



# ASD MARKETWEEK

August 21 - 24, 2022 • Las Vegas • asdonline.com



# EXHIBITOR SERVICES MANUAL

## MAIN MENU

<b>GENERAL INFO.....</b>	<b>2</b>	Storage.....	17
DATES & TIMES.....	2	Vehicles on Display.....	17
EXHIBIT HALL LOCATION.....	3	<b>DEMONSTRATIONS.....</b>	<b>17</b>
SHOW MANAGEMENT CONTACTS.....	3	Aisle Space.....	17
VENDORS.....	4	Exhibitor Conduct /Good Neighbor Policy.....	17
SHOW PLANNER.....	5	Food & Beverage Sampling.....	18
INSURANCE.....	6	Noise / Music.....	18
<b>BOOTH REGULATIONS.....</b>	<b>7</b>	Raffles, Drawings, and Contests.....	18
CONSTRUCTION/DESIGN.....	7	<b>ADDITIONAL INFORMATION.....</b>	<b>18</b>
Booth Package Inclusions.....	7	Americans with Disabilities Act (ADA).....	18
Carpet, Pipe and Drape.....	7	CBD/THC/Cannabis Products.....	18
Linear / Inline Booth Guidelines.....	8	Distribution of Promotional Items.....	18
Island / Split Island / Peninsula Booth Guidelines.....	9	Donations.....	19
Hanging Signs & Airborne Objects.....	10	Food & Beverage.....	19
<b>FREIGHT &amp; DELIVERIES.....</b>	<b>11</b>	Luggage.....	19
Warehouse Shipping Address:.....	11	Photography.....	19
Direct to Show Site Address:.....	11	Sale of Booth(s).....	19
Marshalling Yard.....	11	Selling (Retail) at Booth.....	19
Show Site Shipping/Freight Options.....	12	Sharing of Exhibit Space.....	19
<b>INSTALL/DISMANTLE &amp; LABOR REGULATIONS.....</b>	<b>13</b>	Strolling Entertainment & Suitcasing.....	19
Early Breakdown Warning – Enforcement &		Tobacco Vendors at ASD.....	20
Penalties.....	13	Wheeled Devices.....	20
Late Set-Up.....	13	<b>SECURITY INFORMATION.....</b>	<b>21</b>
Labor/Union Laws.....	13	Jewelry Secure Lock-Up Hours.....	21
Safety.....	14	<b>REGISTRATION.....</b>	<b>22</b>
Cleaning.....	14	STAFF BADGES.....	22
<b>EXHIBITOR APPOINTED CONTRACTOR.....</b>	<b>15</b>	ADMISSION POLICY.....	22
<b>UTILITIES.....</b>	<b>16</b>	Children.....	22
ELECTRICAL.....	16	Exhibitor Appointed Contractors (EAC).....	22
INTERNET SERVICES.....	16	Guests.....	22
<b>ONSITE BOOTH GUIDELINES.....</b>	<b>16</b>	<b>GETTING THERE.....</b>	<b>23</b>
DISPLAY.....	16	HOTELS.....	23
Animals.....	16	PARKING.....	23
Booth Appearance.....	16	LAS VEGAS CONVENTION CENTER LOOP.....	23
Canopies & Ceilings.....	16	SHUTTLES.....	23
Display of Product.....	17	RIDESHARE / TAXI.....	23
Hanging Signs & Graphics.....	17	BUSINESS CENTER.....	23
		<b>SPONSORSHIP AND PROMOTIONAL OPPORTUNITIES.....</b>	<b>23</b>

# Welcome to the ASD Market Week August 2022 Exhibitor Services Manual.

The information in the pages following is designed to help guide you through the planning process of exhibiting at ASD Market Week. 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 to 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

##### WEST HALL BOOTHS

West Hall booth move-in dates/times are based on your booth location and booth contract. [Review the West Hall Move-in Floor Plan here](#) and review details below:

##### **West Hall – Toy, Gift, Home (booths W11200-W13440)**

Friday, August 19, 2022	8:00 AM – 6:00 PM
Saturday, August 20, 2022	8:00 AM – 7:00 PM

##### **West Hall – General Merchandise/Value Variety (booths W13700-W19340)**

*\*Thursday 1:00 PM move-in applies ONLY to General Merchandise/Value Variety booths, with booth numbers W13700-W19340, that have contracted for Saturday Preview Day.*

*Thursday, August 18, 2022	1:00 PM – 5:00 PM	<i>*Saturday Preview Day Exhibitors only</i>
Friday, August 19, 2022	8:00 AM – 6:00 PM	
Saturday, August 20, 2022	8:00 AM – 7:00 PM	

##### NORTH HALL BOOTHS

##### **North Hall – All Booths (Beauty, Accessories, Fashion, Footwear, Cash+Carry, SourceDirect)**

Friday, August 19, 2022	8:00 AM – 6:00 PM
Saturday, August 20, 2022	8:00 AM – 7:00 PM

##### CENTRAL HALL BOOTHS

##### **Central Hall – All Booths (Alternative Lifestyle, C-Store)**

Friday, August 19, 2022	8:00 AM – 6:00 PM
Saturday, August 20, 2022	8:00 AM – 7:00 PM

- Exhibitors arriving after the posted move-in hours will not be allowed into the exhibit hall and must return the next morning. Those in the exhibit hall at the end of the official posted time may remain to finish work in progress until it is time to clear the hall at 10:00 pm, but for security reasons, once you leave the hall after posted times, you cannot return.



## Show Days

Sunday, August 21, 2022	9:00 AM – 6:00 PM	<i>All booths must be completely set by 8:00 AM</i>
Monday, August 22, 2022	9:00 AM – 6:00 PM	
Tuesday, August 23, 2022	9:00 AM – 6:00 PM	
Wednesday, August 24, 2022	9:00 AM – 4:00 PM	<i>All booths must remain set until 4:00 PM</i>

- Exhibitors will be permitted access 2 hours prior to show open on Day 1 (Sunday) and 1 hour after show close. Exhibitors will be permitted access 1 hour prior on following show days.
- Early move-out is strictly prohibited and fines will be assessed.

## Move-out

Wednesday, August 24, 2022	4:00 PM – 10:00 PM	
Thursday, August 25, 2022**	8:00 AM – 12:00 PM	<i>**Freight carrier loading only. Trucks must check into the Marshalling Yard by 8:00 am. All merchandise must be packed and loaded out from the Las Vegas Convention Center by 12:00 PM Thursday, August 25.</i>

## EXHIBIT HALL LOCATION

### Las Vegas Convention Center

West Hall  
300 Convention Center Drive  
Las Vegas, NV 89109

North Hall  
3150 Paradise Road  
Las Vegas, NV 89109

Central Hall  
3150 Paradise Road  
Las Vegas, NV 89109

This is a non-smoking building.

## SHOW MANAGEMENT CONTACTS

[Click here](#) for a list of show management contacts.

## VENDORS

Click on vendors to get more information.



### **FREEMAN**

FURNITURE, ACCESSORIES,  
LABOR, ELECTRICAL, UTILITIES,  
RIGGING, FREIGHT/SHIPPING,  
GRAPHICS, CLEANING

[ORDER ONLINE](#)

CALL: 888-508-5054



### **AUDIO / VISUAL (SMART SOURCE)**

[ORDER ONLINE](#)

[ORDER FORM](#)

[E-MAIL](#)



### **BOOTH SECURITY (SOA)**

[ORDER FORM](#)

[E-MAIL](#)



### **CATERING (CENTERPLATE)**

[ORDER ONLINE](#)

[MENU & ORDER FORM](#)

[E-MAIL](#)



### **EXHIBITOR INSURANCE (MARSH TOTAL EVENT)**

[ONLINE APPLICATION](#)



### **HOTEL RESERVATIONS (ONPEAK)**

[ONLINE RESERVATIONS](#)

PHONE: (855) 992-3353



### **FLORAL & PLANT SERVICES PHOTOGRAPHY (EXPOEASE)**

[WEBSITE](#)

[ORDER FORM](#)

[E-MAIL](#)



### **INTERNET & TELEPHONE (COX)**

[ORDER ONLINE](#)

[ORDER FORM](#)



### **INTERNATIONAL SHIPPING (PHOENIX INTERNATIONAL)**

[WEBSITE](#)

[GUIDELINES](#)

[E-MAIL](#)



### **LEAD RETRIEVAL (MARITZ GLOBAL EVENTS)**

[ORDER ONLINE](#)

[ORDER FORM](#)

[E-MAIL](#)

## SHOW PLANNER

Deadline	Key Action Items	Completed
ASAP	Complete Your Online Directory Listing and Product Categories	<input type="checkbox"/>
ASAP	Register for Staff Badges	<input type="checkbox"/>
ASAP	Book Your Hotel Reservations	<input type="checkbox"/>
June 12/July 24	Buyer Lead Retrieval (tiered Discount Deadlines)	<input type="checkbox"/>
July 19	Advance Warehouse Freight Receiving Begins	<input type="checkbox"/>
July 15	Order Booth Security (Discount Deadline)	<input type="checkbox"/>
July 22	Order Internet/Wireless Services	<input type="checkbox"/>
July 22	Submit Exhibitor Appointed Contractor (EAC) Form + Insurance	<input type="checkbox"/>
July 22	Submit Exhibitor Certificate of Insurance	<input type="checkbox"/>
July 22	Purchase Insurance (if needed)	<input type="checkbox"/>
July 28	Order Furniture & Accessories (Discount Deadline)	<input type="checkbox"/>
July 28	Electrical Outlets & Labor (Discount Deadline)	<input type="checkbox"/>
July 28	Booth Cleaning Services (Discount Deadline)	<input type="checkbox"/>
July 28	Plant and Floral (Discount Deadline)	<input type="checkbox"/>
August 5	Food & Beverage <ul style="list-style-type: none"> <li>• Order Booth Catering</li> <li>• Submit Request to Sample</li> </ul>	<input type="checkbox"/>
August 8	Order Audio Visual Equipment	<input type="checkbox"/>
August 11	Advance Warehouse Deadline (without surcharge)	<input type="checkbox"/>

### ONCE YOU ARRIVE

PICK UP BADGE FROM  
REGISTRATION

☐

CONFIRM FREIGHT  
DELIVERY

☐

CONFIRM ADVANCED  
ORDERS

☐

PLACE ONSITE ORDERS

☐

## INSURANCE

ASD 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 ASD 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), ASD Market Week (Show), Las Vegas Convention Center (Facility), and Freeman (Official Service Provider). 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/ASD.

The following MUST be contained on the certificate: [DOWNLOAD A SAMPLE CERTIFICATE OF INSURANCE](#)

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

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

"Description of Special Items" – Emerald (Show Management), Freeman (Official Service Provider), Las Vegas Convention Center (Facility), and ASD Market Week (Show) and each of its subsidiaries, affiliates, officers, employees, agents, and representatives" must be listed as additional insured for August 18-August 24, 2022.

### NEED GENERAL LIABILITY INSURANCE?

Marsh/TotalEvent Insurance offers General Liability Insurance for \$65 plus tax. Click here to order online.



#### *Certificate Holder Information should be listed as:*

Emerald/ASD Market Week  
31910 Del Obispo, Suite 200  
San Juan Capistrano, CA 92675

Click here to log in to your ASD Exhibitor Dashboard (password required) to upload insurance documents. Once logged in, proceed to "Important Exhibitor Forms." Deadline: July 22.

## 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

Cash+Carry booths in North Hall follow Line of Sight Use of Space Rules. All other shows follow Cubic Content Use of Space Rules. See diagrams following under "Linear/Inline Booth Guidelines".

#### Booth Package Inclusions

##### ASD booths include (per 10x10/100 square feet):

- Pipe & Drape (see colors per show listed below) (Island booths do not come with pipe and drape)
- Booth carpet (see colors per show listed below)
- One (1) 4', 6' or 8' wood table with plastic top (no skirting). **Must be ordered from Freeman in advance. [Submit the Freeman Free Furnishings Order Form by July 28.](#)**
- Two (2) plastic chairs (delivered the night before show opening) **Must be ordered from Freeman in advance. [Submit the Freeman Free Furnishings Order Form by July 28.](#)**
- Standard booth ID sign (7" x 44") Including: company name and booth number (island booths do not come with ID sign)
- 300 lbs. drayage/material handling per booth (late arrival surcharges are not included in freight allowance)
- One (1) Wastebasket
- Footwear booths have additional inclusions. Review booth space contract for details.
- Please do not remove tables and chairs from neighboring booths and aisles. **Freeman will bill the exhibitor for additional tables and chairs taken and used.**

##### SOURCEDIRECT @ ASD Booths Include (per 10x10/100 square feet):

- 300 lbs. drayage/material handling per booth (late arrival surcharges are not included in freight allowance)

#### Carpet, Pipe and Drape

##### WEST HALL BOOTHS

	GENERAL MERCHANDISE	TOY, GIFT & HOME
<b>Booth Carpet</b>	Midnight Blue	Midnight Blue
<b>Drape Color</b> <i>inline booths only</i>	White Back: 8' high Side: 3' high	White Back: 8' high Side: 8' high
<b>Aisle Carpet</b>	None	None

##### NORTH HALL BOOTHS

	CASH+CARRY	FASHION Apparel Footwear	FASHION Accessories	BEAUTY	SOURCEDIRECT (Raw Space)
<b>Booth Carpet</b>	Midnight Blue	Midnight Blue	Midnight Blue	Midnight Blue	None
<b>Drape Color</b> <i>inline booths only</i>	White Back: 8' high Side: 3' high	White Back: 8' high Side: 8' high	White Back: 8' high Side: 3' high	White Back: 8' high Side: 3' high	None
<b>Aisle Carpet</b>	None	None	None	None	None

##### CENTRAL HALL BOOTHS

	CONVENIENCE STORE	ALTERNATIVE LIFESTYLE
<b>Booth Carpet</b>	Midnight Blue	Black
<b>Drape Color</b> <i>inline booths only</i>	White Back: 8' high Side: 3' high	Gray Back: 8' high Side: 3' high
<b>Aisle Carpet</b>	None	None

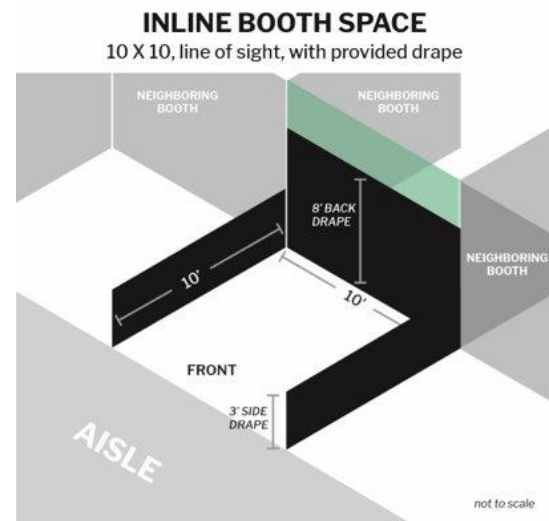
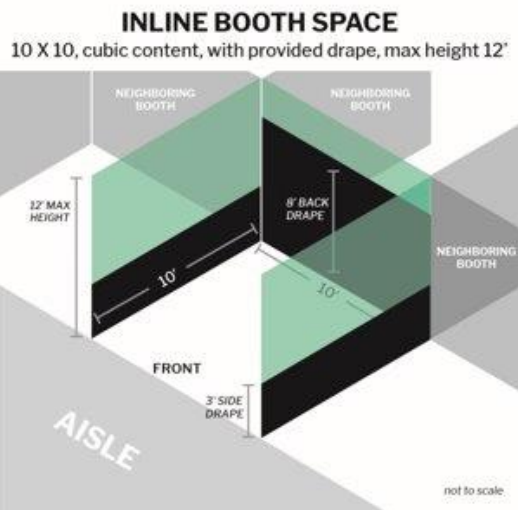
## Linear / Inline Booth Guidelines

### Definition and/or Dimension

- Linear booths, also called “inline” 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.
- Linear & Perimeter booths are commonly ten feet (10') deep and multiples of ten feet (10') wide, i.e., 10' x 10', 10' x 20', 10' x 30', etc.

### Linear / Inline Booth Variations

- Corner** booths must adhere to the same guidelines as linear booths with the exception that two sides will be exposed to an aisle.
- Perimeter** booths are linear booths that back up against a wall of the facility, not to another line of exhibits.
- End-Cap** booths are exposed to an aisle on three sides and comprised of two adjacent 10'x10' booth spaces and must adhere to the same guidelines as linear booths.



### Use of Space – Cubic Content Rule

*Cubic Content applies to all ASD categories EXCEPT Cash+Carry booths in North Hall*

Exhibitors may build their entire exhibit as a “cube” at 12' high against the show drape sidewalls and back wall. In simple terms, the entire booth may be filled as a “cube” to 12' high, 10' wide and 10' deep. (Exception: hard wall structures must sit 9" off the pipe and drape wall for electrical clearance)

### Use of Space – Line of Sight Rule

*Line of Sight applies ONLY to Cash+Carry booths in North Hall*

Keep a consistent line of sight. No solid or opaque structures over 3 ft high are permitted within 4 ft of the front line to avoid obstructing the view of adjoining exhibitors. This applies to all single and multiple booths set up in a straight line.

### Use of Space – All Booths

- No exhibit or advertising may extend beyond the space assigned to the exhibitor.
- Linear, perimeter and corner booths maximum height is 12 ft including any product, signage and/or booth component.
- All exhibit components, including sidewalls and backwalls extending above the pipe and drape, 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.
- Structures with double-sided signs, including signs that are backlit, are **NOT** permitted in a linear configuration. If an exhibitor has such a booth, the exhibitor is responsible for covering the back of the exhibit components. Backlit signage must be covered with a black-out material.
- No graphics, logos, or print facing into another booth is allowed.
- Hardwall structures must sit 9" off the pipe & drape wall for electrical clearance.
- For above-booth banner options, please contact your sales representative.

## Island / Split Island / Peninsula Booth Guidelines

### Definition and/or Dimension

- **Island Booths** are any size booth exposed to aisles on all four sides. *Note: Pipe and drape, and ID signs, are not included with Island booths.*
- **Split Island Booths** are booths exposed to an aisle on three sides, and typically back up to another island split island booth behind
- **Peninsula Booths** are booths exposed to an aisle on three sides, and typically back up to linear booths behind

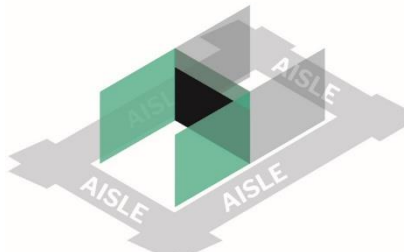
#### ISLAND BOOTH SPACE

aisles on 4 sides



#### SPLIT ISLAND BOOTH SPACE

w/ provided drape



#### PENINSULA BOOTH SPACE

cubic content, aisles on 3 sides, with provided drape



### Use of Space – 10x20 Islands, Split Islands and Peninsulas

- No exhibit or advertising may extend beyond the space assigned to the exhibitor.
- The entire cubic content may be used up to a maximum allowable height of 12'. When using double-sided signs, logos and graphics, they must be set back 10' from adjacent booths.
- Please note that a 20x20 or larger booth that is butted up against a 10x20 is allowed to have a 20' high back wall. If the back wall is not a finished wall above 8', or there are logos facing into the adjacent booth, the 20x20 or larger booth will be responsible for the masking fees.
- All exposed walls or structures must be completely finished (no exposed wiring, framing, etc.). Show management reserves the right to determine whether a wall or structure is unfinished and may order the draping of exposed sides of a wall or structure at the exhibitor's expense.
- No graphics, logos, or print facing into another booth is allowed.
- Hardwall structures must sit 9" off the pipe & drape wall for electrical clearance.
- For above-booth banner options, please contact your sales representative.

### Use of Space – 20x20 and larger Islands, Split Islands and Peninsulas

- No exhibit or advertising may extend beyond the space assigned to the exhibitor.
- The entire cubic content may be used up to a maximum allowable height of 20'. Double-sided signs, logos and graphics shall be set back 10' from adjacent booths. The back wall can be up to 20'; however, any picture of product, graphics and/or logos facing into neighboring booth(s) must be masked at the expense of the 20x20 or larger.
- All exposed walls or structures must be completely finished (no exposed wiring, framing, etc.). Show management reserves the right to determine whether a wall or structure is unfinished and may order the draping of exposed sides of a wall or structure at the exhibitor's expense.
- No graphics, logos, or print facing into another booth is allowed.
- Hardwall structures must sit 9" off the pipe & drape wall for electrical clearance.
- For above-booth banner options, please contact your sales representative.
- Multi-level exhibits require show management approval, and must be evaluated and stamped by a licensed Nevada engineer. Contact Denise Carroll, ASD Operations Manager for more info:

[denise.carroll@emeraldx.com](mailto:denise.carroll@emeraldx.com)



## Hanging Signs & Airborne Objects

### Hanging Signs & Banners

Hanging signs and banners that hang above your booth from the ceiling are subject to airspace fees. Please contact your sales representative for more information, or [click here for “Above Booth Banner” options in the ASD Sponsorship Gallery.](#)

### Drones

No drones, remotely piloted aircraft systems (RPAS), or Unmanned Aerial Vehicles (UAVs) are permitted.

### Banners

Ground-supported banners are permitted up to 12 ft. high and must be single-sided with no graphics showing through to neighboring booths. All banners over 8’ high MUST be installed by Freeman. This includes banners that are hung from telescopic rods. For additional information please contact Freeman. *Note: Hanging signs and banners that hang above your booth from the ceiling are subject to airspace fees. Please contact your sales representative for more information.*

Banner Flags (free-standing pole flags, feathered flags) can extend slightly above your booth height limit within reason (subject to show management approval). Banner flags cannot hang outside of your booth space and cannot hang into the aisle or into a neighbor’s booth.

### Balloons or Inflatables

Show management and the Las Vegas Convention Center must approve the use of balloons.

#### Permitted

- Helium balloons, including columns and arches, must be tethered.
- Balloons may be used outside (sponsorship fees apply) but must be tethered and may require FAA approval.

#### Prohibited

- Overnight storage of helium or compressed air cylinders in the building is prohibited.
- Helium balloons may not be used for handouts.
- No helium balloons, blimps, drones, etc. may be flown around the exhibit hall.

#### Additional Planning Notes

- Helium gas cylinders used for refilling must be secured in an upright position on ANSI (American National Standards Institute) approved Fire Prevention stands with the regulators and gauges protected from potential damage.
- Balloons must be removed from the property by the exhibitor or the company who provided them. Balloons must not be left for the service contractor, cleaning contractor or the LVCC.

### Lighting/Truss

No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to show management for approval.

Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles. Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved by show management. Lighting that spins, rotates or pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the exhibition. 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.

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.

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.

## **FREIGHT & DELIVERIES**

### **Warehouse Shipping Address:**

Exhibiting Company Name / Booth #

ASD Market Week

c/o Freeman

6675 W Sunset Rd

Las Vegas, NV 89118

[Download the ASD Market Week August 2022 Advance Warehouse Shipping Label here](#)

Freeman will accept crated, boxed, or skidded materials at their warehouse **beginning Tuesday, July 19, 2022** at the above address. Material arriving after Thursday, August 11, 2022, will be received at the warehouse with an additional after deadline charge.

Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material, and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing over 5,000 pounds, or a single piece of freight beyond the dimensions of 180 inches high x 93 inches wide.

Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 a.m. and 3:30 p.m.

Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

### **Direct to Show Site Address:**

Exhibiting Company Name / Booth #

ASD Market Week

Las Vegas Convention Center

c/o Freeman

3150 Paradise Rd

Las Vegas, NV 89109

[Download the ASD Market Week Show Site Shipping Label here](#)

Freeman will receive shipments at the Las Vegas Convention Center **beginning Thursday, August 18**. Shipments arriving before this date will be refused by the facility. Any charges incurred for early freight accepted by the facility or for multiple delivery attempts will be the responsibility of the exhibitor.

This show will be marshalled. Please refer to the [Marshalling Yard Map & Directions](#). Show site deliveries do not have a guaranteed time and are handled on an "as checked in and received" basis.

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 in [Freeman Online](#) for charges for the service.**

### **Marshalling Yard**

All delivering carriers must check in at the Freeman Marshalling Yard prior to delivering to the Las Vegas Convention Center. The Freeman Marshalling Yard is located at 6555 W. Serene Ave., Las Vegas, NV 89139. Please review the [marshalling yard map](#) for directions.

## Show Site Shipping/Freight Options

### Privately Owned Vehicle (POV)

A privately owned vehicle is any small to full-size car, small van or truck, or SUV.

**Hand Carry:** Exhibitors may hand carry their merchandise from their POV. All vehicles must be parked in a parking lot; curbside parking is not allowed. Hand carry is defined as small items such as cartons and packages that one person is able to carry and weighs less than 300 lbs. **Any mechanical assistance is limited to a small dolly.** North Hall exhibitors should use the Silver Lot and West Hall exhibitors should use the Diamond Lot. A parking fee of \$10 may apply. Daily parking has in and out privileges. Overnight parking is not permitted. Parking lots are for personal vehicles only. Oversized vehicles are subject to convention center and union guidelines. [Review the hand carry guidelines here.](#)

**Cartload Service:** Cartload service is an alternative to the standard material handling program for smaller exhibits, after you have exceeded your included allotment. To utilize the cartload service, exhibitors must transport freight in a POV and freight must not exceed 300 lbs. Commercial vans, trucks and trailers do not qualify for Cartload Service. To receive this service, proceed directly to the LVCC Riviera Lot (located on Elvis Presley Blvd directly adjacent to the new West Hall) to be dispatched to loading dock. Look for the Cartload Service signs. Cartload services are not included in the complimentary freight allowance. Round trip fee applies. Please review the information about [POV and Cart Service](#) forms and map prior to arrival.

**Material Handling:** Material Handling Service is available for POVs. Vehicles must check in at the Riviera Lot Marshalling Yard (located on Elvis Presley Blvd directly adjacent to the new West Hall) to be dispatched to the loading dock. Vehicles are weighed by Freeman before and after unloading to get actual material handling weight. Exhibitors receive 300 lbs. free material handling for each 100 sq ft of paid exhibit space. [Review Riviera Lot map here](#) prior to arrival.

### Trucks and Vans

A box truck (under 24'), commercial van, a vehicle with a trailer or any rental vehicle must check in with Freeman and be unloaded by Freeman. **Material Handling** Service is available. Vehicles must check in at the Riviera Lot Marshalling Yard (located on Elvis Presley Blvd directly adjacent to the new West Hall) to be dispatched to loading dock. Vehicles are weighed by Freeman before and after unloading to get actual material handling weight. Exhibitors receive 300 lbs. free material handling for each 100 sq ft of paid exhibit space. [Review Riviera Lot map here](#) prior to arrival.

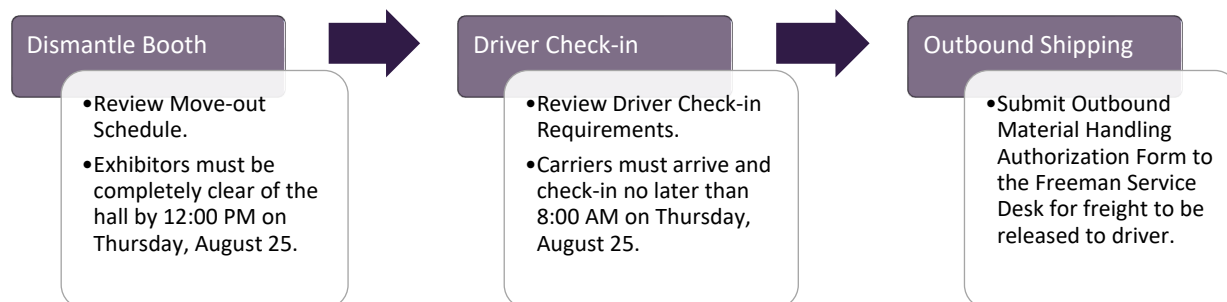
### Common Carriers

Common carrier trucks & trailers (over 24') (i.e. YRC, ABF, Old Dominion, UPS Freight, etc.) must check in at the Freeman Marshalling Yard (6555 W. Serene Avenue, Las Vegas, NV 89139, [click here for map](#)) before and after (or provide a Weight Certificate of freight) to get material handling weight and must be unloaded by Freeman using **Material Handling Service**. Weight certificate fees may apply. Exhibitors receive 300 lbs. free material handling for each 100 sq ft of paid exhibit space.

[Review Material Handling Service rates here](#)

## Outbound Shipping

Every outbound shipment will require a material handling agreement and shipping labels. [Freeman](#) offers complimentary pre-printing of these items.



## INSTALL/DISMANTLE & LABOR REGULATIONS

### **Early Breakdown Warning – Enforcement & Penalties**

Early booth breakdown is strictly prohibited. An exhibitor is in violation of early breakdown if they start to break down their booth, remove product from their shelves, box up product and are unable to conduct business in their booth **PRIOR TO 4:00 PM** on Wednesday, August 24, 2022. Show Management will have teams of staff on the show floor the last day to enforce compliance of this policy. If your booth is breaking down, we will take photographs and your company will receive a violation form on site with a fine of \$500 for first time violators, \$1,000 fine for 2nd time violators and 3rd time violators will forfeit opportunity to participate in the show.

Dollies, carts and other move-out equipment are not allowed on the show floor until after 4:00 PM on Wednesday, August 24.

### **Late Set-Up**

Exhibitors arriving after the posted move-in hours **WILL NOT** be allowed into the exhibit hall and must return the next morning. Those in the exhibit hall at the end of the official posted time may remain to finish work in progress until it is time to clear the hall at 10:00 PM. No re-entry will be allowed after official posted times.

### **Labor/Union Laws**

Nevada is a right-to-work state. Exhibitors may use full-time company personnel to set-up an exhibit, however they cannot operate heavy machinery or lift equipment. If full-time company personnel are utilized, they are required to carry photo ID as well as company identification, such as an insurance identification card or payroll stub. At no time may union labor approach an exhibitor for monetary tips or product. If this occurs, please notify ASD Show Management immediately.

Union Labor is not required to put your products on 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.

**Freeman is the official service contractor for ASD Market Week. As the official service contractor, Freeman has the responsibility for material handling, electrical, all suspended rigging and booth cleaning services. A full, detailed list of tasks exhibitors can and cannot complete within their booth are [listed here](#).**

## Safety

### Fire Marshal Requirements & Permitting

Please review the Las Vegas [Fire Regulations](#) for Fire Marshal requirements.

- **Accommodation for Lighters at Las Vegas Convention Center **\*\*UPDATED 6/24/22\*\*****
  - If you plan to display, sample or demonstrate lighters and/or torch lighters, or have butane/refill containers in your booth, [please review the policy and permit requirements here.](#)

### OSHA Regulations

All exhibitors and hired third-party contractors must comply with environmental laws and OSHA regulations.

## Cleaning

### Clean Floor Policy

Empty cartons and cases must be removed from your booth. Cartons may NOT be stored behind curtains or in your booth. The Freeman Service Center will provide “empty crate” stickers to affix to boxes, cases and crates. Freeman will store and return them to your booth at show closing. The policy will be strictly enforced by Show Management and the Las Vegas Fire Marshal. Should exhibitors have cartons and cases they need to access throughout the event, Accessible Storage is a service provided by Freeman that allows an exhibitor to access their materials in a Fire Marshal approved designated area. Please reference [Freeman Online](#) Freight Services for additional information and instructions to order.

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.

### Excessive/Bulk Trash

Any bulk trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a dumpster fee and a disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of published exhibitor move-out that is not labeled for an outbound shipment or donation will be considered abandoned and deemed as bulk trash. Bulk trash is defined as any waste larger than 3’ x 3’ x 3’ or 1m x 1m x 1m. The exhibitor will be charged for the removal and disposal of these items.

### Booth & Material Abandonment

Exhibiting companies are required to make cleaning and labor arrangements for both material dismantle and/or removal. It is expected and required that all the exhibiting material be removed at the end of the show. It is not appropriate for bulk material to be left in the aisles during move-in or left behind during move-out. This includes, but is not limited to: flooring, large boxes and crates, racks, exhibit displays, literature, etc. If the exhibiting company does not want any or part of their exhibit material, arrangements for cleaning labor and dumpster/disposal need to be made in advance through Freeman. Exhibitors that do not comply with this policy and leave excessive literature and/or display materials in their booth during move-in or move-out will be deemed guilty of “material abandonment” and will be charged for the removal of these items.

### Care of the Facility

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

No bolts, screws, hooks, or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas. No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers. Decals or other adhesive materials shall not be applied or affixed to the walls, columns, or floor of the exhibit areas. All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions.

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.

## EXHIBITOR APPOINTED CONTRACTOR

If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the following rules and regulations must be adhered to by the exhibitor and the EAC. **These rules will be strictly enforced.**

Completion of the required EAC Notification Form & Insurance Submission is required and qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC.

The EAC/I&D contractor must be licensed, insured, and authorized to work in the Las Vegas Convention Center. Contractors must adhere to all rules and regulations of ASD,

Freeman, the Las Vegas Convention Center, and the local unions. This includes keeping “no freight aisles” clear, clearing empty crates off the show floor, not dismantling any portion of the booth before show close, and being properly badged.

All contracted personnel must pick up the daily EAC wristband from a designated EAC Check-In area 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. If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors or impairs the smooth installation and dismantling of the event, the EAC will immediately cease such disruption or be removed from the event site. Show Management will have the final decision in such instances.

The EAC shall not solicit business at the event and personnel must wear the daily wristband at all times. It is the exhibitor’s responsibility to make sure that all independent contractors are properly badged before arrival.

Emerald (Show Management), ASD (Show Management) the Las Vegas Convention Center (Facility), and Freeman (General Service Contractor) must be named as additionally insured by all contractors working in the hall. Show Management must receive the certificate of insurance no later than 30 days before the commencement of installation and it must be submitted using the online [EAC Notification Form & Insurance Submission](#) in the ASD Exhibitor Dashboard, Important Exhibitor Forms section. Certificates received through mail, e-mail, fax, or any other means will not be accepted. Show Management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of:

- Certificate of insurance for workers’ compensation and employers’ liability, comprehensive general liability, and automobile liability insurance.
- The workers’ compensation and employers’ liability insurance must provide a minimum limit of (recommended \$500,000 USD) and meet the requirements established by the state in which the event is being held.
- Comprehensive general liability coverage must provide at least (recommended \$1 million USD per occurrence /\$2 million USD general aggregate) in coverage and shall name Show Management, the sponsoring associations, the event owners, the official contractor, and the facility as additional insured.
- Automobile liability should include all owned, non-owned, and hired vehicles with limits of (recommended \$500,000 USD) bodily injury and (recommended \$500,000 USD) property damage liability.

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 EACs or other third parties must be so authorized in writing by the exhibitor. Payment for all services will be the responsibility of the exhibitor.



Exhibitors using an installation and dismantling contractor (I&D), and/or an exhibitor appointed contractor (EAC) to set-up or teardown their exhibit, must complete the EAC Notification Form & Insurance Submission by July 22.

Click here to log in to your ASD Exhibitor Dashboard (password required). Once logged in, proceed to “Important Exhibitor Forms.” The form must be filled out completely and submitted with the EAC’s certificate of insurance. Deadline: July 22.

## UTILITIES

### ELECTRICAL

All electrical must be ordered through Freeman. Booths may have outlets pre-dropped in the booths. Please be advised that if you plug into these electrical outlets without having placed an order, you will be charged for your power usage at a higher rate than if you had ordered it in advance. For your safety and the safety of other show participants, all electrical work\* including floor distribution must be performed by Freeman.

- Hardwall structures must sit 9" off the pipe & drape wall for electrical clearance.
- \*An exhibitor can install their own light fixtures and materials so long as the combined power is less than 20amps or 2000 watts for the entire booth space (regardless of size of booth space).
- An exhibitor may plug in up to 6 plug-ins into one 15 ft. extension cord or one six plug multi-strip at the side or back of the booth (up to a 20amp).
- UL approved/factory installed cords must go directly from the fixture to the multi-strip.
- All materials & light fixtures with original factory installed cords must meet the LVCVA's safety rules.
- Halogen lamps are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb. Examples of approved lights are; MR 11/16 Covered – low voltage, PAR 14, 16, 20, 30 and MR 16 Covered – line voltage. For questions, please contact Show Management or Freeman.
- If any electrical work is performed over and above the maximum by non-Freeman personnel, it will be identified during an inspection which could result in additional charges and a fee of a minimum of \$300 will be charged to the exhibitor invoice.

### INTERNET SERVICES

COX Business is the exclusive provider of telephone services, as well as both hard wired and wireless high-speed Internet to exhibitors at the Las Vegas Convention Center. Services can be [ordered online](#) or [download the order form](#).

## ONSITE BOOTH GUIDELINES

### DISPLAY

#### **Animals**

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

#### **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 the 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.

#### **Canopies & Ceilings**

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or for hanging products). Canopies for linear or perimeter booths should comply with your specific booth's Construction/Design guidelines (i.e. line-of-sight or cubic content). The base of the canopy should not be lower than 7 feet from the floor within 5 feet of any aisle. Canopy supports should be no wider than 3 inches. This applies to any booth configuration that has a sight line restriction, such as a linear booth. [Please review the Fire Regulations for rules regarding canopies & ceilings.](#)



## Display of Product

Aisles must not be obstructed at any time. No portion of an exhibitor's display, product, or demonstration may extend into any aisle, including the audience. Space within the booth must be designated for any group of attendees viewing or participating in a presentation or demonstration within the booth.

Fog, smoke, and steam machines are not permitted.

Exhibitors are prohibited from possessing, displaying, or depicting any products or components in their booth which could be interpreted as being a promotion of another company.

No exhibit will be permitted which interferes with the use of other exhibits or impedes access to the aisles.

Items located in the exhibit space must be in good taste or will be removed at the discretion of show management.

## Hanging Signs & Graphics

Hanging signs and banners that hang above your booth from the ceiling are subject to airspace fees. Please contact your sales representative for more information, or [click here for "Above Booth Banner" options in the ASD Sponsorship Gallery.](#)

## Storage

Storing of any crates, cartons, boxes or other show materials within or behind your booth is strictly prohibited. Violators of fire codes are subject to fines and confiscation of materials. **Cartons may not be stored behind curtains or in your booth.**

Empty crates, cartons and boxes must be removed from the exhibitor's booth. Empty containers will be picked up by Freeman. Freeman will return all "empties" at the conclusion of the Show.

Exhibitors may obtain labels marked "EMPTY STORAGE" at the Freeman Services Desk and should affix them to each empty crate, carton and box. Please be certain to mark your exhibit booth number on each label.

Exhibitors are cautioned not to leave any merchandise in boxes being stored with "EMPTY STORAGE" labels.

## Vehicles on Display

Vehicles may be used as a display and require advance approval from Show Management. Please email Denise Carroll, ASD Operations Manager, [denise.carroll@emeraldx.com](mailto:denise.carroll@emeraldx.com) for more information.

## DEMONSTRATIONS

### Aisle Space

Exhibitors shall not solicit business and distribute literature in aisles or engage in any activity that leads to congestion in the aisles. Aisle logos, such as gels, footprints, floor stickers, etc., are not allowed unless they are purchased as an official sponsorship. If your company is interested in sponsorship opportunities, please contact your sales representative.

### Exhibitor Conduct /Good Neighbor Policy

Activities may not disturb neighboring booths. 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.

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. 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.

## Food & Beverage Sampling

Centerplate, the facility's exclusive food and beverage vendor, has a responsibility to strictly regulate any food and beverage activity. All food must be prepared and served from within the regulations of the city and county.

Any exhibitor that intends to sample products must apply at least 3 weeks in advance and follow all Centerplate and Southern Nevada Health Department guidelines. [Click here to download the approval form and information.](#)

A "Clean-Up Station" will be set up near the Gourmet section in West Hall to refill hand washing containers. The station will also have sinks available to wash dishes.

Alcohol must be purchased and dispensed by the Centerplate. No outside alcohol may be brought into the facility, including owned and donated product.

No other food and beverage items may be brought into the facility.

## Noise / Music

Exhibitors may use sound equipment in their booths so long as the noise level does not exceed 85dB or disrupt the activities of the neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than the aisle or any adjacent 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 federally 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, handouts, contests, lotteries, promotional activities, entertainment, raffles and drawings.

## ADDITIONAL INFORMATION

### Americans with Disabilities Act (ADA)

All exhibiting companies are required to comply with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Click [here](#) for more information on the Americans with Disabilities Act (ADA).

### CBD/THC/Cannabis Products

With the evolution of federal, state, and local laws regarding the display, distribution, sampling, and other consumption of CBD, marijuana, and/or tobacco products, ASD and the LVCC provide policies and guidelines for guidance and direction. [Please review the ASD/Emerald Policy on CBD.](#)

### Distribution of Promotional Items

Circulars, catalogs, magazines, folders, promotional, educational or other giveaway matter may be distributed only inside the exhibitor's display. Distribution from booth to booth or canvassing on any part of the facility property is forbidden. Exhibitors must confine their exhibit activities to the space for which they have contracted.

No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle buses, parking garages, etc., without prior written approval of show management.

## Donations

Exhibitors may donate product may make arrangements to do so at the conclusion of the show. Booth and display materials should not be left as donated materials. To inquire about donating your product, please call [Opportunity Village](#) at (702) 300-8409.

## Food & Beverage

All food and beverage must be purchased from Centerplate, the exclusive food service provider for the Las Vegas Convention Center. Information including menus can be found [here](#). No other food items or beverages may be brought into the facility.

