minimum per Worker)

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance Price</th>
<th>Show Site Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time-</td>
<td>$91.00</td>
<td>$127.50</td>
</tr>
<tr>
<td>Overtime-</td>
<td>$136.50</td>
<td>$191.00</td>
</tr>
<tr>
<td>Double Time-</td>
<td>$182.00</td>
<td>$254.50</td>
</tr>
</tbody>
</table>

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

INSTALLATION LABOR

Freeman Supervised Labor - Please complete the reverse side of this form.
- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is 30% of the total installation labor bill, with a minimum of $45.00.

Emergancy contact: __________________________ Phone Number: __________________________

Exhibitor Supervised Labor (Supervisor must check in at Service Desk to pick up labor)

Supervisor will be: ______________________ Phone Number: ______________________

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

Freeman Supervision (30%/$45.00) = $____________
Tax = $____________ (N/A)
Total Installation = $____________

DISMANTLE LABOR

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

Emergancy contact: __________________________ Phone Number: __________________________

Exhibitor Supervised Labor(Supervisor must check in at Service Desk to pick up labor)

Supervisor will be: ______________________ Phone Number: ______________________

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

Freeman Supervision (30%/$45.00) = $____________
Tax = $____________ (N/A)
Total Dismantle = $____________
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: ___________________ 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: __________________________________________________________________________

METHOD OF SHIPMENT

☐ Freeman Exhibit Transportation:
  ☐ Common Carrier
  ☐ Air Freight ☐ Next Day ☐ 2nd Day ☐ Deferred ☐ Expedited

☐ Other (list carrier name & phone number):

  ☐ Other Common Carrier: __________________________________________________________________________
  ☐ Other Air Freight: __________________________________________________________________________
  ☐ Van Line: __________________________________________________________________________

FREIGHT CHARGES

☐ Prepaid ☐ Collect

Bill To: __________________________________________________________________________

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

☐ Reroute via Freeman’s choice

☐ Deliver back to Freeman warehouse at Exhibitor’s expense.

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
NAME OF SHOW: ____________________________  PHONE #: ____________________________  BOOTH #: ____________________________

E-MAIL ADDRESS: ____________________________

For Assistance, please call 713-770-6750 to speak with one of our experts.

FORKLIFT RIGGING EQUIPMENT AND LABOR

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>304050</td>
<td>Forklift w/operator - up to 5,000 lbs - ST</td>
<td>$132.00</td>
<td>$184.50</td>
</tr>
<tr>
<td>304051</td>
<td>Forklift w/operator - up to 5,000 lbs - OT</td>
<td>$178.00</td>
<td>$249.25</td>
</tr>
<tr>
<td>3040100</td>
<td>Forklift w/operator - up to 10,000 lbs - ST</td>
<td>$143.00</td>
<td>$200.25</td>
</tr>
<tr>
<td>3040101</td>
<td>Forklift w/operator - up to 10,000 lbs - OT</td>
<td>$189.00</td>
<td>$264.50</td>
</tr>
<tr>
<td>3040150</td>
<td>Forklift w/operator - up to 15,000 lbs - ST</td>
<td>$149.00</td>
<td>$208.50</td>
</tr>
<tr>
<td>3040151</td>
<td>Forklift w/operator - up to 15,000 lbs - OT</td>
<td>$195.00</td>
<td>$273.00</td>
</tr>
<tr>
<td>3040300</td>
<td>Forklift w/operator - up to 30,000 lbs - ST</td>
<td>$173.00</td>
<td>$242.25</td>
</tr>
<tr>
<td>3040301</td>
<td>Forklift w/operator - up to 30,000 lbs - OT</td>
<td>$219.00</td>
<td>$306.50</td>
</tr>
<tr>
<td>304040</td>
<td>Forklift w/operator - 4-Stage - ST</td>
<td>$157.00</td>
<td>$220.00</td>
</tr>
<tr>
<td>304041</td>
<td>Forklift w/operator - 4-Stage - OT</td>
<td>$203.00</td>
<td>$284.25</td>
</tr>
<tr>
<td>3090600</td>
<td>Man cage for Forklift</td>
<td>$31.00</td>
<td>$31.00</td>
</tr>
<tr>
<td>3090700</td>
<td>Boom for Forklift</td>
<td>$31.00</td>
<td>$31.00</td>
</tr>
</tbody>
</table>

RIGGER LABOR

<table>
<thead>
<tr>
<th>Part#</th>
<th>Description</th>
<th>Advance Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3020200</td>
<td>Rigger Foreman - ST</td>
<td>$92.00</td>
<td>$129.00</td>
</tr>
<tr>
<td>3020201</td>
<td>Rigger Foreman - OT</td>
<td>$136.00</td>
<td>$193.25</td>
</tr>
<tr>
<td>3020100</td>
<td>Rigger - ST</td>
<td>$91.00</td>
<td>$127.40</td>
</tr>
<tr>
<td>3020101</td>
<td>Rigger - OT</td>
<td>$136.50</td>
<td>$151.00</td>
</tr>
<tr>
<td>3020102</td>
<td>Rigger - DT</td>
<td>$182.00</td>
<td>$254.75</td>
</tr>
</tbody>
</table>

INSTALLATION

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Date</th>
<th>Start Time</th>
<th># of Equip/Person</th>
<th>Approx Hrs per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
</table>

Sub-Total
Tax
N/A
Total

DISMANTLE

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Date</th>
<th>Start Time</th>
<th># of Equip/Person</th>
<th>Approx Hrs per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
</table>

Sub-Total
Tax
N/A
Total

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

FORKLIFT LIFT RIGGING EQUIPMENT AND LABOR

Straight Time - 8:00 A.M. to 5:00 P.M. Monday through Friday
Overtime - 6:00 A.M. to 8:00 A.M. and 5:00 P.M. to 12:00 Midnight Monday through Friday
6:00 A.M. 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 Service Desk to pick up labor
• When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth
STRUCTURAL RIGGING
TERMS AND CONDITIONS

1. **FREEMAN AV** is the exclusive structural rigger for the facility. During the initial design stages, please contact the **FREEMAN AV** rigging coordinator regarding specific rigging requirements for your event. The **FREEMAN AV** rigging coordinator will confirm whether or not the requirements fall within the facility architect's guidelines. Facility management or their designated representativemay may, at any time, refuse permission to hang, stop, terminate or delay the hanging or attachment process if they are concerned for safety reasons or damage to the building. The facility's manager's decision will be final in all cases. Facility management has the ultimate right to assign an on-site supervisor provided by the facility audio-visual contractor, at published rates.

2. The rigging order form must be received by **FREEMAN AV** a minimum of 30 days prior to the first day of load-in to qualify for Incentive Rates. Base Rates for Rigging Approval apply to all forms/payments received after the 30 day deadline and require a deposit. Revisions and/or changes received after the 30 day deadline are subject to the base rates.

3. Rigging installations that exceed the stated load capabilities within any **GRBCC** area require prior written authorization. This form must be completed for ALL rigging installations in the **GRBCC** facility. **FREEMAN AV** must handle all rigging in all areas.

