

EXHIBITOR SERVICE MANUAL

MAIN MENU

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Welcome to the National Pavement Expo 2023 Exhibitor Services Manual! The information in the pages below is designed to help guide exhibitors through the planning process of exhibiting at National Pavement Expo. Schedules and deadlines as well as links to additional information, online ordering sites, and downloadable printable order forms are included for your convenience.

The **Main Menu** is designed so clicking on a topic will automatically transport you to that section of the manual. Also, each page includes linked tabs at the top to help you navigate back to the Main Menu or another section of the manual.

We encourage you to thoroughly review this document, especially those areas that pertain to you and your booth and ask questions for any areas you need further clarification on.

GENERAL INFO

DATES & TIMES

Move-in

Monday, January 23	1:00 PM – 5:00 PM	Targeted Move-In by Appointment Only
	9:00 AM – 1:00 PM	Targeted Move-In by Appointment Only
Tuesday, January 24	9:00 AM – 5:00 PM	<i>Registration open for Exhibitors</i>
	1:00 PM – 5:00 PM	General Move-In
Wednesday, January 25	8:00 AM – 6:30 PM	<i>Registration open for Exhibitors</i>
	8:00 AM – 3:00 PM	General Move-In

Show Days

Wednesday, January 25	4:30 PM – 6:30 PM	Opening Night Reception (Exhibit Hall)
Thursday, January 26	11:00 AM – 5:00 PM	Exhibit Hall Open
	6:00 PM – 9:00 PM	Party @ NASCAR Hall of Fame
Friday, January 27	11:00 AM – 3:00 PM	Exhibit Hall Open

Move-out

Friday, January 27	3:00 PM – 9:00 PM
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EXHIBIT HALL LOCATION

Charlotte Convention Center
501 S College St
Charlotte, NC 28202
This is a non-smoking building.

SHOW MANAGEMENT CONTACTS

Available online. [Click here](#)

VENDORS

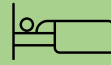
Click on vendors to get more information.



FREEMAN EXPO
[ORDER ONLINE](#)



ELECTRICAL
Smart City – Charlotte
Convention Center
[ORDER FORM](#)
[WEBSITE](#)



HOUSING -
EVENT SPHERE
[ONLINE RESERVATIONS](#)
[EMAIL](#)



INTERNET
Smart City
[FORM](#)



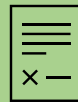
BADGE REGISTRATION
Maritz Global Events
[ONLINE FORM](#)



CATERING
[MENU](#)
[EMAIL](#)



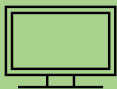
FLEETWASH
[EMAIL](#)
(803) 457-4555
Will Summerall



INSURANCE
Marsh/Total Event Insurance
[ONLINE APPLICATION](#)



LEAD RETRIEVAL
Maritz Global Events
[ORDER ONLINE](#)
[EMAIL](#)
[ORDER FORM](#)



SMART SOURCE
AUDIO / VISUAL
[ORDER FORM](#)
[EMAIL](#)



RIGGING
Encore
[ONLINE ORDER FORM](#)
Due 14 days prior to set up




BUSINESS CENTER
[WEBSITE](#)
[EMAIL](#)
(704) 339-6036

SHOW PLANNER

Click on items to get more information and link to the website or form.

DEC 27




WAREHOUSE SHIPPING BEGINS

DEC 28

ORDER LEAD RETRIEVAL (LAST DAY OF TIERED DISCOUNTED PRICING)


DEC 27



FREEMAN EARLY BIRD DEADLINE FOR [ONLINE ORDERS](#)

Furniture
Labor
Confirm Package Structure
Wastebasket Form






JAN 11








CHARLOTTE CONVENTION CENTER ORDER DEADLINE

[ELECTRICAL](#)
[CLEANING](#)
[PLUMBING](#)

BEFORE YOU ARRIVE TO SHOWSITE

-  [Submit Certificate of Insurance](#)
-  [Coordinate Hotel & Travel](#)
-  [Register Booth Personnel in Advance](#)
-  [Update Show Directory Exhibitor Profile and/or listing](#)
-  [Designate Your EAC](#)

OPTIONAL SERVICES

-  [RIGGING](#)
-  [AV](#)
-  [CATERING](#)
-  [INTERNET](#)
-  [FLEETWASH](#)

SHOW MANAGEMENT REQUEST

- [CERTIFICATE OF INSURANCE](#)
- [EXHIBITOR APPOINTED CONTRACTOR \(EAC\)](#)
- [HANGING SIGN REQUEST](#)

ONCE YOU ARRIVE

- [PICK UP BADGE](#)
- [CONFIRM FREIGHT DELIVERY](#)
- [CONFIRM ADVANCED ORDERS](#)
- [PLACE ONSITE ORDERS](#)

INSURANCE

National Pavement Expo does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies. Exhibitors must maintain insurance that meets the requirements below and provide proof to National Pavement Expo before the show.

An exhibitor shall, at their own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of the exhibitor and shall be written on an occurrence basis. Claims-made policies are not acceptable and do not constitute compliance with the exhibitor's obligations under this paragraph.

The following three types of insurance are required:

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

Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insured, Emerald (Show Management), Charlotte Convention Center (Facility), and Freeman (General Service Contractor). If requested, copies of additional insured endorsements, primary coverage endorsements, and complete copies of policies satisfactory to Emerald, shall be furnished to Emerald sixty (60) days before the first day of the event. Certified copies of the Certificates of Insurance or policies shall provide that they may not be canceled without a 30-day advance written notice to Emerald.

The following MUST be contained on the certificate: [CLICK HERE FOR AN EXAMPLE](#)

"Producer" – Name, Address, and Phone Number of the insurance carrier

"Insured" – Company Name, Address, Phone Number, and Booth Number

"Description of Special Items" – "Emerald – National Pavement Expo 2023, Freeman, Charlotte Convention Center and each of its subsidiaries, affiliates, officers, employees, agents, and representatives" must be listed as additional insured for the dates Jan 23 – 27, 2023.



[Submit your insurance documents online.](#) Be sure the name of the attachment reflects the name of the insured exhibiting company

NEED GENERAL LIABILITY INSURANCE?

Marsh/TotalEvent Insurance offers General Liability Insurance for \$65 plus tax. [Click Here](#)



Certificate Holder Information should be listed as:

National Pavement Expo
31910 Del Obispo, Ste 200
San Juan Capistrano, CA 92675

REPORTING

In the event of damage or loss of property, or an accident or injury, it is your responsibility to contact your insurance broker or carrier immediately.

BOOTH REGULATIONS

CONSTRUCTION/DESIGN

Show Drape Color(s): Black, White

Aisle Carpet Color: Tuxedo

Linear, Corner and Perimeter booths

- 8' high pipe and drape back wall with 3' high pipe and drape side rails.
- 7" x 44" booth identification sign with the company name and booth number.

Peninsula and End-Cap booths

- 8' high pipe and drape back wall.
- 7" x 44" booth identification sign with the company name and booth number.

Split Island booths

- 8' high pipe and drape back wall.
- 7" x 44" booth identification sign with the company name and booth number.

Island booths

- Island booths do not come with back drapes or ID signs. If desired, they may be ordered from Freeman.

All other equipment and services are the responsibility of the exhibitor. Online ordering (where available) and printable order forms are located within this kit.

Exposed Surfaces

All exposed exhibit components extending above the 3' high pipe and drape sidewalls and/or the 8' high pipe and drape backwall must be completely finished, painted, and with no exposed wires or framing visible. Show Management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.

Multi-Level Exhibits

A Multi-Level exhibit consists of a display fixture comprised of two or more levels. A multi-level exhibit requires prior approval by the exhibit facility and/or relevant local government agency because it is deemed to be a "structure" for building purposes.

All Multi-Level exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to the facility at least sixty (60) days in advance of move-in.

Covered Exhibits

A covered exhibit consists of a display fixture with something placed over or upon the exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a covered exhibit is not occupiable.

All covered exhibits with 300 sq. ft. or more of covered space require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame-retardant materials submitted to the facility at least sixty (60) days in advance of move-in.

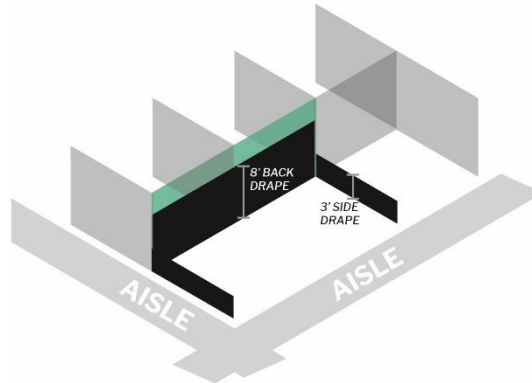
Inline Booth Guidelines

<p>Definition and/or Dimension Linear booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.</p> <p>Booths are commonly ten feet (10’) wide and ten feet (10’) deep, i.e., 10’ x 10’.</p>	<div style="text-align: center;"> <h3>INLINE BOOTH SPACE</h3> <p>10 X 10, line of sight, with provided drape</p> </div>
<p>Use of Space - Line of Sight A maximum height of 8’ with a 4’ height restriction imposed on all materials in the remaining space forward to the aisle. Materials within the booth must be constructed so not to obstruct sight lines of neighboring exhibitors. <i>Special consideration:</i> When three or more linear booths are used in combination as a single exhibit space, the 4’ height limitation is applied only to that portion of the exhibit space which is within 10’ of an adjoining booth.</p>	
<p>Advance Permission Requests for the Following layouts</p> <ul style="list-style-type: none"> • Bridging Aisles • Catwalks or Raised Walkways • Hanging Signs Heavy or Unusual Structures • Motor Vehicle Displays • Open Flame and/or Propane • Special Lighting (such as Lasers or Ultraviolet) 	<p>“Wiggle Room” Factor The width and depth of your booth structure should be designed so any side adjacent to another exhibitor’s booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.</p> <p>Additional Information Labor/Union Laws Demonstration Guidelines Building Rules/Guidelines Americans with Disabilities Act Display Guidelines</p>

Inline Booth Guidelines Variations

Corner booths must adhere to the same guidelines as linear booths with the exception that two sides will be exposed to an aisle. Maximum height of 8' Corner booths are commonly a minimum of twenty feet (20') wide and ten feet (10') deep, i.e., 10' x 20'.

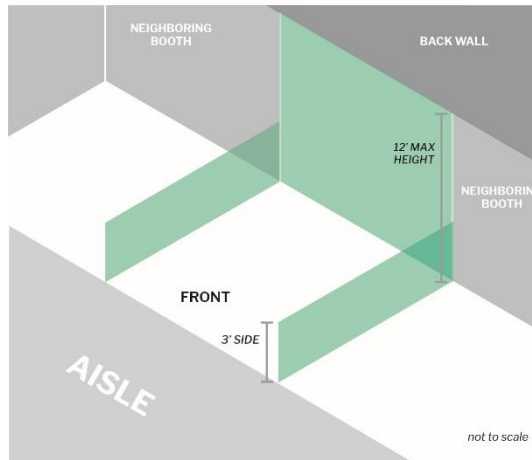
CORNER BOOTH SPACE
aisles on 2 sides; line of sight w/ provided drape



not to scale

Perimeter booths are linear booths that back up against a wall of the facility, not to another line of exhibits, and have a maximum height of twelve feet (12').

PERIMETER BOOTH SPACE
booth backs up to wall in event space, max height 12'

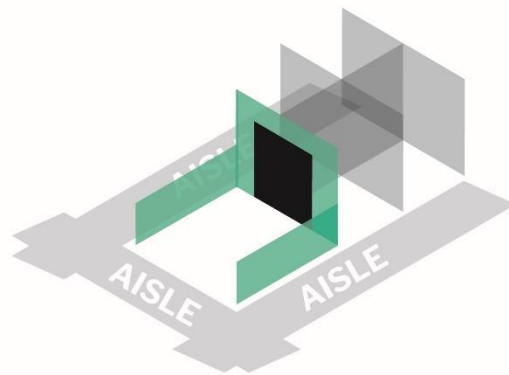


not to scale

End-Cap booths are exposed to an aisle on three sides and comprised of two adjacent 10'x10' booth spaces.



Maximum height of 8' only in the rear half of the exhibit space and within 5' of the two side aisles, with a 4' height restriction imposed on all materials in the remaining space forward to the aisle.

PENINSULA BOOTH SPACE
line of sight, aisles on 3 sides, with provided drape



not to scale

Island & Split Island Booth Guidelines

<p>Definition and/or Dimension Island booths are any size booth exposed to an aisle on all four sides. Island booths are typically twenty feet (20') by twenty feet (20') or larger, although may be configured differently. Split Island booths are booths which share a common backwall with another booth. Each booth is exposed to aisles on three sides and comprised of a minimum of four booths</p>	<div style="text-align: center;"> <p>ISLAND BOOTH SPACE aisles on 4 sides</p>  <p style="text-align: right;"><small>not to scale</small></p> </div> <div style="text-align: center; margin-top: 20px;"> <p>SPLIT ISLAND BOOTH SPACE</p>  <p style="text-align: right;"><small>not to scale</small></p> </div>
<p>What's Provided / Included Island and Split Island booths do not come with drapes or ID signs.</p>	
<p>Use of Space The entire cubic content of Island and Split Island booths may be used up to the maximum allowable height of 16'. Double-sided signs, logos and graphics shall be set back 10' from adjacent booths. Towers A tower is considered a freestanding exhibit component separate from the main exhibit fixture that is used for identification and display purposes only. Towers will be permitted to a height and depth that correspond to the height regulations for the appropriate exhibit configuration of which they are a part. For example, towers that are part of an exhibit will not exceed 20 feet (5 meters) in height.</p>	
<p>Hanging Signs / Graphics Hanging signs may be hung to a maximum height of twenty-five feet (25') from the floor to the top of sign. If a hanging sign is used, there must be an empty space that is a minimum of five feet (5') between the highest point of the ground supported structure and the lowest point of your hanging sign. This empty space must be continuous throughout the entire cubic space of the booth.</p>	
<p>Additional Information Labor/Union Laws Demonstration Guidelines Building Rules/Guidelines Americans with Disabilities Act Display Guidelines Hanging Sign Rigging</p>	

Hanging Signs & Airborne Objects

Hanging signs and graphics are permitted in all standard peninsulas, split island and island booths 20'x20' or larger to a maximum height of 20 feet from the floor to the top of the sign. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, signs should comply with all ordinary use-of-space requirements.



Submit your hanging sign request, include a rendering of the sign and placement. Requests due by December 23, 2023.

All hanging signs must be assembled by Freeman (or your EAC) and rigged by the Convention Center.

Signs & Banners

Only exhibitors in island, split island, and peninsula booths that are 400 square feet or larger may have a hanging sign over their booth. For more information on the regulations pertaining to hanging signs, please refer to the *Show Rules & Regulations* section of this manual.

Lighting/Truss

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space.
- Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved by Show Management.
- Lighting that spins, rotates or pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the exhibition.
- Currently, some facilities do not allow quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with Show Management for rules specific to the event facility.
- Reduced lighting for theater areas should be approved by the event facility.
- Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.
- Use of halogen rules vary by facility and should be verified prior to booth construction. To ensure safety, halogen lamps are limited to 75-watts and must be of the sealed variety which prevents direct handling of the bulb. The use of any stem mounted halogen or other fixtures employing either a linear quartz bulb or a non-shielded halogen bulb is strictly prohibited.

Balloons or Inflatables

Helium balloons are not allowed inside the Charlotte Convention Center at any time.

FREIGHT & DELIVERIES

Freight & Machinery Rates

Freight (Material Handling)

Material Handling is the process of receiving a shipment from your carrier and managing on-site handling of the shipment through the event cycle. It is a standard event procedure with associated costs typically based on shipment weight.

Consolidate. Whether you ship to the advance warehouse or directly to show site, it is in your best interest to consolidate your shipment as much as possible.

Freight will be charged at a single rate per pound. For more information visit Freeman.

Machinery Rates

National Pavement Expo has arranged with Freeman to have special material handling rates for machinery only shipments. Look in the Freeman order forms online for more information.

Use of these specially discounted rates are for your machinery shipments only, all other freight will be billed at standard Material Handling Rates.

- Certified weight tickets are required for all shipments.
- Mixed load shipments without separate weight tickets do not qualify for the machinery rates and will be invoiced at the regular material handling rate. Adjustments will not be made.
- When shipping a mixed load, separate weight tickets are required to distinguish between machinery and exhibit materials.
- All shipments must have proper inbound bill of lading or carrier bill with weight breakdowns.

Warehouse Address

Exhibiting Co. Name & Booth Number

National Pavement Expo 2023

TForce Freight/Freeman

5204 N Graham St.

Charlotte, NC 28269

Freeman will accept crated, boxed or skidded material beginning **Tuesday, December 27, 2022** at the above address. Material arriving after **Monday, January 16, 2023** will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 4:00 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Direct to Site Address

Exhibiting Co. Name & Booth Number

National Pavement Expo 2023

Charlotte Convention Center

C/O Freeman

501 S College St.

Charlotte, NC 28202

Freeman will receive shipments at the exhibit facility beginning **Monday, January 23, 2023**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

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

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.

Marshaling Yard

Starnes Pallet Service

4017 Chesapeake Dr.

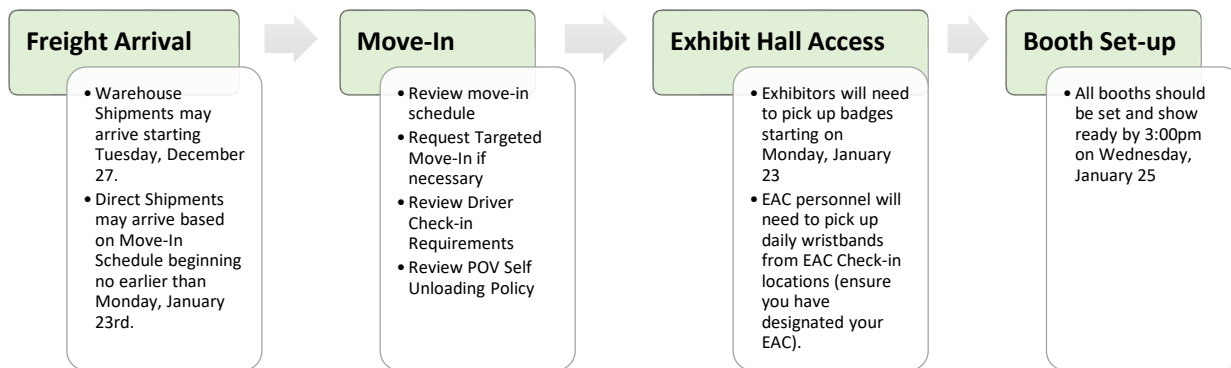
Charlotte, NC 28216

Move-in

Monday, January 23	1:00 PM – 5:00 PM	Targeted Move-In by Appointment Only
	9:00 AM – 1:00 PM	Targeted Move-In by Appointment Only
Tuesday, January 24	9:00 AM – 5:00 PM	Registration open for Exhibitors
	1:00 PM – 5:00 PM	General Move-In
Wednesday, January 25	8:00 AM – 6:30 PM	Registration open for Exhibitors
	8:00 AM – 3:00 PM	General Move-In

Targeted move-in is approved on a case by case basis and must be requested by exhibitors, vendors, and EAC’s prior to January 11th, 2023. Generally, targeted move-in times are reserved for groups with booths that are 400 sqft or larger, have vehicles, or require complex audiovisual/structural builds. Please request access to targeted move-in, early access to the loading areas, and an assigned move-in time by filling out [THIS FORM](#).

