

## HEALTH AND SAFETY

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

## EASY IS NICE, ON ANY DEVICE

FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event.

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move-out process
- Access invoices after the show

## BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high black back drape and 3' high black side dividers. Booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive a 7" x 44" one-line identification sign upon request. **Note: Linear booths at LightFair must have an exhibitor branded back-wall booth property. Standard exhibit hall drape by Freeman is not an appropriate background.**

## EXHIBIT HALL CARPET

Exhibit booths at LightFair are required to have floor covering. Floor covering is the responsibility of the exhibitor. Floor covering should be carpeting or a hard floor covering. Exhibit Booths that do not have carpet/floor covering prior to start date will be forced carpeting; at exhibitors expense. The aisle will be carpeted in black.

## DISCOUNT PRICE DEADLINE DATE

**Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by May 19, 2022.**

## EXHIBITOR FREQUENTLY ASKED QUESTIONS

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

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

Thursday	June 16, 2022	1:00 PM - 5:00 PM	<i>Per Targeted Floor Plan</i>
Friday	June 17, 2022	8:00 AM - 5:00 PM	<i>Per Targeted Floor Plan</i>
Saturday	June 18, 2022	8:00 AM - 5:00 PM	<i>Per Targeted Floor Plan</i>
Sunday	June 19, 2022	No Move-In Day	<i>No Targeted Move-In (Pre-ordered Labor on Floor)</i>
Monday	June 20, 2022	8:00 AM - 5:00 PM	<i>Per Targeted Floor Plan</i>

**\*ALL exhibit booths must be show ready by 5PM (PST) on Monday, June 20th. Pre ordered labor / services on floor only on Sunday.**

### EXHIBIT HOURS

Tuesday	June 21, 2022	10:00 AM - 6:00 PM
Wednesday	June 22, 2022	10:00 AM - 6:00 PM
Thursday	June 23, 2022	10:00 AM - 3:00 PM

**EXHIBITOR MOVE-OUT**

Thursday	June 23, 2022	3:00 PM - 11:59 PM
Friday	June 24, 2022	8:00 AM - 11:59 PM
Saturday	June 25, 2022	8:00 AM - 6:00 PM

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

**EXHIBITOR SERVICE HOURS**

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

**DISMANTLE AND MOVE-OUT INFORMATION**

All exhibitor materials must be removed from the exhibit facility by **Saturday, June 25, 2022 at 6:00 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 **Saturday, June 25, 2022 at 1:00 PM.**

**POST SHOW PAPERWORK AND LABELS**

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

**EXCESSIVE TRASH AND BOOTH ABANDONMENT**

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

**SERVICE CONTRACTOR CONTACTS / INFORMATION:****FREEMAN**

(888) 508-5054

ExhibitorSupport@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](mailto:exhibit.transportation@freeman.com)

**FREEMAN ONLINE®**

**Take advantage of discount pricing by ordering online at [FreemanOnline](#) by May 19, 2022.**

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

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

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

**SHIPPING INFORMATION**

Warehouse Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

**LightFair 2022**

C/O Freeman

6675 W Sunset Rd

Las Vegas, NV 89118

Freeman will accept crated, boxed or skidded materials beginning **Tuesday, May 17, 2022**, at the above address. Material arriving after **June 09, 2022** will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 7:00 AM - 2:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

**LightFair 2022**

C/O Freeman

Las Vegas Convention Center

300 Convention Center Dr

Las Vegas, NV 89109

**NOTE: All Common Carriers and Van Lines should check-in at the Marshalling Yard. (see enclosed map) Certified Weight Tickets must accompany all shipments. Target time is per truck check-in and does not necessarily represent the time your truck will be unloaded.**

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

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

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

**PURCHASE TERMS**

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

**LABOR INFORMATION**

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

**ASSISTANCE**

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

**WE APPRECIATE YOUR BUSINESS!**



## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICES**

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

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by May 19, 2022.

#### **AVOID DELAY**

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

#### **SAFETY TIPS**

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

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

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

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

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

No children are to be present in the exhibit hall during installation and dismantle. Children under the age of 16 are also not allowed on the exhibit hall during LightFair show hours.

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

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

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

## Interested in going green and saving money?

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



### 1 BEFORE THE SHOW booth structure

#### Option 1 Multiple Use

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

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

#### Option 2 One-time Use

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

### 2 carpet

#### Option 1 Rent

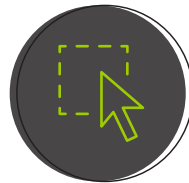
Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

#### Option 2 Color

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



### 3 shipping



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



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



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

### 4 graphics

#### Option 1 Multiple Use

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

#### Option 2 One-time Use

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

### 5 printing



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



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



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

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## ON SITE

### save energy



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



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



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



## MOVE OUT

### train your team

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



8

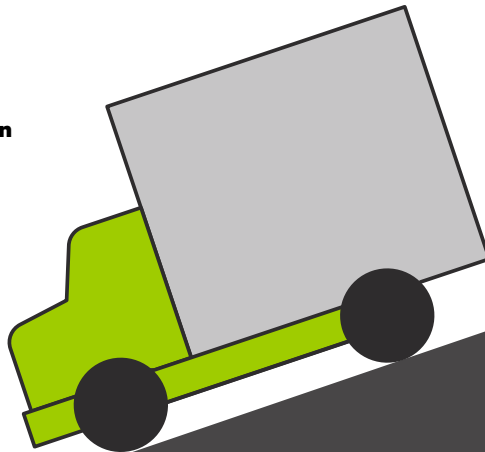
### shipping out

#### **Pack in, pack out.**

Leave no traces on show site.

#### **Join a caravan.**

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



### leftover materials

#### **Remember to label.**

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

#### **Donate the rest.**

Ask the Freeman Exhibitors Services desk about local donation programs.

#### **TYPICALLY\* DONATE-ABLE**

**Furniture:** Purchased items  
Home furnishing: Décor  
staging materials

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

**Flooring:** 100 square feet of  
flooring. Excludes carpet.

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

#### **TYPICALLY\* RECYCLABLE**

**Cardboard:** Used for signs or  
shipping boxes

**Glass:** Green, brown, clear

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

**Metal:** Aluminum cans/  
steel banding

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

**Wood:** Non-laminate wood

FREEMAN







FREEMAN.COM

# LIGHTFAIR INTL LIGHTING EXPO

06/23/22 - 06/25/22

LAS VEGAS CONVENTION CENTER - LEVEL 1 - LAS VEGAS, NV

## TARGET LEGEND:

	BLUE:	WEDNESDAY, JUNE 15, 2022 8 AM - NOON CHECK-IN 4 AM - 10 AM		ORANGE:	THURSDAY, JUNE 16, 2022 12:30 PM - 4:30 PM CHECK-IN 11 AM - 2 PM
	GREEN:	WEDNESDAY, JUNE 15, 2022 12:30 PM - 5 PM CHECK-IN 11 AM - 2 PM		YELLOW:	FRIDAY, JUNE 17, 2022 8 AM - 4:30 PM CHECK-IN 6 AM - 2 PM
	PINK:	THURSDAY, JUNE 6, 2022 8 AM - NOON CHECK-IN 6 AM-10 AM		UNMARKED:	MONDAY, JUNE 20, 2022 8 AM - 4:30 PM CHECK-IN 6 AM - 2 PM



## REVISION

Date: 2/15/2022










By: Justine L. Jensen




## BOOTH COUNT





History as of 02/15/2022

Version	Size	Qty	SoFi	Rented	Available
0'	100	210	21,000	63	147
0'	200	128	25,600	78	50
0'	300	15	4,500	5	10
0'	400	1	400	0	1
0'	450	60	24,000	53	7
0'	600	43	25,800	21	22
0'	800	11	8,800	9	2
0'	900	7	6,300	6	1
0'	1,000	3	3,000	3	0
0'	1,200	5	6,000	1	4
0'	1,500	4	6,000	2	4
0'	2,000	3	6,000	3	0
0'	2,500	2	5,000	2	0
Totals:	492	142,400	249	243	

## BLDG. LEGEND:

WEST HALL NOTATION LEGEND	
ELECTRICAL	
	SINGLE RECEPTACLE
	DUPLEX RECEPTACLE
	DOUBLE DUPLEX RECEPTACLE
	DUPLEX RECEPTACLE ON SEPARATE CIRCUIT
	DUPLEX RECEPTACLE MOUNTED ABOVE COUNTER
	DUPLEX RECEPTACLE WITH INLINE SWITCHED OUTLET
	SPECIAL RECEPTACLE - REFER TO PLANS FOR NEMA TYPE. BACKBOX INDICATES PROVISIONS FOR FUSIBLE DISCONNECT.
	P/N & SLEEVE RECEPTACLE
	DUPLEX RECEPTACLE - FLUSH MOUNTED AND FLOOR BOX

COMBINATION FLOOR-BOOKS	
	TYPIC F50: EXHIBITION HALL FLOOR BOOK. CONTAINS ELECTRICAL POWER, LOW-VOLTAGE, AND WASTE COMPARTMENTS.
	TYPIC F50: LOBBY AND DISFUNCTION AREA FLOOR-BOOK. CONTAINS ELECTRICAL POWER AND LOW-VOLTAGE COMPARTMENTS.
	TYPIC F50: MEETING ROOM FLOOR BOOK. CONTAINS ELECTRICAL POWER AND LOW-VOLTAGE COMPARTMENTS.

WEST HALL COLUMN DIMENSIONS	
TOP VIEW (ENLARGED)	
	
	
LOBBY AND EXTERIOR	

INDICATES USABLE LOBBY SPACE

[illegible]

LAS VEGAS CC NETWORK SYMBOLS	
	COPPER ONLY
	FIBER ONLY
	FIBER AND COPPER ONLY
	SWAP
	BASIS/FLIGHTING

The figure shows a complex form with multiple sections and fields. The form is divided into several sections, each with a title and a set of fields. The sections are arranged in a grid-like fashion, with some sections spanning multiple rows and columns. The fields are labeled with text and some have input areas. The form is designed to collect information in a structured manner, with clear headings and organized layout.

## DRAWING INFO

Passport Line Item Number:

#7812478

Facility: LAS VEGAS CONVENTION CENTER

Facility Location:  
5151-1

LEVEL 1  
City & State:

CITY & STATE:  
LAS VEGAS, NV

Scale: CUSTOM

Project #: 506143

Account Sales: DAN STEENSTRUP

cc. Mgmt.: MATTHEW HARRIS

started: 2/11/2022

Started By: JUSTINE L. JENSEN

Prod. Branch: LAS VEGAS

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**Freeman.**

**Disclaimer** - This floor plan is preliminary and subject to change pending review and official approval by all authorities having jurisdiction. Every effort has been made to ensure the accuracy of all information contained on this floor plan. However, no warranties, either expressed or implied, are made with respect to this floor plan. If the location of building columns, utilities or other architectural components of the facility is a consideration in the construction or usage of an exhibit, it is the sole responsibility of the exhibitor to physically inspect the facility to verify all dimension and locations.

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**Confidential and Proprietary** - the information contained herein is the proprietary information of Freeman and by accessing the information, the recipient agrees to keep the information confidential and not disclose it to any third party without the prior consent of Freeman. Recipient also agrees to only use the information for its internal evaluation purposes and for no other purpose, without the prior consent of Freeman.

# LAS VEGAS FIRE REGULATIONS

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Please find below general guidelines for fire safety. Please refer to the Clark County Department of Building & Fire Prevention website for Requirements and Permit Guidelines, Application Forms, Permit Fees, etc.

Clark County Department of Building & Fire Prevention:

[https://www.clarkcountynv.gov/government/departments/building\\_fire\\_prevention/index.php](https://www.clarkcountynv.gov/government/departments/building_fire_prevention/index.php)

The following items are required to have a permit from the Clark County Department of Building & Fire Prevention:

- Candles and Open Flames (including gelled alcohol, Sterno, etc.)
- Flame Effects
- Open Flame Devices (e.g. candles and gelled alcohol warmers)
- Fireworks/Pyrotechnics
- Compressed Gases
- Cryogenic Fluids
- Hot Works Operations (welding operations)
- Liquid or Gas-Fueled Vehicles or equipment for display in assembly occupancies
- Fire Systems for Covered Booths exceeding 1,000 square feet that will be erected for more than seven (7) show days or contain vehicles, open flame, or hot works.
- Tents and/or Canopies
- Temporary Membrane Structures
- Temporary Outdoor Structures

For information specific to the Las Vegas Convention Center, please contact the LVCVA Convention Services Department at (702) 892-2915.

For information specific to the Mandalay Bay Convention Center, please contact their Exhibitor Services Department at (855) 408-1349.

For information specific to the Sands Expo Center, please contact Sands Customer Service at (702) 733-5070.

**PLEASE NOTE: Failure to notify show management and/or apply for permit no later than three weeks prior to the move-in of an event could result in higher permit fees or non-admission of the item/service to the exhibit floor.**

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1. **In accordance with the Nevada Clean Indoor Air Act, smoking is prohibited in exhibit areas.**
2. **All materials used in construction and decoration of an exhibit must be flame retardant.** Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used. NFPA 701 is the accepted standard.
3. **All exits and exit aisles must be kept clear and unobstructed.** No furniture, signs, easels, chairs or displays may protrude into aisles unless shown on the Fire Marshal approved floor plan.
4. **Designated "No Freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
5. **All empty cartons or crates must be labeled and removed for storage or they will be removed as trash.** Crates are not to be used as exhibit supports.
6. **All fire hose racks, fire extinguishers, strobe lights and emergency exits must be visible and accessible (3' clearance for hoses and extinguishers) at all times.** This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.
7. **Exhibitors who intend to display a vehicle within the confines of their exhibit booth must obtain a vehicle display permit from the Clark County Department of Building & Fire Prevention.** At least one battery cable shall be removed from the battery used to start the engine. (Batteries for auxiliary equipment may be connected.) The fuel tank shall not have more than 1/4 capacity or five (5) gallons, whichever is less. Fuel tank(s) are sealed. Fueling or de-fueling is not permitted in the assembly occupancy. A 36" wide access aisle or clear space is maintained around all sides of the display and a minimum of 20 feet away from exit doors, exit stairs, the exit access or exit passageways. No leaks of fluids. No relocation of the display during exhibit hours.  
  
**Exception:** Permits are not required at the Las Vegas Convention Center; however, vehicles that use compressed gas are prohibited. At least one battery cable shall be removed from the batteries used to start the vehicle engine. Batteries used to power auxiliary equipment shall be permitted with prior approval from the LVCVA Safety Office.
8. **Combustible materials must not be stored beneath display vehicles.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.
9. **Vehicles in building for unloading must not be left with engine idling.** Exhaust gases present extreme hazards to workers on catwalks. If engine cannot be shut down, vehicle must be removed from the building as quickly as possible.
10. **No storage of any kind is allowed behind booths or near electrical service.** Materials for hand-outs must be limited to one day supply and stored neatly within the booth. Violators will be notified and if not removed by show opening, Official Service Contractor will remove and store at **EXHIBITOR'S EXPENSE**.



# LAS VEGAS FIRE REGULATIONS (continued)

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11. **All 110 volt extension cords shall be three-wire (grounded), #14 or larger AWG, copper wire. All connections must be supported and secure.** Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved.
12. **Cube tap adapters are prohibited (Uniform Fire Code 85.107). Multi-plug connectors must be UL approved with built-in overload protection.** Connectors must not be used to exceed their listed ampere rating.
13. **Electrical work under carpets or flooring must be installed by the official electrical service provider.** All cords must be flat, three conductor, #14 AWG or larger.
14. **All temporary wiring must be accessible and free from debris and storage materials.** Hard backed booths must have power supplies dropped within the booth.
15. **Compressed gas cylinders, including LPG, must obtain a permit from the Clark County Department of Building & Fire Prevention.** Flammable gases, i.e.: butane, propane, natural gas, et al; are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

**Exception:** Please contact the Las Vegas Convention Center for their specific guidelines.

16. **Certain halogen lamps have been banned at the Las Vegas Convention Center, Mandalay Bay Convention Center, Sands Expo Center, and Cashman Center.**

Halogen lamps at the Las Vegas Convention Center, Sands Expo Center and Cashman Center are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb.

Halogen lighting policy at Mandalay Bay Convention Center covers restrictions on stem mounted halogen lighting provided by display contractors and exhibitors for the temporary lighting of exhibit booths. The use of any stem mounted halogen or other fixtures employing a non-shielded halogen bulb is not allowed. In addition, conventional track lighting systems that use any of the approved types of halogen bulbs and that are securely mounted to stable exhibit structures will continue to be allowed. Approved halogen bulbs include: MR 11/16 Covered - Low Wattage, MR 16 Covered - Line Voltage and PAR 14, 16, 20, 30 and 48.

17. **Single-level covered exhibits require automatic fire sprinklers underneath covered areas greater than 1,000 square feet that will be in place for 7 or more show days (not including move-in and move-out days).** Sprinklers are also required when there will be vehicles, open flame, or hot works underneath any covered areas. The permit that is required is only for the installation of fire sprinklers, not for structural review of exhibits.

**Exception:** Where the booth is used in an event with duration less than 7 calendar days and does not contain vehicles, open flame or hot works, automatic fire sprinklers are not required, provided the aggregate area of unsprinklered booths within the room does not exceed 30% of the room size.

**Exception:** Please contact the Las Vegas Convention Center, Sands Expo Center or Cashman Center for their specific guidelines.

18. **Please note: These are Clark County Department of Building & Fire Prevention guidelines. Please contact the the event facility for specific guidelines.**

**Multi-level covered exhibits require automatic fire sprinklers underneath all covered areas on each level when the walking surface of the upper level(s) is over 1,000 square feet that will be in place for 7 or more show days (not including move-in and move-out days). Upper level areas of multi-level exhibit booths exceeding 300 square feet shall not have less than two remote means of egress.** Sprinklers are also required when there will be vehicles, open flame, or hot works underneath any covered areas. The permit that is required is only for the installation of fire sprinklers, not for structural review of exhibits. Any exhibit with an upper deck area to be occupied must be evaluated and stamped by a licensed engineer. The upper level of multi-level exhibit booths exceeding 300 square feet shall have not less than two remote means of egress. Stamped plans should be present within the exhibit for potential verification by the Fire Marshal upon request.

**Exception:** Where the booth is used in an event with duration less than 7 calendar days and does not contain vehicles, open flame or hot works, automatic fire sprinklers are not required, provided the aggregate area of unsprinklered booths within the room does not exceed 30% of the room size.

19. **Tents in excess of 400 square feet, canopies in excess of 700 square feet, and temporary membrane structures must be approved by the Clark County Department of Building & Fire Prevention.**

**Exception:** Please contact the Las Vegas Convention Center for their Tents/Canopies guidelines.

20. **Demonstration cooking and food warming in exhibition spaces shall comply with the Clark County Fire Code and facility regulations.**

**Exception:** Please contact the Las Vegas Convention Center for their specific guidelines.

21. **The use of candles and other open flame decorative devices must be approved by the Clark County Department of Building & Fire Prevention.**

**Exception:** Please contact the Las Vegas Convention Center for their specific guidelines.

## EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION

Show Management has selected Freeman to be the Official Services Contractor for your upcoming show. As the Official Services Contractor, Freeman has the responsibility for material handling, electrical, all suspended rigging and booth cleaning services. We hope this document will assist you in planning for your upcoming event.

To help you understand the Official Services Contractor responsibilities, we ask that you read and observe the following to aid in a smooth and efficient move-in and move-out of the trade show.

Freeman requests that exhibitors do not tip its employees by giving money, merchandise or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of Freeman. Freeman employees are paid an excellent wage and tipping is not an accepted company policy.

Freeman craftsmen at all levels are instructed to refrain from expressing any disputes or directly challenging the practices of any exhibitor. All questions arising with regard to the jurisdiction or practices must be directed to a FREEMAN management representative.