4. Contractor must submit this completed form and plans for authorization at least 30-days prior to move-in.

5. Plans must include detailed scale drawings (plans and elevations), rigging plots, and product literature if applicable. Drawings must include facility location where rigging will be done, and the location and weight load of each hanging point within the rigging plot. Contractor must submit two (2) copies of all plans.

6. The **GRBCC** reserves the right to utilize independent consultants, at Licensee’s expense, for weight verifications and field inspections.

7. This is not a labor order form; you must schedule specific dates and times for any required labor.

8. All charges for **FREEMAN AV** labor and materials will be billed to party entered in payment section unless other arrangements are made with the Exhibit Services Department at least 30-days in advance.

9. Authorization by the **GRBCC** to provide rigging installations neither suggests nor implies that the **GRBCC** or **FREEMAN AV** has certified or approved the design or safety of the proposed rigging installation.

10. **Authorized personnel must conduct all work in a safe manner.**
This form required for:
- rigging of objects over 250 lbs.
- points requiring motors
- rigging of audio, video, or lighting
- rigging of any moving objects
- rigging of any signs requiring an electrical connection

**Structural Rigging Authorization Request Form**

**SEE NEXT PAGE FOR TERMS AND CONDITIONS**

<table>
<thead>
<tr>
<th>NAME OF EVENT</th>
<th>DATES OF EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY</td>
<td>CONTACT</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>OFFICE PHONE</td>
</tr>
<tr>
<td>E-MAIL</td>
<td>ON SITE CONTACT</td>
</tr>
<tr>
<td>INSTALLATION COMPANY</td>
<td>CONTACT</td>
</tr>
<tr>
<td>FREEMAN AV, HOUSTON</td>
<td>Steve Schoenberger</td>
</tr>
<tr>
<td>ADDRESS</td>
<td>PHONE</td>
</tr>
<tr>
<td>1001 AVE DE LAS AMERICAS, HOUSTON, TX 77010</td>
<td>713-853-8184</td>
</tr>
</tbody>
</table>

**FACILITY LOCATION WHERE RIGGING IS TO BE DONE (GIVE SPECIFICS - HALL, BOOTH, ROOM #)**

**PREFERRED DATE/TIME RIGGING INSTALLATION WILL BEGIN:**
| DAY | DATE | TIME |

**PREFERRED DATE/TIME RIGGING INSTALLATION WILL BE REMOVED:**
| DAY | DATE | TIME |

**DESCRIPTION AND DIMENSIONS OF MATERIAL AND/OR EQUIPMENT TO BE RIGGED: (SEE REVERSE FOR DRAWINGS REQUIRED)**

**NOTE:** Charge per Rigger is: **$70/hr / 6hrs min., OT after 8 hours / Saturday, Sundays, and Holidays $105/hr**

<table>
<thead>
<tr>
<th>TOTAL WEIGHT OF RIGGING:</th>
<th>NUMBER OF HANGING POINTS:</th>
<th>MAX WEIGHT OF EACH HANGING POINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boom Lift</td>
<td>$700 per day</td>
<td></td>
</tr>
<tr>
<td>Chain Hoist</td>
<td>$175 per @ show rate</td>
<td></td>
</tr>
<tr>
<td>Scissor Lift</td>
<td>$400 per day</td>
<td></td>
</tr>
<tr>
<td>Point Charge</td>
<td>$50 per point</td>
<td></td>
</tr>
</tbody>
</table>

**REQUESTED BY:**

| PRINT NAME | SIGNATURE | DATE |

**Note:** Any unreturned material will be billed to Credit Card at Rack Rate

**Billing to (This MUST be completely filled out)**

<table>
<thead>
<tr>
<th>Contact Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>City/State/Zip:</td>
</tr>
<tr>
<td>Phone #s:</td>
</tr>
<tr>
<td>Fax #s:</td>
</tr>
</tbody>
</table>

**CHECK ONE**

- Master Card
- Visa
- American Express
- Discover
- Company Check

Credit Card charges are for services, equipment, labor, and handling fees at the GRBCC listed on this order form and for any additional amount incurred as a result of show site orders placed by your representative.

**Terms and Conditions listed on next page**
Smart City is the exclusive telecommunications, electrical and plumbing service provider for the George R. Brown Convention Center.

---

**Hardwired Internet Service**
- Shared or Dedicated Bandwidth Services

**Wireless Internet Service**
- Custom Hot Spot
- On-Site / On-Demand Services

**Telephone Service**
- Single-Line
- Multi-Line
- Conference Telephone Services

**Electrical Services**
- Duplex Outlets
- Flood Lights
- 120/208/480 Services

**Plumbing Service**
- Compressed Air
- Water fill and drain
- Natural Gas Services

---

To review and order our services visit [https://orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)

---

**IFMA’s – World Workplace**
October 18\textsuperscript{th}-19\textsuperscript{th}, 2017

Order 14 days prior to the 1\textsuperscript{st} day of the event move-in for incentive rate.

Incentive deadline for the above event is September 29\textsuperscript{th}, 2017

---

Questions? Contact us at (888) 446•6911 or csr@smartcity.com.
Your exhibit is a critical piece towards reaching your company’s marketing goals. While the structure represents your brand, it’s the audiovisual elements that deliver the dynamic separation between you and the competition. By integrating your exhibit with our technologies, we’ll deliver a sensory-rich environment that engages and leaves a lasting impression.

Exhibit Audiovisual Solutions

Order Online

https://psav.boomerecommerce.com

Place your order before **October 4th**, for 20% off

Need help? Contact Us

**Online Ordering**

*Product recommendations, order status and questions about billing. View products in link above.*

**MD Islam**

exhibits@psav.com

800.966.4498

**Large-scale Custom Exhibits**

*LED Panels, Interactive Video Walls, Projection Mapping, Rigging, WiFi, Custom Audio and Lighting packages.*

**Matthew W. Thomas**

mwthomas@psav.com

214.210.8028

**NOTE:**

PSAV is proud to be the only official audiovisual provider for IFMA’s World Workplace 2017 Conference & Expo

**AMAZING THINGS HAPPEN**

**ONCE ALL THE PIECES COME TOGETHER.**

**Products in our Online Store**

23”-90” Monitors (wall-mount and floor stand installation available), SMART monitors, Touchscreen monitors, PC laptops, MacBook Pro, Mac Mini, iMac, 27” all-in-one touchscreens, iPad, Microsoft Surface, Wired Microphones, Wireless Microphones, Input Boxes, Audio Mixers, Personal Speakers

**LED Panels, Interactive Video Walls, Projection Mapping, Rigging, WiFi, Custom Audio and Lighting packages.**

**Order Online**

**Need help? Contact Us**

**Online Ordering**

*Product recommendations, order status and questions about billing. View products in link above.*

**MD Islam**

exhibits@psav.com

800.966.4498

**Large-scale Custom Exhibits**

*LED Panels, Interactive Video Walls, Projection Mapping, Rigging, WiFi, Custom Audio and Lighting packages.*

**Matthew W. Thomas**

mwthomas@psav.com

214.210.8028

**NOTE:**

PSAV is proud to be the only official audiovisual provider for IFMA’s World Workplace 2017 Conference & Expo