Move-in/out Procedures



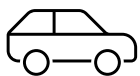
Self-Unloading / Hand Carry Policy

Exhibitors may self unload at the designated POV ramps. See below for the type of vehicles that would qualify. 2-wheel or 4-wheel hand carts and pallet jacks are not allowed.

Freeman will also have a cartload services available for a fee to assist in unloading POV’s.

Privately Owned Vehicles (POV)

The types of vehicles listed below are considered POV’s and will be allowed to unload/load in the designated POV ramp area after checking in at the marshalling yard.



- Passenger Automobile
- Mini Van
- SUV
- Pick-up truck

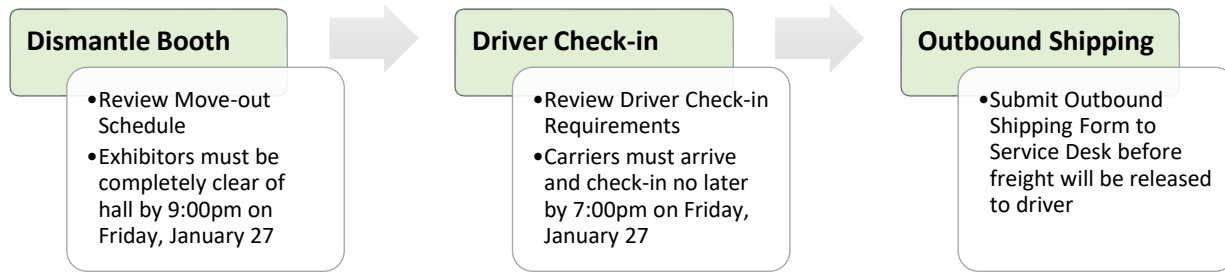
A POV, or Privately Owned Vehicle, is any vehicle primarily designated to transport passengers and not cargo or freight.

Vehicles listed below **will not be allowed** access to the dock spaces for self unload/load. These will be unloaded by dock personnel at the material handling rate.



- Trailers of any kind
- No Step Van/Box Truck
- Full Size Vans

Outbound Shipping



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

If you are NOT using the designated show carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Freeman will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

Storage

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Freeman to store empty crates and accessible storage.

INSTALL/DISMANTLE & LABOR REGULATIONS

Late Set-up

If you need to work in your booth longer than the posted set up hours, please reach out to Show Management.

Labor/Union Laws

North Carolina is a “right-to-work” state. Exhibitor personnel may set up their own exhibits using their own tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates.

Freeman has the responsibility of receiving and handling all exhibit materials and empty crates that comes in via over the road carriers. It is Freeman’s responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move out of the exhibition. Freeman will not be responsible for materials they do not handle.

Exhibitors may deliver their own materials into the exhibit facilities; however, the use or rental of pallet jacks, and other mechanical equipment is not permitted. Freeman will control access to the loading docks in order to provide a safe and orderly move-in/move-out. Vehicles cannot be left unattended at the loading areas.

Forklifts

Exhibitors may deliver their own materials into the exhibit facilities; however, the use or rental of pallet jacks, and other mechanical equipment is not permitted.

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

Tipping

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15-minute paid

break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to the general service contractor, Freeman.

Building Rules/Guidelines

For a full list of the Charlotte Convention Center Event Regulations follow this [link](#).

It is understood that exhibitors shall neither injure, nor mar, nor in any manner deface the premises.

Exhibitors will not be permitted to drive nails, hooks, tacks or screws into any part of the building, put up decorations or adhesives that would deface the premises.

Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agent's contractors or representatives.

Safety

Fire Marshal Requirements & Permitting

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

Fire & Safety

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

Flammable and Toxic Materials

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

OSHA Regulations

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

Cleaning

Clean Floor Policy

All crates and skids must be tagged and removed from the exhibit floor no later than 12:00 pm on Wednesday, January 25, 2023. This will allow Freeman sufficient time to complete the laying of the aisle carpet and the overall cleaning of the exhibit hall as well as provide exhibitors the space to complete their booth set up by keeping aisles clear. There will be no exceptions to this policy. Crates without empty or access storage stickers will be tagged by the area floor managers or Freeman and removed from the exhibit hall – whether full or empty. Exhibitors may request product to be returned to their booth at the exhibitor's expense. Depending on where the crates are located, it may not be possible to access the crates prior to move-out.

Booth and/or Material Abandonment

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

EXHIBITOR APPOINTED CONTRACTOR

An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by the exhibitor, who is not an employee of your company or of an official show contractor. EAC's are most often independent installation & dismantle companies but also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who aren't the official contractors of the show but provide a necessary service at show site for the Exhibitor.



Exhibitors using an exhibitor appointed contractor (EAC) to set-up or teardown their exhibit, must designate their EAC through this process.

National Pavement Expo recognizes that exhibitors may have unique needs or partnerships with vendors other than our official partners. Therefore, we support this choice as long as the EAC conforms to the show and venue Rules & Regulations and carries the required insurance coverage.

With the increasing number of EAC's, have come numerous added expenses. These expenses include legal costs resulting from increased liability claims, exhibit hall damage, excess cleaning charges, extra administration costs for wristbands, contracting, insurance tracking, etc. Rather than passing on these added costs to exhibitors, we have implemented an administrative fee payable by the EAC. Each EAC hired by an Exhibitor must agree to the Rules & Regulations, provide a Certificate of Insurance with the necessary coverages, and will be assessed a fee. An administrative fee of \$300 per booth location the EAC represents is required. The fee applies to all contractors regardless of the service they provide (labor, supervision, products, services, etc.).

To review the information on the [EAC Process](#) follow the link.

EAC's will NOT be allowed on the show floor unless all of the requirements are satisfied:

- EAC must complete all required documentation via the online EAC portal
- EAC must agree to the [Rules & Regulations](#) outlined in Exhibitor Service Kit along with the EAC Rules & Regulations
- EAC must pay an administrative fee for each booth you are providing services or products for Payment will be submitted via the online EAC portal
- EAC must submit a valid [Certificate of Insurance \(COI\)](#) with the required coverage via the online EAC portal

Should you have any questions regarding the process, please email NPE@EACMgmt.com.

Additional Notes:

- The EAC must be licensed, insured, and authorized to work in the Charlotte Convention Center. Contractors must adhere to all rules and regulations of National Pavement Expo, the Charlotte Convention Center, and the local unions. This includes keeping "no freight aisles" clear, clearing empty crates off the show floor, abiding by the Early Teardown Policy, and being properly badged.
- All contracted personnel must check-in at Exhibitor Registration before admission to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D.
- The EAC shall refrain from placing an undue burden on the official service contractors by interfering, in any way, with the official contractor's work.
- The EAC will not solicit business at the event and must wear badges at all times. It is the exhibitor's responsibility to make sure that all independent contractors are properly badged before arrival.
- If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors or impairs the smooth installation and dismantling of the event, the EAC will immediately cease such disruption or be removed from the event site. Show Management will have the final decision in such instances.
- In performing work for their clients, the EAC shall cooperate fully with the official contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by Show Management in any contracts with the official contractors. Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the event site.
- Services ordered on behalf of exhibitors by EAC's or other third parties must be so authorized in writing by the exhibitor. Payment for all services will be the responsibility of the exhibitor.

UTILITIES

ELECTRICAL REGULATIONS

Wall, column and permanent building utility outlets are not part of booth space and are not to be used. Electrical panels and other equipment in column recesses may not be blocked at any time.

All material and equipment furnished by the Convention Center for electrical service orders shall remain the Convention Center's property and shall be removed only by Convention Center personnel at the close of the show.

For a full list of Electrical Rules & Regulations follow this [link](#).

CLEANING SERVICE - FLEETWASH

If you are interested in having truck washing you can order with Fleetwash by emailing Will Summerall at will@fleetcleanusa.com or calling (803) 457-4555.

INTERNET SERVICES

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Follow this [link](#) for more information.

LIGHTING

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space.
- Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved by Show Management.
- Lighting that spins, rotates or pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the exhibition.
- Currently, some facilities do not allow quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with Show Management for rules specific to the event facility.
- Reduced lighting for theater areas should be approved by the event facility.
- Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.
- Use of halogen rules vary by facility and should be verified prior to booth construction. To ensure safety, halogen lamps are limited to 75-watts and must be of the sealed variety which prevents direct handling of the bulb. The use of any stem mounted halogen or other fixtures employing either a linear quartz bulb or a non-shielded halogen bulb is strictly prohibited.

ONSITE BOOTH GUIDELINES

DISPLAY

Animals

Only service animals will be allowed into the Convention Center. All other animals are prohibited.

Booth Appearance

All open or unfinished sides of the exhibit which may appear unsightly must be covered or Show Management will have them covered at exhibitor's expense.

Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering or graphics that would detract from the adjoining exhibit.

Vehicles on Display

- All vehicles on display will require spotting service from the general service contractor, at the exhibitor's expense.
- Display vehicles must have battery cables disconnected and taped, alarm systems deactivated, fuel tanks no more than 1/4-tank full or five gallons (22.7 Liters), whichever is less, and fuel tank filler caps locked and/or sealed.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Display vehicles are permitted to occupy no more than 80 percent of the contracted exhibit space and must conform to cubic content rules.
- Tractor/Trailer/Rigs/RVs/Trailers and oversize vehicles are not permitted as exhibits in the exhibit hall unless on the perimeter of the exhibit hall exhibition floor and must be approved by Show Management.
- Booth vehicles must be set back 10 inches (.26 meters) from the aisle to prevent damage from aisle carpet installation.
- Once placed, display vehicles cannot be started or moved without the approval of Show Management and the direction of the general service contractor. No battery charging is permitted inside the building.
- Auxiliary batteries not connected to engine starting system may remain connected.
- External chargers or batteries are allowed for demonstration purposes.

DEMONSTRATIONS

As a matter of safety and courtesy to others, exhibitors shall conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentations, audio visual presentations, and demonstration areas to ensure compliance. No activities should be planned, or products displayed in a manner that would require an audience to gather in the aisles. Show Management reserves the right to determine if a demonstration interferes with adjacent exhibit spaces and when it must be discontinued.

Exhibitor Conduct /Good Neighbor Policy

Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits. Activities may not disturb neighboring booths. Demonstrations, booth giveaways and literature must directly relate to the exhibiting company product, business or mission and not be offensive in any manner.

Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Show Management reserves the right to deny access to the exhibition floor to exhibitors not conducting themselves in a professional, ethical and otherwise appropriate manner. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.

Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be ejected from the event and the exhibitor additionally penalized by the loss of priority points at the discretion of Show Management.

Food Demonstration

All food and beverage distributed from your booth must be ordered from the [Charlotte Convention Center](#), the exclusive food and beverage provider.

Hospitality & Networking Events

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

Meeting and hospitality rooms – only exhibiting companies will be permitted to have meeting rooms or hospitality/business suites at any of the official hotels or exhibit facilities. Exhibitors must inform Show Management of any hospitality suites, functions, classes, seminars or exhibits being held at venues other than the exhibition floor and must receive express written consent from Show Management for said activities prior to the show. Such activity must be for internal business or staff meetings. Exhibitors who are found to be in violation of outside activities rules and regulations will be subject to the loss of priority points.

Noise / Music

In general, exhibitors may use sound equipment in their booths so long as the noise level does not, in the exclusive judgment of Show Management, disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle.

Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth.

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Show Management does not have a license with any licensing agencies; therefore, exhibitor is responsible for obtaining licensing directly. Adherence to these mandated copyright licensing laws is of critical importance.

Raffles, Drawings, and Contests

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

ADDITIONAL

Americans with Disabilities Act (ADA)

Exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive and as accommodating as possible. For additional information, go to: www.usdoj.gov/crt/ada/infoline.htm.

Distribution of Promotional Items

Circulars, catalogs, magazines, folders, promotional, educational or other giveaway matter may be distributed only at the exhibitor's display and must be related strictly to the products and/or services on display or eligible for display and for products which are directly available from the exhibitor. Distribution from booth to booth or in the aisles is forbidden and exhibitors must confine their exhibit activities to the space for which they have contracted.

Only literature published or approved by Show Management may be distributed in the registration area, meeting rooms, exhibit hall (outside the individual displays) or on transportation provided by Show Management. Canvassing on any part of the facility property is strictly prohibited and any person doing so will be requested to leave the premises and their material will be removed at the same time. The only exception to this rule is for authorized survey organizations that have obtained Show Management approval.

Photography

Only official photographers and audio/video producers appointed by Show Management are permitted to photograph or record audio/video of the entire event.

Photography or video recording of any area outside an exhibitor's booth (including but not limited to Registration Areas, General Sessions, and Meeting Rooms) is prohibited, except by members of the press who received pre-approval. Conference sessions may not be photographed, or video/audio recorded.

Selling at Booth

Selling merchandise from your booth during the show is strictly prohibited.

Any display items sold during the show cannot be removed from the show floor until after closing on the final show day. Exhibitors who choose to sell their display items must work jointly with the purchasing party to arrange for removal of the items from the show floor, while following all move-out and labor regulations. Exhibitors must also escort the purchaser to the exhibit hall exit and confirm with security that the purchaser is authorized to remove the items from the exhibit hall.

Sharing of Exhibit Space

An exhibitor may not bridge an aisle, whether by a physical structure, carpeting, banners, etc., in order to connect their exhibit space with one across the aisle without permission from Show Management.

Strolling Entertainment

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

Suitcasing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or event without the proper authorization by Show Management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund and additional penalties.

The selling or solicitation of product or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by Show Management. Companies conducting business outside the confines of the exhibit hall, booth location or in unauthorized properties within 5 miles of the exhibit facility without the permission of Show Management are in violation of this clause.

SECURITY INFORMATION

National Pavement Expo Show Management makes every effort to protect exhibitors' merchandise and displays. Show Management will provide perimeter guard service on a 24-hour basis to include move-in, show days, and move-out. While Show Management will implement security measures to safeguard your property, neither Show Management, the Charlotte Convention Center, agents nor employees assumes any responsibility for such property, loss, or theft.

Exhibitors are solely responsible for the care, custody, and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.

Small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended. In cases where valuable equipment may not be removed to storage daily, the services of a private booth guard are available.

When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship computers, monitors, tablets, or other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.

At the close of the show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.

Tips To Help Protect Your Product

- Monitor your booth when your product is being delivered.
- Hire a security guard to watch your booth overnight.
- Perform an inventory after your product has been delivered and note any damages or missing items.
- Do not list the contents on the outside of your shipping crates/boxes. Use a code to indicate contents.
- After show hours cover your displays with a tarp or other solid material to discourage potential theft.
- Do not leave valuable exhibit materials or proprietary information under tables or behind displays when the show is closed, or your booth is unattended.
- Always staff your booth during show hours (required).
- Staff your booth until your product and/or the floor is cleared during move-out. Once the show has closed, pack as quickly as possible and do not leave your display unattended.



Review the [Security Form](#) for more information on booth guards.

REGISTRATION

STAFF BADGES

National Pavement exhibitors are allowed 4 staff badges per 100 net sq. ft. of exhibit space at no charge. Additional staff may be registered for an additional fee per person.

Booth personnel may be registered online.

All exhibitor personnel must have and visibly wear their Exhibitor badge while in the exhibit hall during move-in, move-out and official show hours.

Badges are the property of Show Management and are non-transferable. The lending/sharing of badges is prohibited and will result in confiscation.

Exhibitor badges do NOT automatically receive access to conference sessions. If exhibiting staff desire to attend conference sessions, this can be added to their registration for a fee at Exhibitor Registration.

ADMISSION POLICY

Children

Children under the age of 16, including infants, are not allowed on the exhibit floor or in the conference sessions at any time, including move-in and move-out.

GETTING THERE

HOTELS

EventSphere is the official hotel agency for NPE and the best way to book hotel reservations. Hotel arrangements can be made online [Exhibitor Housing Reservations](#) page.

With EventSphere you will receive descriptions, photos, and maps to help you choose the perfect hotel. An acknowledgment of your hotel reservation will be sent to you immediately via email upon completion of the online process or within 24 hours for reservations received via phone, fax, or mail.

Reservations are accepted on a first-come, first-served basis and require a first night's room and tax deposit guaranteed by check or credit card. All deposits are due when the initial reservation is made. All new reservations, changes, substitutions, and cancellations must be made through EventSphere. Please refer to your hotel confirmation for individual cancellation policies.

PARKING

Centrally located in the Queen City's Uptown, the Charlotte Convention Center is easily accessible from Interstate 85, Interstate 77 and U.S. Highway 74. Plus, with the building's two entrances, College Street and East Martin Luther King Jr. Boulevard, you can find convenient parking in a garage or lot close to or connected to the Convention Center.

Map of [parking lots](#).

RIDESHARE / TAXI

Taxis, Uber, and Lyft are available for anyone choosing to use their services. Drop-off and pick-up will be in designated areas at the Charlotte Convention Center.

CITY RESOURCES

Explore Queen City! [Click here](#) to see all Charlotte has to offer!

BUSINESS CENTER

A full-service business center, the Charlotte Convention Center's in-house [UPS Store](#) caters all printing and shipping needs, including freight packing and shipping, luggage boxes, postal and mailbox services, and printed meeting supplies. Convenient and fast, the store welcomes walk-ins as well as advance orders, which save time and money.

- In-bound/outbound shipping and receiving service
- Printing, copying and faxing at 24/7 work station kiosks
- Online printing and shipping orders plus tracking

SPONSORSHIP OPPORTUNITIES

For a complete list of sponsorship opportunities, visit the [show website](#).

ONSITE EXHIBIT SPACE RENEWALS

Prior to the show, you will receive a space selection appointment for National Pavement Expo 2024. During your assigned space selection appointment, please go to the National Pavement Sales Office to select your booth space for the 2024 event.

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

HEALTH AND SAFETY

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

BOOTH EQUIPMENT

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

EXHIBIT HALL CARPET

The exhibit area is **not** carpeted. The aisles will be carpeted in tuxedo.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by **Tuesday, December 27, 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's FAQ page](#).

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Monday	January 23, 2023	1:00 p.m. - 5:00 p.m. Vehicle & Targeted Exhibitor Move-In Only
Tuesday	January 24, 2023	9:00 a.m. - 1:00 p.m. Vehicle & Targeted Exhibitor Move-In Only 1:00 p.m. - 5:00 p.m. General Exhibitor Move-In
Wednesday	January 25, 2023	8:00 a.m. - 3:00 p.m. General Exhibitor Move-In

EXHIBIT HOURS

Wednesday	January 25, 2023	4:30 p.m. - 6:30 p.m.
Thursday	January 26, 2023	11:00 a.m. - 5:00 p.m.
Friday	January 27, 2023	11:00 a.m. - 3:00 p.m.