### PER SHOW MANAGEMENT

<b><u>TASK</u></b>	<b><u>EXHIBITORS MAY</u></b>	<b><u>FREEMAN RESPONSIBILITIES</u></b>
<b>Material Handling</b>	<ul style="list-style-type: none"> <li>As an exhibitor you may "hand carry" material. Hand carry is defined as small items such as cartons and packages that an exhibitor is able to carry.</li> <li>Any mechanical assistance is limited to a small dolly.</li> <li>The assistance of any motorized device or pallet jack is not permitted.</li> <li>When exhibitors choose to "hand carry" they may not access designated material handling areas.</li> <li>Must use specified exhibitor hand carry areas or main entrance of the facility.</li> <li>In all other circumstances items should be considered material handling.</li> </ul> <p><b>In no circumstance is any exhibitor authorized to use Freeman material handling equipment for any purpose.</b></p>	<ul style="list-style-type: none"> <li>Freeman has been contracted to be the exclusive provider for material handling contract services as ordered by the exhibitor.</li> <li>Freeman has the responsibility to manage all freight docks and to schedule all vehicles into and out of all designated material handling areas for the show. This will assure the smooth, orderly and efficient move in and move out of the tradeshow.</li> <li>Freeman has the sole responsibility for loading and unloading all trucks, trailers, common and contract carriers at its facilities or designated material handling areas.</li> <li>Freeman is not responsible for any material it does not handle.</li> <li>For the convenience of all exhibitors on the show, order forms for material handling services are included in this service manual and are available on Freeman's website at <a href="http://www.freemanco.com/store">www.freemanco.com/store</a>.</li> </ul>
<b>Electrical</b>	<p>The following work may be performed by the exhibitor's full-time company employees with positive identification such as a medical card or payroll stub but may not be performed by your Exhibitor Appointed Contractor (EAC).</p> <ul style="list-style-type: none"> <li>Plug in equipment into any 20A/120VAC receptacle.</li> <li>May hang up to four small clip-on lights per booth.</li> <li>May connect modems, printers, computers and keyboards, test and tune their own equipment, and run their own communications cable between machines in the same booth above the booth carpet.</li> <li>Mounting of monitors (to include plasma screens, LCD &amp; CRT) and the installation of hanging brackets.</li> </ul>	<ul style="list-style-type: none"> <li>All electrical distribution.</li> <li>All under-carpet electrical distribution.</li> <li>Any additional electrical requirement needs or changes to preorders.</li> <li>Distribution and connection of all power in excess of 20A/120V.</li> <li>Distribution and connection of all 208V and 480V power.</li> <li>Distribution of all electrical equipment necessary to provide electrical service.</li> </ul>
<b>Non-Electrical Hanging Signs</b>	<ul style="list-style-type: none"> <li>Install and dismantle a non-electric sign attached to a booth by the exhibitor's full-time employee or approved EAC.</li> </ul>	<ul style="list-style-type: none"> <li>Assembly and disassembly of hanging signs.</li> <li>Hanging of non-electrical signs and decorative materials from the ceiling.</li> <li>Installing chain hoist and attaching signs (over 200 lbs).</li> </ul>



## EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION *(continued)*

<b><u>TASK</u></b>	<b><u>EXHIBITORS MAY</u></b>	<b><u>FREEMAN RESPONSIBILITIES</u></b>
<b>Rigging / Electrical Hanging Signs and Truss</b>	<ul style="list-style-type: none"> <li>Exhibitors <u>MAY NOT</u> install or assemble electrical hanging signs and truss.</li> </ul>	<ul style="list-style-type: none"> <li>Assembly and disassembly of electrical hanging signs, including rotating and header signs.</li> <li>Lighting without dimmers.</li> <li>Programmable theatrical lighting, production, related rigging and audio-visual.</li> <li>Suspended trusses with or without legs that contain dimmable or programmable lighting, studio or motion picture lighting, sound system projectors and/or video wall.</li> <li>Hoist ground-supported stand-alone truss whose sole purpose is overhead distribution of electrical.</li> <li>Suspended truss with motorized hoist and non-dimmable and non-programmable lights.</li> <li>Installing chain hoist.</li> <li>Special effects equipment.</li> <li>Laser lighting.</li> <li>Video monitors and plasma screens including units fed by a live camera or are part of a multi-screen coordinated image.</li> </ul>
<b>Ground Supported Truss and Lighting</b>	<ul style="list-style-type: none"> <li>Ground-supported truss that is considered to be "booth structure" or mixed-use truss may be assembled by you, your full-time employee or by an approved EAC.</li> <li>Truss which is not assembled by Freeman is subject to all electrical rules and jurisdictions in regard to any electrical work in the truss.</li> </ul>	<ul style="list-style-type: none"> <li>Installation and dismantle of self-climbing and/or mechanized truss systems.</li> <li>Installation and dismantle of any programmable dimmable lighting fixtures that are attached to any ground-supported truss.</li> <li>Meeting room ground supported truss for the purpose of audio, visual, theatrical lighting.</li> </ul>
<b>Booth Cleaning and Porter Service</b>	<ul style="list-style-type: none"> <li>Clean and wipe down products and display merchandise and other parts of the exhibit.</li> <li>Exhibitor Appointed Contractors (EAC's) are not permitted to vacuum or utilize floor cleaning equipment on the show floor.</li> </ul>	<ul style="list-style-type: none"> <li>All booth vacuuming and porter service.</li> </ul>
<b>Booth Installation and Dismantle</b>	<ul style="list-style-type: none"> <li>As an Exhibitor you may choose to utilize your own personnel to set up and dismantle your exhibit.</li> <li>If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub.</li> <li>You may hire Freeman to act as your Exhibitor Appointed Contractor (EAC) to perform this work.</li> <li>You may hire an Exhibitor Appointed Contractor (EAC) to perform this work.</li> <li>All EAC's must have the appropriate credentials submitted to Show Management and the facility.</li> </ul>	<ul style="list-style-type: none"> <li>When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 years of experience, our group of specialists are ready to assist you with all of your exhibit requests from beginning to end. Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible.</li> <li>To secure Freeman labor, please utilize the labor forms enclosed. Skilled Freeman Labor is available to act as your EAC.</li> </ul>
<b>Cameras, Audio and Video Systems</b>	<ul style="list-style-type: none"> <li>Install and operate their own manufactured or product systems when less than 20 amps or not suspended from the ceiling.</li> <li>Plug in small sound devices.</li> <li>Install exhibitor's own manufactured cameras by exhibitor's full time employees.</li> <li>Exhibitors may elect to staff certain positions:               <ul style="list-style-type: none"> <li>Technical Director</li> <li>Lighting Designer</li> <li>Video Engineer or Audio Engineer</li> <li>Slow Motion Machine Operator</li> <li>Advance Projectionist</li> <li>Audio Board Operator</li> <li>Video Board Operator</li> <li>Live Camera Operator</li> <li>Lighting Board Operator</li> </ul> </li> </ul>	<p>Freeman will be responsible for the following staffing when an integrated system draws more than 20 amps or is suspended from the ceiling:</p> <ul style="list-style-type: none"> <li>Crane Operator</li> <li>Audio Technician</li> <li>TV Sound Boom Operator</li> <li>Character Generator</li> <li>Advanced Audio Visual Technician</li> <li>Tape Operator</li> <li>Audio Visual Technician</li> <li>Video Wall Technician</li> <li>Video Utility Person</li> <li>Assistant TV Audio Tech</li> <li>Projectionist</li> <li>High Rigger</li> <li>Ground Rigger</li> <li>Lighting Tech</li> </ul>
<b>Telephone</b>	<ul style="list-style-type: none"> <li>May plug and unplug their phones, modems, faxes or credit card readers.</li> </ul>	<ul style="list-style-type: none"> <li>Cox must distribute all concealed and under-carpet wiring.</li> </ul>

## PAYMENT INFORMATION

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

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

### 1. Submit your payment information

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

<https://www.freemanpay.com/506143>

### 2. Submit your order

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

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

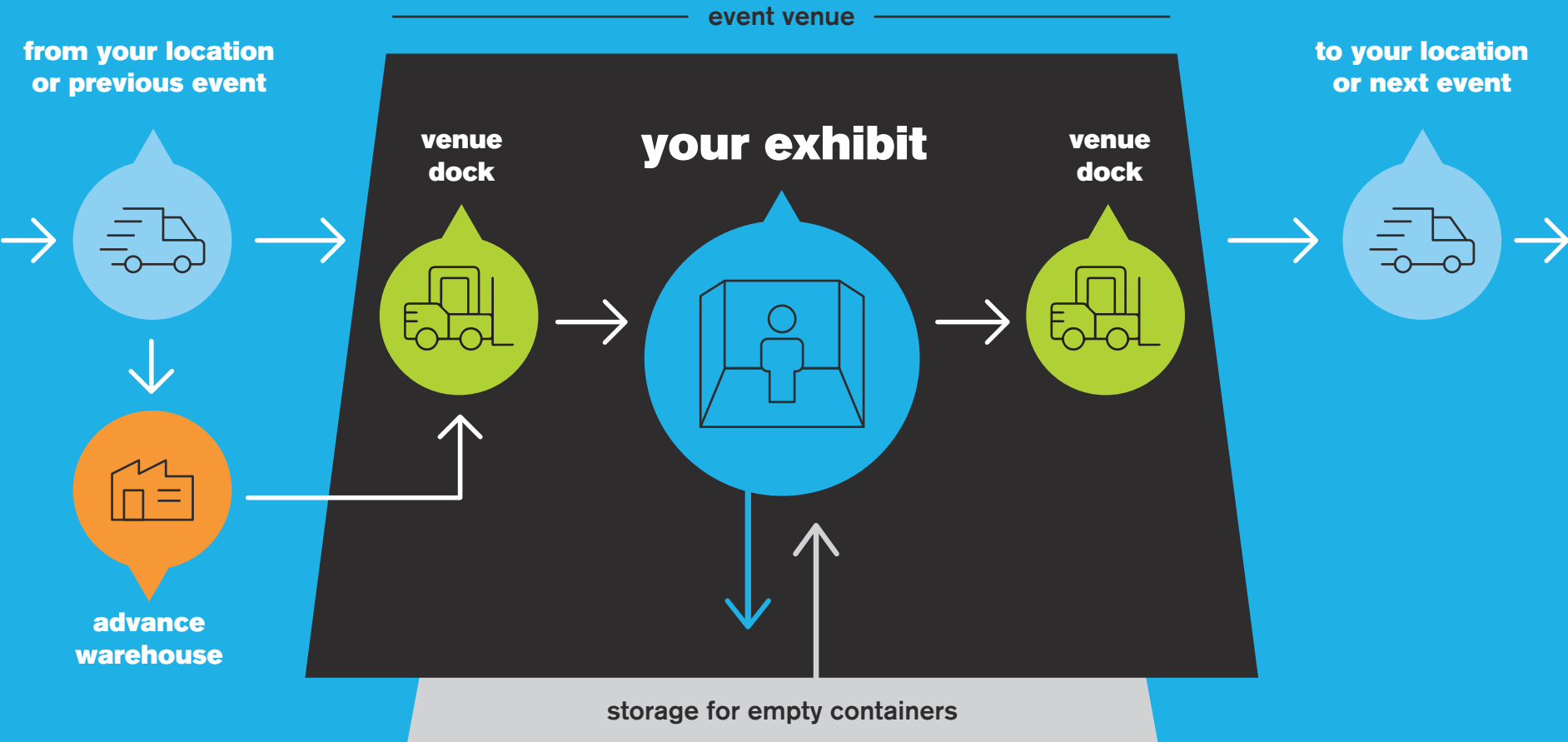
*before event*

*during the event*

*after event*

from your location  
or previous event

to your location  
or next event



*advance warehouse*

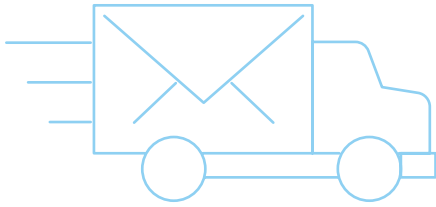
where exhibit materials are  
stored before an event

*shipping*

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

*material handling*

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



# TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

## The Freeman Exhibit Transportation promise:

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

## Benefits:

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

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



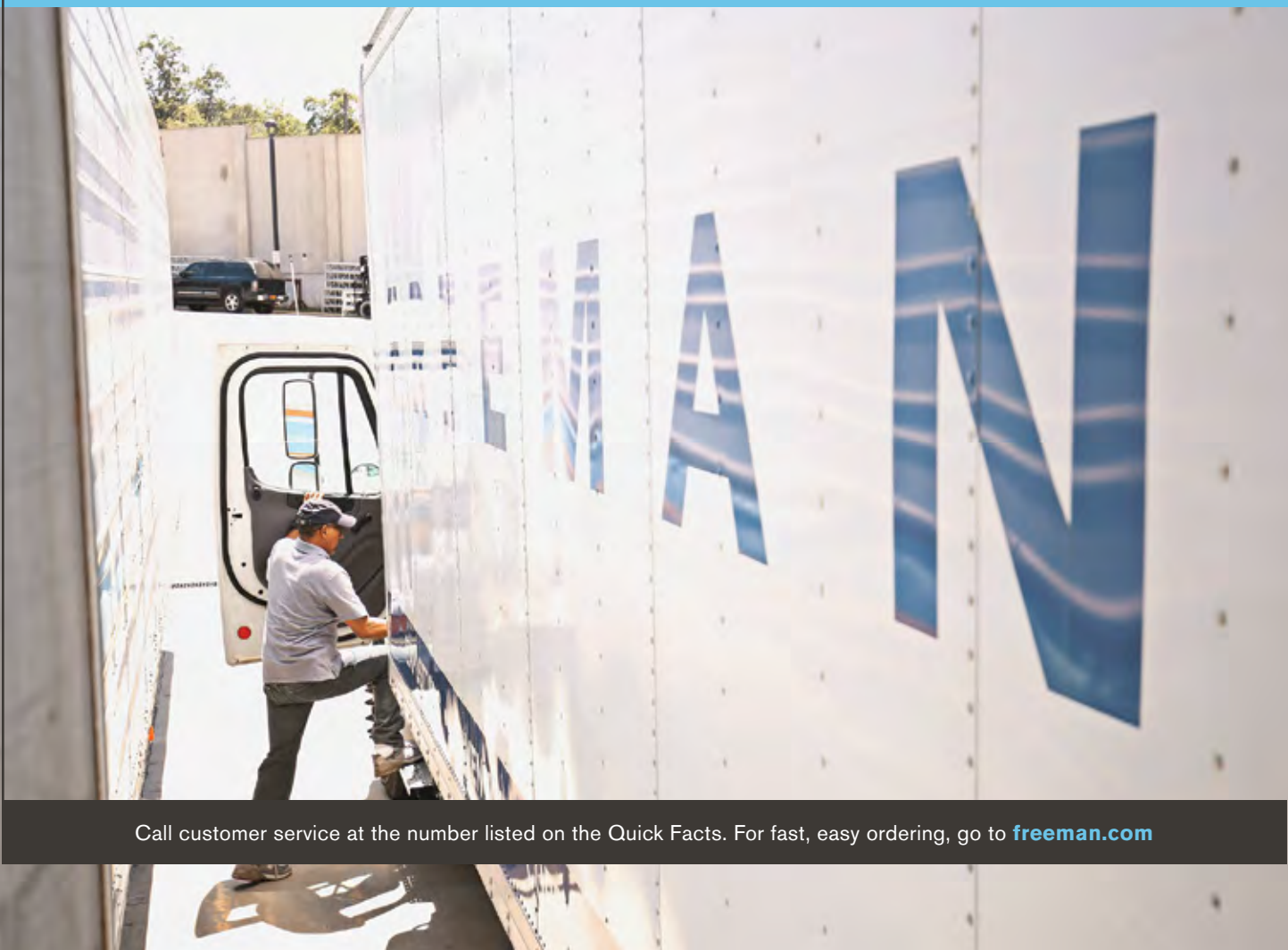
To take advantage, call **1-800-995-3579** or email **[exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)** for a quote.

# RESULTS, DELIVERED

.....

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

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



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

## EXHIBIT TRANSPORTATION SERVICES

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

### Freeman Exhibit Transportation promise:

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

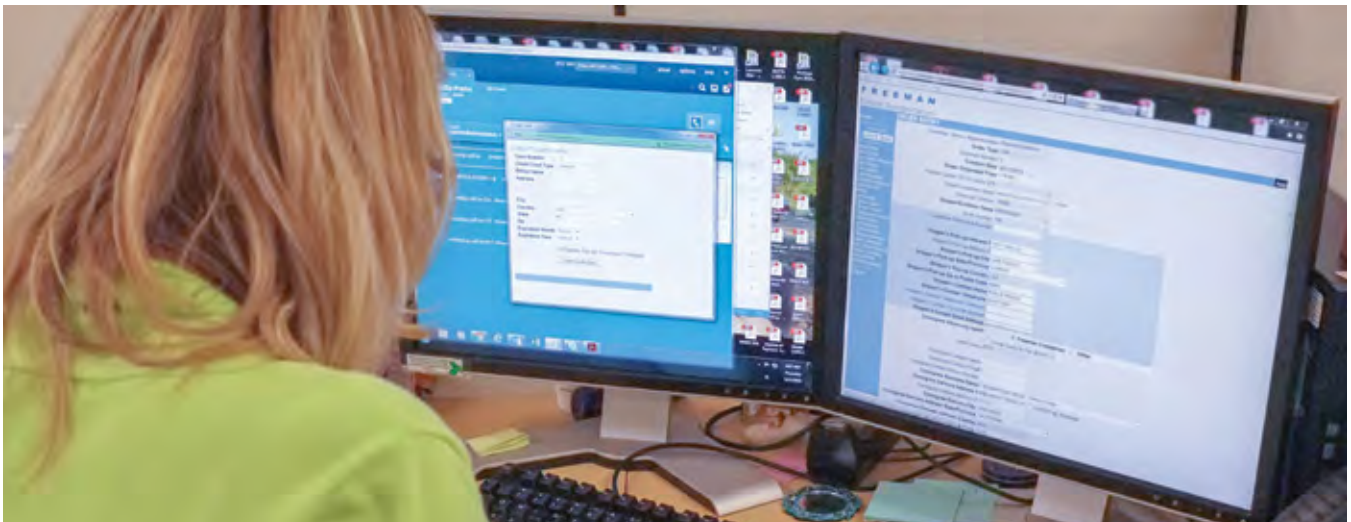
### Questions?

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

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

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

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







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

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

exhibit transportation

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

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

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

### COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

#### PICK UP INFORMATION

Requested Pick Up Date: \_\_\_\_\_

SHIPPER NAME \_\_\_\_\_

SHIPPER ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip Code)

#### DESTINATION

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

**FREEMAN / Exhibiting Company Name / Booth #**

**LightFair 2022**

C/O: Freeman

6675 W Sunset Rd

Las Vegas, NV 89118

**MUST BE DELIVERED BY JUNE 09, 2022**

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

**FREEMAN / Exhibiting Company Name / Booth #**

**LightFair 2022**

C/O: Freeman

Las Vegas Convention Center

300 Convention Center Dr

Las Vegas, NV 89109

**CANNOT BE DELIVERED BEFORE JUNE 16, 2022**

#### TYPE OF SERVICE

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

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

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

### SHIPPING INFORMATION

#### Items to be shipped

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

Size of largest piece: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (L) \_\_\_\_\_

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

#### OUTBOUND SHIPPING

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

Ship to address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Labels : \_\_\_\_\_

#### FAX THIS COMPLETED FORM VIA:

**E-mail:**

**[exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)**

**or**

**Fax: (469) 621-5810**

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

**SHOW #** (506143) \_\_\_\_\_



# WHAT ARE FREIGHT SERVICES?

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

## HOW DO I SHIP TO THE WAREHOUSE?

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

## HOW DO I SHIP TO SHOW SITE?

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

## WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

## HOW SHOULD I LABEL MY FREIGHT?

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

## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

## WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

## WHERE DO I GET A FORKLIFT?

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

## DO I NEED INSURANCE?

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

## OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

FREEMAN®

# material handling simplified

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

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

## It's just easier!



## MATERIAL HANDLING

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

### RATES

**Material Handling**..... \$ **1.33 per pound**  
Rate applies to shipments sent to either the warehouse or directly to show site.

**Material Handling - After Deadline** ..... \$ **1.67 per pound**  
Rate applies to shipments arriving at the warehouse after **June 9, 2022**.

**Material Handling - 10 lbs and under** ..... **Free of Charge**  
This rate is per shipment. A qualifying shipment totals any number of pieces delivered to the same booth, by the same carrier, from the same shipper, on the same day, weighing 10 pounds or less.

### IMPORTANT SHIPPING INFORMATION

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

#### Warehouse:

- Avoid wait times at show site; ship to our warehouse!
- Warehouse receiving begins on **May 17, 2022**.
- Warehouse address: Exhibiting Company Name / Booth #  
**LightFair 2022**  
C/O Freeman  
6675 W Sunset Rd  
Las Vegas, NV 89118
- Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigeration or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.

#### Show Site:

- Show site receiving begins on your **Target Date/Time**.
- Show Site address: Exhibiting Company Name / Booth #  
**LightFair 2022**  
Las Vegas Convention Center  
C/O Freeman  
300 Convention Center Dr  
Las Vegas, NV 89109
- Adherence to your assigned move-in target date is required. Not adhering to your assigned target date will result in delays for your delivering carrier in the marshalling yard, with potential wait time charges from your carrier, and delay the delivery of freight to your booth. Additional charges may apply.

#### Outbound:

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

## ADVANCE WAREHOUSE

6675 West Sunset Road  
Las Vegas, NV 89118

### Hours of Operation:

Warehouse hours are Monday through Friday from 7:00 a.m. to 2:30 p.m., Holidays excluded.

### Directions:

#### From I-15 Northbound or Southbound

Exit 1-215 West  
Exit Jones Boulevard (stay in center lanes)  
Cross over Jones Blvd staying to the right  
Continue on Raphael Rivera Way  
Freeman will be on right

#### From US-93 / I-515 Northbound

Exit I-215 West  
Exit Jones Boulevard (stay in center lanes)  
Cross over Jones Blvd staying to the right  
Continue on Raphael Rivera Way  
Freeman will be on right



**MARSHALLING YARD**  
**6555 West Serene Avenue**  
**Las Vegas, NV 89139**

*This location does not accept deliveries.*

*This location is only for the staging of trucks delivering to and picking up from show site facilities.*

**Please note:**

- All carriers delivering to or picking up from the facility must check in at the Marshalling Yard.
- Drivers will be assigned a number according to check-in time and will be dispatched once dock space is available.
- Please be advised that certified weight tickets are required when checking into the Marshalling Yard. For your convenience, Freeman has available a full-size certified scale at the Marshalling Yard. If your driver has valid certified weight tickets, Freeman will accept these tickets and your driver will not have to scale at the Freeman Marshalling Yard.

**Directions:**

From I-15 Northbound

Exit NV160 W/Blue Diamond Rd  
Left onto Blue Diamond Rd  
West on Blue Diamond Rd  
(approximately 4 miles)  
Left on S Torrey Pines Dr  
From stop sign at Serene, go straight  
Marshalling Yard is directly ahead

From I-15 Southbound

Exit NV160 W/Blue Diamond Rd  
West on Blue Diamond Rd  
(approximately 4 miles)  
Left on S Torrey Pines Dr  
From stop sign at Serene, go straight  
Marshalling Yard is directly ahead

From US-93 / I-515 Northbound

Exit I-215 West  
Exit I-15 South  
Merge on NV160 W/Blue Diamond  
West on Blue Diamond Rd  
(approximately 4 miles)  
Left on S Torrey Pines Dr  
From stop sign at Serene, go straight  
Marshalling Yard is directly ahead





(888) 508-5054

Fax: (469) 621-5604

Place your order online at  
[www.freeman.com/store](http://www.freeman.com/store)

Submit order forms here

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

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

Take advantage of the Online Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by MAY 19, 2022.