**AMAZING THINGS HAPPEN**

**ONCE ALL THE PIECES COME TOGETHER.**

**Products in our Online Store**

23”-90” Monitors (wall-mount and floor stand installation available), SMART monitors, Touchscreen monitors, PC laptops, MacBook Pro, Mac Mini, iMac, 27” all-in-one touchscreens, iPad, Microsoft Surface, Wired Microphones, Wireless Microphones, Input Boxes, Audio Mixers, Personal Speakers

**Order Online**

**Need help? Contact Us**

**Online Ordering**

*Product recommendations, order status and questions about billing. View products in link above.*

**MD Islam**

exhibits@psav.com

800.966.4498

**Large-scale Custom Exhibits**

*LED Panels, Interactive Video Walls, Projection Mapping, Rigging, WiFi, Custom Audio and Lighting packages.*

**Matthew W. Thomas**

mwthomas@psav.com

214.210.8028

**NOTE:**

PSAV is proud to be the only official audiovisual provider for IFMA’s World Workplace 2017 Conference & Expo

**AMAZING THINGS HAPPEN**

**ONCE ALL THE PIECES COME TOGETHER.**

**Products in our Online Store**

23”-90” Monitors (wall-mount and floor stand installation available), SMART monitors, Touchscreen monitors, PC laptops, MacBook Pro, Mac Mini, iMac, 27” all-in-one touchscreens, iPad, Microsoft Surface, Wired Microphones, Wireless Microphones, Input Boxes, Audio Mixers, Personal Speakers

**Order Online**

**Need help? Contact Us**

**Online Ordering**

*Product recommendations, order status and questions about billing. View products in link above.*

**MD Islam**

exhibits@psav.com

800.966.4498

**Large-scale Custom Exhibits**

*LED Panels, Interactive Video Walls, Projection Mapping, Rigging, WiFi, Custom Audio and Lighting packages.*

**Matthew W. Thomas**

mwthomas@psav.com

214.210.8028

**NOTE:**

PSAV is proud to be the only official audiovisual provider for IFMA’s World Workplace 2017 Conference & Expo

**AMAZING THINGS HAPPEN**

**ONCE ALL THE PIECES COME TOGETHER.**

**Products in our Online Store**

23”-90” Monitors (wall-mount and floor stand installation available), SMART monitors, Touchscreen monitors, PC laptops, MacBook Pro, Mac Mini, iMac, 27” all-in-one touchscreens, iPad, Microsoft Surface, Wired Microphones, Wireless Microphones, Input Boxes, Audio Mixers, Personal Speakers

**Order Online**

**Need help? Contact Us**

**Online Ordering**

*Product recommendations, order status and questions about billing. View products in link above.*

**MD Islam**

exhibits@psav.com

800.966.4498

**Large-scale Custom Exhibits**

*LED Panels, Interactive Video Walls, Projection Mapping, Rigging, WiFi, Custom Audio and Lighting packages.*

**Matthew W. Thomas**

mwthomas@psav.com

214.210.8028

**NOTE:**

PSAV is proud to be the only official audiovisual provider for IFMA’s World Workplace 2017 Conference & Expo

**AMAZING THINGS HAPPEN**

**ONCE ALL THE PIECES COME TOGETHER.**
All exhibitors intending to prepare and/or serve sample-sized portions of food or beverage must return this form to Aramark by September 27, 2017, to request permission to sample food and/or beverage in the booth. Return to Madeline Brock, brock-madeline@aramark.com 713-853-8161.

ARAMARK is the exclusive caterer for the George R. Brown Convention Center. Absolutely no food or beverage is allowed into the GRBCC without prior written approval from an ARAMARK Representative. THIS INCLUDES BOTTLED WATER.

- All prices are subject to a (+++) charge, which represents a 20% Administrative Fee, Texas State Sales Tax 8.25% and Texas MB Tax (alcohol) 8.25% (as applicable).
- Food and beverages are provided on compostable disposable ware.
- Exhibitor catering is not charged on consumption. Menu items and prices are subject to change without notice.
- **FOOD PREP**: Aramark can provide professional staff to assist you with food preparation. Applicable charges will apply. To arrange for assistance, please contact your sales manager listed at the bottom of the second page.
- **INSURANCE**: Any company serving samples (food or beverage) must submit an insurance certificate of liability with coverage of $1,000,000 per occurrence naming George R. Brown Convention Center, and Aramark as additional insured. Be sure to check the complete insurance requirements.
- **DELIVERY FEE**: A $25.00+ Delivery/Refresh Fee will apply for each food and beverage delivery.

ARAMARK DOES NOT supply table and chair equipment, trash removal, or electricity for your booth. You MUST order through your service contractor.

- **ELECTRICAL**: Please contact Smart City at 713.853.8900
- **BOOTH CLEANING & TRASH REMOVAL**: Please contact Exhibitor Services at 713.853.8907

**FOOD AND BEVERAGE SAMPLING**

- The food manufacturer’s sampling form must be submitted no less than 21 days prior to the show to your sales manager for approval. We will coordinate details and requirements with you following approval. (9/27/17)

- Open flame devices such as sternos, candles, solid alcohol fueled, or other solid fueled type device, are allowed for the cooking and hot-holding of food. Each booth using warming/cooking equipment must have at least one 3A40BC fire extinguisher with current inspection date and tag in the booth. Booths exceeding 20’ in any dimension must have a minimum of two 3A40BC fire extinguishers with current inspection date and tag in the booth.

**FOOD SAMPLING**

- Items dispensed are limited to products manufactured by the exhibiting company
- **Any product that is not manufactured by the exhibiting company must be purchased from Aramark if you wish to have it available for sampling by attendees. Contact your sales manager to discuss buyout opportunities or Aramark purchases.**
- Food items are limited to 'bite size' (1 oz. or less).
- Beverage items may be dispensed in containers holding not more than 2 oz.
- Food and/or beverage items used as traffic promoters (e.g., coffee, popcorn, sodas, bottled water [with or without logo], ice cream, etc.) not manufactured by the exhibiting company MUST be purchased from Aramark.
- The City of Houston requires a temporary food permit (daily) for ALL public shows. Food permits MUST be displayed in booths at all times during the show.
- Keep the delivery costs to your booth low – consider ways to safely store as much product in your booth as you will use each day.
- Candy Dishes - A hard candy dish provided complimentary by an exhibitor at their booth may be exempt, as long as the candy is bite sized individually wrapped.
ALCOHOLIC BEVERAGE SAMPLING
- All alcoholic beverages must be purchased through Aramark, even if manufactured by the exhibitor.
- Contact Aramark to purchase any alcoholic beverages you wish to dispense to attendees.
- Bartenders to serve the alcoholic beverage must be hired through Aramark.
- Aramark will refuse alcoholic beverages to all persons unable to offer proper identification confirming that they are at least twenty-one (21) years of age, or a person who in Aramark’s sole judgment appear to be in intoxicated.
- Alcohol is not charged on consumption and any remaining will be forfeited. Any remaining alcohol must be consumed onsite and is not allowed to be taken off premise per TABC laws.
- Alcohol is not allowed to be brought in from outside under any circumstances. This includes alcohol being used for display purposes & mini bottles for giveaway/promotions.