## Luggage

Wheeled bags over 18" high x 18" wide are not permitted on the show floor during show hours. Bags used to transport merchandise will be allowed on the floor *prior to* show open and at show close.

## Photography

Photography and video recording are NOT permitted in the exhibit hall except by the Official Show Photographer or approved members of the press.

Exhibitors may photograph or record their own exhibits ONLY.

Photography or video recording of any area outside an exhibitor's booth (including but not limited to Registration Areas, Keynote Sessions, Conference Sessions and Meeting Rooms) is prohibited.

Photo shoots scheduled outside of published show hours must be approved in advance and include a security escort ordered from the official security provider.

Members of the press must first receive permission from the exhibitor to photograph the exhibitor's booth.

## Sale of Booth(s)

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. [Please review the guidelines here.](#)

## Selling (Retail) at Booth

The North Hall Cash+Carry booths are designated as a retail sales area at ASD. No other booths are allowed to sell retail at ASD. [Please review the tax requirements here.](#)

## 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 & Suitcasing

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 without the permission of show management are in violation of this clause.

## Tobacco Vendors at ASD

Please be aware that, under Nevada Law, it is mandatory that all exhibitors displaying/distributing cigarettes and/or Other Tobacco Products (OTP), and that do not currently hold a Nevada license for these products, must apply for an **Event Specific License** from **State of Nevada Department of Taxation**. The application is free and must be submitted at least 30 days prior to ASD. If your application is not approved and/or you do not receive the approval letter before the show, you are not allowed to sell or distribute any tobacco products. [Visit the Exhibitor Resources page of the ASD web site for more information.](#)

## Wheeled Devices

During show hours, non-ADA wheeled devices of any kind are NOT allowed on the show floor. This includes and is not limited to dollies, wagons, luggage carts, shopping carts, Segway's, hoverboards, wheeled bags exceeding 18"x18", etc.

## SECURITY INFORMATION

ASD 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 Las Vegas 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.



**Review the Booth Security Form for more information on booth guards**

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.

### **Jewelry Secure Lock-Up Hours**

Jewelry Secure Lock-up will be located in the North Hall (N1) at the end of the N26400 aisle. This is available on a courtesy basis only and will be available for storage and retrieval of your merchandise.

	<b>Pick Up Merchandise</b>	<b>Drop Off Merchandise</b>
Saturday, August 20	By appointment only	2:00 pm – 8:00 pm
Sunday, August 21	7:00 am – 10:00 am	6:00 pm – 10:00 pm
Monday, August 22	7:00 am – 10:00 am	6:00 pm – 10:00 pm
Tuesday, August 23	7:00 am – 10:00 am	6:00 pm – 10:00 pm
Wednesday, August 24	7:00 am – 10:00 am	By appointment only

## REGISTRATION

### STAFF BADGES

Booth personnel may be registered online by logging in to your [ASD Exhibitor Dashboard](#).

Badges will not be mailed. Register online and you will receive a confirmation email. Print and bring this confirmation to show site, or we will scan the confirmation from your Smartphone. Your badge will then be printed and handed to you onsite.

Badges must be worn at all times while at the show. No one will be allowed on the exhibit floor at any time without a badge.

Exhibitors are entitled to an allotment of 3 badges per 10x10. Over Allotment Fee: \$60 per badge. Lost Badge Fee: \$100 per badge.

Each employee must provide personal identification (driver's license with photo or passport) and personal business identification (personalized business card, W2 form, or cancelled payroll check) to confirm entrance into the exhibit floor and to pick up their badge.

Exhibitor badges are for exhibitor staff only. ASD Show Management strictly monitors the number of exhibitor badges requested by exhibiting companies. This policy has been designed to address the growing problem of buyers on the show floor prior to show opening, the safety issues posed by their presence, and fairness to other exhibitors. Buyers will not be admitted on the show floor prior to Sunday, August 21, the official opening day of the show.

Authorized contact(s) is/are the only staff member(s) who can make additions and changes to your original badge request, both in advance and on-site at the Show. *Authorized contacts certify that the persons listed on the Exhibitor Badge Order Form are bona fide employees of your company. All violations are **subject to a \$500 fine**. Any Exhibitor or authorized contact of an exhibitor found to be in violation of the show badge regulations is subject to a fine as well as the possible **loss of their booth space**.*

Your badge(s) are the property of ASD and are non-transferable and may be revoked at any time. There is a fee of \$100 to replace a misplaced or lost badge. Your badge will only be reprinted once at the Show.

### ADMISSION POLICY

#### Children

During move-in and move-out, children under the age of 18 are NOT allowed on the show floor. On show open days, children under the age of 16 are NOT allowed on the show floor. Show management reserves the right to request proof of age for any person and restrict minors from the exhibitions floor at any time on any day for safety and liability reasons. No baby strollers are allowed on the exhibit floor.

#### Exhibitor Appointed Contractors (EAC)

**It is the exhibitor's responsibility to make sure your independent contractors abide by all rules and regulations including:**

- All EACs must obtain an ASD badge or ASD wristband prior to entry to the exhibit floor. All EAC personnel must check in at EAC Registration prior to entry to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D.
- EACs must submit certificates of insurance to ASD prior to the show. For insurance requirements, please refer to the Required Insurance and Exhibitor Appointed Contractors pages within this manual.
- EACs must be licensed, insured, and authorized to work in the Las Vegas Convention Center. Contractors must adhere to all rules and regulations of ASD, the Las Vegas Convention Center and the local unions. This includes keeping "no freight aisles" clear, clearing empty crates off the show floor, and always wearing an ASD badge or wristband.

#### Guests

All guests must have and visibly wear their Guest badge while in the exhibit hall, sessions, or any function held by ASD during move-in, move-out or show hours.

## GETTING THERE

### HOTELS

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

With onPeak 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 onPeak. Please refer to your hotel confirmation for individual cancellation policies.

### PARKING

The Las Vegas Convention Center has a parking fee of \$10 per day. Daily parking has in-and-out privileges if space is available. Overnight parking is not permitted. Standard vehicles taking up more than one space will be charged accordingly upon entry. Oversized vehicles (e.g. box vans, RVs, enclosed trailers, etc.) are permitted to park only in Bronze and Platinum lots when available. [A map of the Las Vegas Convention Center campus with parking lot locations can be found here.](#) The closest parking lot to ASD is Silver Lot for North Hall and Diamond Lot for West Hall.

### LAS VEGAS CONVENTION CENTER LOOP

The Las Vegas Convention Center Loop provides fast and convenient transportation for convention and trade show attendees across the LVCC campus, connecting the new West Hall with the existing campus (North/Central/South Halls). Three passenger stations ([see map](#)) offer convenient access between key LVCC destinations and nearby transportation connections.

### SHUTTLES

Shuttles are available to and from designated hotels. More information can be found through the [Hotel and Travel link](#) on the ASD August 2022 website. The Las Vegas monorail stops at the Las Vegas Convention Center. [Click here](#) to find out which hotels have a monorail stop.

### 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 Las Vegas Convention Center.

### BUSINESS CENTER

[FedEx Office](#) is the exclusive business center for all convention participants, offering full-service printing materials, advertising opportunities, mobility services, Internet access and faxing.

## SPONSORSHIP AND PROMOTIONAL OPPORTUNITIES

Log in to your [ASD Exhibitor Dashboard](#) to enter your company profile and product categories as soon as possible.

Find opportunities to maximize your exposure and brand presence to the entire ASD audience by visiting the ASD website:

- [Sponsorship & Advertising](#)
- [Success and ROI Toolkit](#)
- [Free customer promo tools](#)



## EASY IS NICE, ON ANY DEVICE

FreemanOnline<sup>®</sup> 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

- One (1) 4', 6' or 8' wood table with plastic top (no skirting) **Must be ordered from Freeman in advance.**
- Two (2) plastic chairs (delivered the night before show opening) **Must be ordered from Freeman in advance.**
- Standard booth ID sign (7" x 44") Including: company name and booth number
- 300 lbs. drayage / material handling per 10' x 10' booth/100 sqft **Late arrival surcharge not included.**
- One (1) Wastebasket

Please note: SourceDirect booths do not include any booth equipment.

**For returning exhibitors, free furnishing orders received for the last show (February/March 2022) will be automatically entered for the August 2022 show if your booth is the same size. For any changes, updates or new orders, please [click here](#) to place your free furnishings order with Freeman.**

**Please do not remove furnishings from neighboring booths and aisles. Freeman will invoice the exhibitor for additional furnishings taken and used.**

Electrical service is not included with any booth and must be ordered separately. Please refer to the Electrical Order Form.

Please note: Island booths do NOT include drape or ID sign.

## DISPLAY INFORMATION

	WEST HALL	WEST HALL	WEST HALL
	TOY	GIFT & HOME	GENERAL MERCHANDISE
Booth Carpet	Midnight Blue	Midnight Blue	Midnight Blue
Drape Color (for inline booths)	White Back: 8' high Side: 8' high	White Back: 8' high Side: 8' high	White Back: 8' high Side: 3' high
Aisle Carpet	None	None	None

	CENTRAL HALL	CENTRAL HALL
	CONVENIENCE STORE	ALTERNATIVE LIFESTYLE
Booth Carpet	Midnight Blue	Black
Drape Color (for inline booths)	White Back: 8' high Side: 3' high	Gray Back: 8' high Side: 3' high
Aisle Carpet	None	None

	NORTH HALL	NORTH HALL	NORTH HALL	NORTH HALL	NORTH HALL
	BEAUTY	FASHION Apparel / Footwear	FASHION Accessories	CASH+CARRY	SOURCEDIRECT Raw Space
Booth Carpet	Midnight Blue	Midnight Blue	Midnight Blue	Midnight Blue	None
Drape Color (for inline booths)	White Back: 8' high Side: 3' high	White Back: 8' high Side: 8' high	White Back: 8' high Side: 3' high	White Back: 8' high Side: 3' high	None
Aisle Carpet	None	None	None	None	None

## EXHIBIT HALL CARPET

Most packages include carpet. Should you wish to order a different color of carpet, rental carpet is available through Freeman. For exhibitors ordering two or more pre-cut carpets, please note that Freeman cannot guarantee an exact color match and there will be a visible seam where the pieces of carpet are placed together. Please refer to the Carpet Brochure and Order Form in this service manual.

Please note: Carpet ordered from Freeman will be installed on top of the carpet provided.

## DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by **Thursday, July 28, 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

Move-in dates and times are based on your booth location/category.

#### WEST HALL BOOTHS

##### **West Hall - General Merchandise Only \* (Booths W13700 - W19340)**

\*Applies ONLY to booths that have contracted for Saturday Preview Day. [Review West Hall Move-In Floor Plan here](#).

Thursday	August 18, 2022	1:00 p.m. - 5:00 p.m.
Friday	August 19, 2022	8:00 a.m. - 6:00 p.m.
Saturday	August 20, 2022	8:00 a.m. - 7:00 p.m.

##### **West Hall - All Booths (Toy, Gift + Home) (Booths W11200 - W13440)**

Friday	August 19, 2022	8:00 a.m. - 6:00 p.m.
Saturday	August 20, 2022	8:00 a.m. - 7:00 p.m.

#### NORTH HALL BOOTHS

##### **North Hall - All Booths (Beauty, Fashion, Cash + Carry, SourceDirect)**

Friday	August 19, 2022	8:00 a.m. - 6:00 p.m.
Saturday	August 20, 2022	8:00 a.m. - 7:00 p.m.

#### CENTRAL HALL BOOTHS

##### **Central Hall - All Booths (Convenience Store, Alternative Lifestyle)**

Friday	August 19, 2022	8:00 a.m. - 6:00 p.m.
Saturday	August 20, 2022	8:00 a.m. - 7:00 p.m.

### EXHIBIT HOURS

Sunday	August 21, 2022	9:00 a.m. - 6:00 p.m.
Monday	August 22, 2022	9:00 a.m. - 6:00 p.m.
Tuesday	August 23, 2022	9:00 a.m. - 6:00 p.m.
Wednesday	August 24, 2022	9:00 a.m. - 4:00 p.m.

### EXHIBITOR MOVE-OUT

Wednesday	August 24, 2022	4:00 p.m. - 10:00 p.m.
Thursday	August 25, 2022	8:00 a.m. - 12:00 p.m.

Freeman will begin returning empty containers at the close of the show.

### OVERTIME CHARGES

Overtime charges for labor will apply Monday through Friday from 5:00 p.m. to 8:00 a.m. and all day on Saturday, Sunday and Holidays. Please refer to the appropriate form(s) for rates.

### DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by **Thursday, August 25, 2022 at 12:00 p.m.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by **Thursday, August 25, 2022 at 8:00 a.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.

## 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.

## 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.

## SHIPPING INFORMATION

### Warehouse Shipping Address:

Exhibiting Company Name / Booth #  
**ASD Market Week**  
 C/O Freeman  
 6675 W Sunset Rd  
 Las Vegas, NV 89118

Freeman will accept crated, boxed or skidded material beginning **Tuesday, July 19, 2022** at the above address. Material arriving after **Thursday, August 11, 2022** will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 7:00 a.m. - 2:30 p.m. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

**PLEASE NOTE: Late arrival surcharges are not included in the complimentary freight allowance.**

### Show Site Shipping Address:

Exhibiting Company Name / Booth #  
**ASD Market Week**  
 Las Vegas Convention Center  
 C/O Freeman  
 3150 Paradise Rd  
 Las Vegas, NV 89109

Freeman will receive shipments at the exhibit facility beginning **Thursday, August 18, 2022**. 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: Cartload services are not included in the complimentary freight allowance.**

**This show will be marshalled. Please refer to the Marshalling Yard Map & Directions.**

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

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

**FREEMAN ONLINE®**

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by Thursday, July 28, 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 Freeman Online without using the email link, visit [FreemanOnline](#).

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

**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](mailto:Exhibit.Transportation@freeman.com)

**PURCHASE TERMS**

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

**LABOR INFORMATION**

If utilizing Freeman labor, please refer to the Installation & Dismantle Labor Order Form to place your order for display labor. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form under Labor Services for Straight Time and Overtime hours.

**ASSISTANCE**

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

**WE APPRECIATE YOUR BUSINESS!**

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICE**

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

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by Thursday, July 28, 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 18 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.

## AS OF 5/19/22

This architectural floor plan depicts a large industrial or warehouse facility. The central area is filled with rows of rectangular units, likely storage or workstations, color-coded in green and yellow. Each unit is labeled with a unique identifier, such as W11304, W11305, W11306, W11307, W11308, W11309, W11310, W11311, W11312, W11313, W11314, W11315, W11316, W11317, W11318, W11319, W11320, W11321, W11322, W11323, W11324, W11325, W11326, W11327, W11328, W11329, W11330, W11331, W11332, W11333, W11334, W11335, W11336, W11337, W11338, W11339, W11340, W11341, W11342, W11343, W11344, W11345, W11346, W11347, W11348, W11349, W11350, W11351, W11352, W11353, W11354, W11355, W11356, W11357, W11358, W11359, W11360, W11361, W11362, W11363, W11364, W11365, W11366, W11367, W11368, W11369, W11370, W11371, W11372, W11373, W11374, W11375, W11376, W11377, W11378, W11379, W11380, W11381, W11382, W11383, W11384, W11385, W11386, W11387, W11388, W11389, W11390, W11391, W11392, W11393, W11394, W11395, W11396, W11397, W11398, W11399, W11400, W11401, W11402, W11403, W11404, W11405, W11406, W11407, W11408, W11409, W11410, W11411, W11412, W11413, W11414, W11415, W11416, W11417, W11418, W11419, W11420, W11421, W11422, W11423, W11424, W11425, W11426, W11427, W11428, W11429, W11430, W11431, W11432, W11433, W11434, W11435, W11436, W11437, W11438, W11439, W11440, W11441, W11442, W11443, W11444, W11445, W11446, W11447, W11448, W11449, W11450, W11451, W11452, W11453, W11454, W11455, W11456, W11457, W11458, W11459, W11460, W11461, W11462, W11463, W11464, W11465, W11466, W11467, W11468, W11469, W11470, W11471, W11472, W11473, W11474, W11475, W11476, W11477, W11478, W11479, W11480, W11481, W11482, W11483, W11484, W11485, W11486, W11487, W11488, W11489, W11490, W11491, W11492, W11493, W11494, W11495, W11496, W11497, W11498, W11499, W11500, W11501, W11502, W11503, W11504, W11505, W11506, W11507, W11508, W11509, W11510, W11511, W11512, W11513, W11514, W11515, W11516, W11517, W11518, W11519, W11520, W11521, W11522, W11523, W11524, W11525, W11526, W11527, W11528, W11529, W11530, W11531, W11532, W11533, W11534, W11535, W11536, W11537, W11538, W11539, W11540, W11541, W11542, W11543, W11544, W11545, W11546, W11547, W11548, W11549, W11550, W11551, W11552, W11553, W11554, W11555, W11556, W11557, W11558, W11559, W11560, W11561, W11562, W11563, W11564, W11565, W11566, W11567, W11568, W11569, W11570, W11571, W11572, W11573, W11574, W11575, W11576, W11577, W11578, W11579, W11580, W11581, W11582, W11583, W11584, W11585, W11586, W11587, W11588, W11589, W11590, W11591, W11592, W11593, W11594, W11595, W11596, W11597, W11598, W11599, W11600, W11601, W11602, W11603, W11604, W11605, W11606, W11607, W11608, W11609, W11610, W11611, W11612, W11613, W11614, W11615, W11616, W11617, W11618, W11619, W11620, W11621, W11622, W11623, W11624, W11625, W11626, W11627, W11628, W11629, W11630, W11631, W11632, W11633, W11634, W11635, W11636, W11637, W11638, W11639, W11640, W11641, W11642, W11643, W11644, W11645, W11646, W11647, W11648, W11649, W11650, W11651, W11652, W11653, W11654, W11655, W11656, W11657, W11658, W11659, W11660, W11661, W11662, W11663, W11664, W11665, W11666, W11667, W11668, W11669, W11670, W11671, W11672, W11673, W11674, W11675, W11676, W11677, W11678, W11679, W11680, W11681, W11682, W11683, W11684, W11685, W11686, W11687, W11688, W11689, W11690, W11691, W11692, W11693, W11694, W11695, W11696, W11697, W11698, W11699, W11700, W11701, W11702, W11703, W11704, W11705, W11706, W11707, W11708, W11709, W11710, W11711, W11712, W11713, W11714, W11715, W11716, W11717, W11718, W11719, W11720, W11721, W11722, W11723, W11724, W11725, W11726, W11727, W11728, W11729, W11730, W11731, W11732, W11733, W11734, W11735, W11736, W11737, W11738, W11739, W11740, W11741, W11742, W11743, W11744, W11745, W11746, W11747, W11748, W11749, W11750, W11751, W11752, W11753, W11754, W11755, W11756, W11757, W11758, W11759, W11760, W11761, W11762, W11763, W11764, W11765, W11766, W11767, W11768, W11769, W11770, W11771, W11772, W11773, W11774, W11775, W11776, W11777, W11778, W11779, W11780, W11781, W11782, W11783, W11784, W11785, W11786, W11787, W11788, W11789, W11790, W11791, W11792, W11793, W11794, W11795, W11796, W11797, W11798, W11799, W11800, W11801, W11802, W11803, W11804, W11805, W11806, W11807, W11808, W11809, W11810, W11811, W11812, W11813, W11814, W11815, W11816, W11817, W11818, W11819, W11820, W11821, W11822, W11823, W11824, W11825, W11826, W11827, W11828, W11829, W11830, W11831, W11832, W11833, W11834, W11835, W11836, W11837, W11838, W11839, W11840, W11841, W11842, W11843, W11844, W11845, W11846, W11847, W11848, W11849, W11850, W11851, W11852, W11853, W11854, W11855, W11856, W11857, W11858, W11859, W11860, W11861, W11862, W11863, W11864, W11865, W11866, W11867, W11868,



## 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 *booth structure*

#### Option 1 Multiple Use

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

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

#### Option 2 One-time Use

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

### 2 *carpet*

#### Option 1 Rent

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

#### Option 2 Color

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



### 3 *shipping*



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



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



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

### 4 *graphics*

#### Option 1 Multiple Use

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

#### Option 2 One-time Use

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

### 5 *printing*



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



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



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



6

## ON SITE

### save energy



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



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



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



## MOVE OUT

### train your team

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



8

### shipping out

#### Pack in, pack out.

Leave no traces on show site.

#### Join a caravan.

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



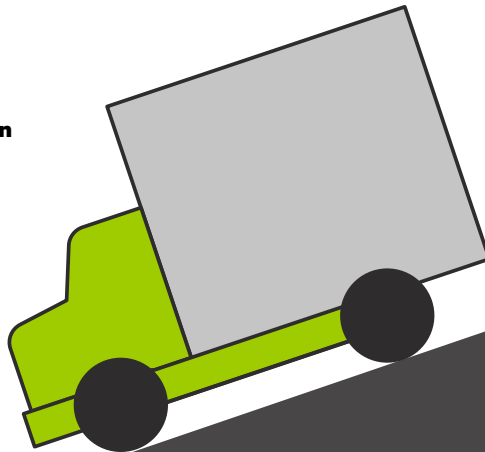
### leftover materials

#### Remember to label.

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

#### Donate the rest.

Ask the Freeman Exhibitors Services desk about local donation programs.



#### TYPICALLY\* DONATE-ABLE

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

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

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

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

#### TYPICALLY\* RECYCLABLE

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

**Glass:** Green, brown, clear

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

**Metal:** Aluminum cans/  
steel banding

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

**Wood:** Non-laminate wood

FREEMAN

FREEMAN.COM

## EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION

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

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

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

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

### PER SHOW MANAGEMENT

<b><u>TASK</u></b>	<b><u>EXHIBITORS MAY</u></b>	<b><u>FREEMAN RESPONSIBILITIES</u></b>
<b>Material Handling</b>	<ul style="list-style-type: none"> <li>As an exhibitor you may "hand carry" material. Hand carry is defined as small items such as cartons and packages that an exhibitor is able to carry.</li> <li>Any mechanical assistance is limited to a small dolly.</li> <li>The assistance of any motorized device or pallet jack is not permitted.</li> <li>When exhibitors choose to "hand carry" they may not access designated material handling areas.</li> <li>Must use specified exhibitor hand carry areas or main entrance of the facility.</li> <li>In all other circumstances items should be considered material handling.</li> </ul> <p><b>In no circumstance is any exhibitor authorized to use Freeman material handling equipment for any purpose.</b></p>	<ul style="list-style-type: none"> <li>Freeman has been contracted to be the exclusive provider for material handling contract services as ordered by the exhibitor.</li> <li>Freeman has the responsibility to manage all freight docks and to schedule all vehicles into and out of all designated material handling areas for the show. This will assure the smooth, orderly and efficient move in and move out of the tradeshow.</li> <li>Freeman has the sole responsibility for loading and unloading all trucks, trailers, common and contract carriers at its facilities or designated material handling areas.</li> <li>Freeman is not responsible for any material it does not handle.</li> <li>For the convenience of all exhibitors on the show, order forms for material handling services are included in this service manual and are available on Freeman's website at <a href="http://www.freemanco.com/store">www.freemanco.com/store</a>.</li> </ul>
<b>Electrical</b>	<p>The following work may be performed by the exhibitor's full-time company employees with positive identification such as a medical card or payroll stub but may not be performed by your Exhibitor Appointed Contractor (EAC).</p> <ul style="list-style-type: none"> <li>Plug in equipment into any 20A/120VAC receptacle.</li> <li>An exhibitor may install their own light fixtures and materials as long as the combined power is less than 20 amps or 2000 watts for the entire booth space.</li> <li>May connect modems, printers, computers and keyboards, test and tune their own equipment, and run their own communications cable between machines in the same booth above the booth carpet.</li> <li>Mounting of monitors (to include plasma screens, LCD &amp; CRT) and the installation of hanging brackets.</li> </ul>	<ul style="list-style-type: none"> <li>All electrical distribution.</li> <li>All under-carpet electrical distribution.</li> <li>Any additional electrical requirement needs or changes to preorders.</li> <li>Distribution and connection of all power in excess of 20A/120V.</li> <li>Distribution and connection of all 208V and 480V power.</li> <li>Distribution of all electrical equipment necessary to provide electrical service.</li> </ul>
<b>Non-Electrical Hanging Signs</b>	<ul style="list-style-type: none"> <li>Install and dismantle a non-electric sign attached to a booth by the exhibitor's full-time employee or approved EAC.</li> </ul>	<ul style="list-style-type: none"> <li>Assembly and disassembly of hanging signs.</li> <li>Hanging of non-electrical signs and decorative materials from the ceiling.</li> <li>Installing chain hoist and attaching signs (over 200 lbs).</li> </ul>

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

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

---

## IMPORTANT - PLEASE READ!

In accordance with Fire Regulations, ALL packing containers, cartons, and display materials **MUST BE REMOVED** from underneath all tables and placed into storage.

Empty labels are available at the Freeman Service Center. Place a label on each container.

# LAS VEGAS FIRE REGULATIONS

---

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

Clark County Department of Building & Fire Prevention:

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

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

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

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

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

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

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

---

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

# LAS VEGAS FIRE REGULATIONS (continued)

---

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## 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/507293>

### 2. Submit your order

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

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

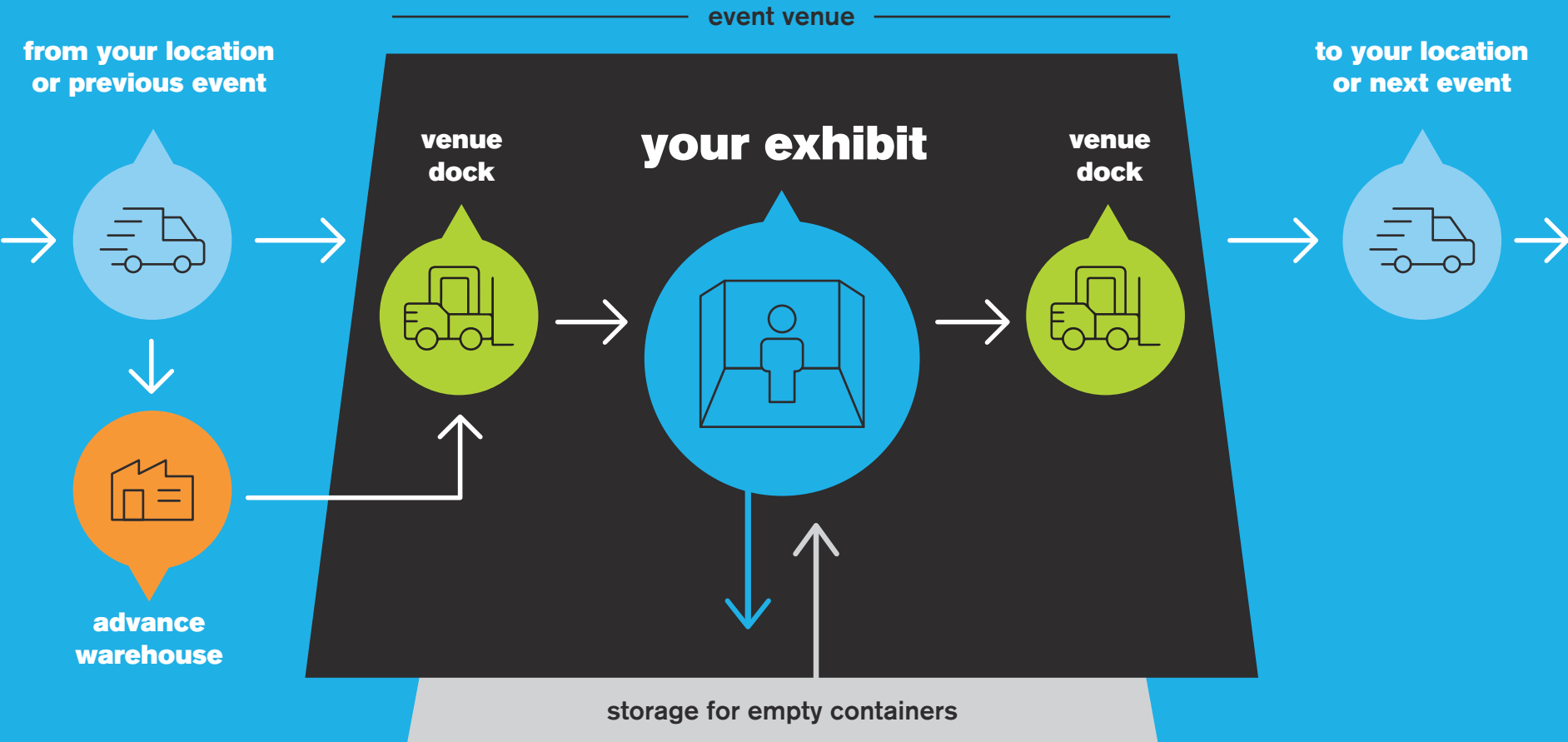
*before event*

*during the event*

*after event*

from your location  
or previous event

to your location  
or next event



*advance warehouse*  
where exhibit materials are  
stored before an event

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

*material handling*  
move items from the dock, to the  
exhibit, back to the dock after the show





# TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

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

## The Freeman Exhibit Transportation promise:

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

## Benefits:

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

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



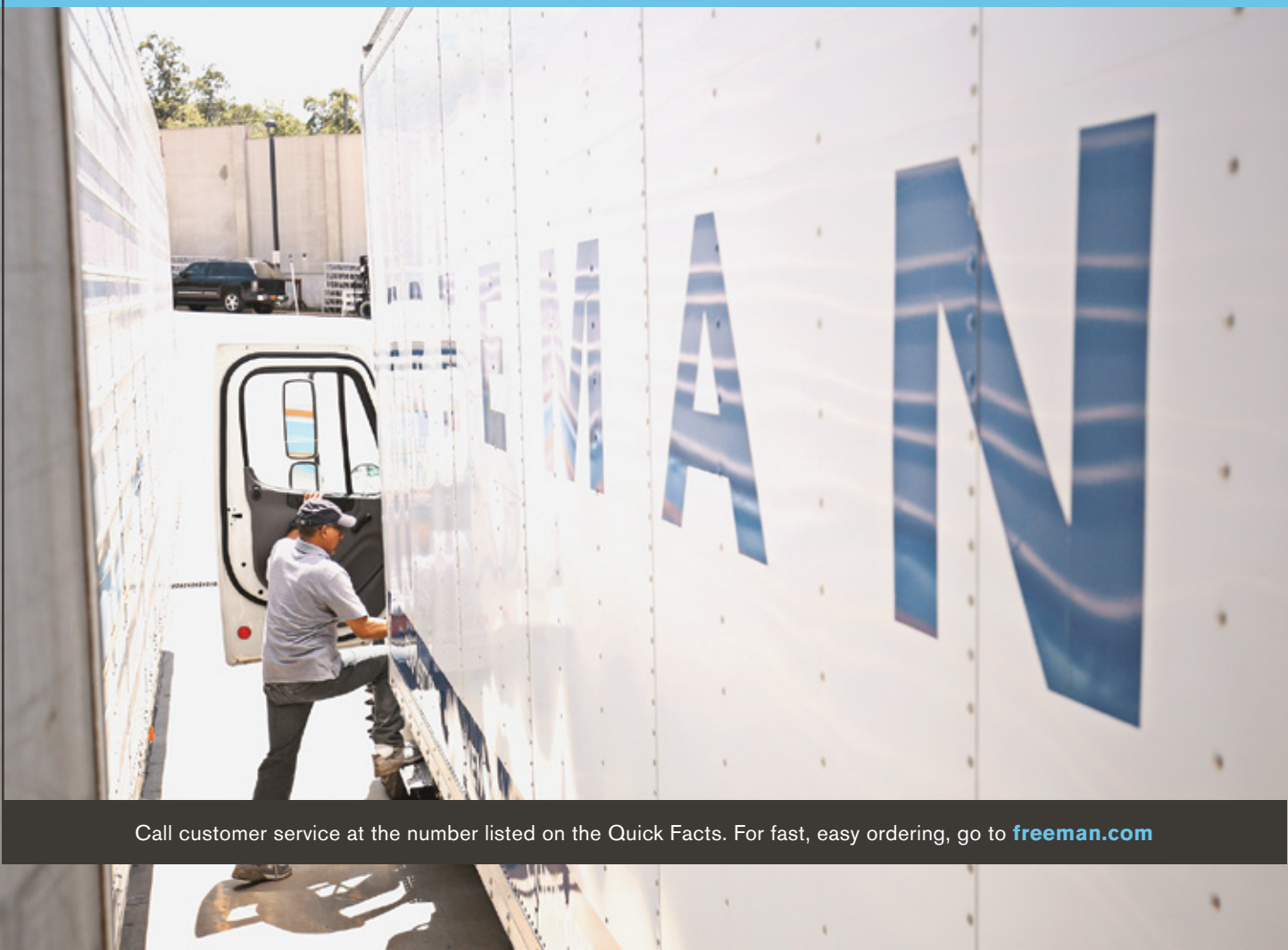
To take advantage, call **1-800-995-3579** or email **[exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)** for a quote.

# RESULTS, DELIVERED

---

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

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



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

## EXHIBIT TRANSPORTATION SERVICES

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

### Freeman Exhibit Transportation promise:

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

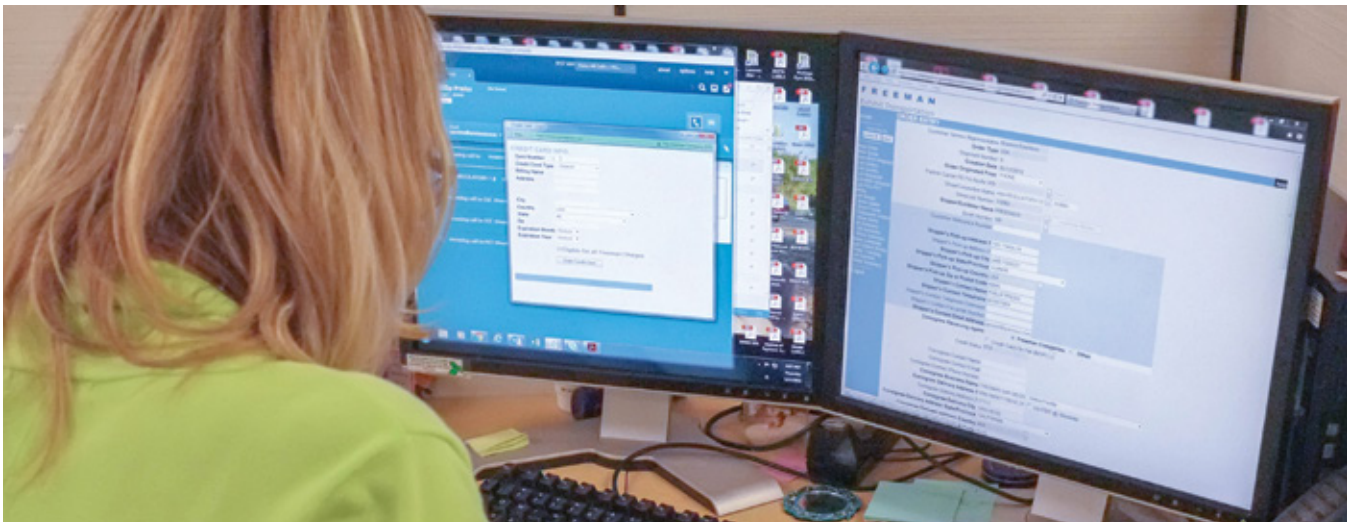
### Questions?

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

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

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

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



NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

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

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

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

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

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

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

### COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

#### PICK UP INFORMATION

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

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

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

\_\_\_\_\_

(City) (State) (Zip Code)

#### DESTINATION

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

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

**ASD Market Week**

C/O: Freeman

6675 W Sunset Rd

Las Vegas, NV 89118

**MUST BE DELIVERED BY AUGUST 11, 2022**

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

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

**ASD Market Week**

C/O: Freeman

Las Vegas Convention Center

3150 Paradise Rd

Las Vegas, NV 89109

**CANNOT BE DELIVERED BEFORE AUGUST 18, 2022**

#### TYPE OF SERVICE

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

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

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

### SHIPPING INFORMATION

#### Items to be shipped

Number of Pieces \_\_\_\_\_ Est. Weight \_\_\_\_\_

\_\_\_\_ Crates (wooden) \_\_\_\_\_

\_\_\_\_ Cartons (cardboard) \_\_\_\_\_

\_\_\_\_ Cases/Trunks (fiber) (color \_\_\_\_\_) \_\_\_\_\_

\_\_\_\_ Skids/Pallets \_\_\_\_\_

\_\_\_\_ Carpet (color \_\_\_\_\_) \_\_\_\_\_

\_\_\_\_ Other ( \_\_\_\_\_ ) \_\_\_\_\_

\_\_\_\_ Total \_\_\_\_\_

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

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

#### OUTBOUND SHIPPING

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

Ship to address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

#### FAX THIS COMPLETED FORM VIA:

#### E-mail:

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

**or**

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

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

**SHOW #** (507293) \_\_\_\_\_

## exhibit transportation

# *caravan service*

### Are you heading to ASD MARKET WEEK August 2022 after CHAMPS Trade Show?

Save time and money on outbound shipping with Freeman Transportation's caravan option. Your shipment will deliver to the Freeman Advance Warehouse in Las Vegas to hold for ASD Market Week. To guarantee your space on this caravan book in advance by calling 1-800-995-3579 or email [exhibit.transportation@freemanco.com](mailto:exhibit.transportation@freemanco.com)

#### What's in it for you?



#### Convenience

We keep it simple. Just turn in your outbound shipping form (MHA) and leave your labeled packages in your booth at show closing.



#### Focus

Exhibitors can take advantage of Freeman's focused transportation to/from events.



#### Affordability

Cost sharing with other exhibitors heading to/from events helps you maximize your budget.



#### Service

We have you covered from door to door, with full on-site supervision from move-in to move-out.

Weight	Rate
1-500 lbs.	\$0.51 / lb.
501 lbs. & Over	\$0.45 / lb.
Truckload	\$900.00

#### Additional Information

Minimum charge of \$150.00 will apply. No additional fuel surcharges will be added to the above rates. Additional coverage may be purchased for \$1.00 per \$100.00 of declared value with a \$50 minimum charge.



## exhibit transportation

# *caravan service*

### Are you heading to ASD MARKET WEEK August 2022 after MAGIC Las Vegas?

Save time and money on outbound shipping with Freeman Transportation's caravan option. Your shipment will deliver to the Freeman Advance Warehouse in Las Vegas to hold for ASD Market Week. To guarantee your space on this caravan book in advance by calling 1-800-995-3579 or email [exhibit.transportation@freemanco.com](mailto:exhibit.transportation@freemanco.com)

#### What's in it for you?



#### Convenience

We keep it simple. Just turn in your outbound shipping form (MHA) and leave your labeled packages in your booth at show closing.



#### Focus

Exhibitors can take advantage of Freeman's focused transportation to/from events.



#### Affordability

Cost sharing with other exhibitors heading to/from events helps you maximize your budget.



#### Service

We have you covered from door to door, with full on-site supervision from move-in to move-out.

Weight	Rate
1-500 lbs.	\$0.51 / lb.
501 lbs. & Over	\$0.45 / lb.
Truckload	\$900.00

#### Additional Information

Minimum charge of \$150.00 will apply. No additional fuel surcharges will be added to the above rates. Additional coverage may be purchased for \$1.00 per \$100.00 of declared value with a \$50 minimum charge.

## exhibit transportation

# *caravan service*

### Are you heading to ASD MARKET WEEK August 2022 after OFFPRICE SHOW?

Save time and money on outbound shipping with Freeman Transportation's caravan option. Your shipment will deliver to the Freeman Advance Warehouse in Las Vegas to hold for ASD Market Week. To guarantee your space on this caravan book in advance by calling 1-800-995-3579 or email [exhibit.transportation@freemanco.com](mailto:exhibit.transportation@freemanco.com)

#### What's in it for you?



#### Convenience

We keep it simple. Just turn in your outbound shipping form (MHA) and leave your labeled packages in your booth at show closing.



#### Focus

Exhibitors can take advantage of Freeman's focused transportation to/from events.



#### Affordability

Cost sharing with other exhibitors heading to/from events helps you maximize your budget.



#### Service

We have you covered from door to door, with full on-site supervision from move-in to move-out.

Weight	Rate
1-500 lbs.	\$0.51 / lb.
501 lbs. & Over	\$0.45 / lb.
Truckload	\$900.00

#### Additional Information

Minimum charge of \$150.00 will apply. No additional fuel surcharges will be added to the above rates. Additional coverage may be purchased for \$1.00 per \$100.00 of declared value with a \$50 minimum charge.

# 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](http://www.freeman.com).

## OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

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

FREEMAN®

# material handling simplified

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

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

## It's just easier!



## MATERIAL HANDLING

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

### RATES

**Material Handling**..... \$ **1.13 per pound**

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

**Material Handling - After Deadline** ..... \$ **1.41 per pound**

Rate applies to shipments arriving at the warehouse after **Thursday, August 11, 2022**.

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

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

### IMPORTANT SHIPPING INFORMATION

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

#### Warehouse:

- Avoid wait times at show site; ship to our warehouse!
- Warehouse receiving begins on **Tuesday, July 19, 2022**.
- After Deadline charges will apply after **Thursday, August 11, 2022**.
- Warehouse address: Exhibiting Company Name / Booth #

**ASD Market Week**

C/O Freeman

6675 W Sunset Rd

Las Vegas, NV 89118

- Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigeration or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.