EXHIBITOR MOVE-OUT

Friday	January 27, 2023	3:00 p.m. - 9:00 p.m.
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Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by Friday, January 27, 2023 at 9:00 p.m.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Friday, January 27, 2023 at 7:00 p.m. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

POST SHOW PAPERWORK AND LABELS

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

EXCESSIVE TRASH AND BOOTH ABANDONMENT

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

FREEMANONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by Tuesday, December 27, 2022. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during and after** your show.

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

If you need assistance with FreemanOnline, please call Exhibitor Support at (888) 508-5054 Toll Free US and Canada.

SHIPPING INFORMATION

Please note: The warehouse will be closed for the holidays on December 23 & 26, 2022 and January 2, 2023.

Warehouse Shipping Address:

Exhibiting Company Name / Booth #
National Pavement Expo 2023
C/O TForce Freight / Freeman
5204 N Graham St
Charlotte, NC 28269

Freeman will accept crated, boxed or skidded material beginning **Tuesday, December 27, 2022** at the above address. Material arriving after **Monday, January 16, 2023** will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 4:00 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 #
National Pavement Expo 2023
Charlotte Convention Center
C/O Freeman
501 S College St
Charlotte, NC 28202

Freeman will receive shipments at the exhibit facility beginning **Monday, January 23, 2023**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

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

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.

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 Terms & Conditions, [click here](#).

LABOR INFORMATION

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

EXHIBITOR SERVICE HOURS

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

SERVICE CONTRACTOR CONTACTS / INFORMATION:**FREEMAN**

[Contact Us](#)

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183
International Shipping Services or fax (469) 621-5810 or
Exhibit.Transportation@freeman.com

ASSISTANCE

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

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

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

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by Tuesday, December 27, 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, and machinery and equipment that are in use.

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

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

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

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

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

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

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

Interested in going green and saving money?

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



1 BEFORE THE SHOW

booth structure

Option 1 Multiple Use

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

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

Option 2 One-time Use

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

2 carpet

Option 1 Rent

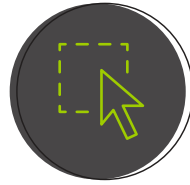
Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

Option 2 Color

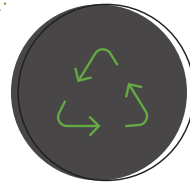
Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.



3 shipping



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



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



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

4 graphics

Option 1 Multiple Use

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

Option 2 One-time Use

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

5 printing



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



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



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

6

ON SITE

save energy



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



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



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

8

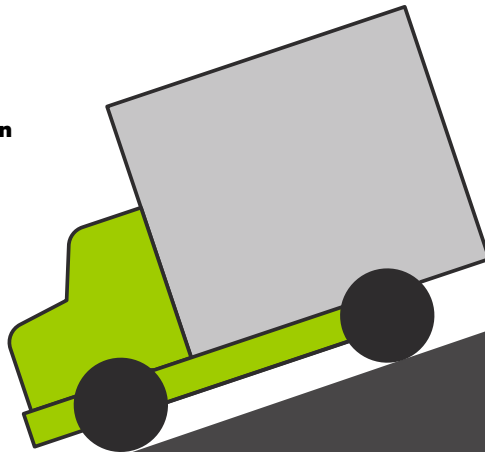
shipping out

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.



9

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

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/515887>

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

event venue

venue
dock

your exhibit

venue
dock

**advance
warehouse**

storage for empty containers



advance warehouse

where exhibit materials are stored before an event



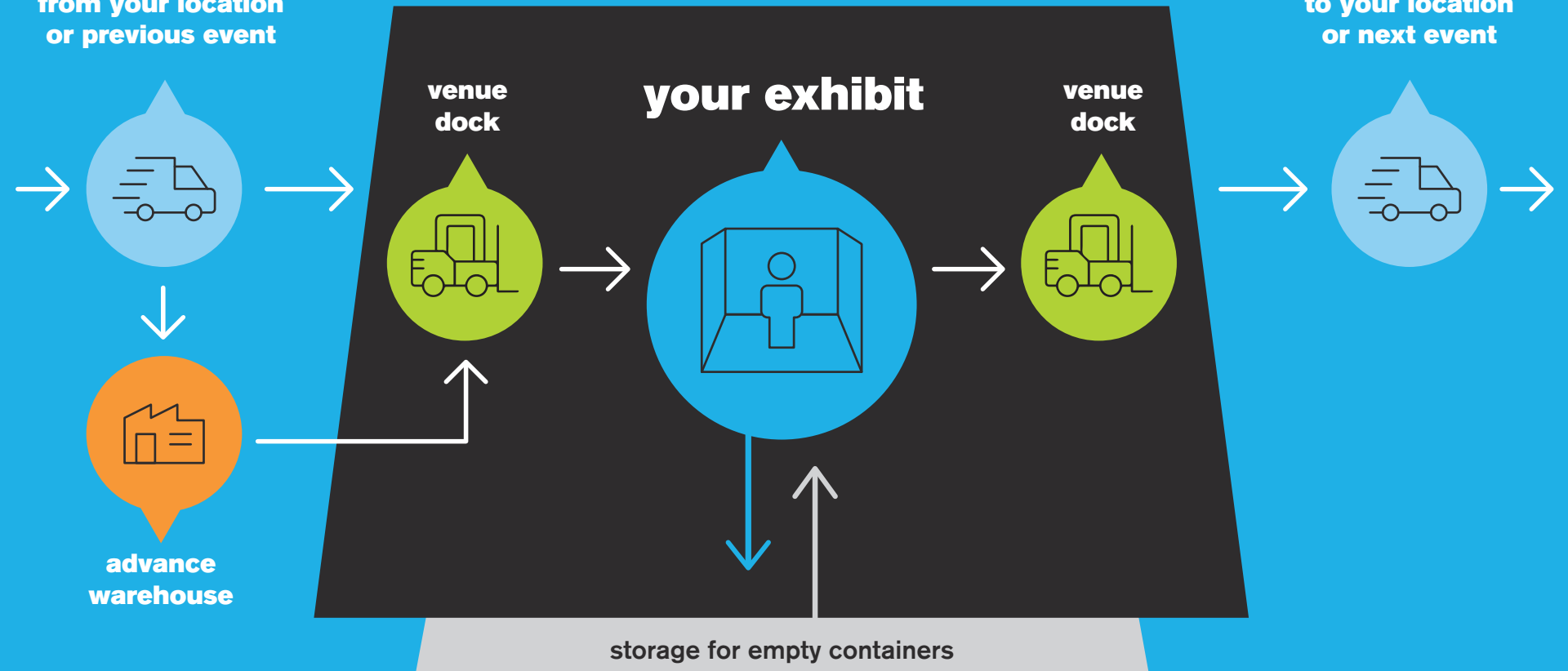
shipping

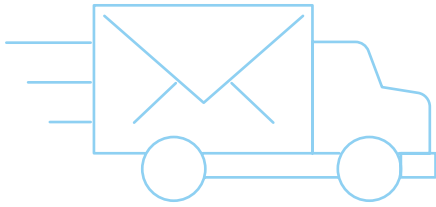
transport to the venue's shipping dock then from the shipping dock to the next event or customer location



material handling

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





TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

The Freeman Exhibit Transportation promise:

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

Benefits:

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

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

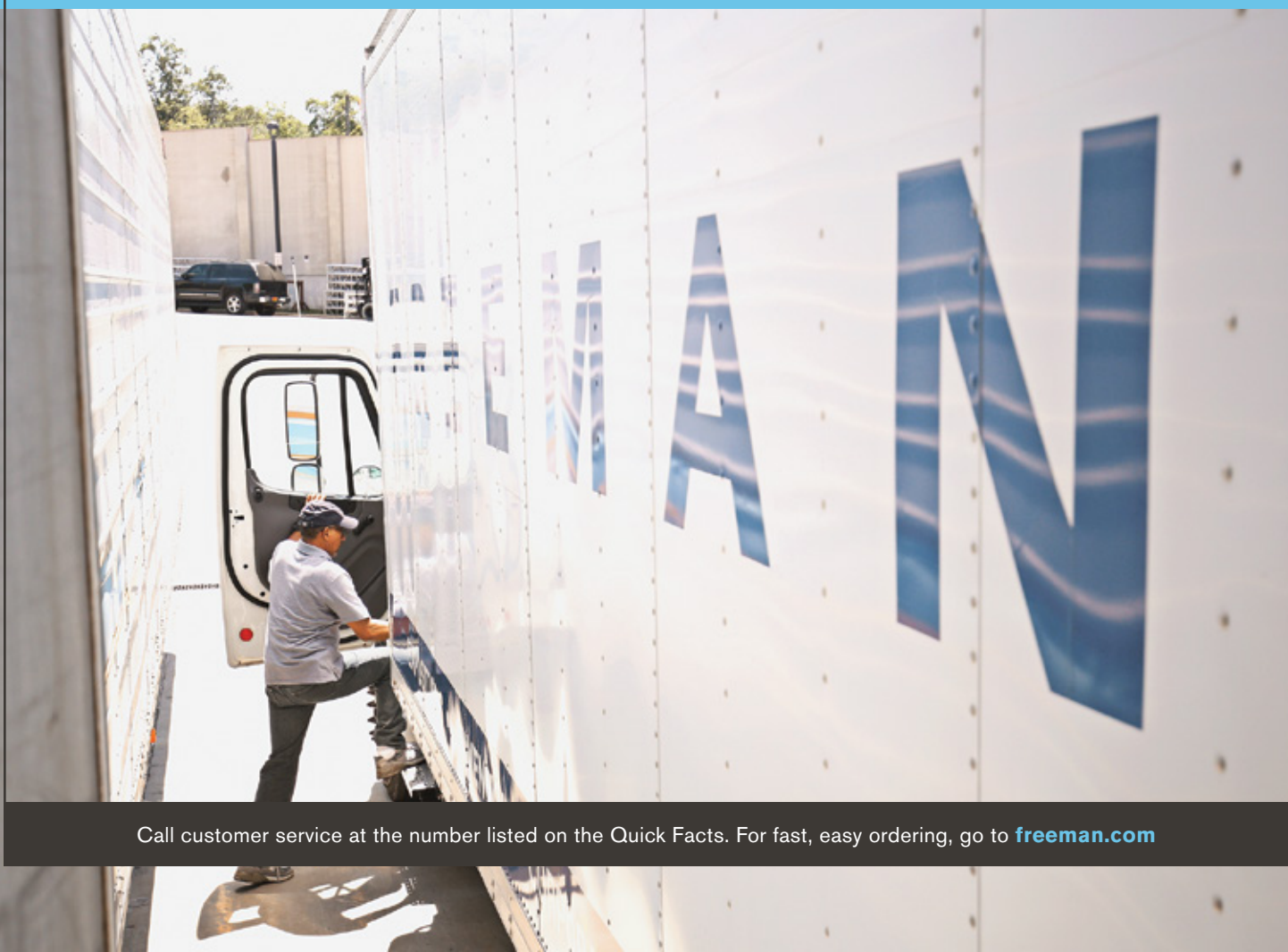


To take advantage, call **1-800-995-3579** or email **exhibit.transportation@freeman.com** for a quote.

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

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

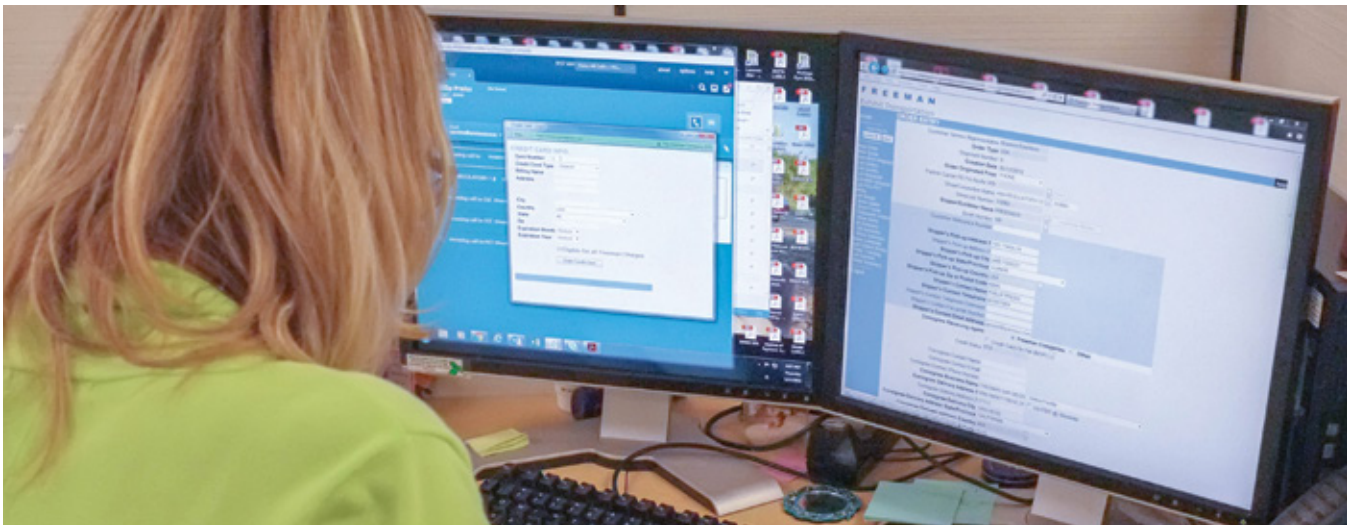
Questions?

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: **National Pavement Expo 2023 / January 25-27, 2023**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

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

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

 (City) (State) (Zip Code)

DESTINATION

I will be shipping to the **WAREHOUSE**

FREEMAN / Exhibiting Company Name / Booth #

National Pavement Expo 2023

C/O: TForce Freight / Freeman
 5204 N Graham St
 Charlotte, NC 28269

MUST BE DELIVERED BY JANUARY 16, 2023

I will be shipping to **SHOW SITE**

FREEMAN / Exhibiting Company Name / Booth #

National Pavement Expo 2023

C/O: Freeman
 Charlotte Convention Center
 501 S College St
 Charlotte, NC 28202

CANNOT BE DELIVERED BEFORE JANUARY 23, 2023

TYPE OF SERVICE

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

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

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

SHIPPING INFORMATION

Items to be shipped

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

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

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

OUTBOUND SHIPPING

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

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:

exhibit.transportation@freeman.com

or

Fax: (469) 621-5810

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

SHOW # _____ (515887)

WHAT ARE FREIGHT SERVICES?

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

HOW DO I SHIP TO THE WAREHOUSE?

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

HOW DO I SHIP TO SHOW SITE?

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

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

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

HOW SHOULD I LABEL MY FREIGHT?

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

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

WHERE DO I GET A FORKLIFT?

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

DO I NEED INSURANCE?

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

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

FREEMAN®

material handling simplified

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

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

It's just easier!



MATERIAL HANDLING

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

RATES

Material Handling..... \$ 1.17 per pound

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

Material Handling - After Deadline \$ 1.46 per pound

Rate applies to shipments arriving at the warehouse after **Monday, January 16, 2023**.

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 **Tuesday, December 27, 2022**.
- Warehouse address: Exhibiting Company Name / Booth #
National Pavement Expo 2023
C/O TForce Freight / Freeman
5204 N Graham St
Charlotte, NC 28269
- Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigeration or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.

Show Site:

- Show site receiving begins on **Monday, January 23, 2023**.
- Show Site address: Exhibiting Company Name / Booth #
National Pavement Expo 2023
Charlotte Convention Center
C/O Freeman
501 S College St
Charlotte, NC 28202

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.

MACHINERY HANDLING

Freeman is the exclusive provider of machinery handling services. Rates include unloading your machinery at show site, delivery to the designated booth, and removal from the booth for reloading onto outbound carriers. Handling charges will automatically be applied to your account upon receipt of each shipment. It is not necessary to return this form to receive machinery handling services.

RATES

Machinery Handling - 2,501 - 5,000 lbs.....	\$ 0.82 per pound
Machinery Handling - 5,001 - 10,000 lbs.....	\$ 0.77 per pound
Machinery Handling - 10,001 - 20,000 lbs.....	\$ 0.71 per pound
Machinery Handling - 20,001 - 30,000 lbs.....	\$ 0.65 per pound
Machinery Handling - 30,001 lbs and Above.....	\$ 0.59 per pound

IMPORTANT SHIPPING INFORMATION

General Information

- Rates above apply to machinery with proper lifting bars, points, hooks, or machinery that is skidded or crated which may be moved on or off the loading dock, vehicle or show floor by a forklift with NO special handling required. Forklift lifting points must be clearly marked. This does not apply to display materials.
- If it is necessary to unskid the machine before removing it from the container, labor and equipment charges will be added to the stated rates. **Please refer to the “Forklift & Rigging Labor Order Form”.**
- Certified weight tickets are required. Separate weight for display materials and machinery equipment are required. If the weight is not separated and/or materials are not identified properly, the Material Handling rate will prevail.
- Freeman retains the right to determine whether or not the materials qualify for the machine rate.
- Machinery will be spotted with a 6” tolerance one time after removal from the truck, provided the following conditions are met:
 1. The exhibitor, or his representative, must be present to supervise the spotting.
 2. The area within the booth is clearly marked to indicate the machine’s position.
 3. No rigging, bolting or unbolting, un-skidding or attaching to other equipment must be performed.
 4. Vehicles must be checked in no later than 2:00 pm to be unloaded by 5:00 pm. Vehicles checking in after 2:00 pm cannot be guaranteed unloading prior to 5:00 pm.

Freeman Exhibit Transportation

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.

Show Site

- Please note that machinery shipments will not be accepted at the warehouse. All machinery shipments should be sent directly to show site.
- Show site receiving begins on **Monday, January 23, 2023.**
- Show site address:
 - Exhibiting Company Name / Booth #
 - National Pavement Expo 2023**
 - C/O Freeman
 - Charlotte Convention Center
 - 501 S College St
 - Charlotte, NC 28202
- 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.

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.

NAME OF SHOW: **National Pavement Expo 2023 / January 25-27, 2023**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

MOBILE UNIT & VEHICLE SPOTTING

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

Please submit this request in order to receive approval and an appointment time.

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

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

Each vehicle shall comply with the following:

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

SPOTTING FEES

Mobile Units * \$208.50 per unit (round trip)
 Vehicles..... \$208.50 per unit (round trip)

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

	<u>VEHICLE DESCRIPTION</u>	<u>OVERALL WIDTH</u>	<u>OVERALL LENGTH</u>	<u>TOTAL WEIGHT</u>
1.				
2.				
3.				
4.				
5.				

Complete and Submit Form by:
December 27, 2022

Chuck Wood
Charles.Wood@freeman.com

For Office Use Only

Arrival Date: _____

Arrival Time: _____

Signed: _____

Date: _____

POV & CART SERVICE

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

DEFINITION OF PRIVATELY OWNED VEHICLE:

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

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

RATES:

This service is available at a one-way trip rate of \$134.75 per trip (from the dock to the booth or the booth to the dock).

DIRECTIONS:

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

AVAILABILITY:

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

<u>Move-In</u>			<u>Move-Out</u>		
Tuesday	January 24	1:00 p.m. - 5:00 p.m.	Friday	January 27	3:00 p.m. - 9:00 p.m. *
Wednesday	January 25	8:00 a.m. - 3:00 p.m.			