DEADLINE: All orders must be received a minimum of 21 days prior to the show to ensure availability of food and beverages, and appropriate staffing to prepare, deliver and service your account. A 20% late Fee will apply to all orders received within 21 days of the show.

CHANGES/CANCELLATIONS: Changes/Cancellations must be submitted in writing 3 business days prior to start of event. Full charges will be applied to cancellation of any menu items received within (72) hours, (3 business days), prior to delivery. SPECIAL ORDER ITEMS (e.g., logo cookies, kegs) cannot be canceled once confirmed.

PAYMENT POLICY: All food and beverage orders require 100% payment in advance. We accept American Express, MasterCard, VISA, Discover, check or wire transfer on initial orders. We will require a credit card for any additional services ordered onsite during the show.

Show Name: IFMA World Workplace
Booth Number:
Company Name (Bill To):
Phone Number:
Street Address:
City, State, Zip:
On-Site Contact/Authorized Signatures for Event: 
(Printed Name) ____________________________ (Signature) ____________________________

ORDER FORM

<table>
<thead>
<tr>
<th>Delivery Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Description of Item</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

$25 Delivery Charge (charged per trip/per day)

(Please use additional sheet if needed)

Subtotal: __________

20% Late Fee: __________

20% Admin Fee: __________

8.25% Sales Tax: __________

Total: __________

By completing this form you are authorizing that you have read and agree to the terms contained within this Exhibitor Catering Order Form & Service Contract. All policies, procedures and cancelations will be upheld by Aramark.
Beverages

Keurig Coffee Machine Rental (Limited Quantities Available) $150.00/day
Includes: 1 gallon jug of water, creamers, sugar/sweetener, stirrers, napkins & disposable cups
Client to Supply: 120v15 amp – please contact SmartCity at 713-853-8900

Assorted Coffee K-Cups (Each) $4.50
Assorted Tea K-Cups (Each) $4.00
1 Gal Water Jug & Cups (Keurig Machine ONLY) $8.00

Water Cooler Rental $100.00/day
Client to supply: 120v15 amp – please contact SmartCity at 713-853-8900
5 Gal Water Jug & Cups $40.00

Seattle’s Best Regular & Decaf Coffee** $54.00/gallon
Assorted Hot Tea** $54.00/gallon
Iced Tea** $37.00/gallon
Lemonade** $37.00/gallon

Assorted Sodas* $78.00
Bottled Water* $78.00
Assorted Fruit Juice* $90.00

LOGO Bottled Water Buy-Out Fee Varies
Please contact your Sales Manager for pricing and approval

20lb Bag of Ice $11.00

* (24) beverages per case, minimum of (1) case required
**Price per gallon, minimum of (3) gallons required

Please note that all food and beverage items must be purchased through ARAMARK – this includes bottled water.

A 20% administrative fee, 8.25% Sales Tax & 8.25% Consumer Alcohol Tax will be added to all food, beverage and alcohol.

A $25++ delivery fee will be applied to each delivery/refresh and a 20% late fee will be assessed for all on-site orders.

Exhibitor booth catering does not supply tables for your booth. You must order these through your service contractor.

Certain services require electricity and must be ordered through Smart City.

George R. Brown Convention Center – ARAMARK
1001 Avenida de las Americas – Houston, Texas 77010 – 713.853.8106 – Fax 713.853.8188
All fees subject to 20% admin Fee, 8.25% Sales Tax and MB Tax When Applicable
Breakfast & Bakery

Please note that all food and beverage items must be purchased through ARAMARK – this includes bottled water.

A 20% administrative fee, 8.25% Sales Tax & 8.25% Consumer Alcohol Tax will be added to all food, beverage and alcohol.

A $25++ delivery fee will be applied to each delivery/refresh and a 20% late fee will be assessed for all on-site orders.

Exhibitor booth catering does not supply tables for your booth. You must order these through your service contractor.

Certain services require electricity and must be ordered through Smart City.

HOT Breakfast Items
• Minimum of 12 required

Buttermilk Biscuit Sandwich $7.00 each
  • Choice of Sausage or Bacon with Egg & Cheese

Breakfast Taco with Salsa $7.00 each
  • Choice of Bacon, Sausage or Potato with Egg & Cheese

Bakeries
• price per dozen; minimum of (1) dozen required

Assorted Danish** $54.00
Assorted Muffins** $54.00
Assorted Breakfast Pastries** $54.00
Assorted Bagels & Cream Cheese** $60.00
Assorted Jumbo Cookies** $51.00
Fudge Brownies** $48.00

Delivery/Refresh Fee $25.00
Per Trip or Request
6 ft. Bar Front Rental $150.00
Subject to availability

Staffing
• Minimum of 4 hours required per day

Booth Attendant* $35.00/hour
Wait Staff* $35.00/hour
Bartender* $35.00/hour

George R. Brown Convention Center – ARAMARK
1001 Avenida de las Americas – Houston, Texas 77010 – 713.853.8106 – Fax 713.853.8188
All fees subject to 20% admin Fee, 8.25% Sales Tax and MB Tax When Applicable
A La Carte
*Minimum of 12 each required

- Assorted Whole Fruit* $3.00 each
- Assorted Granola Bars* $2.75 each
- King Size Candy Bars* $4.00 each
- Individual Bags of Chips* $3.75 each
- Assorted Bags of Snacks* $3.75 each
- Jumbo Soft Pretzels with Spicy Mustard* $5.75 each
  Served in Chaffing Dish

By the Pound
*Minimum of (3) pounds required

- Fiesta Trail Mix* $22.00/lb
- Mini Pretzels* $18.00/lb
- Goldfish Crackers* $18.00/lb
- Mixed Nuts with Peanuts* $38.00/lb

Display Trays
*Serves 24 and includes disposable plates, napkins and cutlery if required

- Potato Chips with Ranch & French Onion Dip* $90.00
- Tortilla Chips with Salsa & Guacamole* $108.00
- Pita Chips with Spinach Dip & Hummus* $138.00
- Farmer’s Market Crudité with Ranch Dip* $192.00
- Gourmet Cheese Board with Fruit Garnish* $228.00
- Seasonal Sliced Fruit Tray* $168.00

Please note that all food and beverage items must be purchased through ARAMARK – this includes bottled water.

A 20% administrative fee, 8.25% Sales Tax & 8.25% Consumer Alcohol Tax will be added to all food, beverage and alcohol.

A $25++ delivery fee will be applied to each delivery/refresh and a 20% late fee will be assessed for all on-site orders.

Exhibitor booth catering does not supply tables for your booth. You must order these through your service contractor.

Certain services require electricity and must be ordered through Smart City.

All fees subject to 20% admin Fee, 8.25% Sales Tax and MB Tax When Applicable.
**Booth Catering Menu 2017**

---

**Lunch**

Please note that all food and beverage items must be purchased through ARAMARK — this includes bottled water.