#### Show Site:

- Show site receiving begins on **Thursday, August 18, 2022**.
- Show Site address: Exhibiting Company Name / Booth #

**ASD Market Week**

Las Vegas Convention Center

C/O Freeman

3150 Paradise Rd

Las Vegas, NV 89109

#### Outbound:

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

## MOBILE UNIT & VEHICLE SPOTTING

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

Mobile units are defined as a piece of equipment 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 \* ..... \$289.75 per unit (round trip)

Vehicles..... \$289.75 per unit (round trip)

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

### POV & CART SERVICE

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

#### DEFINITION OF PRIVATELY OWNED VEHICLE:

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

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

#### RATES:

This service is available at a round trip rate of \$97.25 per trip (from the dock to the booth and the booth to the dock).

#### DIRECTIONS:

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

#### AVAILABILITY:

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

#### Move-In

Friday	August 19	8:00 a.m. - 5:00 p.m.
Saturday	August 20	8:00 a.m. - 5:00 p.m.

#### Move-Out

Wednesday	August 24	4:00 p.m. - 10:00 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

## HAND CARRY INFORMATION

## HAND CARRY INFORMATION

## What is Hand Carry?

Material that can be hand carried by only one person through the main entrance of a facility during move-in and move-out that weighs less than 300 lbs.

## What does Hand Carry not include?

Hand carry does not include the use of the items listed below and is NOT ACCEPTABLE for personal use. The following items are prohibited and can not be used to transport any hand carry material during the move-in and move-out of the trade show by an exhibitor or their exhibitor appointed contractor (EAC).

Four wheel dollies



Two wheel dollies



Four wheel push carts



Freeman has jurisdiction for the loading and unloading of all trucks, trailer and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting, and assembly of machinery and equipment as well as the reverse process.

Freeman has the responsibility of receiving and handling all materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the trade show. Freeman will not be responsible for any material it does not handle.

An exhibitor may "hand carry" material provided they do not use material handling equipment to assist them. When exhibitors choose to "hand carry" material, they may not be permitted access to the loading dock/freight door areas.

## PRIVATELY &amp; COMPANY OWNED VEHICLES

PRIVATELY & COMPANY  
OWNED VEHICLES (POV & COV)

## POV &amp; COV Service

Freeman has secured an on-site location for privately and company owned vehicles to check in for unloading. This service is available through Freeman at the LVCC Riviera Parking Lot, located on Elvis Presley Boulevard, directly adjacent to the new West Hall. Signage will be provided to direct you to the entrance.

Please note: Vehicles will be weighed by Freeman before and after to get actual material handling weight. Qualifying vehicles should cross the scale before unloading and immediately after unloading. Vehicles will be dispatched as space is available at the docks. Please do not proceed until your vehicles is properly badged and you are instructed to do so. Please be aware that there may be a wait before being dispatched to a dock for unloading.

## What is a 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.

## What is a Company Owned Vehicle?

Company Owned Vehicles are defined as box trucks under 24' or commercial van.

Trucks larger than 24' should report directly to the Freeman Marshalling Yard.

VEHICLES THAT QUALIFY:

Sedan



SUV



Pickup



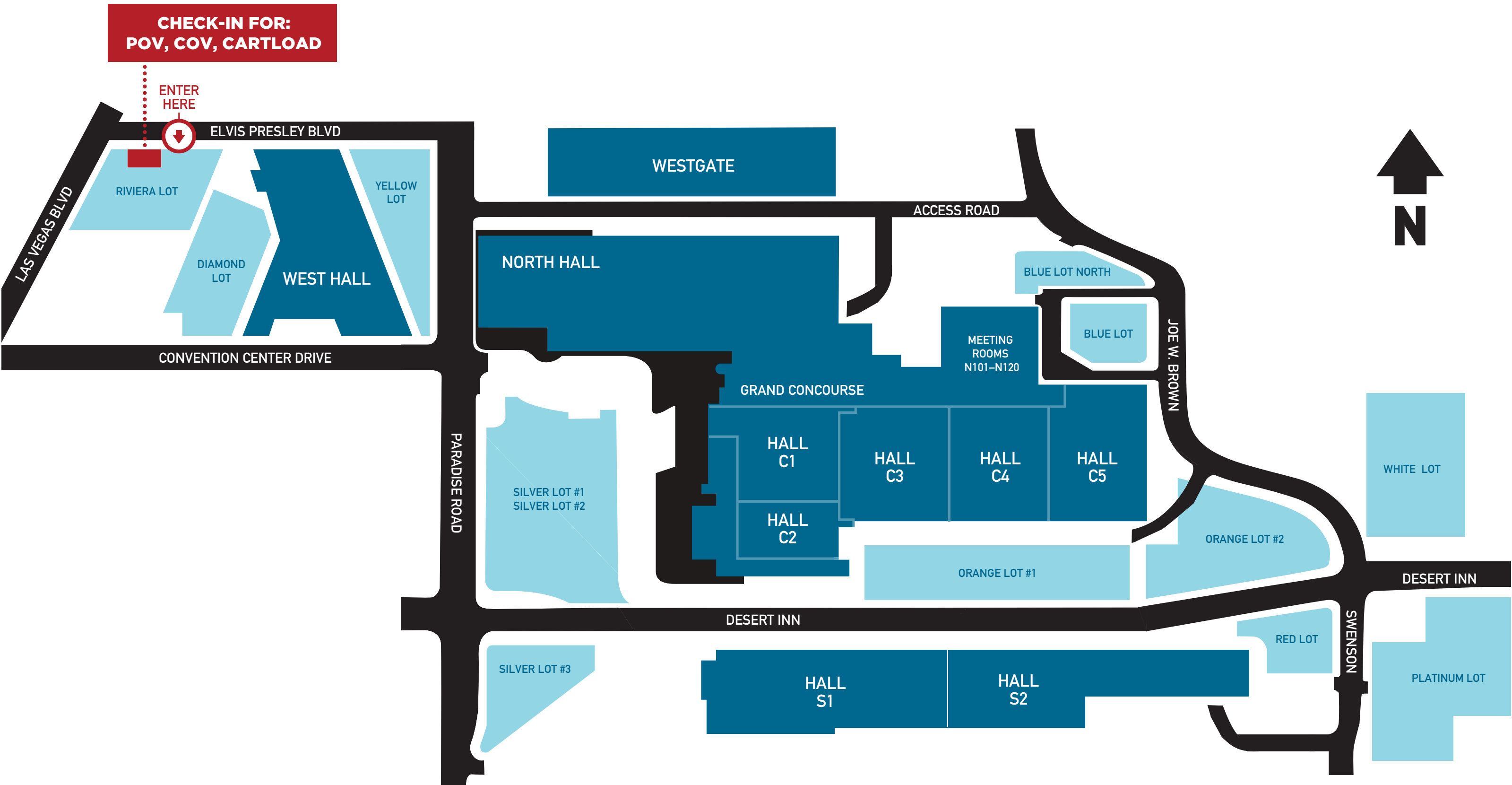
Passenger Van



Bobtail



# LAS VEGAS CONVENTION CENTER POV/COV/CARTLOAD



## ADVANCE WAREHOUSE

6675 West Sunset Road  
Las Vegas, NV 89118

### Hours of Operation:

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

### Directions:

#### From I-15 Northbound or Southbound

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

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

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



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

*This location does not accept deliveries.*

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

**Please note:**

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

**Directions:**

From I-15 Northbound

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

From I-15 Southbound

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

From US-93 / I-515 Northbound

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



**SPECIAL STORAGE**

# **SPECIAL STORAGE**

## **For ASD Market Week Exhibitors**

Take advantage of our storage services after the August 2022 event. We offer very competitive pricing for your exhibit materials from the August 2022 show to the March 2023 show. Save money by not having to ship your materials home and back again, which also saves fuel and energy for the planet.

**ASD to ASD:**

**Special show-to-show rates apply:**

Special Storage Rates as contracted (1,000 pound minimum) ..... \$69.95 per cwt  
Includes transportation back to Freeman's warehouse and handling fees

**ASD to any local Freeman show (excluding ASD):**

**Return to Warehouse:**

Return to Warehouse (1,000 pound minimum)..... \$25.50 per cwt  
Transportation to warehouse after show, includes warehouse handling

**Monthly Storage:**

Monthly Storage (1,000 pound minimum) ..... \$9.80 per cwt  
Does not include Return to Warehouse charges

**Additional Warehouse Handling:**

**Handling fee applies if outside carrier delivers or picks up:**

Additional Warehouse Handling Fee (1,000 pound minimum) ..... \$12.40 per cwt  
Applies for multiple in and out moves

**Please visit the Freeman Service Center at the Las Vegas Convention Center for additional information and/or to make arrangements for any of the above services.**

**PLEASE NOTE:** This service is for freight received prior to the published date that advanced warehouse receiving will begin or if the freight will be held for another event after the close of your current show.

### OWNER OF MATERIALS

COMPANY NAME:

ADDRESS:

CITY:

STATE:

ZIP:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

FAX #:

### HOLD FOR

SHOW:

FACILITY:

COMPANY NAME:

BOOTH #:

ADDRESS:

CITY:

STATE:

ZIP:

COMMENTS:

### INVOICE TO

COMPANY NAME:

ADDRESS:

CITY:

STATE:

ZIP:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

FAX #:

### DESCRIPTION OF MATERIALS TO BE STORED

NUMBER OF PIECES	DESCRIPTION OF MATERIALS TO BE STORED	WEIGHT	CUBIC FOOTAGE
	CRATES (WOODEN)		
	CARTONS (CARDBOARD)		
	TRUNKS, CASES (FIBER) COLOR: _____		
	SKIDS / PALLETS		
	CARPETS / PADS		
	<b>TOTALS</b>		

### RATES AND CHARGES

DESCRIPTION OF CHARGE	RATE (FORMULA)	MINIMUM	TOTAL
<b>Special Show-to-Show Storage (ASD to ASD)</b> Includes transportation back to Freeman's warehouse and handling fees.	\$69.95 per cwt ( _____ cwt @ 69.95 per cwt)	1,000 lb minimum	\$
<b>ASD to any local Freeman show - Return to Warehouse</b> Transportation to warehouse after show, includes warehouse handling.	\$25.50 per cwt ( _____ cu ft @ 25.50 per cwt)	1,000 lb minimum	\$
<b>ASD to any local Freeman show - Monthly Storage</b> Does not include Return to Warehouse charges.	\$9.80 per cwt ( _____ cu ft @ 9.80 per cwt)	1,000 lb minimum	\$
<b>Additional Warehouse Handling</b> Handling fee applies if outside carrier delivers or picks up. Applies for multiple in and out moves.	\$12.40 per cwt ( _____ cwt @ 12.40 per cwt)	1,000 lb minimum	\$
<b>TOTAL</b>			\$

**PLEASE COMPLETE THE ACCEPTANCE OF TERMS  
ON THE REVERSE SIDE.**

NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

**PAYMENT TERMS:** All accounts must have a valid credit card on file. Storage will be billed on a monthly basis and charges will be placed in full on such credit card at the time of invoicing. Prior arrangements must be made in writing to have invoices billed with a (30) day net and if such payment is not received within (30) days from the invoice date, the full payment will be applied to the credit card on file. Rates are subject to change with (30) days notice to Client. All charges due Freeman for all services must be paid in full prior to the release of materials from storage. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If Client's account remains in default for (60) days after the date of the invoice, goods may be subject to sale as outlined in this Agreement. In the event of any dispute between the Client and Freeman relative to any loss, damage, or claim, Client shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Any claim against Freeman shall be considered a separate transaction, and shall be resolved on its own merits.

**TERMS AND CONDITIONS:** All goods scheduled in this Agreement are received and accepted by Freeman on Client's express representation that it is lawfully authorized to store the goods. FREEMAN WILL NOT ACCEPT FOR STORAGE, NOR BE LIABLE FOR, ANY OF THE FOLLOWING: DOCUMENTS, CURRENCY, MONEY, JEWELRY, WATCHES, PRECIOUS STONES, ART WORK, ANTIQUES, FURS, OR OTHER ARTICLES OF EXTRAORDINARY VALUE; NOR WILL WE ACCEPT ANY PERISHABLE ITEMS, LIQUID, ILLEGAL SUBSTANCES, OR ANY HAZARDOUS MATERIALS OR WASTE AS DEFINED BY 49 CFR 173. Client agrees to defend and indemnify Freeman from and against any and all claims, demands, judgments, and costs (including reasonable attorneys' fees) arising out of or relating to the ownership or title to goods stored, or arising from the storage of any of the above prohibited items in violation of this Agreement. Freeman is expressly given an additional lien on the goods stored by Client for all such costs, expenses, and attorney fees. Freeman shall have a lien on any and all property deposited with it at any time. All goods deposited on which storage or other charges including handling charges are not paid when due may be sold at public or private sale to pay such accrued charges, together with expenses of the sale, after notice to Client or other interested persons of the manner, time, and place of the sale and the amount of the accrued charges as may be required by law. Freeman shall only be liable for any loss or injury to the goods caused by its failure to exercise such care as a reasonable, careful owner of similar goods would exercise, subject to the limitation on damages. Freeman does not represent or warrant that its buildings or the contents of such buildings cannot be destroyed by fire. Freeman shall not be required to maintain a sprinkler or alarm system, security guard or other preventative / security devices, and its failure to do so shall not constitute negligence. FREEMAN IS NOT RESPONSIBLE TO CLIENT, ITS PRINCIPAL OR INSURER FOR, AND CLIENT RELEASES FREEMAN FROM, ANY LOSS OR DAMAGE TO GOODS CAUSED BY FIRE, INSECTS, RODENTS, RUST, NORMAL WEAR AND TEAR, LEAKAGE, MOISTURE, CHANGES IN TEMPERATURE, STRIKES, ACT OF GOD, DETERIORATION BY TIME, OR MARRING AND/OR SCRATCHING (INCLUDING WITHOUT LIMITATION ANY SUCH DAMAGE CAUSED BY FREEMAN'S NEGLIGENCE); FOR ANY LOSS OR DAMAGE TO FRAGILE ARTICLES (INCLUDING WITHOUT LIMITATION ANY SUCH DAMAGE CAUSED BY FREEMAN'S NEGLIGENCE; FOR ANY LOSS OR DAMAGE TO THE CONTENTS OF ANY CONTAINER (INCLUDING WITHOUT LIMITATION ANY SUCH DAMAGE CAUSED BY FREEMAN'S NEGLIGENCE) UNLESS ITS CONTENTS ARE MADE KNOWN TO FREEMAN AND SPECIFICALLY ITEMIZED IN A RIDER ATTACHED TO THIS AGREEMENT; OR FOR ANY LOSS OR DAMAGE FROM CAUSES BEYOND FREEMAN'S CONTROL. FREEMAN SHALL NOT BE RESPONSIBLE FOR THE MECHANICAL FUNCTIONS OF INSTRUMENTS, APPLIANCES OR MACHINERY. FREEMAN'S FAILURE TO DELIVER GOODS TO ANY PERSON ENTITLED TO THEM SHALL NOT CONSTITUTE CONVERSION OF GOODS OR SUBJECT FREEMAN TO ANY LIABILITY WHATSOEVER WHEN THE NON-DELIVERY RESULTS FROM CAUSES ARISING FROM STRIKES, LOCKOUTS, WORK STOPPAGES OR RESTRAINTS OF LABOR. It is the responsibility of the client to obtain the appropriate insurance coverage. Goods are not insured by Freeman nor do storage rates include insurance. All terms of this Agreement, including without limitation, monthly rental, conditions of occupancy and charges are subject to change upon thirty (30) days prior written notice. If changed, the Client may terminate this agreement on the effective date of the change by giving Freeman ten (10) days prior written notice to terminate. If the client does not give such notice, the change shall become effective and apply to the Client's occupancy. Either party reserves the right to terminate the storage of the goods at any time by giving to the other party thirty (30) days written notice of its intention to do so. Unless Client removes such goods within that period, Freeman shall have the right to deliver such goods to Client at the address on file at Client's expense. It shall be the duty of the Client to furnish to Freeman notification, in writing, to Client's address provided herein of any change of address or phone number. This Agreement and any action arising between the parties shall be construed under and in accordance with the laws of Nevada.

**ACCEPTANCE:** I have read, understood and agree to be bound by the Terms and Conditions on both sides of this document, and further, that I have the authority to sign this on behalf of the owner of the goods/materials being stored.

**SIGNATURE OF DEPOSITOR:** \_\_\_\_\_

**SIGNATURE OF FREEMAN REPRESENTATIVE:** \_\_\_\_\_

storage agreement



(888) 508-5054

Fax: (469) 621-5604



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

Submit order forms [here](#)

NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

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.



**Freeman<sup>®</sup>**

**R U S H**

**DO NOT DELAY**

*RECEIVING DATE BEGINS: JULY 19, 2022*

*DEADLINE DATE IS: AUGUST 11, 2022*

TO: \_\_\_\_\_  
EXHIBITOR NAME

C/O Freeman  
6675 W Sunset Rd  
Las Vegas, NV 89118

**WAREHOUSE**  
**(507293)**

EVENT: \_\_\_\_\_ *ASD Market Week*

BOOTH NO. \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

**Freeman<sup>®</sup>**

**R U S H**

**DO NOT DELAY**

*RECEIVING DATE BEGINS: JULY 19, 2022*

*DEADLINE DATE IS: AUGUST 11, 2022*

TO: \_\_\_\_\_  
EXHIBITOR NAME

C/O Freeman  
6675 W Sunset Rd  
Las Vegas, NV 89118

**WAREHOUSE**  
**(507293)**

EVENT: \_\_\_\_\_ *ASD Market Week*

BOOTH NO. \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

**Freeman<sup>™</sup>**

**R U S H**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE: AUGUST 18, 2022**

TO: \_\_\_\_\_  
EXHIBITOR NAME

C/O Freeman  
Las Vegas Convention Center  
3150 Paradise Rd  
Las Vegas, NV 89109

**SHOW SITE**  
**(507293)**

EVENT: \_\_\_\_\_ *ASD Market Week*

BOOTH NO. \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

**Freeman<sup>™</sup>**

**R U S H**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE: AUGUST 18, 2022**

TO: \_\_\_\_\_  
EXHIBITOR NAME

C/O Freeman  
Las Vegas Convention Center  
3150 Paradise Rd  
Las Vegas, NV 89109

**SHOW SITE**  
**(507293)**

EVENT: \_\_\_\_\_ *ASD Market Week*

BOOTH NO. \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

Freeman<sup>®</sup>

**R U S H**

**DO NOT DELAY**

*RECEIVING DATE BEGINS: JULY 19, 2022*

*DEADLINE DATE IS: AUGUST 11, 2022*

TO: \_\_\_\_\_  
EXHIBITOR NAME

C/O Freeman  
6675 W Sunset Rd  
Las Vegas, NV 89118

**WAREHOUSE**

(507293)

**GROUND-SUPPORTED  
BANNER**

EVENT: \_\_\_\_\_  
*ASD Market Week*

BOOTH NO. \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

Freeman<sup>®</sup>

**R U S H**

**DO NOT DELAY**

*RECEIVING DATE BEGINS: JULY 19, 2022*

*DEADLINE DATE IS: AUGUST 11, 2022*

TO: \_\_\_\_\_  
EXHIBITOR NAME

C/O Freeman  
6675 W Sunset Rd  
Las Vegas, NV 89118

**WAREHOUSE**

(507293)

**GROUND-SUPPORTED  
BANNER**

EVENT: \_\_\_\_\_  
*ASD Market Week*

BOOTH NO. \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

**Take advantage of the Discount Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by JULY 28, 2022.**

### FREE FURNISHINGS

Each 10' x 10' booth space is entitled to receive one table and two plastic chairs at no charge if ordered by the deadline date. Please refer to the Furnishings Order Form to order table drape or any additional items. No deviations. SourceDirect booths do not include free furnishings.

**For returning exhibitors, free furnishing orders received for the last show (February/March 2022) will be automatically entered for the August 2022 show if your booth is the same size. For any changes, updates or new orders, please [click here](#) to place your free furnishings order with Freeman.**

**Please do not remove furnishings from neighboring booths and aisles. Freeman will invoice the exhibitor for additional furnishings taken and used.**

**Orders received after the deadline date will be charged at the Standard Price listed on the Furnishings Order Form.**

#### Examples:

If you have one 10' x 10' booth, you may order:

- Two plastic chairs
- One table
- One wastebasket

If you have two 10' x 10' booths, you may order:

- Four plastic chairs
- Two tables
- Two wastebaskets

**Number of 10' x 10' Booths:** \_\_\_\_\_

Description	Quantity	Price	Total
4' Undraped Table with Plastic Top		No Charge	No Charge
6' Undraped Table with Plastic Top		No Charge	No Charge
8' Undraped Table with Plastic Top		No Charge	No Charge
Plastic Chairs (armless - maximum of 2 per booth)		No Charge	No Charge
Wastebasket		No Charge	No Charge

**Please order early. Orders placed at show site cannot be guaranteed immediate delivery.**

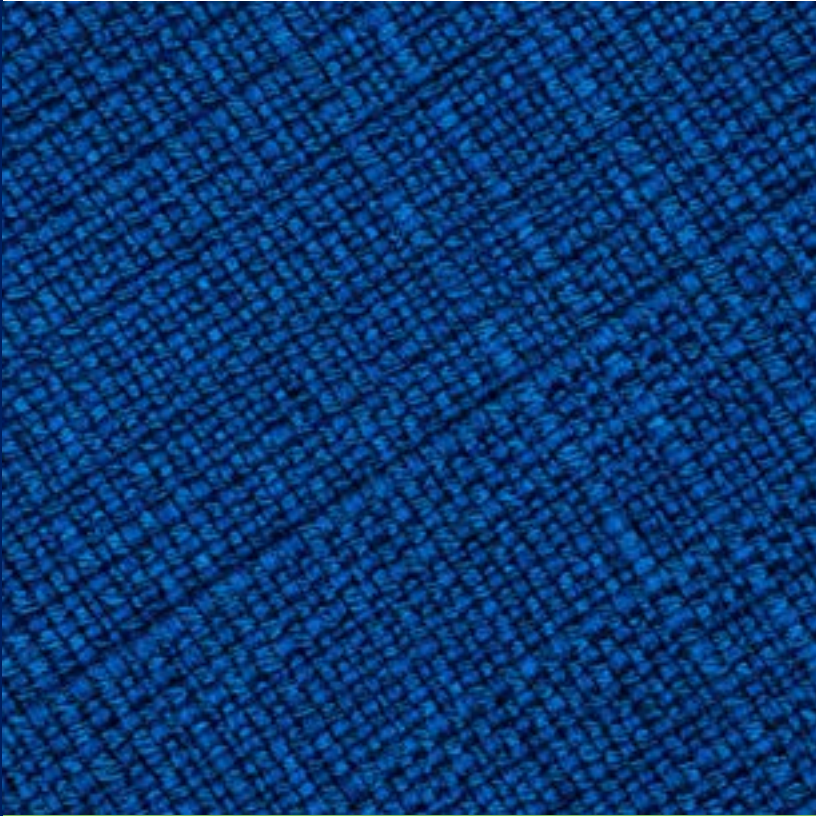
**Failure to return this form by the Deadline Date will result in additional charges and the possibility of not receiving the items requested.**

**No substitutions on the booth packages.**

# Exhibitor support

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

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



# Furnishings Brochure





# Comfortable and Safe Networking

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

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

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

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



## **Bowery Swivel Chairs & Sedona C-Tables**

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

# Top Design Tips

for Tradeshow Booths.



## Complete The Look Of Your Exhibit Space

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



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

Shown here with Zoey Barstools

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

Shown here with Banana Barstools




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

Shown here with Baja Chairs and Sydney Power Cocktail Table



# Power Up In Style.

Denotes Powered Products 

## Powered Seating

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



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



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



POWERED  
DETAIL

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



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



## Powered Tables

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



A.



B.



C.

D.



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



POWERED  
DETAIL



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



POWERED  
DETAIL

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


# Take Charge.

Denotes Powered Products



## Powered Tables

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

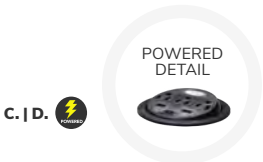
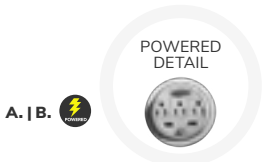
**SYDNEY**   
**Sydney Powered Cocktail Tables**  
48"L 26"D 18"H (brushed steel)  
**E) 82073** (white)  
**F) 82076** (black)



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

## Powered Pedestals

Denotes AC and USB charging outlets



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

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

## Powered Tech Desk



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

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

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

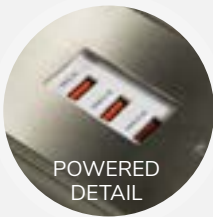
# Take Charge.

Denotes Powered Products



## Powered Tech Tablet Chair

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



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



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

## Powered Poducts

Denotes AC and USB charging outlets



## Wireless Charging Table



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



## Village Charging Hub



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



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



# Soft Seating

Create Engaging Booth Environments

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

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



Valencia Sofa & Chair 10'x10' Booth

**A.**



**B.**



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

## Soft Seating Collections

**A.**



**B.**



**C.**



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

**A.**



**B.**



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

**A.**



**B.**




**C.**



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

# Soft Seating

Denotes Powered Products 

## Create Engaging Booth Environments



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

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


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

Palm Beach Sofa & Swanson Chairs 10'x10' Booth



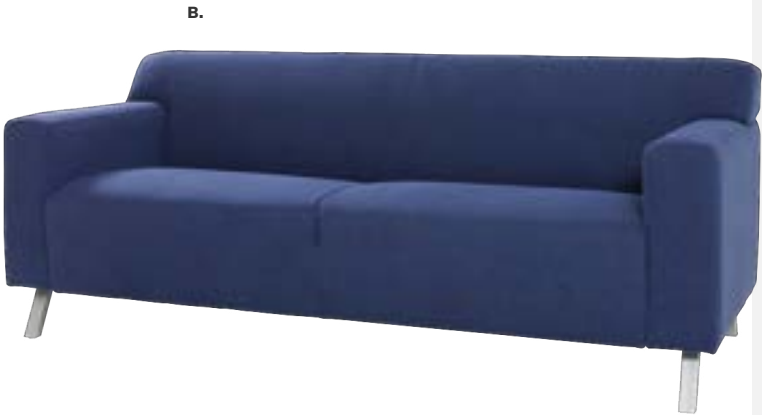
**PALM BEACH**  
**83040 Sofa**  
(white vinyl, brushed metal)  
69"L 29"D 33"H

## Soft Seating Collections

Available in Power 



A.



B.

### ALLEGRO

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



A.



B.

### FAIRFAX

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



B.



A.



C.

### NAPLES

**A) 810119 Chair**  
(black vinyl)  
36"L 30"D 33.25"H  
**810120** (Powered)

**B) 830119 Sofa**  
(black vinyl)  
87"L 30"D 33.25"H  
**830121** (Powered)

**C) 830120 Loveseat**  
(black vinyl)  
62"L 30"D 33.25"H  
**830122** (Powered)

# Accent Chairs

## Create Space

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



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



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



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



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

## Meeting & Stage Chairs



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



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



# Accent Chairs

## Accent Chair Styles



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



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



Accent Tables | pg 26



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



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



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

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

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

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

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

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



A.



B.



D.



E.



F.



# Group Seating

## Lounges

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

### ZENITH

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



### LAGUNA

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



### MALBA

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



### MARINA

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



## Styles & Shapes



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

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

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

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

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

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

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

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



## Mix & Match

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

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

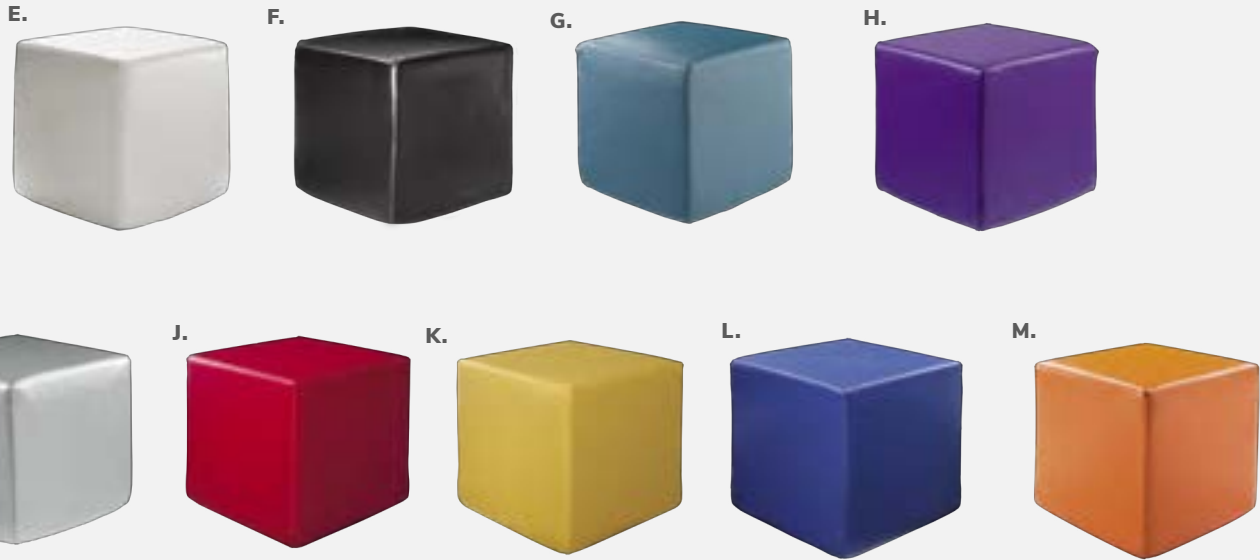


# Ottomans

## Vibe Cube

18"L 18"D 18"H

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



## Beverly Bench Ottomans



### Beverly Bench

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

## Styles & Shapes



### ENDLESS Square

34"L 34"D 15"H  
A) 815123 (black)  
B) 815122 (white)

### ENDLESS Curved

60.5"L 37.5"D 15"H  
C) 815952 (black)  
D) 815953 (white)



### E) 82074

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

# Ottomans

## Beverly Small Bench Ottomans

30"L 20"D 18"H

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



C.



D.



E.



F.



G.



H.



I.



J.



K.

## Marche Swivel Ottomans



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



O.



P.

### Marche Swivel Ottomans

17" RND 18"H

A) 815150 (white vinyl)

B) 815154 (red fabric)

C) 81539

(Ivory Faux Sheep Fur)

D) 815158

(pear yellow fabric)

E) 815156 (plum fabric)

F) 815159 (blue fabric)

G) 815151 (gray fabric)

H) 815155

(rose quartz fabric)

I) 815152 (linen fabric)

J) 815153

(raspberry fabric)

K) 815157

(meadow green fabric)

L) 815160

(orange fabric)

M) 81543 (black vinyl)

N) 81540

(forest green vinyl)

O) 81541 (teal velvet)

P) 81542

(distressed brown vinyl)



# Accent Tables

## Tables and Meeting Rooms

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



MESA

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

## Styles & Shapes



### ALONDRA

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

### GEO

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

# Accent Tables

## Tables and Meeting Rooms

### TAOS SIDE TABLES

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



### SEDONA SIDE TABLE

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



## Styles & Shapes



Available in Power

### SYDNEY

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

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

### REGIS

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

### SILVERADO

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

### WIRELESS

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

### AURA

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

# Café Tables



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



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

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



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



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

## Customize and Create

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



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

### Café Tables Standard Black Base 30" RND 29"H

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

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

### Café Tables Hydraulic Chrome Base 30" RND 29"H

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

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

## Mix & Match

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



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

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

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

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





# Bar Tables

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



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



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



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



## Customize and Create

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



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

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

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

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

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

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

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

## Style & Design

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



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

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

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

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

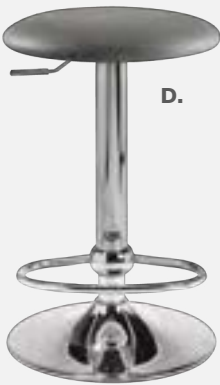
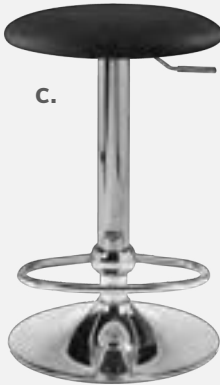




# Barstools

## LIFT Barstools

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



## Marina Barstools



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

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

All frames brushed metal.

# Barstools

## Mix & Match

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

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

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

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

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

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

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

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



## Barstools Styles & Shapes



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

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

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

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



# Conference Tables

## 42" Round Conference Table

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



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

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



# Geo Tables



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

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

# Work Space



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

# Conference Tables

## Madison

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

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

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

A.



B.



C.



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

## Black Rectangular Conference Table

A.



B.



C.



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

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

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

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

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



# Executive Seating

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



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



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



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



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



## Communal and Powered Tables

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

Table Top Options

BLACK

WHITE

MAPLE

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

Denotes AC and USB charging outlets

POWERED DETAIL

### Bar Tables



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

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

### Café Tables



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

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

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

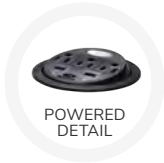
# Office Essentials



## MADISON

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

## Tech Powered Desk



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

Denotes AC and USB charging outlets

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

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

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

## Lighting & Shelving



## ACCENT LAMPS

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

## SHELVING

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

# Show Essentials

Denotes AC and USB charging outlets



## Midtown Powered Counter

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

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



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



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

## Midtown Bar

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

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

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



(lit-blue)



(lit-red)



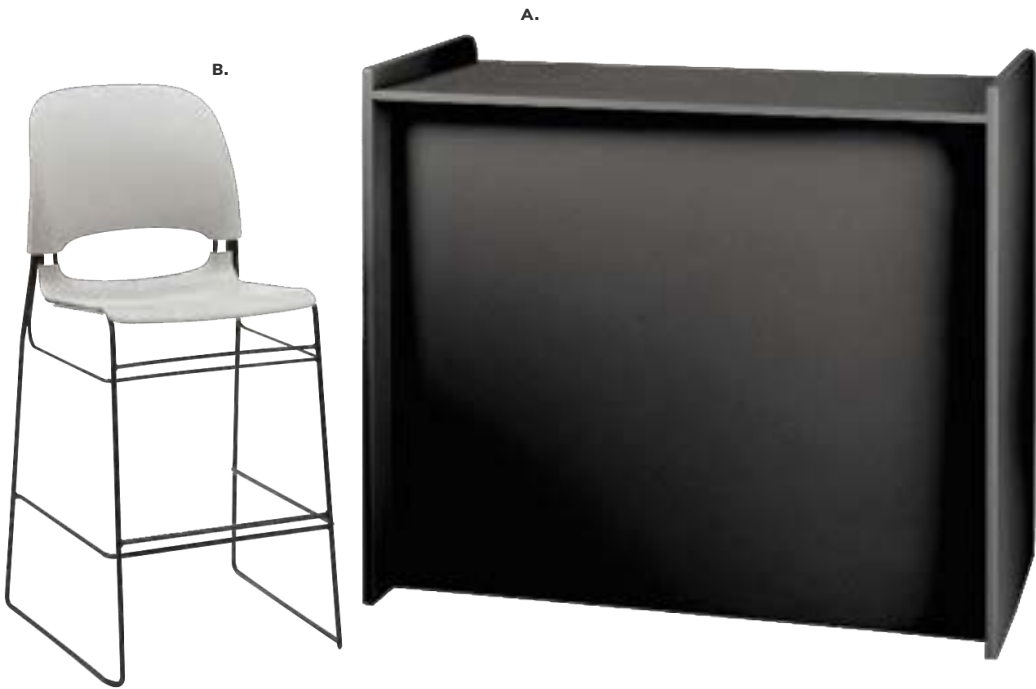
(lit-green)



(lit-white)

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

## Product Display Counter



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

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

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



# Show Essentials

## Greenery and Dividers

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

### HEDGE

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



## Miramar Dividers



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

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

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

# Show Essentials

## Product Kiosk & Display

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

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

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



## Stanchions & Signage

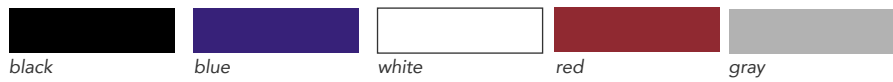
A) 220121  
Chrome Stanchion  
w/ 8' Retractable Belt  
(black, belt) 42"H

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



# Draped or Undraped Tables & Counters

## Table Drape Colors



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

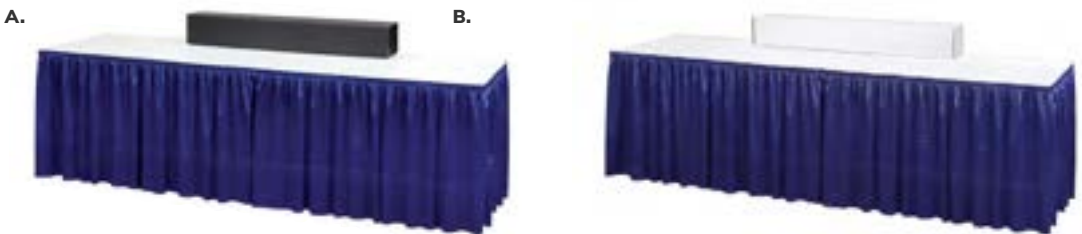


## Sizing Chart\*

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

4th Side   Table Draped 30"				4th Side   Table Draped 42"			
12404630	Drape Table 4th Side	6' X 30"		12404642	Drape Table 4th Side	6' X 42"	
12404830	Drape Table 4th Side	8' X 30"		12404842	Drape Table 4th Side	8' X 42"	

## Corrugated Risers



### Corrugated Risers

4'Lx7"H Corrugated Riser  
A) 1504100 (black)  
B) 1504101 (white)

4'L x 14"H Corrugated Riser  
1504200 (black)  
1504201 (white)

6'L x 7"H Corrugated Riser  
1506100 (black)  
1506101 (white)

6'L x 14"H Corrugated Riser  
1506200 (black)  
1506201 (white)

8'L x 7"H Corrugated Riser  
1508100 (black)  
1508101 (white)

8'L x 14"H Corrugated Riser  
1508200 (black)  
1508201 (white)

# Show Essentials

## Storage



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



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

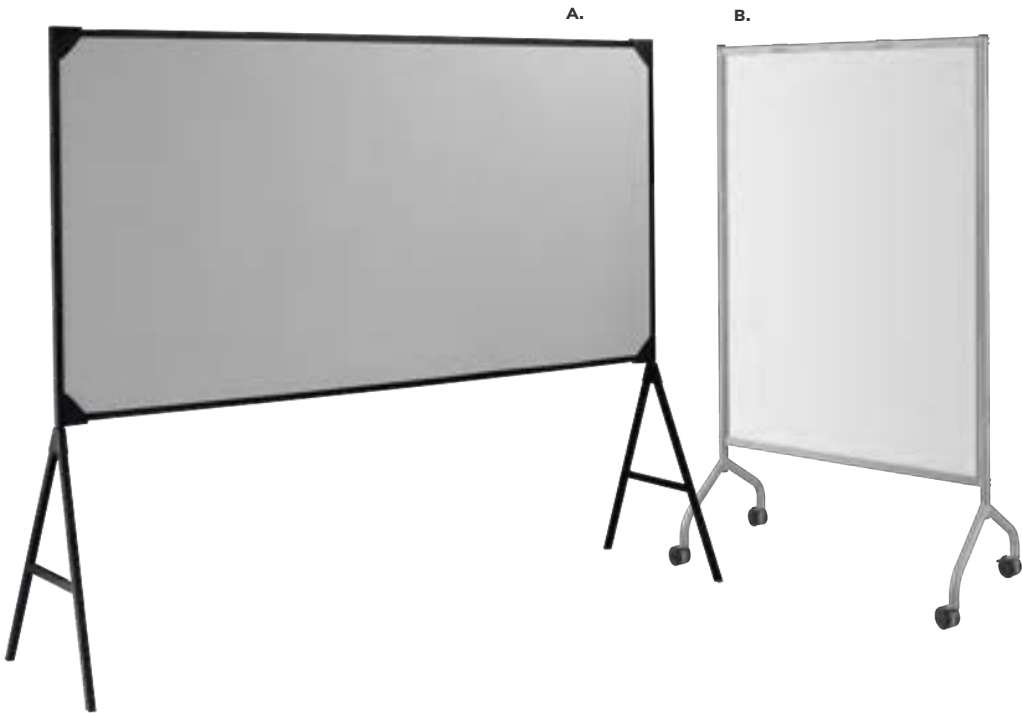


**84080**  
**3 Drawer File Cabinet on Castors**  
(black metal, laminate)  
16"L 20"D 28"H



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

## Office Accessories



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

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



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

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

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

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

# Strategic planning with health & safety in mind

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

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

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

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

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

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

[Learn More](#)



# Health & Safety

## Safety Dividers

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

Personalize here

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

Also available in opaque and personalization available.

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



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

Also available in opaque and personalization available.



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

Also available in opaque and personalization available.

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

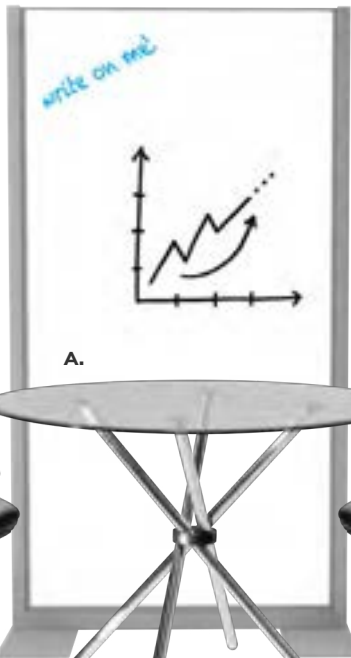


**85054 Freestanding Corner**  
(silver, clear) 39"L 39"D 72"H

Also available in opaque and personalization available.