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

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

VEHICLES THAT QUALIFY:



Sedan



SUV



Pickup



Van

VEHICLES THAT DO NOT QUALIFY:



Trailer



Commercial Van



Rentals



Bobtail



Stakebed



(888) 508-5054

Fax: (469) 621-5610

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

Submit order forms [here](#)

NAME OF SHOW: **National Pavement Expo 2023 / January 25-27, 2023**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____



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

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

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

METHOD OF SHIPMENT

Select a Carrier:

- Freeman Exhibit Transportation Other Carrier

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

Carrier Name: _____

Carrier Phone: _____

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

Select a Level of Service:

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

Select Shipment Options (if applicable)

- Have loading dock Lift gate required
- Inside delivery Air ride required
- Pad wrap required Residential
- Do not stack

Select Desired Number of Labels: _____

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

outbound shipping

Freeman¹

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: DECEMBER 27, 2022

DEADLINE DATE IS: JANUARY 16, 2023

TO: _____

EXHIBITOR NAME

**C/O: TForce Freight / Freeman
5204 N Graham St
Charlotte, NC 28269**

WAREHOUSE

(515887)

EVENT: National Pavement Expo 2023

BOOTH NO: _____ NO. _____ OF _____ PCS

Freeman¹

R U S H

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5204 N Graham St
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WAREHOUSE

(515887)

EVENT: National Pavement Expo 2023

BOOTH NO: _____ NO. _____ OF _____ PCS

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

Freeman

Freeman

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

CANNOT DELIVER BEFORE JANUARY 23, 2023

CANNOT DELIVER BEFORE JANUARY 23, 2023

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

C/O: Freeman
Charlotte Convention Center
501 S College St
Charlotte, NC 28202

C/O: Freeman
Charlotte Convention Center
501 S College St
Charlotte, NC 28202

SHOW SITE

(515887)

SHOW SITE

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EVENT: National Pavement Expo 2023

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BOOTH NO: _____ NO. _____ OF _____ PCS

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Freeman¹

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NAME OF SHOW: **National Pavement Expo 2023 / January 25-27, 2023**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

Take advantage of the Online Price by ordering at www.freeman.com/store by DECEMBER 27, 2022.

FURNISHINGS PACKAGE

- Packages are only available for 10' x 10' and 10' x 20' booths.
- Items included in packages cannot be substituted or traded.
- Orders received after the deadline date will be charged the Standard Price.



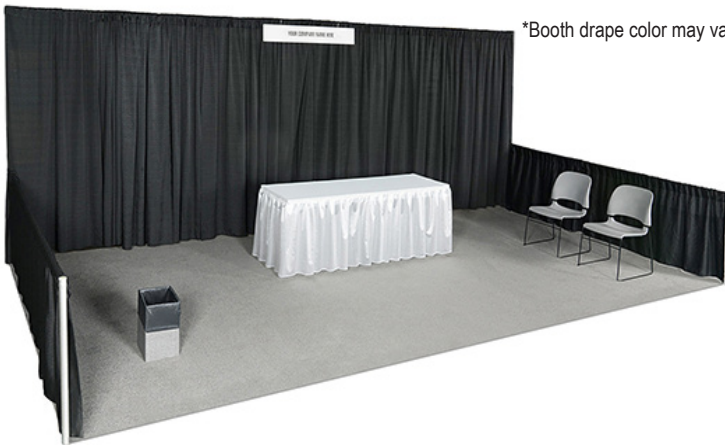
*Booth drape color may vary

10x10 Furnishing Package (11-85-1009)

Package Includes:

- (1) 6'L x 30"H Draped Table
- (2) Limerick® Chairs by Herman Miller
- (1) 10' x 10' Carpet
- (1) Corrugated Wastebasket

Online Price: \$478.00
Discount Price: \$525.80
Standard Price: \$669.20



*Booth drape color may vary

10x20 Furnishing Package (11-85-1010)

Package Includes:

- (1) 6'L x 30"H Draped Table
- (2) Limerick® Chairs by Herman Miller
- (1) 10' x 20' Carpet
- (1) Corrugated Wastebasket

Online Price: \$657.45
Discount Price: \$723.20
Standard Price: \$920.45

CHOOSE YOUR CARPET COLOR:

- Black Blue Gray Midnight Blue Red Tuxedo

CHOOSE YOUR TABLE DRAPE COLOR:

- Black Blue Gray Red White

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.

Freeman⁷

Summer 2022 – Spring 2023

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The right furniture sets the stage to educate attendees about your brand, inspire audiences to partner with you, display your products elegantly, or connect through conversation.

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Accent tables



Side seating



Barstools



Soft seating



Ottomans



(888) 508-5054
 Fax: (469) 621-5610

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

Submit order forms [here](#).

NAME OF SHOW: **National Pavement Expo 2023 / January 25-27, 2023**

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SOFT SEATING						
Naples Group - Black Vinyl						
_____	810119	Chair.....	684.65	753.10	958.50	_____
_____	830120	Loveseat.....	825.05	907.55	1,155.05	_____
_____	830119	Sofa.....	981.05	1,079.15	1,373.45	_____
Munich Group - Gray Fabric						
_____	810151	Armless Chair.....	584.35	642.80	818.10	_____
Baja Group - White Vinyl						
_____	81050	Chair.....	682.15	750.35	955.00	_____
_____	83020	Loveseat.....	999.40	1,099.35	1,399.15	_____
_____	83019	Sofa.....	1,062.50	1,168.75	1,487.50	_____
Valencia - Velvet						
_____	810180	Chair - Spice Orange.....	390.80	429.90	547.10	_____
_____	83045	Sofa - Coffee Brown.....	580.85	638.95	813.20	_____
Key Largo Group - Black Fabric						
_____	830950	Loveseat.....	428.90	471.80	600.45	_____
_____	830951	Sofa.....	553.70	609.05	775.20	_____
_____	810950	Chair.....	366.50	403.15	513.10	_____
Allegro Group - Blue Fabric						
_____	81019	Chair.....	575.50	633.05	805.70	_____
_____	83015	Sofa.....	818.85	900.75	1,146.40	_____
Fairfax Group - White Vinyl						
_____	810949	Chair.....	403.95	444.35	565.55	_____
_____	830949	Sofa.....	559.85	615.85	783.80	_____
Palm Beach - White Vinyl						
_____	83040	Sofa.....	866.95	953.65	1,213.75	_____
Sterling Group - Gray Fabric						
_____	81037	Chair.....	707.00	777.70	989.80	_____
_____	8309	Sofa.....	1,029.20	1,132.10	1,440.90	_____
Cordoba Group - Taupe/Black						
_____	81048	Chair.....	540.00	594.00	756.00	_____
_____	83013	Loveseat.....	630.00	693.00	882.00	_____

CASUAL SEATING

Ottomans						
_____	815122	Endless Square - White Vinyl.....	419.55	461.50	587.35	_____
_____	815123	Endless Square - Black Vinyl.....	419.55	461.50	587.35	_____
_____	815953	Endless Curve - White Vinyl.....	466.35	513.00	652.90	_____
_____	815952	Endless Curve - Black Vinyl.....	466.35	513.00	652.90	_____
_____	81518	Vibe Cube - Blue Vinyl.....	163.80	180.20	229.30	_____
_____	81519	Vibe Cube - Red Vinyl.....	163.80	180.20	229.30	_____
_____	81525	Vibe Cube - Orange Vinyl.....	163.80	180.20	229.30	_____
_____	81517	Vibe Cube - Yellow Vinyl.....	163.80	180.20	229.30	_____
_____	81530	Vibe Cube - Black Vinyl.....	163.80	180.20	229.30	_____
_____	81531	Vibe Cube - White Vinyl.....	163.80	180.20	229.30	_____

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furnishings

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Ottomans (continued)						
	81532	Vibe Cube - Steel Blue Vinyl.....	163.80	180.20	229.30	
	81533	Vibe Cube - Silver Vinyl.....	163.80	180.20	229.30	
	81534	Vibe Cube - Purple Vinyl.....	163.80	180.20	229.30	
	81535	Vibe Cube -Citrus Green Vinyl.....	163.80	180.20	229.30	
	81536	Vibe Cube - Taupe Vinyl.....	163.80	180.20	229.30	
	81537	Vibe Cube - Spice Orange Vinyl.....	163.80	180.20	229.30	
	81538	Vibe Cube - Desert Rose Vinyl.....	163.80	180.20	229.30	
	815151	Marche Swivel - Gray Fabric.....	201.90	222.10	282.65	
	815154	Marche Swivel - Red Fabric.....	201.90	222.10	282.65	
	815159	Marche Swivel - Blue Fabric.....	201.90	222.10	282.65	
	815152	Marche Swivel - Linen Fabric.....	201.90	222.10	282.65	
	815157	Marche Swivel - Meadow Green Fabric.....	201.90	222.10	282.65	
	815158	Marche Swivel - Pear Yellow Fabric.....	201.90	222.10	282.65	
	815156	Marche Swivel - Plum Fabric.....	201.90	222.10	282.65	
	815153	Marche Swivel - Raspberry Fabric.....	201.90	222.10	282.65	
	815155	Marche Swivel - Rose Quartz Fabric.....	201.90	222.10	282.65	
	815150	Marche Swivel - White Vinyl.....	201.90	222.10	282.65	
	815160	Marche Swivel - Orange Fabric.....	201.90	222.10	282.65	
	81540	Marche Swivel - Forest Green Vinyl.....	201.90	222.10	282.65	
	81541	Marche Swivel - Teal Velvet.....	201.90	222.10	282.65	
	81542	Marche Swivel - Distressed Brown Vinyl.....	201.90	222.10	282.65	
	81543	Marche Swivel - Black Vinyl.....	201.90	222.10	282.65	
	81539	Marche Swivel - Ivory Faux Sheep Fur.....	201.90	222.10	282.65	
Beverly Bench Ottomans						
	81550	Black Vinyl.....	505.65	556.20	707.90	
	81551	Brown Fabric.....	505.65	556.20	707.90	
	81552	Gray Fabric.....	505.65	556.20	707.90	
	81553	Linen Fabric.....	505.65	556.20	707.90	
	81554	Ocean Blue Fabric.....	505.65	556.20	707.90	
	81555	Red Fabric.....	505.65	556.20	707.90	
	81556	White Vinyl.....	505.65	556.20	707.90	
Beverly Small Bench Ottomans						
	81560	Black Vinyl.....	274.85	302.35	384.80	
	81561	Blue Fabric.....	274.85	302.35	384.80	
	81562	Brown Fabric.....	274.85	302.35	384.80	
	81563	Green Fabric.....	274.85	302.35	384.80	
	81565	Linen Fabric.....	274.85	302.35	384.80	
	81568	Red Fabric.....	274.85	302.35	384.80	
	81569	White Vinyl.....	274.85	302.35	384.80	
	81566	Lavender Fabric.....	274.85	302.35	384.80	
	81567	Orange Fabric.....	274.85	302.35	384.80	
	81564	Gray Fabric.....	274.85	302.35	384.80	
	81570	Yellow Fabric.....	274.85	302.35	384.80	
Accent Chairs						
	71089	Black Diamond Side Chair.....	78.20	86.00	109.50	
	71090	Black Diamond Arm Chair.....	102.20	112.40	143.10	
	810861	Laguna Chair - Maple/Chrome.....	160.70	176.75	225.00	

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furnishings

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Accent Chairs (continued)						
	210108	Limerick® Chair by Herman Miller.....	80.00	88.00	112.00	
	810816	Madrid Chair - White Vinyl/Chrome.....	876.55	964.20	1,227.15	
	810948	Meeting Chair - White Vinyl.....	294.65	324.10	412.50	
	810164	Marina Chair - White Vinyl.....	184.30	202.75	258.00	
	810160	Marina Chair - Black Vinyl.....	184.30	202.75	258.00	
	810161	Marina Chair - Brown Fabric.....	184.30	202.75	258.00	
	810162	Marina Chair - Ocean Blue Fabric.....	184.30	202.75	258.00	
	810163	Marina Chair - Red Fabric.....	184.30	202.75	258.00	
	810131	Malba Chair - Gray Molded Plastic.....	123.60	135.95	173.05	
	810130	Malba Chair - Green Molded Plastic.....	123.60	135.95	173.05	
	810846	Christopher Chair - White Vinyl/Chrome.....	123.15	135.45	172.40	
	810851	Zenith Chair - White/Chrome.....	181.30	199.45	253.80	
	810841	Rustique Chair - Gunmetal.....	170.00	187.00	238.00	
	810837	Razor Armless Chair - White High Density Plastic.....	92.05	101.25	128.85	
	810875	Swanson Swivel Chair - White Vinyl.....	419.55	461.50	587.35	
	81083	Blade Chair - Sky Blue.....	84.55	93.00	118.35	
	81082	Blade Chair - Red.....	84.55	93.00	118.35	
	81093	Lucent Chair - Frosted Acrylic.....	227.70	250.45	318.80	
	810145	Wentworth Chair - Brown Vinyl.....	412.00	453.20	576.80	
	81024	Atherton Chair - Brown Leather.....	530.75	583.85	743.05	
	81034	Bowery Chair - Yellow Fabric.....	498.50	548.35	697.90	
	81035	Century Chair - Gray Velvet.....	507.95	558.75	711.15	
	81036	Lena Chair - Green Leather.....	447.35	492.10	626.30	
	81031	Montreal Chair - Blue Fabric.....	547.80	602.60	766.90	
	81032	Pasadena Chair - White Plastic.....	308.95	339.85	432.55	
	81038	Tech Chair - Gray Vinyl.....	390.45	429.50	546.65	
	81039	Tech Tablet Chair - Gray Vinyl.....	381.00	419.10	533.40	
	81046	Brooklyn Swivel Meeting Chair - White/Oak.....	360.00	396.00	504.00	
	81047	Brooklyn Swivel Meeting Chair - White/Black.....	360.00	396.00	504.00	
Executive Seating						
	71045	Gray Gaslift Chair Without Arms.....	215.00	236.50	301.00	
	810874	La Brea Swivel Chair - Charcoal Gray Fabric.....	481.95	530.15	674.75	
	810175	Genesis Chair - Black.....	315.25	346.80	441.35	
	810844	Pro Executive High Back Chair - White Vinyl.....	435.15	478.65	609.20	
	810946	Pro Executive High Back Chair - Black Vinyl.....	435.15	478.65	609.20	
	810945	Pro Executive Mid Back Chair - White Vinyl.....	276.05	303.65	386.45	
	810944	Pro Executive Mid Back Chair - Black Vinyl.....	249.25	274.20	348.95	
	810947	Pro Executive Guest Chair - Black Vinyl.....	339.80	373.80	475.70	
	810170	Cupertino Mid Back Chair - Black Vinyl.....	361.25	397.40	505.75	
Barstools						
	71088	Black Diamond Stool.....	126.30	138.95	176.80	
	71047	Gray Gaslift Stool without Arms.....	265.00	291.50	371.00	
	810860	Laguna Barstool - Maple/Chrome.....	201.90	222.10	282.65	
	210109	Limerick® Stool by Herman Miller.....	125.00	137.50	175.00	
	810872	Lift Barstool - Gray Vinyl/Chrome.....	247.95	272.75	347.15	
	810873	Lift Barstool - Red Vinyl/Chrome.....	247.95	272.75	347.15	

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furnishings

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Barstools (continued)						
_____	810871	Lift Barstool - Black Vinyl/Chrome.....	247.95	272.75	347.15	_____
_____	810870	Lift Barstool - White Vinyl/Chrome.....	247.95	272.75	347.15	_____
_____	810103	Banana Barstool - White Vinyl/Chrome.....	291.65	320.80	408.30	_____
_____	810104	Banana Barstool - Black Vinyl/Chrome.....	291.65	320.80	408.30	_____
_____	810850	Zenith Barstool - White/Chrome.....	181.30	199.45	253.80	_____
_____	810840	Zoey Barstool - White Vinyl/Chrome.....	341.50	375.65	478.10	_____
_____	810848	Christopher Barstool - White Vinyl/Chrome.....	210.55	231.60	294.75	_____
_____	810202	Shark Swivel Barstool - White Plastic/Chrome.....	372.75	410.05	521.85	_____
_____	810839	Rustique Barstool - Gunmetal.....	154.40	169.85	216.15	_____
_____	81080	Blade Barstool - Red.....	162.65	178.90	227.70	_____
_____	81081	Blade Barstool - Sky Blue.....	162.65	178.90	227.70	_____
_____	81092	Lucent Barstool - Frosted Acrylic.....	325.25	357.80	455.35	_____
_____	810135	Task Stool - Black Fabric.....	184.30	202.75	258.00	_____
_____	81026	Marina Barstool - Ocean Blue.....	274.85	302.35	384.80	_____
_____	81027	Marina Barstool - Black Vinyl.....	274.85	302.35	384.80	_____
_____	81028	Marina Barstool - Brown Fabric.....	274.85	302.35	384.80	_____
_____	81029	Marina Barstool - Red Fabric.....	274.85	302.35	384.80	_____
_____	81030	Marina Barstool - White Vinyl.....	274.85	302.35	384.80	_____

Draped Tables & Counters

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

_____	124330	Draped Table 3'L x 30"H.....	123.60	135.95	173.05	_____
_____	124430	Draped Table 4'L x 30"H.....	123.60	135.95	173.05	_____
_____	124630	Draped Table 6'L x 30"H.....	151.90	167.10	212.65	_____
_____	124830	Draped Table 8'L x 30"H.....	169.65	186.60	237.50	_____
_____	12404630	4th Side Drape 6'L x 30"H.....	58.50	64.35	81.90	_____
_____	12404830	4th Side Drape 8'L x 30"H.....	58.50	64.35	81.90	_____
_____	124342	Draped Counter 3'L x 42"H.....	150.15	165.15	210.20	_____
_____	124442	Draped Counter 4'L x 42"H.....	150.15	165.15	210.20	_____
_____	124642	Draped Counter 6'L x 42"H.....	192.40	211.65	269.35	_____
_____	124842	Draped Counter 8'L x 42"H.....	222.00	244.20	310.80	_____
_____	12404642	4th Side Drape 6'L x 42"H.....	58.50	64.35	81.90	_____
_____	12404842	4th Side Drape 8'L x 42"H.....	58.50	64.35	81.90	_____

Undraped Tables & Counters

_____	125330	Undraped Table 3'L x 30"H.....	49.55	54.50	69.35	_____
_____	125430	Undraped Table 4'L x 30"H.....	49.55	54.50	69.35	_____
_____	125630	Undraped Table 6'L x 30"H.....	58.50	64.35	81.90	_____
_____	125830	Undraped Table 8'L x 30"H.....	68.25	75.10	95.55	_____
_____	125342	Undraped Counter 3'L x 42"H.....	99.15	109.05	138.80	_____
_____	125442	Undraped Counter 4'L x 42"H.....	99.15	109.05	138.80	_____
_____	125642	Undraped Counter 6'L x 42"H.....	109.40	120.35	153.15	_____
_____	125842	Undraped Counter 8'L x 42"H.....	117.60	129.35	164.65	_____