A 20% administrative fee, 8.25% Sales Tax & 8.25% Consumer Alcohol Tax will be added to all food, beverage and alcohol.

A $25++ delivery fee will be applied to each delivery/refresh and a 20% late fee will be assessed for all on-site orders.

Exhibitor booth catering does not supply tables for your booth. You must order these through your service contractor.

Certain services require electricity and must be ordered through Smart City.

---

**Boxed Lunches**

*Includes chips, whole fruit, cookie, condiments & bottled water*

- **Roast Turkey & Smoked Gouda***
  - Red Leaf Lettuce, Tomato & Bermuda Onion on Wheat Berry Bread
  - $19.50 each

- **Honey Ham & Swiss***
  - Mesclun Greens, Tomato & Bermuda Onions on a Soft Hoagie Roll
  - $19.50 each

- **Marinated Grilled Vegetable Wrap***
  - Portobello Mushroom, Bell Pepper, Zucchini, Tomato, Red Onion, Daikon Sprouts & Provolone in a Spinach Wrap
  - $21.00 each

- **Fiesta Chicken Garden Salad***
  - Mesquite Grilled Chicken on Mixed Greens with Tomato, Cheddar Cheese, Cut Corn, Red Pepper Strips & Seasoned Black Beans with Ranch Dressing
  - $19.00 each

---

**Display Tray**

*Serves 24 and includes disposable plates, napkins and cutlery*

- **Deli Platter***
  - Includes Assorted Deli Meats & Cheeses, Assorted Sliced Breads & Rolls With Potato Salad, Lettuce, Tomatoes, Onions, Pickles, Condiments And Assorted Cookies.
  - $480.00 each

- **Assorted Mini Sandwiches***
  - Includes Turkey & Provolone, Ham & Swiss, Roast Beef & Cheddar on Mini Roll
  - $125.00 each

---

**Cold**

*Based on 50 piece minimum; includes disposable plates & napkins*

- **Tomato, Mozzarella & Basil Skewer***
  - $200.00

- **Mini Baguette with Pesto Goat Cheese & Tomato***
  - $200.00

- **Chilled Beef Tenderloin on Crostini***
  - $350.00

---

**Hot**

*Based on 50 piece minimum; includes disposable plates & napkins*

- **Adobo Chicken Taquito with Cilantro Dipping Sauce***
  - $200.00

- **Bacon-Wrapped Stuffed Jalapenos with Texas Peach BBQ Sauce***
  - $225.00

- **Pork Pot Stickers with Ginger Hoisin & Sweet Thai Chili Sauce***
  - $200.00

- **Black Bean Empanada with Chipotle Ranch***
  - $225.00

- **Chipotle Honey Chicken Wings (bone-in)***
  - $150.00

---

A 20% administrative fee, 8.25% Sales Tax & 8.25% Consumer Alcohol Tax will be added to all food, beverage and alcohol.

A $25++ delivery fee will be applied to each delivery/refresh and a 20% late fee will be assessed for all on-site orders.

Exhibitor booth catering does not supply tables for your booth. You must order these through your service contractor.

Certain services require electricity and must be ordered through Smart City.

---

George R. Brown Convention Center – ARAMARK
1001 Avenida de las Americas – Houston, Texas 77010 – 713.853.8106 – Fax 713.853.8188
All fees subject to 20% admin Fee, 8.25% Sales Tax and MB Tax When Applicable
Capp Express In Booth Barista

250 (8oz) Cup Minimum Per Day, No Carry Overs
Includes: Espresso, Cappuccino, Latte & Americano at Your Booth
Cart Dimensions and Electrical Requirements Available
One-Time Set-Up Fee $180.00
Attendant Required $35 Per Hour/Minimum 4 Hours

Package # 1
Starbucks Premium Coffee Products
250 Cups $1375.00/day
Each Additional Cup $5.50
Add Optional Flavorings: Mocha, Hazelnut & Vanilla $150.00/day

Package # 2
Cappuccino Express Premium Blend Products
250 Cups $1285.00/day
Each Additional Cup $5.15
Add Optional Flavorings: Mocha, Hazelnut & Vanilla $150.00/day
**Cookies Baked Fresh in Booth Service**

10 Dozen Minimum, No Carry Overs  
Cookies Baked Fresh at Your Booth  
Flavors: Sugar, Peanut Butter, Chocolate Chip and Oatmeal Raisin  
Dimensions and electrical requirements available  
One Time Setup Fee $180  
Attendant Required $35 Per Hour  
Minimum 4 Hours (Per Attendant)

**Package Details:**
- Rental $450/day  
- Cookies $60/dozen

---

**Cotton Candy**

150 Cones, No Carry Overs  
Includes (1) flavor of Cotton Candy at your booth  
Flavors: Vanilla Pink, Blue Raspberry, Strawberry, Orange, Watermelon, Grape and Lime  
Dimensions and electrical requirements available  
One Time Setup Fee $180  
Attendant Required $35 Per Hour  
Minimum 4 Hours (Per Attendant)

**Package Details:**
- 150 Cones $1250/day  
- Each Additional Cone $5.00

---

George R. Brown Convention Center – ARAMARK  
1001 Avenida de las Americas – Houston, Texas 77010 – 713.853.8106 – Fax 713.853.8188  
All fees subject to 20% admin Fee, 8.25% Sales Tax and MB Tax When Applicable
250 (8oz) cup minimum per day, no carry overs.
Includes (2) flavors of All Natural Fruit Smoothies Blended at your booth

Flavors: Strawberry, Mango-Orange, Pina Colada, Black Raspberry, Kiwi Lemon Lime, Lemon Wave

Cart dimensions and electrical requirements available

One-Time Set-Up Fee $180.00
Two Attendants required $35 per hour (per attendant)/Minimum 4 hours

Package Details:
Maui Wowi Smoothies $1500/day
Each Additional Cup $5.00
Additional Flavors $50.00/flavor

300-cup minimum per day, no carry overs
Includes (2) flavors served in 3.5oz cups at your booth

Flavors (2 flavors included in package): Chocolate, Vanilla, Banana Split, Birthday Cake,
Cookies and Cream, Cotton Candy and Cookie Dough

Cart dimensions and electrical requirements available

One-time setup fee of $180 per freezer
Attendant required $35 per hour/ Minimum 4 hours

Package Details:
Dippin Dots Ice Cream $1500/day
Each Additional Cup $4.50
Additional Flavors $50.00/flavor
Shaved Ice in Booth Service

350 cup minimum per day, no carry overs
Includes (4) flavors served in 4oz flower cups at your booth

Flavors – Lemon Lime, Kiwi Strawberry, Blue Raspberry and Pina Colada

One Time setup fee of $180 per machine
Attendant required $35 per hour/Minimum 4 hours

Package Details:
Shaved Ice $1575/day
Each Additional Cup $4.00

Hot Pretzels
Tabletop Pretzel Machine
Rental $250/Day
Dimensions and electrical requirements available
Attendant required $35 per hour
Minimum 4 hours

Pretzels $69/dozen

Fresh Popped Popcorn
Tabletop Popcorn Machine
Rental $250/Day
Dimensions and electrical requirements available
Attendant required $35 per hour
Minimum 4 hours