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

Also available in opaque and personalization available.



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

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

### Please Note:

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

# Health & Safety

## Greenery and Dividers

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

### 20'x20' Midtown, Greenery Booth

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



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



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

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

**85050 Clear Divider Bar Counter**  
(silver, clear) 48-70"L 12"W 31.5"H

*Also available in opaque and personalization available.*

**85080** Divider with Header Graphic  
**85083** Divider with Front Panel Graphic  
**85081** Divider with Side Panel Graphic  
**85082** Divider with Header and Side Panel Graphic  
**85084** Divider with Front and Side Graphics



Personalize here



**Miramar Dividers**  
(molded plastic)  
**A) 85043** (white)  
Also available in the following colors.  
See page 47.  
**85043** (harvest yellow)  
**85042** (burgundy)  
**85041** (gray)  
**Vertical:** 63"L 23"D 83"H  
**Horizontal:** 83"L 23"D 63"H

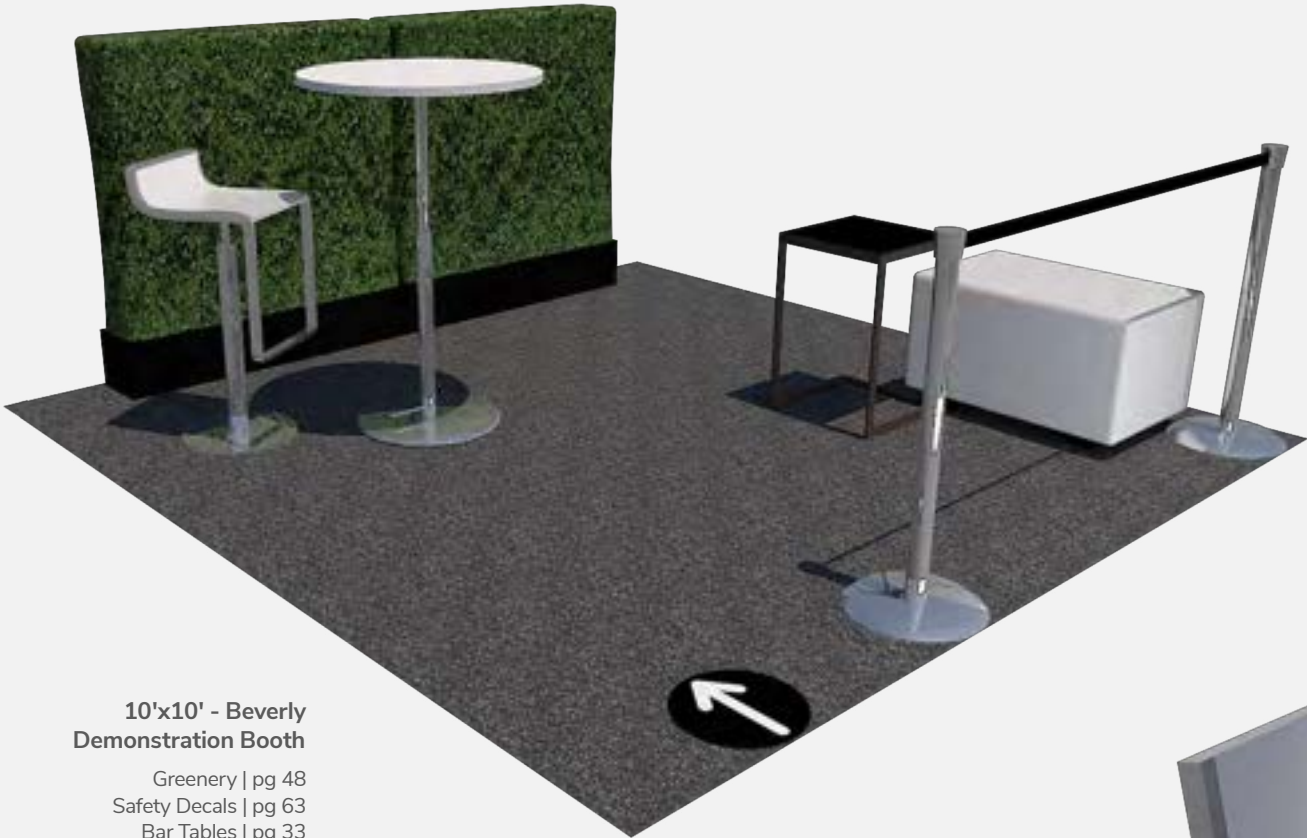
**B) 8201233**  
**Hydraulic Cafe Table**  
(orange top, chrome)  
30" RND 29"H

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



# Health & Safety

## Stanchions & Booth Design

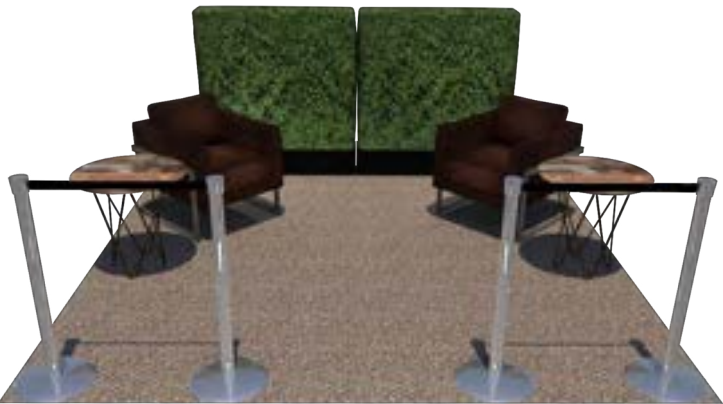


**10'x10' - Beverly Demonstration Booth**  
Greenery | pg 48  
Safety Decals | pg 63  
Bar Tables | pg 33  
Barstools | pg 33  
Side Tables | pg 29  
Ottomans | pg 24

**10'x20' - Wireless Charging Engagement Booth**  
Bar Tables | pg 32  
Barstools | pg 33  
Charging Tables | pg 11  
Ottomans | pg 22

## Stanchions & Booth Design

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



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



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





# Health & Safety

## Safety & Directional Signage

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



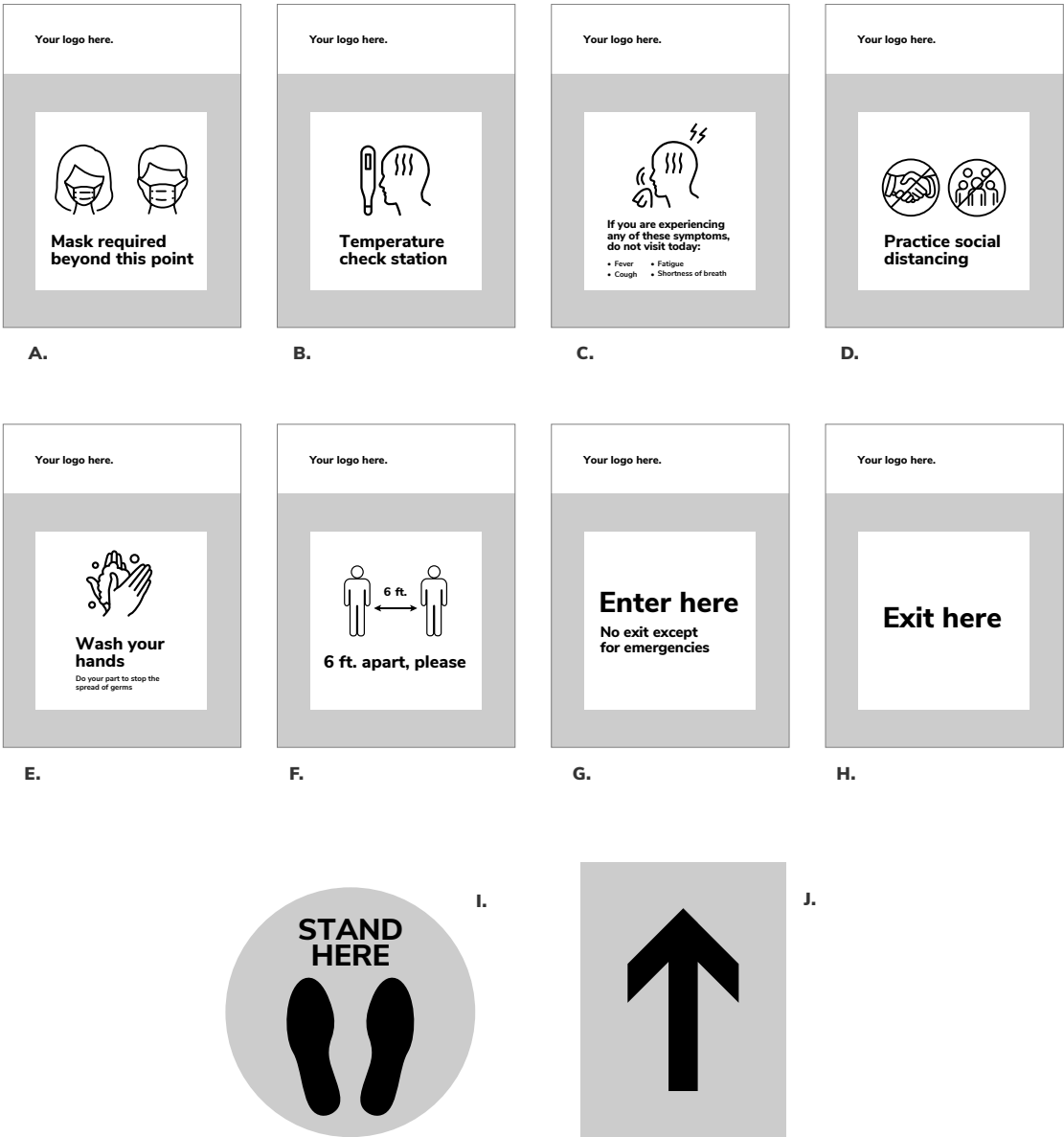
**220118**  
**Chrome Sign Holder**  
(sign holds) 22"W X 28"H

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



## Safety & Directional Signage

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



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

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

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

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

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

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

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

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

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

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

# Health & Safety

## Sanitization Product & Services

### Hand Sanitizing Stations

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



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

*Also available in opaque and personalization available.*

**1510100 Clear Barrier with graphic**

[Personalize here](#)

**Please Note:**

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

# Freeman<sup>1</sup>

(888) 508-5054

Fax: (469) 621-5604

## ASD MARKETWEEK

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

Submit order forms [here](#).

NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

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

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

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

Take advantage of the Online price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by JULY 28, 2022.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>SOFT SEATING</b>						
<b>Naples Group - Black Vinyl</b>						
_____	810119	Chair.....	470.25	517.30	658.35	_____
_____	830120	Loveseat.....	562.00	618.20	786.80	_____
_____	830119	Sofa.....	705.95	776.55	988.35	_____
<b>Munich Group - Gray Fabric</b>						
_____	810151	Armless Chair.....	652.00	717.20	912.80	_____
<b>Baja Group - White Vinyl</b>						
_____	81050	Chair.....	699.50	769.45	979.30	_____
_____	83020	Loveseat.....	769.50	846.45	1,077.30	_____
_____	83019	Sofa.....	1,080.60	1,188.65	1,512.85	_____
<b>Valencia - Velvet</b>						
_____	810180	Chair - Spice Orange.....	474.70	522.15	664.60	_____
_____	83045	Sofa - Coffee Brown.....	713.80	785.20	999.30	_____
<b>Key Largo Group - Black Fabric</b>						
_____	830950	Loveseat.....	790.05	869.05	1,106.05	_____
_____	830951	Sofa.....	854.45	939.90	1,196.25	_____
_____	810950	Chair.....	684.85	753.35	958.80	_____
<b>Allegro Group - Blue Fabric</b>						
_____	81019	Chair.....	715.80	787.40	1,002.10	_____
_____	83015	Sofa.....	907.70	998.45	1,270.80	_____
<b>Fairfax Group - White Vinyl</b>						
_____	810949	Chair.....	441.90	486.10	618.65	_____
_____	830949	Sofa.....	706.05	776.65	988.45	_____
<b>Palm Beach - White Vinyl</b>						
_____	83040	Sofa.....	814.85	896.35	1,140.80	_____
<b>Sterling Group - Gray Fabric</b>						
_____	81037	Chair.....	1,068.55	1,175.40	1,495.95	_____
_____	8309	Sofa.....	1,595.05	1,754.55	2,233.05	_____

### CASUAL SEATING

<b>Ottomans</b>						
_____	815122	Endless Square - White Vinyl.....	411.85	453.05	576.60	_____
_____	815123	Endless Square - Black Vinyl.....	411.85	453.05	576.60	_____
_____	815953	Endless Curve - White Vinyl.....	577.10	634.80	807.95	_____
_____	815952	Endless Curve - Black Vinyl.....	577.10	634.80	807.95	_____
_____	81518	Vibe Cube - Blue Vinyl.....	163.40	179.75	228.75	_____
_____	81519	Vibe Cube - Red Vinyl.....	163.40	179.75	228.75	_____
_____	81525	Vibe Cube - Orange Vinyl.....	163.40	179.75	228.75	_____
_____	81517	Vibe Cube - Yellow Vinyl.....	163.40	179.75	228.75	_____
_____	81530	Vibe Cube - Black Vinyl.....	163.40	179.75	228.75	_____
_____	81531	Vibe Cube - White Vinyl.....	163.40	179.75	228.75	_____

NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

Take advantage of the Online price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by JULY 28, 2022.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Ottomans (continued)</b>						
	81532	Vibe Cube - Steel Blue Vinyl.....	163.40	179.75	228.75	
	81533	Vibe Cube - Silver Vinyl.....	163.40	179.75	228.75	
	81534	Vibe Cube - Purple Vinyl.....	163.40	179.75	228.75	
	81535	Vibe Cube -Citrus Green Vinyl.....	163.40	179.75	228.75	
	81536	Vibe Cube - Taupe Vinyl.....	163.40	179.75	228.75	
	81537	Vibe Cube - Spice Orange Vinyl.....	163.40	179.75	228.75	
	81538	Vibe Cube - Desert Rose Vinyl.....	163.40	179.75	228.75	
	815151	Marche Swivel - Gray Fabric.....	281.10	309.20	393.55	
	815154	Marche Swivel - Red Fabric.....	281.10	309.20	393.55	
	815159	Marche Swivel - Blue Fabric.....	281.10	309.20	393.55	
	815152	Marche Swivel - Linen Fabric.....	281.10	309.20	393.55	
	815157	Marche Swivel - Meadow Green Fabric.....	281.10	309.20	393.55	
	815158	Marche Swivel - Pear Yellow Fabric.....	281.10	309.20	393.55	
	815156	Marche Swivel - Plum Fabric.....	281.10	309.20	393.55	
	815153	Marche Swivel - Raspberry Fabric.....	281.10	309.20	393.55	
	815155	Marche Swivel - Rose Quartz Fabric.....	281.10	309.20	393.55	
	815150	Marche Swivel - White Vinyl.....	281.10	309.20	393.55	
	815160	Marche Swivel - Orange Fabric.....	281.10	309.20	393.55	
	81540	Marche Swivel - Forest Green Vinyl.....	281.10	309.20	393.55	
	81541	Marche Swivel - Teal Velvet.....	281.10	309.20	393.55	
	81542	Marche Swivel - Distressed Brown Vinyl.....	281.10	309.20	393.55	
	81543	Marche Swivel - Black Vinyl.....	281.10	309.20	393.55	
	81539	Marche Swivel - Ivory Faux Sheep Fur.....	281.10	309.20	393.55	
<b>Beverly Bench Ottomans</b>						
	81550	Black Vinyl.....	554.30	609.75	776.00	
	81551	Brown Fabric.....	554.30	609.75	776.00	
	81552	Gray Fabric.....	554.30	609.75	776.00	
	81553	Linen Fabric.....	554.30	609.75	776.00	
	81554	Ocean Blue Fabric.....	554.30	609.75	776.00	
	81555	Red Fabric.....	554.30	609.75	776.00	
	81556	White Vinyl.....	554.30	609.75	776.00	
<b>Beverly Small Bench Ottomans</b>						
	81560	Black Vinyl.....	497.80	547.60	696.90	
	81561	Blue Fabric.....	497.80	547.60	696.90	
	81562	Brown Fabric.....	497.80	547.60	696.90	
	81563	Green Fabric.....	497.80	547.60	696.90	
	81565	Linen Fabric.....	497.80	547.60	696.90	
	81568	Red Fabric.....	497.80	547.60	696.90	
	81569	White Vinyl.....	497.80	547.60	696.90	
	81566	Lavender Fabric.....	497.80	547.60	696.90	
	81567	Orange Fabric.....	497.80	547.60	696.90	
	81564	Gray Fabric.....	497.80	547.60	696.90	
	81570	Yellow Fabric.....	497.80	547.60	696.90	
<b>Accent Chairs</b>						
	71089	Black Diamond Side Chair.....	161.40	177.55	225.95	
	71090	Black Diamond Arm Chair.....	150.55	165.60	210.75	
	810861	Laguna Chair - Maple/Chrome.....	173.10	190.40	242.35	

NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

Take advantage of the Online price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by JULY 28, 2022.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Accent Chairs (continued)</b>						
	210108	Limerick® Chair by Herman Miller.....	94.10	103.50	131.75	
	810816	Madrid Chair - White Vinyl/Chrome.....	1,187.60	1,306.35	1,662.65	
	810948	Meeting Chair - White Vinyl.....	394.40	433.85	552.15	
	810164	Marina Chair - White Vinyl.....	188.70	207.55	264.20	
	810160	Marina Chair - Black Vinyl.....	188.70	207.55	264.20	
	810161	Marina Chair - Brown Fabric.....	188.70	207.55	264.20	
	810162	Marina Chair - Ocean Blue Fabric.....	188.70	207.55	264.20	
	810163	Marina Chair - Red Fabric.....	188.70	207.55	264.20	
	810131	Malba Chair - Gray Molded Plastic.....	125.00	137.50	175.00	
	810130	Malba Chair - Green Molded Plastic.....	122.25	134.50	171.15	
	810846	Christopher Chair - White Vinyl/Chrome.....	144.30	158.75	202.00	
	810851	Zenith Chair - White/Chrome.....	195.95	215.55	274.35	
	810841	Rustique Chair - Gunmetal.....	199.50	219.45	279.30	
	810837	Razor Armless Chair - White High Density Plastic.....	75.25	82.80	105.35	
	810875	Swanson Swivel Chair - White Vinyl.....	304.60	335.05	426.45	
	81083	Blade Chair - Sky Blue.....	103.95	114.35	145.55	
	81082	Blade Chair - Red.....	103.95	114.35	145.55	
	81093	Lucent Chair - Frosted Acrylic.....	261.70	287.85	366.40	
	810145	Wentworth Chair - Brown Vinyl.....	334.80	368.30	468.70	
	81024	Atherton Chair - Brown Leather.....	953.90	1,049.30	1,335.45	
	81034	Bowery Chair - Yellow Fabric.....	662.00	728.20	926.80	
	81035	Century Chair - Gray Velvet.....	641.15	705.25	897.60	
	81036	Lena Chair - Green Leather.....	807.95	888.75	1,131.15	
	81031	Montreal Chair - Blue Fabric.....	742.80	817.10	1,039.90	
	81032	Pasadena Chair - White Plastic.....	414.40	455.85	580.15	
	81038	Tech Chair - Gray Vinyl.....	492.60	541.85	689.65	
	81039	Tech Tablet Chair - Gray Vinyl.....	492.60	541.85	689.65	
<b>Executive Seating</b>						
	71045	Gray Gaslift Chair Without Arms.....	248.05	272.85	347.25	
	810874	La Brea Swivel Chair - Charcoal Gray Fabric.....	478.20	526.00	669.50	
	810175	Genesis Chair - Black.....	514.10	565.50	719.75	
	810844	Pro Executive High Back Chair - White Vinyl.....	328.70	361.55	460.20	
	810946	Pro Executive High Back Chair - Black Vinyl.....	362.90	399.20	508.05	
	810945	Pro Executive Mid Back Chair - White Vinyl.....	570.50	627.55	798.70	
	810944	Pro Executive Mid Back Chair - Black Vinyl.....	767.65	844.40	1,074.70	
	810947	Pro Executive Guest Chair - Black Vinyl.....	471.50	518.65	660.10	
	810170	Cupertino Mid Back Chair - Black Vinyl.....	595.70	655.25	834.00	
<b>Barstools</b>						
	71088	Black Diamond Stool.....	144.55	159.00	202.35	
	71047	Gray Gaslift Stool without Arms.....	259.60	285.55	363.45	
	810860	Laguna Barstool - Maple/Chrome.....	218.45	240.30	305.85	
	210109	Limerick® Stool by Herman Miller.....	117.85	129.65	165.00	
	810872	Lift Barstool - Gray Vinyl/Chrome.....	137.35	151.10	192.30	
	810873	Lift Barstool - Red Vinyl/Chrome.....	137.35	151.10	192.30	

NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

Take advantage of the Online price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by JULY 28, 2022.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Barstools (continued)</b>						
	810871	Lift Barstool - Black Vinyl/Chrome.....	137.35	151.10	192.30	
	810870	Lift Barstool - White Vinyl/Chrome.....	137.35	151.10	192.30	
	810103	Banana Barstool - White Vinyl/Chrome.....	190.90	210.00	267.25	
	810104	Banana Barstool - Black Vinyl/Chrome.....	190.90	210.00	267.25	
	810850	Zenith Barstool - White/Chrome.....	195.95	215.55	274.35	
	810840	Zoey Barstool - White Vinyl/Chrome.....	471.55	518.70	660.15	
	810848	Christopher Barstool - White Vinyl/Chrome.....	414.15	455.55	579.80	
	810202	Shark Swivel Barstool - White Plastic/Chrome.....	519.30	571.25	727.00	
	810839	Rustique Barstool - Gunmetal.....	175.15	192.65	245.20	
	81080	Blade Barstool - Red.....	208.20	229.00	291.50	
	81081	Blade Barstool - Sky Blue.....	208.20	229.00	291.50	
	81092	Lucent Barstool - Frosted Acrylic.....	278.45	306.30	389.85	
	810135	Task Stool - Black Fabric.....	230.85	253.95	323.20	
	81026	Marina Barstool - Ocean Blue.....	344.05	378.45	481.65	
	81027	Marina Barstool - Black Vinyl.....	344.05	378.45	481.65	
	81028	Marina Barstool - Brown Fabric.....	344.05	378.45	481.65	
	81029	Marina Barstool - Red Fabric.....	344.05	378.45	481.65	
	81030	Marina Barstool - White Vinyl.....	344.05	378.45	481.65	

**Draped Tables & Counters**

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

	124330	Draped Table 3'L x 30"H.....	127.45	140.20	178.45	
	124430	Draped Table 4'L x 30"H.....	186.35	205.00	260.90	
	124630	Draped Table 6'L x 30"H.....	207.05	227.75	289.85	
	124830	Draped Table 8'L x 30"H.....	219.80	241.80	307.70	
	12404630	4th Side Drape 6'L x 30"H.....	42.70	46.95	59.80	
	12404830	4th Side Drape 8'L x 30"H.....	42.70	46.95	59.80	
	124342	Draped Counter 3'L x 42"H.....	172.15	189.35	241.00	
	124442	Draped Counter 4'L x 42"H.....	239.55	263.50	335.35	
	124642	Draped Counter 6'L x 42"H.....	258.65	284.50	362.10	
	124842	Draped Counter 8'L x 42"H.....	283.35	311.70	396.70	
	12404642	4th Side Drape 6'L x 42"H.....	68.70	75.55	96.20	
	12404842	4th Side Drape 8'L x 42"H.....	68.70	75.55	96.20	

**Undraped Tables & Counters**

	125330	Undraped Table 3'L x 30"H.....	82.85	91.15	116.00	
	125430	Undraped Table 4'L x 30"H.....	82.85	91.15	116.00	
	125630	Undraped Table 6'L x 30"H.....	82.85	91.15	116.00	
	125830	Undraped Table 8'L x 30"H.....	82.85	91.15	116.00	
	125342	Undraped Counter 3'L x 42"H.....	132.80	146.10	185.90	
	125442	Undraped Counter 4'L x 42"H.....	132.80	146.10	185.90	
	125642	Undraped Counter 6'L x 42"H.....	132.80	146.10	185.90	
	125842	Undraped Counter 8'L x 42"H.....	132.80	146.10	185.90	

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

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



NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

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

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

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

Take advantage of the Online price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by JULY 28, 2022.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Table Top Risers - Risers are 8" wide (continued)</b>						
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	40.70	44.75	57.00	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	40.70	44.75	57.00	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	46.10	50.70	64.55	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	46.10	50.70	64.55	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	56.40	62.05	78.95	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	56.40	62.05	78.95	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	66.70	73.35	93.40	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	66.70	73.35	93.40	_____
<b>Pedestal Tables - Soho Series</b>						
_____	72069	Black Top Cafe Table - 30"H x 24"W.....	192.30	211.55	269.20	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	222.00	244.20	310.80	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	164.85	181.35	230.80	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	254.25	279.70	355.95	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	277.30	305.05	388.20	_____
<b>Pedestal Tables - Chelsea Series</b>						
_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	208.70	229.55	292.20	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	338.80	372.70	474.30	_____
_____	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	338.80	372.70	474.30	_____
_____	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	306.60	337.25	429.25	_____
<b>Pedestal Tables</b>						
_____	8201208	Hydraulic Base Cafe Table - Maple.....	436.95	480.65	611.75	_____
_____	8201207	Hydraulic Base Bar Table - Maple.....	454.20	499.60	635.90	_____
_____	8201209	Hydraulic Base Cafe Table - Graphite.....	485.70	534.25	680.00	_____
_____	8201211	Hydraulic Base Bar Table - Graphite.....	499.95	549.95	699.95	_____
_____	8201206	Hydraulic Base Cafe Table - Maple.....	496.85	546.55	695.60	_____
_____	8201205	Hydraulic Base Bar Table - Maple.....	493.70	543.05	691.20	_____
_____	820126	Hydraulic Base Cafe Table - White Laminate.....	496.85	546.55	695.60	_____
_____	820125	Hydraulic Base Bar Table - White Laminate.....	519.65	571.60	727.50	_____
_____	820241	Madison Hydraulic Base Cafe Table - Gray Acajou.....	388.85	427.75	544.40	_____
_____	820240	Madison Hydraulic Base Bar Table - Gray Acajou.....	388.85	427.75	544.40	_____
_____	820265	Madison Cafe Table - Gray Acajou.....	306.75	337.45	429.45	_____
_____	820264	Madison Bar Table - Gray Acajou.....	335.05	368.55	469.05	_____
_____	8201220	30" Cafe Table Black Base - White Laminate.....	321.85	354.05	450.60	_____
_____	8201221	30" Bar Table Black Base - White Laminate.....	344.30	378.75	482.00	_____
_____	8201222	30" Bar Table Chrome Base - White Laminate.....	495.15	544.65	693.20	_____
_____	8201223	30" Cafe Table Chrome Base - White Laminate.....	495.15	544.65	693.20	_____
_____	820920	30" Bar Table Chrome Hydraulic Base - Red.....	383.35	421.70	536.70	_____
_____	820921	30" Cafe Table Chrome Hydraulic Base - Red.....	383.35	421.70	536.70	_____
_____	820922	30" Bar Table Chrome Hydraulic Base - Graphite.....	383.35	421.70	536.70	_____
_____	820923	30" Cafe Table Chrome Hydraulic Base - Graphite.....	383.35	421.70	536.70	_____
_____	820930	30" Bar Table w/ Hydraulic Base - Blue.....	385.45	424.00	539.65	_____
_____	820931	30" Bar Table w/ Black Base - Blue.....	306.75	337.45	429.45	_____
_____	820932	30" Bar Table w/ Hydraulic Base - Wood.....	469.95	516.95	657.95	_____
_____	820933	30" Bar Table w/ Black Base - Wood.....	326.55	359.20	457.15	_____
_____	820940	30" Cafe Table w/ Hydraulic Base - Blue.....	385.45	424.00	539.65	_____
_____	820941	30" Cafe Table w/ Black Base - Blue.....	275.90	303.50	386.25	_____

NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

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

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

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

Take advantage of the Online price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by JULY 28, 2022.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Pedestal Tables (continued)</b>						
_____	820942	30" Cafe Table w/ Hydraulic Base - Wood.....	469.95	516.95	657.95	_____
_____	820943	30" Cafe Table w/ Black Base - Wood.....	298.50	328.35	417.90	_____
_____	820910	30" Bar Table w/ Hydraulic Base - Gunmetal.....	505.95	556.55	708.35	_____
_____	820911	30" Bar Table w/ Hydraulic Base - Black.....	505.95	556.55	708.35	_____
_____	820912	30" Bar Table w/ Hydraulic Base - Green.....	505.95	556.55	708.35	_____
_____	820913	30" Bar Table w/ Hydraulic Base - Orange.....	505.95	556.55	708.35	_____
_____	820914	30" Bar Table w/ Hydraulic Base - Yellow.....	505.95	556.55	708.35	_____
_____	820915	30" Bar Table w/ Black Base - Gunmetal.....	354.10	389.50	495.75	_____
_____	820916	30" Bar Table w/ Black Base - Black.....	354.10	389.50	495.75	_____
_____	820917	30" Bar Table w/ Black Base - Green.....	354.10	389.50	495.75	_____
_____	820918	30" Bar Table w/ Black Base - Orange.....	354.10	389.50	495.75	_____
_____	820919	30" Bar Table w/ Black Base - Yellow.....	354.10	389.50	495.75	_____
_____	8201230	30" Cafe Table w/ Hydraulic Base - Gunmetal.....	505.95	556.55	708.35	_____
_____	8201231	30" Cafe Table w/ Hydraulic Base - Black.....	505.95	556.55	708.35	_____
_____	8201232	30" Cafe Table w/ Hydraulic Base - Green.....	505.95	556.55	708.35	_____
_____	8201233	30" Cafe Table w/ Hydraulic Base - Orange.....	505.95	556.55	708.35	_____
_____	8201234	30" Cafe Table w/ Hydraulic Base - Yellow.....	505.95	556.55	708.35	_____
_____	8201235	30" Cafe Table w/ Black Base - Gunmetal.....	328.85	361.75	460.40	_____
_____	8201236	30" Cafe Table w/ Black Base - Black.....	328.85	361.75	460.40	_____
_____	8201237	30" Cafe Table w/ Black Base - Green.....	328.85	361.75	460.40	_____
_____	8201238	30" Cafe Table w/ Black Base - Orange.....	328.85	361.75	460.40	_____
_____	8201239	30" Cafe Table w/ Black Base - Yellow.....	328.85	361.75	460.40	_____
_____	8201240	36" Bar Table w/ Hydraulic Base - Black.....	525.40	577.95	735.55	_____
_____	8201241	36" Bar Table w/ Black Base - Black.....	359.70	395.65	503.60	_____
_____	8201242	36" Cafe Table w/ Hydraulic Base - Black.....	500.20	550.20	700.30	_____
_____	8201243	36" Cafe Table w/ Black Base - Black.....	384.95	423.45	538.95	_____
<b>Accent Tables</b>						
_____	82015	Silverado End Table - Tempered Glass/Painted Steel.....	316.50	348.15	443.10	_____
_____	82014	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	337.50	371.25	472.50	_____
_____	820252	Alondra End Table - Glass/Chrome.....	283.85	312.25	397.40	_____
_____	820250	Alondra Cocktail Table - Glass/Chrome.....	394.40	433.85	552.15	_____
_____	820253	Alondra End Table - Wood/Chrome.....	283.85	312.25	397.40	_____
_____	820251	Alondra Cocktail Table - Wood/Chrome.....	394.40	433.85	552.15	_____
_____	8201224	Atomic 36" Round Table - Glass/Chrome.....	431.05	474.15	603.45	_____
_____	8201225	Atomic 42" Round Table - Glass/Chrome.....	431.05	474.15	603.45	_____
_____	82028	Geo End Table - Wood/Black Steel.....	335.05	368.55	469.05	_____
_____	82027	Geo Cocktail Table - Wood/Black Steel.....	343.75	378.15	481.25	_____

furnishings

NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

Take advantage of the Online price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by JULY 28, 2022.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
	82035	Geo End Table - Glass/Chrome.....	255.40	280.95	357.55	
	82034	Geo Cocktail Table - Glass/Chrome.....	284.95	313.45	398.95	
	82054	Sydney End Table - Black Laminate/Brushed Steel..	309.55	340.50	433.35	
	82055	Sydney End Table - White Laminate/Brushed Steel..	309.55	340.50	433.35	
	82052	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	421.35	463.50	589.90	
	82053	Sydney Cocktail Table - White Laminate/Brushed Steel.....	421.35	463.50	589.90	
	82079	Sydney End Table - Blue Laminate/Brushed Steel....	301.05	331.15	421.45	
	82080	Sydney End Table - Wood Laminate/Brushed Steel..	301.05	331.15	421.45	
	82077	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	362.85	399.15	508.00	
	82078	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	362.85	399.15	508.00	
	82075	Regis End Table - Brushed Metal.....	506.15	556.75	708.60	
	82074	Regis Bench Table - Brushed Metal.....	432.60	475.85	605.65	
	820844	Aura Round Table - White Metal.....	159.00	174.90	222.60	
	82043	Geo Square-Round Table - Glass/Black Steel.....	323.45	355.80	452.85	
	82044	Geo Square-Round Table - Glass/Chrome.....	323.45	355.80	452.85	
	8201226	Rustique Square Metal Bar Table - Gray.....	380.65	418.70	532.90	
	820130	Mesa Cocktail Table - Black/Bronze.....	370.75	407.85	519.05	
	820131	Mesa Cocktail Table - Glass/Bronze.....	370.75	407.85	519.05	
	820132	Mesa Cocktail Table - Wood/Bronze.....	370.75	407.85	519.05	
	820133	Mesa End Table - Black/Bronze.....	331.65	364.80	464.30	
	820134	Mesa End Table - Glass/Bronze.....	331.65	364.80	464.30	
	820135	Mesa End Table - Wood/Bronze.....	331.65	364.80	464.30	
	820310	Sedona Side Table - Black/Bronze.....	275.30	302.85	385.40	
	820311	Sedona Side Table - Wood/Bronze.....	275.30	302.85	385.40	
	820312	Sedona Side Table - White/Bronze.....	275.30	302.85	385.40	
	820320	Taos Side Table - Black/Bronze.....	275.30	302.85	385.40	
	820321	Taos Side Table Wood/Bronze.....	275.30	302.85	385.40	
	820322	Taos Side Table - White/Bronze.....	275.30	302.85	385.40	
<b>Conference Tables</b>						
	82041	Geo Conference Table - Glass/Black Steel.....	520.90	573.00	729.25	
	82051	Geo Conference Table - Glass/Chrome.....	520.90	573.00	729.25	
	820260	Madison Conference Table - Gray Acajou.....	525.20	577.70	735.30	
	820708	42" Round Conference Table - White Laminate.....	320.80	352.90	449.10	
	820261	Madison 5' Conference Table - Gray Acajou.....	635.65	699.20	889.90	
	820262	Madison 8' Conference Table - Gray Acajou.....	1,268.85	1,395.75	1,776.40	
	820263	Madison 10' Conference Table - Gray Acajou.....	1,268.85	1,395.75	1,776.40	
	820951	Ventura Bar Table - Maple w/ Grommets.....	890.00	979.00	1,246.00	
	820952	Ventura Communal Bar Table - Black.....	918.10	1,009.90	1,285.35	
	820953	Ventura Bar Table - White w/ Grommets.....	890.00	979.00	1,246.00	
	820954	Ventura Communal Bar Table - Maple.....	890.00	979.00	1,246.00	
	820956	Ventura Communal Bar Table - White.....	890.00	979.00	1,246.00	
	820963	Ventura Communal Cafe Table - Maple.....	638.75	702.65	894.25	
	820960	Ventura Cafe Table - Maple w/ Grommets.....	895.10	984.60	1,253.15	
	820961	Ventura Cafe Table - White w/ Grommets.....	895.10	984.60	1,253.15	

NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

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

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

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

Take advantage of the Online price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by JULY 28, 2022.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
	820966	Ventura Communal Cafe Table - White.....	638.75	702.65	894.25	
	820962	Ventura Communal Cafe Table - Black.....	638.75	702.65	894.25	
	8201244	42" Round Conference Table - Black Laminate.....	522.60	574.85	731.65	
	8201	10' Table - Black Laminate.....	1,052.95	1,158.25	1,474.15	
	8203	5' Table - Black Laminate.....	542.10	596.30	758.95	
	8205	8' Table - Black Laminate.....	792.30	871.55	1,109.20	

**Office**

	84075	Madison Desk - Gray Acajou.....	757.90	833.70	1,061.05	
	84078	Madison Bookcase - Gray Acajou.....	539.40	593.35	755.15	

**Computer Desks/Tables**

	820706	Work Desk - White Laminate.....	374.65	412.10	524.50	
--	--------	---------------------------------	--------	--------	--------	--

**POWERED****Powered Seating**

	810120	Naples Chair, Powered - Black Vinyl.....	1,053.00	1,158.30	1,474.20	
	830122	Naples Loveseat, Powered - Black Vinyl.....	1,419.70	1,561.65	1,987.60	
	830121	Naples Sofa, Powered - Black Vinyl.....	1,630.05	1,793.05	2,282.05	

**Powered Tables**

	820950	Ventura Communal Bar Table, Powered - Black.....	1,135.90	1,249.50	1,590.25	
	820955	Ventura Communal Bar Table, Powered - White.....	1,032.65	1,135.90	1,445.70	
	820964	Ventura Communal Cafe Table, Powered - Black.....	793.65	873.00	1,111.10	
	820965	Ventura Communal Cafe Table, Powered - White.....	793.65	873.00	1,111.10	
	84083	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	796.15	875.75	1,114.60	
	84084	Tech Desk, Powered - Black Metal.....	701.10	771.20	981.55	
	82076	Sydney Cocktail Table, Powered - Black.....	637.60	701.35	892.65	
	82073	Sydney Cocktail Table, Powered - White.....	637.60	701.35	892.65	
	8202	10' Table, Powered - Black Laminate.....	1,316.15	1,447.75	1,842.60	
	8204	5' Table, Powered - Black Laminate.....	680.25	748.30	952.35	
	8206	8' Table, Powered - Black Laminate.....	1,316.15	1,447.75	1,842.60	

**Powered Pedestals**

	85060	Powered Locking Pedestal 36" H, Black.....	518.60	570.45	726.05	
	85061	Powered Locking Pedestal 36" H, White.....	518.60	570.45	726.05	
	85062	Powered Locking Pedestal 42" H, Black.....	621.10	683.20	869.55	
	85063	Powered Locking Pedestal 42" H, White.....	621.10	683.20	869.55	
	820710	Wireless Charging Table, Powered.....	633.30	696.65	886.60	

**Midtown Counters & Bars**

	850103	Midtown Powered Counter Unlighted - Pewter.....	2,026.35	2,229.00	2,836.90	
	850102	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	2,358.60	2,594.45	3,302.05	
	850101	Midtown Bar Unlighted - Pewter.....	1,815.35	1,996.90	2,541.50	
	850100	Midtown Bar Lighted w/ Plug-In - Pewter.....	2,155.80	2,371.40	3,018.10	

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

	84080	3 Door File Cabinet on Castors - Black .....	242.85	267.15	340.00	
	85020	Posh Shelving w/ Chrome Frame - White.....	690.90	760.00	967.25	

NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

Take advantage of the Online price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by JULY 28, 2022.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Refrigerator</b>						
	8503001	Refrigerator - White.....	1,175.60	1,293.15	1,645.85	
<b>Lighting</b>						
	850707	Mason Table Lamp - White/Brushed Silver.....	383.15	421.45	536.40	
	850708	Mason Floor Lamp - White/Brushed Silver.....	284.25	312.70	397.95	
<b>Display</b>						
	75030	Display Cube - Black - 12" Small.....	259.60	285.55	363.45	
	75031	Display Cube - Black - 18" Medium.....	259.60	285.55	363.45	
	75032	Display Cube - Black - 24" Large.....	259.60	285.55	363.45	
	72056	Display Counter - Black.....	467.25	514.00	654.15	
<b>Boxwood Hedges</b>						
	85030	7' Boxwood Hedge.....	640.00	704.00	896.00	
	85035	4' Boxwood Hedge.....	350.00	385.00	490.00	
<b>Accessories</b>						
	220121	Chrome Stanchion w/ 8' Retractable Belt.....	68.00	74.80	95.20	
	220118	Chrome Sign Holder.....	89.70	98.65	125.60	
	750135	Round Literature Rack.....	377.60	415.35	528.65	
	750136	Flat Literature Rack.....	150.85	165.95	211.20	
	220109	Chrome Coat Tree.....	64.30	70.75	90.00	
	220134	Aluminum Easel.....	50.60	55.65	70.85	
	220110	Chrome Bag Rack.....	102.85	113.15	144.00	
	10201484	Floor Standing Bulletin Board.....	146.90	161.60	205.65	
	220106	Corrugated Wastebasket.....	15.60	17.15	21.85	
	8502	Village Charging Hub.....	331.00	364.10	463.40	
<b>Special Drape</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Gray <input type="checkbox"/> Red						
	12103	Special Drape 3'H (per ft.).....	5.85	6.45	8.20	
	12108	Special Drape 8'H (per ft.).....	25.10	27.60	35.15	
<b>Table &amp; Counter Skirts</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Gray <input type="checkbox"/> Red						
	1240330	Skirt for 3'L x 30"H Table.....	82.85	91.15	116.00	
	1240430	Skirt for 4'L x 30"H Table.....	103.45	113.80	144.85	
	1246030	Skirt for 6'L x 30"H Table.....	124.20	136.60	173.90	
	1248030	Skirt for 8'L x 30"H Table.....	137.10	150.80	191.95	
	1240342	Skirt for 3'L x 42"H Table.....	85.45	94.00	119.65	
	1240442	Skirt for 4'L x 42"H Table.....	106.85	117.55	149.60	
	1240642	Skirt for 6'L x 42"H Table.....	125.85	138.45	176.20	
	1240842	Skirt for 8'L x 42"H Table.....	150.55	165.60	210.75	
<b>Miscellaneous Supplies (must be ordered using this form)</b>						
	152943	Plastic Ties / Zip Ties.....		0.50	0.70	
	152928	Trick Line (per ft.).....		0.55	0.75	
	152936	Wire (per ft.).....		0.60	0.85	

**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.



NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

**Take advantage of the Discount Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by JULY 28, 2022.**

### NESTING SHELF UNIT



**NESTING SHELF - DOUBLE UNIT**  
64" Wide x 11-1/4" Deep x 72" Tall  
12" between shelves



**NESTING SHELF - SINGLE UNIT**  
30" Wide x 11-1/4" Deep x 72" Tall  
12" between shelves

- Please order in advance to ensure availability.
- Orders received after the deadline date will be charged at the Standard Price.
- A charge of \$250.00 will be assessed to any damaged units.