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

### SHIPPING INFORMATION

SHIP TO: COMPANY NAME:

DELIVERY ADDRESS:

CITY: STATE/ PROVINCE: ZIP/ POSTAL CODE:

PHONE#: ATTN:

SPECIAL INSTRUCTIONS:

BILL TO: ☐ Same as Ship to:

COMPANY NAME:

DELIVERY ADDRESS:

CITY: STATE/ PROVINCE: ZIP/ POSTAL CODE:

### METHOD OF SHIPMENT

Select a Carrier:

☐ Freeman Exhibit Transportation

☐ Other Carrier

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

Carrier Name:

Carrier Phone:

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

Select a Level of Service:

☐ 1 Day: Delivery next business day

☐ Standard Ground

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

☐ Specialized: Pad wrapped, uncrated, or truckload

☐ Deferred: Delivery within 3-5 business days

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

Select Desired Number of Labels:

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



Freeman<sup>1</sup>

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: MAY 17, 2022**

**DEADLINE DATE IS: JUNE 09, 2022**

TO: \_\_\_\_\_

*EXHIBITOR NAME*

**C/O: Freeman**

**6675 W Sunset Rd**

**Las Vegas, NV 89118**

**WAREHOUSE**

(506143)

EVENT: ***LightFair 2022***

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

Freeman<sup>1</sup>

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EVENT: ***LightFair 2022***

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

Freeman<sup>7</sup>

**R U S H**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE JUNE 16, 2022**

TO:

EXHIBITOR NAME

C/O: Freeman

Las Vegas Convention Center  
300 Convention Center Dr

Las Vegas, NV 89109

**SHOW SITE**

(506143)

EVENT: LightFair 2022

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

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**Las Vegas, NV 89118**

**HANGING SIGN**

(506143)

EVENT: LightFair 2022

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

Freeman<sup>7</sup>

**R U S H**

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**RECEIVING DATE BEGINS: MAY 17, 2022**

**DEADLINE DATE IS: JUNE 09, 2022**

TO: \_\_\_\_\_

*EXHIBITOR NAME*

**C/O: Freeman**

**6675 W Sunset Rd**

**Las Vegas, NV 89118**

**HANGING SIGN**

(506143)

EVENT: LightFair 2022

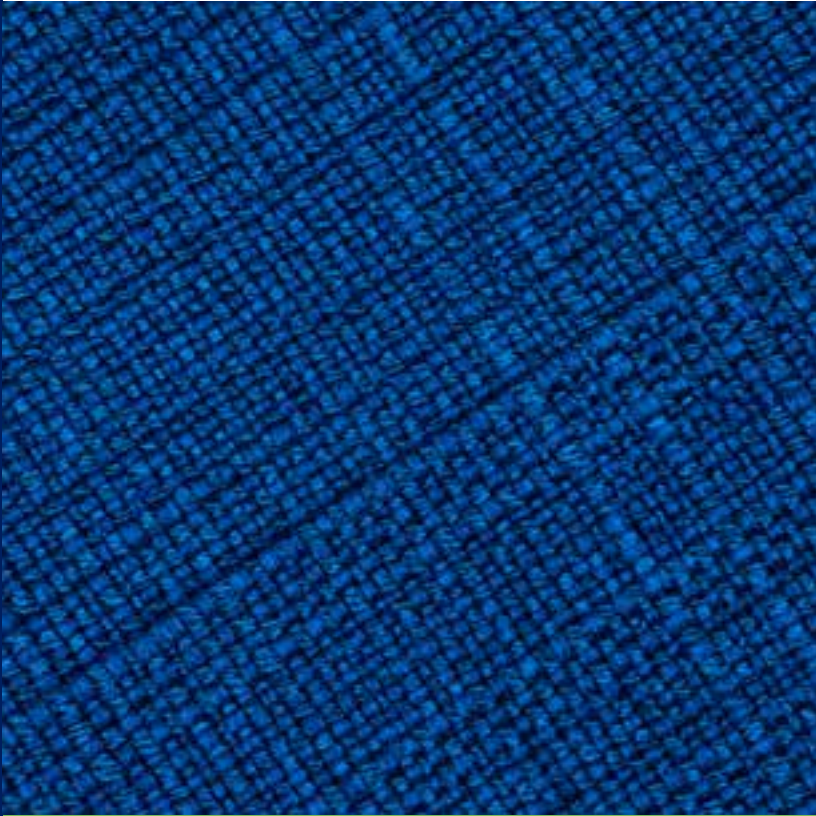
BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.  
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# Exhibitor support

Visit us at [freeman.com](http://freeman.com) or call 1.888.508.5054 to speak to our award winning exhibitor support team.

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



# Furnishings Brochure



# Comfortable and Safe Networking

## Meaningful engagement doesn't have to be complicated.

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

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

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



## Bowery Swivel Chairs & Sedona C-Tables

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



# Top Design Tips

for Tradeshow Booths.



## Complete The Look Of Your Exhibit Space

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



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

Shown here with Zoey Barstools

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

Shown here with Banana Barstools



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

Shown here with Baja Chairs and Sydney Power Cocktail Table

# Power Up In Style.

Denotes Powered Products



## Powered Seating

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



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



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



POWERED  
DETAIL

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



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



## Powered Tables

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



A.



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



POWERED  
DETAIL



B.



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



POWERED  
DETAIL



C.



D.

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



# Take Charge.

## Powered Tables

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

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



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

Denotes Powered Products



## Powered Pedestals



Denotes AC and USB charging outlets



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

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

## Powered Tech Desk




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

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

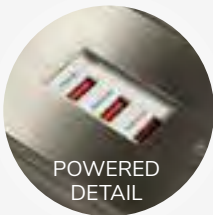
**C) 84080 3 Drawer File Cabinet on Castors**  
(black metal, laminate)  
16"L 20"D 28"H

# Take Charge.

Denotes Powered Products 

## Powered Tech Tablet Chair

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



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




B.

A. 



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

## Powered Poducts

Denotes AC and USB charging outlets 

## Wireless Charging Table



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



## Village Charging Hub



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



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

# Soft Seating

Create Engaging Booth Environments

VALENCIA

**810180 Chair**  
(spice orange velvet)  
28"L 30.5"D 31"H

**83045 Sofa**  
(coffee brown velvet)  
63"L 30.5"D 31"H

HEDGE

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



Valencia Sofa & Chair 10'x10' Booth

A.



B.



VALENCIA

**A) 810180 Chair**  
(spice orange velvet)  
28"L 30.5"D 31"H

**B) 83045 Sofa**  
(coffee brown velvet)  
63"L 30.5"D 31"H

## Soft Seating Collections

A.



B.



C.



BAJA

**A) 83019 Sofa**  
(white vinyl)  
86"L 28"D 30"H

**B) 81050 Chair**  
(white vinyl)  
36"L 30.5"D 28"H

**C) 83020 Loveseat**  
(white vinyl)  
61"L 30.5"D 28"H

A.



B.



STERLING

**A) 8309 Sofa**  
(gray fabric)  
82"L 33.5"D 32"H

**B) 81037 Chair**  
(gray fabric)  
33"L 33.5"D 32"H

A.



B.



C.



KEY LARGO


**A) 830951 Sofa**  
(black fabric)  
79"L 35"D 34"H

**B) 810950 Chair**  
(black fabric)  
35"L 35"D 34"H

**C) 830950 Loveseat**  
(black fabric)  
57"L 35"D 34"H



# Soft Seating

Denotes Powered Products 

## Create Engaging Booth Environments



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

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


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

Palm Beach Sofa & Swanson Chairs 10'x10' Booth



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

## Soft Seating Collections

Available in Power 



A.

B.

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



A.

B.

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



B.

A.

C.

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

# Accent Chairs

## Create Space

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



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



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



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



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

## Meeting & Stage Chairs



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



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



# Accent Chairs

## Accent Chair Styles



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



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



Accent Tables | pg 26



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



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



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

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

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

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

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

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



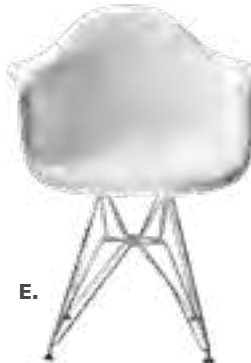
A.



B.



D.



E.



F.



# Group Seating

## Lounges

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

### ZENITH

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



### LAGUNA

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



### MALBA

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



A.

### MARINA

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



B.



C.



D.



E.



## Styles & Shapes



A.



B.



C.



D.



E.



F.

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

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

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

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

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

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

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

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



G.

H.

## Mix & Match

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

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

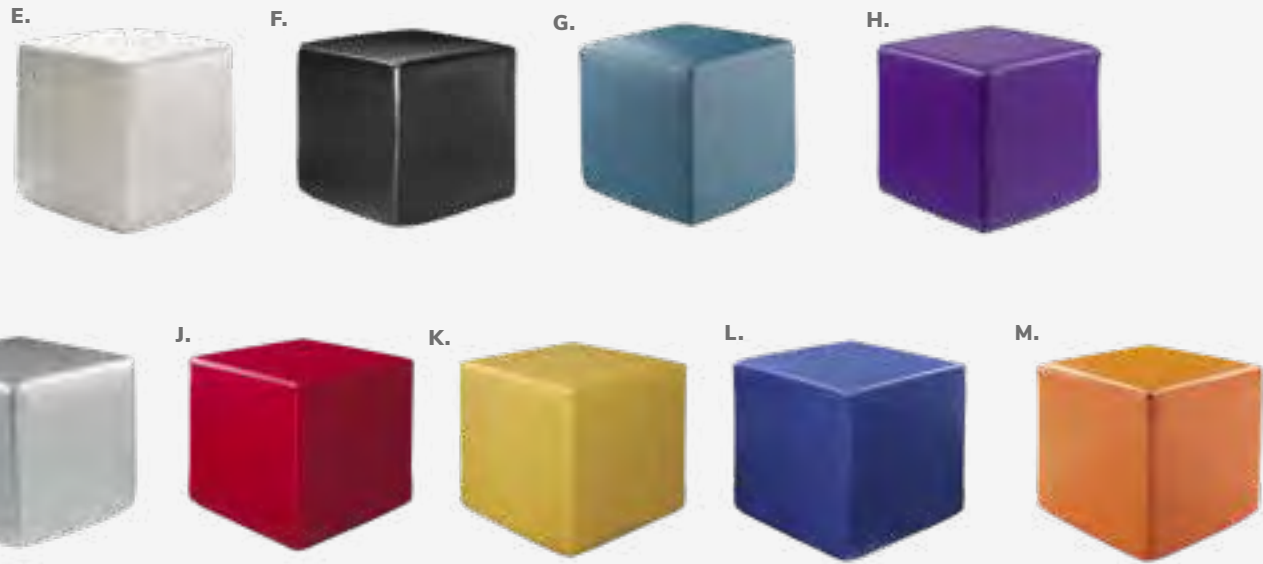


# Ottomans

## Vibe Cube

18"L 18"D 18"H

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



## Beverly Bench Ottomans



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

## Styles & Shapes



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



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

# Ottomans

## Beverly Small Bench Ottomans

30"L 20"D 18"H

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



## Marche Swivel Ottomans



### Marche Swivel Ottomans

17" RND 18"H

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



# Accent Tables

## Tables and Meeting Rooms

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



MESA

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

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

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

## Styles & Shapes



### ALONDRA

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

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

### GEO

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

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

# Accent Tables

## Tables and Meeting Rooms

### TAOS SIDE TABLES

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



### SEDONA SIDE TABLE

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



## Styles & Shapes



Available in Power

### SYDNEY

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

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

### REGIS

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

### SILVERADO

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

### WIRELESS

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

### AURA

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



# Café Tables



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



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



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



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

## Customize and Create

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



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

### Café Tables

**Standard Black Base**  
30" RND 29"H

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

36" RND 29"H  
**8201243** (black)

### Café Tables

**Hydraulic Chrome Base**  
30" RND 29"H

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

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

## Mix & Match

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



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

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



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

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



# Bar Tables

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



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



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



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



## Customize and Create

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



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

### Bar Tables Standard Black Base 30" RND 42"H

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

36" RND 42"H  
**8201241** (black)

### Bar Tables Hydraulic Chrome Base 30" RND 45"H

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

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

## Style & Design

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



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

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

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

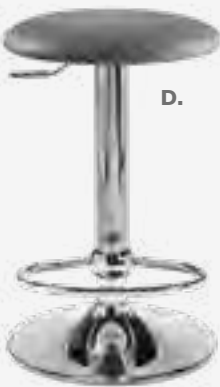
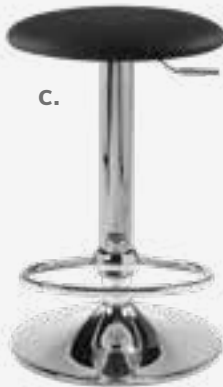
**F) 810840 Zoey Barstools**  
(white, chrome)  
15"L 16"D 30-34.75"H



# Barstools

## LIFT Barstools

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



## Marina Barstools



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

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

All frames brushed metal.

# Barstools

## Mix & Match

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

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

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

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

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

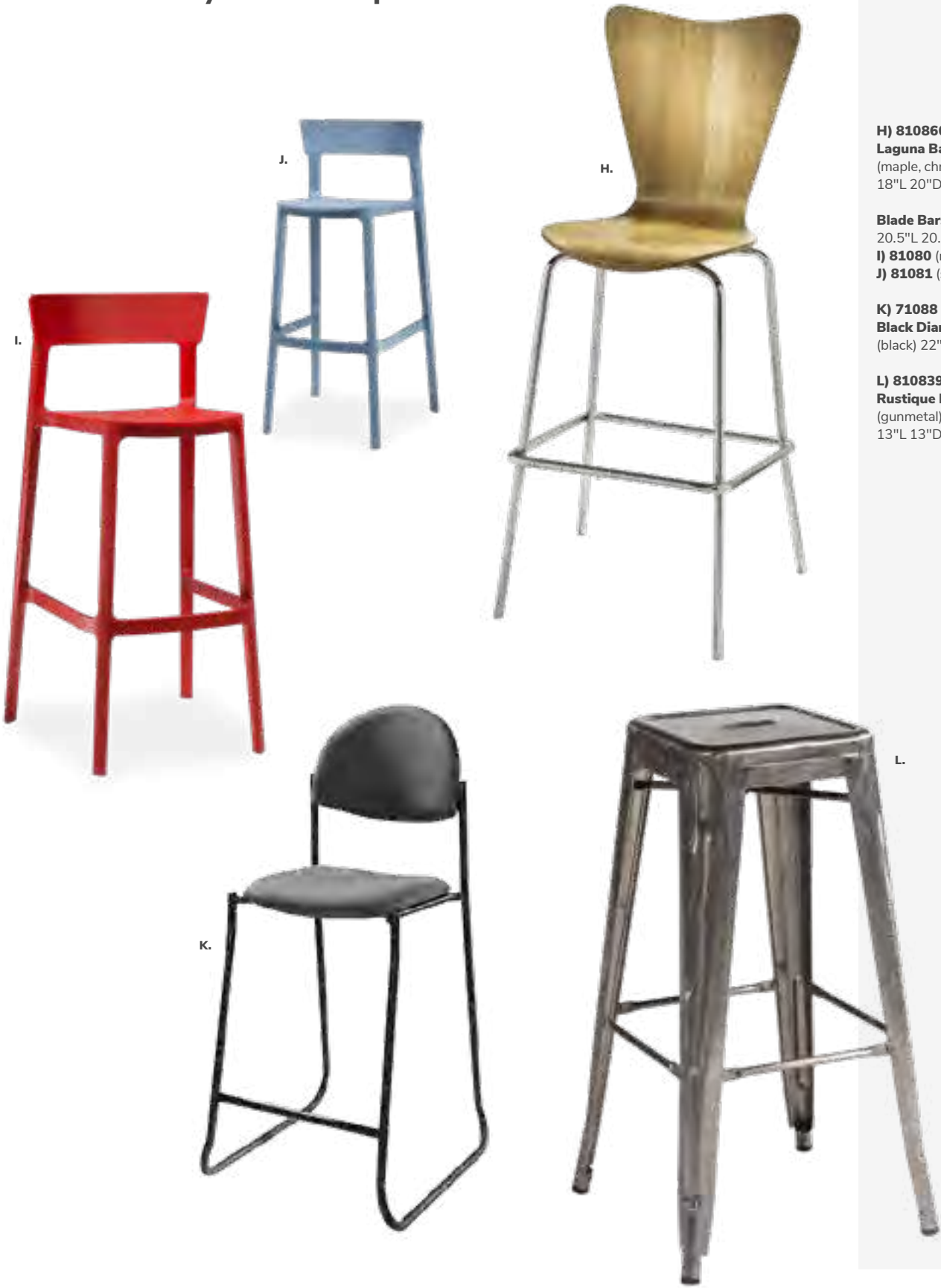
**G) 81092**  
**Lucent Barstool**  
(frosted, acrylic)  
22"L 22.5"D 45.5"H

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

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



## Barstools Styles & Shapes



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

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

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

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



# Conference Tables

## 42" Round Conference Table

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



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

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



# Geo Tables



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

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

# Work Space



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

# Conference Tables

## Madison

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

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

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

A.



B.



C.



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

## Black Rectangular Conference Table

A.



B.



C.



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

**Black Rectangular Conference Table**  
(black top, silver)

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

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

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

# Executive Seating

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



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

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



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



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



## Communal and Powered Tables

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

### Table Top Options



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

Denotes AC and USB charging outlets



POWERED  
DETAIL

## Bar Tables



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

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

## Café Tables



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

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

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



# Office Essentials



A.  
DESK BACK

B.

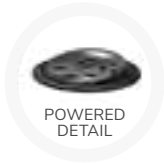


DESK FRONT

## MADISON

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

## Tech Powered Desk



A. ⚡



C.

B. ⚡



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

Denotes AC and USB charging outlets ⚡

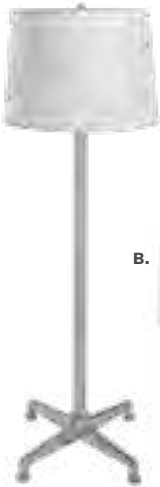
- A) 84083 Tech Desk, Powered, w/ 3 Drawer File Cabinet  
(black metal, laminate) 60"L 30"D 30"H

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

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

## Lighting & Shelving

A.



B.



C.



D.



## ACCENT LAMPS

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

## SHELVING

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

# Show Essentials

Denotes AC and USB charging outlets



## Midtown Powered Counter

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

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



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



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

## Midtown Bar

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

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

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



(lit-blue)



(lit-red)



(lit-green)



(lit-white)

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

## Product Display Counter



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

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

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

# Show Essentials

## Greenery and Dividers

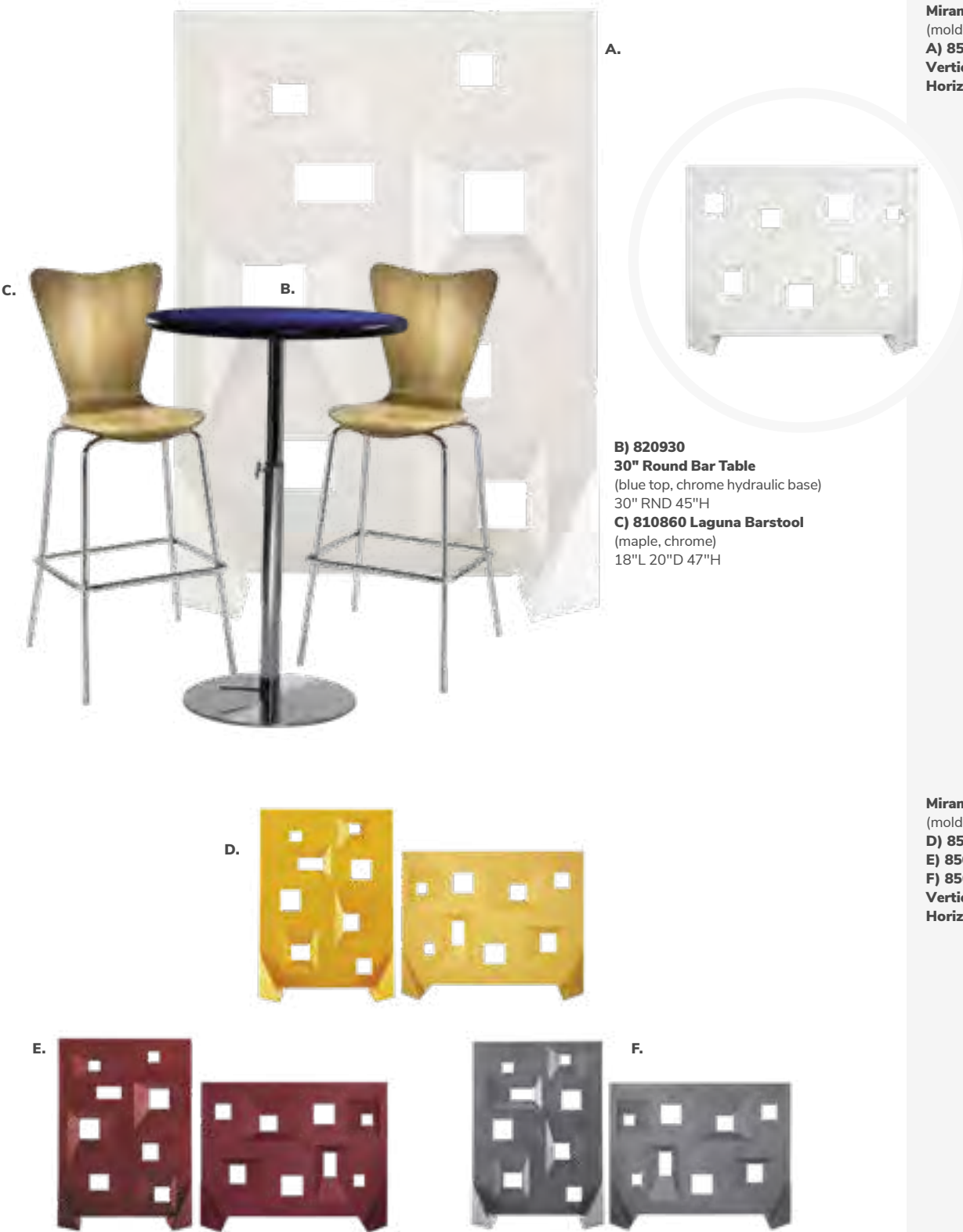
Metallic pewter gray curved counter with taupe-colored glass top features two AC outlets, three USB charging outlets, locking storage cabinet and two shelves.

### HEDGE

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



## Miramar Dividers



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

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

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



# Show Essentials

## Product Kiosk & Display

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

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

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



## Stanchions & Signage

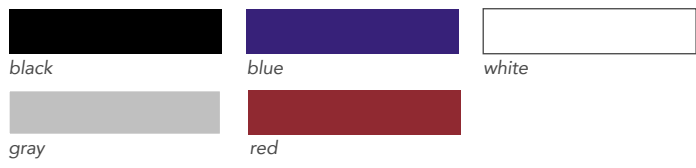
A) 220121  
Chrome Stanchion  
w/ 8' Retractable Belt  
(black, belt) 42"H

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



# Draped or Undraped Tables & Counters

## Table Drape Colors



Visit us at [freeman.com/store](https://freeman.com/store) to view full product line and place order.