Popcorn Packs: $10 each (serves 10)
Includes: Paper Bags, Corn Kernels, Butter & Salt
### Booth Catering Menu 2017

**Alcoholic Beverages**

<table>
<thead>
<tr>
<th>Beverages</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bartender (4 hour minimum)</td>
<td>$35.00/hour</td>
</tr>
<tr>
<td>Alcohol MUST be served by an ARAMARK TABC Certified Bartender</td>
<td></td>
</tr>
<tr>
<td>Domestic Beer: Budweiser, Bud Light, Miller Light</td>
<td></td>
</tr>
<tr>
<td>Import/Craft Beer: Shiner Bock, St. Arnolds Amber, Heineken &amp; Corona</td>
<td></td>
</tr>
<tr>
<td><strong>Kegs</strong></td>
<td></td>
</tr>
<tr>
<td>ARAMARK will provide the Kegorator and biodegradable/disposable cups</td>
<td></td>
</tr>
<tr>
<td>Client to Supply: 120v20 amp – please contact SmartCity at 713-853-8900</td>
<td></td>
</tr>
<tr>
<td>Domestic Keg</td>
<td>$475.00</td>
</tr>
<tr>
<td>Import/Craft Keg</td>
<td>$675.00</td>
</tr>
<tr>
<td><strong>Bottled Beer</strong></td>
<td></td>
</tr>
<tr>
<td>* (24) beverages per case, minimum of (1) case required</td>
<td></td>
</tr>
<tr>
<td>Domestic Beer*</td>
<td>$5.50 each</td>
</tr>
<tr>
<td>Import/Craft Beer*</td>
<td>$6.25 each</td>
</tr>
<tr>
<td><strong>Wine by the Bottle</strong></td>
<td></td>
</tr>
<tr>
<td>Canyon Road Chardonnay, Merlot or Cabernet Sauvignon</td>
<td>$28.00/bottle</td>
</tr>
<tr>
<td>House Sparkling Wine</td>
<td>$30.00/bottle</td>
</tr>
<tr>
<td><strong>Full Service Bar &amp; Specialty Cocktails</strong></td>
<td></td>
</tr>
<tr>
<td>*Minimum of 50 drinks; served in biodegradable/disposable cups (No Glass Permitted in Exhibit Halls)</td>
<td></td>
</tr>
<tr>
<td>** Bar Front Not Included ~ Additional $150 Rental Fee Will Apply If Requested</td>
<td></td>
</tr>
<tr>
<td>Premium Spirits**</td>
<td>$7.50 each</td>
</tr>
<tr>
<td>Finlandia Vodka, Bombay Original Gin, Bacardi Rum, Jack Daniels Whiskey, Jim Beam Bourbon, Jose Cuervo Gold Tequila. Mixers and garnishes included.</td>
<td></td>
</tr>
<tr>
<td>Bloody Mary Bar**</td>
<td>$7.75 each</td>
</tr>
<tr>
<td>Garnishes to include: Tabasco &amp; Worcestershire Sauce, Celery, Green Olives, Limes &amp; Pearl Onions</td>
<td></td>
</tr>
<tr>
<td>Mimosas**</td>
<td>$7.50 each</td>
</tr>
<tr>
<td>Fresh Orange Juice &amp; House Champagne served in disposable flutes</td>
<td></td>
</tr>
<tr>
<td>Texas Tea**</td>
<td>$7.50 each</td>
</tr>
<tr>
<td>Lemonade &amp; Deep Eddie’s Sweet Tea Vodka with Sugared Rim</td>
<td></td>
</tr>
</tbody>
</table>

**Alcohol Policy**

- All alcohol sales and consumption at the George R. Brown Convention Center are regulated by the Texas Alcoholic Beverage Commission (TABC) and ARAMARK is responsible for the administration of their rules and regulations.
- Alcohol is NOT charged on consumption and can’t be transferred for use the following day(s).
- Alcohol is not allowed to be brought in from outside under any circumstances. This includes alcohol being used for display purposes & mini bottles for give away/promotions.
- Exhibitors and attendees are prohibited from removing alcohol from the premises at the George R. Brown Convention Center.
- All alcoholic beverages will be removed from your booth at the conclusion of your event by an ARAMARK bartender.

A 20% administrative fee, 8.25% Sales Tax & 8.25% Consumer Alcohol Tax will be added to all food, beverage and alcohol.

A $25++ delivery fee will be applied to each delivery/refresh and a 20% late fee will be assessed for all on-site orders.

Exhibitor booth catering does not supply tables for your booth. You must order these through your service contractor.

Certain services require electricity and must be ordered through Smart City.
First Level loading docks entry gate is accessed on Chartres Street at Walker Street.

Third Level Ramp is accessed from Chartres Street before Texas Avenue.
First Level Exhibitor Lot is accessed from Chartres Street at Walker.
Third Level Ramp is accessed from Chartres Street before Texas Avenue.
Exhibitor Guidelines

1. All move-in and move-out of exhibits must be done only through designated loading docks, freight doors, and freight elevators. The main lobbies, escalators and passenger elevators are not to be used for this purpose. Exhibitors should verify show security arrangements and times for move-in and move-out with Show Management.

2. Parking at the loading docks, the third level ramp, except for loading and unloading, is prohibited. Parking, loading and unloading on Avenida de las Americas in front of the building, is strictly prohibited. Vehicles in violation of this policy will be towed at owner’s expense.

3. All food, alcohol, non-alcoholic beverages, and concessions are operated and controlled exclusively by the George R. Brown Convention Center. Exhibitors must contact Aramark for all sampling and catering requests at 713-853-8150. Aramark will provide all necessary information and required forms.

4. All decorations, signs, banners, may not be taped, nailed, or otherwise attached to any ceiling, window, painted surface, or wall of the facility. Both the Show Manager and the Event Manager must approve the location and method of installation of any special decorations or signs. The use of helium and helium balloons is prohibited in the facility. Adhesive-backed decals are not permitted to be distributed or used inside the facility, or in the immediate vicinity.

5. Only facility electricians, plumbers, telephone technicians, and engineers may access the utility floor pockets. Exhibitors are not permitted to use water from restroom faucets or janitorial closets for exhibit purposes.
   To order any of these services, please contact Smart City at 713-853-8900.

6. Fire Prevention Permits are required for vehicles on display, cooking, tents, multilevel booths; please contact Show Management or the GRB Event Services Department for more information.

7. The Houston Fire Code requires any vehicle displayed inside the facility must have the battery cables disconnected. The gas tank must also be taped shut or have a lockable gas cap, and may contain no more than ¼ a tank of fuel before entering the GRB. All exhibit vehicle keys must be in the possession of the Show Manager in case of emergency.

8. All exit doors must have 10’ clearance. All display materials in the booth must be fire proof. The use of hay for display purposes is strictly prohibited. All other Houston Fire Code regulations must be adhered to.

9. No animals or pets are permitted in the facility except as an approved exhibit, activity or performance requiring the use of animals. Service animals are permitted.