Table Top Risers - Risers are 8" wide

_____	1504100	Black 4'L x 7"H Corrugated Riser.....	45.00	49.50	63.00	_____
_____	1504101	White 4'L x 7"H Corrugated Riser.....	45.00	49.50	63.00	_____
_____	1506100	Black 6'L x 7"H Corrugated Riser.....	45.00	49.50	63.00	_____
_____	1506101	White 6'L x 7"H Corrugated Riser.....	45.00	49.50	63.00	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Table Top Risers - Risers are 8" wide (continued)						
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	45.00	49.50	63.00	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	45.00	49.50	63.00	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	45.00	49.50	63.00	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	45.00	49.50	63.00	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	45.00	49.50	63.00	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	45.00	49.50	63.00	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	45.00	49.50	63.00	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	45.00	49.50	63.00	_____
Pedestal Tables - Soho Series						
_____	72069	Black Top Cafe Table - 30"H x 24"W.....	225.00	247.50	315.00	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	215.80	237.40	302.10	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	104.40	114.85	146.15	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	225.00	247.50	315.00	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	215.80	237.40	302.10	_____
Pedestal Tables - Chelsea Series						
_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	225.00	247.50	315.00	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	259.25	285.20	362.95	_____
_____	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	225.00	247.50	315.00	_____
_____	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	270.30	297.35	378.40	_____
Pedestal Tables						
_____	8201208	Hydraulic Base Cafe Table - Maple.....	350.90	386.00	491.25	_____
_____	8201207	Hydraulic Base Bar Table - Maple.....	350.90	386.00	491.25	_____
_____	8201209	Hydraulic Base Cafe Table - Graphite.....	382.10	420.30	534.95	_____
_____	8201211	Hydraulic Base Bar Table - Graphite.....	350.90	386.00	491.25	_____
_____	8201206	Hydraulic Base Cafe Table - Maple.....	382.10	420.30	534.95	_____
_____	8201205	Hydraulic Base Bar Table - Maple.....	350.90	386.00	491.25	_____
_____	820126	Hydraulic Base Cafe Table - White Laminate.....	350.90	386.00	491.25	_____
_____	820125	Hydraulic Base Bar Table - White Laminate.....	350.90	386.00	491.25	_____
_____	820241	Madison Hydraulic Base Cafe Table - Gray Acajou.	350.90	386.00	491.25	_____
_____	820240	Madison Hydraulic Base Bar Table - Gray Acajou...	350.90	386.00	491.25	_____
_____	820265	Madison Cafe Table - Gray Acajou.....	251.30	276.45	351.80	_____
_____	820264	Madison Bar Table - Gray Acajou.....	267.80	294.60	374.90	_____
_____	8201220	30" Cafe Table Black Base - White Laminate.....	298.15	327.95	417.40	_____
_____	8201221	30" Bar Table Black Base - White Laminate.....	326.75	359.45	457.45	_____
_____	8201222	30" Bar Table Chrome Base - White Laminate.....	350.90	386.00	491.25	_____
_____	8201223	30" Cafe Table Chrome Base - White Laminate.....	424.20	466.60	593.90	_____
_____	820920	30" Bar Table Chrome Hydraulic Base - Red.....	350.90	386.00	491.25	_____
_____	820921	30" Cafe Table Chrome Hydraulic Base - Red.....	391.95	431.15	548.75	_____
_____	820922	30" Bar Table Chrome Hydraulic Base - Graphite....	350.90	386.00	491.25	_____
_____	820923	30" Cafe Table Chrome Hydraulic Base - Graphite....	426.65	469.30	597.30	_____
_____	820930	30" Bar Table w/ Hydraulic Base - Blue.....	379.45	417.40	531.25	_____
_____	820931	30" Bar Table w/ Black Base - Blue.....	314.40	345.85	440.15	_____
_____	820932	30" Bar Table w/ Hydraulic Base - Wood.....	379.45	417.40	531.25	_____
_____	820933	30" Bar Table w/ Black Base - Wood.....	314.40	345.85	440.15	_____
_____	820940	30" Cafe Table w/ Hydraulic Base - Blue.....	394.65	434.10	552.50	_____
_____	820941	30" Cafe Table w/ Black Base - Blue.....	281.90	310.10	394.65	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Pedestal Tables (continued)						
_____	820942	30" Cafe Table w/ Hydraulic Base - Wood.....	350.90	386.00	491.25	_____
_____	820943	30" Cafe Table w/ Black Base - Wood.....	281.90	310.10	394.65	_____
_____	820910	30" Bar Table w/ Hydraulic Base - Gunmetal.....	379.45	417.40	531.25	_____
_____	820911	30" Bar Table w/ Hydraulic Base - Black.....	379.45	417.40	531.25	_____
_____	820912	30" Bar Table w/ Hydraulic Base - Green.....	379.45	417.40	531.25	_____
_____	820913	30" Bar Table w/ Hydraulic Base - Orange.....	379.45	417.40	531.25	_____
_____	820914	30" Bar Table w/ Hydraulic Base - Yellow.....	379.45	417.40	531.25	_____
_____	820915	30" Bar Table w/ Black Base - Gunmetal.....	314.40	345.85	440.15	_____
_____	820916	30" Bar Table w/ Black Base - Black.....	314.40	345.85	440.15	_____
_____	820917	30" Bar Table w/ Black Base - Green.....	314.40	345.85	440.15	_____
_____	820918	30" Bar Table w/ Black Base - Orange.....	314.40	345.85	440.15	_____
_____	820919	30" Bar Table w/ Black Base - Yellow.....	314.40	345.85	440.15	_____
_____	8201230	30" Cafe Table w/ Hydraulic Base - Gunmetal.....	394.05	433.45	551.65	_____
_____	8201231	30" Cafe Table w/ Hydraulic Base - Black.....	394.05	433.45	551.65	_____
_____	8201232	30" Cafe Table w/ Hydraulic Base - Green.....	350.90	386.00	491.25	_____
_____	8201233	30" Cafe Table w/ Hydraulic Base - Orange.....	350.90	386.00	491.25	_____
_____	8201234	30" Cafe Table w/ Hydraulic Base - Yellow.....	350.90	386.00	491.25	_____
_____	8201235	30" Cafe Table w/ Black Base - Gunmetal.....	281.90	310.10	394.65	_____
_____	8201236	30" Cafe Table w/ Black Base - Black.....	281.90	310.10	394.65	_____
_____	8201237	30" Cafe Table w/ Back Base - Green.....	281.90	310.10	394.65	_____
_____	8201238	30" Cafe Table w/ Black Base - Orange.....	281.90	310.10	394.65	_____
_____	8201239	30" Cafe Table w/ Black Base - Yellow.....	281.90	310.10	394.65	_____
_____	8201240	36" Bar Table w/ Hydraulic Base - Black.....	379.45	417.40	531.25	_____
_____	8201241	36" Bar Table w// Black Base - Black.....	267.80	294.60	374.90	_____
_____	8201242	36" Cafe Table w/ Hydraulic Base - Black.....	382.10	420.30	534.95	_____
_____	8201243	36" Cafe Table w/ Black Base - Black.....	319.95	351.95	447.95	_____
Accent Tables						
_____	82015	Silverado End Table - Tempered Glass/Painted Steel.....	297.90	327.70	417.05	_____
_____	82014	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	326.00	358.60	456.40	_____
_____	820252	Alondra End Table - Glass/Chrome.....	261.60	287.75	366.25	_____
_____	820250	Alondra Cocktail Table - Glass/Chrome.....	362.60	398.85	507.65	_____
_____	820253	Alondra End Table - Wood/Chrome.....	261.60	287.75	366.25	_____
_____	820251	Alondra Cocktail Table - Wood/Chrome.....	362.60	398.85	507.65	_____
_____	8201224	Atomic 36" Round Table - Glass/Chrome.....	398.35	438.20	557.70	_____
_____	8201225	Atomic 42" Round Table - Glass/Chrome.....	398.35	438.20	557.70	_____
_____	82028	Geo End Table - Wood/Black Steel.....	276.05	303.65	386.45	_____
_____	82027	Geo Cocktail Table - Wood/Black Steel.....	317.25	349.00	444.15	_____
_____	82035	Geo End Table - Glass/Chrome.....	288.50	317.35	403.90	_____
_____	82034	Geo Cocktail Table - Glass/Chrome.....	294.80	324.30	412.70	_____
_____	82054	Sydney End Table - Black Laminate/Brushed Steel..	297.90	327.70	417.05	_____
_____	82055	Sydney End Table - White Laminate/Brushed Steel..	297.90	327.70	417.05	_____
_____	82052	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	330.65	363.70	462.90	_____
_____	82053	Sydney Cocktail Table - White Laminate/Brushed Steel.....	330.65	363.70	462.90	_____
_____	82079	Sydney End Table - Blue Laminate/Brushed Steel.....	314.40	345.85	440.15	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Accent Tables (continued)						
	82080	Sydney End Table - Wood Laminate/Brushed Steel..	314.40	345.85	440.15	
	82077	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	357.80	393.60	500.90	
	82078	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	325.25	357.80	455.35	
	82075	Regis End Table - Brushed Metal.....	247.95	272.75	347.15	
	82074	Regis Bench Table - Brushed Metal.....	335.25	368.80	469.35	
	820844	Aura Round Table - White Metal.....	188.50	207.35	263.90	
	82043	Geo Square-Round Table - Glass/Black Steel.....	528.10	580.90	739.35	
	82044	Geo Square-Round Table - Glass/Chrome.....	372.75	410.05	521.85	
	8201226	Rustique Square Metal Bar Table - Gray.....	343.45	377.80	480.85	
	820130	Mesa Cocktail Table - Black/Bronze.....	252.85	278.15	354.00	
	820131	Mesa Cocktail Table - Glass/Bronze.....	252.85	278.15	354.00	
	820132	Mesa Cocktail Table - Wood/Bronze.....	252.85	278.15	354.00	
	820133	Mesa End Table - Black/Bronze.....	167.05	183.75	233.85	
	820134	Mesa End Table - Glass/Bronze.....	167.05	183.75	233.85	
	820135	Mesa End Table - Wood/Bronze.....	167.05	183.75	233.85	
	820310	Sedona Side Table - Black/Bronze.....	168.55	185.40	235.95	
	820311	Sedona Side Table - Wood/Bronze.....	168.55	185.40	235.95	
	820312	Sedona Side Table - White/Bronze.....	168.55	185.40	235.95	
	820320	Taos Side Table - Black/Bronze.....	168.55	185.40	235.95	
	820321	Taos Side Table Wood/Bronze.....	168.55	185.40	235.95	
	820322	Taos Side Table - White/Bronze.....	168.55	185.40	235.95	
Conference Tables						
	82041	Geo Conference Table - Glass/Black Steel.....	528.75	581.65	740.25	
	82051	Geo Conference Table - Glass/Chrome.....	528.75	581.65	740.25	
	820260	Madison Conference Table - Gray Acajou.....	187.45	206.20	262.45	
	820708	42" Round Conference Table - White Laminate.....	429.25	472.20	600.95	
	820261	Madison 5' Conference Table - Gray Acajou.....	521.20	573.30	729.70	
	820262	Madison 8' Conference Table - Gray Acajou.....	1,040.30	1,144.35	1,456.40	
	820263	Madison 10' Conference Table - Gray Acajou.....	1,040.30	1,144.35	1,456.40	
	820951	Ventura Bar Table - Maple w/ Grommets.....	832.45	915.70	1,165.45	
	820952	Ventura Communal Bar Table - Black.....	832.45	915.70	1,165.45	
	820953	Ventura Bar Table - White w/ Grommets.....	832.45	915.70	1,165.45	
	820954	Ventura Communal Bar Table - Maple.....	832.45	915.70	1,165.45	
	820956	Ventura Communal Bar Table - White.....	832.45	915.70	1,165.45	
	820963	Ventura Communal Cafe Table - Maple.....	639.70	703.65	895.60	
	820960	Ventura Cafe Table - Maple w/ Grommets.....	639.70	703.65	895.60	
	820961	Ventura Cafe Table - White w/ Grommets.....	639.70	703.65	895.60	
	820966	Ventura Communal Cafe Table - White.....	639.70	703.65	895.60	
	820962	Ventura Communal Cafe Table - Black.....	639.70	703.65	895.60	
	8201244	42" Round Conference Table - Black Laminate.....	455.35	500.90	637.50	
	8201	10' Table - Black Laminate.....	845.35	929.90	1,183.50	
	8203	5' Table - Black Laminate.....	424.55	467.00	594.35	
	8205	8' Table - Black Laminate.....	845.35	929.90	1,183.50	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
Office						
_____	84075	Madison Desk - Gray Acajou.....	630.35	693.40	882.50	_____
_____	84078	Madison Bookcase - Gray Acajou.....	475.85	523.45	666.20	_____
Computer Desks/Tables						
_____	820706	Work Desk - White Laminate.....	431.60	474.75	604.25	_____
POWERED						
Powered Seating						
_____	810120	Naples Chair, Powered - Black Vinyl.....	740.85	814.95	1,037.20	_____
_____	830122	Naples Loveseat, Powered - Black Vinyl.....	1,143.50	1,257.85	1,600.90	_____
_____	830121	Naples Sofa, Powered - Black Vinyl.....	1,193.15	1,312.45	1,670.40	_____
Powered Tables						
_____	820950	Ventura Communal Bar Table, Powered - Black.....	982.70	1,080.95	1,375.80	_____
_____	820955	Ventura Communal Bar Table, Powered - White.....	982.70	1,080.95	1,375.80	_____
_____	820964	Ventura Communal Cafe Table, Powered - Black.....	726.40	799.05	1,016.95	_____
_____	820965	Ventura Communal Cafe Table, Powered - White.....	726.40	799.05	1,016.95	_____
_____	84083	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	653.50	718.85	914.90	_____
_____	84084	Tech Desk, Powered - Black Metal.....	528.75	581.65	740.25	_____
_____	82076	Sydney Cocktail Table, Powered - Black.....	419.55	461.50	587.35	_____
_____	82073	Sydney Cocktail Table, Powered - White.....	419.55	461.50	587.35	_____
_____	8202	10' Table, Powered - Black Laminate.....	1,055.80	1,161.40	1,478.10	_____
_____	8204	5' Table, Powered - Black Laminate.....	549.65	604.60	769.50	_____
_____	8206	8' Table, Powered - Black Laminate.....	1,055.80	1,161.40	1,478.10	_____
Powered Pedestals						
_____	85060	Powered Locking Pedestal 36" H, Black.....	624.50	686.95	874.30	_____
_____	85061	Powered Locking Pedestal 36" H, White.....	591.05	650.15	827.45	_____
_____	85062	Powered Locking Pedestal 42" H, Black.....	700.30	770.35	980.40	_____
_____	85063	Powered Locking Pedestal 42" H, White.....	700.30	770.35	980.40	_____
_____	820710	Wireless Charging Table, Powered.....	539.90	593.90	755.85	_____
Midtown Counters & Bars						
_____	850103	Midtown Powered Counter Unlighted - Pewter.....	1,745.15	1,919.65	2,443.20	_____
_____	850102	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	1,853.55	2,038.90	2,594.95	_____
_____	850101	Midtown Bar Unlighted - Pewter.....	1,734.70	1,908.15	2,428.60	_____
_____	850100	Midtown Bar Lighted w/ Plug-In - Pewter.....	1,853.55	2,038.90	2,594.95	_____
DISPLAY & ACCESSORIES						
Product Storage						
_____	84080	3 Door File Cabinet on Castors - Black	174.60	192.05	244.45	_____
_____	85020	Posh Shelving w/ Chrome Frame - White.....	646.40	711.05	904.95	_____
Refrigerator						
_____	8503001	Refrigerator - White.....	1,645.00	1,809.50	2,303.00	_____
_____	8983000	Small Refrigerator.....	675.00	742.50	945.00	_____
Lighting						
_____	850707	Mason Table Lamp - White/Brushed Silver.....	168.40	185.25	235.75	_____
_____	850708	Mason Floor Lamp - White/Brushed Silver.....	257.35	283.10	360.30	_____

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Display						
_____	75030	Display Cube - Black - 12" Small.....	250.00	275.00	350.00	_____
_____	75031	Display Cube - Black - 18" Medium.....	265.00	291.50	371.00	_____
_____	75032	Display Cube - Black - 24" Large.....	285.00	313.50	399.00	_____
_____	72056	Display Counter - Black.....	375.30	412.85	525.40	_____
Boxwood Hedges						
_____	85030	7' Boxwood Hedge.....	899.90	989.90	1,259.85	_____
_____	85035	4' Boxwood Hedge.....	552.95	608.25	774.15	_____
Accessories						
_____	220121	Chrome Stanchion w/ 8' Retractable Belt.....	88.40	97.25	123.75	_____
_____	220118	Chrome Sign Holder.....	101.25	111.40	141.75	_____
_____	750135	Round Literature Rack.....	264.65	291.10	370.50	_____
_____	750136	Flat Literature Rack.....	220.00	242.00	308.00	_____
_____	220109	Chrome Coat Tree.....	77.10	84.80	107.95	_____
_____	220134	Aluminum Easel.....	44.45	48.90	62.25	_____
_____	220110	Chrome Bag Rack.....	102.85	113.15	144.00	_____
_____	10201484	Floor Standing Bulletin Board.....	265.05	291.55	371.05	_____
_____	220106	Corrugated Wastebasket.....	19.80	21.80	27.70	_____
_____	8502	Village Charging Hub.....	248.30	273.15	347.60	_____
Special Drape						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Gray <input type="checkbox"/> Red						
_____	12103	Special Drape 3'H (per ft.).....	15.30	16.85	21.40	_____
_____	12108	Special Drape 8'H (per ft.).....	19.50	21.45	27.30	_____

TOTAL COST	
Total Cost = \$ _____	
Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.	

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Flooring solutions

Freeman offers the largest selection of exhibit flooring in the industry with a wide choice of colors and sizes. Choose from varying carpet weights to fit your level of comfort and durability or stand out with vinyl and turf.

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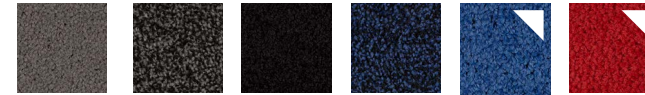
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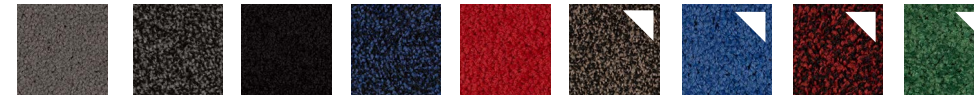
Classic Collection

16oz carpet



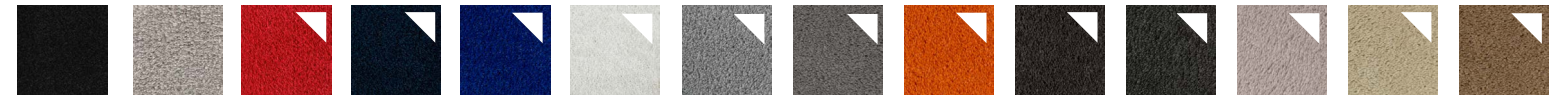
Custom Cut Classic Collection

16oz carpet



Designer Plus Collection NEW

30oz carpet



Supreme Collection NEW

45oz carpet



Expo Flex Collection NEW

10ft vinyl



Event Flex Collection NEW

12ft vinyl



Riviera + Parkside Collections NEW

Turf



Order before the discount deadline for a wider selection at discounted prices.