Description	Quantity	Discount Price	Standard Price	Total
Nesting Shelf - Double Unit		\$509.75	\$713.65	\$
Nesting Shelf - Single Unit		\$255.00	\$357.00	\$

**Please use the diagram on the next page to indicate nesting shelf unit placement.**

**All Nesting Shelf Units must sit in your booth space only.**

#### 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.

NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

## NESTING SHELF UNIT

- Use bold lines to indicate the outline of your booth space.
- Draw the items that will be included in your exhibit space.
- If this grid scale is too small for easy drawing, return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary.
- All Nesting Shelf Units must sit in your booth space only.

### Booth Information

My booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long

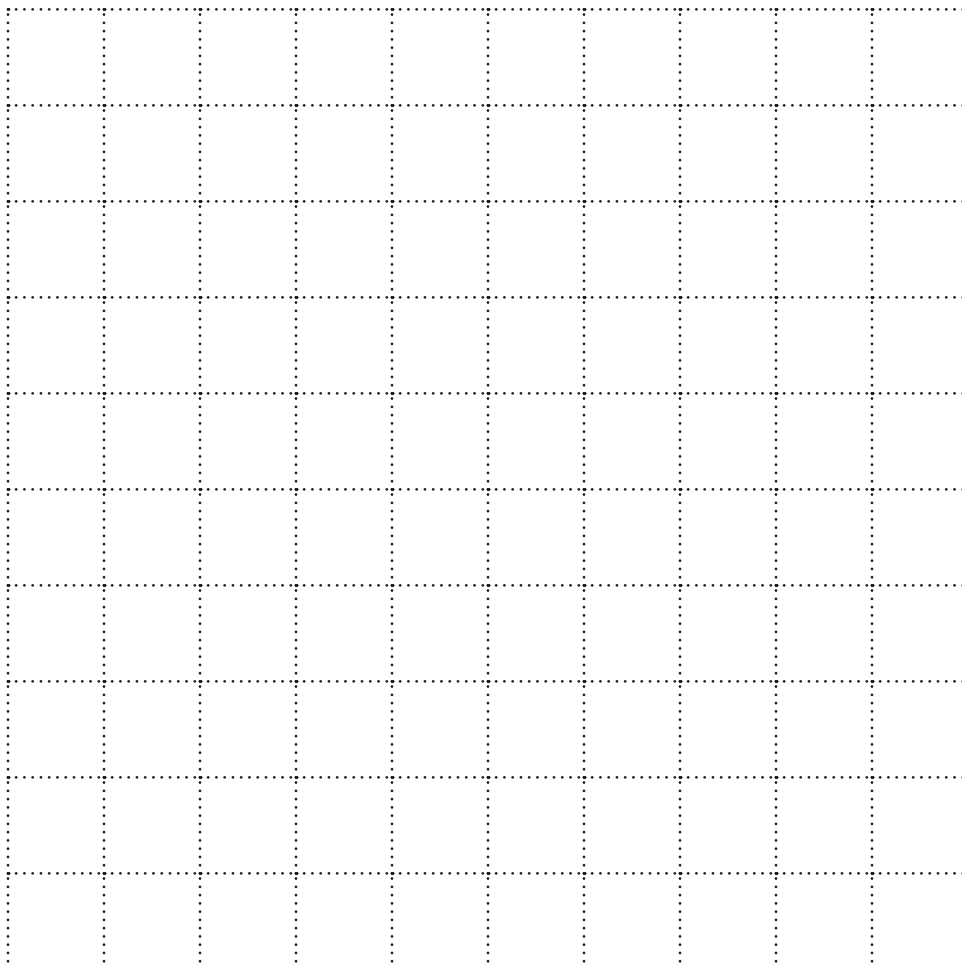
Each square of the diagram is \_\_\_\_\_ feet square

Right side adjacent booth or aisle number: \_\_\_\_\_

Left side adjacent booth or aisle number: \_\_\_\_\_

Front adjacent booth or aisle number: \_\_\_\_\_

### Draw Your Booth Layout



nesting shelf unit

NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

**Take advantage of the Discount Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by JULY 28, 2022.**

### PERFBOARD



**4' X 8' PERFBOARD  
(Horizontal)**



**4' X 8' PERFBOARD  
(Vertical)**

- Please order in advance to ensure availability.
- Orders received after the deadline date will be charged at the Standard Price.
- Perfboards are double-sided.
- Perfboard hooks are not supplied (holes are 1/4" diameter).
- Perfboard shelves will hold a maximum of 12 lbs. each.
- Four (4) shelves per perfboard (maximum).
- Damage to boards will be charged at 3 times the rental rate. No staples or nails.
- **The perfboard must fit inside of your booth space only. Please account for 1' in the front and 1' in the back of each unit when designing your booth layout.**
- A detailed and accurate diagram (Booth Layout Form) is required for all perfboard sets. Failure to provide an accurate diagram will result in Freeman setting boards at its own discretion. All adjustments requested at show site will be charged for additional labor. Please complete diagram on next page.

Description	Quantity	Discount Price	Standard Price	Total
2' x 8' Perfboard - Vertical		\$148.85	\$208.40	\$
4' x 8' Perfboard - Horizontal		\$154.50	\$216.30	\$
4' x 8' Perfboard - Vertical		\$154.50	\$216.30	\$
Perfboard Shelf		\$33.45	\$46.85	\$
Shelf Brackets (each)		\$21.00	\$29.40	\$

**Please use the diagram on the next page to indicate perfboard placement.**

#### 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.

NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

## PERFBOARD

- Use bold lines to indicate the outline of your booth space.
- Draw the items that will be included in your exhibit space.
- If this grid scale is too small for easy drawing, return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary.

### Booth Information

My booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long

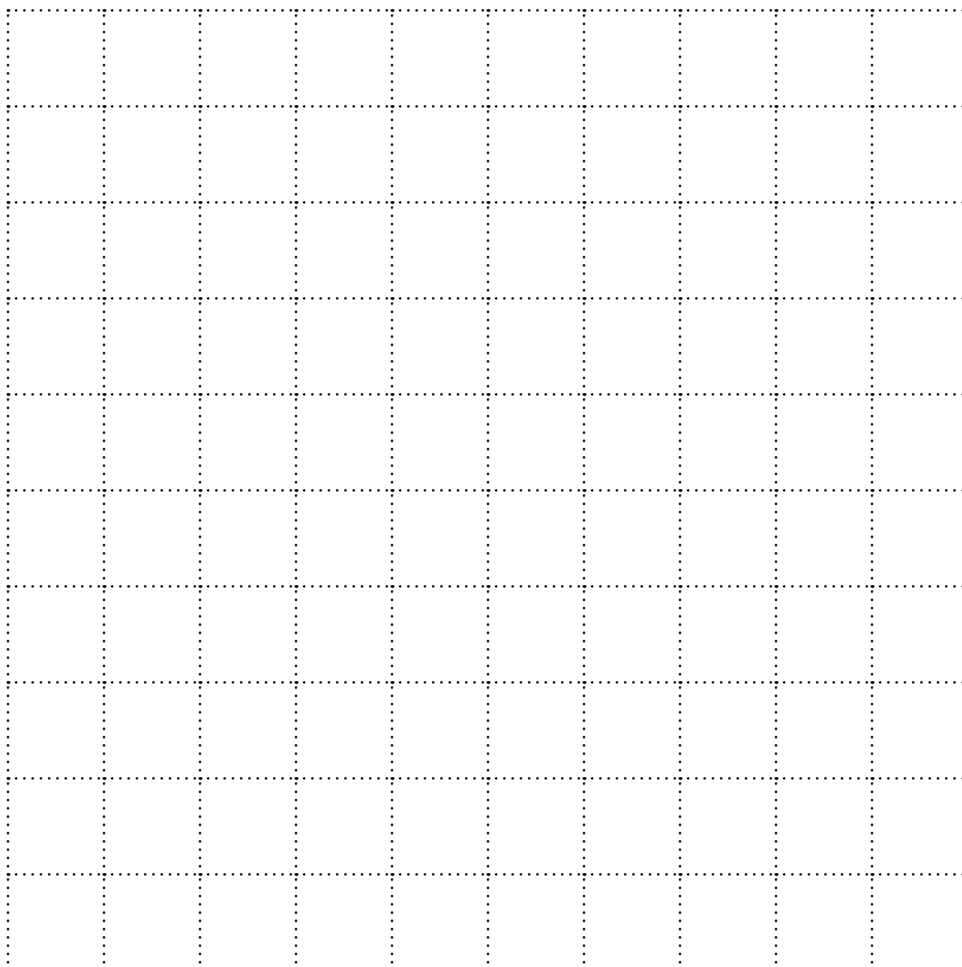
Each square of the diagram is \_\_\_\_\_ feet square

Right side adjacent booth or aisle number: \_\_\_\_\_

Left side adjacent booth or aisle number: \_\_\_\_\_

Front adjacent booth or aisle number: \_\_\_\_\_

### Draw Your Booth Layout



NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

**Take advantage of the Discount Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by JULY 28, 2022.**

### SHOWCASE PACKAGES

- Remember to order by the deadline date to save time, money and ensure availability.
- Orders received after the deadline date, without payment or without a detailed Showcase Packages Diagram will be charged the Standard Price.
- Failure to provide an accurate diagram on the Showcase Packages Diagram will result in Freeman setting units at its own discretion. Any adjustments requested at show site will incur additional labor charges.
- Rental prices are for the duration of the show and include delivery to and removal from your booth space, power outlet and labor to distribute power to showcases only.



**Full View  
Showcase**



**Half View  
Showcase**



**Quarter View  
Showcase**



**Half View  
Corner Showcase**



**Quarter View  
Corner Showcase**



**Tower  
Showcase**

#### 1 Case Package

Part #	Description	Qty	Discount Price	Standard Price	Subtotal
1180726	1 - 4' Full View Showcase		\$749.00	\$1,048.60	\$
1180727	1 - 5' Full View Showcase		\$749.00	\$1,048.60	\$
1180728	1 - 6' Full View Showcase		\$749.00	\$1,048.60	\$
1180723	1 - 4' Half View Showcase		\$749.00	\$1,048.60	\$
1180724	1 - 5' Half View Showcase		\$749.00	\$1,048.60	\$
1180725	1 - 6' Half View Showcase		\$749.00	\$1,048.60	\$
1180720	1 - 4' Quarter View Showcase		\$749.00	\$1,048.60	\$
1180721	1 - 5' Quarter View Showcase		\$749.00	\$1,048.60	\$
1180722	1 - 6' Quarter View Showcase		\$749.00	\$1,048.60	\$
1180730	1 - Half View Corner Showcase		\$924.80	\$1,294.70	\$
1180729	1 - Quarter View Corner Showcase		\$924.80	\$1,294.70	\$
1180731	1 - Tower Showcase		\$1,132.15	\$1,585.00	\$

#### 2 Case Package

Part #	Description	Qty	Discount Price	Standard Price	Subtotal
1180738	2 - 4' Full View Showcases		\$1,309.30	\$1,833.00	\$
1180739	2 - 5' Full View Showcases		\$1,309.30	\$1,833.00	\$
1180740	2 - 6' Full View Showcases		\$1,309.30	\$1,833.00	\$
1180735	2 - 4' Half View Showcases		\$1,309.30	\$1,833.00	\$
1180736	2 - 5' Half View Showcases		\$1,309.30	\$1,833.00	\$
1180737	2 - 6' Half View Showcases		\$1,309.30	\$1,833.00	\$
1180732	2 - 4' Quarter View Showcases		\$1,309.30	\$1,833.00	\$
1180733	2 - 5' Quarter View Showcases		\$1,309.30	\$1,833.00	\$
1180734	2 - 6' Quarter View Showcases		\$1,309.30	\$1,833.00	\$
1180742	2 - Half View Corner Showcases		\$1,663.00	\$2,328.20	\$
1180741	2 - Quarter View Corner Showcases		\$1,663.00	\$2,328.20	\$
1180743	2 - Tower Showcases		\$2,077.30	\$2,908.20	\$



NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

## SHOWCASE PACKAGES

### 3 Case Package

Part #	Description	Qty	Discount Price	Standard Price	Subtotal
1180750	3 - 4' Full View Showcases		\$1,868.95	\$2,616.55	\$
1180751	3 - 5' Full View Showcases		\$1,868.95	\$2,616.55	\$
1180752	3 - 6' Full View Showcases		\$1,868.95	\$2,616.55	\$
1180747	3 - 4' Half View Showcases		\$1,868.95	\$2,616.55	\$
1180748	3 - 5' Half View Showcases		\$1,868.95	\$2,616.55	\$
1180749	3 - 6' Half View Showcases		\$1,868.95	\$2,616.55	\$
1180744	3 - 4' Quarter View Showcases		\$1,868.95	\$2,616.55	\$
1180745	3 - 5' Quarter View Showcases		\$1,868.95	\$2,616.55	\$
1180746	3 - 6' Quarter View Showcases		\$1,868.95	\$2,616.55	\$
1180754	3 - Half View Corner Showcases		\$2,339.00	\$3,358.60	\$
1180753	3 - Quarter View Corner Showcases		\$2,339.00	\$3,358.60	\$
1180755	3 - Tower Showcases		\$3,020.80	\$4,229.10	\$

### 4 Case Package

Part #	Description	Qty	Discount Price	Standard Price	Subtotal
1180762	4 - 4' Full View Showcases		\$2,430.55	\$3,402.75	\$
1180763	4 - 5' Full View Showcases		\$2,430.55	\$3,402.75	\$
1180764	4 - 6' Full View Showcases		\$2,430.55	\$3,402.75	\$
1180759	4 - 4' Half View Showcases		\$2,430.55	\$3,402.75	\$
1180760	4 - 5' Half View Showcases		\$2,430.55	\$3,402.75	\$
1180761	4 - 6' Half View Showcases		\$2,430.55	\$3,402.75	\$
1180756	4 - 4' Quarter View Showcases		\$2,430.55	\$3,402.75	\$
1180757	4 - 5' Quarter View Showcases		\$2,430.55	\$3,402.75	\$
1180758	4 - 6' Quarter View Showcases		\$2,430.55	\$3,402.75	\$
1180766	4 - Half View Corner Showcases		\$3,133.55	\$4,386.95	\$
1180765	4 - Quarter View Corner Showcases		\$3,133.55	\$4,386.95	\$
1180767	4 - Tower Showcases		\$3,966.95	\$5,553.75	\$

### 5 Case Package

Part #	Description	Qty	Discount Price	Standard Price	Subtotal
1180774	5 - 4' Full View Showcases		\$3,179.15	\$4,450.80	\$
1180775	5 - 5' Full View Showcases		\$3,179.15	\$4,450.80	\$
1180776	5 - 6' Full View Showcases		\$3,179.15	\$4,450.80	\$
1180771	5 - 4' Half View Showcases		\$3,179.15	\$4,450.80	\$
1180772	5 - 5' Half View Showcases		\$3,179.15	\$4,450.80	\$
1180773	5 - 6' Half View Showcases		\$3,179.15	\$4,450.80	\$
1180768	5 - 4' Quarter View Showcases		\$3,179.15	\$4,450.80	\$
1180769	5 - 5' Quarter View Showcases		\$3,179.15	\$4,450.80	\$
1180770	5 - 6' Quarter View Showcases		\$3,179.15	\$4,450.80	\$
1180778	5 - Half View Corner Showcases		\$4,063.20	\$5,688.50	\$
1180777	5 - Quarter View Corner Showcases		\$4,063.20	\$5,688.50	\$
1180779	5 - Tower Showcases		\$5,099.00	\$7,138.60	\$

Showcases are delivered to your booth clean. A complimentary cleaning kit will be provided in one of your showcases for use during the show or you may place an order at the Freeman Service Center for labor to clean your showcases.

NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

## SHOWCASE PACKAGES

- Use bold lines to indicate the outline of your booth space.
- Draw the items that will be included in your exhibit space.
- If this grid scale is too small for easy drawing, return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary.

### Booth Information

My booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long

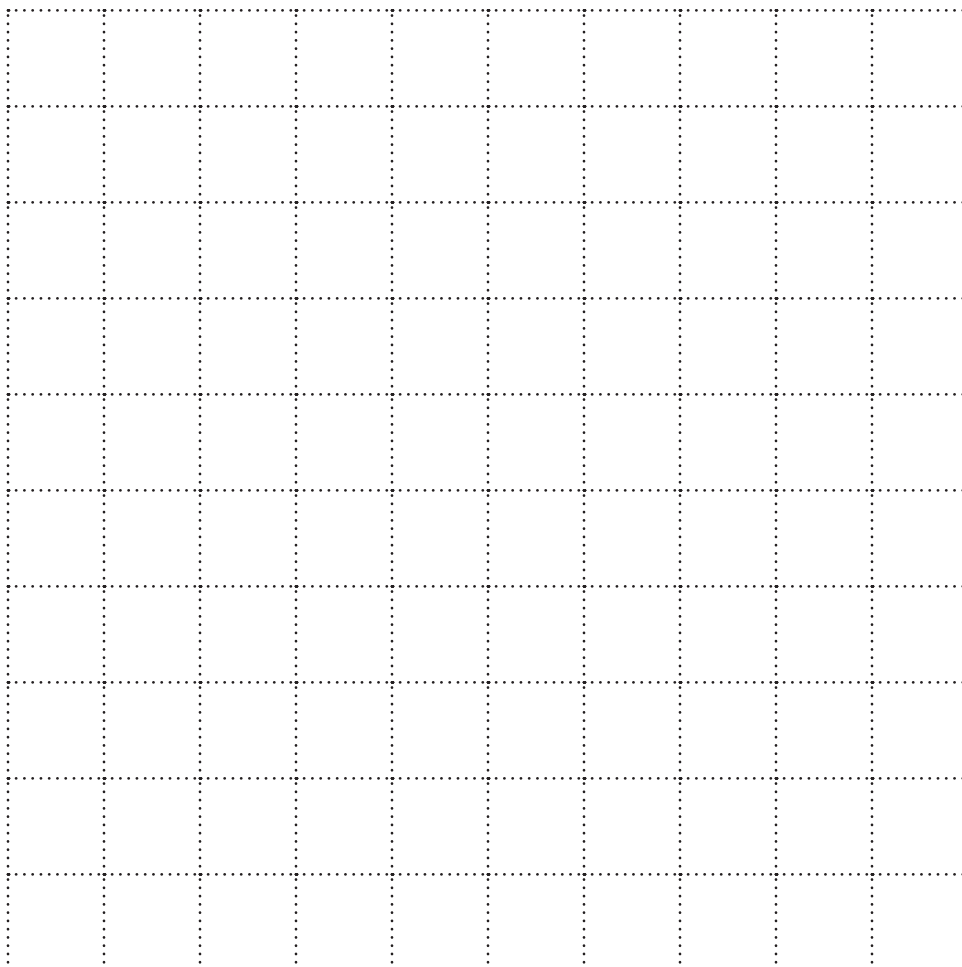
Each square of the diagram is \_\_\_\_\_ feet square

Right side adjacent booth or aisle number: \_\_\_\_\_

Left side adjacent booth or aisle number: \_\_\_\_\_

Front adjacent booth or aisle number: \_\_\_\_\_

### Draw Your Booth Layout



#### 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.

NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

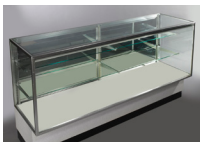
PHONE #:

E-MAIL ADDRESS:

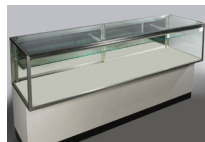
**Take advantage of the Discount Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by JULY 28, 2022.**

### UPGRADED SHOWCASES

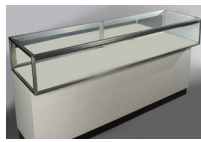
- Remember to order by the deadline date to save time, money and ensure availability.
- Orders received after the deadline date, without payment or without a detailed Upgrade Showcases Diagram will be charged the Standard Price.
- Failure to provide an accurate diagram on the Upgrade Showcases Diagram will result in Freeman setting units at its own discretion. Any adjustments requested at show site will incur additional labor charges.
- Rental prices are for the duration of the show and include delivery to and removal from your booth space, power outlet and labor to distribute power to showcases only.



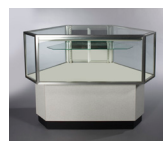
**Full View  
Showcase**



**Half View  
Showcase**



**Quarter View  
Showcase**



**Half View  
Corner Showcase**



**Quarter View  
Corner Showcase**

- Fluorescent lighting
- Mirrored sliding doors with lock
- Glass sides
- Brushed silver frame
- Texture gray formica exterior
- Open rear storage area

Part #	Description	Qty	Discount Price	Standard Price	Subtotal
1180780	4' Full View Showcase - Gray		\$885.00	\$1,239.00	\$
1180781	5' Full View Showcase - Gray		\$885.00	\$1,239.00	\$
1180782	6' Full View Showcase - Gray		\$885.00	\$1,239.00	\$
1180783	4' Half View Showcase - Gray		\$885.00	\$1,239.00	\$
1180784	5' Half View Showcase - Gray		\$885.00	\$1,239.00	\$
1180785	6' Half View Showcase - Gray		\$885.00	\$1,239.00	\$
1180786	4' Quarter View Showcase - Gray		\$885.00	\$1,239.00	\$
1180787	5' Quarter View Showcase - Gray		\$885.00	\$1,239.00	\$
1180788	6' Quarter View Showcase - Gray		\$885.00	\$1,239.00	\$
1180789	Half View Corner Showcase - Gray		\$924.80	\$1,294.70	\$
1180790	Quarter View Corner Showcase - Gray		\$924.80	\$1,294.70	\$
1180791	Tower Showcase - Gray		\$1,132.15	\$1,585.00	\$

**Showcases are delivered to your booth clean. A complimentary cleaning kit will be provided in one of your showcases for use during the show or you may place an order at the Freeman Service Center for labor to clean your showcases.**

**Please use the diagram on the next page to indicate showcase placement.**

#### 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.

NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

## UPGRADED SHOWCASES

- Use bold lines to indicate the outline of your booth space.
- Draw the items that will be included in your exhibit space.
- If this grid scale is too small for easy drawing, return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary.

### Booth Information

My booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long

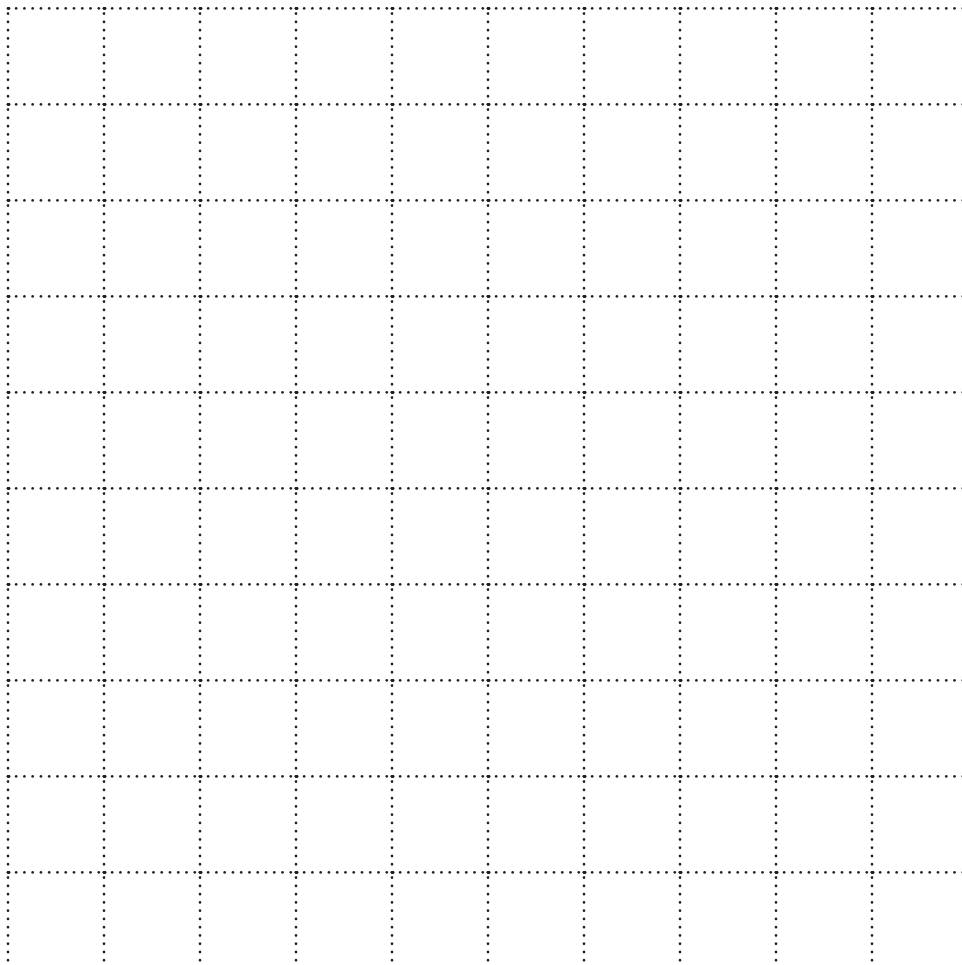
Each square of the diagram is \_\_\_\_\_ feet square

Right side adjacent booth or aisle number: \_\_\_\_\_

Left side adjacent booth or aisle number: \_\_\_\_\_

Front adjacent booth or aisle number: \_\_\_\_\_

### Draw Your Booth Layout



upgraded showcases

Freeman<sup>™</sup>

# Flooring solutions

Stand out in style.

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



© 2021 Freeman. All Rights Reserved.





## Your exhibit's flooring should complement your brand

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

# Most popular flooring options

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

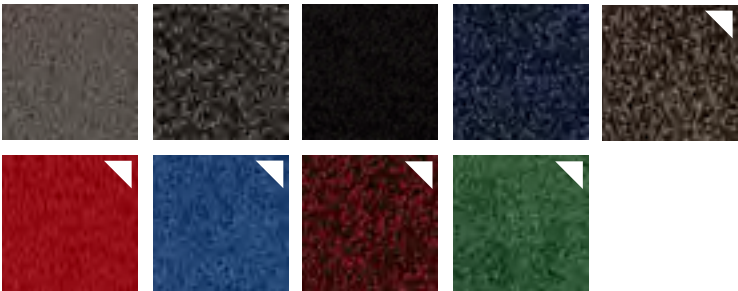
Be sure to order before the discount deadline!

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

▼ = Available only before the discount deadline

## Classic Collection

16oz carpet



## Designer Plus Collection

30oz carpet

NEW



## Supreme Collection

45oz carpet

NEW



## Expo Flex Collection

10ft vinyl

NEW



## Event Flex Collection

12ft vinyl

NEW



## Riviera + Parkside Collections

Turf

NEW





# Classic Collection

## 16oz

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

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



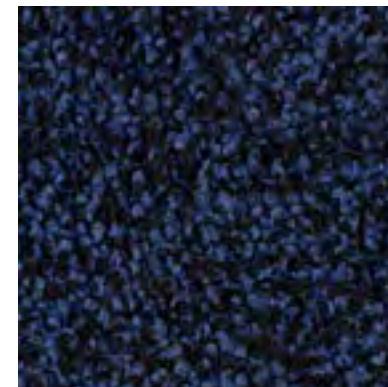
**Gray**



**Tuxedo**



**Black**



**Midnight**



**Blue**



**Red**

🔽 = Available only before the discount deadline

# Custom Cut Classic Collection

16oz

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

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



**Gray**



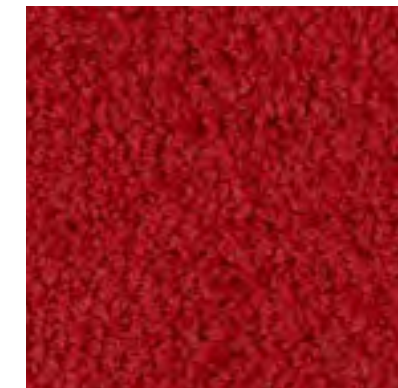
**Tuxedo**



**Black**



**Midnight**



**Red**



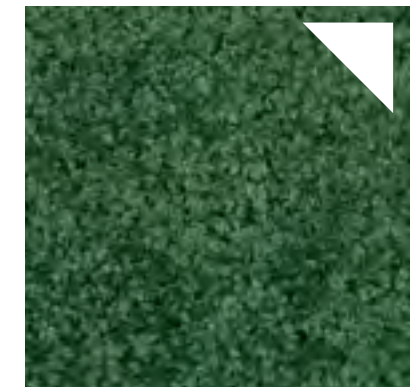
**Blue**



**Latte**



**Red Pepper**



**Green**

▼ = Available only before the discount deadline



NEW

# Designer Plus Collection

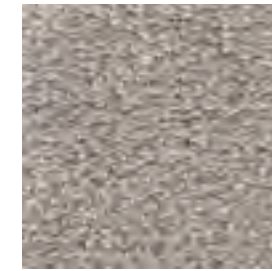
30oz

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

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



**Black**



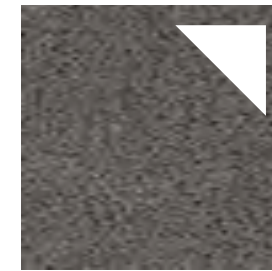
**Grey Pearl**



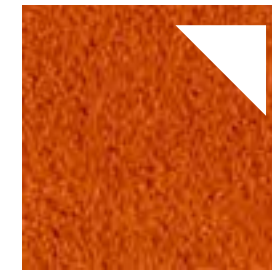
**Red**



**Navy**



**Lava Rock**



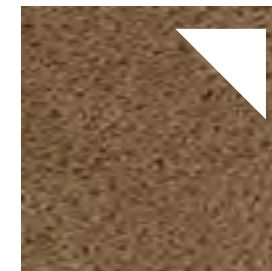
**Paprika**



**Graphite**



**Royal Blue**



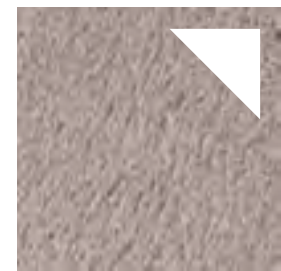
**Silky Beige**



**Ivory**



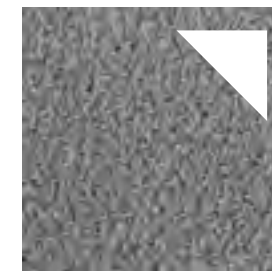
**Smoke**



**Sword**



**White**



**Silver Cloud**

▼ = Available only before the discount deadline

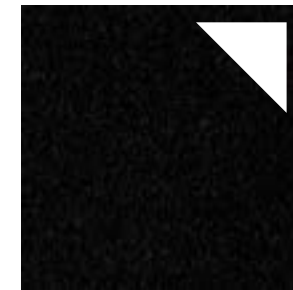


NEW

# Supreme Collection

## 45oz

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



**Black**



**Red**



**Silver Cloud**



**Navy**



**Charcoal**



**Reflex Blue**



**Cream**



**Silver Mist**



**Smoke**



**White**

▼ = Available only before the discount deadline

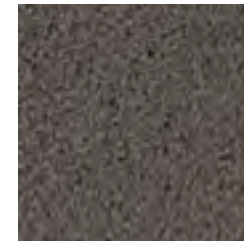
# Ordering after the discount deadline? Don't fret.

You can select from these options.

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

## Classic Collection

16oz



Gray



Tuxedo



Black



Midnight

## Custom Cut Classic Collection

16oz



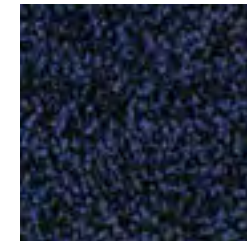
Gray



Tuxedo



Black



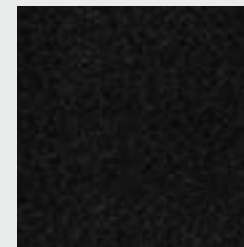
Midnight



Red

## Designer Plus Collection

30oz



Black



Gray Pearl





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

Now offering vinyl and turf  
flooring solutions.

NEW

# Expo Vinyl Collection

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



**Birch**



**Light Maple**



**Dark Maple**



**Ash**



**Smoke**

▼ = Available only before the discount deadline

NEW

# Event Flex Collection

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

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



**Whitewood**



**Silverwood**



**Dark Maple**



**Blackwood**



**Barnwood**

▼ = Available only before the discount deadline



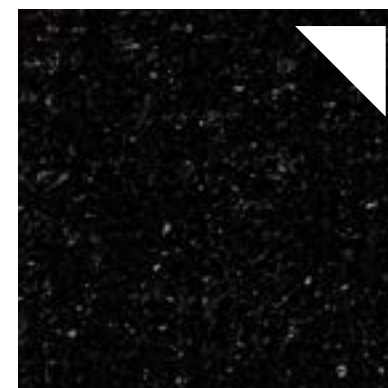
NEW

# Turf

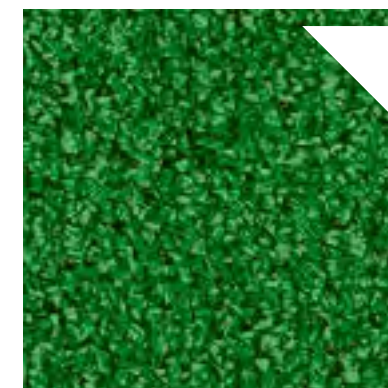
- Bring the outdoors to you with these synthetic grass flooring solutions
- Available in many shades of green and durable for both indoor and outdoor use
- Standard 12ft width and can be custom cut to size
- Priced per sq.ft., minimum of 100 sq.ft.

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

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

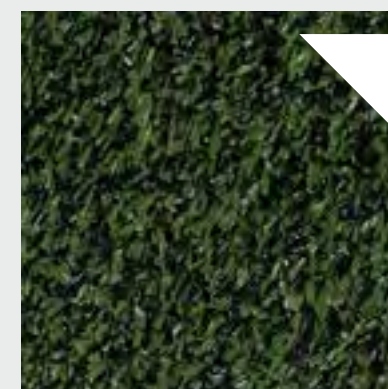


**Riviera Black**



**Riviera Green**

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



**Parkside Green**

▼ = Available only before the discount deadline

# Want to take your flooring to the next level?

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

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





Freeman<sup>7</sup>

# Order before the discount deadline.

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

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

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



© 2021 Freeman. All Rights Reserved.

NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

Take advantage of the Online Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by JULY 28, 2022.

### FLOORING

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

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

##### CHOOSE YOUR CARPET COLOR:

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

Qty	Description	Online Price	Discount Price	Standard Price	Total
	10' x 10' Classic Carpet .....	\$ 165.45	\$ 182.00	\$ 231.65	
	10' x 20' Classic Carpet .....	\$ 330.90	\$ 364.00	\$ 463.25	
	10' x 30' Classic Carpet .....	\$ 496.35	\$ 546.00	\$ 694.90	
	10' x 10' Carpet Padding - Single Layer.....	\$ 82.85	\$ 91.15	\$ 116.00	
	10' x 20' Carpet Padding - Single Layer.....	\$ 165.70	\$ 182.25	\$ 232.00	
	10' x 30' Carpet Padding - Single Layer.....	\$ 248.55	\$ 273.40	\$ 347.95	
	10' x 10' Carpet Padding - Double Layer.....	\$ 165.70	\$ 182.25	\$ 232.00	
	10' x 20' Carpet Padding - Double Layer.....	\$ 331.40	\$ 364.55	\$ 463.95	
	10' x 30' Carpet Padding - Double Layer.....	\$ 497.10	\$ 546.80	\$ 695.95	
	Plastic Covering (price per sqft).....	\$ .65	\$ .70	\$ .90	

#### Custom Cut Classic Carpet

- Order Custom Cut Classic Carpeting by the sqft if your size is not listed 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
		\$ 2.85	\$ 3.15	\$ 4.00	

#### 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
		\$ 6.35	\$ 7.00	\$ 8.90	

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

☐ Barnwood ☐ Blackwood ☐ Dark Maple ☐ Silverwood ☐ Whitewood

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

Per sqft	Booth Size: _____ X _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 8.00	\$ 8.80	\$ 11.20	

NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :



### 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	\$ 4.95	\$ 5.45	\$ 6.95
Over 700 sqft	Booth Size:	_____	x _____	= _____	sqft	\$ 4.50	\$ 4.95	\$ 6.30

#### 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	\$ 5.80	\$ 6.40	\$ 8.10
Over 700 sqft	Booth Size:	_____	x _____	= _____	sqft	\$ 5.20	\$ 5.70	\$ 7.30



### 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	\$ .95	\$ 1.05	\$ 1.35
Over 700 sqft	Booth Size:	_____	x _____	= _____	sqft	\$ .75	\$ .85	\$ 1.05

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

					Online Price	Discount Price	Standard Price	Total
100 - 700 sqft	Booth Size:	_____	x _____	= _____	sqft	\$ 1.90	\$ 2.10	\$ 2.65
Over 700 sqft	Booth Size:	_____	x _____	= _____	sqft	\$ 1.50	\$ 1.65	\$ 2.10

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

					Online Price	Discount Price	Standard Price	Total
Per sqft	Booth Size:	_____	x _____	= _____	sqft	\$ 4.05	\$ 4.45	\$ 5.65

### 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	\$ 4.45	\$ 4.90	\$ 6.25

#### 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	\$ 9.60	\$ 10.55	\$ 13.45

#### 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.



NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

### CLEANING

- **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.**

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

Qty	Part#	Description	Advance Price	Show Site Price	Total
		• Includes emptying of your booth's wastebasket(s) at the time of vacuuming.			
_____	610100	Booth Vacuuming - One Time.....	\$0.65	\$0.90	\$ _____
_____	610200	Booth Vacuuming - 2 Days .....	\$1.05	\$1.45	\$ _____
_____	610300	Booth Vacuuming - 3 Days .....	\$1.60	\$2.25	\$ _____
_____	610400	Booth Vacuuming - 4 Days .....	\$2.10	\$2.95	\$ _____

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

Qty	Part#	Description	Advance Price	Show Site Price	Total
_____	630100	Shampoo Carpet - One Time.....	\$0.80	\$1.10	\$ _____
_____	630200	Shampoo Carpet - 2 Days .....	\$1.60	\$2.25	\$ _____
_____	630300	Shampoo Carpet - 3 Days .....	\$2.40	\$3.35	\$ _____
_____	630400	Shampoo Carpet - 4 Days .....	\$3.20	\$4.50	\$ _____

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

Qty	Part#	Description	Advance Price	Show Site Price	Total
_____	690100	Floor Surface Cleaning - One Time .....	\$0.80	\$1.10	\$ _____
_____	690200	Floor Surface Cleaning - 2 Days .....	\$1.60	\$2.25	\$ _____
_____	690300	Floor Surface Cleaning - 3 Days .....	\$2.40	\$3.35	\$ _____
_____	690300	Floor Surface Cleaning - 4 Days .....	\$3.20	\$4.50	\$ _____

#### PORTER SERVICE (per day)

Qty	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 .....	\$143.95	\$201.55	\$ _____
_____	6201500	Exhibit Area / 501 - 1,500 sqft .....	\$190.90	\$267.25	\$ _____
_____	6202500	Exhibit Area / 1,501 - 2,500 sqft .....	\$229.35	\$321.10	\$ _____
_____	6203500	Exhibit Area / Over 2,500 sqft.....	Quoted on Request		

#### 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.

NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

### DUMPSTER & DISPOSAL

#### DUMPSTER RENTAL

To order a dumpster, please come to the Freeman Service Center.

For Labor and Equipment, please see the Installation & Dismantle Labor and Forklift & Rigging Labor Order Forms.