## Sizing Chart\*

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

# Show Essentials

## Storage



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



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

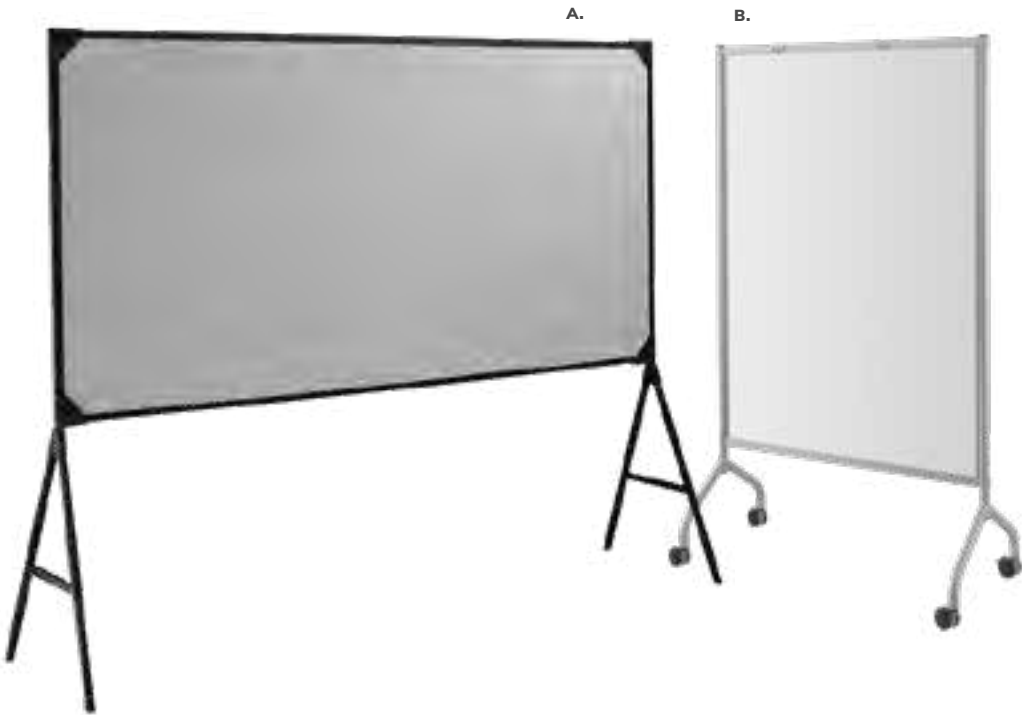


**8503001**  
**Large Refrigerator**  
(white) 14.0 cubic feet  
28"W X 28"L X 64"H



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

## Office Accessories



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

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



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

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

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

**F) 220106**  
**Corrugated**  
**Wastebasket**  
(black)



# Strategic planning with health & safety in mind

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

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

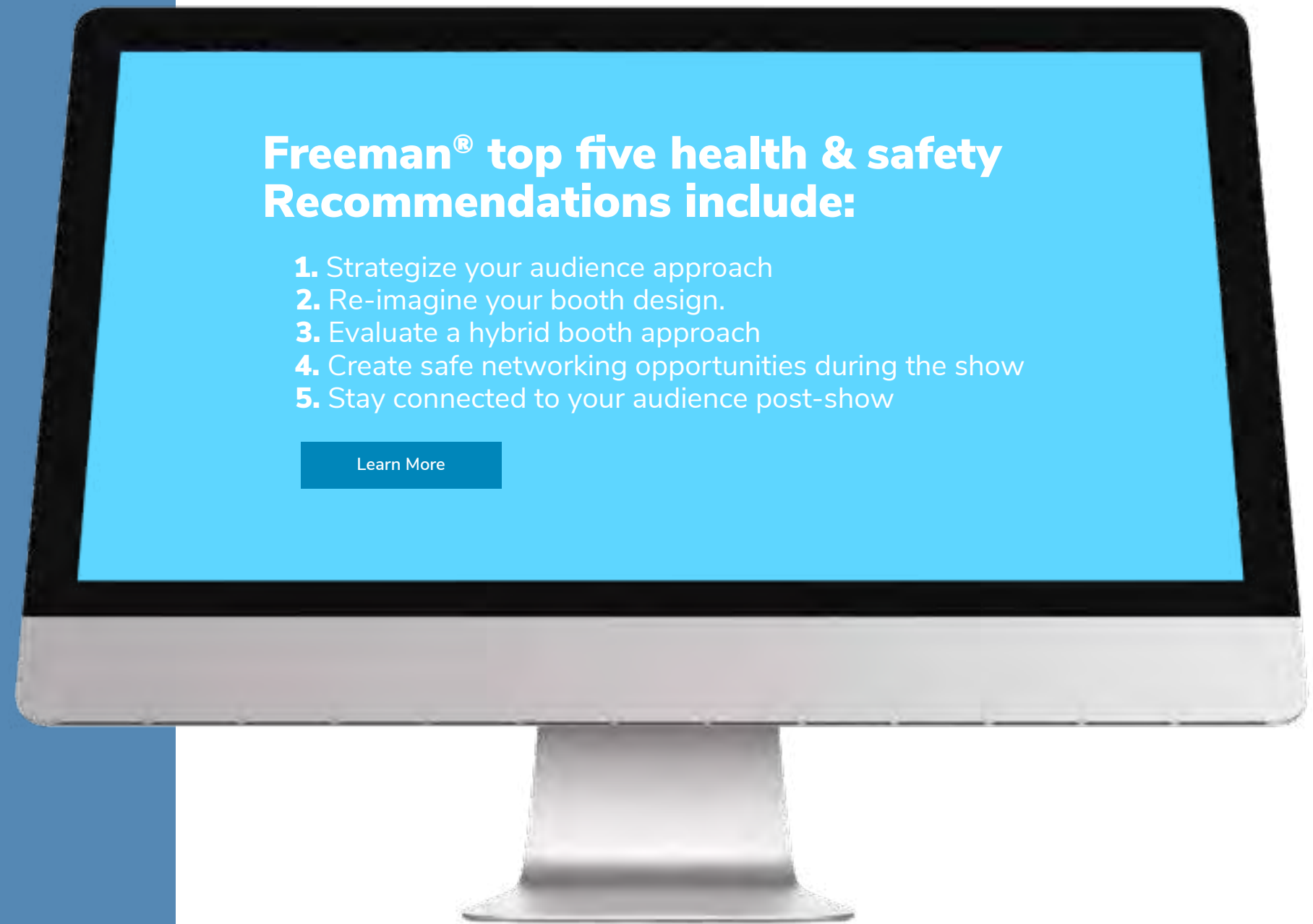
In all cases, we've put considerable thought into them.

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

## Freeman® top five health & safety Recommendations include:

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

[Learn More](#)



# Health & Safety

## Safety Dividers

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

Personalize here

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

Also available in opaque and personalization available.

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



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

Also available in opaque and personalization available.

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



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

Also available in opaque and personalization available.



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

Also available in opaque and personalization available.

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

Also available in opaque and personalization available.



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

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

### Please Note:

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

# Health & Safety

## Greenery and Dividers

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

### 20'x20' Midtown, Greenery Booth

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



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



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



Personalize here



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

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

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



# Health & Safety

## Stanchions & Booth Design



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

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

## Stanchions & Booth Design

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



**10'x10' - Atherton Conversation Booth**

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



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



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

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



# Health & Safety

## Safety & Directional Signage

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



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



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

## Safety & Directional Signage

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



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

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

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

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

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

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

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

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

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

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

# Health & Safety

## Sanitization Product & Services

### Hand Sanitizing Stations

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



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

*Also available in opaque and personalization available.*

**1510100 Clear Barrier with graphic**

[Personalize here](#)

**Please Note:**

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



(888) 508-5054

Fax: (469) 621-5604

Place your order online at  
[www.freeman.com/store](http://www.freeman.com/store)

Submit order forms [here](#).

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

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>SOFT SEATING</b>						
<b>Naples Group - Black Vinyl</b>						
_____	810119	Chair.....	596.50	656.15	835.10	_____
_____	830120	Loveseat.....	802.15	882.35	1,123.00	_____
_____	830119	Sofa.....	888.00	976.80	1,243.20	_____
<b>Munich Group - Gray Fabric</b>						
_____	810151	Armless Chair.....	623.80	686.20	873.30	_____
<b>Baja Group - White Vinyl</b>						
_____	81050	Chair.....	669.15	736.05	936.80	_____
_____	83020	Loveseat.....	736.15	809.75	1,030.60	_____
_____	83019	Sofa.....	1,011.00	1,112.10	1,415.40	_____
<b>Valencia - Velvet</b>						
_____	810180	Chair - Spice Orange.....	530.00	583.00	742.00	_____
_____	83045	Sofa - Coffee Brown.....	689.00	757.90	964.60	_____
<b>Key Largo Group - Black Fabric</b>						
_____	830950	Loveseat.....	636.00	699.60	890.40	_____
_____	830951	Sofa.....	742.00	816.20	1,038.80	_____
_____	810950	Chair.....	493.70	543.05	691.20	_____
<b>Allegro Group - Blue Fabric</b>						
_____	81019	Chair.....	606.60	667.25	849.25	_____
_____	83015	Sofa.....	967.25	1,064.00	1,354.15	_____
<b>Fairfax Group - White Vinyl</b>						
_____	810949	Chair.....	416.30	457.95	582.80	_____
_____	830949	Sofa.....	636.00	699.60	890.40	_____
<b>Palm Beach - White Vinyl</b>						
_____	83040	Sofa.....	768.50	845.35	1,075.90	_____
<b>Sterling Group - Gray Fabric</b>						
_____	81037	Chair.....	768.50	845.35	1,075.90	_____
_____	8309	Sofa.....	1,033.50	1,136.85	1,446.90	_____
<b>Cordoba Group - Taupe/Black</b>						
_____	81048	Chair.....	N/A	N/A	N/A	_____
_____	83013	Loveseat.....	N/A	N/A	N/A	_____

#### CASUAL SEATING

##### Ottomans

_____	815122	Endless Square - White Vinyl.....	381.60	419.75	534.25	_____
_____	815123	Endless Square - Black Vinyl.....	381.60	419.75	534.25	_____
_____	815953	Endless Curve - White Vinyl.....	516.50	568.15	723.10	_____
_____	815952	Endless Curve - Black Vinyl.....	516.50	568.15	723.10	_____
_____	81518	Vibe Cube - Blue Vinyl.....	171.20	188.30	239.70	_____
_____	81519	Vibe Cube - Red Vinyl.....	171.20	188.30	239.70	_____
_____	81525	Vibe Cube - Orange Vinyl.....	171.20	188.30	239.70	_____
_____	81517	Vibe Cube - Yellow Vinyl.....	171.20	188.30	239.70	_____
_____	81530	Vibe Cube - Black Vinyl.....	149.70	164.65	209.60	_____
_____	81531	Vibe Cube - White Vinyl.....	149.70	164.65	209.60	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Ottomans (continued)</b>						
	81532	Vibe Cube - Steel Blue Vinyl.....	171.20	188.30	239.70	
	81533	Vibe Cube - Silver Vinyl.....	171.20	188.30	239.70	
	81534	Vibe Cube - Purple Vinyl.....	171.20	188.30	239.70	
	81535	Vibe Cube -Citrus Green Vinyl.....	171.20	188.30	239.70	
	81536	Vibe Cube - Taupe Vinyl.....	171.20	188.30	239.70	
	81537	Vibe Cube - Spice Orange Vinyl.....	171.20	188.30	239.70	
	81538	Vibe Cube - Desert Rose Vinyl.....	171.20	188.30	239.70	
	815151	Marche Swivel - Gray Fabric.....	N/A	N/A	N/A	
	815154	Marche Swivel - Red Fabric.....	265.00	291.50	371.00	
	815159	Marche Swivel - Blue Fabric.....	265.00	291.50	371.00	
	815152	Marche Swivel - Linen Fabric.....	265.00	291.50	371.00	
	815157	Marche Swivel - Meadow Green Fabric.....	265.00	291.50	371.00	
	815158	Marche Swivel - Pear Yellow Fabric.....	265.00	291.50	371.00	
	815156	Marche Swivel - Plum Fabric.....	265.00	291.50	371.00	
	815153	Marche Swivel - Raspberry Fabric.....	265.00	291.50	371.00	
	815155	Marche Swivel - Rose Quartz Fabric.....	265.00	291.50	371.00	
	815150	Marche Swivel - White Vinyl.....	N/A	N/A	N/A	
	815160	Marche Swivel - Orange Fabric.....	265.00	291.50	371.00	
	81540	Marche Swivel - Forest Green Vinyl.....	222.60	244.85	311.65	
	81541	Marche Swivel - Teal Velvet.....	222.60	244.85	311.65	
	81542	Marche Swivel - Distressed Brown Vinyl.....	222.60	244.85	311.65	
	81543	Marche Swivel - Black Vinyl.....	222.60	244.85	311.65	
	81539	Marche Swivel - Ivory Faux Sheep Fur.....	222.60	244.85	311.65	
<b>Beverly Bench Ottomans</b>						
	81550	Black Vinyl.....	530.25	583.30	742.35	
	81551	Brown Fabric.....	530.25	583.30	742.35	
	81552	Gray Fabric.....	530.25	583.30	742.35	
	81553	Linen Fabric.....	530.25	583.30	742.35	
	81554	Ocean Blue Fabric.....	530.25	583.30	742.35	
	81555	Red Fabric.....	530.25	583.30	742.35	
	81556	White Vinyl.....	530.25	583.30	742.35	
<b>Beverly Small Bench Ottomans</b>						
	81560	Black Vinyl.....	328.60	361.45	460.05	
	81561	Blue Fabric.....	328.60	361.45	460.05	
	81562	Brown Fabric.....	328.60	361.45	460.05	
	81563	Green Fabric.....	328.60	361.45	460.05	
	81565	Linen Fabric.....	328.60	361.45	460.05	
	81568	Red Fabric.....	328.60	361.45	460.05	
	81569	White Vinyl.....	328.60	361.45	460.05	
	81566	Lavender Fabric.....	328.60	361.45	460.05	
	81567	Orange Fabric.....	328.60	361.45	460.05	
	81564	Gray Fabric.....	328.60	361.45	460.05	
	81570	Yellow Fabric.....	328.60	361.45	460.05	
<b>Accent Chairs</b>						
	71089	Black Diamond Side Chair.....	134.35	147.80	188.10	
	71090	Black Diamond Arm Chair.....	172.25	189.50	241.15	
	810861	Laguna Chair - Maple/Chrome.....	163.25	179.60	228.55	



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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Accent Chairs (continued)</b>						
	210108	Limerick® Chair by Herman Miller.....	82.95	91.25	116.15	
	810816	Madrid Chair - White Vinyl/Chrome.....	959.30	1,055.25	1,343.00	
	810948	Meeting Chair - White Vinyl.....	342.40	376.65	479.35	
	810164	Marina Chair - White Vinyl.....	176.50	194.15	247.10	
	810160	Marina Chair - Black Vinyl.....	176.50	194.15	247.10	
	810161	Marina Chair - Brown Fabric.....	176.50	194.15	247.10	
	810162	Marina Chair - Ocean Blue Fabric.....	176.50	194.15	247.10	
	810163	Marina Chair - Red Fabric.....	176.50	194.15	247.10	
	810131	Malba Chair - Gray Molded Plastic.....	117.95	129.75	165.15	
	810130	Malba Chair - Green Molded Plastic.....	115.30	126.85	161.40	
	810846	Christopher Chair - White Vinyl/Chrome.....	148.95	163.85	208.55	
	810851	Zenith Chair - White/Chrome.....	184.95	203.45	258.95	
	810841	Rustique Chair - Gunmetal.....	148.95	163.85	208.55	
	810837	Razor Armless Chair - White High Density Plastic.....	69.15	76.05	96.80	
	810875	Swanson Swivel Chair - White Vinyl.....	325.70	358.25	456.00	
	81083	Blade Chair - Sky Blue.....	97.25	107.00	136.15	
	81082	Blade Chair - Red.....	97.25	107.00	136.15	
	81093	Lucent Chair - Frosted Acrylic.....	244.85	269.35	342.80	
	810145	Wentworth Chair - Brown Vinyl.....	313.25	344.60	438.55	
	81024	Atherton Chair - Brown Leather.....	768.50	845.35	1,075.90	
	81034	Bowery Chair - Yellow Fabric.....	530.00	583.00	742.00	
	81035	Century Chair - Gray Velvet.....	530.00	583.00	742.00	
	81036	Lena Chair - Green Leather.....	530.00	583.00	742.00	
	81031	Montreal Chair - Blue Fabric.....	662.50	728.75	927.50	
	81032	Pasadena Chair - White Plastic.....	333.90	367.30	467.45	
	81038	Tech Chair - Gray Vinyl.....	662.50	728.75	927.50	
	81039	Tech Tablet Chair - Gray Vinyl.....	662.50	728.75	927.50	
	81046	Brooklyn Swivel Meeting Chair - White/Oak.....	N/A	N/A	N/A	
	81047	Brooklyn Swivel Meeting Chair - White/Black.....	N/A	N/A	N/A	
<b>Executive Seating</b>						
	71045	Gray Gaslift Chair Without Arms.....	245.90	270.50	344.25	
	810874	La Brea Swivel Chair - Charcoal Gray Fabric.....	381.60	419.75	534.25	
	810175	Genesis Chair - Black.....	265.00	291.50	371.00	
	810844	Pro Executive High Back Chair - White Vinyl.....	336.30	369.95	470.80	
	810946	Pro Executive High Back Chair - Black Vinyl.....	342.40	376.65	479.35	
	810945	Pro Executive Mid Back Chair - White Vinyl.....	424.80	467.30	594.70	
	810944	Pro Executive Mid Back Chair - Black Vinyl.....	412.10	453.30	576.95	
	810947	Pro Executive Guest Chair - Black Vinyl.....	444.65	489.10	622.50	
	810170	Cupertino Mid Back Chair - Black Vinyl.....	477.00	524.70	667.80	
<b>Barstools</b>						
	71088	Black Diamond Stool.....	208.30	229.15	291.60	
	71047	Gray Gaslift Stool without Arms.....	298.40	328.25	417.75	
	810860	Laguna Barstool - Maple/Chrome.....	205.90	226.50	288.25	
	210109	Limerick® Stool by Herman Miller.....	139.15	153.05	194.80	
	810872	Lift Barstool - Gray Vinyl/Chrome.....	195.85	215.45	274.20	
	810873	Lift Barstool - Red Vinyl/Chrome.....	195.85	215.45	274.20	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Barstools (continued)</b>						
_____	810871	Lift Barstool - Black Vinyl/Chrome.....	195.85	215.45	274.20	_____
_____	810870	Lift Barstool - White Vinyl/Chrome.....	195.85	215.45	274.20	_____
_____	810103	Banana Barstool - White Vinyl/Chrome.....	226.30	248.95	316.80	_____
_____	810104	Banana Barstool - Black Vinyl/Chrome.....	226.30	248.95	316.80	_____
_____	810850	Zenith Barstool - White/Chrome.....	184.95	203.45	258.95	_____
_____	810840	Zoey Barstool - White Vinyl/Chrome.....	366.75	403.45	513.45	_____
_____	810848	Christopher Barstool - White Vinyl/Chrome.....	253.85	279.25	355.40	_____
_____	810202	Shark Swivel Barstool - White Plastic/Chrome.....	403.35	443.70	564.70	_____
_____	810839	Rustique Barstool - Gunmetal.....	148.95	163.85	208.55	_____
_____	81080	Blade Barstool - Red.....	194.80	214.30	272.70	_____
_____	81081	Blade Barstool - Sky Blue.....	194.80	214.30	272.70	_____
_____	81092	Lucent Barstool - Frosted Acrylic.....	260.50	286.55	364.70	_____
_____	810135	Task Stool - Black Fabric.....	216.00	237.60	302.40	_____
_____	81026	Marina Barstool - Ocean Blue.....	254.40	279.85	356.15	_____
_____	81027	Marina Barstool - Black Vinyl.....	254.40	279.85	356.15	_____
_____	81028	Marina Barstool - Brown Fabric.....	254.40	279.85	356.15	_____
_____	81029	Marina Barstool - Red Fabric.....	254.40	279.85	356.15	_____
_____	81030	Marina Barstool - White Vinyl.....	254.40	279.85	356.15	_____

**Draped Tables & Counters**

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

_____	124330	Draped Table 3'L x 30"H.....	129.85	142.85	181.80	_____
_____	124430	Draped Table 4'L x 30"H.....	162.20	178.40	227.10	_____
_____	124630	Draped Table 6'L x 30"H.....	193.70	213.05	271.20	_____
_____	124830	Draped Table 8'L x 30"H.....	220.50	242.55	308.70	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	54.35	59.80	76.10	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	54.35	59.80	76.10	_____
_____	124342	Draped Counter 3'L x 42"H.....	175.45	193.00	245.65	_____
_____	124442	Draped Counter 4'L x 42"H.....	200.85	220.95	281.20	_____
_____	124642	Draped Counter 6'L x 42"H.....	226.30	248.95	316.80	_____
_____	124842	Draped Counter 8'L x 42"H.....	253.10	278.40	354.35	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	62.55	68.80	87.55	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	62.55	68.80	87.55	_____

**Undraped Tables & Counters**

_____	125330	Undraped Table 3'L x 30"H.....	50.60	55.65	70.85	_____
_____	125430	Undraped Table 4'L x 30"H.....	62.55	68.80	87.55	_____
_____	125630	Undraped Table 6'L x 30"H.....	72.35	79.60	101.30	_____
_____	125830	Undraped Table 8'L x 30"H.....	82.40	90.65	115.35	_____
_____	125342	Undraped Counter 3'L x 42"H.....	88.00	96.80	123.20	_____
_____	125442	Undraped Counter 4'L x 42"H.....	100.45	110.50	140.65	_____
_____	125642	Undraped Counter 6'L x 42"H.....	112.10	123.30	156.95	_____
_____	125842	Undraped Counter 8'L x 42"H.....	121.65	133.80	170.30	_____

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

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Table Top Risers - Risers are 8" wide (continued)</b>						
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	40.70	44.75	57.00	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	40.70	44.75	57.00	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	46.10	50.70	64.55	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	46.10	50.70	64.55	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	56.40	62.05	78.95	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	56.40	62.05	78.95	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	66.70	73.35	93.40	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	66.70	73.35	93.40	_____
<b>Pedestal Tables - Soho Series</b>						
_____	72069	Black Top Cafe Table - 30"H x 24"W.....	195.85	215.45	274.20	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	226.30	248.95	316.80	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	167.50	184.25	234.50	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	259.45	285.40	363.25	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	282.50	310.75	395.50	_____
<b>Pedestal Tables - Chelsea Series</b>						
_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	212.80	234.10	297.90	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	223.95	246.35	313.55	_____
_____	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	285.65	314.20	399.90	_____
_____	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	312.45	343.70	437.45	_____
<b>Pedestal Tables</b>						
_____	8201208	Hydraulic Base Cafe Table - Maple.....	412.10	453.30	576.95	_____
_____	8201207	Hydraulic Base Bar Table - Maple.....	428.25	471.10	599.55	_____
_____	8201209	Hydraulic Base Cafe Table - Graphite.....	458.20	504.00	641.50	_____
_____	8201211	Hydraulic Base Bar Table - Graphite.....	471.15	518.25	659.60	_____
_____	8201206	Hydraulic Base Cafe Table - Maple.....	468.50	515.35	655.90	_____
_____	8201205	Hydraulic Base Bar Table - Maple.....	465.35	511.90	651.50	_____
_____	820126	Hydraulic Base Cafe Table - White Laminate.....	468.50	515.35	655.90	_____
_____	820125	Hydraulic Base Bar Table - White Laminate.....	490.00	539.00	686.00	_____
_____	820241	Madison Hydraulic Base Cafe Table - Gray Acajou.....	366.75	403.45	513.45	_____
_____	820240	Madison Hydraulic Base Bar Table - Gray Acajou.....	366.75	403.45	513.45	_____
_____	820265	Madison Cafe Table - Gray Acajou.....	289.40	318.35	405.15	_____
_____	820264	Madison Bar Table - Gray Acajou.....	315.90	347.50	442.25	_____
_____	8201220	30" Cafe Table Black Base - White Laminate.....	307.95	338.75	431.15	_____
_____	8201221	30" Bar Table Black Base - White Laminate.....	329.40	362.35	461.15	_____
_____	8201222	30" Bar Table Chrome Base - White Laminate.....	473.55	520.90	662.95	_____
_____	8201223	30" Cafe Table Chrome Base - White Laminate.....	473.55	520.90	662.95	_____
_____	820920	30" Bar Table Chrome Hydraulic Base - Red.....	366.75	403.45	513.45	_____
_____	820921	30" Cafe Table Chrome Hydraulic Base - Red.....	366.75	403.45	513.45	_____
_____	820922	30" Bar Table Chrome Hydraulic Base - Graphite.....	366.75	403.45	513.45	_____
_____	820923	30" Cafe Table Chrome Hydraulic Base - Graphite.....	366.75	403.45	513.45	_____
_____	820930	30" Bar Table w/ Hydraulic Base - Blue.....	360.65	396.70	504.90	_____
_____	820931	30" Bar Table w/ Black Base - Blue.....	287.00	315.70	401.80	_____
_____	820932	30" Bar Table w/ Hydraulic Base - Wood.....	439.65	483.60	615.50	_____
_____	820933	30" Bar Table w/ Black Base - Wood.....	305.55	336.10	427.75	_____
_____	820940	30" Cafe Table w/ Hydraulic Base - Blue.....	360.65	396.70	504.90	_____
_____	820941	30" Cafe Table w/ Black Base - Blue.....	258.10	283.90	361.35	_____