= Available only before the discount deadline

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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	\$ 199.40	\$ 219.35	\$ 279.15	_____
_____	10' x 20' Classic Carpet	\$ 398.80	\$ 438.70	\$ 558.30	_____
_____	10' x 30' Classic Carpet	\$ 598.20	\$ 658.00	\$ 837.50	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 104.25	\$ 114.70	\$ 145.95	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 208.50	\$ 229.35	\$ 291.90	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 312.75	\$ 344.05	\$ 437.85	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 208.50	\$ 229.35	\$ 291.90	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 417.00	\$ 458.70	\$ 583.80	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 625.50	\$ 688.05	\$ 875.70	_____
_____	Plastic Covering (price per sqft).....	\$.40	\$.45	\$.55	_____

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
		\$ 4.35	\$ 4.80	\$ 6.10	_____

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
		\$ 7.10	\$ 7.80	\$ 9.95	_____

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
		\$ 10.85	\$ 11.95	\$ 15.20	_____

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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)

				Online Price	Discount Price	Standard Price	Total
1 - 700 sqft	Booth Size: _____ x _____ = _____	sqft	\$	5.25	\$ 5.80	\$ 7.35	_____
Over 700 sqft	Booth Size: _____ x _____ = _____	sqft	\$	4.80	\$ 5.30	\$ 6.70	_____

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)

				Online Price	Discount Price	Standard Price	Total
1 - 700 sqft	Booth Size: _____ x _____ = _____	sqft	\$	8.35	\$ 9.20	\$ 11.70	_____
Over 700 sqft	Booth Size: _____ x _____ = _____	sqft	\$	5.75	\$ 6.35	\$ 8.05	_____



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)

				Online Price	Discount Price	Standard Price	Total
100 - 700 sqft	Booth Size: _____ x _____ = _____	sqft	\$	1.05	\$ 1.15	\$ 1.45	_____
Over 700 sqft	Booth Size: _____ x _____ = _____	sqft	\$	2.30	\$ 2.55	\$ 3.20	_____

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

				Online Price	Discount Price	Standard Price	Total
100 - 700 sqft	Booth Size: _____ x _____ = _____	sqft	\$	2.10	\$ 2.30	\$ 2.95	_____
Over 700 sqft	Booth Size: _____ x _____ = _____	sqft	\$	4.60	\$ 5.05	\$ 6.45	_____

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

				Online Price	Discount Price	Standard Price	Total
Per sqft	Booth Size: _____ x _____ = _____	sqft	\$	4.55	\$ 5.00	\$ 6.35	_____

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)

				Online Price	Discount Price	Standard Price	Total
Per sqft	Booth Size: _____ x _____ = _____	sqft	\$	5.15	\$ 5.65	\$ 7.20	_____

Parkside Turf, choose your color:

- Green

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

				Online Price	Discount Price	Standard Price	Total
Per sqft	Booth Size: _____ x _____ = _____	sqft	\$	10.70	\$ 11.75	\$ 15.00	_____

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.



(888) 508-5054
 Fax: (469) 621-5610

Place your order online at
www.freeman.com/store
 Submit order forms [here](#).

cleaning

NAME OF SHOW: **National Pavement Expo 2023 / January 25-27, 2023**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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 Time71	1.00	_____
_____	610200	Booth Vacuuming - 2 Days	1.42	2.00	_____
_____	610300	Booth Vacuuming - 3 Days	2.13	3.00	_____

SHAMPOOING (per sqft - 100 sqft minimum)

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time63	.90	_____

FLOOR SURFACE CLEANING (per sqft - 100 sqft minimum)

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
_____	690100	Floor Surface Cleaning - One Time78	1.10	_____
_____	690200	Floor Surface Cleaning - 2 Days	1.56	2.20	_____
_____	690300	Floor Surface Cleaning - 3 Days	2.34	3.30	_____

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.	114.50	160.30	_____
_____	6201500	Exhibit Area / 501 - 1,500 sqft.....	160.30	224.40	_____
_____	6202500	Exhibit Area / 1,501 - 2,500 sqft.....	202.25	283.15	_____
_____	6203504	Exhibit Area / Over 2,500 sqft.....	256.65	359.30	_____

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

CREATING VISUAL EXCITEMENT

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

STATE-OF-THE-ART CAPABILITIES

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

SUPERIOR QUALITY CONTROL

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

DEPTH OF RESOURCES

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

REPRODUCTION AND INSTALLATION

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



NAME OF SHOW: **National Pavement Expo 2023 / January 25-27, 2023**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

Take advantage of the Discount Price by ordering at www.freeman.com/store by DECEMBER 27, 2022.

GRAPHICS

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

DIGITAL GRAPHICS

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

_____ L X _____ W = _____ sqft

_____ sqft \$ 21.05 per sqft discount price
 x or = \$ _____
 \$ 31.60 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" _____	66.55	99.85 =	_____
7" x 22" _____	68.95	103.45 =	_____
7" x 44" _____	49.60	74.40 =	_____
9" x 44" _____	100.60	150.90 =	_____
11" x 14" _____	70.95	106.45 =	_____
14" x 22" _____	100.60	150.90 =	_____
14" x 44" _____	114.30	171.45 =	_____
22" x 28" _____	133.95	200.95 =	_____
28" x 44" _____	204.95	307.45 =	_____
20" x 60" _____	244.35	366.55 =	_____

(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.

LABOR JURISDICTIONS NORTH CAROLINA

LABOR:

Since North Carolina is a "right-to-work" state, exhibitor personnel may set up their own exhibits if so desired. Labor is available to assist in the erection and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION:

Local exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by persons other than company personnel. They may be employed by completion of labor forms enclosed in this manual. They are not required to place your products on your display: to open cartons containing your products; nor to perform testing, maintenance or repairs on your products. If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor.

FREIGHT HANDLING JURISDICTION:

Freeman has the responsibility of receiving and handling all exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Freeman will not be responsible, however, for any material they do not handle. Freeman will have complete control of the loading docks at all times.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Freeman to store empty crates. Please refer to the Freight brochure in this manual for information regarding the handling of empties, disposal of skids, etc.

GRATUITIES:

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the labor crew has a 15 minute paid break. Meal breaks are one hour. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to the Exhibit Manager and Freeman.

IN GENERAL:

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to Freeman and/or the Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to the Exhibit Manager or Freeman.

SAFETY:

The safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support standing weight. Freeman cannot be responsible for injuries or falls caused by the improper use of our furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and all necessary ladders and tools will be provided.

F R E E M A N

LET US DO THE HEAVY LIFTING

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



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

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

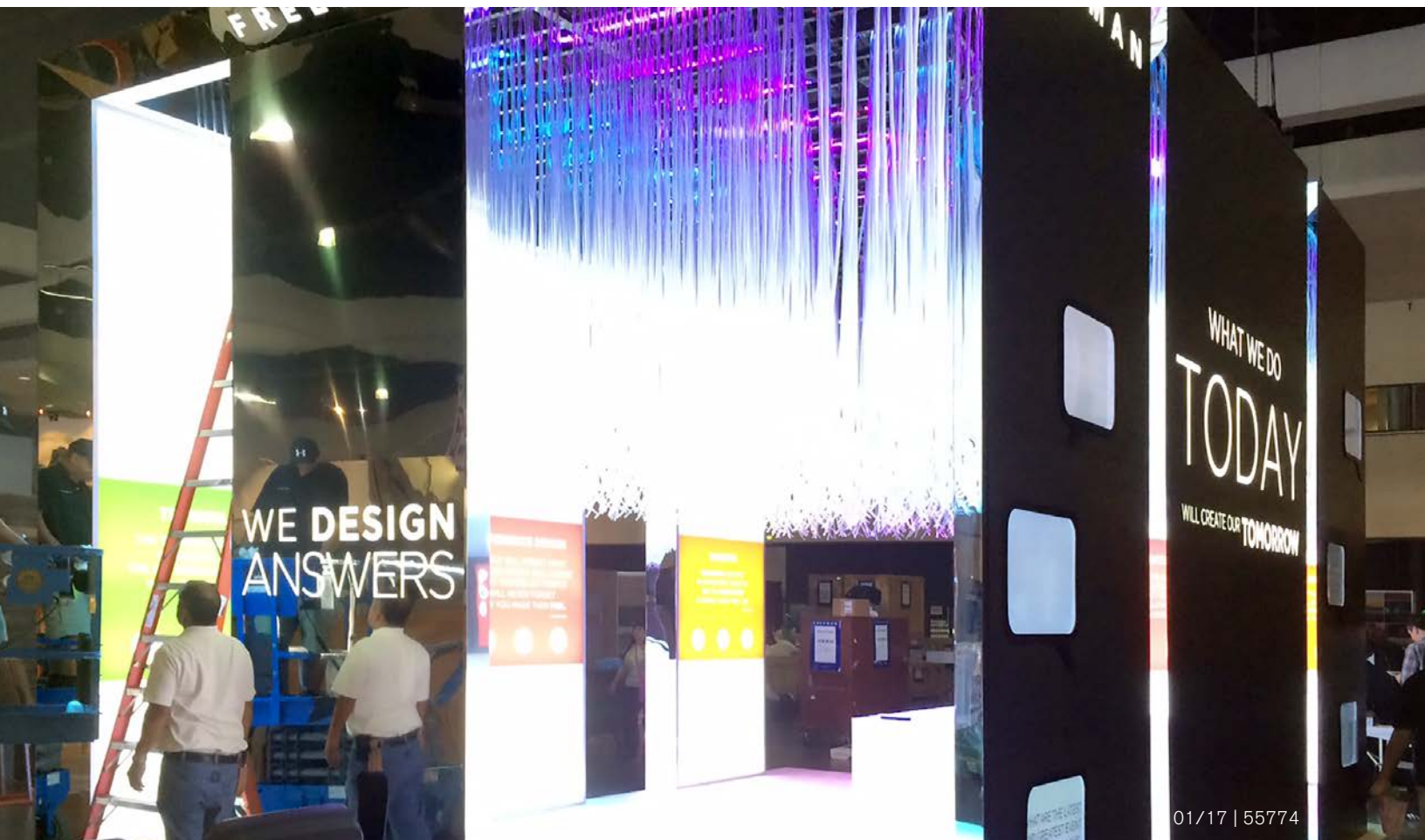
- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations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

ON-SITE SUPERVISION

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

If You Use Freeman Staff

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





(888) 508-5054
Fax: (469) 621-5610

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

Submit order forms [here](#).

NAME OF SHOW: **National Pavement Expo 2023 / January 25-27, 2023**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

INSTALLATION & DISMANTLE LABOR

Description	Advance Price	Show Site Price
Straight Time: 8:00 AM to 5:00 PM Monday through Friday.....	\$119.00	\$166.75
Overtime: 5:00 PM to 12:00 AM Monday through Friday All day Saturday and Sunday	\$178.50	\$250.00
Double Time: Midnight to 8:00 AM and recognized holidays.....	\$238.00	\$333.25

• 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.

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%) = \$ _____						
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.

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%) = \$ _____						
Total Dismantle = \$ _____						

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

installation & dismantle labor

NAME OF SHOW: **National Pavement Expo 2023 / January 25-27, 2023**

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) 621-5610

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

Submit order forms [here](#).

NAME OF SHOW: **National Pavement Expo 2023 / January 25-27, 2023**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

FORKLIFT & RIGGING LABOR

Straight Time: 8:00 AM to 5:00 PM Monday through Friday
Overtime: 6:00 AM to 8:00 AM and 5:00 PM to 12:00 Midnight Monday through Friday
 6:00 AM to 12:00 Midnight Saturday & Sunday
Double Time: 12:00 Midnight to 6:00 AM and recognized holidays

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

Part #	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$263.75	\$369.25
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$323.00	\$452.25
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$382.50	\$535.50
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$659.25	\$923.00
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$807.50	\$1130.50
3040152	Forklift w/operator - up to 15,000 lbs - DT.....	\$956.25	\$1338.75
3040300	Forklift w/operator - up to 30,000 lbs - ST.....	\$1054.50	\$1476.50
3040301	Forklift w/operator - up to 30,000 lbs - OT.....	\$1292.00	\$1809.00
3040302	Forklift w/operator - up to 30,000 lbs - DT.....	\$1530.00	\$2142.00
304040	Forklift w/operator - 4-Stage - ST.....	\$395.50	\$553.75
304041	Forklift w/operator - 4-Stage - OT.....	\$484.50	\$678.50
304042	Forklift w/operator - 4-Stage - DT.....	\$573.75	\$803.25
RIGGING LABOR			
3020100	Rigger - ST.....	\$91.50	\$128.25
3020101	Rigger - OT.....	\$137.25	\$192.25
3020102	Rigger - DT.....	\$182.75	\$256.00
EQUIPMENT			
3090600	Forklift Cage.....	\$ 54.00	
3090700	Forklift Boom.....	\$ 54.00	
3090800	Pallet Jack.....	\$ 54.00	

INSTALLATION

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

Describe work to be done: _____ **Total Installation \$** _____

DISMANTLE

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

Describe work to be done: _____ **Total Dismantle \$** _____

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

forklift & rigging labor

NAME OF SHOW: **National Pavement Expo 2023 / January 25-27, 2023**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

HANGING SIGN ASSEMBLY LABOR

Description	Advance Price	Show Site Price
Straight Time: 8:00 AM to 5:00 PM Monday through Friday.....	\$119.00	\$166.75
Overtime: 5:00 PM to 8:00 AM Monday through Friday All day Saturday, Sunday and Holidays	\$178.50	\$250.00

- **Show Site prices will apply to all labor orders placed at show site.**
- Show Site prices will apply if the hanging sign is not received by the warehouse shipping deadline date.
- Price is per person/per hour. Minimum crew consists of two people.
- 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.
- Start time guaranteed only at start of working day.

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All hanging signs must be assembled by FREEMAN. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble the hanging sign. Please complete the Hanging Sign Assembly Labor Order Form for labor to assemble your hanging sign.
- All hanging signs must be installed by ENCORE. Please order hanging sign services through ENCORE.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed [Hanging Sign Labels](#). This container MUST be received by the warehouse shipping deadline in order to receive Advance Price.
- 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.

SIGN DESCRIPTION, SIZE & WEIGHT

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

Type: Cloth Banner Metal or Wood Other _____

Shape: Square Triangle Rectangle Other _____

Size: Height _____ Length _____ Width _____

Weight of Sign: _____

Does Your Sign Require Electricity _____ Assembly _____

Is Your Sign Designed to Rotate? _____ Yes _____ No
(Initial in the applicable box above)

ESTIMATE LABOR

Installation Estimate

Approx Hours Hourly Rate Total Estimated Cost

_____ @ _____ = _____

Dismantle Estimate

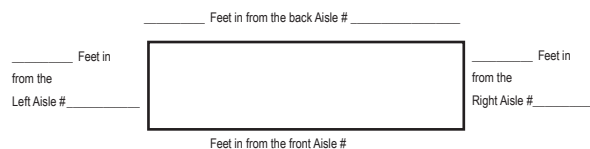
Approx Hours Hourly Rate Total Estimated Cost

_____ @ _____ = _____

Special Instructions: _____

PLACEMENT DIAGRAM

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



Number of feet from floor to **TOP** of sign: _____

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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OFFICIAL TECHNOLOGY PROVIDER

We're happy to announce that SmartSource® has been selected as the official technology provider for the show. This means that you can order the AV and IT equipment you need directly from us, and we'll make sure it's at your booth and ready to go when the show opens. We're here to help you get the most out of your event experience and ultimately improve the return on your investment.

EVERYTHING YOU NEED IS AVAILABLE NOW

- Large Displays
- 4K Displays
- Touch Screens
- Sound
- Laptops & PCs
- Apple Products
- Printers & Copiers
- Kiosks & Charging Stations

Questions? Contact our Exhibitor Sales Team today at (877) 876-4111 or via [email](#) so we can answer any questions you might have.

Place your order at [MySmartSource.com](https://www.MySmartSource.com)



BOOTH ORDER FORM

The Charlotte Convention Center is pleased to offer a high quality BOOTH EVENT SERVICE through our in-house exclusive event staffing company, Show Pros Entertainment Services, for those exhibitors who desire event staff for their individual booths beyond that level which will have been arranged through Show Management. Please direct inquiries and orders regarding this service to:

**SHOW PROS ENTERTAINMENT SERVICES
RYDER BURGER
CHARLOTTE CONVENTION CENTER
501 S COLLEGE ST, CHARLOTTE NC 28202
704-339-6140 (office) 704-339-6723(fax)
Ryder.Burger@showprostaff.com**

Rates for this service depend on the timeliness of the request and the level of service requested. Please refer to the rate chart below. Show Pros recognizes a four-hour minimum shift. No overtime rates will apply. Holiday rates may apply on certain holidays, however, no holiday rates will be billed unless mutually agreed upon prior to billing.

EVENT NAME: _____

COMPANY NAME: _____

Address: _____
street address city state zip

Telephone: () _____ Booth Number: _____ Contact Name: _____

How may we contact your representative in an emergency (tel.# of hotel) _____

RATES:

- Booth Staff.....\$ 35 per hour, applies to all orders received 14-days PRIOR to the first event day
- Booth Staff.....\$ 40 per hour, applies to all orders received FEWER THAN 14 days prior to first event day
- Uniformed ARMED Officer. Rates Available on request, special exhibiting reason necessary, and a 20-day notice is required.

PAYMENT:

DEPOSIT OF 50% on the estimated total cost of service MUST be received PRIOR to acceptance of order. REMAINING BALANCE DUE THE FIRST DAY OF THE EVENT. Payments will be accepted in cash, company check, Credit Card, or money order. Please circle method of payment preferred.

Please indicate the DAYS, DATES AND TIMES booth staff will be required:

FROM _____	TO _____	= _____	HOURS
FROM _____	TO _____	= _____	HOURS
FROM _____	TO _____	= _____	HOURS
FROM _____	TO _____	= _____	HOURS
FROM _____	TO _____	= _____	HOURS
FROM _____	TO _____	= _____	HOURS

TOTAL HOURS REQUESTED _____

APPLICABLE RATE _____ x \$ _____

TOTAL \$ _____

DEPOST 50% \$ _____


BALANCE DUE 1ST EVENT DAY \$ _____



EXHIBITOR BOOTH SERVICE MENU

Food & Beverage Program





Whether it's a breakfast buffet for 10 or a sit-down dinner for 10,000, the Charlotte Convention Center's Food & Beverage team is always cooking up something delicious. With four in-house chefs, our in-booth service opportunities are endless. From customizable menus at competitive pricing and a banquet staffing that goes above expectations to meet your event needs, attendees will be enticed to stop by your booth and learn more about your team.