#### DUMPSTER FEE

1/4 of a dumpster .....	\$300.50 plus required labor
1/2 of a dumpster .....	\$600.80 plus required labor
1 full dumpster .....	\$1,201.25 plus required labor

#### DISPOSAL OF ITEMS LEFT IN BOOTH

If an Exhibitor leaves behind **any bulk trash** that is not labeled for shipment out or donated through the "Green" program at the end of the show, it will be deemed as trash and the Exhibitor will be charged for the removal of these items. The charges may include the following:

- Installation & Dismantle Labor
- Forklift & Rigging Labor
- Dumpster Fee
- Equipment if deemed necessary

For Installation & Dismantle Labor Rates, see the Installation & Dismantle Labor Order Form.

For Rigging Labor Rates, see the Forklift & Rigging Labor Order Form.

To remove and/or destroy leftovers in the Exhibitor's booth, it will take 2 men for a one (1) hour minimum plus a dumpster fee (see rates above) plus any charges for any equipment necessary.

***Should an Exhibitor not want to incur these charges, please be sure that your booth is completely clean, and all leftovers removed before leaving the show floor. Trash labels are available at the Freeman Service Center.***

Description	Qty / Hrs	Rate	Sub-Total	Total
1/4 Dumpster		\$300.50		\$
1/2 Dumpster		\$600.80		\$
Full Dumpster		\$1,201.25		\$
Labor		\$99.75		\$
Forklift		\$238.00		\$

Please provide a description of items to be disposed of: \_\_\_\_\_

#### TOTAL COST

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

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

# SEEING IS BELIEVING

.....

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

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



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



## CREATING VISUAL EXCITEMENT

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

## STATE-OF-THE-ART CAPABILITIES

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

## SUPERIOR QUALITY CONTROL

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

## DEPTH OF RESOURCES

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

## REPRODUCTION AND INSTALLATION

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



NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

Take advantage of the Discount Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by JULY 28, 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  
\$ 20.20 per sqft discount price  
sqft \_\_\_\_\_ x or \_\_\_\_\_ = \$ \_\_\_\_\_  
\$ 30.30 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 \_\_\_\_\_

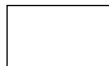
PMS Colors \_\_\_\_\_

#### 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:

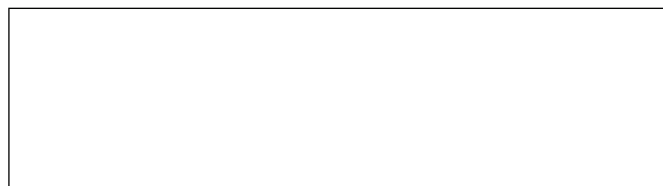
QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	87.15	130.75 =	_____
7" x 22"	89.55	134.35 =	_____
7" x 44"	91.80	137.70 =	_____
9" x 44"	96.95	145.45 =	_____
11" x 14"	106.90	160.35 =	_____
14" x 22"	110.05	165.10 =	_____
14" x 44"	131.20	196.80 =	_____
22" x 28"	140.95	211.45 =	_____
28" x 44"	166.40	249.60 =	_____
20" x 60"	271.40	407.10 =	_____

(white only)

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

#### INDICATE YOUR SIGN COPY HERE:

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



Vertical

Horizontal

Use Your Judgment For Sign Layout



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

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

#### TOTAL COST

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

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



## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

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

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

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

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

**VECTOR ART:**

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

**FONTS and LINKS**

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

**COLOR**

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

**ARTWORK IN THE STRUCTURE**

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

### ACCEPTABLE FILE SOFTWARE

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

Always provide the following:

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

### ACCEPTABLE FILE TYPES and SUPPORT FILES

**NATIVE FILES:**

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

**PRINT FILES:**

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

**RASTER OR BITMAP ART:**

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

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

### WAYS TO SEND ARTWORK

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

# LET US DO THE HEAVY LIFTING

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



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



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

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

## ON-SITE SUPERVISION

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

---

### If You Use Freeman Staff

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



NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

### INSTALLATION & DISMANTLE LABOR

Description	Advance Price	Show Site Price
<b>Straight Time:</b> 8:00 AM to 5:00 PM Monday through Friday.....	\$99.75	\$139.75
<b>Overtime:</b> 5:00 PM to 8:00 AM Monday through Friday .....	\$169.25	\$237.00
All day Saturday, Sunday and recognized holidays		

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

- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

#### INSTALLATION LABOR

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

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

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

#### DISMANTLE LABOR

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

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

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

### FREEMAN SUPERVISED LABOR

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

### INBOUND SHIPPING & SET-UP INFORMATION

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

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

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

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

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

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

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

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

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

### OUTBOUND SHIPPING INFORMATION

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

#### Select a Carrier:

☐ **Freeman Exhibit Transportation:**

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

☐ **Other Carrier:**

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

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

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

#### Select Level of Service:

☐ 1 Day: Delivery next business day

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

☐ Deferred: Delivery within 3-5 business days

☐ Standard Ground

☐ Specialized: Pad wrapped, uncrated or truckload

#### Freight Charges:

☐ Same as ship to

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

\_\_\_\_\_

\_\_\_\_\_

#### Select Shipment Options (if applicable)

☐ Have loading dock

☐ Inside delivery

☐ Pad wrap required

☐ Do not stack

☐ Lift gate required

☐ Air ride required

☐ Residential

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

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





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



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

Submit order forms [here](#).

NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

## FORKLIFT & RIGGING LABOR

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

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

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

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

Part #	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$238.00	\$333.25
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$323.75	\$453.25
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$271.00	\$379.50
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$422.75	\$592.00
3040150	Forklift w/operator - up to 15,000 lbs - ST.....	\$303.00	\$424.25
3040151	Forklift w/operator - up to 15,000 lbs - OT.....	\$442.50	\$619.50
304040	Forklift w/operator - 4-Stage - ST.....	\$344.75	\$482.75
304041	Forklift w/operator - 4-Stage - OT.....	\$479.50	\$671.50
<b>RIGGING LABOR</b>			
3020100	Rigger - ST.....	\$101.00	\$141.50
3020101	Rigger - OT.....	\$170.25	\$238.50
<b>EQUIPMENT</b>			
3090600	Forklift Cage.....	\$47.75	\$67.00
3090700	Forklift Boom.....	\$47.75	\$67.00
3090800	Pallet Jack.....	\$47.75	\$67.00

### 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 \$ \_\_\_\_\_

NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

**Take advantage of the Discount Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by JULY 28, 2022.**

### GROUND SUPPORTED BANNER LABOR

- Orders received after the deadline date or without payment will be charged the Standard Price.
- Standard Price will apply if the banner is not received by the warehouse shipping deadline date.
- Banners are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Banner Labels. This container MUST be received by the warehouse shipping deadline in order to receive Advance Price.
- All banners must comply with LVCC and Show Management rules and regulations and facility limitations.
- All banners must be assembled and disassembled by Freeman. Exhibitor's display company and/or I & D representatives may supervise only and will not be allowed to assemble/disassemble or install and remove banners.
- All banners extending above the 8' back drape MUST be installed by Freeman using Freeman materials, no exceptions.
- Any exhibitor found to have installed their own banner will be charged for 2 workers at one hour minimum labor for both the installation and dismantle.
- The height of the banner cannot exceed 4'.
- The overall booth height cannot exceed 12'.

Description	Discount Price	Standard Price
<b>GROUND SUPPORTED BANNER LABOR</b>		

- **Rates are blended to include any overtime to accomplish the hanging of all signs in a timely manner prior to the opening of the show**
- Rates are per crew, per hour
- Crew consists of 2 ground men
- One hour minimum per crew - labor thereafter is charged in half (1/2) hour increments.

389010 - Ground Supported Banner Labor (per hour) ..... \$ 287.00      \$ 402.00

Please use the diagram on the next page to indicate the location of your banner. Please include this diagram with your Ground Supported Hanging Banner Order Form.

Part #	Qty Price	Description Price	Advance	Standard	Total
<b>GROUND SUPPORTED BANNER EQUIPMENT</b>					
152980		Base Plate (24" x 24").....	\$ 12.75	\$ 17.85	\$ _____
152985		9' to 16' Post, Adjustable.....	\$ 45.35	\$ 63.50	\$ _____
152990		6' to 10' Top Rod, Adjustable.....	\$ 20.50	\$ 28.70	\$ _____
152943		Plastic Ties, Zip Ties *.....	\$ 0.50	\$ 0.70	\$ _____
152928		Trick Line (per foot) *.....	\$ 0.55	\$ 0.75	\$ _____
152936		Wire (per foot) *.....	\$ 0.60	\$ 0.85	\$ _____

**Please use the diagram on the next page to indicate the location of your banner.**

#### 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.

NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

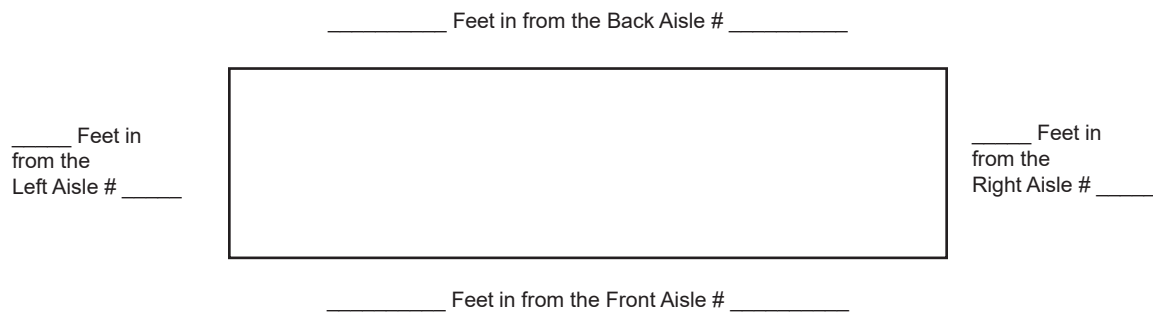
## GROUND SUPPORTED BANNER LABOR

- Use bold lines to indicate the location of your banner.
- Banner must be received in the Freeman warehouse by the deadline date.
- Ground Supported Banner Labor Order Form must be received by the deadline date.
- Freeman Method of Payment must be included with your order.

### PLACEMENT DIAGRAM

Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.

Banner size: \_\_\_\_\_ x \_\_\_\_\_



ground supported banner labor

## ELECTRICAL SAFETY & REGULATION

1. Freeman Electrical Jurisdiction (Requires labor and/or material) – All distribution of electrical wiring. All facility overhead and floor distribution of electrical wiring. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
2. Total combined wattage within booth space exceeding 20 amps will require electrical booth work labor. Labor is required to inspect and hook-up equipment pre-wired to plug into our systems. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.
3. No outside/external additional power sources are allowed. All show power must be provided by the official Electrical Service Contractor unless special approval is provided.
4. Electrical requirements for an exhibit at all convention facilities are for the safety of all Exhibitors and are based on national electrical codes and local ordinances. Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding the risks involved. If an Exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to the convention facilities.
5. Serious risks involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public and to avoid code violations, remember these points:
  - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
  - Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
  - Cube taps and multi-headed extension cords are not allowed.
  - The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
  - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home.
  - Exhibitor is responsible for providing surge protectors for their goods. Daisy chaining of power strips is not allowed. Freeman is not responsible for loss or damage resulting from power surFreeman. Furthermore, Freeman' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.
  - You may pre-wire your equipment to match our receptacles. Any other modifications are not accepted. Here is a list of the plugs that match our equipment receptacles:
    - 5 amp 120 volt: Standard U-ground cord cap
    - 20 amp 208 volt 1phase or 3phase: NEMA L2120
    - 60 amp 208 volt 1phase or 3phase: Daniel Woodhead Plug Y560P
    - 100 amp 208 volt 1phase or 3phase: Mini Cam (3) Male (2 Female)
6. In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the Exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. A fee of \$300.00 may be assessed for the safety and rules violation.

---

# ELECTRICAL SERVICES

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

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

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

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

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

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

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

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

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

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

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

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

Outlet or connection prices are typically for an entire show.

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

Many facilities these days are energy conscious and therefore turn off power overnight during show days. Power is turned off 1/2 hour after the show closes at the earliest and restored no later than 1/2 hour before the show opens the following day. 24 hour power is, as it sounds, power that is continuously on 24 hours per day.

If your booth includes, for example, refrigeration equipment, an aquarium or programmable apparatus that depends on uninterrupted power, you should consider ordering 24 hour service. Power is usually not turned off during move-in or move-out.

## **Where does the power come from?**

Depending on the facility, the power can come from overhead catwalks, floor ports, columns, wall outlets or a combination of these sources. Check with the local Freeman branch office for more information.

## **Where will my power be located?**

In-line and peninsula booths will find their main power source on the floor somewhere along the rear drape line of their booth. Island booths need to submit an electrical layout. Please see the sample layouts and electrical grid for further information.

## **What if I need power at another location besides the rear of my booth? What if I have multiple power locations?**

Exhibitors requiring power at any location other than a back wall must submit an electrical layout. Please see the sample layouts and electrical grid for further information.

## **How many places will I have to plug in? How many things can I plug in?**

For planning purposes, you should always assume that there is only one connection point per outlet ordered. Power strips can provide additional sockets but do not confuse having more places to plug in with additional power. For example – An order is placed for a 500 watt outlet. A track light with 4 – 100 watt bulbs is plugged in to a power strip connected to the outlet, using 400 of the 500 watts. Any lighting or equipment now plugged in to a second socket may not exceed 100 watts.

Also keep in mind that power strips are designed, for safety purposes, to trip at 1500 watts or 15 amps. Using a power strip with a 2000 watt (20 amp) outlet will reduce it to a 1500 watt outlet.

All orders exceeding 120 volt/20 amps provide one connection point only, cannot accommodate power strips and require labor for installation.

# F R E E M A N



---

### **Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)**

Exhibitors may use their own extension cords and power strips under the following conditions:

- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labor is required to lay the cords.)
- All power strips must have circuit protection.

### **Can I run my extension cords under the carpet myself?**

For safety reasons, exhibitors are not allowed to run any electrical wiring under any type of floor covering or where they may be concealed in the booth structure. The show's electrical contractor is liable for electrical installations and therefore must perform all floor or booth work.

### **Will my floor work be completed before I arrive?**

Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:

- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

Labor and material charges apply.

### **When will my power be turned on?**

Power is only guaranteed to be installed before the show opens. If Freeman is allowed early access to the facility, power is normally ready the first day of move-in for exhibitors but any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

### **Do I need lighting?**

Lighting can dramatically change the impact of an exhibit, no matter the size. Used effectively, lighting can emphasize specific areas of a booth or highlight products. Also, an exhibit will appear dark and uninviting if the surrounding booths are lit and yours is not.

### **Can I hang my own lights?**

10 x 10 booths with pop-up displays (a display that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labor. Typically, exhibitors themselves can hang up to 4 lights as long as they require no more than 20 amps in total but it is best to clarify with the local branch. If a decorating company (including Freeman) has been contracted to install a display, electrical labor is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.

### **Do I need to order power for my lighting?**

Exhibitors ordering Electrical Services lighting (those listed on the Freeman electrical order form) do not need to order power. It is included in the rental. Exhibitors supplying their own lighting or renting lights need to order power. Labor may be required to hang the lights.

### **Do I need to order labor to plug in my lights or equipment?**

Most 120 volt connections do not require labor. Exhibitors are welcome to plug in their own standard office devices. Labor is required for all 208 or 480 volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

### **How can I save money and frustration when ordering electrical services?**

Most importantly, be sure to submit your order before the discount price deadline date. If an electrical layout is needed, it also must be received, complete with mandatory information, before the deadline date to be eligible for discount pricing. Late orders can be subject up to a 50% increase in cost because of the behind-the-scenes planning required to distribute power.

Don't underestimate your power requirements and work within the local rules, regulations and union jurisdictions. They have been implemented to avoid problems. While it may seem simple to plug in lights and equipment, it is not uncommon for exhibit or non electrical staff to overload circuits. Trouble calls can become expensive when it takes time to find the source of a problem.

If unsure about labor, call us for direction and if necessary, place a "will call" order before the discount price deadline date. You will only incur a charge if labor is dispatched to your booth but you'll have secured the advance pricing. And, check in with the electrical or service desk as soon as you know you need labor, not at the time you want the electricians in your booth. It will help to avoid delays as we can schedule accordingly.

Lastly, try to resolve any disputes at show site. It is much easier to discuss electrical issues when both parties can physically review the installation.

### **Additional questions?**

Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to [www.freemanco.com/store](http://www.freemanco.com/store).



## ELECTRICAL SERVICES USAGE GUIDE

To assist in estimating, we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

Please note that there is a minimum of 500 watts per outlet. A 500 watt (5 amp) outlet cannot be split. A 1000 watt (10 amp) outlet can only be split one time. A 2000 watt (20 amp) outlet can only be split three times.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts)

Example: 5 - 100 watt light bulbs = (5 x 100 = 500 watts)

The following wattages are approximate and are provided to help you estimate your power usage.

ITEM	ESTIMATED WATTAGE
Arm Lights .....	75-100
Card Reader (credit) / Lead Retrieval.....	50
Charging Furniture – Freeman Event Collection .....	500
Charging Furniture – Freeman Furnishings.....	500 per port (1000 max)
Computer.....	250-500
Computer – Laptop.....	100
Blu-Ray / DVD Player .....	50-100
Heater (Portable).....	500
Heat Press for T-Shirts .....	2000
iPhone/Android .....	20
iPad/Tablet .....	25-50
Kitchen Appliances .....	500-2000
Laminator.....	2000
LED Panels.....	500-1000
Projector .....	1000
Refrigerator (Small) .....	500
Refrigerator (Large).....	1000
Smart Reg Counter by Freeman (lit) .....	500
Steamer .....	2000
Stereo .....	100-500
Vacuum Cleaner .....	1500
Water Cooler .....	1000
TVs/Monitors .....	1000 (update television line)
Espresso Machine .....	30amp/208 volt, single phase

## ELECTRICAL SERVICES

The grid below may be printed to layout your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

1. **Location of the main power drop.** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
2. **Location and load of all outlets.** Please provide specific dimensions and wattages/amperages. *Please do not simply place an X where power is required.*
3. **Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

SHOW NAME \_\_\_\_\_

DATES \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

BOOTH # \_\_\_\_\_

Adjacent Aisle or Booth# \_\_\_\_\_

Adjacent Aisle or Booth # \_\_\_\_\_

Adjacent Aisle or Booth # \_\_\_\_\_

A large grid of 40x40 squares, intended for layout planning. The grid is composed of small squares, each representing a specific area based on the measurement scale provided at the bottom of the page.

Adjacent Aisle or Booth # \_\_\_\_\_

A measurement scale can be applied as necessary to reflect the size of your booth.


10 x 10 use 1 square = 1/4 foot

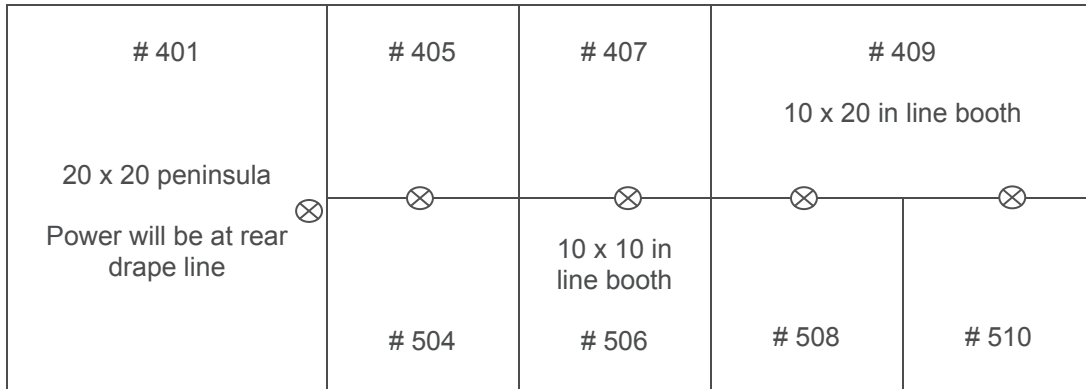
20 x 20 use 1 square = 1/2 foot

40 x 40 use 1 square = 1 foot

# SAMPLE LAYOUTS

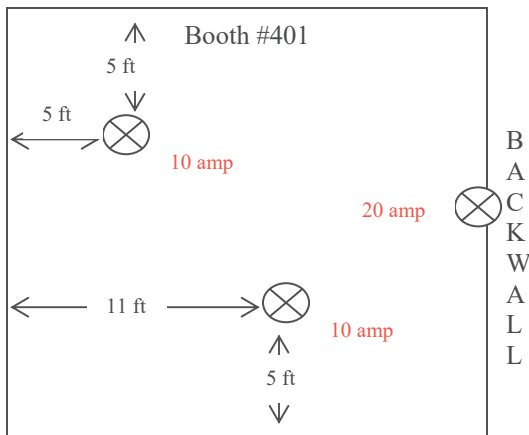
## IN LINE BOOTHS

Power is run or dropped to in line booths along the back walls or drape line of multi booth sections. The “main power locations” therefore are always located at the back of in line and peninsula booths. Outlets may not be in the exact center of the back wall. 120 volt outlets are shared by back to back booths. Example: Outlet = 

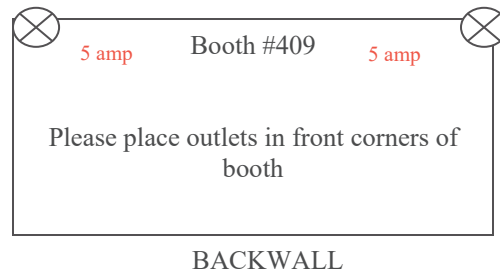


Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations **must be included**. Examples based on above floor plan:

20 x 20 Peninsula – Booth # 401  
Order = 2-10 amp, 1-20 amp outlets



10 x 20 In Line – Booth # 409  
Order = 2 x 5 amp outlets



## ISLAND BOOTHS

Electrical layouts are always required for island booths and **must include** the following information:

### 1. Main Drop.

Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.

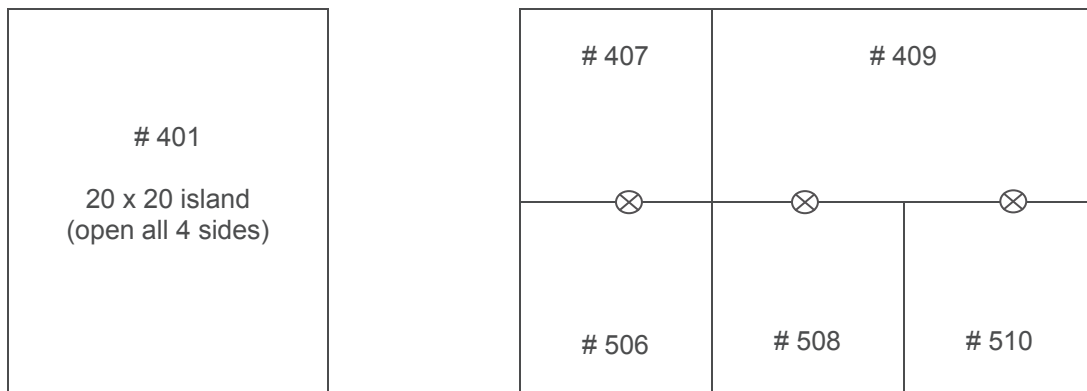
### 2. Location and load of all outlets.

Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.

### 3. Booth orientation.

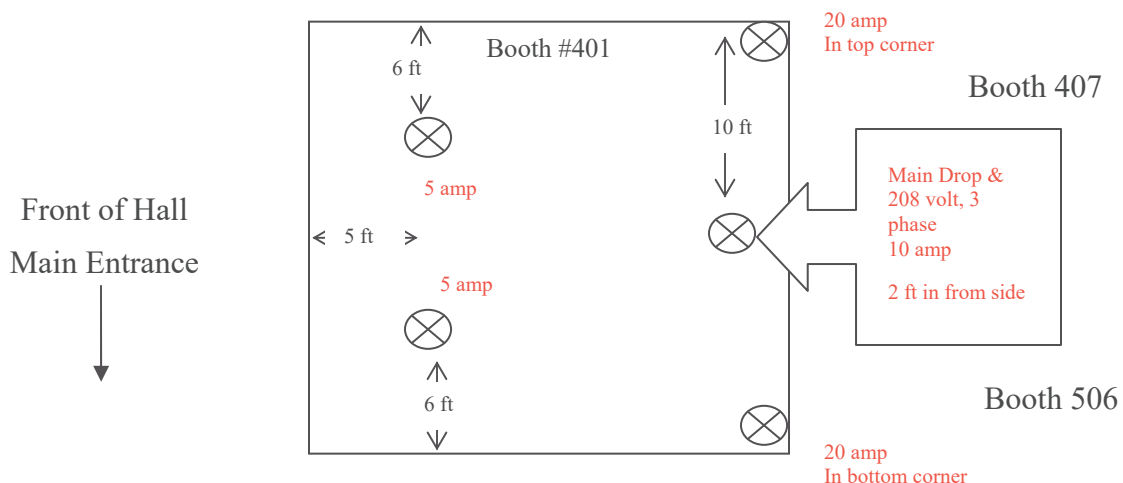
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

Section of show floor plan



20 x 20 Island – Booth # 401

Order = 1 x 208 volt, 3 phase, 10 amp + 120 volt, 2 x 20 amp + 2 x 5 amp outlets





NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

**Take advantage of the Discount Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by JULY 28, 2022.**

### ELECTRICAL

#### ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

Power includes delivery of the service to one location at the rear of the booth in peninsula and inline booths. Please see the Electrical Labor order form for rates and instructions if you require outlets in other locations, have lights or electrical items to hang or erect, have orders for power of 208v or higher, or have other electrical requirements.

	Quantity Show (For Show Hours Only)	Quantity 24 Hr. (For 24 hrs/day Double Price)	Discount Price	Standard Price	TOTAL
<b>110/120 VOLT</b>					
500 Watts (5 amps)	_____	_____	157.75	236.75	= \$ _____
1000 Watts (10 amps)	_____	_____	279.50	419.25	= \$ _____
2000 Watts (20 amps)	_____	_____	439.25	659.00	= \$ _____

#### 208 VOLT SINGLE PHASE (Labor Required for Connection)

20 Amps	_____	_____	630.00	945.00	= \$ _____
30 Amps	_____	_____	744.50	1,116.75	= \$ _____
60 Amps	_____	_____	1,054.00	1,581.00	= \$ _____
100 Amps	_____	_____	1,422.25	2,133.50	= \$ _____
200 Amps	_____	_____	2,911.75	4,367.75	= \$ _____

#### 208 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	816.25	1,224.50	= \$ _____
30 Amps	_____	_____	1,054.25	1,581.50	= \$ _____
60 Amps	_____	_____	1,404.25	2,106.50	= \$ _____
100 Amps	_____	_____	1,867.75	2,801.75	= \$ _____
200 Amps	_____	_____	3,282.00	4,923.00	= \$ _____
400 Amps	_____	_____	4,844.25	7,266.50	= \$ _____

Transformer to Boost 208V to Approx. 230V - \$8.50 per Amp (20 Amp Min.)

Qty of Amps \_\_\_\_\_ X Price \$ \_\_\_\_\_ = \$ \_\_\_\_\_

#### 480 VOLT THREE PHASE (Labor Required for Connection)

20 Amps	_____	_____	1,115.50	1,673.25	= \$ _____
30 Amps	_____	_____	1,251.75	1,877.75	= \$ _____
60 Amps	_____	_____	1,665.75	2,498.75	= \$ _____
100 Amps	_____	_____	2,214.25	3,321.50	= \$ _____
200 Amps	_____	_____	3,591.50	5,387.25	= \$ _____

#### ADDITIONAL INFORMATION

##### FOR ADVANCE PAYMENT PRICE

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to **JULY 28, 2022**.

##### MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

##### ISLAND BOOTHS

For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

##### INLINE AND PENINSULA BOOTHS

Power will be placed in the back of the booth unless otherwise specified.

##### 24 HOUR SERVICES

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

##### SEPARATE OUTLETS

Separate outlets should be ordered for each piece of equipment and/or each power location.

##### HANGING SIGNS

Standard Prices will apply if your hanging sign is not received in advance at the warehouse prior to the warehouse shipping deadline date.

Temporary hoist power must be ordered separately and cannot be ordered in conjunction with any other outlet.

##### OVERHEAD POWER

If you require your power from overhead, additional materials and labor may be incurred. Please contact Freeman.

##### EXTENSION CORDS & POWER STRIPS

Extension cords and power strips are available for rental at the Freeman Service Center.

##### LIGHT STAND PLACEMENT

For single or double light stand, price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.

#### TOTAL COST

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

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

## ELECTRICAL INSTRUCTIONS

### HOW TO DETERMINE ELECTRICAL REQUIREMENTS

#### For Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

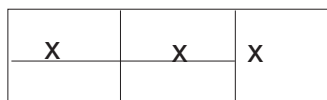
#### For Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

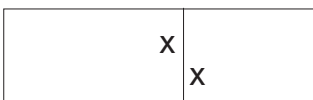
### LOCATION OF POWER IN YOUR BOOTH

#### In-Line and Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle.)



IN-LINE BOOTHS / PENINSULA

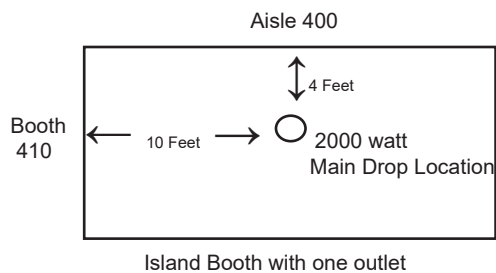


BACK TO BACK PENINSULA

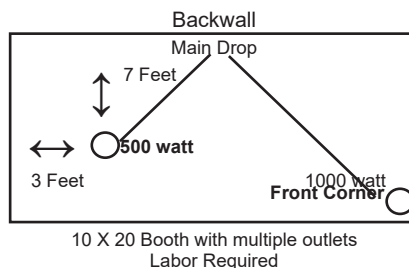
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

#### Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. The floor plan must indicate booth dimensions, surrounding booth numbers for orientation within the facility, each outlet location, required wattage or amperage and location for main drop. If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis. See examples below: A grid is available at [www.freeman.com/store](http://www.freeman.com/store) to print as a base layout.



Island Booth with one outlet



#### OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details. Please complete the labor order form.
2. Dismantle labor will be automatically charged at 50% of the installation time and rounded to the next half hour.
3. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show by Freeman.
4. All equipment regardless of power source, must comply with Federal, State and local codes as well as any applicable local recognized electrical authorities and standards. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes and proper permitting. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code and permitting.
5. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
6. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Exhibitors' equipment will be modified to conform to Freeman receptacles. If an outage is the result of an exhibitors' equipment, then a labor charge may be assessed. Labor and materials to install or change a cord cap or fix an outage will be billed on a time and material basis.
8. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
9. Power sharing is not permitted between exhibitors.

NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:








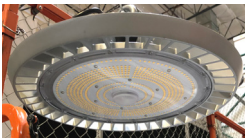

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

**Take advantage of the Discount Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by JULY 28, 2022.**

### LIGHTING

1. ARM LIGHT 	2. SINGLE LIGHT 	3. DOUBLE LIGHT 	2A & 3A: LIGHTS WITH STANDS  
4. 4' TRACK WITH 3 LIGHTS 	5. ADDITIONAL FIXTURE 	6. HIGH BAY LIGHT 	7. 1000 WATT OVERHEAD FLOODLIGHT 

- **"NEW"** Clamp-on lights and track lights can now be ordered with the light stand or without the light stand.
- Orders received after the deadline date will be charged at the Standard Price.
- Power and labor to install are included in fixture price.
- Extension cords and power strips are available for rental at the Freeman Service Center.
- For single or double floodlights, price includes installation along the side rails of an inline booth. Placement elsewhere will require additional labor and materials.
- Clamp-on lights and track lights do not include poles or cross bars and need to be ordered separately.
- Price of High Bay Light includes a man lift. Lights will be installed at 15' unless specified otherwise.
- The 1000 Watt Overhead Floodlight may require a man lift at an additional install fee.

	Description	Quantity	Discount Price	Standard Price	Total
1.	Arm Light		\$131.25	\$197.00	\$
2.	Single Floodlight		\$154.50	\$231.75	\$
2A.	Single Floodlight with Light Stand		\$198.15	\$297.25	\$
3.	Double Floodlight		\$270.25	\$405.50	\$
3A.	Double Floodlight with Light Stand		\$314.15	\$471.25	\$
4.	4' Track Light with 3 Lights		\$372.50	\$558.75	\$
5.	Additional Track Light Fixture		\$67.25	\$101.00	\$
6.	High Bay Light - Height _____' (hung at 15' if no height specified)		\$874.75	\$1,312.25	\$
7.	1000 Watt Overhead Floodlight		\$596.50	\$894.75	\$
8.	Install Fee (per light) (for 1000 Watt Overhead Floodlight)		\$285.75	\$428.75	\$

**Please use the diagram on the next page to indicate light placement.**

#### 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.

NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

## LIGHTING

- Use bold lines to indicate the outline of your booth space.
- If this grid scale is too small for easy drawing, return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary.

### Booth Information

My booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long

Each square of the diagram is \_\_\_\_\_ feet square

Right side adjacent booth or aisle number: \_\_\_\_\_

Left side adjacent booth or aisle number: \_\_\_\_\_

Front adjacent booth or aisle number: \_\_\_\_\_

### Light Installation

Lights will need to be installed on (check appropriate selection):

\_\_\_\_\_ Pipe & drape

\_\_\_\_\_ Exhibitor owned structure

\_\_\_\_\_ Exhibitor owned light stand

\_\_\_\_\_ Freeman rented light stand

### Draw Your Booth Layout

Use the following symbols to indicate fixture placement.

A = Arm Light

B = High Bay Light

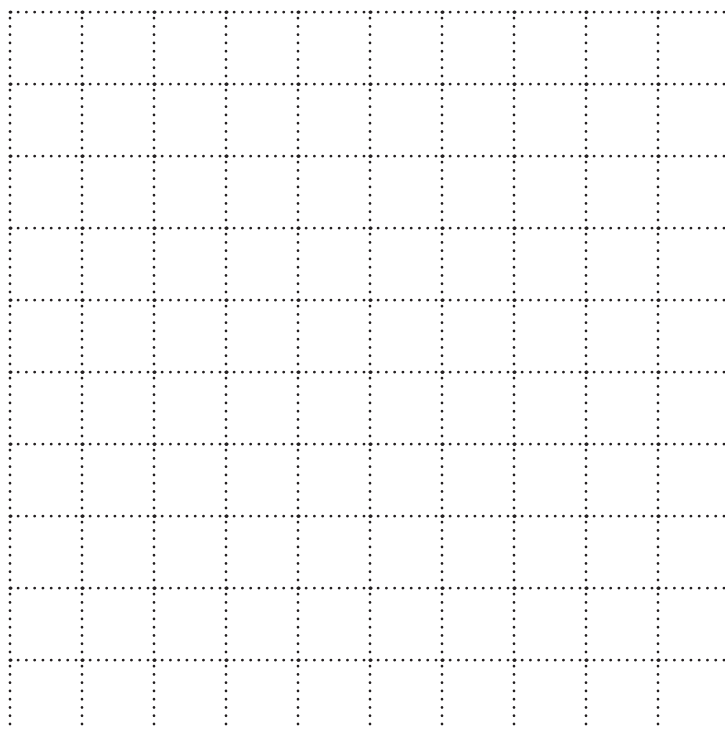
O = Overhead Floodlight

L = Light Stand

S = Single Floorlight

D = Double Floodlight

T = Track Light



NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

**Take advantage of the Discount Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by JULY 28, 2022.**

### LIGHT BARS & BOOTH STEEL

The length of the adjustable bars range from 6 feet to 10 feet. Please note that if you are ordering more than a 10 foot section or need freestanding bars, you will need vertical support poles and bases.

Please follow the steps below to order your adjustable bars:

- 1) **INDEMNIFICATION AGREEMENT** must be signed and dated. A witness signature must be provided. Any orders received without a signed INDEMNIFICATION AGREEMENT or with an INDEMNIFICATION AGREEMENT missing the required signatures and dates will not be processed and the adjustable bars will not be installed. Orders signed at show site will be charged the Standard Price.

#### INDEMNIFICATION AGREEMENT

**You must complete the Indemnification Agreement before any light poles can be set.**

In consideration of the booth provided during ASD Market Week 2022 by Emerald Expositions

\_\_\_\_\_ agrees to indemnify and hold harmless Freeman and  
(Exhibitor)  
Emerald Expositions, their officers, directors, employees or agents from and against any liability claims, judgements, damages, cost of expenses, including reasonable attorneys fees, for Bodily Injury and Property Damage out of use of owned, leased or rented electrical apparatus and its subsequent attachment to equipment supplied by Freeman.

\_\_\_\_\_ Acknowledges receipt of a copy of show rules.

\_\_\_\_\_ (Exhibitor)

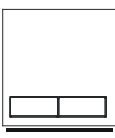
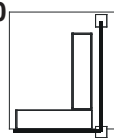
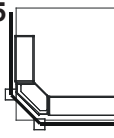
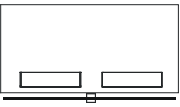
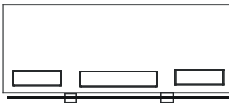
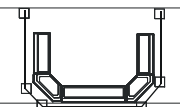

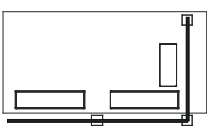

\_\_\_\_\_ (Witness)

\_\_\_\_\_ (Authorized Signature (Exhibitor))

\_\_\_\_\_ (Date)

- 2) Select from the floor plans below, the closest to your booth's layout. Follow these steps to illustrate the light poles you need to order:

- Make a check mark in the box of the appropriate floor plan to order your light poles.
- **PAYMENT MUST ACCOMPANY ALL ORDERS SUBMITTED.**
- Proceed to Step #3 if you have a floor plan different than the floor plans below.

<input type="checkbox"/> <b>Option A: \$109.50</b> 10' x 10' In-Line 	<input type="checkbox"/> <b>Option B: \$174.50</b> 10' x 10' In-Line 	<input type="checkbox"/> <b>Option C: \$235.25</b> 10' x 10' Corner 
<input type="checkbox"/> <b>Option D: \$174.50</b> 10' x 20' In-Line 	<input type="checkbox"/> <b>Option E: \$239.50</b> 10' x 30' In-Line 	
<input type="checkbox"/> <b>Option F: \$361.00</b> 10' x 20' In-Line 	<input type="checkbox"/> <b>Option G: \$304.50</b> 10' x 20' End-Cap 	
<input type="checkbox"/> <b>Option H: \$239.50</b> 10' x 20' Corner 	<input type="checkbox"/> <b>Option I: \$300.25</b> 10' x 20' Corner 	

**Please use the diagram on the next page to indicate light pole placement.**



NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

## LIGHT BARS & BOOTH STEEL

### 3) Complete diagram

- Draw a solid line to show adjustable bar. Please remember that the adjustable bars are adjustable from 6' to 10' lengths.
- An 8' post with base needs to be placed every 10 feet. Indicate with a small square placement of 8' posts with bases.
- Draw the items that will be included in your exhibit space.
- If this grid scale is too small for easy drawing, return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary.

### Booth Information

My booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long

Each square of the diagram is \_\_\_\_\_ feet square

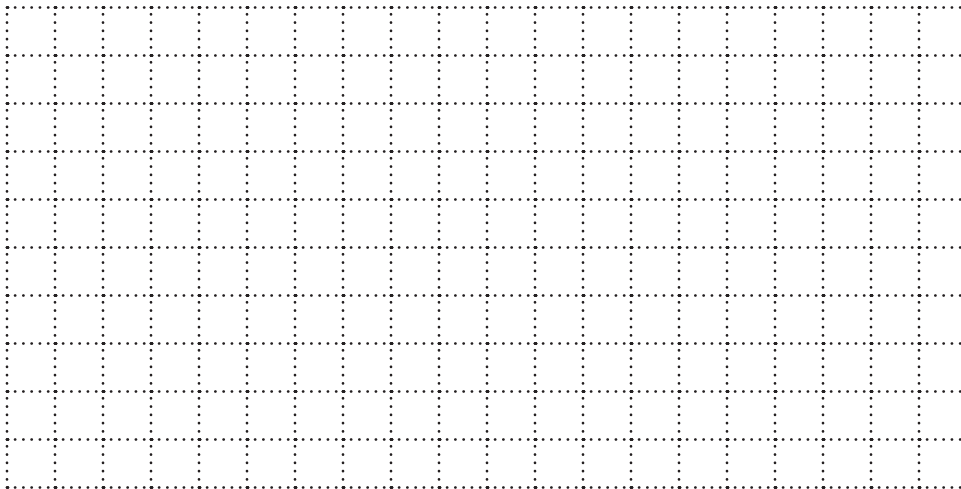
Right side adjacent booth or aisle number: \_\_\_\_\_

Left side adjacent booth or aisle number: \_\_\_\_\_

Front adjacent booth or aisle number: \_\_\_\_\_

### Draw Your Booth Layout

Back of Booth



Aisle

### 4) Please remember the following information when ordering your light poles:

- NO TAPE OR TIES WILL BE USED TO SUPPORT TOP RODS.
- All top rods MUST be supported with vertical supports and bases.
- Please note that if you are ordering more than a 10 foot section or need freestanding bars, you will need vertical support poles and bases.
- Please order in advance to ensure availability.
- Orders received after the deadline date will be charged at the Standard Price.
- Any show site changes to your light pole order will be charged to your account on a time and materials basis.
- Our prices include complete delivery to and removal from your exhibit.