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

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Pedestal Tables (continued)</b>						
_____	820942	30" Cafe Table w/ Hydraulic Base - Wood.....	439.65	483.60	615.50	_____
_____	820943	30" Cafe Table w/ Black Base - Wood.....	279.30	307.25	391.00	_____
_____	820910	30" Bar Table w/ Hydraulic Base - Gunmetal.....	418.70	460.55	586.20	_____
_____	820911	30" Bar Table w/ Hydraulic Base - Black.....	418.70	460.55	586.20	_____
_____	820912	30" Bar Table w/ Hydraulic Base - Green.....	418.70	460.55	586.20	_____
_____	820913	30" Bar Table w/ Hydraulic Base - Orange.....	418.70	460.55	586.20	_____
_____	820268	30" Bar Table w/ Hydraulic Base - Whiteboard.....	N/A	N/A	N/A	_____
_____	820914	30" Bar Table w/ Hydraulic Base - Yellow.....	418.70	460.55	586.20	_____
_____	820915	30" Bar Table w/ Black Base - Gunmetal.....	312.70	343.95	437.80	_____
_____	820916	30" Bar Table w/ Black Base - Black.....	312.70	343.95	437.80	_____
_____	820917	30" Bar Table w/ Black Base - Green.....	312.70	343.95	437.80	_____
_____	820918	30" Bar Table w/ Black Base - Orange.....	312.70	343.95	437.80	_____
_____	820919	30" Bar Table w/ Black Base - Yellow.....	312.70	343.95	437.80	_____
_____	820269	30" Bar Table w/ Black Base - Whiteboard.....	N/A	N/A	N/A	_____
_____	8201230	30" Cafe Table w/ Hydraulic Base - Gunmetal.....	418.70	460.55	586.20	_____
_____	8201231	30" Cafe Table w/ Hydraulic Base - Black.....	418.70	460.55	586.20	_____
_____	8201232	30" Cafe Table w/ Hydraulic Base - Green.....	418.70	460.55	586.20	_____
_____	8201233	30" Cafe Table w/ Hydraulic Base - Orange.....	418.70	460.55	586.20	_____
_____	8201234	30" Cafe Table w/ Hydraulic Base - Yellow.....	418.70	460.55	586.20	_____
_____	820270	30" Cafe Table w/ Hydraulic Base - Whiteboard.....	N/A	N/A	N/A	_____
_____	8201235	30" Cafe Table w/ Black Base - Gunmetal.....	312.70	343.95	437.80	_____
_____	8201236	30" Cafe Table w/ Black Base - Black.....	312.70	343.95	437.80	_____
_____	8201237	30" Cafe Table w/ Back Base - Green.....	312.70	343.95	437.80	_____
_____	8201238	30" Cafe Table w/ Black Base - Orange.....	312.70	343.95	437.80	_____
_____	8201239	30" Cafe Table w/ Black Base - Yellow.....	312.70	343.95	437.80	_____
_____	820271	30" Cafe Table w/ Black Base - Whiteboard.....	N/A	N/A	N/A	_____
_____	8201240	36" Bar Table w/ Hydraulic Base - Black.....	434.60	478.05	608.45	_____
_____	8201241	36" Bar Table w// Black Base - Black.....	344.50	378.95	482.30	_____
_____	8201242	36" Cafe Table w/ Hydraulic Base - Black.....	434.60	478.05	608.45	_____
_____	8201243	36" Cafe Table w/ Black Base - Black.....	344.50	378.95	482.30	_____
_____	820273	36" Bar Table w/ Black Base - Whiteboard.....	N/A	N/A	N/A	_____
_____	820272	36" Bar Table w/ Hydraulic Base - Whiteboard.....	N/A	N/A	N/A	_____
_____	820267	36" Cafe Table w/ Black Base - Whiteboard.....	N/A	N/A	N/A	_____
_____	820274	36" Cafe Table w/ Hydraulic Base - Whiteboard.....	N/A	N/A	N/A	_____

**Accent Tables**

_____	82015	Silverado End Table - Tempered Glass/Painted Steel.....	306.35	337.00	428.90	_____
_____	82014	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	325.70	358.25	456.00	_____
_____	820252	Alondra End Table - Glass/Chrome.....	267.65	294.40	374.70	_____
_____	820250	Alondra Cocktail Table - Glass/Chrome.....	371.55	408.70	520.15	_____
_____	820253	Alondra End Table - Wood/Chrome.....	267.65	294.40	374.70	_____
_____	820251	Alondra Cocktail Table - Wood/Chrome.....	371.55	408.70	520.15	_____
_____	8201224	Atomic 36" Round Table - Glass/Chrome.....	412.60	453.85	577.65	_____
_____	8201225	Atomic 42" Round Table - Glass/Chrome.....	412.60	453.85	577.65	_____
_____	82028	Geo End Table - Wood/Black Steel.....	315.90	347.50	442.25	_____
_____	82027	Geo Cocktail Table - Wood/Black Steel.....	324.10	356.50	453.75	_____



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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
	82035	Geo End Table - Glass/Chrome.....	234.55	258.00	328.35	
	82034	Geo Cocktail Table - Glass/Chrome.....	259.45	285.40	363.25	
	82054	Sydney End Table - Black Laminate/Brushed Steel..	284.10	312.50	397.75	
	82055	Sydney End Table - White Laminate/Brushed Steel..	284.10	312.50	397.75	
	82052	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	345.30	379.85	483.40	
	82053	Sydney Cocktail Table - White Laminate/Brushed Steel.....	345.30	379.85	483.40	
	82079	Sydney End Table - Blue Laminate/Brushed Steel....	281.70	309.85	394.40	
	82080	Sydney End Table - Wood Laminate/Brushed Steel..	281.70	309.85	394.40	
	82077	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	339.45	373.40	475.25	
<b>Accent Tables (continued)</b>						
	82078	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	339.45	373.40	475.25	
	82075	Regis End Table - Brushed Metal.....	289.40	318.35	405.15	
	82074	Regis Bench Table - Brushed Metal.....	407.85	448.65	571.00	
	820844	Aura Round Table - White Metal.....	157.40	173.15	220.35	
	82043	Geo Square-Round Table - Glass/Black Steel.....	374.70	412.15	524.60	
	82044	Geo Square-Round Table - Glass/Chrome.....	374.70	412.15	524.60	
	8201226	Rustique Square Metal Bar Table - Gray.....	364.10	400.50	509.75	
	820130	Mesa Cocktail Table - Black/Bronze.....	344.50	378.95	482.30	
	820131	Mesa Cocktail Table - Glass/Bronze.....	344.50	378.95	482.30	
	820132	Mesa Cocktail Table - Wood/Bronze.....	344.50	378.95	482.30	
	820133	Mesa End Table - Black/Bronze.....	265.00	291.50	371.00	
	820134	Mesa End Table - Glass/Bronze.....	265.00	291.50	371.00	
	820135	Mesa End Table - Wood/Bronze.....	265.00	291.50	371.00	
	820310	Sedona Side Table - Black/Bronze.....	185.50	204.05	259.70	
	820311	Sedona Side Table - Wood/Bronze.....	185.50	204.05	259.70	
	820312	Sedona Side Table - White/Bronze.....	185.50	204.05	259.70	
	820320	Taos Side Table - Black/Bronze.....	185.50	204.05	259.70	
	820321	Taos Side Table Wood/Bronze.....	185.50	204.05	259.70	
	820322	Taos Side Table - White/Bronze.....	185.50	204.05	259.70	
<b>Conference Tables</b>						
	82041	Geo Conference Table - Glass/Black Steel.....	516.50	568.15	723.10	
	82051	Geo Conference Table - Glass/Chrome.....	461.10	507.20	645.55	
	820260	Madison Conference Table - Gray Acajou.....	495.55	545.10	693.75	
	820708	42" Round Conference Table - White Laminate.....	497.95	547.75	697.15	
	820261	Madison 5' Conference Table - Gray Acajou.....	598.90	658.80	838.45	
	820262	Madison 8' Conference Table - Gray Acajou.....	1,196.75	1,316.45	1,675.45	
	820263	Madison 10' Conference Table - Gray Acajou.....	1,196.75	1,316.45	1,675.45	
	820951	Ventura Bar Table - Maple w/ Grommets.....	851.45	936.60	1,192.05	
	820952	Ventura Communal Bar Table - Black.....	878.20	966.00	1,229.50	
	820953	Ventura Bar Table - White w/ Grommets.....	851.45	936.60	1,192.05	
	820954	Ventura Communal Bar Table - Maple.....	851.45	936.60	1,192.05	
	820956	Ventura Communal Bar Table - White.....	851.45	936.60	1,192.05	
	820963	Ventura Communal Cafe Table - Maple.....	597.60	657.35	836.65	
	820960	Ventura Cafe Table - Maple w/ Grommets.....	837.40	921.15	1,172.35	
	820961	Ventura Cafe Table - White w/ Grommets.....	837.40	921.15	1,172.35	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
	820966	Ventura Communal Cafe Table - White.....	597.60	657.35	836.65	
	820962	Ventura Communal Cafe Table - Black.....	597.60	657.35	836.65	
	8201244	42" Round Conference Table - Black Laminate.....	477.00	524.70	667.80	
	8201	10' Table - Black Laminate.....	1,113.00	1,224.30	1,558.20	
	8203	5' Table - Black Laminate.....	630.70	693.75	883.00	
	8205	8' Table - Black Laminate.....	1,113.00	1,224.30	1,558.20	
<b>Office</b>						
	84075	Madison Desk - Gray Acajou.....	719.75	791.75	1,007.65	
	84078	Madison Bookcase - Gray Acajou.....	511.70	562.85	716.40	
<b>Computer Desks/Tables</b>						
	820706	Work Desk - White Laminate.....	424.80	467.30	594.70	

**POWERED****Powered Seating**

	810120	Naples Chair, Powered - Black Vinyl.....	822.55	904.80	1,151.55	
	830122	Naples Loveseat, Powered - Black Vinyl.....	1,107.45	1,218.20	1,550.45	
	830121	Naples Sofa, Powered - Black Vinyl.....	1,273.60	1,400.95	1,783.05	

**Powered Tables**

	820950	Ventura Communal Bar Table, Powered - Black.....	1,086.75	1,195.45	1,521.45	
	820955	Ventura Communal Bar Table, Powered - White.....	987.90	1,086.70	1,383.05	
	820964	Ventura Communal Cafe Table, Powered - Black.....	742.55	816.80	1,039.55	
	820965	Ventura Communal Cafe Table, Powered - White.....	742.55	816.80	1,039.55	
	84083	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	750.50	825.55	1,050.70	
	84084	Tech Desk, Powered - Black Metal.....	660.90	727.00	925.25	
	82076	Sydney Cocktail Table, Powered - Black.....	510.65	561.70	714.90	
	82073	Sydney Cocktail Table, Powered - White.....	510.65	561.70	714.90	
	8202	10' Table, Powered - Black Laminate.....	1,219.00	1,340.90	1,706.60	
	8204	5' Table, Powered - Black Laminate.....	736.70	810.35	1,031.40	
	8206	8' Table, Powered - Black Laminate.....	1,219.00	1,340.90	1,706.60	

**Powered Pedestals**

	85060	Powered Locking Pedestal 36" H, Black.....	596.50	656.15	835.10	
	85061	Powered Locking Pedestal 36" H, White.....	596.50	656.15	835.10	
	85062	Powered Locking Pedestal 42" H, Black.....	716.30	787.95	1,002.80	
	85063	Powered Locking Pedestal 42" H, White.....	716.30	787.95	1,002.80	
	820710	Wireless Charging Table, Powered.....	592.55	651.80	829.55	

**Midtown Counters & Bars**

	850103	Midtown Powered Counter Unlighted - Pewter.....	1,895.80	2,085.40	2,654.10	
	850102	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	2,206.65	2,427.30	3,089.30	
	850101	Midtown Bar Unlighted - Pewter.....	1,698.40	1,868.25	2,377.75	
	850100	Midtown Bar Lighted w/ Plug-In - Pewter.....	2,016.90	2,218.60	2,823.65	

**DISPLAY & ACCESSORIES****Product Storage**

	84080	3 Door File Cabinet on Castors - Black .....	228.95	251.85	320.55	
	85020	Posh Shelving w/ Chrome Frame - White.....	660.90	727.00	925.25	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Refrigerator</b>						
	8503001	Refrigerator - White.....	949.25	1,044.20	1,328.95	
	8983000	Small Refrigerator.....	N/A	N/A	N/A	
<b>Lighting</b>						
	850707	Mason Table Lamp - White/Brushed Silver.....	187.60	206.35	262.65	
	850708	Mason Floor Lamp - White/Brushed Silver.....	279.05	306.95	390.65	
<b>Display</b>						
	75030	Display Cube - Black - 12" Small.....	264.45	290.90	370.25	
	75031	Display Cube - Black - 18" Medium.....	264.45	290.90	370.25	
	75032	Display Cube - Black - 24" Large.....	264.45	290.90	370.25	
	72056	Display Counter - Black.....	476.45	524.10	667.05	
<b>Boxwood Hedges</b>						
	85030	7' Boxwood Hedge.....	640.00	704.00	896.00	
	85035	4' Boxwood Hedge.....	350.00	385.00	490.00	
<b>Accessories</b>						
	220121	Chrome Stanchion w/ 8' Retractable Belt.....	93.55	102.90	130.95	
	220118	Chrome Sign Holder.....	100.45	110.50	140.65	
	750135	Round Literature Rack.....	373.10	410.40	522.35	
	750136	Flat Literature Rack.....	264.20	290.60	369.90	
	220109	Chrome Coat Tree.....	69.95	76.95	97.95	
	220134	Aluminum Easel.....	65.70	72.25	92.00	
	220110	Chrome Bag Rack.....	142.30	156.55	199.20	
	10201484	Floor Standing Bulletin Board.....	233.75	257.15	327.25	
	220106	Corrugated Wastebasket.....	19.10	21.00	26.75	
	8502	Village Charging Hub.....	336.55	370.20	471.15	
<b>Special Drape</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Gray <input type="checkbox"/> Red						
	12103	Special Drape 3'H (per ft.).....	18.00	19.80	25.20	
	12108	Special Drape 8'H (per ft.).....	20.40	22.45	28.55	

**TOTAL COST**

Total Cost = \$ \_\_\_\_\_

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

Freeman<sup>™</sup>

# Flooring solutions

Stand out in style.

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## Your exhibit's flooring should complement your brand

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

# Most popular flooring options

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

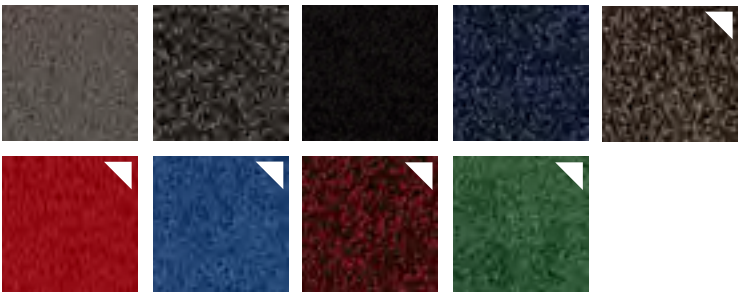
Be sure to order before the discount deadline!

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

▼ = Available only before the discount deadline

## Classic Collection

16oz carpet



## Designer Plus Collection

30oz carpet

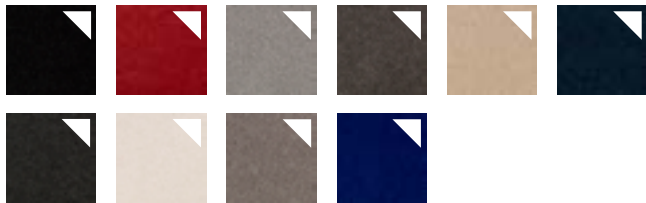
NEW



## Supreme Collection

45oz carpet

NEW



## Expo Flex Collection

10ft vinyl

NEW



## Event Flex Collection

12ft vinyl

NEW



## Riviera + Parkside Collections

Turf

NEW





# Classic Collection

## 16oz

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

For fast, easy ordering, visit us at [freeman.com/find-show](https://freeman.com/find-show)



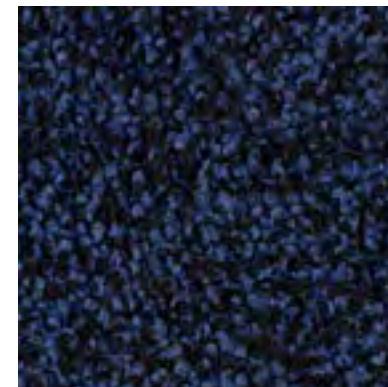
**Gray**



**Tuxedo**



**Black**



**Midnight**



**Blue**



**Red**

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# Custom Cut Classic Collection

16oz

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

For fast, easy ordering, visit us at [freeman.com/find-show](https://freeman.com/find-show)



**Gray**



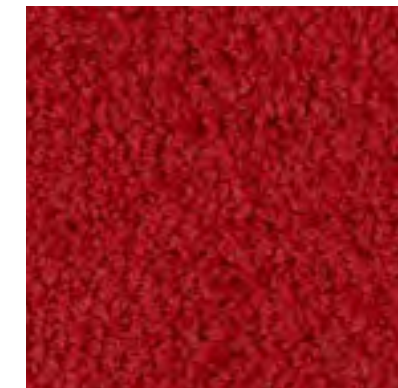
**Tuxedo**



**Black**



**Midnight**



**Red**



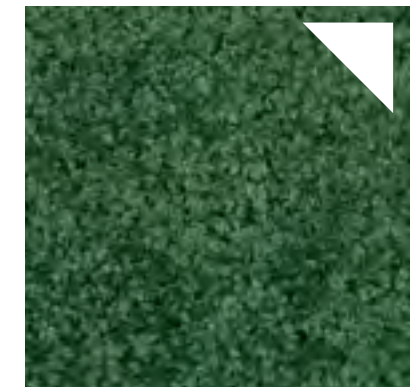
**Blue**



**Latte**



**Red Pepper**



**Green**

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NEW

# Designer Plus Collection

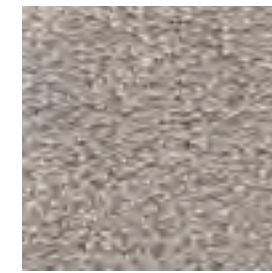
30oz

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

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**Black**



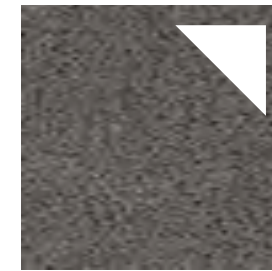
**Grey Pearl**



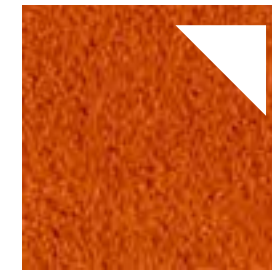
**Red**



**Navy**



**Lava Rock**



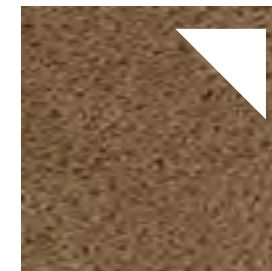
**Paprika**



**Graphite**



**Royal Blue**



**Silky Beige**



**Ivory**



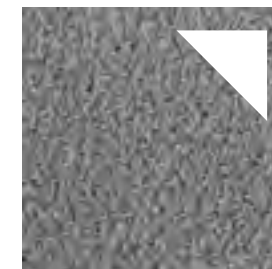
**Smoke**



**Sword**



**White**



**Silver Cloud**

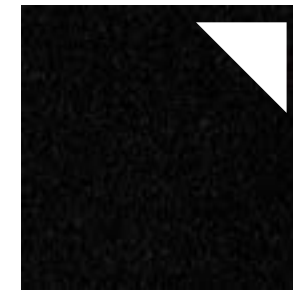
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NEW

# Supreme Collection

## 45oz

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



**Black**



**Red**



**Silver Cloud**



**Navy**



**Charcoal**



**Reflex Blue**



**Cream**



**Silver Mist**



**Smoke**



**White**

▼ = Available only before the discount deadline

# Ordering after the discount deadline? Don't fret.

You can select from these options.

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## Classic Collection

16oz



Gray



Tuxedo



Black



Midnight

## Custom Cut Classic Collection

16oz



Gray



Tuxedo



Black



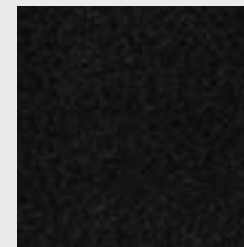
Midnight



Red

## Designer Plus Collection

30oz



Black



Gray Pearl





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

Now offering vinyl and turf  
flooring solutions.



NEW

# Expo Vinyl Collection

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



**Birch**



**Light Maple**



**Dark Maple**



**Ash**



**Smoke**

▼ = Available only before the discount deadline

NEW

# Event Flex Collection

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

For fast, easy ordering, visit us at [freeman.com/find-show](https://freeman.com/find-show)



**Whitewood**



**Silverwood**



**Dark Maple**



**Blackwood**



**Barnwood**

▼ = Available only before the discount deadline

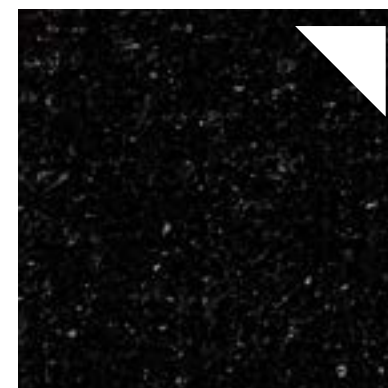
NEW

# Turf

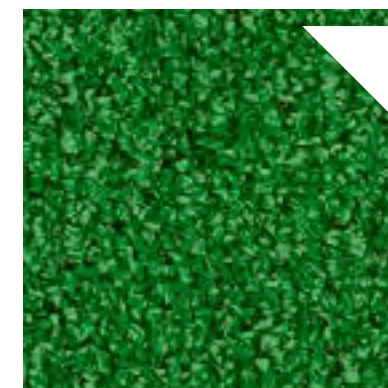
- Bring the outdoors to you with these synthetic grass flooring solutions
- Available in many shades of green and durable for both indoor and outdoor use
- Standard 12ft width and can be custom cut to size
- Priced per sq.ft., minimum of 100 sq.ft.