Gluten Free

4	BEVERAGES
6	BREAKFAST
7	SNACKS
8	BOXED MEALS
8	BOOTH ATTENDANT/SERVER
9	BOOTH BARTENDER
9	ALCOHOL POLICIES
9	FOOD & BEVERAGE INFORMATION
9	TAX AND SERVICE CHARGE
9	CATERING TERMS AND CONDITIONS

FOOD & BEVERAGE INFORMATION

The Charlotte Convention Center is the exclusive provider of all food and beverage services on premises. No outside food or beverage of any kind is permitted. This includes bottled water, beverages or other food or beverage items intended for distribution or consumption in/from booth. Individually wrapped, bite size candy is permitted for distribution from booths only.

All services are designed and packaged to be placed within your booth, on your counters or booth tables. All catering tables and equipment must be contained inside the booth.



BEVERAGES

HOT

*Appropriate condiments,
bio-degradable cups, lids, napkins and
stirrers are provided with all selections.*

House Coffee Regular or Decaffeinated

5 Gallon Urn (80 cups)

\$290

10 Gallon Urn (160 cups)

\$580

Hot Tea

1 Gallon Hot Water with 10 Assorted Teas
(Caffeinated & Herbal)

\$46

Starbucks Coffee Regular or Decaffeinated

Sold in increments of 1.5 gallons;
minimum 3 gallons per type

Starbucks disposable cups, sleeves, napkins
provided. Starbucks coffee must be discarded
every 90 minutes.

\$135 per 1 ½ gallons

Enhancements to your house or Starbucks coffee service:

Flavored bottled syrup
(Vanilla, Hazelnut or Caramel)

\$30 per bottle

Individually wrapped Biscotti
(per dozen)

\$48 per dozen

Keurig Coffee Kit

Includes machine rental. Comes complete with 5
gallons of Spring water, 50 assorted K cups - 30
Coffee, 10 Decaffeinated and 10 assorted Tea.

Additional K-cups
(25 ct)

\$180

\$100 additional 25 k-cups

Ask about our specialty coffee cart with Barista

BEVERAGES

COLD

*Individual drinks are delivered chilled;
napkins provided.*

**Assorted Soft Drinks, Pepsi, Diet Pepsi,
Sierra Mist**

\$3.50 each

Bottled Water

\$3.50 each

Sparkling Water

\$4 each

Assorted Individual Fruit Juice

\$4 each

Energy Drinks

\$4.50 each

*(Custom beverage orders may require a
minimum order)*

**Iced Tea, Lemonade or
Fruit Punch**

*Includes cups, napkins, stirrers, and ice.
Tea is provided unsweetened with
sweeteners provided.*

5 Gallon Urn

\$230

10 Gallon Urn

\$460

Spring Water Station

*Comes with a cooler, one 5-gallon bottle of
Spring water and disposable cups. Requires
access to 110v 20 amp electrical.*

One-time fee

\$50

**5 Gallon Replacement Bottle and
disposable cups**

\$35





BREAKFAST

Disposable plates, cutlery and napkins provided.

Assorted Danish & Muffins

\$48 per dozen

Einstein Bros Bagels, Cream Cheese & Butter

\$48 per dozen

Assorted Coffee Cakes

\$54 per dozen

Egg & Cheese Croissant

Sausage, Ham or Bacon. Minimum 1 dozen, per selection; please specify
\$60 per dozen

Southern Chicken Biscuit

\$60 per dozen

Assorted Greek Yogurt

\$4 each

Individual Cereal and Milk

\$4 each

ASSORTED SNACKS

Individually Bagged Trail Mix

\$5 each

Individually Bagged Peanuts

\$4 each

Individually Bagged Pretzels, Potato Chips, Popcorn

\$4 each

Individual Energy Bars

\$60 per dozen

Individual Kind Bars

\$60 per dozen

Individual Cereal or Granola Bars

\$36 per dozen

Assorted Snack-sized Candy Bars

\$12 per dozen

Individually wrapped Brownies

\$42 per dozen

Individually wrapped Cookies

\$42 per dozen

Individually wrapped String Cheese

\$48 per dozen

Whole Fresh Fruit

\$3 each

*Premium Ice Cream Novelties

\$60 per dozen

*Frozen Fruit Bars

\$60 per dozen

**Popcorn Machine Rental

\$175 daily

Popcorn Kit

Includes all necessary containers and supplies to provide. Approx. 300 servings

\$160

Popcorn attendant (not required), minimum 4 hours

\$150, additional hours \$25 per hour

*Access in booth to 110v 20 amp electrical.
A 6' x 4' operating space for freezer.

**Access in booth to 110v 20 amp electrical and
6' x 4' operating space.



BOXED MEALS

All boxed meals include chips, cookie and bottled water. There is a minimum of 5 boxed meals per selection.

Boar's Head Oven Roasted Turkey, Lean Roast Beef, Honey-Cured Ham or Shaved Herb Chicken Breast with lettuce, tomato & cheese on a Kaiser Roll

\$24 per person

Roasted Vegetables with Hummus, served with lettuce, and Tomato on a whole wheat wrap

\$24 per person

Caesar Salad with crisp romaine, herb roasted chicken, focaccia croutons, tomatoes, Parmesan cheese and creamy Caesar dressing

\$30 per person

ATTENDANTS

Booth Attendant/Server

*\$150 each 4-hour minimum;
each additional hour \$25 per attendant*

Please contact your Catering Manager for Reception items, Bar pricing and Specialty Items.

All alcohol service requires advanced approval from Show Management.

Booth Bartender

\$150 each; 3-hour minimum. Each additional hour \$25 per bartender

A bartender is required on all host and cash bars. As a general rule, one bartender per 100 guests is recommended.

INFORMATION

Alcohol Policies

Approval required from Exhibit Manager/ Show Owner before arrangements will be made for alcohol.

The sale and service of all alcohol in the Charlotte Convention Center is regulated by the North Carolina Alcoholic Beverage Control (ABC) Commission. It is our responsibility to administer and abide by the following rules:

- All alcoholic beverages must be dispensed by Convention Center employees.
- All attending guests must be able to produce valid picture identification upon request in accordance with North Carolina ABC laws.
- Convention Center staff reserves the right to refuse service to any patrons for any reason.
- No beer, wine or alcohol may be brought into the Convention Center by any person or outside service.
- The Convention Center may require a uniformed security guard at all functions where alcohol is being served (refer to event regulations for additional information).

Tax and Service Charge

All prices are subject to 22% service charge and applicable tax.

Catering Terms and Conditions

A signed Service Order Confirmation is due at least 30 days prior to event with full prepayment to confirm catering. A completed credit card authorization form or advance deposit must be provided by the customer as a guarantee of payment for any additional onsite services rendered or increases in guarantees. Final guarantees are due three (3) business days prior to event by noon. Any additional amounts due will be based on the actual number of people or items requested to be served/ added and approved by your Catering Manager.

Discrepancies in billing should be submitted in writing within 15 days of invoice date.



C O N T A C T I N F O

Betsy Belcher

Catering Sales Manager

Betsy.belcher@crva.com

704.339.6044

Electrical Rules & Regulations

01. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by media organizations or the exposition services provider unless specified otherwise. Electrical panels or other equipment in column recesses may not be blocked at any time.
02. All equipment regardless of source of power must meet federal, state and local safety codes. The Convention Center reserves the right to refuse electrical connection of equipment based on safety.
03. Claims will not be considered unless filed by exhibitors prior to close of show.
04. Prices are based on current wage rates and are subject to change without notice.
05. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. The Convention Center will not be responsible for power failure or voltage fluctuation.
06. All material and equipment furnished by the Convention Center for electrical service orders shall remain the Convention Center's property and shall be removed only by Convention Center personnel at the close of the show.
07. Convention Center electricians are authorized to cut floor coverings, to permit installation of service and to maintain floor pit systems. No exceptions will be made in this area. Failure to comply may result in loss of service order. Workspace layouts are prepared by convention management or media organizations, not the Convention Center.
08. All media-provided electrical cords must be of the three-wire grounding type, suitable for installation. "Zip" cord or Romex are not allowed. All exposed non-current carrying metal parts of fixed equipment, which may become energized, shall be grounded.
09. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring. All work performed within the booth will be charged on a time and material basis.
10. Advance orders must be received a minimum of 14 days prior to 1st day of show move-in date.
11. Payment must accompany order. No exceptions please. Notice of cancellation must be received prior to scheduled move-in in order to receive credit. Credit will not be given for services installed and not used.
12. Lighting levels for move-in and move-out will be at 50 percent. Exhibit halls are not air conditioned during move-in and move-out.
13. Media organizations are not allowed access to floor pits at any time.
14. Floor rate prices apply to orders received after the due date (14 days prior to 1st day of show move-in date). The Convention Center does not guarantee service prior to show opening for late orders. All requirements exceeding the rate schedule must be priced and approved by the Convention Center prior to ordering.
15. Power will not be installed until payment is received. No expectations.
16. Motor and equipment prices are for ordered power sources only. Hook-ups are not included. No receptacles of any kind are provided by the Convention Center. Media organizations may supply their own receptacles. Labor for electrical work on equipment, including repairs, tracing malfunctions, fishing cable under carpet, and hook-ups provided by Convention Center electricians, will be charged at the prevailing rate (\$85.00 per hour, one hour minimum). If floor plans are received in advance (14 days prior to 1st day of show move-in date), every attempt will be made to work with the decorator to install cable under the carpet.
17. Exhibitor technicians are permitted to perform all electrical work inside booths, including hook-ups, to ordered power sources. All work must conform to national and local codes and is subject to inspection by Convention Center personnel.
18. Labor rates are based on nine hour days, typically from 7:30 a.m. to 5 p.m. Booth labor will be charged an overtime rate after 5 p.m. at the rate of 1.5 times the normal rate.
19. Larger lights such as Leiko lights can be ordered from the Convention Center's preferred in-house audio visual production contractor. For information on services and pricing call 704.339.6180.
20. All power 100 amps and below are typically brought to booths through the floor pit system, located 30 feet on center throughout exhibit halls. Air and water lines are not directed from overhead.
21. The Convention Center's power is 120/208 or 277/480 volts, three phase, five wire wye. Other voltages are not available unless step-up or step-down transformers are provided by the licensee. Rates run the duration of the show. Power, air and water are available 24 hours.
22. Will you require a Convention Center electrician?
 YES NO

QUANTITY	DESCRIPTION	ADVANCED RATE	FLOOR RATE	TOTALS
_____	POWER STRIP (NO POWER)	-	\$35.00	_____
_____	EXTENSION CORD (NO POWER)	-	\$35.00	_____
120 VOLT LIGHTING AND UTILITY (DUPLEX) OUTLETS				
_____	5 AMP (600 WATT)	\$87.00	\$118.00	_____
_____	10 AMP (1200 WATT)	\$112.00	\$147.00	_____
_____	20 AMP (2400 WATT)	\$140.00	\$196.00	_____
MOTOR AND EQUIPMENT SCHEDULE				
208 VOLT SINGLE PHASE*				
_____	0 TO 20 AMPS	\$218.00	\$325.00	_____
_____	21 TO 30 AMPS	\$269.00	\$397.00	_____
_____	31 TO 50 AMPS	\$364.00	\$532.00	_____
_____	51 TO 70 AMPS	\$482.00	\$694.00	_____
_____	71 TO 100 AMPS	\$588.00	\$840.00	_____
208 VOLT THREE PHASE*				
_____	0 TO 20 AMPS	\$308.00	\$426.00	_____
_____	21 TO 30 AMPS	\$403.00	\$571.00	_____
_____	31 TO 50 AMPS	\$571.00	\$853.00	_____
_____	51 TO 70 AMPS	\$728.00	\$1,092.00	_____
_____	71 TO 100 AMPS	\$1,002.00	\$1,355.00	_____
480 VOLT THREE PHASE*				
_____	0 TO 20 AMPS	\$543.00	\$801.00	_____
_____	21 TO 30 AMPS	\$728.00	\$1,092.00	_____
_____	31 TO 50 AMPS	\$1,131.00	\$1,658.00	_____
_____	51 TO 70 AMPS	\$1,540.00	\$2,296.00	_____
_____	71 TO 100 AMPS	\$1,960.00	\$2,867.00	_____
SERVICE DROPS				
_____	208 VOLT, 200 AMPS, SINGLE-PHASE	\$896.00	\$1,344.00	_____
_____	208 VOLT, 200 AMPS, THREE-PHASE	\$1,456.00	\$2,061.00	_____
_____	208 VOLT, 400 AMPS, SINGLE-PHASE	\$1,915.00	\$2,643.00	_____
_____	208 VOLT, 400 AMPS, THREE-PHASE	\$3,024.00	\$4,032.00	_____
* FOR DIRECT TIE IN ONLY. NO RECEPTACLES PROVIDED.			SUBTOTAL	_____
* UTILITY CHARGES ARE BASED ON ESTIMATED NEEDS AT THE TIME OF ORDER. OVER/UNDER PAYMENTS OF LESS THAN \$5.00 WILL BE WRITTEN OFF AT THE CONCLUSION OF THE EVENT.			RENTALS	_____
			TOTAL CHARGES	_____

Please Print

National Pavement Expo 2023

Name of Event _____

Event Date January 25-27, 2023 Booth No. _____

Company Name _____

Contact _____

Telephone _____

Fax _____

Email Address _____

Address _____

City _____

State _____ Zip _____

Authorized by _____

Print Name _____

Date _____

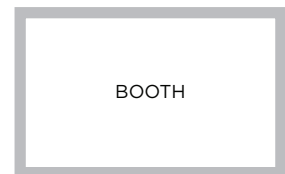
Charlotte Convention Center Exhibit Floor Service Desk during event: 704.339.6700

Orders must be received with payment 14 days prior to 1st day of show move-in to be eligible for advanced rate.

NOTE: Before any additional work can be performed, a credit card number must be on file. Under no circumstances can power be resold by show management, production companies, show's general contractor or exhibitors.

Please use the diagram on the right to indicate the desired locations for utility service orders.

Left



Right

Make checks payable to:
Charlotte Convention Center
c/o Smart City Networks
5795 W. Badura Ave., Suite #110
Las Vegas, NV 89118

Order Verification:
888.446.6911

Technical Questions:
704.339.6700

Fax orders:
702-943-6001

Online Orders:
orders.smartcitynetworks.com

Email Orders to:
customerservice@smartcitynetworks.com

When your order is processed, you will receive an email with a link to Smart City Networks payment portal.



Exhibitor Insurance Program

EXHIBITOR GENERAL LIABILITY INSURANCE (REQUIRED)

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

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

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

Apply for insurance coverage online

[Click here](#) to purchase General Liability insurance for National Pavement Expo

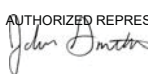
Visa, Mastercard, AMEX are accepted

Coverage must be purchased prior to the event/show

QUESTIONS?

Total Event Insurance

emeraldexhibitor@totaleventinsurance.com

ACORD 1. CERTIFICATE OF LIABILITY INSURANCE		DATE					
PRODUCER Insurance Company Name Fax: (212) 555-6100 Insurance Company Address 1 Insurance Company Address 2 Attn: Agent Name (212) 555-6102 ext. 1234		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSUREERS AFFORDING COVERAGE					
INSURED 2. Exhibiting Company Name Exhibiting Company Address 1 Exhibiting Company Address 2 Attn: Exhibiting Company Contact Name Phone: (212) 555-5349 Fax: (212) 555-9819		INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:					
COVERAGES 3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS		
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/23	01/01/24	EACH OCCURENCE	\$1,000,000	
	FIRE DAMAGE (Any one fire)				\$ 50,000		
	MED EXP (Any one person)				\$ 5,000		
	PERSONAL & ADV INJURY				\$1,000,000		
	GENERAL AGGREGATE				\$2,000,000		
	PRODUCTS-COMP/OP AGG				\$2,000,000		
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/23	01/01/24	COMBINED SINGLE LIMIT	\$1,000,000	
	(Ea accident)						
	BODILY INJURY				\$		
	(Per person)						
	BODILY INJURY				\$		
	(Per accident)						
A	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____ <input type="checkbox"/> _____	XL1234567	01/01/23	01/01/24	PROPERTY DAMAGE	\$	
	(Per accident)						
	AUTO ONLY-EA ACCIDENT						
	OTHER THAN				\$		
	AUTO ONLY:				\$		
					\$		
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	A4145-SS-PJ37	01/01/23	01/01/24	EACH OCCURENCE	\$1,000,000	
	AGGREGATE				\$1,000,000		
					\$		
					\$		
					\$		
					\$		
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/23	01/01/24	X	WC STATU- ORY LIMITS	OTHER
	E.L. EACH ACCIDENT				\$1,000,000		
	E.L. DISEASE-EA EMPLOYEE				\$1,000,000		
	E.L. DISEASE -POLICY LIMIT				\$1,000,000		
D	OTHER				Each Occurrence & Aggregate		
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Emerald, Freeman (Official Service Provider), The Charlotte Convention Center (Facility), and the National Pavement Expo (Show) are hereby named as additional insured, except for Workers' Compensation. The insurance provided for the benefit of Emerald, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Emerald shall be excess and non-contributory. Show date(s) are January 25-27, 2023 in Charlotte, NC.							
CERTIFICATE HOLDER X ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION SHOULD ANY OF THE ABOVE-DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS					
6. Emerald / National Pavement Expo 31910 Del Obispo #200 San Juan Capistrano, CA 92675 Attn: Kate Benson		AUTHORIZED REPRESENTATIVE 					

- PRODUCER: Name, address and phone number of insurance carrier.
- INSURED: Company name, address, phone number and booth number of company insured.
- COVERAGES: Coverage must be provided for Comprehensive General Liability, Automotive Liability (if applicable), and Workmen's Compensation, complete with policy numbers, effective dates of Coverage and limits of coverage.
- FORM OF COVERAGE: Must be "occurrence" form of coverage.
- NAME OF ADDITIONAL INSUREDS: Emerald (Show Management), Freeman (Official Service Provider), the National Pavement Expo (Show) and the Charlotte Convention Center (Facility) as additional insureds on a primary and

- non-contributory basis. Show dates are January 25-27, 2023.
- CERTIFICATE HOLDER: Emerald – The National Pavement Expo, 31910 Del Obispo #200, San Juan Capistrano, CA 92675, Attn: Kate Benson
- POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
- POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
- LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Insurance Requirements.
- AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

National Pavement Expo

January 25-27, 2023 | Charlotte Convention Center, Charlotte, NC

Choose the solution that will *instantly* capture contact & demographic data
See page 2 for our enhanced product descriptions.

Order Lead Retrieval	on or before 11/16/22	from 11/17/22 to 12/28/22	after 12/28/22	number of units	TOTAL
SWAP® Mobile App (1 - 3 users) NEW FEATURES!	\$ 549	\$ 579	\$ 599		\$
Handheld Badge Scanner (RT2000) For "Touchless" scanner with stand, please contact exhibitorservices@maritz.com.	\$ 549	\$ 579	\$ 599		\$
Tablet (Android Device) For "Touchless" tablet with stand, please contact exhibitorservices@maritz.com.	\$ 479	\$ 499	\$ 549		\$
Add SWAP Mobile App Users to any above products (after purchase of initial lead option)	\$ 149 each				\$
Bluetooth Printer Order 1:1 for all SWAP Mobile Users, Handheld Scanners and Tablets purchased	\$ 100	\$ 125	\$ 150		\$
Developer's Kit (Real Time Data Services) Click here for more information	\$ 800				\$
Delivery of Reader to Booth (Post show pickup not available)	\$ 200				\$
Sub-Total					\$
Processing Fee*					\$ 9.99
Total with 9.75% Sales Tax**					\$
TOTAL					\$



Your Lead Retrieval Order Confirmation will be emailed to you.