Description	Quantity	Discount Price	Standard Price	Total
8' Post with Base Plate		\$44.50	\$62.30	\$
3' - 5' Adjustable Top Rod		\$16.25	\$22.75	\$
6' - 10' Adjustable Top Rod		\$20.50	\$28.70	\$

### 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.

NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

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

### ELECTRICAL LABOR

#### LABOR RATES & SCHEDULE

**Straight Time:** Monday - Friday, 8:00 AM - 5:00 PM (Excluding Holidays)

**Overtime:** Monday - Friday, 5:00 PM - 8:00 AM, All day Saturday, Sunday and recognized holidays

Description	Advance Price	Show Site Price
Electrician - ST .....	\$168.25	\$235.75
Electrician - OT .....	\$316.50	\$443.25
Forklift w/operator - ST .....	\$280.00	\$392.00
Forklift w/operator - OT .....	\$429.00	\$600.75
Man Cage .....	\$47.75	\$67.00

Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

- Show Site price applies to all labor orders placed at show site.
- Start time guaranteed only at start of working day.

Please refer to the Hanging Sign Labor Order Form and/or the Truss & Theatrical Lighting Equipment & Labor Order Form for all hanging signs, truss, chain motors and other hanging needs.

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman Service Center to confirm that you are ready for service.

**Note:** For more information and an example of a completed floorplan please see the following page.

#### FLOOR WORK:

Floor work is the distribution of electrical under carpet and flooring.

☐ **OK TO PROCEED WITHOUT EXHIBITOR PRESENT:**

Complete Before: Date \_\_\_\_\_ Time \_\_\_\_\_

Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.

Print Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

☐ **EXHIBITOR SUPERVISION (DO NOT PROCEED)**

#### BOOTH WORK:

Booth work is any of the following. Please check all that apply:

- ☐ Distribution of electrical overhead (more than one drop location in your booth).
- ☐ Distribution of electrical through booth structure.
- ☐ Mounting of plasmas/LCD monitors and lights.
- ☐ Connection or hard wiring of all exhibitor equipment.
- ☐ Lighting used as spot or flood lights.
- ☐ Assembly and installation of all lighting from truss or beams (including assembly and hanging of truss).
- ☐ Wiring of overhead signs.
- ☐ Installation of electrical headers and/or light boxes.
- ☐ Other \_\_\_\_\_

#### LABOR REQUEST

Date \_\_\_\_\_ Time \_\_\_\_\_ # Electrician \_\_\_\_\_ Est. # Hours \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ # Electrician \_\_\_\_\_ Est. # Hours \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ # Electrician \_\_\_\_\_ Est. # Hours \_\_\_\_\_

Name of On-Site Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

#### SELECT WORK TYPE

Floor Work \_\_\_\_\_ Booth Work \_\_\_\_\_

Floor Work \_\_\_\_\_ Booth Work \_\_\_\_\_

Floor Work \_\_\_\_\_ Booth Work \_\_\_\_\_

#### TOTAL COST

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

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

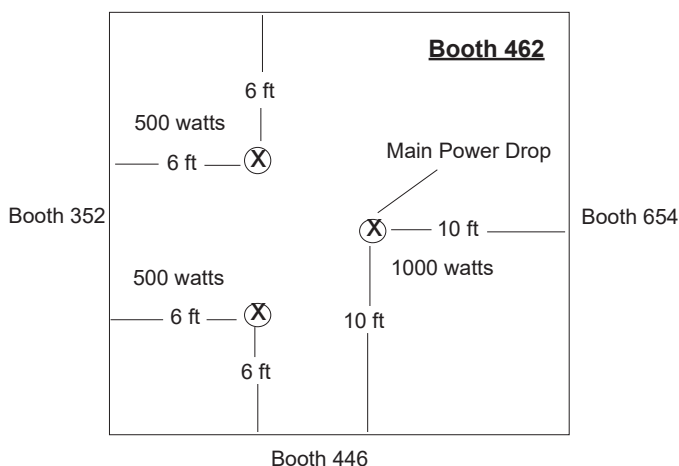
## ELECTRICAL INSTRUCTIONS

1. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
2. A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.
3. Labor must be picked up at the Freeman Service Center. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
4. Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
5. Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

### EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.
3. Booth orientation - please provide surrounding aisle and/or booth numbers.



NAME OF SHOW: **ASD Market Week / August 21-24, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

**Take advantage of the Discount Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by JULY 28, 2022.**

### AIR / WATER / DRAIN / GAS

#### COMPRESSED AIR: 90-100 lbs PSI

	QTY.	Discount Price	Standard Price	TOTAL
Service charge for 1st outlet (includes 1st 90 feet of air line).....		\$757.00	\$1,135.50 = \$	
Each additional air outlet (within 5 feet of 1st outlet).....		\$378.50	\$567.75 = \$	
Connection Fee (per connection, includes labor & materials).....		\$180.00	\$252.00 = \$	
Additional footage per foot (after 1st 90 feet).....		\$6.80	\$6.80 = \$	
CFM requirements (minimum 5 CFM per outlet - price is per CFM).....		\$11.25	\$17.00 = \$	
		<b>Total</b>	<b>\$</b>	

**Exhibitors are not allowed to bring air compressors on the show floor.**

#### WATER

Service Charge for water outlet (includes first 90 feet of water line).....		\$757.00	\$1,135.50 = \$	
Each additional water outlet (within 5 feet of 1st outlet).....		\$378.50	\$567.75 = \$	
Connection Fee (per connection, includes labor & materials).....		\$180.00	\$252.00 = \$	
Additional footage per foot (after 1st 90 feet).....		\$6.80	\$6.80 = \$	
		<b>Total</b>	<b>\$</b>	

#### DRAINS

Service Charge for first drain outlet at rear of booth (includes 1st 90 ft.)....		\$757.00	\$1,135.50 = \$	
Each additional drain outlet within 5 feet.....		\$378.50	\$567.75 = \$	
Connection Fee (per connection, includes labor & materials).....		\$180.00	\$252.00 = \$	
Additional Footage per foot (after 1st 90 ft.).....		\$6.80	\$6.80 = \$	
		<b>Total</b>	<b>\$</b>	

#### FILL & DRAINS

0 - 200 Gallons.....		\$426.50	\$639.75 = \$	
201 - 400 Gallons.....		\$669.00	\$1,003.50 = \$	
Each Additional 100 Gallons (after 400 Gallons).....		\$53.00	\$79.50 = \$	
		<b>Total</b>	<b>\$</b>	

#### NATURAL GAS

Service Charge for first gas outlet at rear of booth (includes 1st 90 ft.).....		\$757.00	\$1,135.50 = \$	
Each additional gas outlet within 5 feet.....		\$378.50	\$567.75 = \$	
Connection Fee (per connection, includes labor & materials).....		\$180.00	\$252.00 = \$	
Additional Footage per foot (after 1st 90 ft.).....		\$6.80	\$6.80 = \$	
BTU's needed per outlet.....			<b>Total</b>	<b>\$</b>

#### MISCELLANEOUS EQUIPMENT

Please call for an estimate and complete the following:

Equipment/Material \_\_\_\_\_ \$ \_\_\_\_\_

#### LABOR

**Installation labor for booth work/distribution will be billed in one-hour increments with a minimum of one hour. Dismantle labor will be billed at half of the install time with a minimum of one hour (excluding Fill & Drains).**

	Advance Price	Show Site Price	Total
<b>Straight Time:</b> Monday-Friday, 8:00 AM - 4:30 PM (except Holidays)	\$120.00	\$168.00 = \$	
<b>Overtime:</b> Monday-Friday, 4:30 PM - 8:00 AM, All day Saturday, Sunday and Holidays	\$228.25	\$319.75 = \$	

#### TOTAL COST

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

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

## PLUMBING CONDITIONS AND REGULATIONS

1. To receive discount prices, order must be received by Freeman with full payment.
2. Credit will not be given for outlets installed and not used.
3. Compressed Air connection size and fitting is determined by CFM requirements. Note: Our Plumbing Department will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
4. Pump may be required for drain to function properly and will be charged a rental fee.
5. Plumbing Contractor not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained. Fill & drain prices do not include labor. There will be a minimum charge of one hour labor in and one hour labor out. Additional labor charges may be incurred if equipment leaks and/or endangers other property.
6. Ramps over utility lines in a booth are provided on a time and material basis. A minimum of one hour additional labor charge will apply to lay lines under the carpet or floor or to spot from ceiling. A minimum of one hour labor will apply to remove lines. Please attach floor plan with order to show location of lines.
7. All material and equipment furnished by Freeman for this service order shall remain Freeman property and shall be removed ONLY by Freeman at the close of the show.
8. All equipment must comply with state and local safety codes.
9. Claims will not be considered unless filed by exhibitor prior to close of show, no exceptions.
10. Under no circumstances shall anyone other than "Qualified Plumbing Personnel" make service connections.
11. All equipment using water must have inlet and outlet properly tagged.
12. Unless otherwise directed, Freeman Plumbing Personnel are authorized to cut floor coverings to permit installation of service.
13. Outlet rates listed cover bringing service from main line to booth and do not include connecting equipment.
14. Service outlet size will be determined by the volume required.
15. All work performed within booth attaching lines to equipment will incur a connection fee for each connection.
16. All outlets will be installed on the floor at the backwall of booth.
17. Freeman will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
18. Freeman must have 30 days notice in order to supply special regulators, strainers, traps, etc.
19. First outlet includes up to 90 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rate.
20. Exhibitors are not allowed to bring air compressors on the show floor.
21. Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
22. Additional charges may be incurred if a lift is needed to bring services to the booth.
23. Please contact Exhibitor Support at (888) 508-5054 for an estimate regarding labor or additional footage.

- **Electricity or electrical labor to connect and operate any plumbing apparatus is not included.**
- **All electrical requirements must be ordered on the Electrical Rental Order Form.**





SMARTSOURCE

# AV & IT SOLUTIONS

[Click Here To Order Now](#)

## OFFICIAL TECHNOLOGY PROVIDER

**We're happy to announce that SmartSource has been selected as the official technology partner 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 LED Displays
- Touch Screens
- Monitors
- LED Tiles & Video Walls
- Projection
- Laptops & PCs
- Apple Products
- Office Equipment
- Sound Systems
- 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.

Learn more at [TheSmartSource.com](https://TheSmartSource.com)

An Extraordinary Catering Experience

# ASD MARKETWEEK

Show Dates: 8/20 – 8/24



**Orders to be finalized by: 12pm PST on Friday, August 5, 2022**

This is the last day any changes or cancellations are permitted. Orders submitted after this date and time will be subject to an additional 25% on all published pricing.



Looking for Custom Menus? Our talented team can assist you to create customized proposals and source specialty items



**For questions please contact: [exhibitorcateringlvcc@centerplate.com](mailto:exhibitorcateringlvcc@centerplate.com) or 702-943-6779**

**To submit orders: [Las Vegas Convention Center Express Catering](#)**

Centerplate





# Catering Order Form

Centerplate holds the exclusive rights to all food and beverage within the Las Vegas Convention Center. This exclusive agreement prohibits exhibitors or other event participants from bringing food or beverage into the Las Vegas Convention Center without the written approval of Centerplate - this includes bottled water.

**Centerplate requires that an LVCC bartender dispense all alcoholic beverages.**

Company Name		Show Event Name:	
Contact Name & Title:		Booth Location (Hall or Lot/Booth or Meeting Room Number)	
Billing Address:		Onsite representative:	
City, State, Zip:		Onsite Cell:	
Main Phone:		Onsite Email:	
General Email:		Estimated Number of Guests in Attendance:	

Date of Service	Start Time Of Service	End Time of Service	Quantity	Description	Unit Price	Amount

To ensure availability of menu items, we encourage you to place your order by the catering cutoff date listed on the front page

Email: [exhibitorcateringlvcc@centerplate.com](mailto:exhibitorcateringlvcc@centerplate.com) or For More Information Call: 702-943-6779

A fee of \$35.00+ will apply for each food and beverage delivery to booths in the exhibit halls - A fee of \$50.00+ will apply for each food and beverage delivery to booths outside the building and lots

+ = Current State Tax, 8.375%

++ = 19% Service Fee and Current State Tax, 8.375%

Total

---



## LVCVA's Food and Beverage Policy

*The LVCVA and Centerplate value their customers' safety, health and wellness regarding food preparation, handling, and regulations as set forth by the Southern Nevada Health District. It is for the safety of customers that ready-to-eat food prepared outside of this building is not permitted.*

*All food and beverage vendors, contractors and services must be contracted through Centerplate, as it is the exclusive food and beverage provider for the Las Vegas Convention Center. All aforementioned policies will be strictly managed by the LVCC & Centerplate. Any violation could result in fees, the removal of product from the show floor and or obligatory discontinuation of booth activities.*



Any questions, comments, or concerns should be directed to  
**Centerplate's Main Office at 702-943-6779**

**Thank You for your cooperation!**



## Food and Beverage Sampling Policy and Guidelines

Centerplate is the exclusive catering company at the Las Vegas Convention Center and is looking forward to serving all your catering needs. As such Centerplate is responsible for the safety of all food and beverage consumed, prepared and dispensed on property. At times specific business needs will require an exception to this exclusivity therefore the following guidelines have been provided.

- ✓ Outside food and beverage is prohibited unless the exhibitor is the owner, manufacturer or distributor of the product. The product must be germane to the show and be approved by Centerplate in advance. Outside food and beverage not approved by Centerplate is prohibited. This includes but is not limited to bottled water, bags of ice, alcoholic or non-alcoholic beverages, crew meals and packaged snacks etc.
- ✓ Southern Nevada Health Department requires the full set and use of a hand washing and sanitation station when sampling or preparing unwrapped food/beverage. You may provide your own station or purchase from Centerplate. {see page 2}
- ✓ A certificate naming Centerplate as additionally insured in the descriptions of operations box must be submitted to the Catering department at the Las Vegas Convention Center from each sampling client with the following:
  - General liability (\$1,000,000)
  - Workers Comp (\$1,000,000)
- ✓ Detailed information regarding sampled product must be communicated to Centerplate no later than 3 weeks prior to the show via the Food and Beverage Sampling/On Site Preparation Approval Form. {see page 2}
- ✓ Food preparation using heating/kitchen services must be disclosed to the Catering department and the Las Vegas Convention Centers Fire Prevention Team by the show deadline (refer to exhibitor kit for exact date). All heating elements are subject to approval. A description of size/equipment/processing procedure is required
- ✓ Cash handling and point of sale food and beverage transactions not operated by Centerplate are not permitted. Order taking is permitted.\*
- ✓ Alcohol must be purchased and dispensed by the Catering Department at the LVCC. No outside alcohol may be brought into the facility. This includes product owned or donated product.\*
- ✓ The Southern Nevada Health District considers the use of CBD oil in food to be an adulterant, which is prohibited.

**Thank you for your attention to the above guidelines.  
It is our pleasure to serve you!**

*\*Please contact your Catering Sales Representative for more information.*





# Food and Beverage Sampling / On-Site Preparation Approval Form

DO NOT include any credit card or personal information with this form

Centerplate and the Las Vegas Convention Center (LVCC) requires specific information for all on -site food and beverage preparation and dispensing to ensure compliance with Southern Nevada Health Department and Fire Safety Codes



Show Event Name:	
Booth Location (Hall or Lot/Booth or Meeting Room Number)	
Onsite representative:	
Onsite Cell:	
Onsite Email:	
Proprietary Product to be Sampled: Sampling products containing THC or CBD is prohibited*	

Company Name	
Contact Name & Title:	
Billing Address:	
City, State, Zip:	
Main Phone:	
General Email:	

## CHOOSE ONE:

- ☐ **Food:** 2oz. portion
- ☐ **Non – Alcoholic Beverage:** 3oz portion - Alcoholic beverage sampling requires prior approval as specific laws and policies apply. Please speak with your Centerplate sales representative for further information.
- ☐ **Demonstration:** An exhibitor who does not manufacture, distribute or hold sole proprietorship of sampled product but wishes to use food and/or beverage to demonstrate their proprietary product is considered a demonstration. Please check here and a Centerplate Sales representative will be in contact.

## HANDWASHING SANITATION KIT:

Nevada Health Law requires use of a hand washing and sanitation station when sampling or preparing food/beverage. You may provide your own station or purchase from Centerplate.

Will you be purchasing a hand washing and sanitation kit from Centerplate?

- ☐ Yes, A Centerplate Sales Representative will reach out
- ☐ No, I will provide my own

## WILL YOU BE COOKING OR HEATING FOOD

- ☐ No
- ☐ Yes, an LVCVA Fire Prevention coordinator will be in contact
- ☐ Please list the heating or cooking equipment to be used:

---

---

- ☐ By submitting this form, I acknowledge I have read and understand the food and beverage policies at the LVCC.

Email completed form to: [foodprepandsample@lvcva.com](mailto:foodprepandsample@lvcva.com)

Approval from both LVCC and Centerplate must be received prior to finalizing your plans.

DO NOT include any credit card or personal information with this form.

A Centerplate representative will follow up with you on any balance due. All policies will be strictly managed by the LVCC, Centerplate, and the Southern Nevada Health Department.

\*Please contact your Catering Sales Representative for more information.

## HAND WASHING & SANITATION KIT

ALL APPROVED FOOD AND BEVERAGE SAMPLING EXHIBITORS ARE REQUIRED TO HAVE HAND WASHING/SANITATION KITS.



Show/ Event Name:	
Company Name:	
Company Address:	
Location: (Booth or Meeting Room)	
Onsite Representative	
Onsite Cell:	
Onsite Email:	

### Hand Washing & Sanitation Kit: \$75.00+



#### Includes:

- ✓ 1 Water Dispenser
- ✓ 2.5 Gallons of Hot Water
- ✓ 1 Roll of Paper Towels
- ✓ Hand Soap
- ✓ Disposable Bucket
- ✓ 100 Professional Grade Sanitizing Wipes

❖ Hot Water re-fill stations will be available on the show floor or at designated retail locations. Please contact your Catering Manager. For all deliveries, a \$35.00+ fee applies.

Date	Quantity	Select Delivery	Or Select Pick Up

Pre-payment is required. By signing, customer agrees to pay total charges as specified as well as any applicable charges for additional items ordered on-site. Centerplate will use this authorization for any additional charges incurred as a result of on-site orders placed by your representatives(s).

Place Orders or To Submit Payment: Email: [exhibitorcateringlvcc@centerplate.com](mailto:exhibitorcateringlvcc@centerplate.com) or  
For More Information Call: 702-943-6779

Authorized Signature: \_\_\_\_\_

A fee of \$35.00+ will apply for each food and beverage delivery to booths in the exhibit halls.  
A fee of \$50.00+ will apply for each food and beverage delivery to booths outside the building and lots



## Would Like Your Donations!

Opportunity Village is the charity of choice for this event and is available to accept donations and provide your company with a tax deductible receipt. To donate your product and/or booth materials, please call (702) 300-8409.



Opportunity Village is a not-for-profit organization that serves people within the Southern Nevada community with significant intellectual disabilities, to enrich their lives and the lives of their families.

**[opportunityvillage.org](http://opportunityvillage.org)**

Opportunity Village is an independently operated 501(c)(3)

**DONATIONS ARE TAX DEDUCTIBLE**

*Order your specialty services here!*

Ordering is simple, quick, and secure. Click an image below to go to our exhibitor portal. If you don't have an account, it takes only minutes to create one. If you have any issues please email [info@expoease.com](mailto:info@expoease.com) , and we'll be happy to assist you.

Advance pricing ends August 12, 2022



## Plants/Floral Arrangements

Plants and flowers do more than just brighten up your booth. The design and color also make a statement about your company and brands. Don't hesitate to contact us directly if you are looking for something custom.



## Photography/Video

Make your investment outlive the three days of the show. Professional photography and video can provide content for a year. Capture your customers, product, and team interacting in the booth for your marketing and social media needs.

**Call or email us! We are here to be a resource for you.**  
**[info@expoease.com](mailto:info@expoease.com) or 702-368-2868**

Click below to download PDF order forms

*Plant/floral order form*

*Photo/video order form*



## **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 ASD MARKET WEEK

Visa, Mastercard, AMEX are accepted

Coverage must be purchased prior to the event/show

### **QUESTIONS?**

#### **Total Event Insurance**

[emeraldexhibitor@totaleventinsurance.com](mailto:emeraldexhibitor@totaleventinsurance.com)



<b>ACORD</b> <span style="background-color: #00AEEF; color: white; border-radius: 50%; padding: 2px 5px;">1.</span>		<b>CERTIFICATE OF LIABILITY INSURANCE</b>			DATE:	
<b>PRODUCER</b> Insurance Company Name                      Fax: (212) 555-6100 Insurance Company Address 1 Insurance Company Address 2 Attn: Agent Name (212) 555-6102 ext. 1234		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  <div style="text-align: center; border: 1px solid black; padding: 5px; margin: 5px 0;">INSUREERS AFFORDING COVERAGE</div>				
<b>INSURED</b> <span style="background-color: #00AEEF; color: white; border-radius: 50%; padding: 2px 5px;">2.</span> 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:				
<b>COVERAGES</b>						
<span style="background-color: #00AEEF; color: white; border-radius: 50%; padding: 2px 5px;">3.</span> 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	<span style="background-color: #00AEEF; color: white; border-radius: 50%; padding: 2px 5px;">4.</span> TYPE OF INSURANCE	POLICY NUMBER	<span style="background-color: #00AEEF; color: white; border-radius: 50%; padding: 2px 5px;">7.</span> POLICY EFFECTIVE DATE (MM/DD/YY)	<span style="background-color: #00AEEF; color: white; border-radius: 50%; padding: 2px 5px;">8.</span> POLICY EXPIRATION DATE (MM/DD/YY)	<span style="background-color: #00AEEF; color: white; border-radius: 50%; padding: 2px 5px;">9.</span> 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	01/01/22	01/01/23	EACH OCCURRENCE	\$1,000,000
					FIRE DAMAGE (Any one fire)	\$ 50,000
					MED EXP (Any one person)	\$ 5,000
					PERSONAL & ADV INJURY	\$1,000,000
					GENERAL AGGREGATE	\$2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/22	01/01/23	COMBINED SINGLE LIMIT	\$1,000,000
					(Ea accident)	
					BODILY INJURY	\$
					(Per person)	
					BODILY INJURY	\$
A	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____ <input type="checkbox"/> _____	XL1234567	01/01/22	01/01/23	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	01/01/22	01/01/23	EACH OCCURRENCE	\$1,000,000
					AGGREGATE	\$1,000,000
						\$
						\$
						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/22	01/01/23	X	WC STATU- ORY LIMITS
					OTHER	
					E.L. EACH ACCIDENT	\$1,000,000
					E.L. DISEASE-EA EMPLOYEE	\$1,000,000
D	OTHER				E.L. DISEASE -POLICY LIMIT	\$1,000,000
					Each Occurrence & Aggregate	
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS						
<span style="background-color: #00AEEF; color: white; border-radius: 50%; padding: 2px 5px;">5.</span> Emerald (Show Management), Freeman (Official Service Provider), The Las Vegas Convention Center (Facility), and ASD Market Week (Show) are hereby named as additional insured, except for Workers' Compensation. Emerald and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Emerald, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Emerald shall be excess and non-contributory. Show date(s) are: August 21-24, 2022 in Las Vegas, NV.						
CERTIFICATE HOLDER		X	ADDITIONAL INSURED; INSURER LETTER: <u>X</u>		CANCELLATION	
<span style="background-color: #00AEEF; color: white; border-radius: 50%; padding: 2px 5px;">6.</span> Emerald / ASD Market Week 31910 Del Obispo #200 San Juan Capistrano, CA 92675 Attn Anne McConahey			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS  AUTHORIZED REPRESENTATIVE <div style="text-align: center; margin-top: 10px;">   <span style="background-color: #00AEEF; color: white; border-radius: 50%; padding: 2px 5px;">10.</span> </div>			

1. PRODUCER: Name, address and phone number of insurance carrier.
2. INSURED: Company name, address, phone number and booth number of company insured.
3. COVERAGES: Coverage must be provided for Comprehensive General Liability, Automotive Liability (if applicable), and Workmen's Compensation, complete with policy numbers, effective dates of Coverage and limits of coverage.
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME OF ADDITIONAL INSUREDS: Emerald (Show Management), Freeman (Official Service Provider), ASD Market Week (Show) and the Las Vegas Convention Center (Facility) as additional insureds on a primary and non-contributory basis. Show dates are August 21-24, 2022.
6. CERTIFICATE HOLDER: Emerald – ASD Market Week, 31910 Del Obispo #200, San Juan Capistrano, CA 92675, Attn: Anne McConahey
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Insurance Requirements.
10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

Event Name:	
Event Start Date:	/ /
Event End Date:	/ /
Booth/Room #:	
On-Site Contact:	
Cell #:	
On-Site Contact Email Address:	

Company Name:		
Billing Name:		
Billing Address:		
City:	State:	Zip:
Country:		
Phone #:		
Billing Contact Email Address:		

Cox Business has a full list of products beyond the internet drop services listed below. Please contact us to discuss any additional needs you may have.

**20% Early Ordering Discount - Final order and payment must be received 30 days prior to the listed event start date.  
A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.**

## Internet/Network Services

**Shared Bandwidth DATA Services** - routers, servers and NAT devices are not allowed on shared bandwidth data products

(Shared Bandwidth is shared with other Internet users within the Las Vegas Convention Center)

	Price	Quantity
<b>Business Professional: Up to 20 Mbps</b> Single drop with 1 private (NAT) IP address. Order up to 20 total IP addresses. Best shared connection that is shared with other customers.	\$1,495.00	<input type="text"/>
<b>Business Select: Up to 10 Mbps</b> Single drop with 1 private (NAT) IP address. Order up to 10 total IP addresses. Up to 10 Mbps connection that is shared with other customers.	\$995.00	<input type="text"/>
<b>Business Starter: Up to 3 Mbps</b> Single drop with 1 private (NAT) IP address. Order up to 3 total IP addresses. Basic connection that is shared with other customers.	\$745.00	<input type="text"/>

**Dedicated Bandwidth Services** (Dedicated Bandwidth, NOT SHARED)

High Bandwidth Internet speeds from <b>300 Mbps up to 10 Gbps</b> are available		Call for pricing	<input type="checkbox"/>
<b>Business Professional Plus: 200 Mbps</b>	Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED.	\$60,000.00	<input type="checkbox"/>
<b>Business Professional Plus: 100 Mbps</b>	Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED.	\$42,000.00	<input type="checkbox"/>
<b>Business Professional Plus: 50 Mbps</b>	Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED.	\$26,500.00	<input type="checkbox"/>
<b>Business Professional Plus: 25 Mbps</b>	Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED, best option for large data transfers, video uploads and downloads.	\$14,300.00	<input type="checkbox"/>
<b>Business Select Plus: 10 Mbps</b>	Single drop with 3 public IP addresses. Order up to 10 total IP addresses. Dedicated connection, NOT SHARED, good for robust browsing, video and audio streaming.	\$6,100.00	<input type="checkbox"/>
<b>Business Starter Plus: 3 Mbps</b>	Single drop with 3 public IP addresses. No additional IP addresses allowed. Dedicated connection, NOT SHARED, good for robust web browsing.	\$3,500.00	<input type="checkbox"/>

## Additional Products and Services

<b>Patch cables</b> - Ethernet Cat 5 Cable	\$80.00 each	<input type="text"/>
<b>Switch rental</b> - Up to 24 port (10/100 unmanaged)	\$220.00 each	<input type="text"/>
<b>Additional IP address</b>	\$164.00 each	<input type="text"/>
<b>Additional Locations</b> - Additional drop for dedicated bandwidth products only.	\$795.00 each	<input type="text"/>
<b>Labor/Floor work</b> - The 20% early ordering discount does not apply.	\$75.00/hour	<input type="text"/>
<b>Outside Distance Fee</b>	\$500.00	<input type="text"/>

To maximize your Wi-Fi experience Cox Business utilizes 802.11ac network standard, the latest in Wi-Fi 5GHz technology. Please ensure your device(s) is compatible.

**Total:**

**Booth Diagram Information - Internet**

Please indicate on the grid, the location of your Internet drop(s).  
If no location is indicated, Internet drop will be placed in the middle back of the booth.

This booth diagram or a detailed floor plan must be submitted with your order

Adjacent Booth # \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_


Adjacent Booth # \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_

## TERMS AND CONDITIONS OF SERVICE

**1. Service and Installation** Cox Communications Las Vegas, Inc. d/b/a Cox Business ("Cox"), shall provide Customer with certain services ("Services") and equipment ("Equipment") as described on the first page for the use of Customer and Customer's agents, independent contractors and guests attending or participating in an event hosted by Customer ("Customer's Guest"). Customer understands that Cox is the exclusive provider of all Voice, Data and Video services at the Las Vegas Convention Center and Cashman Center (collectively, the "Facility"). Furthermore, Cox is the exclusive provider at the Facility of all floor work associated with the extension of telecommunications and networking services, including, without limitation, coax, fiber or any cabling that transmits voice, data or video. Customer shall be responsible for the acts of Customer's Guests in connection with the Services as if such acts were performed by Customer. Except to the extent caused by Cox, a Cox agent or subcontractor, Customer shall be responsible for damage to any Equipment provided hereunder. Neither Customer nor any Customer Guest may use the Services in any manner that interferes with or impairs any Cox network, whether wired or wireless, Equipment or facilities. The Equipment may be used only for the purpose of receiving the Services. For Cox Internet services, bandwidth speed options may vary. Customer acknowledges and agrees that Customer and Customer's Guests may not always receive or obtain optimal bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds.

**2. Service Date and Term** This Agreement shall be effective upon execution by the parties. Services shall be provided beginning on the Event Start Date and ending on the Event End Date, as described on the first page of this Agreement. Cox shall use reasonable efforts to make the Services available by the Event Start Date; provided, however, that Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays beyond its reasonable control.

**3. Customer Responsibilities** Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Cox end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all individuals accessing the Internet to agree to the terms of an end user license agreement reasonably acceptable to Cox. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Cox network.

**4. Equipment** Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and Equipment installed by Cox hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Cox shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Cox's authorized personnel. For Cox-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Cox shall repair any Equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence or intentional misconduct of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

**5. Resale of Service** Neither Customer nor any Customer Guest may resell any portion of the Services to any other party.

**6. Default** If Customer or any Customer Guest fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

**7. Termination** Cox reserves the right to require Customer to pay an early termination fee equal to 10% of the Cox services ordered, if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are canceled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

**8. LIMITATION OF LIABILITY** COX SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. COX'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF \$5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.

**9. Assignment** Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.

**10. WARRANTIES EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.**

**11. INDEMNITY** Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of Customer's or Customer's Guests use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customer's Guests or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customer's Guests.

**12. Viruses, Content, Customer Information** Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

**13. Public Performance** If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.

**14. Regulatory Authority-Force Majeure** This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.

**15. Miscellaneous** This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at <http://ww2.cox.com/aboutus/policies/business-policies.cox>. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide" at <http://ww2.cox.com/business/voice/regulatory.cox>. The "General Terms" posted at <http://ww2.cox.com/aboutus/policies/business-general-terms.cox>, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.





### Booth Diagram Information - Voice and Video

Please indicate on the grid, the location of your Voice and Video drop(s).  
If no location is indicated, Voice and Video drop(s) will be placed in the middle back of the booth.

This booth diagram or a detailed floor plan must be submitted with your order

Adjacent Booth # \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_


Adjacent Booth # \_\_\_\_\_

Adjacent Booth # \_\_\_\_\_

## TERMS AND CONDITIONS OF SERVICE

**1. Service and Installation** Cox Communications Las Vegas, Inc. d/b/a Cox Business ("Cox"), shall provide Customer with certain services ("Services") and equipment ("Equipment") as described on the first page for the use of Customer and Customer's agents, independent contractors and guests attending or participating in an event hosted by Customer ("Customer's Guest"). Customer understands that Cox is the exclusive provider of all Voice, Data and Video services at the Las Vegas Convention Center and Cashman Center (collectively, the "Facility"). Furthermore, Cox is the exclusive provider at the Facility of all floor work associated with the extension of telecommunications and networking services, including, without limitation, coax, fiber or any cabling that transmits voice, data or video. Customer shall be responsible for the acts of Customer's Guests in connection with the Services as if such acts were performed by Customer. Except to the extent caused by Cox, a Cox agent or subcontractor, Customer shall be responsible for damage to any Equipment provided hereunder. Neither Customer nor any Customer Guest may use the Services in any manner that interferes with or impairs any Cox network, whether wired or wireless, Equipment or facilities. The Equipment may be used only for the purpose of receiving the Services. For Cox Internet services, bandwidth speed options may vary. Customer acknowledges and agrees that Customer and Customer's Guests may not always receive or obtain optimal bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds.

**2. Service Date and Term** This Agreement shall be effective upon execution by the parties. Services shall be provided beginning on the Event Start Date and ending on the Event End Date, as described on the first page of this Agreement. Cox shall use reasonable efforts to make the Services available by the Event Start Date; provided, however, that Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays beyond its reasonable control.

**3. Customer Responsibilities** Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Cox end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all individuals accessing the Internet to agree to the terms of an end user license agreement reasonably acceptable to Cox. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Cox network.

**4. Equipment** Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and Equipment installed by Cox hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Cox shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Cox's authorized personnel. For Cox-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Cox shall repair any Equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence or intentional misconduct of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

**5. Resale of Service** Neither Customer nor any Customer Guest may resell any portion of the Services to any other party.

**6. Default** If Customer or any Customer Guest fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

**7. Termination** Cox reserves the right to require Customer to pay an early termination fee equal to 10% of the Cox services ordered, if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are canceled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

**8. LIMITATION OF LIABILITY** COX SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. COX'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF \$5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.

**9. Assignment** Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.

**10. WARRANTIES** EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.

**11. INDEMNITY** Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of Customer's or Customer's Guests use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customer's Guests or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customer's Guests.

**12. Viruses, Content, Customer Information** Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

**13. Public Performance** If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.

**14. Regulatory Authority-Force Majeure** This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.

**15. Miscellaneous** This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at <http://ww2.cox.com/aboutus/policies/business-policies.cox>. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide" at <http://ww2.cox.com/business/voice/regulatory.cox>. The "General Terms" posted at <http://ww2.cox.com/aboutus/policies/business-general-terms.cox>, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.



**COX**  
BUSINESS®

**LAS Vegas**  
CONVENTION CENTER

## WIFI OPTIONS

available from COX BUSINESS  
throughout the LAS VEGAS  
CONVENTION CENTER

**FREE GUEST WIFI** access is available in all common areas, lobbies and meeting rooms of the Las Vegas Convention Center.

**HOW TO CONNECT.** Look for the **.Guest WiFi** network on your mobile device settings and you will be directed to the Guest WiFi splash page.

*This service is not available on the exhibit floor(s) or intended for streaming video, presentations or business use.*

Choose the option that is best for you.

**FREE WIFI ACCESS** (Free unlimited 30 minute sessions, up to 384 Kbps)

or **WIFI UPGRADE\*** (up to 1.0 Mbps) for only **\$14<sup>99</sup>** per day

\*Service is through on-site credit card purchase only.

**CONVENTION WIFI** provides a reliable connection for your mobile device and offers a variety of other business options so you stay connected at the Las Vegas Convention Center.

**HOW TO CONNECT.** Look for the **.Convention\_WiFi** network on your mobile device settings and you will be directed to the Convention WiFi splash page.

*This service is not intended for streaming video, presentation software or powering business use.*

Choose the option that is best for you:

**1 DAY Convention WiFi = \$79<sup>99</sup>**

**3 DAY Convention WiFi = \$149<sup>99</sup>**

**5 DAY Convention WiFi = \$239<sup>99</sup>**

\*Service is through on-site credit card purchase only.

**WIFI HOT SPOTS** offer flexible packages and various download speeds in a single location at the Las Vegas Convention Center to help you meet your convention goals.

**NEED WIFI IN ONE LOCALIZED AREA** to attract visitors to your booth or a customized splash page?

*We can help.*

**COX BUSINESS UTILIZES THE LATEST  
IN WIFI STANDARDS.**

**WIFI 6 (802.11AX)** is available in the West Hall and **802.11AC** in all other areas of the LVCC.

Choose the option that is best for you.

**Up to 10 USERS = \$2,200<sup>00</sup>**

**Up to 25 USERS = \$3,200<sup>00</sup>**

**Up to 50 USERS = \$4,500<sup>00</sup>**

**Up to 100 USERS = \$6,800<sup>00</sup>**

**Packages for more than 100 users are available with additional speed options**, please contact us for a customized quote.

Pricing based on 3.0 Mbps download.

Please visit **tradeshows.coxhn.net** to order services or call us toll-free at **1-855-519-2624**.



## TERMS AND CONDITIONS OF SERVICE

**1. Service and Installation** Cox Communications Las Vegas, Inc. d/b/a Cox Business ("Cox"), shall provide Customer with certain services ("Services") and equipment ("Equipment") as described on the first page for the use of Customer and Customer's agents, independent contractors and guests attending or participating in an event hosted by Customer ("Customer's Guest"). Customer understands that Cox is the exclusive provider of all Voice, Data and Video services at the Las Vegas Convention Center and Cashman Center (collectively, the "Facility"). Furthermore, Cox is the exclusive provider at the Facility of all floor work associated with the extension of telecommunications and networking services, including, without limitation, coax, fiber or any cabling that transmits voice, data or video. Customer shall be responsible for the acts of Customer's Guests in connection with the Services as if such acts were performed by Customer. Except to the extent caused by Cox, a Cox agent or subcontractor, Customer shall be responsible for damage to any Equipment provided hereunder. Neither Customer nor any Customer Guest may use the Services in any manner that interferes with or impairs any Cox network, whether wired or wireless, Equipment or facilities. The Equipment may be used only for the purpose of receiving the Services. For Cox Internet services, bandwidth speed options may vary. Customer acknowledges and agrees that Customer and Customer's Guests may not always receive or obtain optimal bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds.

**2. Service Date and Term** This Agreement shall be effective upon execution by the parties. Services shall be provided beginning on the Event Start Date and ending on the Event End Date, as described on the first page of this Agreement. Cox shall use reasonable efforts to make the Services available by the Event Start Date; provided, however, that Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays beyond its reasonable control.

**3. Customer Responsibilities** Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Cox end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all individuals accessing the Internet to agree to the terms of an end user license agreement reasonably acceptable to Cox. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Cox network.

**4. Equipment** Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and Equipment installed by Cox hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Cox shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Cox's authorized personnel. For Cox-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Cox shall repair any Equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence or intentional misconduct of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

**5. Resale of Service** Neither Customer nor any Customer Guest may resell any portion of the Services to any other party.

**6. Default** If Customer or any Customer Guest fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

**7. Termination** Cox reserves the right to require Customer to pay an early termination fee equal to 10% of the Cox services ordered, if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are canceled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

**8. LIMITATION OF LIABILITY** COX SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. COX'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF \$5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.

**9. Assignment** Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.

**10. WARRANTIES** EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.

**11. INDEMNITY** Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of Customer's or Customer's Guests use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customer's Guests or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customer's Guests.

**12. Viruses, Content, Customer Information** Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

**13. Public Performance** If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.

**14. Regulatory Authority-Force Majeure** This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.

**15. Miscellaneous** This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at <http://ww2.cox.com/aboutus/policies/business-policies.cox>. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide" at <http://ww2.cox.com/business/voice/regulatory.cox>. The "General Terms" posted at <http://ww2.cox.com/aboutus/policies/business-general-terms.cox>, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.





**August 21-24, 2022 – Las Vegas Convention Center**

# **International Shipping & U.S. Customs Guidelines**

---



**PIBL**

**PHOENIX INTERNATIONAL  
BUSINESS LOGISTICS, INC.**

Veronica Gomez

Tel 908-355-8900

Fax 908-355-8883

Email [vgomez@phoenixlogistics.com](mailto:vgomez@phoenixlogistics.com)

# TABLE OF CONTENTS

<b>Introduction.....</b>	<b>2</b>
<b>U.S. Customs Clearance Process .....</b>	<b>3</b>
<b>Types of U.S. Custom's Entries .....</b>	<b>4</b>
<b>Required Documentation .....</b>	<b>5</b>
<b>Consignment Information .....</b>	<b>5</b>
<b>Ocean and Air Freight Deadlines .....</b>	<b>6</b>
<b>Import Security Filing (10+2) Rule .....</b>	<b>7</b>
<b>Restrictions on Wood Packaging Material .....</b>	<b>8</b>
<b>FCL - Full Container Load Ocean Shipments.....</b>	<b>9</b>
<b>LCL - Less than Container Load Ocean Shipments .....</b>	<b>9</b>
<b>U.S. Custom's Container Seal Requirements .....</b>	<b>10</b>
<b>U.S. Custom's Duty and Processing Fees.....</b>	<b>11</b>
<b>Insurance .....</b>	<b>12</b>
<b>Outbound Shipping Instructions .....</b>	<b>13</b>
<b>International Small Package Shipments .....</b>	<b>14</b>
<b>Prohibited Commodities.....</b>	<b>14</b>
<b>Outlays and Payment Conditions .....</b>	<b>14</b>
<b>Phoenix Overseas Agents .....</b>	<b>14</b>
<b>Deadlines and Tariff .....</b>	<b>15</b>
<b>Important Tariff Notes .....</b>	<b>16</b>
<b>Forms:</b>	
<b>A) ISF (Importer Security Filing Form)</b>	
<b>B) Import Freight Information Sheet</b>	
<b>C) List of International Agents/Affiliates</b>	



**PIBL**

# INTRODUCTION

**Phoenix International Business Logistics, Inc. (PIBL) has been appointed the Official International Freight Forwarder / U.S. Customs Broker for ASD MARKETWEEK 2022**

We strive to offer each exhibitor exemplary service in concert with our overseas partners. By using PIBL's international network, your company can derive these benefits:

- Alleviate potential transport and customs clearance problems and ensure your exhibit is delivered on time.
- Increase the efficiency and reliability of the entire transportation process
- By establishing an account with a PIBL overseas agent, all charges for services incurred in the U.S. can be invoiced directly to you through our agent. Otherwise, payment for services must be collected from the exhibitor (or their freight forwarder) prior to the delivery of your shipment to the show site.
- PIBL will coordinate the customs clearance of all inbound freight through U.S. Customs and Border Protection (CPB) and will arrange timely delivery to the show site.
- Our licensed personnel are on-site before, during, and after the show to answer questions about customs clearance and to assist you with the re-exportation of freight after the show closing.