For fast, easy ordering, visit us at [freeman.com/find-show](https://freeman.com/find-show)

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

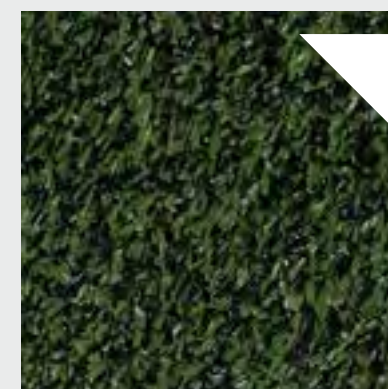


**Riviera Black**



**Riviera Green**

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



**Parkside Green**

▼ = Available only before the discount deadline



# Want to take your flooring to the next level?

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

Contact [solutions@freeman.com](mailto:solutions@freeman.com)





Freeman<sup>7</sup>

# Order before the discount deadline.

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

[freeman.com/find-show](https://freeman.com/find-show)

Visit us at [freeman.com](https://freeman.com) or contact us at [freeman.com/contact](https://freeman.com/contact)



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Take advantage of the Online Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by MAY 19, 2022.

## FLOORING

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

### 10' Classic Carpet, Padding & Plastic Covering

#### CHOOSE YOUR CARPET COLOR:

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

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

### Custom Cut Classic Carpet

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

#### CHOOSE YOUR CARPET COLOR:

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

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

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

### Vinyl\*

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

#### 10 ft Expo Event Vinyl, choose your flooring color:

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

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

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

#### 12 ft Event Flex Vinyl, choose your flooring color:

☐ Barnwood ☐ Blackwood ☐ Dark Maple ☐ Silverwood ☐ Whitewood

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

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

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### Upgraded Carpet\*

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

#### 30 oz Designer Plus Carpet, choose your carpet color:

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

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

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

#### 45 oz Supreme Carpet, choose your carpet color:

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

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

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



### Carpet Padding

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

#### Carpet Padding- Price per sqft (100 sqft minimum)

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

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

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

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

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

### Turf\*

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

#### Riviera Turf, choose your color:

- ☐ Black 
 ☐ Ivy Green

#### Riviera Turf - Price per sqft (100 sqft minimum)

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

#### Parkside Turf, choose your color:

- ☐ Green

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

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

#### TOTAL COST

Total Cost = \$ \_\_\_\_\_

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



(888) 508-5054

Fax: (469) 621-5604

Place your order online at  
[www.freeman.com/store](http://www.freeman.com/store)

Submit order forms [here](#).

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### CLEANING SERVICES

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

#### VACUUMING (per sqft - 100 sqft minimum)

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
• Includes emptying of your booth's wastebasket(s) at the time of vacuuming.					
_____	610100	Booth Vacuuming - One Time .....	.49	.70	_____
_____	610200	Booth Vacuuming - 2 Days .....	.98	1.35	_____
_____	610300	Booth Vacuuming - 3 Days .....	1.47	2.05	_____

#### SHAMPOOING (per sqft - 100 sqft minimum)

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time .....	.82	1.15	_____
_____	630200	Shampoo Carpet - 2 Days .....	1.64	2.30	_____
_____	630300	Shampoo Carpet - 3 Days .....	2.46	3.45	_____

#### FLOOR SURFACE CLEANING (per sqft - 100 sqft minimum)

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	690100	Floor Surface Cleaning - One Time .....	.52	.75	_____
_____	690200	Floor Surface Cleaning - 2 Days .....	1.04	1.45	_____
_____	690300	Floor Surface Cleaning - 3 Days .....	1.56	2.20	_____

#### PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
• Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.					
_____	620500	Exhibit Area / Under 500 sqft. ....	148.40	207.75	_____
_____	6201500	Exhibit Area / 501 - 1,500 sqft.....	184.45	258.25	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sqft.....	216.00	302.40	_____
_____	6203504	Exhibit Area / Over 2,500 sqft.....	253.15	354.40	_____

#### TOTAL COST

Total Cost = \$ \_\_\_\_\_

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



# SEEING IS BELIEVING

.....

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

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



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

## CREATING VISUAL EXCITEMENT

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

## STATE-OF-THE-ART CAPABILITIES

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

## SUPERIOR QUALITY CONTROL

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

## DEPTH OF RESOURCES

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

## REPRODUCTION AND INSTALLATION

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



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## GRAPHICS

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

### DIGITAL GRAPHICS

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

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sqft  
\$ 17.50 per sqft discount price  
sqft \_\_\_\_\_ x or \_\_\_\_\_ = \$ \_\_\_\_\_  
\$ 26.25 per sqft standard price

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

### LARGE DIGITAL GRAPHICS

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

File Information:

Electronic File Name \_\_\_\_\_

Application \_\_\_\_\_

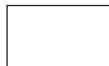
PMS Colors \_\_\_\_\_

### Backing Material:

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

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

Vertical Horizontal Use Your Judgment For Sign Layout



Special Instructions \_\_\_\_\_

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	51.25	76.90	=
7" x 22"	60.50	90.75	=
7" x 44"	73.75	110.65	=
9" x 44"	80.75	121.15	=
11" x 14"	63.00	94.50	=
14" x 22"	73.75	110.65	=
14" x 44"	102.00	153.00	=
22" x 28"	102.00	153.00	=
28" x 44"	208.00	312.00	=
20" x 60"	201.50	302.25	=

(white only)

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

### INDICATE YOUR SIGN COPY HERE:

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



Vertical

Horizontal

Use Your Judgment For Sign Layout



Background Color: \_\_\_\_\_

Lettering Color: \_\_\_\_\_

### TOTAL COST

Total Cost = \$ \_\_\_\_\_

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



## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

**VECTOR ART:**

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

**FONTS and LINKS**

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

**COLOR**

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

**ARTWORK IN THE STRUCTURE**

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

### ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

### ACCEPTABLE FILE TYPES and SUPPORT FILES

**NATIVE FILES:**

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

**PRINT FILES:**

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

**RASTER OR BITMAP ART:**

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

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

### WAYS TO SEND ARTWORK

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



# 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](http://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.





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## INSTALLATION & DISMANTLE LABOR

Description	Advance Price	Show Site Price
<b>Straight Time:</b> 8:00 AM to 5:00 PM Monday through Friday.....	\$118.75	\$166.25
<b>Overtime:</b> 5:00 PM to 8:00 AM Monday through Friday .....	\$166.25	\$191.50
All day Saturday, Sunday and recognized holidays		

- **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.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

### INSTALLATION LABOR

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

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

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

### DISMANTLE LABOR

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

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

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

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

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

### FREEMAN SUPERVISED LABOR

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

### INBOUND SHIPPING & SET-UP INFORMATION

Freight will be shipped to: Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date Shipped \_\_\_\_\_

Total No. of Pieces: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_

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

Carpet: With Exhibit \_\_\_\_\_ Rented From Freeman \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION

SHIP TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Select a Carrier:

##### ☐ Freeman Exhibit Transportation:

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

##### ☐ Other Carrier:

Carrier Name: \_\_\_\_\_

Carrier Phone: \_\_\_\_\_

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

#### Select Level of Service:

☐ 1 Day: Delivery next business day

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

☐ Deferred: Delivery within 3-5 business days

☐ Standard Ground

☐ Specialized: Pad wrapped, uncrated or truckload

#### Freight Charges:

☐ Same as ship to

Bill To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Select Shipment Options (if applicable)

☐ Have loading dock

☐ Inside delivery

☐ Pad wrap required

☐ Do not stack

☐ Lift gate required

☐ Air ride required

☐ Residential

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

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

installation & dismantle labor





(888) 508-5054  
Fax: (469) 621-5604

Place your order online at  
[www.freeman.com/store](http://www.freeman.com/store)

Submit order forms [here](#).

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

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

## FORKLIFT & RIGGING LABOR

**Straight Time:** 8:00 AM to 5:00 PM Monday through Friday

**Overtime:** 5:00 PM to 8:00 AM Monday through Friday and all day Saturday, Sunday and recognized holidays

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

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

Part #	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$236.00	\$330.50
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$370.00	\$518.00
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$250.75	\$351.25
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$391.75	\$548.50
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$286.25	\$400.75
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$418.75	\$586.25
304040	Forklift w/operator - 4-Stage - ST.....	\$327.25	\$458.25
304041	Forklift w/operator - 4-Stage - OT.....	\$451.25	\$631.75
<b>RIGGING LABOR</b>			
3020100	Rigger - ST.....	\$118.75	\$166.25
3020101	Rigger - OT.....	\$191.50	\$268.25
<b>EQUIPMENT</b>			
3090600	Forklift Cage.....	\$42.50	
3090700	Forklift Boom.....	\$42.50	
3090800	Pallet Jack.....	\$42.50	

### INSTALLATION

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

Describe work to be done: \_\_\_\_\_

Total Installation \$ \_\_\_\_\_

### DISMANTLE

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

Describe work to be done: \_\_\_\_\_

Total Dismantle \$ \_\_\_\_\_

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

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

## HANGING SIGN LABOR

### INSTRUCTIONS

- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed [Hanging Sign Labels](#). This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign or advance pricing.
- All ceiling rigging must conform to show management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman.
- Set up instructions must be provided for signs needing assembly.
- All hanging hardware must be shouldered, forged, stamped, and rated for overhead lifting. This hardware must be sourced domestically. Freeman will inspect and replace all non-compliant hardware. All additional hardware will be charged accordingly.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical service requirements must be ordered in advance on the enclosed Electrical Order Form.
- If any hang point supports over 200 lbs., notify Freeman immediately for special authorization.
- LVCC Rigging Regulations must be adhered to in order to complete your hang. Refer to LVCC Rigging Regulations for details

### SUPERVISION

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

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

- ☐ Freeman  
☐ Exhibitor Personnel  
☐ Display House

If Freeman will not be supervising, please provide the contact information for the onsite supervisor:

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

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.

### PLEASE NOTE:

- Freeman will begin to assemble and hang the signs as soon as the hall is accessible as long as the order and the sign are received by the appropriate deadline dates.
- In the event the order and sign are not received by the deadline date, Standard Prices will apply and the sign will be hung when the equipment and labor become available.

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Equipment With Crew

- Standard Prices will apply to all orders placed after May 19, 2022.**
- Standard Prices will apply to all hanging sign orders placed at show site.**
- Rates are per lift and crew per hour.
- Boom with crew consists of boom, operator and rigger.
- 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.
- Assembly and Ground Labor is an additional charge.
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments.
- Freeman components (cable, clamps, etc.) will be used to install all hanging signs and charged accordingly.
- Straight time cannot be guaranteed.

	Discount Price	Standard Price
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#### Boom Lift With Crew

Lift with crew \$762.25 \$1067.25

#### Additional Crew/Assembly Labor (Per person / Per hour)

Assembly labor \$152.75 \$214.00

**Rates are blended to include any overtime to accomplish the hanging of all signs in a timely manner prior to the opening of the show.**

	Advance Price	Show Site Price
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#### Electrical Assembly (Per person / Per hour)

Straight Time \$156.00 \$218.50

Overtime \$312.00 \$437.00

Straight Time (cannot be guaranteed)

8:00 AM to 5:00 PM, Monday through Friday

#### Overtime

8:00 AM & 5:00 PM Monday through Friday and all day Saturday, Sunday and recognized holidays

#### Installation Estimate

Approx Hours	Hourly Rate	Total Estimated Cost
_____	@ _____	= _____

#### Dismantle Estimate

Approx Hours	Hourly Rate	Total Estimated Cost
_____	@ _____	= _____

## STRUCTURAL INTEGRITY STATEMENT MUST ACCOMPANY ORDER

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

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**STRUCTURAL INTEGRITY STATEMENT**  
**THIS FORM MUST BE RETURNED**  
**FOR ALL SUSPENDED STRUCTURES**

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

We hereby release, indemnify and forever hold harmless the **Association, Las Vegas 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: \_\_\_\_\_



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

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

## HANGING TRUSS & CHAIN HOIST

- Orders received after **May 19, 2022** will be charged the Standard Price.
- All rigging must comply with LVCC and Show Management rules and regulations and facility limitations.
- All overhead rigging and flown objects must be assembled and disassembled by Freeman. Exhibitor's display company and/or I & D representatives may supervise only and will not be allowed to assemble/disassemble or install and remove rigging or flown objects. No one other than Freeman employees will be permitted in lifts.
- Freeman requires an engineered print of all truss and lighting rigging, including rigging point loads per our facility agreement. Failure to provide a DWG file of the rigging plot with load and required information three (3) weeks prior to move-in may prohibit your rig from being hung.
- Time will commence per exhibitors request. Failure to start at the requested time will result in a 4 hour minimum charge per stagehand person requested, unless 24-hour advance notice is provided in writing.
- Stagehand labor is based on a four hour minimum.
- During run of show, there will be a 2 hour turn on / 2 hour turn off charge per day, based on the four hour minimum.
- Freeman Stagehands install/dismantle all programmable dimmable lighting fixtures, video walls, audio, and projection.
- For Pre Rigging, please contact Freeman for availability.
- Freeman components (cable, clamps, etc.) will be used to install all truss and chain motors and charged accordingly.

### LIGHTING DESIGNER INFORMATION - NOTE: LVCC RIGGING REGULATIONS MUST BE ADHERED TO

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Description	Discount Price	Standard Price
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#### RIGGING EQUIPMENT

- Rates are blended to include any overtime to accomplish the hanging of all signs in a timely manner prior to the opening of the show
- Rates are per lift and crew, per hour
- Crew consists of 1 Operator and 1 Ground Man

Condor w/crew.....	\$762.25	\$1067.25
Scissor Lift w/crew.....	\$501.50	\$702.25

#### RIGGING LABOR (please indicate labor needed by checking appropriate box(es) below)

**Straight Time:** 8:00 AM to 5:00 PM Monday through Friday

**Overtime:** 5:00 PM to 8:00 AM Monday through Friday and all day Saturday, Sunday and recognized holidays

Rigging Labor - ST .....	\$156.00	\$218.50
Rigging Labor - OT .....	\$312.00	\$437.00

☐ High Rigger ☐ Ground Rigger ☐ Theatrical Stage Electrician ☐ Programmer ☐ Projectionist ☐ A/V Technician ☐ Sound Technician

#### MISCELLANEOUS LABOR

- During run of show, there will be a 2 hour turn on / 2 hour turn off charge per day, based on the four hour minimum.
- Charges do not apply if your electrical needs consist of 20 amps or less.

Turn-On / Turn-Off Charge - ST.....	\$156.00	\$218.50
Turn-On / Turn-Off Charge - OT .....	\$312.00	\$437.00

Qty	Description	Discount Price	Standard Price	Total
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#### MISCELLANEOUS EQUIPMENT

One Ton Hoist (power not included - complete Electrical Order Form) *	\$605.25	\$847.35	\$
Half Ton Hoist (power not included - complete Electrical Order Form) *	\$588.30	\$823.60	\$
<i>Temporary hoist power must be ordered separately and cannot be ordered in conjunction with any other outlet.</i>			
20.5" Box Truss (per foot) *	\$30.75	\$43.05	\$
12" Box Truss (per foot) *	\$24.90	\$34.85	\$
Small Rotator .....	\$281.95	\$394.75	\$
Large Rotator .....	\$561.25	\$785.75	\$
Man Lift (per day).....	\$232.75	\$325.85	\$
Genie Hand Crank (per day).....	\$232.75	\$325.85	\$
<b>Total for Miscellaneous Equipment .....</b>			<b>\$</b>

### STRUCTURAL INTEGRITY STATEMENT MUST ACCOMPANY ORDER

Please attach a detailed production schedule that includes a daily list of labor and equipment needed for the duration of the show.

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

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## **IMPORTANT INFORMATION - PLEASE READ PRIOR TO ORDERING**

### **HANGING TRUSS & LIGHTING EQUIPMENT**

#### **OFFICIAL SERVICES CONTRACTOR RESPONSIBILITIES**

- Freeman personnel/employees must operate all chain motors, including the final trim.
- Freeman personnel/employees only will be allowed in aerial lifts.
- Freeman personnel/employees only will be allowed to operate mechanized equipment.
- Freeman personnel/employees must assemble and disassemble any and all overhead rigging. This includes, but is not limited to:
  - \* The assembly of all truss
  - \* The attachment and disassembly of light fixtures to truss
  - \* The installation and dismantle of power sources, programmable dimmable lighting packages, chain motors and span sets.
- Freeman Electricians will run all initial power sources and Freeman personnel will make all connections to the dimmable power sources.
- Freeman Stagehands install/dismantle all programmable dimmable lighting fixtures, video walls, audio, and projection.

#### **PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Method of Payment
- Complete the Hanging Truss & Chain Hoist Order Form
- Complete the Electrical Order Form for chain hoist power
- Complete the Electrical Labor Order Form for chain hoist power
- Include Rigging Plot in a DWG format with the order forms - plot must reflect the following:
  1. Hang point locations
  2. Height above the floor of each hang point
  3. Weight that will be suspended from each hang point
  4. Exhibit plan showing the location of the hang points and the structure as it pertains to the exhibit plan
- **Complete the Structural Integrity Statement - See enclosed LVCC Rigging Regulations.**
- Send the above information to Freeman at the address on the order forms

### **GROUND-SUPPORTED TRUSS & LIGHTING EQUIPMENT**

#### **OFFICIAL SERVICES CONTRACTOR RESPONSIBILITIES**

- Freeman personnel/employees will provide installation and dismantle labor of self-climbing and/or mechanized truss systems.
- Freeman personnel/employees must install and dismantle any programmable dimmable lighting fixtures that are attached to any ground-supported truss.
- Freeman personnel/employees must assemble and disassemble as well as install and dismantle all electrical hanging signs.

#### **PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Method of Payment
- Complete the Hanging Truss & Chain Hoist Order Form
- **Complete the Structural Integrity Statement**
- Send the above information to Freeman at the address on the order forms

### **NON-ELECTRICAL HANGING SIGNS (UNDER 200 POUNDS)**

#### **OFFICIAL SERVICES CONTRACTOR RESPONSIBILITIES**

- Freeman personnel/employees must assemble and disassemble, install and dismantle all hanging signs.

#### **PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the "Hanging Sign" shipping labels provided
- Send the above information to Freeman at the address on the order forms

## **IMPORTANT INFORMATION (continued)**

### **NON-ELECTRICAL HANGING SIGNS (OVER 200 POUNDS - CHAIN HOIST REQUIRED)**

#### **OFFICIAL SERVICES CONTRACTOR RESPONSIBILITIES**

- Freeman personnel/employees must assemble and disassemble all hanging signs.
- Freeman personnel/employees must install and dismantle all hanging signs.
- Freeman personnel/employees will install chain hoist and attach sign to the hoist.

#### **PLACING YOUR ORDER (please include these items when placing your order)**

- **Read enclosed LVCC Rigging Regulations**
- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Complete the Hanging Truss & Chain Hoist Order Form
- Complete the Electrical Order Form for chain hoist power
- Complete the Electrical Labor Order Form for chain hoist power
- Include Assembly Instructions
- All rigging plans must be submitted to Freeman Rigging Manager three (3) weeks prior to move-in in a DWG format.
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the "Hanging Sign" shipping labels provided
- Send the above information to Freeman at the address on the order forms

### **ELECTRICAL HANGING SIGNS**

#### **OFFICIAL SERVICES CONTRACTOR RESPONSIBILITIES**

- Freeman personnel/employees will assemble and disassemble all electrical hanging signs.
- Freeman personnel/employees will install and dismantle all electrical hanging signs.
- Freeman personnel/employees will install chain hoist and attach sign to the hoist for signs over 200 pounds.
- Power for chain hoist must be included with your order for electrical services.

#### **PLACING YOUR ORDER (please include these items when placing your order)**

- Complete the Hanging Sign Order Form
- Complete the Electrical Labor Order Form
- Complete the Electrical Services Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- Ship sign to Freeman warehouse using the "Hanging Sign" shipping labels provided.
- Send the above information to electrical contractor at the address on the order forms

### **STRUCTURAL INTEGRITY**

#### **VIDEO WALLS**

- A final technical drawing must be approved by LVCVA Fire & Safety and Freeman. The structure must be built exactly as specified in the drawing. All video walls must also be in accordance with ANSI E1.50-1.
- Any structures of any height (typically over 16 ft. tall) that LVCVA Fire & Safety deems to be unsafe and/or unstable is subject to being tied off to a structural element at the Exhibitor's expense.
- All contents of the booth are subject to onsite inspection. If any element of the booth does not meet structural integrity standards, it is subject to onsite changes at the Exhibitor's expense.

#### **TRUSS**

- All truss must have a wet-stamped drawing from a U.S. licensed engineer and the final version must be approved by LVCVA Fire & Safety and Freeman. The structure must be built exactly as specified in the drawing (i.e. inclusion of weather monitoring equipment, standby labor, etc.). All outdoor trusses must also include a staking and ballasting plan, if needed, and the wind load must be in accordance with IBC or ANSI E1.21.
- Any trusses or structures of any height (typically over 16 ft. tall) that LVCVA Fire & Safety deems to be unsafe and/or unstable is subject to being tied off to a structural element at the Exhibitor's expense.
- All contents of the booth are subject to onsite inspection. If any element of the booth does not meet structural integrity standards, it is subject to onsite changes at the Exhibitor's expense.

# **LAS VEGAS CONVENTION CENTER RIGGING REGULATIONS**

**Please carefully read these regulations. The Las Vegas Convention Center will strictly enforce these rules.**

1. Any object over 200 lbs. or requiring the use of chain motors must be submitted to Freeman for approval by the Las Vegas Convention Center.
2. Freeman is required to reflect the plot plan for all booths on the overall ceiling plan for every show at the Las Vegas Convention Center. Freeman cannot hang any object prior to receiving approval from the Director of Engineering or his/her representative.
3. The exhibitor must submit all rigging plans to the Rigging Manager at Freeman 21 days prior to the start of rigging installation for submittal to the Las Vegas Convention Center.
4. All submitted files should be in DWG format. VectorWorks and PDF format files are not acceptable. Any conversion to DWG will be charged to the exhibitor at \$156.00 per hour (straight time).
5. The exhibitor is responsible for reflecting the structure of rigging, load calculations, and an overlay of the rigging within their booth space in their DWG.
6. The exhibitor will be charged \$156.00 per hour (straight time), with a two hour minimum, to transfer the plot plan to the overall ceiling grid that Freeman is required to submit to the Las Vegas Convention Center.
7. Any conversions, revisions, or changes will be billed at \$156.00 per hour (straight time).
8. If exhibitor gear is used, the exhibitor must provide certifications for all hoist motors and rigging apparatus' upon request of the Las Vegas Convention Center Director of Engineering.
9. All special and unusual weights, motors, and apparatus or items not normally hung must obtain written permission from the Las Vegas Convention Center Director of Engineering. Exceedingly large rigs that support abnormal loads, or non-uniform distribution of weight or hardware, may require (at the exhibitor's expense) plans that have been approved and stamped by a licensed engineer selected by the LVCVA.
10. Any weight load exceeding the pre-approved limits is subject to removal at the exhibitor's expense.
11. Weight on catwalks will not exceed 25 pounds per square foot.
12. Rigging under catwalk structures is prohibited.