Note: All equipment must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.

TERMS AND CONDITIONS: Purchase Orders are not accepted.

All orders cancelled prior to 30 days of the show will incur a \$100 cancellation fee. Orders cancelled within 30 days of the show will not be refunded.

Click [here](#) for additional Terms and Conditions

* Processing fee waived when order is placed using company's online lead portal.

** Taxable items and rates vary among states and are subject to change. Please call for exact quote.



Your Safety is our Top Priority!
[Learn more about Exhibiting Safely](#)

Order Online Now: <https://exhibitor.swap.mge360.com/>

Exhibiting Company: _____ Booth #: _____

Check if information is for: Exhibiting Company Third Party

3rd Party Company (if applicable): _____ Contact Name: _____

Address: _____ City: _____

State/Country: _____ Zip: _____ Email: _____

Phone: _____ Fax: _____

Do not email credit card information

Upon registration for this event, all guests (foreign and domestic) agreed to Terms of Use which include voluntarily sharing their personal information with exhibiting companies via lead retrieval. Maritz Global Events recommends all customers seek their own expert advice for GDPR Compliance concerns.

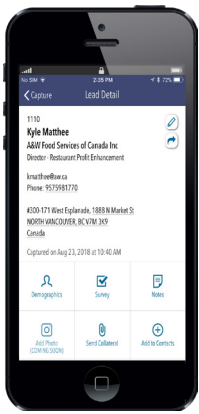
Order Online Now: <https://exhibitor.swap.mge360.com/>

For Assistance Contact:
ExhibitorServices@maritz.com
877-623-3487

It is against Maritz Global Events' security policy to accept credit card information via email.



Which Solution is Right for Your Booth?



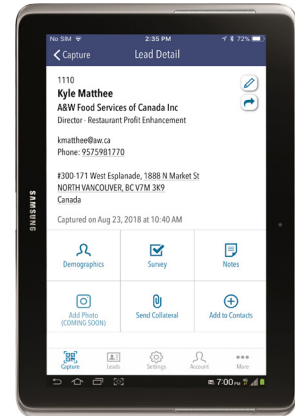
SWAP

- Native app for Android or iOS
- Economical way to get scanning solution into the hands of each salesperson
- Tracks leads by individual
- Supports sending marketing collateral through email
- Printers pair 1:1 with each SWAP mobile device
- Business card scanning



Handheld Scanner (RT2000)

- High Speed: excellent for booth events, product theaters, and in-booth sessions
- Ergonomic—left and right hand enabled
- Good for busy booths that require shared devices
- Printers pair 1:1 with each device



Tablet (Android Device)

- Full connectivity with integrated scanning
- Good for booths that require a shared scanning device
- Larger screen is perfect for long surveys or detailed notes
- Printers pair 1:1 with each device
- Business card scanning

All our badge scanners run on the easy-to-use SWAP platform. Choose the option that's right for your booth or mix and match to create a custom solution.

Every lead choice allows you to:

- Gather data from attendee badges
- Rank leads
- Provide custom surveys
- Add notes to leads
- Access and download data from your secure portal
- Mix and match scanning solutions
- Scan leads with or without data connection
- View and edit data in real time

What's NEW with our badge scanning devices:

- Printers pair 1:1 with all lead solutions
- Copy over surveys from previous events
- Enhanced surveys: new branching functionality to allow for better lead qualification
- Lead matchmaking

Order Online Now: <https://exhibitor.swap.mge360.com/>



encoreSM

EVENTS THAT TRANSFORM



Exhibitor Kit

Easy Ordering

As the preferred Technology Provider of the Charlotte Convention Center, Encore is committed to making your experience as easy and stress-free as possible.



Self-service option available through our online store – EventNow

Step 1

Visit [EventNow](#) and select 'I am planning an exhibit booth'

Step 2

Browse our technology catalog

Step 3

Select from a list of available products/product packages and service packages, then check out.*

* EventNow is only available more than two days prior to event load in. If ordering within two days, contact your Encore on-site team.

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.

EventNow

offers a range of solutions for any exhibitor:

As the preferred Technology Provider of the Charlotte Convention Center, Encore is committed to making your experience as easy and stress-free as possible.

- Large and small format HD monitors (40" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- LED Lighting
- Flipchart Packages

NEED RIGGING

If so, please fill out rigging request, <https://www.encoreglobal.com/rigging-request/>

Encore representative will be in touch with you.

We make it easy



Easy ordering options



Confirmation email is sent with your order details



We regularly maintain and service all equipment



Encore delivers, installs, and tests equipment



After the show, Encore picks up your rental equipment



Need assistance or products/solutions not offered in EventNow?

Call your Encore on-site contact directly:

Ashley Watkins
Senior Sales Manager
Ashley.Watkins@encoreglobal.com
O +1 704-339-6184 | M +1 760-525-8018

What else can we do?

Experiential Exhibits

Led Walls

Lighting Solutions

Projection

Video Solutions

And More!



*** INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



INTERNET SERVICE CONTRACT CHARLOTTE CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name: National Pavement Expo 2023	
Billing Company Name:		Show Start Date: January 25, 2023	Show End Date: January 27, 2023	
Billing Company Address:		INCENTIVE ORDER DEADLINE: January 7, 2023		
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

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BASIC INTERNET, NOT FOR STREAMING	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Includes: 1 Private IP Address, Routers PROHIBITED and will not work					
1.5 Mbps Burstable To 3 Mbps (DHCP), <i>Intended for light Internet usage</i>		\$895	\$1,140	\$1,368	
Additional Device(s), Per Device Up to 4 [6 or more available online]		\$185	\$220	\$255	

DEDICATED INTERNET, FOR STREAMING, GAMING & WEBCAST	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Includes: 5 Private IP Addresses, Routers SUPPORTED					
Dedicated 3 Mbps		\$2,974	\$3,715	\$4,457	
Dedicated 6 Mbps		\$5,015	\$6,269	\$7,523	
Dedicated 10 Mbps		\$6,673	\$8,339	\$10,006	
Dedicated 15 Mbps		\$9,945	\$12,436	\$14,923	
Dedicated 20 Mbps		\$13,175	\$16,473	\$19,768	
Upgrade to 29 Public Static IP Addresses		\$846	\$1,015	\$1,219	
<i>Higher bandwidth services available for uhd streaming</i>					

INTERNET EQUIPMENT & LABOR	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Switch Rental – up to 24 ports		\$157	\$191	\$230	
Patch Cable (up to 100') – Cat5e		\$43	\$53	\$63	
Labor / Floor Work – four lines per hour		\$106	\$106	\$106	
Distance Fee for each Internet line delivered outside the facility		\$500	\$500	\$500	

WIRELESS INTERNET, Full products catalog available online
SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

<p>I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: right;">SUBTOTAL</td><td></td></tr> <tr><td style="text-align: right;">ESTIMATED 10% TAX/FEES</td><td></td></tr> <tr><td style="text-align: right;">GRAND TOTAL</td><td></td></tr> </table>	SUBTOTAL		ESTIMATED 10% TAX/FEES		GRAND TOTAL	
SUBTOTAL							
ESTIMATED 10% TAX/FEES							
GRAND TOTAL							

Effective June 17, 2022 – December 31, 2023 - Y061722A

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name: _____	Signature: _____	Date: _____
(X) _____	(X) _____	____/____/____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

Make checks payable to SMART CITY NETWORKS
 Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110
 Las Vegas, NV 89118



You may reach us with questions at:
 Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
 Order online at: orders.smartcitynetworks.com
 Or fax order to (702) 943-6001

ORDER NOW ➔

Customer Number:
2023-002-825

*** INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



TELEPHONE SERVICE CONTRACT CHARLOTTE CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name: National Pavement Expo 2023	
Billing Company Name:		Show Start Date: January 25, 2023	Show End Date: January 27, 2023	
Billing Company Address:		INCENTIVE ORDER DEADLINE: January 7, 2023		
City, State, Zip:		Country:	On-site Authorized Contact:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

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VOICE SERVICES, PBX Service – Domestic Long Distance Included	QTY	INCENTIVE*	BASE	ON-SITE	Total
Single Line <input type="checkbox"/> Instrument <input type="checkbox"/> Non Dial 9 <input type="checkbox"/> International Long Distance		\$234	\$293	\$352	
Multi Line Phone with (1) main number and (1) rollover line		\$353	\$442	\$530	
Speaker Phone Line with Polycom Instrument		\$395	\$489	\$587	
Distance Fee for each Telephone line delivered outside the facility		\$100	\$100	\$100	

Effective June 17, 2022 – December 31, 2023 - Y061722A

SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

SUBTOTAL	
ESTIMATED 10% TAX/FEES	
GRAND TOTAL	

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

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Make checks payable to SMART CITY NETWORKS
Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110
Las Vegas, NV 89118



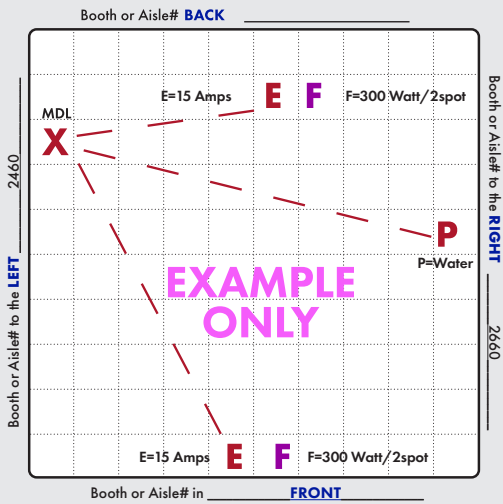
You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: orders.smartcitynetworks.com
Or fax order to (702) 943-6001



Customer Number:
2023-002-825

"UTILITIES" FLOORPLAN WORKSHEET

Company Name:	Show: National Pavement Expo 2023	Booth/Room #:
Center: Charlotte Convention Center	Customer / Ref #:	2023-002-825



SPECIFY YOUR DESIRED LOCATION OF SERVICES

X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

E = ELECTRICAL POWER
Example: "E-10 Amps"

F = FLOOD LIGHTS
Example: "F-300 Watt/2 Spot"

P = PLUMBING
Example: "P-Water",
"P-Compressed Air"

For Smart City to perform your floor work, you will need to indicate the location of each item you want installed. Make sure and order your floor work, flood lights and materials early and in advance of the show moving in.

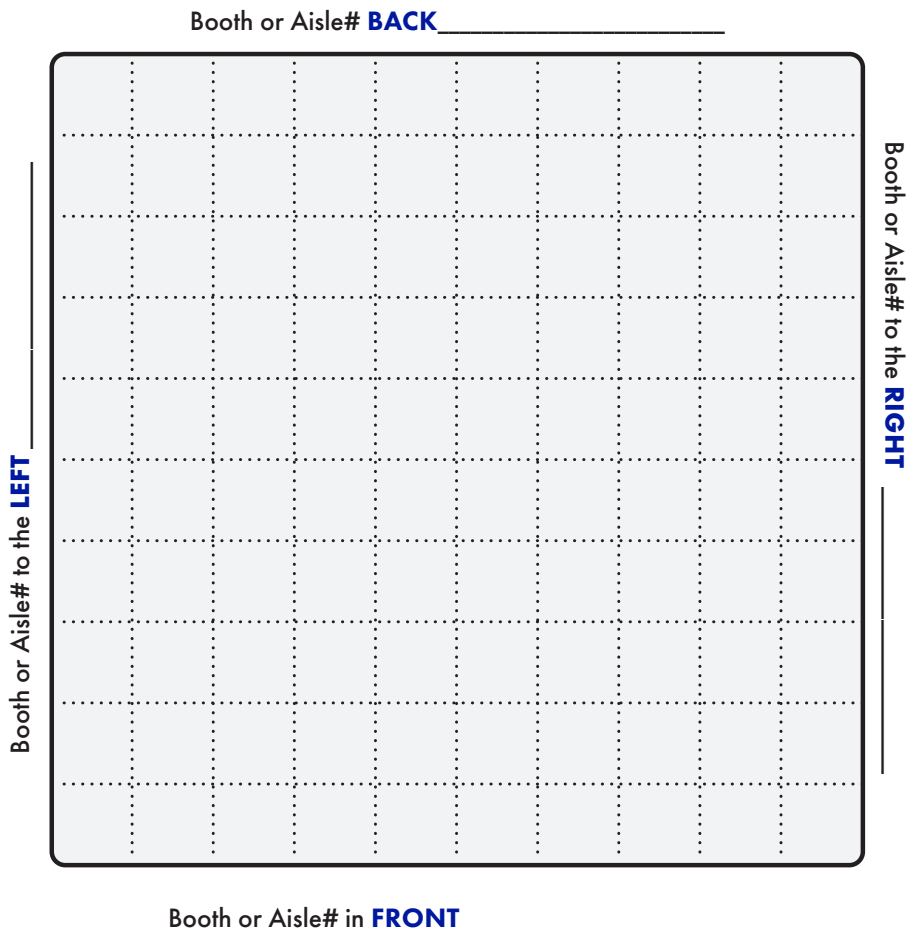
IMPORTANT! Prior to installation of service, a complete Floorplan is required. Please utilize this grid should you not have your own Floorplan to send us. Submit a Floorplan for each service group (Electrical, Plumbing, etc) or combine all on one Floorplan. For a Floorplan to be considered complete it must include all the information listed below (Main drop "MDL", designated location of items within the booth, surrounding booths, scale-length and width). Smart City is the exclusive installer of Electrical, Plumbing, etc.

Rates include bringing services to the rear of standard booth or to the nearest floor port inside an island booth. Specific location requests and services greater than 100 Amps will incur additional charges. **All work performed within booth to place services in other locations will be charged on a time and material basis. A connect and disconnect fee will be incurred for all connected services, whether connected direct or otherwise.**

Booth Orientation: For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

BOOTH SIZE _____ ft x _____ ft **SCALE:** 1 BOX IS = TO _____ ft

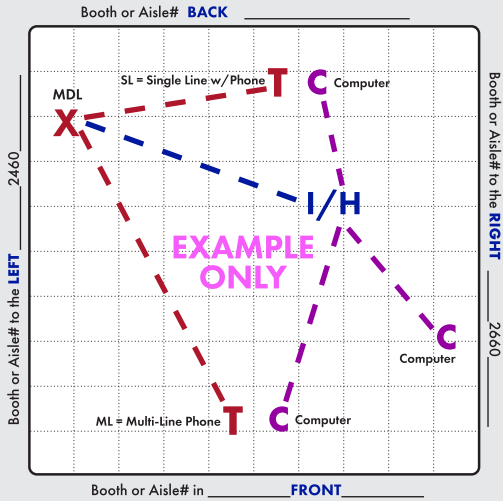
BOOTH TYPE Island Inline



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Order online at: orders.smartcitynetworks.com
Or fax order to (702) 943-6001

"COMMUNICATIONS" FLOORPLAN WORKSHEET

Company Name:	Show: National Pavement Expo 2023	Booth/Room #:
Center: Charlotte Convention Center	Customer / Ref #: 2023-002-825	



SPECIFY YOUR DESIRED LOCATION OF SERVICES

X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

T = TELEPHONE/FAX

I = INTERNET SERVICE

H = HUBS

PC = PATCH CABLES

C = COMPUTERS

Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

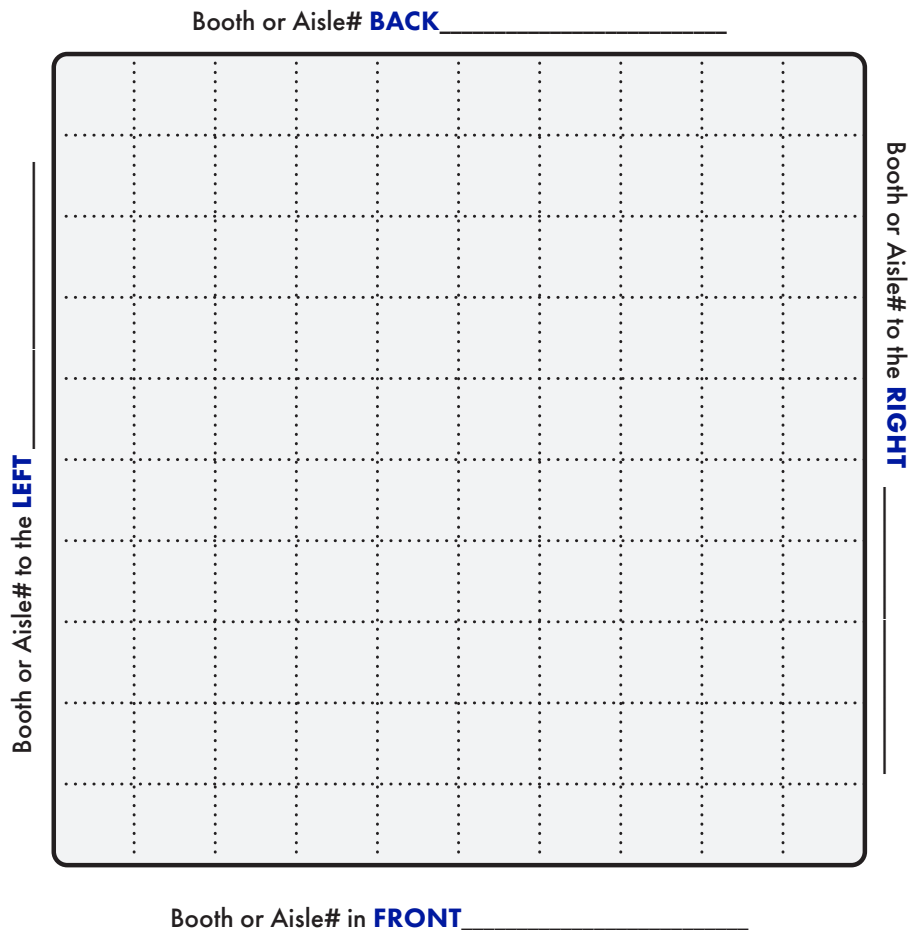
Voice and Data communications cabling. Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT! Prior to installation of service, a complete Floorplan is required. Please utilize this grid should you not have your own Floorplan to send us. You may use a different Floorplan for each service group (Telephone, Internet, etc.) or combine all services on one Floorplan. For a Floorplan to be considered complete it must include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Booth Orientation: For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

BOOTH SIZE _____ ft x _____ ft **SCALE:** 1 BOX IS = TO _____ ft

BOOTH TYPE Island Inline



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WIRELESS PERFORMANCE AGREEMENT

Company Name:	Show: National Pavement Expo 2023	Booth/Room #:
Center: Charlotte Convention Center	Customer / Ref #: 2023-002-825	

OVERVIEW

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 446-6911 to discuss your network design.

CUSTOM WIRELESS NETWORKS

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 446-6911 for a custom wireless quote.

INTERNAL NETWORKS

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

CUSTOMER ACCEPTANCE

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. No service refunds will be given.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Printed Name: _____ Signature: _____ Date: _____

Title: _____ Email: _____ Phone #: _____



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