Please note: These are Exhibitor Guidelines only. The George R. Brown Convention Center has the right to alter and/or amend these guidelines at any time. Please refer to the GRB Rules & Regulations for the complete guidelines of the GRB.
Date of Inspection: ____________ Venue: ___________________________________

Name of Event: _____________________________________________________________

Booth Number ___________ Exhibitor Name _______________________________

Motorized Vehicle Type:

- Car  □ Truck  □ Boat  □ Personal Watercraft  □ Motor-Driven Cycle  □ Aircraft

- □ Other (specify):________________________________________________________

In order to comply with the City of Houston Fire Code Regulations, the following requirements must be adhered to:

- □ Fuel in fuel tanks shall not exceed one-fourth (1/4) capacity or 5 gallons, whichever is least. An accurate means of measuring the fuel amount shall be provided. (Pre-requisite to entry into the building.)

- □ Batteries must be disconnected.

- □ Fuel tanks and fill openings shall be closed and sealed to prevent tampering.

- □ Propane cylinders shall be new and unused unless prior written approval has been given by the Fire Marshal. The Vendor or his representative will disconnect piping from the cylinder. Valves will be opened to verify the cylinder is void of propane gas. Any tools required shall be provided be the vendor.

- □ Approved for display.

- □ Rejected for display.

Reason(s) for rejection:________________________________________________________

________________________________________________________

Fire Inspector (Print): __________________________________________

Signature of Fire Inspector: _____________________________________
Multi-Level Exhibits

Multi-Level Exhibit drawings must be submitted for plan review by the Fire Marshal and must meet the following requirements:

2. Drawings must bear a current registered design professional’s stamp (Architect, Structural Engineer, Fire Protection Engineer, etc.). Expired licenses are unacceptable. The professional stamp shall include the state of certification, name of the design professional; his/her license number, signature, registered Engineering firm name and firm number.
3. Measurements must be in inches/feet (not metric).
4. Multi-deck structures exceeding 300 sq. ft of net floor area must have two (2) remote exit stairs; occupant load factor is 15 net sq. ft per person per table 7.3.1.2 of NFPA 101 Life Safety Code, 2000 edition.
5. Stairway widths shall be:
   a. A minimum of 36 inches where the occupant load of the upper level is less than 50.
   b. A minimum of 44 inches where the occupant load of the upper level is 50 or more.
   c. Occupant loads shall be stated on the plan.
6. Handrails shall not be less than 34 inches and not more than 38 inches above the surface of the tread.
7. Handrails are required on both sides. A sign must be placed at the bottom of the stairs stating “Please Use Caution and Hold the Handrail”.
8. Spiral stairways shall be permitted in accordance with section 7.2.2.2.3.3 of NFPA 101, 2000 ed., such that:
   a. Occupant load does not serve more than 3.
   b. Clear width of stairs is not less than 26 inches.
   c. Handrails shall be provided on both sides.
9. Guards shall:
   a. Not be less than 42 inches high.
   b. Open guards shall have intermediate rails or an ornamental pattern to prevent a 4 inch
diameter sphere to pass through any opening up to a height of 34 inches.

10. Battery-operated smoke detectors shall be installed on a smooth surface under the first level
    ceiling and spaced no more than 30 feet apart if applicable and installed on the upper floor level
    with a covered ceiling.

11. Hard covered ceilings shall have a smoke detector installed and if fabric/textile is used to cover
    the upper deck area, it must be flame resistant. Certificate must be submitted with plan.

12. One portable fire extinguisher, minimum 2A:10BC with current inspection tag by a licensed
    company shall be provided at each level of the exhibit.

13. Any stationary units (container or other units) using the upper areas as a deck must submit
    plans.
FIRE CODES FOR EXHIBITOR COOKING

- **2411.1 Installation** - Heating or cooking equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be installed as specified in the *International Mechanical Code* and the *International Fuel Gas Code*, and shall be approved by the code official.

- **2411.2 Venting** - Gas, liquid and solid fuel-burning equipment designed to be vented shall be vented to the outside air as specified in the *International Fuel Gas Code* and the *International Mechanical Code*. Such vents shall be equipped with approved spark arresters when required. Where vents or flues are used, all portions of the tent, air-supported, air-inflated or tensioned membrane structures, temporary membrane structures, or canopies, shall be not less than 12 inches from the flue or vent.

- **2411.3 Location** - Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials.

- **2411.4 Operations** - Operations such as warming of foods, cooking demonstrations and similar operations that use solid flammables, butane or other similar devices which do not pose an ignition hazard, shall be approved.

- **2411.5 Cooking tents** - Tents where cooking is performed shall be separated from other tents, air-supported, air-inflated or tensioned membrane structures, temporary membrane structures, or canopies, by a minimum of 20 feet.

- **2411.6 Outdoor cooking** - Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet from a tent, air-supported, air-inflated or tensioned membrane structures, temporary membrane structures, or canopies.

- **2411.7 Electrical heating and cooking equipment** - Electrical cooking and heating equipment shall comply with the *ICC Electrical Code*.

- **2412.1 General** - LP-gas equipment such as tanks, piping, hoses, fittings, valves, tubing and other related components shall be approved and in accordance with the *International Fuel Gas Code* and Chapter 38. Services must be ordered through our facility provider. Please coordinate your needs directly with your assigned Event Manager.

- **2412.2 Location of containers** - LP-gas containers shall be located outside. Safety release valves shall be pointed away from a tent, air-supported, air-inflated or tensioned membrane structures, temporary membrane structures, or canopies.

**PROPANE USAGE** – No propane tanks are allowed in the building. Please see assigned Event Manager concerning any questions regarding propane usage at the GRB.
Festival and Tradeshow Booths   Section 1- Requirements

1.1 Fire extinguishers - All cooking booths at festivals, fairs, carnivals and trade shows or exhibition events will require at least one listed 2-A, 10-B: C portable fire extinguisher with current inspection date tag. All cooking booths where deep fry cooking is performed using vegetable or animal oils or fats, at least one listed Type 'K' fire extinguisher with current inspection date tag, will be required. All cooking booths exceeding 20 feet in any dimension will require a minimum of two 2-A, 10-B: C fire extinguishers with current date tags attached, mounted in a location that is fully visible and readily accessible. (Type 'K' fire extinguishers are for use only for cooking grease or oil fires — (class "B" fires) — and are not to be used, or substituted for the required 2A, 10B:C fire extinguishers, for use on other classes of fires.)

Please Note: All events featuring "Deep Fryers" must have a Standby Fire Watch.

1.2 Egress - All booths must have an unobstructed path of egress to the exit.

1.3 Flame retardant materials - All booths and table coverings and other combustible materials composed of cloth, paper, and similar materials must be flame retardant treated. Any material added to a booth structure must be flame retardant. This small include signage, awnings over cooking areas or attached to the booth in any manner.

1.4 Protective barriers - All booths using portable cooking equipment shall provide protective barriers to prevent public access or exposure to these areas. A minimum of 3 feet of clearance distance is required at all times.

1.5 Combustible materials - Highly combustible materials such as bales of hay or similar materials are prohibited. Trash, rubbish and debris shall not be allowed to accumulate in booth areas.