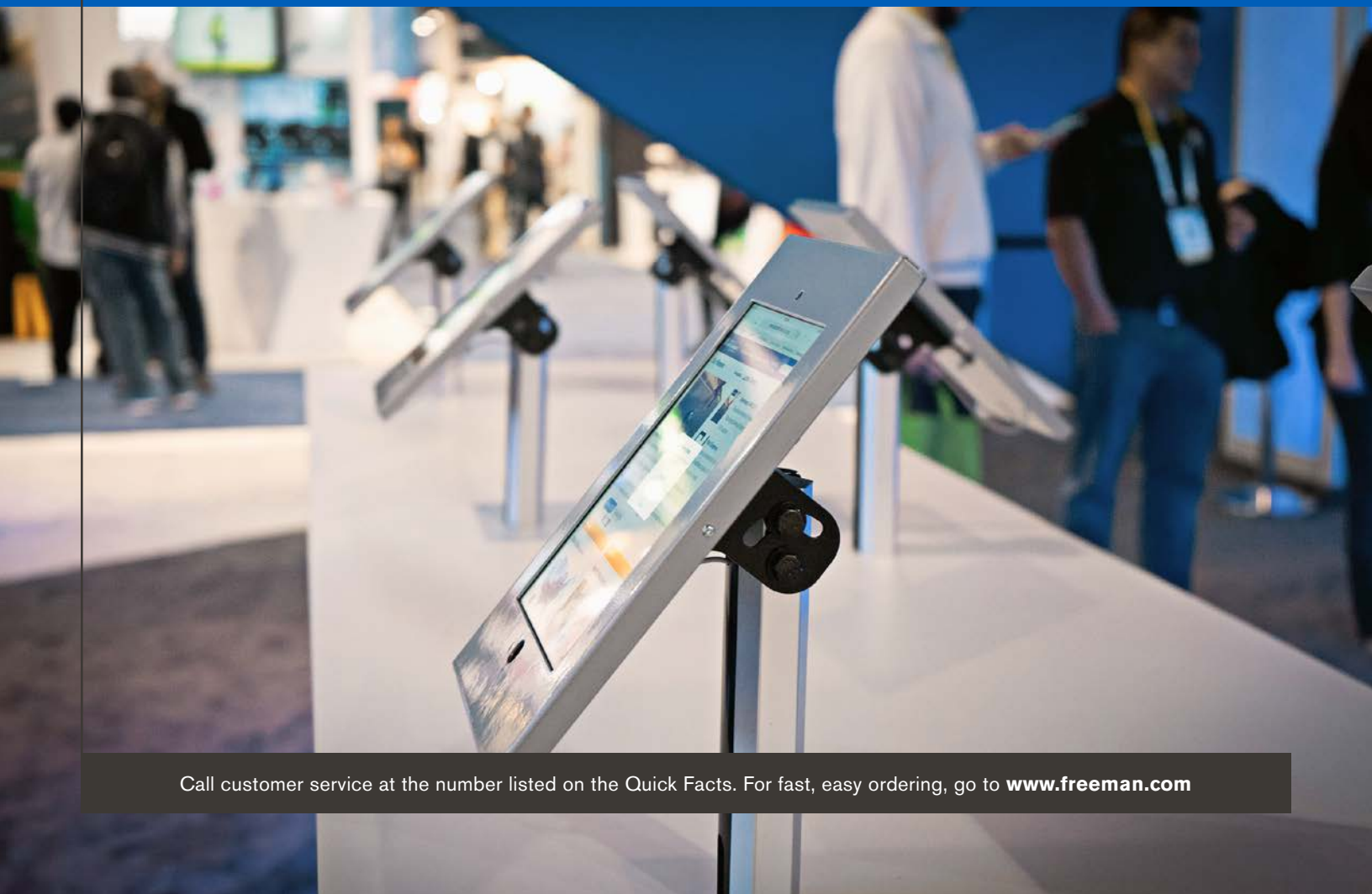


# EVENT TECHNOLOGIES THAT ENHANCE EXPERIENCES

.....

When it comes to promoting your exhibit, let our technology do the talking. Freeman offers the most extensive inventory of audio visual products available, ensuring a custom experience that excites the senses and breathes life into your booth, giving it the appeal to draw in customers.

- Our audio visual experts can assist with a wide range of technology solutions for custom rental exhibit programs that fit any size or budget
- Full service resources include digital services, flat screen technology, intelligent LED light displays, seamless plasma and LED panel solutions and immersive audio experiences
- Schedule deliveries with advance confirmation to meet your timeline specifications
- Preshow consultation, installation, operation, and comprehensive invoice services provide a streamlined solution for all your rental needs



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

**Freeman Event Technology offers the widest array of audio visual products in our expansive network throughout North America. Our exhibit specialists can assist with a full range of audio visual equipment for portable, modular and custom rental exhibit programs to fit any size or budget. Full service resources include digital services, lighting, flat screen technology, computer equipment and LED displays.**

Freeman Event Technology establishes the right combination of equipment and services that will command attention while communicating your company's message. Whatever your needs, our dedicated service and technical on-site support teams will be available to ensure your exhibit program's success. With more than 3,500 full-time audio visual experts and \$100 million in inventory, you can always count on Freeman Event Technology to recommend the perfect combination of audio visual solutions to enhance your company's brand.

- PRESHOW CONSULTATION REGARDING EQUIPMENT SPECIFICATIONS AND BUDGETING
- ONE SEAMLESS SOURCE FOR ALL YOUR TECHNOLOGY SOLUTIONS, INCLUDING A COMPLETE RANGE OF AUDIO VISUAL AND COMPUTER EQUIPMENT AND INSTALLATION SERVICES
- INTELLIGENT LIGHTING DESIGN, INSTALLATION AND OPERATION
- SCHEDULED DELIVERIES WITH ADVANCE CONFIRMATION TO MEET YOUR TIMELINES
- AUDIO VISUAL EXPERTS THAT OFFER PERSONALIZED, DEDICATED SERVICE



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

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

**Take advantage of the Online Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by May 19, 2022.**

## AUDIO VISUAL

- Orders received after the deadline date or without payment will be charged the Standard Price.
- Electrical labor and internet services are NOT included in equipment pricing.
- Pricing is for the length of the event and includes product delivery.
- Please call for meeting room support or items that are not listed.

### FLAT SCREEN PACKAGES

Qty	Description	Discount Price	Standard Price	Total
• All screens are 1080p with dual post stand				
_____	32" Flat Screen.....	\$740.00	\$962.00	\$ _____
_____	42" Flat Screen.....	\$900.00	\$1,170.00	\$ _____
_____	55" Flat Screen.....	\$1,510.00	\$1,963.00	\$ _____
_____	70" Flat Screen.....	\$2,145.00	\$2,788.50	\$ _____
_____	90" Flat Screen (includes hydraulic stand).....	\$3,810.00	\$4,953.00	\$ _____
• All screens are 1080p with dual post stand and external USB media player.				
_____	32" Flat Screen.....	\$870.00	\$1,131.00	\$ _____
_____	42" Flat Screen.....	\$1,025.00	\$1,332.50	\$ _____
_____	55" Flat Screen.....	\$1,635.00	\$2,125.50	\$ _____
_____	70" Flat Screen.....	\$2,270.00	\$2,951.00	\$ _____
_____	90" Flat Screen (includes hydraulic stand).....	\$3,935.00	\$5,115.50	\$ _____
• All screens are 1080p with dual post stand and laptop.				
_____	32" Flat Screen.....	\$1,085.00	\$1,410.50	\$ _____
_____	42" Flat Screen.....	\$1,245.00	\$1,618.50	\$ _____
_____	55" Flat Screen.....	\$1,850.00	\$2,405.00	\$ _____
_____	70" Flat Screen.....	\$2,485.00	\$3,230.50	\$ _____
_____	90" Flat Screen (includes hydraulic stand).....	\$4,155.00	\$5,401.50	\$ _____

### TOUCHSCREEN PACKAGES

Qty	Description	Discount Price	Standard Price	Total
• All packages include dual post stand and laptop.				
_____	32" Touchscreen.....	\$1,430.00	\$1,859.00	\$ _____
_____	46" Touchscreen.....	\$1,850.00	\$2,405.00	\$ _____
_____	55" Touchscreen.....	\$2,275.00	\$2,957.50	\$ _____
• All packages include dual post stand.				
_____	32" Touchscreen.....	\$1,085.00	\$1,410.50	\$ _____
_____	46" Touchscreen.....	\$1,510.00	\$1,963.00	\$ _____
_____	55" Touchscreen.....	\$1,930.00	\$2,509.00	\$ _____

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

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

## FLAT SCREEN DISPLAYS

Qty	Description	Discount Price	Standard Price	Total
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- Please call for pricing on Flat Screens 98" and larger, 4K UHD, & LED Video Wall options.

_____	24" Monitor - 1080p, (no sound).....	\$305.00	\$396.50	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	32" Flat Screen - 1080p, with Internal Speakers.....	\$505.00	\$656.50	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	42" Flat Screen - 1080p, with Internal Speakers.....	\$660.00	\$858.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	55" Flat Screen - 1080p, with Internal Speakers.....	\$1,270.00	\$1,651.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	70" Flat Screen - 1080p, with Internal Speakers.....	\$1,905.00	\$2,476.50	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			

## TOUCHSCREEN DISPLAYS

Qty	Description	Discount Price	Standard Price	Total
-----	-------------	----------------	----------------	-------

- Touchscreens will require a PC/laptop to operate. Not compatible with Mac. Please call for larger sizes.

_____	32" Touchscreen with Internal Speakers.....	\$845.00	\$1,098.50	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	46" Touchscreen with Internal Speakers.....	\$1,270.00	\$1,651.00	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			
_____	55" Touchscreen with Internal Speakers.....	\$1,695.00	\$2,203.50	\$ _____
	<input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mounted			

## VIDEO PLAYERS

Qty	Description	Discount Price	Standard Price	Total
-----	-------------	----------------	----------------	-------

_____	USB Media Player.....	\$125.00	\$162.50	\$ _____
_____	Blu-ray Player.....	\$160.00	\$208.00	\$ _____
	HDCP Compliant, compatible with Blu-ray and DVD			

## COMPUTERS & ACCESSORIES

Qty	Description	Discount Price	Standard Price	Total
-----	-------------	----------------	----------------	-------

_____	Desktop Computer with 24" Monitor.....	\$290.00	\$377.00	\$ _____
	includes wired keyboard and mouse			
_____	Laptop Computer .....	\$345.00	\$448.50	\$ _____
_____	Wireless Keyboard with Mouse.....	\$105.00	\$136.50	\$ _____
_____	Apple 21.5" iMac (includes wired keyboard and mouse) .....	\$315.00	\$409.50	\$ _____
_____	Apple 15" MacBook Pro .....	\$475.00	\$617.50	\$ _____
_____	iPad Stands - White .....	\$160.00	\$208.00	\$ _____
	<input type="checkbox"/> Table Stand <input type="checkbox"/> Floor Stand			



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

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

### AUDIO EQUIPMENT

Qty	Description	Discount Price	Standard Price	Total
_____	Sound Bar - 2.1 Full Range, with Built-in Subwoofer .....	\$80.00	\$104.00	\$ _____
	Compatible with 42" monitors and above			
_____	Small High Performance PA System .....	\$630.00	\$819.00	\$ _____
	Includes wireless microphone, 2 speakers, 1 Mixer/Amp, computer interface box			
	<input type="checkbox"/> Handheld <input type="checkbox"/> Headset (for best sound quality, choose Headset)			

### EXHIBIT LIGHTING PACKAGES

Qty	Description	Discount Price	Standard Price	Total
• Exhibit lighting packages are ground supported install only. For additional mounting, lighting styles and custom color options, call for a quote.				
_____	Six (6) 12" LED Lighting Fixtures .....	\$795.00	\$1033.50	\$ _____
	<input type="checkbox"/> Amber <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red			
_____	Twelve (12) 12" LED Lighting Fixtures .....	\$1,585.00	\$2,060.50	\$ _____
	<input type="checkbox"/> Amber <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red			

### DELIVERY INFO FOR LightFair 2022

Thank you for using Freeman to meet your Audio Visual equipment needs. You can be confident that our Audio Visual Experts will be on-site to deliver, install, and provide any necessary technical support. Your booth must have all supporting elements installed before we can deliver your equipment. All Audio Visual equipment will be installed no later than the last day of move in.

If you find any expected equipment missing from your booth, please visit the Exhibitor Service Center.

On-Site Contact Person: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

If You Have a Special Delivery Request, Please Note it Here: \_\_\_\_\_

### PAYMENT INFORMATION

A Freeman representative will provide a secured payment link after receiving your order. A credit card is required to secure all orders, even when paying by ACH, check or wire transfer. Cash payments will no longer be accepted while on show-site. Full payment including applicable tax must be made in advance, in US funds. Equipment may not be provided and installed if payment has not been received prior to show move-in.

### PURCHASE TERMS

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

### ELECTRICAL SERVICE

Please log on to Freeman Online to place your electrical order, [www.freeman.com/store](http://www.freeman.com/store)

### READY FOR DELIVERY ONSITE

For delivery of your audio visual equipment, please notify the Freeman Service Center as well as our electrical department. We will work with our electrical department to deliver and set your equipment order.

### TOTAL COST

Total Cost = \$ \_\_\_\_\_

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

audio visual

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# ELECTRICAL SERVICES

From under carpet wiring to overhead lighting, Freeman has the power to simplify your electrical needs and installation. We've answered your most common questions below to help you place your order or prepare for a detailed discussion. Whether you require basic household/office power or a more technical installation for equipment, audio-visual presentations or truss lights, our electrical specialists and qualified electricians are always available to assist you.

## **How do I know how much power I need?**

First, review a layout of your exhibit, noting all of the items in it that require power. Consider lighting, computer equipment, and your own product. Are you bringing or renting any a/v equipment or ordering catering services that might need power? Will you be using a lead retrieval machine? If it's an item that plugs into a standard wall outlet found in a home or office (in North America), it will require 110/120 volt power. 208 or 480 volt power is generally used for machinery or industrial cooking devices and is ordered by single or 3 phase.

Next, mark the voltage and wattage or amperage (referred to as "load") (100 watts = 1 amp) of each piece of equipment at it's location in the booth. This information should be provided on a name plate or stamp usually located on the back or bottom of the equipment. If not indicated, check our accompanying electrical usage guide for estimated wattages for common items used at trade shows or call your rental company/caterer for specifics. For lighting, loads are dictated by the wattage of the bulbs. Arm lights included with Freeman exhibit packages use 200 watt bulbs. Keep in mind that you need to order power for any lighting within your booth unless the lights are ordered directly from the Electrical Department (those listed on the Freeman electrical order form).

Finally, total the wattage for the 120 volt devices in each area and select an outlet that meets or exceeds that total. Separate outlets should be ordered for each piece of equipment and/or each power location to help minimize tripping/power outages. It is always safer to slightly overestimate your power requirements. Wattage or amperages cannot be combined for 208 or 480 volt apparatus. Please order separate outlets for each.

## **Do I need to order labor?**

As the official service contractor, electrical installations must be performed by Freeman union labor. Labor is required for any electrical work over and above the delivery of outlets to the back wall of inline booths. Labor orders will automatically be input upon receipt of an electrical layout for under carpet installation (floor work) or to connect any 208 volt or higher services (hook up). Dismantle labor for electrical services is calculated at 50% of the installation time since much of the work is performed on a mass basis after booths are removed from the exhibit hall. Please see the electrical labor order form for further details, rules and regulations.

## **What is an electrical layout and why do I need one?**

Like your own home, electrical boxes and wiring should not be visible once the exhibit is completed. At show site, they are the first things to be installed so that they can be hidden by drape, walls or counters and under flooring or carpet. Electricians, therefore, work on a blank slate. A good electrical layout or floor plan provides them with a simple overhead view of your booth indicating the locations and load of each electrical outlet and the orientation of your booth within the show itself. The layout should be to scale and provide specific measurements to each outlet along with surrounding aisle or booth numbers to ensure accuracy. For island booths, a main power location must also be indicated as it is the location from which other outlets are fed. Please see the sample layouts and electrical grid for further information.

When a layout and credit card are provided in advance, Freeman makes every effort to ensure that the floor work is completed before you arrive so that there is no delay in assembling your booth. Once carpet is laid, installing or changing electrical services becomes much more difficult and potentially costly.

Please note that layouts, complete with mandatory information, are required prior to the deadline date for electrical orders to be eligible for advance rates. Layouts are not required if all outlets are located at the back wall in inline booths.

## **Is the price for power per day?**

Outlet or connection prices are typically for an entire show.

## **What is 24 hour power?**

Many facilities these days are energy conscious and therefore turn off power overnight during show days. Power is turned off 1/2 hour after the show closes at the earliest and restored no later than 1/2 hour before the show opens the following day. 24 hour power is, as it sounds, power that is continuously on 24 hours per day.

If your booth includes, for example, refrigeration equipment, an aquarium or programmable apparatus that depends on uninterrupted power, you should consider ordering 24 hour service. Power is usually not turned off during move-in or move-out.

## **Where does the power come from?**

Depending on the facility, the power can come from overhead catwalks, floor ports, columns, wall outlets or a combination of these sources. Check with the local Freeman branch office for more information.

## **Where will my power be located?**

In-line and peninsula booths will find their main power source on the floor somewhere along the rear drape line of their booth. Island booths need to submit an electrical layout. Please see the sample layouts and electrical grid for further information.

## **What if I need power at another location besides the rear of my booth? What if I have multiple power locations?**

Exhibitors requiring power at any location other than a back wall must submit an electrical layout. Please see the sample layouts and electrical grid for further information.

## **How many places will I have to plug in? How many things can I plug in?**

For planning purposes, you should always assume that there is only one connection point per outlet ordered. Power strips can provide additional sockets but do not confuse having more places to plug in with additional power. For example – An order is placed for a 500 watt outlet. A track light with 4 – 100 watt bulbs is plugged in to a power strip connected to the outlet, using 400 of the 500 watts. Any lighting or equipment now plugged in to a second socket may not exceed 100 watts.

Also keep in mind that power strips are designed, for safety purposes, to trip at 1500 watts or 15 amps. Using a power strip with a 2000 watt (20 amp) outlet will reduce it to a 1500 watt outlet.

All orders exceeding 120 volt/20 amps provide one connection point only, cannot accommodate power strips and require labor for installation.

# F R E E M A N

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### **Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)**

Exhibitors may use their own extension cords and power strips under the following conditions:

- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labor is required to lay the cords.)
- All power strips must have circuit protection.

### **Can I run my extension cords under the carpet myself?**

For safety reasons, exhibitors are not allowed to run any electrical wiring under any type of floor covering or where they may be concealed in the booth structure. The show's electrical contractor is liable for electrical installations and therefore must perform all floor or booth work.

### **Will my floor work be completed before I arrive?**

Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:

- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

Labor and material charges apply.

### **When will my power be turned on?**

Power is only guaranteed to be installed before the show opens. If Freeman is allowed early access to the facility, power is normally ready the first day of move-in for exhibitors but any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

### **Do I need lighting?**

Lighting can dramatically change the impact of an exhibit, no matter the size. Used effectively, lighting can emphasize specific areas of a booth or highlight products. Also, an exhibit will appear dark and uninviting if the surrounding booths are lit and yours is not.

### **Can I hang my own lights?**

10 x 10 booths with pop-up displays (a display that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labor. Typically, exhibitors themselves can hang up to 4 lights as long as they require no more than 20 amps in total but it is best to clarify with the local branch. If a decorating company (including Freeman) has been contracted to install a display, electrical labor is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.

### **Do I need to order power for my lighting?**

Exhibitors ordering Electrical Services lighting (those listed on the Freeman electrical order form) do not need to order power. It is included in the rental. Exhibitors supplying their own lighting or renting lights need to order power. Labor may be required to hang the lights.

### **Do I need to order labor to plug in my lights or equipment?**

Most 120 volt connections do not require labor. Exhibitors are welcome to plug in their own standard office devices. Labor is required for all 208 or 480 volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

### **How can I save money and frustration when ordering electrical services?**

Most importantly, be sure to submit your order before the discount price deadline date. If an electrical layout is needed, it also must be received, complete with mandatory information, before the deadline date to be eligible for discount pricing. Late orders can be subject up to a 50% increase in cost because of the behind-the-scenes planning required to distribute power.

Don't underestimate your power requirements and work within the local rules, regulations and union jurisdictions. They have been implemented to avoid problems. While it may seem simple to plug in lights and equipment, it is not uncommon for exhibit or non electrical staff to overload circuits. Trouble calls can become expensive when it takes time to find the source of a problem.

If unsure about labor, call us for direction and if necessary, place a "will call" order before the discount price deadline date. You will only incur a charge if labor is dispatched to your booth but you'll have secured the advance pricing. And, check in with the electrical or service desk as soon as you know you need labor, not at the time you want the electricians in your booth. It will help to avoid delays as we can schedule accordingly.

Lastly, try to resolve any disputes at show site. It is much easier to discuss electrical issues when both parties can physically review the installation.

### **Additional questions?**

Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to [www.freemanco.com/store](http://www.freemanco.com/store).