Should you have any questions regarding transportation or U.S. Customs, we invite you to contact us.



# U.S. CUSTOMS CLEARANCE

All shipments arriving in the U.S. require clearance from U.S. Customs prior to release from the port, airport or terminal. In order for PIBL to affect customs clearance on your behalf, you must provide a company name under which PIBL can prepare the customs entry. This company can either be a U.S. resident company or an overseas non-resident company.

## What PIBL Needs to Act as Your Customs Broker

1. Completed U.S. Customs Power of Attorney Form (available upon request)
2. Import Freight Information Sheet (attached) - return by facsimile or email to the PIBL coordinating office. If needed, consult with our agent on how to complete this form.
3. Contact name and phone number

**Note:** Customs clearance will take approximately 2-3 days. During this time, the freight must remain under customs supervision at the port of entry and under no circumstances can it be delivered to the show site.

## About the Power of Attorney

The PIBL coordinating office must be in possession of your Power of Attorney 48 hours prior to export of seafreight shipments, in order to file the importer security notice with U.S. Customs or immediately upon export of airfreight shipments. It is the exhibitor's responsibility to make available to PIBL all appropriate documentation for customs clearance. **Failure to do so may result in late filing fees and surcharges and/or late delivery to the show site.**

Blank Power of Attorney forms are available upon request.

## Timely Deliveries

Although PIBL will do everything possible to ensure all shipments are delivered in time for the show, we cannot be held responsible for late or delayed delivery of freight due to the exhibitor's failure to follow the provided procedures.



# TYPES OF U.S. CUSTOMS ENTRIES

## Permanent Entries

Permanent Customs entries are reserved for those Exhibitors who are expecting their freight to permanently remain in the United States. U.S. Duty and other applicable processing fees will apply. Shipments with duty liability of less than \$250.00 are automatically cleared as a permanent entry.

## Temporary Entries

High value exhibits imported for the ASD MARKETWEEK Show intended to be re-exported after the show can be cleared on a temporary duty free (TIB) entry. TIB entries should only be utilized for exhibits intended for re-export in the same condition and quantity in which they were imported. TIB merchandise entered into the U.S. and not exported is subject to U.S. Customs penalties and fines.

All give-away items, food, beverage, etc., are considered consumables and are therefore unable to be cleared under a temporary entry.

### **\*\* IMPORTANT NOTE \*\***

It is not recommended that merchandise intended for temporary or permanent entry into the U.S. be packed and shipped together. U.S. Customs will not accept one customs entry for both permanent and temporary freight. We suggest that such freight be packed and shipped independently under separate commercial invoices and house bill of lading. Questions on this subject can be forwarded to PIBL or our overseas agents.



**PIBL**



## REQUIRED DOCUMENTATION

The following documents must be provided for Customs clearance:

- Bills of lading or Airway bills. (*Express release Bills of lading only*)- **No Originals.**
- Signed Commercial/Proforma invoices in English, giving exact commodity description with Harmonized number, unit value and total value. (You can not indicate NO COMMERCIAL VALUE on Invoices. This is not accepted by U.S. Customs)
- Completed and Signed Import Freight Information Sheet (Enclosed)
- Packing list in English (May be combined with the commercial invoice)
- Power of Attorney (Available upon request) Not required if you have worked with PIBL previously.
- Any applicable documents, licenses, insurance certificates

## CONSIGNMENT INFORMATION

Please insure that your shipments are sent on a prepaid basis, marked and consigned as follows.

Name of exhibiting company  
C/O ASD MARKETWEEK 2022 – Booth # \_\_\_\_\_  
Las Vegas Convention Center  
3150 Paradise Road  
Las Vegas, NV 89109

PIBL - Phoenix Int'l Business Logistics, Inc  
Attn: Veronica Gomez  
email: [vgomez@phoenixlogistics.com](mailto:vgomez@phoenixlogistics.com)  
Phone: 908.355.8900 Fax: 908.355.8883



**PIBL**

# OCEANFREIGHT/AIRFREIGHT DEADLINES

Ocean Freight

(FCL): Port of Los Angeles/Long Beach

LCL) Port of Los Angeles/Long Beach

Air Freight: Los Angeles Airport

Contact PIBL for arrival dates

Contact PIBL for arrival dates

August 3, 2022

**The above dates should be used as a guideline only. Targeted move in dates will be announced by show management at a later date.** Please confirm your targeted move in date with PIBL 60 days prior to the date of show opening. To ensure timely delivery to show site, we recommend that all shipments arrive in the U.S. by the final confirmed deadline dates. PIBL will not charge intermediate storage for airfreight or LCL seafreight shipments that have arrived and are customs cleared within the above provided time frames.

**Demurrage, per diem and chassis charges for full containers during the time period between arrival and delivery to showsite must be negotiated with the steamship lines in the country of origin.** If arrangements have not been made and confirmed in writing by the steamship lines, PIBL will invoice container and chassis demurrage and per diem charges directly to the Agent or Exhibitor. *Freight arriving after the above dates will be charged additional fees based on services required to ensure timely clearance and delivery of your shipment to the show.* It is imperative that the coordinating PIBL office be pre advised of all incoming shipments prior to the freight's arrival in the U.S. If the above deadlines can not be met, please advise our office immediately so we can make arrangements to expedite the customs clearance and delivery of your shipment

# IMPORT SECURITY FILING (10+2) Rule.

*This information is needed 24 hours before shipment is loaded*

International exhibitors attending trade shows in the U.S. face new federal regulations when importing cargo by ocean freight from overseas. On January 26, 2009 the Import Security Filing (ISF) rule, also known as the 10+2 rule, took effect. International exhibitors who fail to follow the new rule from the U.S. Customs and Border Protection (CBP) are subject to fines and penalties. Under the ISF rule, importers are required to submit 10 items of data about their cargo at least 24 hours before it is loaded aboard a vessel at a foreign port. Two additional data items are required by the carrier as well, resulting in what is known as the 10+2 rule. To comply with the new rule, exhibitors are required to provide PIBL or a PIBL agent the following 10 data elements 48 hours prior to loading at the port of origin.

- |  |   |
|--|---|
| 1. Manufacturer (or supplier) name and address | 6. Consolidator name and address        |
| 2. Seller name and address                     | 7. Importer of record number            |
| 3. Buyer name and address                      | 8. Consignee number                     |
| 4. Ship to name and address                    | 9. Country of origin of goods           |
| 5. Container stuffing location                 | 10. Harmonized Tariff Schedule (HTSUS)# |

On July 9, 2013, CBP was authorized to begin full enforcement of the ISF regulation. CBP will begin fining Importers for the submission of an inaccurate, incomplete or untimely filing or for failure to file. Violators will be fined \$5,000 per non filed, late filed, inaccurate filing or inaccurate ISF update. Fines will not exceed \$10,000 per ISF. To expedite the process, contact PIBL or a PIBL agent to request an email copy of an easy to use "type and send" ISF form or download it from

[http://phoenixlogistics.com/f\\_and\\_e.html](http://phoenixlogistics.com/f_and_e.html)



PIBL

# RESTRICTIONS ON WOOD PACKAGING MATERIAL

The United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) has revised its import regulation for wood packaging materials (WPM), 7 CFR § 319. The final rule was effective September 16, 2006 with full enforcement commencing on July 5, 2006.

The regulation restricts the importation of many types of untreated wood articles, including wooden packaging materials such as pallets, crates, boxes, and pieces of wood used to support or brace cargo. The regulations currently refer to these types of wood packaging materials as solid wood packing materials, defined as “wood packing material other than loose wood packing material, used or for use with cargo to prevent damage, including, but not limited to, dunnage, crating, pallets, packing blocks, drums, cases, and skids.” **Any wood packaging material not meeting the treatment specifications of this rule will be immediately re-exported.**

The rule states that regulated wood packaging materials must be marked in a visible location on each article, preferably on at least two opposite sides of the article, with a legible and permanent IPPC mark that indicates that the article meets the new requirements. **It is highly recommended that IPPC stamped crates loaded in full containers be placed at the tail of the container so the stamp is clearly visible by Customs when the container doors are opened.** U.S. Customs is no longer accepting fumigation certificates as proof of fumigation. All fumigated wood packaging material must be stamped with the IPPC stamp.

Should you have any questions regarding the wood packaging material used for your exhibit, please consult your local PIBL agent, in-house freight forwarder, or packing and crating company. Additional information on this subject can be found on the USDA Website:

<http://www.aphis.usda.gov/lpa/issues/wpm/wpm.html>



PIBL

## **FULL CONTAINER OCEAN SHIPMENTS**

Containers arriving on the West Coast of the U.S. must be terminated at the U.S. port of arrival, at which point, PIBL will arrange the customs clearance and transfer of the container to Las Vegas. The U.S. Rail system does not provide direct rail access into Las Vegas. Containers arriving from Europe via the U.S. East Coast should be booked via “Miniland Bridge” to Los Angeles, California. These shipments must terminate at the Los Angeles Container Rail Yard.

A marshaling yard has been established for the orderly management and drayage of containers to the show site for unloading. PIBL will arrange for delivery of containers to the marshaling yard for intermediate storage and subsequent delivery to the convention center for unloading. DOOR DELIVERY BY THE STEAMSHIP LINES DIRECTLY TO THE CONVENTION CENTER IS PROHIBITED.

For the purpose of ensuring containers are available for re-export, we ask that you notify Phoenix of any full container return shipments prior to arrival in Los Angeles. Availability of containers is limited and booking equipment is required 10 days in advance. If arrangements have not been made and containers are not available for loading on showsite, Exhibitor's freight will be removed from showsite and returned to Phoenix's contracted warehouse. These services will be invoiced to the Exhibitor's account.

## **LESS THAN CONTAINER LOAD OCEAN SHIPMENTS**

If you intend to engage the services of a sea freight consolidator for your LCL (less than container load shipments), please be aware of the delays associated with transport from the port of arrival to Las Vegas and U.S. Customs examinations at the port of arrival. These delays range from 6-12 days. Although PIBL cannot reduce the risk of U.S. Customs examinations, we can expedite the clearance process and delivery to Las Vegas – but only if the shipments are terminated at the U.S. port of arrival. We do not recommend shipping LCL shipments through to Las Vegas. Best results are obtained by terminating the shipment at the U.S. port of arrival.



**PIBL**



# U.S. CUSTOMS CONTAINER SEAL REQUIREMENTS

U.S. Customs and Border Protection is reminding shippers and importers that all loaded containers arriving by vessel at a port of entry in the U.S. on or after October 15, 2008, are required by statute ([6 U.S.C. 944](#)) to be sealed with a seal meeting the [ISO/PAS 17712](#) standard.



The ISO/PAS 17712 standard requires that container freight seals meet or exceed certain standards for strength and durability so as to prevent accidental breakage, early deterioration (due to weather conditions, chemical action, etc.) or undetectable tampering under normal usage. ISO/PAS 17712 also requires that each seal be clearly and legibly marked with a unique identification number. If you have any questions regarding seal requirements, please contact PIBL or one of our overseas agents.

# U.S. CUSTOMS DUTY AND PROCESSING FEES

Merchandise entered into the Commerce of the United States is subject to duty, merchandise processing fees and, if imported via sea freight, a harbor maintenance fee. These duties/taxes will be estimated and invoiced by PIBL in accordance with the description provided on your commercial invoice. All U.S. Customs and service fees invoiced by PIBL must be paid prior to freight delivery to the show site.

Duty - Based on commodity description and rate of duty

Merchandise processing fee - .3464% of FOB value (maximum USD\$ 538.40) Sea & Air

Harbor Maintenance fee - .125% of FOB Value - (No maximum) Sea freight only

## Preparing The Commercial Invoice

Commercial/pro forma invoices must include the following information:

- \* Name of shipper (exporter or manufacturer)
- \* Name of consignee (exhibiting company **C/O ASD MARKETWEEK 2022 – Las Vegas, NV**)
- \* Booth number
- \* Complete description of merchandise
- \* Harmonized tariff number of each description
- \* Unit value and total value ("No commercial value" statements are not accepted by U.S. Customs)
- \* Invoices must be in English

## Display Description

A display booth with lights, panels, etc., can be grouped and shown as this example indicates:

"Completed display booth and stand" 9403.20.0020 Value \$5,000.00

Display boards should be listed as follows: "Display boards of pressed wood with single sample or groupings for color or design" 6808.00.0000. All display boards must show quantity in square meters

# INSURANCE

To best serve our customers, we must inform you that the liability of your freight forwarders, customs broker and contracted carriers, as well as PIBL, is limited to \$50.00 per shipment under the Freight Forwarder/Customs Brokerage Industry's standard terms covering liability for physical loss or damage to your cargo. In the unfortunate event that your goods are damaged or lost while entrusted to PIBL and if our agents or we are determined liable for the damage or loss, our and their liability will be limited to \$50.00 per shipment.

If you do not wish to run this risk, you have two options. You may declare the value of the goods to us prior to shipment; PIBL with our agents will thereby charge you a significantly higher rate for our services. Alternately, you may procure insurance on your own, or through us, for the full value of the goods for the time the goods are entrusted to us and/or our agents, including international door-to-door coverage.

Generally, the premium for such insurance is much less than the higher freight rate that you will be charged if you choose the first option, declaring the higher value.

If you or your insurance broker has any concerns that your present coverage does not fully cover the value of your shipment in the event of loss or damage, please feel free to request full coverage of this shipment in writing to PIBL. Through our underwriters, we have the ability to insure your shipment for the value as indicated in your request.

If you do not wish to exercise either option, or if you are satisfied that the insurance coverage you have arranged through others and not through us is sufficient, you are acknowledging the fact that PIBL has not insured your shipment and has advised you of the liability limitation that will otherwise apply.



**PIBL**

# **Outbound Shipping Instructions**

These instructions are provided to assist you with the documentation required to remove your freight from the show site. Please contact your PIBL representative with any questions prior to the show closing.

## **BEFORE THE LAST DAY OF THE SHOW**

- Secure a **material handling form or bill of lading** from the appointed show contractor. You must complete this form to help the contractor identify your shipment and tender it to PIBL
- Ensure all show **contractor invoices** have been paid.

## **ON THE LAST DAY OF THE SHOW**

- If you have not received the material handling form or bill of lading from the show contractor, visit the contractor's service desk to request it.
- Complete the form by **adhering to all of the instructions** provided by the contractor.
- You must **indicate PIBL/Phoenix as the carrier** in this manner:  
PIBL-Phoenix/Att: (your PIBL representative's name and phone number)
- Each piece that you pack **must be labeled** with a final delivery/consignee address. If you don't have labels, the show contractor can provide blank labels for your use.
- Be sure that the **piece count** that you list on the material handling form precisely matches the number of pieces that you have packed and are shipping.
- The **final delivery address** that you provide on the handling form must match the delivery address on the labels.
- After packing your exhibit, **return the completed material handling form to the show contractor's service desk**. Without this completed form, the show contractor cannot release your shipment to our driver.

**Important:** Don't leave the material handling form with your freight at the booth, or leave the exhibition center without taking the completed form to the show contractor.

- Call or email your PIBL representative to **advise us of the final piece count**, as well as the time that you dropped off the completed material handling form at the show contractor's service desk.

**Questions? - Call our Export Department at  
908-355-8900**

# **INTERNATIONAL SMALL PACKAGE SHIPMENTS**

Small package shipments are defined as shipments less than 50 kgs. Successful customs clearance and delivery of international small package shipments can be a challenge. To reduce delays, additional expenses and possible non delivery of your shipment, we recommend exhibitors utilize our door to door delivery services. In conjunction with our overseas agents, our staff arranges the transportation from origin, the customs clearance, and the delivery of your small package shipment to the show at a competitive price. Please contact us to discuss the best method for handling your small package shipment.

## **PROHIBITED COMMODITIES**

Certain commodities are prohibited from import into the United States. We strongly advise you refrain from shipping any items of clothing, especially t-shirts, hazardous chemicals, paint, or food/beverages with your shipment. However, should you find it necessary to import such merchandise, please send it separately and in advance of your primary shipment.

## **OUTLAYS AND PAYMENT CONDITIONS**

PIBL will advance funds on your behalf for expenses incurred in Las Vegas. Unless you have an established account with PIBL or a PIBL partner, these charges are expected to be paid prior to delivery of your shipment to the show site.

## **PHOENIX OVERSEAS AFFILIATES AND OFFICES**

PIBL urges all exhibitors to utilize the transportation services of our overseas partners and affiliates. These offices have familiarized themselves with these guidelines and are in a position to invoice you directly for all destination and on-site charges. By using the PIBL network, you will alleviate any delays in Las Vegas and will increase the efficiency of the entire transportation process. The full contact information for each office is provided at the end of these guidelines. If an agent is not provided for your country, please contact PIBL for the office nearest your location.



# DEADLINES AND TARIFF

## A. Important scheduling notes

1. Phoenix is offering **free** storage of LCL and airfreight shipments arriving after the deadline dates referenced above.
2. Cargo arriving after the above stated deadline dates will be charged additional fees based on the services required to insure timely clearance and delivery to the convention center.
3. Due to the possibility of a high volume of return shipments, please allow additional time for exports from Las Vegas. Expedited export transportation services are available. However, this service must be requested in advance of show closing.

## B. Inbound charges

1. Terminal Handling charges and transfer of documents..... As per outlay + 15%
2. Customs clearance fees:
  - Permanent entries..... US 160.00 p/entry
  - Temporary entries ..... US 195.00 p/entry
  - ATA Carnet Clearance ..... US 185.00 p/entry + Messger
3. U.S. Customs exam services..... as per outlay + 15% outlay fee
4. Custom's exam coordination fee ..... US 75.00 per exam/container
5. Document messenger services, communication and Exposition
  - Onsite staff supervision fee..... US 125.00 p/entry/container
6. Other Gov't Agency releases (If required)..... US 35.00 p/entry
7. Additional Classifications (3 free) ..... US 15.00 each additional
  - Additional invoice (1 free) ..... US 15.00 each additional
8. \* Delivery from Los Angeles Airport or consol point to ..... US 55.00 p/100 lbs
  - Showsite. (Based on Greater of volume or weight)..... US 350.00 Minimum
9. Seafreight container drayage from port of arrival to Showsite..... Quotation required
10. US Customs bond fee ..... US 6.50 per/USD 1,000.00
  - ..... Minimum US 85.00
11. Import Security filing p/seafreight shipment ..... US 75.00 + \$3 p/Manufacturer
12. Import Security Bond fee ..... US 85.00
13. Trucker waiting time (2 hours free) Each additional hour ..... US 85.00 p/ hour

\* Discounts available for shipments exceeding 4,000 lbs

## C. Outbound charges

1. Export documentation and handling fee:
  - Airfreight ..... US 95.00 p/Bill of lading
  - Seafreight ..... US 135.00 p/Bill of lading
2. Onsite sea/air freight export coordination fee ..... US 85.00 p/cont./shipment
3. Delivery from showsite to Los Angeles airport or consol point ..... US 55.00 p/100 lbs  
(Including intermediate storage) ..... US 350.00 Minimum  
(Based on Greater of volume or weight)
4. Cancellation of U.S. Customs Temporary entries ..... US 100.00 p/entry
5. Duty paid entry for Cancellation of TIB entry. .... US 150.00 p/entry
6. Customs bond fee ..... US 6.50 per/US1,000. Min \$75
7. Trucker waiting time (2 hours free) Each additional hour ..... US \$85.00 p/ hour

Return Air/Ocean freight rates, terminal handling charges and rates for special services will be quoted on a case per case basis. ***Above rates apply to services provided during normal working hours. For after-hours, weekend, and/or holiday pick ups or deliveries, add \$125.00 to the above inbound and outbound coordination fees.***

## D. Important Tariff notes

1. The above tariff applies to each exhibitor and shipment.
2. All rates are based on volume or actual weight. Whichever is greater.
3. The above rates exclude all U.S. Customs duty, taxes and/or Merchandise Processing Fees, trucker waiting time on show site, any storage charges due to early arrival or delays beyond PIBL's control, and charges related to the movement of freight once it arrives on showsite.
4. Unless prior arrangements have been made with our PIBL overseas affiliate, all freight charges must be settled prior to show opening. Failure to do so will result in a 2.5% outlay charge. *Company checks drawn on foreign banks cannot be accepted.*
5. A 4% processing fee will be added to all invoices paid by credit card
6. All merchandise brought into the exhibition center must be properly packed. PIBL does not unload or load vehicles at the Las Vegas Convention Center so we can not be held liable for damage caused while unloading or loading. We highly recommend the use of wooden crates for all international and domestic shipments.
7. PIBL will invoice a 15% outlay fee for any/all monies outlaid on behalf of an exhibitor.



**PIBL**

**Port Elizabeth**  
1201 Corbin Street  
Elizabeth, NJ 07201 USA  
Tel 908.355.8900 Fax 908.355.8883

---

## IMPORTER SECURITY FILING

BILL OF LADING NO.	<input type="text"/>	ON BOARD DATE	<input type="text"/>
SHIPPER REF NO.	<input type="text"/>	COUNTRY OF ORIGIN	<input type="text"/>
MANUFACTURER NAME	<input type="text"/>		
MANUFACTURER ADDRESS	<input type="text"/>		
CONTAINER STUFFING LOCATION	<input type="text"/>		
BUYER NAME	<input type="text"/>		
BUYER ADDRESS	<input type="text"/>		
SHIPPER NAME	<input type="text"/>		
SHIPPER ADDRESS	<input type="text"/>		
CONSOLIDATOR NAME	<input type="text"/>		
CONSOLIDATOR ADDRESS	<input type="text"/>		
IMPORTER OF RECORD	<input type="text"/>	CONSIGNEE FEDERAL ID NO.	<input type="text"/>
ACTUAL OWNER OF GOODS	<input type="text"/>		
HARMONIZED TARIFF	<input type="text"/>		

---

# PHOENIX INTERNATIONAL BUSINESS LOGISTICS, INC.

TRADE SHOW / FINE ART DIVISION

1201 CORBIN STREET

ELIZABETH, NJ 07201

PHONE: (908) 355-8900 FAX: (908) 355-8883



## IMPORT FREIGHT INFORMATION SHEET



SHOW NAME:

EXHIBITOR:

HALL NO:

BOOTH NO:

MOVE-IN DATE:

CONTACT(S) AT SHOW:

Email address:

On-Site Cell No:

DEFINITIVE OR TEMPORARY CLEARANCE:

IMPORTER OF RECORD: Name and Address

BILLING PARTY (check one below):

☐

EXHIBITOR

☐

PHOENIX AGENT IN COUNTRY OF ORIGIN

(Confirmation required)

☐

OTHER: (Specify: \_\_\_\_\_)

Name and Address of Agent:

Importer IRS#: \_\_\_\_\_ If available

Is your company C-TPAT Certified?: YES ☐ NO ☐

Have you shipped with this agent previously?: YES ☐ NO ☐

### PAYMENT CONDITIONS:

Unless prior arrangements have been made with your local PIBL agent, all charges are payable before final delivery to show site. American Express, Visa, wire transfer or company check are all acceptable forms of payment.

### FREIGHT ARRIVAL CONDITIONS:

To insure proper U.S. Customs clearance and timely delivery to your booth, freight must arrive by the deadline date provided in the attached guidelines or as confirmed by email.

### DELIVERY TERMS:

PIBL is only responsible for delivery of freight to show site dock.

The designated drayage contractor is responsible for all onsite freight movements.

PIBL is not responsible for loss of freight while on show site.

PIBL will not accept collect freight unless advance arrangements have been made in writing.

The below signed Exhibitor/Company guarantees payment of all charges incurred on this shipment in accordance with the above instructions and the Terms and Conditions of PIBL which are available upon request

**THANK YOU.**

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PIBL's  
WORLDWIDE NETWORK OF AGENTS**

**Belgium**

Kristal bvba  
Brucargo 734  
Zaventem, B-1931, Belgium

Contact: Mr. Geert Frere  
Phone: (32)2 7530737  
Fax: [32] 27514720  
E-mail: [geert.frere@kristal-logistics.com](mailto:geert.frere@kristal-logistics.com)

**Brazil**

TTI Log International Logistics  
137 Avenue Alexandr Mackenzie  
Sao Paulo, Brazil 05323-000

Contact: Marcos Krekovski  
Phone: (+55 11) 3716-3713  
Fax:  
Email: [MarcosKrekovski@ttilog.com.br](mailto:MarcosKrekovski@ttilog.com.br)

**Canada**

Phoenix Int'l Business Logistics, Inc  
1201 Corbin Street  
Elizabeth, NJ 07201US

Contact: Phil Hobson  
Phone: 908-355-8900  
Fax: 908-355-8883  
Email: [phobson@phoenixlogistics.com](mailto:phobson@phoenixlogistics.com)

**China**

APT ShowFreight Shanghai  
RM 901-2, Modern Plaza Tower 1  
369 Xian Xia Road  
Shanghai, China 200336

Contact: Shirley Xing  
Phone: [86]21 6124 0090  
Fax: [86] 21 61240091  
Email: [shirley.xing@aptshowfreight.com](mailto:shirley.xing@aptshowfreight.com)

**Denmark**

FairExpress GMBH  
Grafenheider Strasse 103  
33729 Bielefeld/Germany

Contact: Christiane Roelfs  
Phone: 49-521-91144-20  
Fax: [49] 52-1911-4411  
E-mail: [christiane.roelfs@fairexpress.de](mailto:christiane.roelfs@fairexpress.de)

**France**

Bollore Logistics  
4-6 Rue des Deux Cedres-Zone Cargo 3  
35700 Roissy En France

Contact: Laurent Canot  
Phone: [33] 1-49-19-1593  
Fax: [33] 1-49-19-1591  
E-mail: [laurent.canot@bollore.com](mailto:laurent.canot@bollore.com)

**Germany**

FairExpress GMBH  
Grafenheider Strasse 103  
33729 Bielefeld/Germany

Contact: Christiane Roelfs  
Phone: 49-521-91144-20  
Fax: [49] 52-1911-4411  
E-mail: [christiane.roelfs@fairexpress.de](mailto:christiane.roelfs@fairexpress.de)

**Hong Kong**

Hansen Exhibition Forwarding Ltd.  
Unit-13,13/F New Commerce Centre  
19-Onsum Street, Shatin Hong Kong

Contact: Michael Kun  
Phone: 852-2367-2303  
Fax: 852-2369-0479  
E-mail: [michael@hansenhk.com](mailto:michael@hansenhk.com)

**India**

Fair Logistics Pvt Ltd – WTO Group  
Building No A-180 Second Floor,  
Street No –10 , Road No – 4,  
Mahipalpur, New Delhi 110037, India

Contact: Amit Singh  
Phone #: 91 11 71859752  
E-mail: [info@fairlogistic.com](mailto:info@fairlogistic.com)

**Italy**

O.T.I.M. S.p.A. – Int'l Fairs Dept.  
I-20159 Milano - Via Porro  
Lambertenghi, 9, Italy

Contact: Chiara Rossolimo Bergamini  
Phone: [39]-02 69912255  
Fax: [39] - 02 69912231  
E-mail: [chiara.rossolimo@otim.it](mailto:chiara.rossolimo@otim.it)

**Japan**

Nissin Corporation  
5.Sanbancho, Chiyoda-ku  
Tokyo, 102-8350, Japan

Contact: Exhibition Team  
Phone: 81-3-3238-6500  
Fax: 81-3-3238-6508  
Email: [exhibition@nissin-tw.com](mailto:exhibition@nissin-tw.com)

**Korea**

Eplus Expo Korea  
150-14, Samsung-Dong  
Gangnam-Gu  
Seoul,Korea 135-090

Contact: Charles Hwang  
Phone:82-2-566-0089  
Fax:82-2-566-9514  
Email: [charles@eplusexpo.com](mailto:charles@eplusexpo.com)

**Netherlands**

Fairexx Logistics for Exhibitions BV  
De Trompet 2650  
1967 DD HeemskerkThe Netherlands

Contact: Paul Van Zijl  
Phone: 31-251250060  
Fax: 31-251250065  
E-mail: [paul.van-zijl@fairexx.nl](mailto:paul.van-zijl@fairexx.nl)

**Philippines**

Alta Fairs & Exhibits  
No. 3 STA. Agueda Ave.  
Pascor Drive, Philippines

Contact: Kristine Oracion  
Phone:632 551 4646  
Fax: 632 831 3054  
E-mail: [oracion.kristine@atn.com.ph](mailto:oracion.kristine@atn.com.ph)

**Portugal**

Ornofe Transitários, Lda.  
Via Carlos Mota Pinto, 74 - AU  
4470-034 Moreia - Maia, Portugal

Contact: Ricardo Fernandes  
Phone:[351]229415015/6  
Fax: [351]229415017  
E-mail: [ricardo.fernandes@ornofe.pt](mailto:ricardo.fernandes@ornofe.pt)

**Singapore**

APT Showfreight (S) Pte Ltd  
10 Bukit Batok Crescent  
#05-05, The Spire,Singapore 658079

Contact:Abdul Ghani  
Phone: [65]64998988  
Fax: [65]64998989  
E-mail: [ghani@aptshowfreight.com](mailto:ghani@aptshowfreight.com)

**South Africa**

Aspiring Logistics Group  
Unit 1, 34 Cincaut Street  
Cape Town, South Africa 7780

Contact: Rob Muller  
Phone: 27 21 9056221  
Fax: 27 21 905 6338  
Email: [rob@aspiring.co.za](mailto:rob@aspiring.co.za)

**Spain**

International Trade Shows S.A. (ITS, S.A.)  
AVDA. Eduard Corbella, 86-88  
Barcelona, E - 08440 Spain

Contact: Cristobal Cascante  
Phone: 34 93 8713954  
Fax: 34 93 8712211  
E-mail: [cristobal.cascante@itsfairs.com](mailto:cristobal.cascante@itsfairs.com)



**PIBL's  
WORLDWIDE NETWORK OF AGENTS**

**Switzerland**

**BTG Suisse Ltd  
Salinenstrasse 61  
Pratteln, Switzerland CH-4133**

**Contact: Dominique Geiser  
Phone: 41 61 337 25 73  
Fax: 41 61 337 25 79  
[Email: Dominique.Geiser@btg-suisse.ch](mailto:Dominique.Geiser@btg-suisse.ch)**

**Thailand**

**APT Showfreight (Thailand) Limited  
11/24 Rachadapisek Road, Chongnonsee  
Yannawa, Bangkok 10120 Thailand**

**Contact: Hasnai Kongkaew  
Tel: +66 (0) 2285 3060 ext 201  
Fax: +66 (0) 2285 3068  
[E-mail: hasnai@aptshowfreight.com](mailto:hasnai@aptshowfreight.com)**

**Turkey**

**Level Uluslararası Lojistik  
ve Organizasyon Hizmetleri A.S  
Yeni Bosna Merkez Mahallesi  
29 Ekim Caddesi Vizyon Park Plazaları  
Plaza 4, Ofis 507 - 34197 Bahçelievler - Istanbul**

**Contact: Tufan Zaman  
Phone: 90 212 603 33 35  
[E-mail: tufan.zaman@level-logistic.com](mailto:tufan.zaman@level-logistic.com)**

**United Kingdom**

**GBH Exhibition Forwarding Ltd,  
10 Orgreave Drive  
Handsworth - Sheffield  
United Kingdom - S13 9 NR**

**Contact: Mr. Mark Saxton  
Phone: [44] 114-269-0641  
Fax: [44] 114-269-3624  
[E-mail: mark@gbhforwarding.com](mailto:mark@gbhforwarding.com)**

**Vietnam**

**APT Showfreight Vietnam Co., Ltd  
Unit 301, 3<sup>rd</sup> Floor, Giay Viet Plaza  
180-182 Ly Chinh Thang St, Ward 9, Dist. 3  
Ho Chi Minh City, Vietnam.**

**Contact: Ms. Le Thi Ngoc (Tram)  
Phone: (84-8) 62905460  
Fax: (84-8) 62905406  
[E-mail: Le.Huong@aptshowfreight.com](mailto:Le.Huong@aptshowfreight.com)**

# ASD Market Week August 21-24, 2022 | Las Vegas Convention Center, Las Vegas, NV

Choose the solution that will *instantly* capture contact & demographic data

LEAD RETRIEVAL OPTIONS (not taxed)	on or before 6/12/22	from 6/13/22 to 7/24/22	after 7/24/22	number of units	TOTAL
<b>Mobile App Badge Scanner: 1 User</b>		\$ 329			\$
<b>Mobile App Badge Scanner: 2 Users</b>		\$ 449			\$
<b>Mobile App Badge Scanner: 3 Users</b>		\$ 549			\$
<b>Add Mobile App Users</b> to any featured products after purchase of initial lead option		\$ 129 each			\$
Subtotal A					\$
LEAD RETRIEVAL OPTIONS					
<b>Handheld Badge Scanner</b> For "Touchless" scanner with stand, please contact exhibitorservices@maritz.com.	\$ 399	\$ 429	\$ 449		\$
<b>Tablet Badge Scanner</b> For "Touchless" tablet with stand, please contact exhibitorservices@maritz.com.	\$ 399	\$ 429	\$ 449		\$
<b>Bluetooth Printer</b> Order 1:1 for all SWAP Mobile Users, Handheld Scanners and Tablets purchased	\$ 100	\$ 125	\$ 150		\$
ADDITIONAL SERVICES					
<b>Developer's Kit</b> (Real Time Data Services) Click <a href="#">here</a> for more information		\$ 800			\$
<b>Delivery of Reader to Booth</b> (Post show pickup not available)		\$ 200			\$
Subtotal B with <b>8.38% tax</b> applied**					\$
Add Subtotals from A & B from fields above					\$
Processing Fee*					\$ 9.99
See page 2 for our enhanced product descriptions.					FINAL 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.

**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:

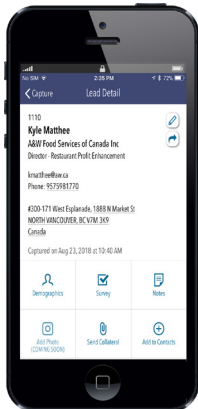
ExhibitorServices@maritz.com  
877-623-3487

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

Maritz Global Events®  
(formerly Experient)

ASD222

## Which Solution is Right for Your Booth?



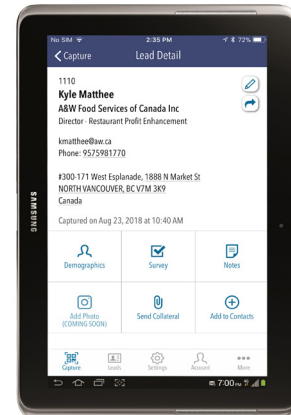
### Mobile App Badge Scanner

- 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 Badge Scanner

- 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 Badge Scanner

- 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/>

## \*FULL MANNEQUINS - \$165.00 each

Female Headless



☐ White ☐ Black

Qty: \_\_\_\_\_

Female w/Head



☐ White ☐ Black

Qty: \_\_\_\_\_

Male Headless



☐ White ☐ Black

Qty: \_\_\_\_\_

Male w/Head



☐ White ☐ Black

Qty: \_\_\_\_\_

☐ Calf Rods (Needed for Shoes)

## \*COUNTER TOP

\$95.00 each

3/4 Torso No Arms/Base



☐ Male ☐ Female

Qty: \_\_\_\_\_

## STEAMERS

\$150.00 each

Rental Steamer



☐ Steamer

Qty: \_\_\_\_\_

## \*ADULT FORMS - \$95.00 each

Female Form



☐ Creme ☐ Black

Qty: \_\_\_\_\_

Male Form



☐ Creme ☐ Black

Qty: \_\_\_\_\_

## HANGERS - \$1.00 ea.

Rented in 50 Increments Only



☐ Natural Wood  
☐ Dark Wood

Circle Hanger Quantity Below

**Shirt Hangers**

50 - 100 - 150 - 200 - 250 - 300 - 350 - 400 - 450

**Pant Hangers (Bar)**

50 - 100 - 150 - 200 - 250 - 300 - 350 - 400 - 450

**Skirt Hangers (Clips)**

50 - 100 - 150 - 200 - 250 - 300 - 350 - 400 - 450

Above are show approved rental items. Pictures are not to scale and are general categories. Measurements can be found on our website [LVMannequins.com](http://LVMannequins.com). All mannequins and forms come with bases unless otherwise noted. Contact us for details.

**FILL OUT ALL BELOW FIELDS**

TOTAL AMOUNT OF ORDER: \$ \_\_\_\_\_

COMPANY/EXHIBITOR NAME: \_\_\_\_\_ CONTACT: \_\_\_\_\_

BOOTH#/LOCATION: \_\_\_\_\_ PHONE: \_\_\_\_\_

VISA or MC ONLY (NO AMEX): \_\_\_\_\_ EXP DATE: \_\_\_\_\_ CVV CODE: \_\_\_\_\_

NAME ON CARD: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

ZIP: \_\_\_\_\_ EMAIL: \_\_\_\_\_



Rates are for the entire duration of event and include delivery and pickup. If you prefer to pick up at our facility please let us know. By signing below you acknowledge that you have read and agree to Las Vegas Mannequins' Terms & Conditions and No Refund Policy posted online at [www.lvmannequins.com](http://www.lvmannequins.com) and are responsible for items during the rental period. In case of damaged items, your card will be charged for any repair fees. In the event of missing items, full retail value of said missing items will be charged. Any repair or replacement charges will be an addition to a rental charge.

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

Please FAX form to 702.838.4463 - Make checks payable to Las Vegas Mannequins.

3900 West Desert Inn Road, Las Vegas, NV 89102 - PH: 702.987.5830 - [LVMannequins.com](http://LVMannequins.com) - [Sales@LVMannequins.com](mailto:Sales@LVMannequins.com)

# ASD MARKET WEEK

## Las Vegas Convention Center

Las Vegas , Nevada August 21- 24 , 2022

SECURITY GUARD  
ORDER FORM



**Special Operations Associates, Inc.**  
Of Nevada

NV LIC# 525

**RETURN BY 07/15/22**

**\* For Advance Order Rate**

RETURN TO:

SPECIAL OPERATIONS ASSOCIATES, INC.

3405 Cambridge Street

Las Vegas, Nevada 89169

(702) 386-8065 • FAX (702) 386-9720

E-Mail: soa@soasecurity.com • www.soasecurity.com

**\*ADVANCE ORDER RATE**

**\$25.00 PER HOUR (6 hr. min.)**

**ON-SITE RATE (after 07/15/22)**

**\$32.00 PER HOUR (6 hr. min)**

**FULL PAYMENT REQUIRED WITH  
RECEIPT OF ORDER**

**NOTE: ANY ADDITIONS AFTER ADVANCE ORDER DATE WILL BE CHARGED AT HIGHER RATE.**

PLEASE ARRANGE FOR \_\_\_\_\_ GUARDS IN OUR BOOTH ON THE FOLLOWING DAYS:

DATE	HOURS	DATE	HOURS
_____	_____ TO _____	_____	_____ TO _____
_____	_____ TO _____	_____	_____ TO _____
_____	_____ TO _____	_____	_____ TO _____
_____	_____ TO _____	_____	_____ TO _____
_____	_____ TO _____	_____	_____ TO _____
_____	_____ TO _____	_____	_____ TO _____

Special Operations Associates, Inc. (SOA) is not an insurer. Charges are based solely upon the value of services provided for, and are unrelated to the value of the clients operations property or the property of others. The amounts payable by the client are not sufficient to warrant assuming any risk of damage or loss to property due to SOA's negligence or failure to perform. SOA, its agents and representatives, will provide all necessary safeguards and shall assume no liability for life, accident, theft of property, damage to property or any other loss due to factors beyond our control. The client, by signing this agreement, holds SOA harmless for any and all losses and agrees to have in effect at the time of signing this agreement insurance to cover all product, and personal damages and claims arising from engaging in business as an exhibitor.

**TOTAL HOURS REQUESTED:** \_\_\_\_\_

**AUTHORIZED BY:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**BOOTH NUMBER:** \_\_\_\_\_ **EXHIBIT HALL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CARD TYPE:** AMERICAN EXPRESS ☐ VISA ☐ MASTERCARD ☐ 5 % processing fee added for all credit cards

**CREDIT CARD NUMBER:** \_\_\_\_\_ **EXPIRATION DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **CVV#** \_\_\_\_\_

**CARDHOLDER SIGNATURE:** \_\_\_\_\_ **PRINTED NAME OF CARDHOLDER:** \_\_\_\_\_

**CARDHOLDER ADDRESS:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

- ☐ Guard to remain in booth until exhibitor arrives.
- ☐ Guard to work scheduled times only.
- ☐ Fire watch guard.