Please Note: The use of cooking or grease for cooking or frying must be approved by the Fire Marshal and requires a standby fire watch.
**I-45 SOUTH**  Coming from Dallas, Conroe, The Woodlands, Bush Intercontinental Airport
Take I-45 South > to I-10 East > to US-59 South (exit #770A) > exit Downtown Destinations- Hamilton Street > right on Capitol Street > left on Avenida de las Americas

**I-45 NORTH**  Coming from Galveston, NASA, Clear Lake, Houston Hobby Airport
Take I-45 North > exit Downtown Destinations (exit #45) > exit Pease Street > right on Chartres Street > left on Capitol > left on Avenida de las Americas

**US-59 SOUTH**  Coming from Kingwood, Humble, Bush Intercontinental Airport
Take US-59 South > exit Downtown Destinations-Jackson Street > left on Franklin Street > right on Hamilton Street > right on Capitol Street > left on Avenida de las Americas

**US-59 NORTH**  Coming from the Galleria, Missouri City, First Colony, Sugar Land
Take US-59 North > exit Downtown Destinations-Polk Street > continue on Chartres Street > left on Capitol > left on Avenida de las Americas

**I-10 WEST**  Coming from Baytown, Channelview, New Orleans
Take I-10 West > to US-59 South (exit #770A) > exit Downtown Destinations-Hamilton Street > right on Capitol Street > left on Avenida de las Americas

**I-10 EAST**  Coming from Katy, San Antonio
Take I-10 East > to 59 South (exit #770A) > exit Downtown Destinations-Hamilton Street > right on Capitol Street > left on Avenida de las Americas

**SH-288 NORTH**  Coming from Pearland, South Loop, Reliant Park
Take SH-288 North > to US-59 North > exit Downtown Destinations-Polk Street > continue on Chartres Street > left on Capitol > left on Avenida de las Americas

**SH-290 EAST**  Coming from Austin, Copperfield
Take SH-290 East > to Loop 610 South > to I-10 East > to US-59 South (exit #770A) > exit Downtown Destinations-Hamilton Street > right on Capitol Street > left on Avenida de las Americas

**Loading Docks for Exhibit Hall A, B, C, D & E**
Take Avenida de las Americas South > left on Polk Street > left on Chartres > Docks are accessed from Chartress Street be on the left at Walker Street

**3rd Level Ramp for Exhibit Halls A3 & B3, Ballroom & General Assembly**
Take Avenida de las Americas South > left on Polk Street > left on Chartres > ramp is accessed from Chartres Street on the left before Texas Avenue
Exhibitor Services

Booth Cleaning Services
All rates based on gross booth area
100 square foot minimum
8.25% tax applied at checkout

Vacuuming Booth 28¢ per square foot

Shampooing Booth Carpet 40¢ square foot

Mopping Booth 35¢ square foot

Porter Service
Booths up to 1,000 square feet @ $40/day
Over 1,000 square feet @ $60/day
Continuous porter service during show hours
@$18/ hour in addition to regular porter service.

To place an order for booth cleaning,
please visit:
www.GRBBoothCleaning.com

If you have any questions,
please contact:
Tanya Perez
713-853-8907
Tanya.Perez@houstonfirst.com
GRB-ExhibitorServices@houstonfirst.com
Exhibitor Liability Insurance Program
As a standard requirement for all exhibitors, it is necessary to provide proof of general liability coverage from an insurance company in good standing with minimum policy limits of $1,000,000 per occurrence and $2,000,000 aggregate.

This insurance must be in force during the lease dates of the event, October 16-21, 2017, naming International Facility Management Association (800 Gessner Rd., Suite 900 Houston, TX 77024 USA) as the certificate holder. IFMA and George R. Brown Convention Center shall be named as additional insured.

IFMA has requested that Rainprotection serve as their insurance management company. In addition to being able to provide exhibitors with insurance, we are also collecting and verifying that all insurance certificates, regardless of the insurer, are verified for compliance. If you have your own insurance, please submit a copy to Sales@rainprotection.net.

Purchase Your Liability Insurance Now
Simply purchase your Exhibitor Insurance, which is already pre-filled with all of the proper show information, directly online by using a credit card.

Click the Link Below to Purchase Your Insurance for just $89
https://securevendorinsurance.com/Rainprotection/ApplicantInformation?GroupEventKey=e6af32ce98af

NON USA EXHIBITORS - Address and Phone Number instructions:
When filling in your company information it will ask for a phone number and address. Please use the following:
Address - 1001 Avenida De Las Americas, Houston, TX 77010
Phone Number - (800) 528-7975

This program is valuable for:
* Exhibitors who do not have any insurance.
* International Exhibitors whose liability insurance will not cover them at a U.S Show.
* Companies who do not have the time to deal with all of the certificate arrangements, and need coverage now.
* Exhibitors who find it easier or advantageous to use this program, rather than their corporate insurance; Similar to when you rent a car and do not want to use your own auto insurance.
* Should there be a claim, it will not tarnish your policy and rates. And, unlike most corporate policies, there is no deductible.

We also offer affordable short term Equipment/Merchandise/Display Insurance
All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

Please complete and return the Enrollment Form below:
Click Here for the Instant Equipment Insurance Enrollment Form
Sec. 17-26.29. Comply with the following requirements to install, operate or maintain any display, concession, exhibit, show or ride in any building or area for purposes of public entertainment, information and/or merchandising purposes:

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

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

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

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

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

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

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

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

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

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

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

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

(over)
13. The demonstration of equipment using liquid fuel in buildings is prohibited, except as prescribed in Article XX of this code.

14. There shall be no obstructions blocking exit doors from the outside of any building, such as autos parked in doorways, or barricades across the sidewalks.

15. Where smoking is permitted, there shall be provided on each table and at other convenient places suitable noncombustible ashtrays or match receptacles. It shall be an offense for any person to smoke or to carry lighted tobacco in areas within buildings where a trade show is being set up or torn down except in specific areas designated by the Fire Marshal or his representative for smoking tobacco.

16. Each exhibitor shall provide an approved metal container with metal cover for daily accumulation of waste material.

17. All griddles and cook stoves shall be installed at a reasonable and safe distance from all combustible materials and be protected by metal and asbestos protectors.

18. The use of all gas fired heating units, either portable or stationary, shall meet the approval of the City Plumbing Inspector and/or the Fire Marshal. The use of the so-called “Salamander” stove is strictly prohibited.

19. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provisions of the city building and fire codes.

20. All flammable liquids used in any exhibit area shall be stored in an approved underground tank and/or special approved storage room, and dispensed from an approved pump into a vehicle tank or underwriter’s laboratories labeled safety can, in compliance with the fire code.

21. No curtains, drapes, or decorations shall be hung in such a manner, as to cover any exit signs.

22. No vehicles shall be parked in fire lanes outside of buildings.

23. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.

24. Artificial lighting such as lanterns and candles are prohibited, except when approved by the Fire Marshal’s office.

25. No smokeless powder allowed unless authorized by Fire Marshal. Refer to Section 11.8 of the Houston Fire Code.