# **F R E E M A N**

# FREEMAN

## ELECTRICAL SERVICES USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts),  
5 - 100 watt light bulbs = (5x100 = 500 watts)

	WATTAGE		WATTAGE
Blender	475-1000	Imprinter for T-Shirts	2000
Can Opener	500	Iron	700-1100
Card Reader (credit) / Lead Retrieval	100	Juicer - Single	500
Cash Register	100-200	Juicer - Double	1000
Coffee Pot - Household Size	600-1200	Laminator	2000
Coffee Pot - Large Brewer	1500-2000	Lights with Freeman Rental Booths	200 each
Computer - Monitor (independent)	120-200	Meat Slicer	500-1000
Computer - Desktop (monitor & CPU)	200-900	Microwave Oven	500-2000
Computer - Laptop	100-300	Mixer	500-1000
Computer Printer - Dot Matrix	100-500	Photocopier	dependent upon size - may require 208 volt
Computer Printer - Laser	400-1000	Pizza Oven (small)	30amp/120 volt Special Connection
Crock Pot	200-1000	Popcorn Maker	2000
DVD Player	50-100	Projector (dependent upon size)	1000
Electric Frying Pan	1200-2000	Refrigerator - Small	400
Fax Machine	1000	Refrigerator - Full Size	750
Flat Screen TV - 32" to 50"	1000	Sewing Machine	1000
Food Processor	500-2000	Steamer	2000
Glue Gun	300	Stereo (amplifier)	100-500
Griddle	1500-2000	Television	100-500
Hair Dryer	1000-2000	Toaster	1000
Heat Lamps (per lamp)	250	Toaster Oven	1500
Heater (portable)	1500-2000	Vacuum Cleaner	1500
Hot Plate Single	1000	VCR	100
Hot Plate Double	1500-2000	Water Cooler - Cold Water	1000
Hot Water Heater	30amp/208 volt/Single Phase	Water Cooler - Hot/Cold Water	2000



**F R E E M A N**  
ELECTRICAL SERVICES

The grid below may be printed to layout your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

1. **Location of the main power drop.** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
2. **Location and load of all outlets.** Please provide specific dimensions and wattages/amperages. *Please **do not** simply place an X where power is required.*
3. **Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

DATES \_\_\_\_\_

BOOTH # \_\_\_\_\_

Adjacent Aisle or Booth# \_\_\_\_\_

Adjacent Aisle or Booth # \_\_\_\_\_

Adjacent Aisle or Booth # \_\_\_\_\_

Adjacent Aisle or Booth #

A measurement scale can be applied as necessary to reflect the size of your booth.


10 x 10 use 1 square = 1/4 foot

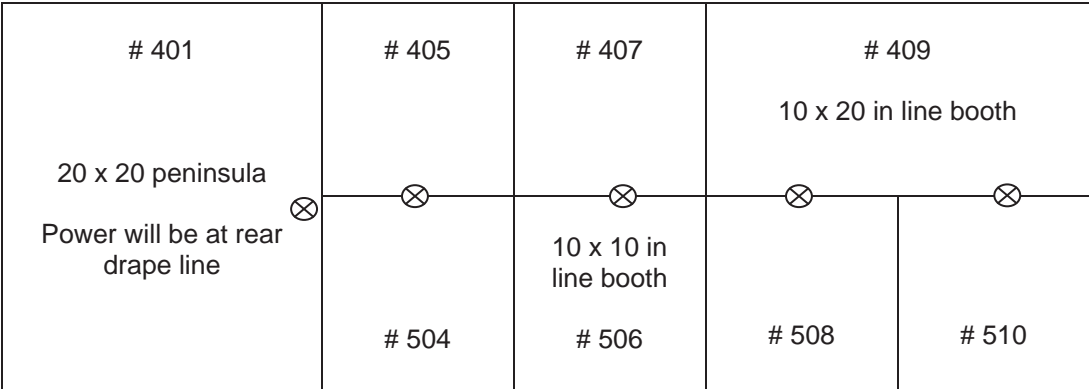
**20 x 20 use 1 square = 1/2 foot**

40 x 40 use 1 square = 1 foot

# SAMPLE LAYOUTS

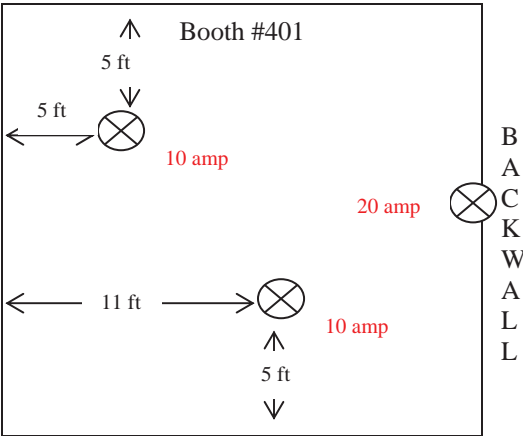
## IN LINE BOOTHS

Power is run or dropped to in line booths along the back walls or drape line of multi booth sections. The “main power locations” therefore are always located at the back of in line and peninsula booths. Outlets may not be in the exact center of the back wall. 120 volt outlets are shared by back to back booths. Example: Outlet = 

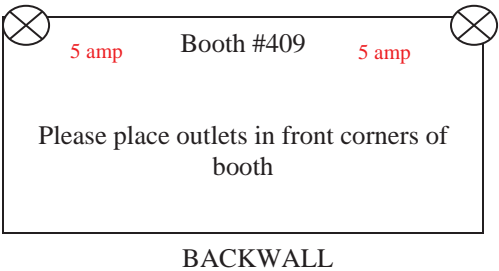


Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations **must be included**. Examples based on above floor plan:

20 x 20 Peninsula – Booth # 401  
Order = 2-10 amp, 1-20 amp outlets



10 x 20 In Line – Booth # 409  
Order = 2 x 5 amp outlets



## ISLAND BOOTHS

Electrical layouts are always required for island booths and **must include** the following information:

### 1. Main Drop.

Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment (no larger than? x? x?) will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.

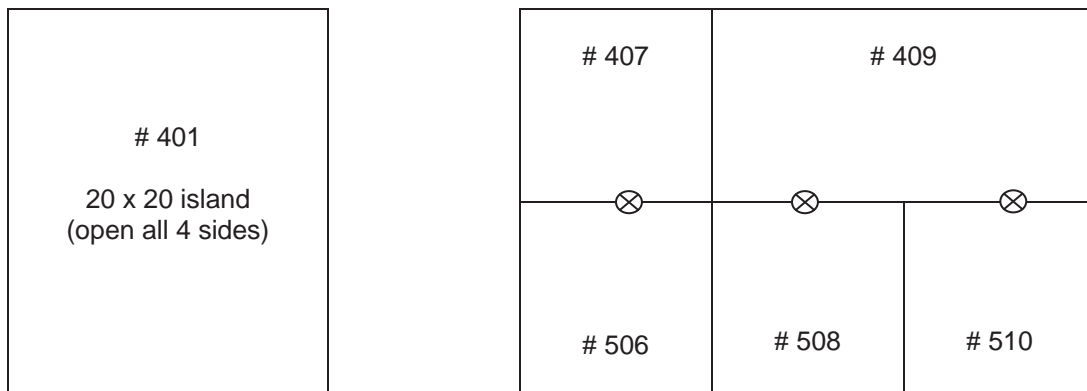
### 2. Location and load of all outlets.

Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.

### 3. Booth orientation.

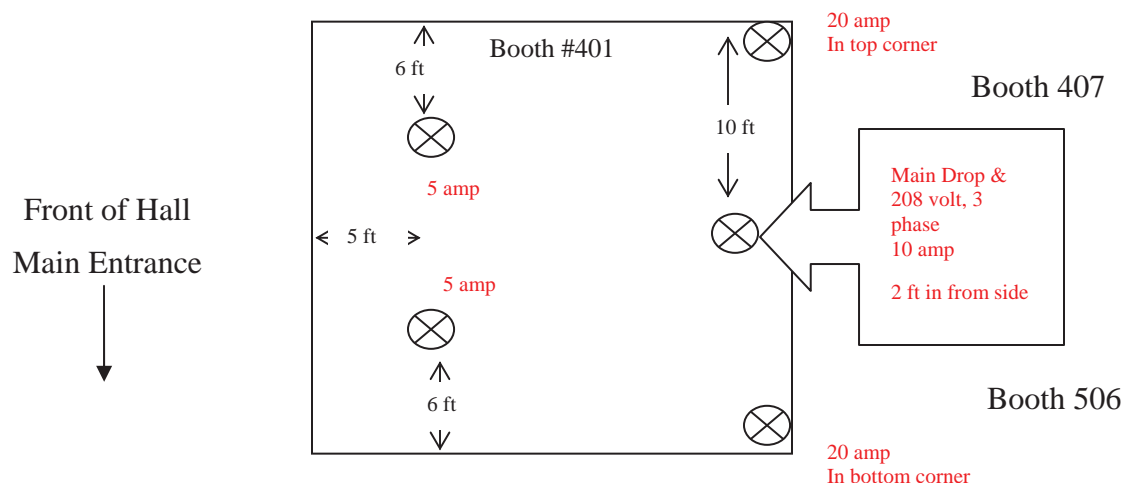
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

Section of show floor plan



20 x 20 Island – Booth # 401

Order = 1 x 208 volt, 3 phase, 10 amp + 120 volt, 2 x 20 amp + 2 x 5 amp outlets



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

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

## ELECTRICAL

### ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see the Electrical Labor order form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

	Quantity Show (For Show Hours Only)	Quantity 24 Hr. (For 24 hrs/day Double Price)	Discount Price	Standard Price	TOTAL
<b>110/120 VOLT</b>					
500 Watts (5 amps)	_____	_____	158.00	237.00	= \$ _____
1000 Watts (10 amps)	_____	_____	279.00	418.50	= \$ _____
2000 Watts (20 amps)	_____	_____	367.00	550.50	= \$ _____

### 208 VOLT SINGLE PHASE (Labor Required for Connection)

20 Amps	_____	_____	690.25	1035.40	= \$ _____
30 Amps	_____	_____	824.75	1237.15	= \$ _____
60 Amps	_____	_____	1087.75	1631.65	= \$ _____
100 Amps	_____	_____	1430.00	2145.00	= \$ _____
200 Amps	_____	_____	2639.50	3959.25	= \$ _____

### 208 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	928.75	1393.15	= \$ _____
30 Amps	_____	_____	1106.75	1660.15	= \$ _____
60 Amps	_____	_____	1452.25	2178.40	= \$ _____
100 Amps	_____	_____	1916.50	2874.75	= \$ _____
200 Amps	_____	_____	2885.50	4328.25	= \$ _____
400 Amps	_____	_____	5272.50	7908.75	= \$ _____

Transformer to Boost 208V to Approx. 230V - \$8.50 per Amp (20 Amp Min.)

Qty of Amps \_\_\_\_\_ X Price \$ \_\_\_\_\_ = \$ \_\_\_\_\_

### 480 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	1107.75	1661.65	= \$ _____
30 Amps	_____	_____	1328.25	1992.40	= \$ _____
60 Amps	_____	_____	1742.75	2614.15	= \$ _____
100 Amps	_____	_____	2296.00	3444.00	= \$ _____
200 Amps	_____	_____	3463.25	5194.90	= \$ _____

### LIGHTING (Price Includes Power & Labor for Installation)

Single Light Stand	_____	_____	177.75	266.65	= \$ _____
Double Light Stand	_____	_____	275.25	412.90	= \$ _____
4' Track with 3 Lights	_____	_____	301.25	451.90	= \$ _____
Arm Light	_____	_____	199.75	299.65	= \$ _____
Overhead Quartz Light*	_____	_____	453.75	680.65	= \$ _____

\*Overhead quartz lights include labor and equipment to install and first focus.

\*May require labor and/or lift at additional charge. Please contact Freeman for estimated charges.

### ADDITIONAL INFORMATION

#### FOR ADVANCE PAYMENT PRICE

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to **May 19, 2022**.

#### MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

#### ISLAND BOOTHS

For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

#### INLINE AND PENINSULA BOOTHS

Power will be placed in the back of the booth unless otherwise specified.

#### 24 HOUR SERVICES

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

#### SEPARATE OUTLETS

Separate outlets should be ordered for each piece of equipment and/or each power location.

#### HANGING SIGNS

Standard Prices will apply if your hanging sign is not received in advance at the warehouse prior to the warehouse shipping deadline date.

Temporary hoist power must be ordered separately and cannot be ordered in conjunction with any other outlet.

#### OVERHEAD POWER

If you require your power from overhead, additional materials and labor may be incurred. Please contact Freeman.

#### EXTENSION CORDS & POWER STRIPS

Extension cords and power strips are available for rental at the Freeman Service Center.

#### LIGHT STAND PLACEMENT

For single or double light stand, price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

### TOTAL COST

Total Cost = \$ \_\_\_\_\_

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



## ELECTRICAL INSTRUCTIONS

### HOW TO DETERMINE ELECTRICAL REQUIREMENTS

#### For Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

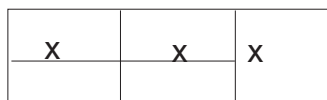
#### For Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

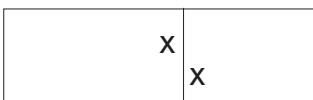
### LOCATION OF POWER IN YOUR BOOTH

#### In-Line and Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)



IN-LINE BOOTHS / PENINSULA

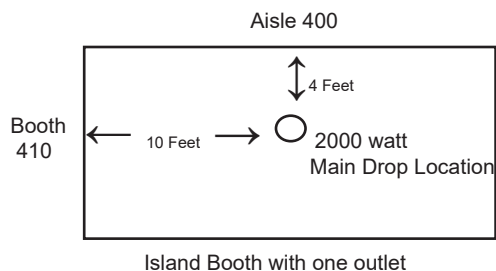


BACK TO BACK PENINSULA

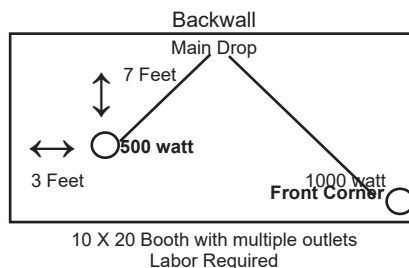
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

#### Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below: A grid is available at [www.freeman.com/store](http://www.freeman.com/store) to print as a base layout.



Island Booth with one outlet



#### OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details. Please complete the labor order form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the next half hour.
3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show by Freeman.
4. All equipment regardless of power source, must comply with Federal, State and local codes as well as any applicable local recognized electrical authorities and standards. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes and proper permitting. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code and permitting.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitors' equipment will be modified to conform to Freeman receptacles. If an outage is the result of an exhibitors' equipment, then a labor charge may be assessed. Labor and materials to install or change a cord cap or fix an outage will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.

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

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

## ELECTRICAL LABOR

### LABOR RATES & SCHEDULE

**Straight Time:** Monday - Friday, 8:00 AM - 5:00 PM (Excluding Holidays)

**Overtime:** Monday - Friday, 5:00 PM - 8:00 AM, All day Saturday, Sunday and recognized holidays

Description	Advance Price	Show Site Price
Electrician - ST .....	\$156.00	\$218.50
Electrician - OT .....	\$312.00	\$437.00
Forklift w/operator - ST .....	\$344.00	\$481.75
Forklift w/operator - OT .....	\$474.00	\$663.75

Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

- Show Site price applies to all labor orders placed at show site.
- Start time guaranteed only at start of working day.

Please refer to the Hanging Sign Labor Order Form and/or the Truss & Theatrical Lighting Equipment & Labor Order Form for all hanging signs, truss, chain motors and other hanging needs.

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman Service Center to confirm that you are ready for service.

**Note:** For more information and an example of a completed floorplan please see the following page.

#### FLOOR WORK:

Floor work is the distribution of electrical under carpet and flooring.

☐ **OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date \_\_\_\_\_ Time \_\_\_\_\_

Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.

Print Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

☐ **EXHIBITOR SUPERVISION (DO NOT PROCEED)**

#### BOOTH WORK:

Booth work is any of the following. Please check all that apply:

- ☐ Distribution of electrical overhead (more than one drop location in your booth).
- ☐ Distribution of electrical through booth structure.
- ☐ Mounting of plasmas/LCD monitors and lights.
- ☐ Connection or hard wiring of all exhibitor equipment.
- ☐ Lighting used as spot or flood lights.
- ☐ Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss).
- ☐ Wiring of overhead signs.
- ☐ Installation of electrical headers and/or light boxes.
- ☐ Other \_\_\_\_\_

#### LABOR REQUEST

Date \_\_\_\_\_ Time \_\_\_\_\_ # Electrician \_\_\_\_\_ Est. # Hours \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ # Electrician \_\_\_\_\_ Est. # Hours \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ # Electrician \_\_\_\_\_ Est. # Hours \_\_\_\_\_

Name of On-Site Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

#### SELECT WORK TYPE

Floor Work \_\_\_\_\_ Booth Work \_\_\_\_\_

Floor Work \_\_\_\_\_ Booth Work \_\_\_\_\_

Floor Work \_\_\_\_\_ Booth Work \_\_\_\_\_

#### TOTAL COST

Total Cost = \$ \_\_\_\_\_

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

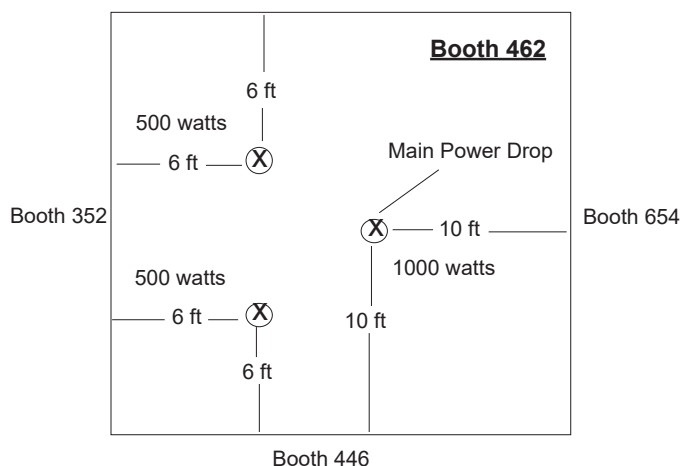
## ELECTRICAL INSTRUCTIONS

1. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
2. A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.
3. Labor must be picked up at the Freeman Service Center. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
4. Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
5. Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

### EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.
3. Booth orientation - please provide surrounding aisle and/or booth numbers.



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COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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## AIR / WATER / DRAIN / GAS

To receive discount prices, your order with full payment must be received by **May 19, 2022**.

### COMPRESSED AIR: 90-100 lbs PSI

	QTY.	Discount Price	Standard Price		TOTAL
Service charge for 1st outlet (includes 1st 90 feet of air line).....		\$769.75	\$1154.65	= \$	
Each additional air outlet (within 5 feet of 1st outlet).....		\$386.00	\$579.00	= \$	
Connection Fee (per connection, includes labor & materials).....		\$192.75	\$385.50	= \$	
Additional footage per foot (after 1st 90 feet).....		\$6.25	\$6.25	= \$	
CFM requirements (minimum 5 CFM per outlet - price is per CFM) .....		\$12.50	\$18.75	= \$	
			<b>Total</b>	<b>\$</b>	

Exhibitors are not allowed to bring air compressors on the show floor.

### WATER

Service Charge for water outlet (includes first 90 feet of water line).....		\$769.75	\$1154.65	= \$	
Each additional water outlet (within 5 feet of 1st outlet).....		\$386.00	\$579.00	= \$	
Connection Fee (per connection, includes labor & materials).....		\$192.75	\$385.50	= \$	
Additional footage per foot (after 1st 90 feet).....		\$6.25	\$6.25	= \$	
			<b>Total</b>	<b>\$</b>	

### DRAINS

Service Charge for first drain outlet at rear of booth (includes 1st 90 ft.) ....		\$769.75	\$1154.65	= \$	
Each additional drain outlet within 5 feet.....		\$386.00	\$579.00	= \$	
Connection Fee (per connection, includes labor & materials).....		\$192.75	\$385.50	= \$	
Additional Footage per foot (after 1st 90 ft.).....		\$6.25	\$6.25	= \$	
			<b>Total</b>	<b>\$</b>	

### FILL & DRAINS

0 - 200 Gallons .....		\$408.25	\$612.40	= \$	
201 - 400 Gallons .....		\$644.50	\$966.75	= \$	
Each Additional 100 Gallons (after 400 Gallons).....		\$50.25	\$75.40	= \$	
			<b>Total</b>	<b>\$</b>	

### NATURAL GAS

Service Charge for first gas outlet at rear of booth (includes 1st 90 ft.) .....		\$769.75	\$1154.65	= \$	
Each additional gas outlet within 5 feet.....		\$386.00	\$579.00	= \$	
Connection Fee (per connection, includes labor & materials).....		\$192.75	\$385.50	= \$	
Additional Footage per foot (after 1st 90 ft.).....		\$6.25	\$6.25	= \$	
BTU's needed per outlet.....			<b>Total</b>	<b>\$</b>	

### MISCELLANEOUS EQUIPMENT

Please call for an estimate and complete the following:

Equipment/Material \_\_\_\_\_ \$ \_\_\_\_\_

### LABOR

Installation labor for booth work/distribution will be billed in one-hour increments with a minimum of one hour. Dismantle labor will be billed at half of the install time with a minimum of one hour (excluding Fill & Drains).

	Advance Price	Show Site Price		Total
<b>Straight Time:</b> Monday-Friday, 8:00 AM - 4:30 PM (except Holidays)	\$128.50	\$180.00	= \$	
<b>Overtime:</b> Monday-Friday, 4:30 PM - 8:00 AM, All day Saturday, Sunday and Holidays	\$257.00	\$360.00	= \$	

### TOTAL COST

Total Cost = \$ \_\_\_\_\_

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



## PLUMBING CONDITIONS AND REGULATIONS

1. To receive discount prices, order must be received by Freeman with full payment.
2. Credit will not be given for outlets installed and not used.
3. Compressed Air connection size and fitting is determined by CFM requirements. Note: Our Plumbing Department will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
4. Pump may be required for drain to function properly and will be charged a rental fee.
5. Plumbing Contractor not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained. Fill & drain prices do not include labor. There will be a minimum charge of one hour labor in and one hour labor out. Additional labor charges may be incurred if equipment leaks and/or endangers other property.
6. Ramps over utility lines in a booth are provided on a time and material basis. A minimum of one hour additional labor charge will apply to lay lines under the carpet or floor or to spot from ceiling. A minimum of one hour labor will apply to remove lines. Please attach floor plan with order to show location of lines.
7. All material and equipment furnished by Freeman for this service order shall remain Freeman property and shall be removed ONLY by Freeman at the close of the show.
8. All equipment must comply with state and local safety codes.
9. Claims will not be considered unless filed by exhibitor prior to close of show, no exceptions.
10. Under no circumstances shall anyone other than "Qualified Plumbing Personnel" make service connections.
11. All equipment using water must have inlet and outlet properly tagged.
12. Unless otherwise directed, Freeman Plumbing Personnel are authorized to cut floor coverings to permit installation of service.
13. Outlet rates listed cover bringing service from main line to booth and do not include connecting equipment.
14. Service outlet size will be determined by the volume required.
15. All work performed within booth attaching lines to equipment will incur a connection fee for each connection.
16. All outlets will be installed on the floor at the backwall of booth.
17. Freeman will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
18. Freeman must have 30 days notice in order to supply special regulators, strainers, traps, etc.
19. First outlet includes up to 90 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rate.
20. Exhibitors are not allowed to bring air compressors on the show floor.
21. Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
22. Additional charges may be incurred if a lift is needed to bring services to the booth.
23. Please contact Exhibitor Support at (888) 508-5054 for an estimate regarding labor or additional footage.

- **Electricity or electrical labor to connect and operate any plumbing apparatus is not included.**
- **All electrical requirements must be ordered on the Electrical Rental Order Form.**